

Town of Marcellus  
Board Meeting  
Wednesday, April 2, 2025  
6:30 PM

Call to Order

Salute to Flag

I. Waive the Reading and Accept the Minutes

II. Approve Monthly Financials

III. **Old Business**

A. Tim's Pumpkin Patch PUD

B. Recommended changes to lot and building limitations – accessory buildings

IV. **New Business**

A. Friends of Marcellus Park

B. Work day resolution for NYS retirement system

C. Referendum Resolution Fire Department Service Awards

V. **Reports From Department Heads**

A. Codes

B. Highway

C. Parks/Rec

D. Town Clerk - Monthly Report

VI. **Discussion Agenda**

A. Fire Department

VII. **Adjournment**

**Future Meeting Dates**

Planning/Zoning Meeting-Monday, April 7, 2025 - 6:30 pm- Town Hall

Workshop Meeting- Wednesday, April 23, 2025- 6:30 pm- Town Hall

Planning/Zoning Meeting-Monday, May 5, 2025 - 6:30 pm- Town Hall

Town Board Meeting- Wednesday, May 7, 2025- 6:30 pm- Town Hall

Marcellus Town Board  
Regular Meeting  
Wednesday, March 5, 2025  
6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 5, 2025, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Laurie Stevens	Supervisor
Jeff Berwald	Councilor
Percy Clarke	Councilor
Terry Hoey	Councilor
Gabe Hood	Councilor

Also Present: Jim Gascon, Town Attorney; Mike Ossit, Highway Superintendent; Gary and Linda Wilcox, Steven Bolewski, Dave Card, Fire Department; Mia Caryl, Devon Gates, Jessica Granger, Blaiden Campbell, John Pawlewicz, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

**Waive the Reading and Accept the Minutes:** Councilor Clarke made a motion seconded by Councilor Hoey to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from February 5, 2025, Town Board Meeting and February 19, 2025, Workshop Meeting.  
Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Monthly Activity:** The abstract of Audited Vouchers for March 4, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #3 as of March 4, 2025. Claim #s 157813-157819.

	<u>Expenses</u>
General Fund	\$4,129.08
Total	\$4,129.08

The abstract of Audited Vouchers for March 5, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #3 as of February 28, 2025. Claim #s 157776-157803.

	<u>Expenses</u>
General Fund	\$6,931.31
Part Town General Fund	55.30
Townwide Highway	11,909.81
Ambulance	76,725.00
Water District	30,617.28
Total	\$126,238.70

Board Members were given the Activities Report as of February 27, 2025. Fiscal year 2025 Period 2.

	<u>Revenue</u>	<u>Expense</u>
General Fund	( 936,034.09)	192,359.47
Part Town General	( 206,982.42)	31,379.91
Townwide Highway	( 568,475.51)	127,686.12
Part Town Highway	( 56.92)	4,787.15
Fire District	( 437,941.55)	105,433.25
Hydrant Fund	( 3,310.39)	0
Ambulance Fund	( 311,757.33)	77,939.00
Sewer District	( 52,957.50)	51,033.00
Water District	( 164,783.11)	42,530.00

**Bank Balances:**

The total of all Bank Balances for January 2025 are \$4,772,124.11

Councilor Berwald made a motion seconded by Councilor Hood to approve the Abstract of Audited Voucher Reports for March 4, 2025, March 5, 2025, and the Activities Report as of February 27, 2025, and the Bank Balances of January 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**Old Business:**

**Tim’s Pumpkin Patch PUD:** This topic has been tabled. The Town Board is still in the discussion phase.

**Recommended Changes to Lot and Building Limitations- Accessory Buildings:** This topic has been tabled. Planning and Zoning is working with the Town attorney to finalize the recommendations.

**New Business:**

**General Codes Estimate- Solar Law:** The estimated price to update General Codes with the Solar Law is between \$1,715 and \$2,085. The Town Board decided that in the future there is no need for approval to update General Codes. The bill will be presented in the voucher report and any issues can be addressed at that time.

Councilor Hoey made a motion seconded by Councilor Clarke to authorize Supervisor Stevens to sign the supplement estimate for General Codes.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**CNY Stormwater Coalition:** The annual membership and service fees for the stormwater assistance program are \$3,600. The program provides education and training opportunities.

Councilor Hood made a motion seconded by Councilor Berwald to approve Supervisor Stevens to sign the Stormwater Coalition contract.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens Carried

**MAVES Financials:** MAVES present the Town Board with their reports showing dispatch calls, responded calls, the breakdown for the year of what each call was and their financials from January through December 2024. A copy is available at the Town Clerk's Office upon request.

**Town Hall Electronics for Recycling:** A list of broken/damaged electronics was presented to the Town Board and signed by Pete Knowles, IT personnel. The listed electronics are the computers and hard drives that were replaced when the Town was part of a cyber-attack. The electronics will be disposed of during the spring trash days.

Councilor Clarke made a motion seconded Councilor Berwald to declare all listed electronics as damaged/broken.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Knox Box:** A Knox box is a secure box placed on a building that allows first responders to access the buildings during an emergency. The Town will be purchasing three Knox boxes at a total cost of \$1,513,00 including shipping and handling. Two will be for Marcellus Park and one for the Town Highway Garage.

Councilor Hood made a motion seconded by Councilor Clarke to declare Knox Company as a sole source and purchase three Knoxbox 3200 model #3261, one for the welcome center, park maintenance building and highway garage.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Marcellus Cross Country Invitational:** The Marcellus Cross Country team would like to host their 2<sup>nd</sup> cross country invitational at Marcellus Park, October 18, 2025. Last year the event brought 25 schools and over 830 runners and hundreds of spectators. They are requesting three pavilions; Annex, Stone Mill and Creek Hollow along with the Welcome Center. The event will start at 9:00am and end at 1:30pm. There will be a Pumpkin Run for staff, students and alumni of Marcellus. They hope to have more inclusion of local businesses to market themselves with the exception of food. After some discussion it was decided the Welcome Center will not be open to this event due to cleats possibly damaging carpet and floors. The school will not be charged a fee by the Town of Marcellus to host the event but must bring in portable toilets as they did last year.

Councilor Hoey made a motion seconded by Councilor Hood to approve the 2<sup>nd</sup> cross country invitational at Marcellus Park on October 18, 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Park Pavilion Fee:** This topic has been tabled for more discussion.

**Fire Department Financials:** The Marcellus Fire Department turned in their financial statement expenses for the period of January 1, 2025, through February 28, 2025, general ledger for the period of February 1, 2025, through February 27, 2025, and the Chief's report. A copy is available at the Town Clerk's Office upon request.

**Department Reports:**

**Codes:** Nothing to report

**Highway:** Mike Ossit, Highway Superintendent, thanked the Highway staff for doing a great job this winter keeping the roads clear.

**Parks/Rec:** Numerous phone calls have been received wondering why keys aren't working for the Welcome Center. The keys have been replaced so the old keys will not work, and it is the Town's new policy that keys will not be given out. If an event is being held at the Welcome Center, the Recreation Department or Park staff will unlock the doors.

**Town Clerk:** Rosemary Tozzi, Town Clerk; Presented the monthly report for February 2025

Dog Licensing \$296.00

Certified Copies-Marriage \$20.00

Passport \$175.00

Conservation \$12.83

Haulers Permit \$200.00

Building \$231.00

**Discussion Agenda:**

Supervisor Stevens thanked Sue Dennis for temporarily stepping into the Recreation Attendant position while the current attendant is out on medical leave. Sue is doing a great job, and her assistance is greatly appreciated.

**NYS Department of Labor:** Effective December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 of Labor Law are required to register with New York State Department of Labor (NYSDOL) under Labor Law Section 220-i.

**Fire Department:** Nothing to report

**Adjournment:** Councilor Clarke made a motion seconded by Councilor Berwald to adjourn the meeting at 7:03pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk

Marcellus Town Board  
Workshop Meeting  
Wednesday, March 19, 2025  
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, March 19, 2025, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Laurie Stevens	Supervisor
Jeff Berwald	Councilor
Percy Clarke	Councilor
Terry Hoey	Councilor
Gabe Hood	Councilor

Also Present: Mike Ossit, Highway Superintendent; Jim Gascon, Town Attorney; Don MacLachlan, Recreation Director; Gary and Linda Wilcox, Vicki Servello, Bill Southern, Ron Schneider, Scott Stearns, Jim Rossiter, Anthony Dubar, Steve Schneider, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #3 as of March 14, 2025. Claim #'s 157820-157870.

	Expense	
General Fund		\$13,223.90
Part Town General		2,494.75
Townwide Highway		19,598.55
Part Town Highway		4,680.00
Fire District		10,199.75
Hydrant Fund		1,825.69
Ambulance Fund		1,214.00
Water District		12,880.99
Trust and Agency		1,374.08
Total		\$67,491.71

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #3 as of March 19, 2025. Claim #'s 157884-157894.

	Expense	
General Fund		\$16,006.49
Part Town General		2,173.58
Townwide Highway		12,587.06
Trust and Agency		696.49
Total		\$31,463.62

Councilor Clarke made a motion seconded by Councilor Berwald to approve the Abstract of Audited Vouchers and pay the bills as of March 14, 2025, and March 19, 2025.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Old Business:**

**Tim's Pumpkin Patch PUD:** This topic has been tabled for discussion.

**Recommended changes to lot and building limitations- accessory buildings:** This topic has been tabled. Planning and Zoning is still working on the changes.

**Park Pavilion Fees for 2025:** The Town Board modified the surcharge fees for pavilion rentals. The pavilion fees remain the same. The new surcharge applies when capacity is exceeded. The modified terms and amounts are as follows; 1-25 ppl \$25.00, 26-50 ppl \$50.00, 51-75 ppl \$75.00, 76-100 ppl \$100.00 and 101 ppl and over is \$150.00. Also, part of the modification was to charge an additional \$100.00 to any party that does not obey the carry-in and carry-out policy and pavilions must be paid in full within 14 days of reservation. The Town Board decided Marcellus non-profit organizations are not subject to pavilion rental fees.

Councilor Berwald made a motion seconded by Councilor Hoey to approve the changes to the park pavilion rental fees.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**New Business:**

**Storm Water Annual Report:** John Houser, Codes Officers is asking Supervisor Stevens to sign the annual report and the interim progress certification for the annual stormwater report. This report once signed will be electronically sent to the DEC. The report is available on the Town's website for review and comments.

Councilor Hood made a motion seconded by Councilor Clarke to approve Supervisor Stevens to sign the MS4 Operator Certification Form for eReports to be sent to the DEC regarding stormwater.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Resident Requesting Zoning Change:** Anthony Dubar is requesting a zoning or law change in the Town's R1 zone to allow duplex homes. Mr. Dubar referred to the updated comprehensive plan that addresses this zoning modification. After discussion it was decided to officially refer this request to the Planning and Zoning Board.

Councilor Hood made a motion seconded by Councilor Clarke to refer the request for a zoning change in the R1 district to allow duplex homes to the Planning and Zoning Board for their advisory opinions.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Quote to print Comprehensive Plan:** The Town Clerk received a quote from AVALON to have the updated Comprehensive Plan books printed. The quote received was 9 books for \$310.00 or 11 books for \$390.00. It was decided to make 9 copies. The Comprehensive Plan is available online for anyone to view and print. The books will be for the Town Board, Town Clerk's office, Planning and Zoning Board and supporting staff.

Councilor Hoey made a motion seconded by Councilor Berwald to have AVALON to print 9 copies costing \$310.00.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Discussion Agenda:**

Councilor Hood addressed the demolition of 2595 Pleasant Valley Road. He reported the John Houser, Codes Officer, is having issues getting companies to give the Town quotes due to the potential of asbestos. Councilor Hood has a few companies for John to contact.

Vicky Servello addressed the Town Board with concerns regarding Canadian Wildlife and NYS DEC putting pesticides in the water. Her concern is that Nine Mile Creek is on the list of water that is being treated. The Great Lakes are regularly treated with lampricides, chemical compounds that effectively kill sea lamprey larvae. After some discussion and reviewing the information and maps provided on the DEC website it was determined that this pesticide is not a threat to the portion of Nine Mile Creek in the Town of Marcellus.

**Adjournment:** Councilor Hood made a motion seconded by Councilor Berwald to adjourn the Workshop Meeting at 7:17 pm.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk





Received Date

**Standard Work Day and Reporting  
 Resolution for Elected and  
 Appointed Officials Continuation Form**

**RS 2417-B**

(Rev.04/20)

Please type or print clearly  
 in blue or black ink

Employer Location Code

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Michael Ossit			Highway Superintendent	1/1/2024-12/31/2027	8	29.21	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Laurie Stevens			Town Supervisor	1/1/2024-12/31/2025	6	13.22	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Gabriel Hood			Town Councilor	1/1/2022-12/31/2025	6		<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Jeffrey Berwald			Town Councilor	1/1/2024-12/31/27	6	1.30	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
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<b>Appointed Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
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Employer: Town of Marcellus

Location Code: \_\_\_\_\_



**TOWN OF MARCELLUS  
TOWN BOARD RESOLUTION**

**April 2, 2025**

By a motion duly made by \_\_\_\_\_, and duly seconded by \_\_\_\_\_,  
the following Resolution was put before the Town Board of the Town of Marcellus for its  
consideration:

**WHEREAS**, eligible voters residing in the Town of Marcellus (the "Town") approved a  
referendum to establish a defined contribution Length of Service Award Program ("LOSAP") for  
active volunteer firefighter members of the Marcellus Fire Department, effective October 1, 2011,  
in accordance with Article 11-A of the New York State General Municipal Law ("GML");

**WHEREAS**, the Town is the LOSAP Sponsor and Program Administrator; and

**WHEREAS**, GML § 216 authorizes the Town to amend the LOSAP; and

**WHEREAS**, now, the Town Board of the Town of Marcellus has reviewed a proposal  
submitted by the Marcellus Fire Department to amend the current service award program for the  
volunteer firefighters of the Marcellus Fire Department; and

**WHEREAS**, the Town Board of the Town of Marcellus desires to amend the defined  
contribution plan as such plan is described in General Municipal Law §218; and

**WHEREAS**, an active volunteer firefighter currently earns Seven Hundred and No/100  
Dollars (\$700.00) for each year of firefighting service rendered; and

**WHEREAS**, that the entitlement age for each participating firefighter is currently  
sixty-five (65) years of age; provided, however, if any active volunteer firefighter becomes  
disabled as described in GML §218(d), the firefighter is entitled to receive his or her service award  
benefits regardless of age or length of service and such benefits will begin as provided in  
GML §218(d); and

**WHEREAS**, the increase permitted by this resolution is consistent with the intent of the LOSAP to recruit, retain and reward active volunteer firefighters.

**NOW, THEREFORE BE IT**

**RESOLVED**, that the contribution for each participating active volunteer firefighter shall be One Thousand Two Hundred and No/100 Dollars (\$1200.00) for each qualifying year of firefighting service rendered on and after January 1, 2026; and be it further

**RESOLVED**, that the entitlement age for each participating firefighter shall be fifty-five (55) years of age; provided, however, if any active volunteer firefighter becomes disabled as described in GML §218(d), the firefighter shall be entitled to receive his or her service award benefits regardless of age or length of service and such benefits shall begin as provided in GML §218(d); and be it further

**RESOLVED**, that this resolution is subject to a mandatory referendum of qualified voters of the Town of Marcellus and said referendum shall be held on November 4, 2025, at the Town of Marcellus Town Hall, located at 22 East Main Street, Marcellus, New York, in the Town of Marcellus; be it further

**RESOLVED**, that Proposition Number One to be voted upon at said election shall read as follows:

“SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF MARCELLUS FOR THE MARCELLUS VOLUNTEER FIRE DEPARTMENT LENGTH OF SERVICE AWARDS PROGRAM (LOSAP) OF SEVEN HUNDRED DOLLARS (\$700.00) BE INCREASED BY FIVE HUNDRED DOLLARS (\$500.00) TO THE AMOUNT OF ONE THOUSAND TWO HUNDRED DOLLARS (\$1,200.00), PER QUALIFYING MEMBER, ANNUALLY?”; and be it further

**RESOLVED**, that Proposition Number Two to be voted upon at said election shall read as follows:

“SHALL THE AGE OF MATURITY OF THE FUNDS FOR THE MARCELLUS VOLUNTEER FIRE DEPARTMENT LENGTH OF SERVICE AWARDS PROGRAM (LOSAP) BE REDUCED FROM 65 YEARS OLD TO 55 YEARS OLD?”; and be it further

**RESOLVED**, that no later than ten days before said election, this proposition shall be published once in the Marcellus Observer and that a copy thereof shall be posted on the official sign-board of the Town of Marcellus maintained in accordance with New York Town Law §30(6); and be it further

**RESOLVED**, that the LOSAP shall continue to be administered by the Town and that all other provisions of the LOSAP shall remain the same; and be it further

**RESOLVED**, that upon such approval at referendum, the Supervisor of the Town of Marcellus shall be and is hereby authorized to execute necessary documents, including documents adopting the program and its related Trust and make such permitted changes in the Program not inconsistent with the terms of Article 11-A of the General Municipal Law and thus enabling referendum as she determines to be appropriate; and be it further

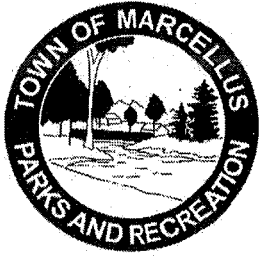
**RESOLVED**, that notwithstanding anything provided to the contrary, this Resolution shall not be effective unless and until the Town Board receives a certified copy of a Resolution of the Marcellus Fire Department in which the Marcellus Fire Department agrees to perform any and all obligations placed upon it under the terms of this Resolution and/or the General Municipal Law.

The question of the adoption of the foregoing Resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>Laurie Stevens</b>	<b>Town Supervisor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Jeff Berwald</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Percy Clarke</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Gabe Hood</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>
<b>Terry Hoey</b>	<b>Councilor</b>	<b>Voted</b>	<b>Yes/No</b>

The foregoing Resolution was thereupon declared duly adopted.

**DATED: April 2, 2025**



## Town of Marcellus Parks and Recreation Department

22 East Main Street, Marcellus, NY 13108

phone: 315.673.3269 ext. 2 fax: 315.673.9132

email: park\_rec@marcellusny.com

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TO: Supervisor Stevens, Councilor Clarke, Councilor Berwald, Councilor Hood and  
Councilor Hoey

FROM: Michele Norstad - Marcellus Parks and Recreation Attendant

RE: Updates from Parks and Recreation

DATE: 03/26/2025

Hello from Parks and Recreation! I wanted to update you all on what I have been working on and how 2025 is progressing. Thank you for accommodating my medical leave.

Pavilion reservations have been steadily coming in. Using the new fee structure has been going well, although there are several partial refunds to process.

47 Recreation employees were contacted and so far 14 students, 3 directors and 1 art teacher have notified us that they are returning. We also have 5 new applications to review. April 1<sup>st</sup> was the deadline given to respond and June 27<sup>th</sup> the mandatory meeting.

2025 Summer Recreation Programs – All 21 programs with minor adjustments have agreed to repeat minus “Fantastic Fine Motor!”. The brochure/pamphlet is near completion and will be hopefully printed by the end of April and uploaded online for registrations as well as circulated within the schools.

Marcellus Central Schools have been contacted to request the use of grounds for our Rec program. I am in the process of utilizing their online (ML Schedules) platform with the help of Mike Free, Mary Pat Tierney and Ryan Riefler. The formal letter request was sent in January.

I am prepping for paperwork submissions to Onondaga County – the first due May 1<sup>st</sup>. This is required for our staff and the summer rec programs.

Senior trips for the Fall are being priced by Lasting Impressions Tours out of Syracuse. I am pricing Letchworth Fall Foliage, Watkins Glenn Boat Tour and a Batavia Downs Motown Holiday Christmas Trip.

Field use reservations have come in from the Optimist Club and Marcellus Softball. Awaiting Lakeshore Baseball.

I have been in contact with the Library to agree to share costs for Moreland the Magician once again and offer Storytime to each grade level within the Rec program.

Yoga (s) and Wrestling were very successful!

I also figured out how to order stamps! Which was good. Everyone has been very helpful.



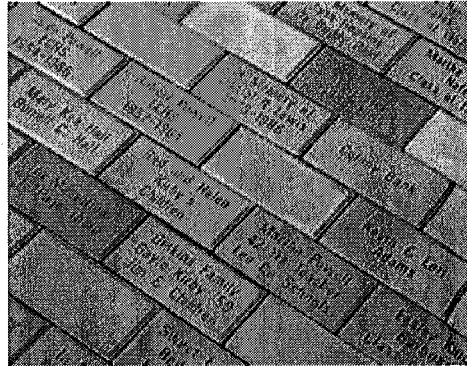
## Town of Marcellus Parks and Recreation Department

22 East Main Street, Marcellus, NY 13108

phone: 315.673.3269 ext. 2      fax: 315.673.9132

email: park\_rec@marcellusny.com

### Marcellus Park Engraved Brick Order Form



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_

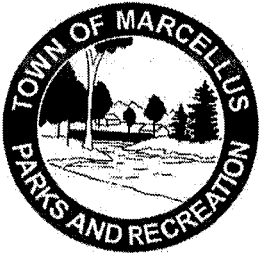
Each brick is \$60.00. Please fill out exactly how you would like the brick to look. Every box represents a letter or a space. An additional line can be added for \$5.00.


Please check if a gift. Name on gift certificate: \_\_\_\_\_

Make your check payable to The Town of Marcellus and send it along with this form to:

Town of Marcellus Parks and Recreation  
22 East Main Street  
Marcellus, NY 13108





## Town of Marcellus Parks and Recreation Department

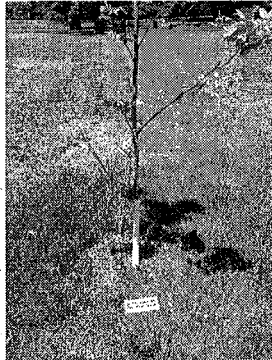
22 East Main Street, Marcellus, NY 13108

phone: 315.673.3269 ext. 2      fax: 315.673.9132

email: park\_rec@marcellusny.com

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### Marcellus Park Memorial Tree and Engraved Brick Order Form



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_

Total fee is \$300.00. Please fill out exactly how you would like the brick to look. Every box represents a letter or a space. 20 total characters.


Make your check payable to The Town of Marcellus and send it along with this form to:

Town of Marcellus Parks and Recreation  
22 East Main Street  
Marcellus, NY 13108

\*Please note all trees are the property of the Town of Marcellus. The park staff will be responsible for the care and maintenance of the dedicated trees. Decorating the surrounding trees, shrubs or landscape with holiday ornaments, streamers, wind chimes, birdfeeders or additional signage, etc., is not permitted.