

Town of Marcellus  
Workshop Meeting  
Wednesday, April 23, 2025  
6:30 PM

Call to Order

Salute to Flag

I. Approve Financials

II. Old Business

- A. Tim's Pumpkin Patch PUD
- B. Recommended changes to lot and building limitations – accessory buildings

III. New Business

- A. Fire Department Financials
- B. 2595 Pleasant Valley Road- Demolition
- C. Request to increase fees- Planning/Zoning/Codes
- D. Future IT service

IV. Discussion Agenda

- A. Fire Department

V. Adjournment

Future Meeting Dates

Planning/Zoning Meeting-Monday, May 5, 2025 - 6:30 pm- Town Hall  
Town Board Meeting- Wednesday, May 7, 2025- 6:30 pm- Town Hall  
Workshop Meeting- Wednesday, May 21, 2025- 6:30 pm- Town Hall

Marcellus Volunteer Fire Department, Inc.  
Transaction list  
for the period of 03/01/2025 to 03/31/2025

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/01/2025	54653767	Bill	SpectraSite	Invoice 154506221	Payment for account 7001 - Communication Equipment	2000 - Accounts Payable - Contract	Contract Fund #1	\$225.11	
					Payment for account 7001 - Communication Equipment	1001 - Checking - Contract - 4186	Contract Fund #1		
03/01/2025	54653768	Bill	Will Gomez	BEFO/IFEO On-Line Class	Payment for account 7006 - Fire & EMS Training	2000 - Accounts Payable - Contract	Contract Fund #1	\$40.00	
			Will Gomez		Payment for account 7006 - Fire & EMS Training	1001 - Checking - Contract - 4186	Contract Fund #1		
03/01/2025	54653769	Bill	Morgan Rubbish Removal, Inc.	Invoice 437240	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$143.05	
			Morgan Rubbish Removal, Inc.		Payment for account 6001 - Utilities & Telephone	1001 - Checking - Contract - 4186	Contract Fund #1		
03/01/2025	54653770	Bill	Marcellus American Legion	Order # 2146313A	Payment for account 6003 - Building Supplies	2000 - Accounts Payable - Contract	Contract Fund #1	\$119.98	
			Marcellus American Legion		Payment for account 6003 - Building Supplies	1001 - Checking - Contract - 4186	Contract Fund #1		
03/01/2025	54653771	Bill	McNeil & Co., Inc.	Payment for 2 payables: Invoice 8488222; Invoice 494223	Payment for account 5001 - Insurance	2000 - Accounts Payable - Contract	Contract Fund #1	\$3,406.74	
			McNeil & Co., Inc.		Payment for account 5001 - Insurance	1001 - Checking - Contract - 4186	Contract Fund #1		
03/01/2025	54653772	Bill	Emergency Services Marketing Corp, Inc	Invoice INNV8282	Payment for account 5000 - Computer Supplies & Equipment	2000 - Accounts Payable - Contract	Contract Fund #1	\$735.00	
			Emergency Services Marketing Corp, Inc		Payment for account 5000 - Computer Supplies & Equipment	1001 - Checking - Contract - 4186	Contract Fund #1		

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/01/2025	5453773	Bill	Emergency Services Marketing Corp. Inc	Invoice 4449-25A	Payment for account 5000 - Computer Supplies & Equipment	1001 - Checking - Contract - 4186	Contract Fund #1		
			OCM BOCES	Invoice 4449-25A	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$735.00	
			OCM BOCES		Payment for account 6001 - Utilities & Telephone	1001 - Checking - Contract - 4186	Contract Fund #1	\$1,072.00	
03/01/2025	54634107	Check	Ascenzi & Corbis (Quickbooks)	Monthly payment		5000 - Computer Supplies & Equipment	Contract Fund #1		\$1,072.00
			Ascenzi & Corbis (Quickbooks)			1001 - Checking - Contract - 4186	Contract Fund #1	\$100.00	
			Morgan Rubbish Removal, Inc.	Account 159		6001 - Utilities & Telephone	Contract Fund #1	\$139.78	\$100.00
03/01/2025	3082038	Bill	Morgan Rubbish Removal, Inc.			2000 - Accounts Payable - Contract	Contract Fund #1		
			Jerome Fire Equipment Co., Inc.	Invoice 0249961-1N		7006 - Fire & EMS Training	Contract Fund #1	\$78.00	\$139.78
03/04/2025	3107661	Bill	Jerome Fire Equipment Co., Inc.			2000 - Accounts Payable - Contract	Contract Fund #1		
			Spectrum Enterprise	Invoice Number 143575401030725		6001 - Utilities & Telephone	Contract Fund #1	\$8.98	\$78.00
03/07/2025	3108114	Bill	Spectrum Enterprise			2000 - Accounts Payable - Contract	Contract Fund #1		
			Spectrum Enterprise	Invoice 10448		6002 - Building Repairs & Maintenance	Contract Fund #1	\$2,738.00	\$8.98
03/10/2025	3095144	Bill	Go Green Supply CNY Inc.			2000 - Accounts Payable - Contract	Contract Fund #1		
			Go Green Supply CNY Inc.	Invoice Number 143407201022125	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$229.96	\$2,738.00
03/11/2025	54960351	Bill	Spectrum Enterprise			1001 - Checking - Contract - 4186	Contract Fund #1		

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/11/2025	54960352	Bill	OCWA	Account 177165	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$294.58	
			OCWA		Payment for account 6001 - Utilities & Telephone	1001 - Checking - Contract - 4186	Contract Fund #1		
03/11/2025	54960353	Bill	Morgan Rubbish Removal, Inc.	Account 159	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$294.58	
			Morgan Rubbish Removal, Inc.		Payment for account 6001 - Utilities & Telephone	1001 - Checking - Contract - 4186	Contract Fund #1		
03/11/2025	54960354	Bill	Cooney's Air Conditioning & Heating	Invoice Number 114499S	Payment for account 6002 - Building Repairs & Maintenance	2000 - Accounts Payable - Contract	Contract Fund #1	\$1,247.62	
			Cooney's Air Conditioning & Heating		Payment for account 6002 - Building Repairs & Maintenance	1001 - Checking - Contract - 4186	Contract Fund #1		
03/11/2025	54928747	Check	Aplios Software	Monthly payment		5000 - Computer Supplies & Equipment	Contract Fund #1	\$49.50	
			Aplios Software			1001 - Checking - Contract - 4186	Contract Fund #1		
03/11/2025	3095140	Bill	McNeil & Co., Inc.	Invoice 4627223		5001 - Insurance	Contract Fund #1	\$4,174.05	
			McNeil & Co., Inc.			2000 - Accounts Payable - Contract	Contract Fund #1		
03/11/2025	3082041	Bill	Cooney's Air Conditioning & Heating	Invoice Number 114499S		6002 - Building Repairs & Maintenance	Contract Fund #1	\$1,247.62	
			Cooney's Air Conditioning & Heating			2000 - Accounts Payable - Contract	Contract Fund #1		
03/11/2025	3107663	Bill	Jerome Fire Equipment Co., Inc.	0250151-IN		7005 - SCBA	Contract Fund #1	\$277.50	
			Jerome Fire Equipment Co., Inc.			2000 - Accounts Payable - Contract	Contract Fund #1		

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/18/2025	55126445	Bill	SpectraSite	Billing Number 4782578	Payment for account 7001 - Communication Equipment	2000 - Accounts Payable - Contract	Contract Fund #1	\$231.86	
03/18/2025	55126446	Bill	Jerome Fire Equipment Co., Inc.	Payment for 2 payables: Invoice 0248406-IN; 0247805-IN	Payment for account 7004 - Small Equipment Maintenance	2000 - Accounts Payable - Contract	Contract Fund #1	\$3,309.13	\$231.86
03/18/2025	55126447	Bill	United Radio	Invoice No. 610014042	Payment for account 7001 - Communication Equipment	2000 - Accounts Payable - Contract	Contract Fund #1	\$746.46	\$3,309.13
03/18/2025	55126448	Bill	Onondaga County Dept of Transportation	Invoice 241203	Payment for account 7010 - Fuel	2000 - Accounts Payable - Contract	Contract Fund #1	\$471.45	\$746.46
03/18/2025	55126449	Bill	Onondaga County Dept of Transportation	Invoice 066316	Payment for account 7010 - Fuel	1001 - Checking - Contract - 4186	Contract Fund #1	\$471.45	
			Provo Auto Parts		Payment for account 7003 - Truck & Vehicle Repairs & Maintenance	2000 - Accounts Payable - Contract	Contract Fund #1	\$51.16	
			Provo Auto Parts		Payment for account 7003 - Truck & Vehicle Repairs & Maintenance	1001 - Checking - Contract - 4186	Contract Fund #1	\$51.16	
03/18/2025	55126450	Bill	Fire Training Center of the Town of Onondaga	Invoice 2025-003	Payment for account 7006 - Fire & EMS Training	2000 - Accounts Payable - Contract	Contract Fund #1	\$1,000.00	\$51.16
			Fire Training Center of		Payment for account 7006	1001 - Checking - Contract - 4186	Contract Fund #1	\$1,000.00	\$1,000.00

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/18/2025	55126451	Bill	the Town of Onondaga Marcellus Family Medicine, PLLC.	Account No. 368	- Fire & EMS Training Payment for account 7009 - Physicals/Fitness Test	2000 - Accounts Payable - Contract	Contract Fund #1	\$300.00	
03/18/2025	55126452	Bill	Marcellus Family Medicine, PLLC. Scott Mathieson	Key Copies for Uniform Room	Payment for account 7013 - Dress Uniforms Test	1001 - Checking - Contract - 4186	Contract Fund #1	\$300.00	
03/18/2025	55126453	Bill	Go Green Supply CNY Inc. Go Green Supply CNY Inc.	Invoice 10448	Payment for account 7013 - Dress Uniforms Payment for account 6002 - Building Repairs & Maintenance	2000 - Accounts Payable - Contract 1001 - Checking - Contract - 4186	Contract Fund #1	\$2,738.00	\$10.80
03/18/2025	55126454	Bill	McNeil & Co., Inc.	Invoice 4627223	Payment for account 6002 - Building Repairs & Maintenance	1001 - Checking - Contract - 4186	Contract Fund #1	\$2,738.00	
03/25/2025	55298020	Bill	United Radio	Invoice 620075434	Payment for account 5001 - Insurance Payment for account 7001 - Communication Equipment	2000 - Accounts Payable - Contract 1001 - Checking - Contract - 4186	Contract Fund #1	\$4,174.05	\$4,174.05
03/25/2025	55298021	Bill	United Radio Emergency Vehicle Solutions, LLC	Invoice 15222	Payment for account 7001 - Communication Equipment Payment for account 7003 - Truck & Vehicle Repairs & Maintenance	2000 - Accounts Payable - Contract 1001 - Checking - Contract - 4186	Contract Fund #1	\$60.36	\$60.36
			Emergency Vehicle Solutions, LLC		Payment for account 7003 - Truck & Vehicle Repairs & Maintenance	1001 - Checking - Contract - 4186	Contract Fund #1	\$190.00	\$190.00

Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Account	Fund	Debits	Credits
03/25/2025	55298022	Bill	Onondaga County/ Dept of Transportation Onondaga County/ Dept of Transportation	Invoice 250103	Repairs & Maintenance Payment for account 7010 - Fuel	2000 - Accounts Payable - Contract	Contract Fund #1	\$331.11	
03/25/2025	55298023	Bill	SpectraSite	Payment for 2 payables: Billing Number 4814700; Communication Equipment 4853630	Payment for account 7001 - Fuel	2000 - Accounts Payable - Contract	Contract Fund #1	\$463.72	\$331.11
03/25/2025	55298024	Bill	Jerome Fire Equipment Co., Inc.	Payment for 2 payables: Invoice 0249961-IN; 0250151-IN	Payment for account 7005 - SCBA	2000 - Accounts Payable - Contract	Contract Fund #1	\$277.50	\$463.72
			Jerome Fire Equipment Co., Inc.		Payment for account 7006 - Fire & EMS Training	2000 - Accounts Payable - Contract	Contract Fund #1	\$78.00	
			Jerome Fire Equipment Co., Inc.		Payment for account 7005 - SCBA	1001 - Checking - Contract	Contract Fund #1	\$277.50	
03/25/2025	55302344	Bill	Spectrum Enterprise	Invoice Number 143575401030725	Payment for account 6001 - Utilities & Telephone	2000 - Accounts Payable - Contract	Contract Fund #1	\$78.00	
			Spectrum Enterprise		Payment for account 6001 - Utilities & Telephone	1001 - Checking - Contract	Contract Fund #1	\$8.98	
03/25/2025	55302345	Bill	1st Responder Newspaper	2025 Subscription	Payment for account 6003 - Building Supplies	2000 - Accounts Payable - Contract	Contract Fund #1	\$85.00	
			1st Responder Newspaper		Payment for account 6003 - Building Supplies	1001 - Checking - Contract	Contract Fund #1	\$85.00	\$85.00

**Marcellus Volunteer Fire Department Inc.**  
**Expense by Payee**  
for the period of 01/01/2025 to 03/31/2025

Name	Amount
1st Responder Newspaper	\$85.00
Aplos Software	\$347.50
Ascenzi & Corbis (Quickbooks)	\$300.00
BPAS	\$404.00
Cooney's Air Conditioning & Heating	\$2,392.62
Critters Ridders	\$173.94
Eastern Security Services	\$150.00
Emergency Services Marketing Corp, Inc	\$735.00
Emergency Vehicle Solutions, LLC	\$190.00
Fire Training Center of the Town of Onondaga	\$1,000.00
Go Green Supply CNY Inc.	\$2,738.00
Jerome Fire Equipment Co., Inc.	\$3,664.63
Marcellus American Legion	\$119.98
Marcellus Family Medicine, PLLC.	\$300.00
McNeil & Co., Inc.	\$7,580.79
Morgan Rubbish Removal, Inc.	\$422.61
NYSMEC	\$4,677.48
OCM BOCES	\$1,072.00
OCWA	\$294.58
Onondaga County Dept of Transportation	\$802.56
Provo Auto Parts	\$51.16
Rite Aid	\$1,119.36
Scott Mathieson	\$10.80
SpectraSite	\$695.58
Spectrum Enterprise	\$512.30
Syracuse Blue Print Company	\$85.00
United Radio	\$746.46
Will Gomez	\$40.00
Windstream	\$180.21
<b>Total</b>	<b>\$30,891.56</b>

**RECEIVED**  
**APR 02 2025**  
Town of Marcellus



Account	Current Bank Balance	Current CD/MM balance	Total
Building Reserve	\$36,226	\$0	\$36,226
Truck Reserve	\$1,783	\$350,464	\$352,247
Capital Reserve	\$10,000	\$0	\$10,000
Contract Checking	\$63,631	\$0	\$63,631

This statement current as of March 31, 2025

# Chief's Report

## Marcellus Fire Department

From: 3/1/2025 To: 3/31/2025

From: 1/1/2025 To: 3/31/2025

Membership

Total calls: 23	Total calls: 88	Active: 26
Structure Fires: 0	Structure Fires: 7	Career: 0
Vehicle Fires: 0	Vehicle Fires: 1	Inactive: 0
Vegetation Fires: 1	Vegetation Fires: 1	Probationary: 3
Acres Burned: 0	Acres Burned: 0	Military Leave: 1
EMS: 4	EMS: 13	Medical Leave: 0
Rescue: 1	Rescue: 2	Disability: 0
MVA: 2	MVA: 12	Social: 1
Extrication: 2	Extrication: 4	
Hazardous Condition: 3	Hazardous Condition: 8	Firefighter: 29
Service Call: 3	Service Call: 4	Interior Firefighter: 17
Good Intent Call: 0	Good Intent Call: 2	CFR: 0
False Alarm: 4	False Alarm: 11	EMT: 4
Cancelled Enroute: 5	Cancelled Enroute: 27	Paramedic: 0
Other: 0	Other: 0	Driver: 10
Mutual Aid Given: 1	Mutual Aid Given: 24	Diver: 0
Mutual Aid Received: 1	Mutual Aid Received: 9	Fire Police: 3
Average Personnel: 7.1	Average Personnel: 7.0	Haz-Mat: 0
Average Enroute Time: 4:26	Average Enroute Time: 4:36	Juniors, Explorers, RAMS: 4
Average Onscene Time: 8:06	Average Onscene Time: 8:51	Student, Bunk-in: 0
Firefighter Injuries: 0	Firefighter Injuries: 0	Support Staff: 1
Firefighter Deaths: 0	Firefighter Deaths: 0	

Meetings: 1	Meetings: 4
Drills: 6	Drills: 15
Training: 0	Training: 0
Miscellaneous: 4	Miscellaneous: 7
Stand-by: 2	Stand-by: 3

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Wednesday, April 2, 2025

Supervisor  
Laurie Stevens  
Councilors  
Jeff Berwald  
Percy Clarke  
Terry Hoey  
Gabe Hood

Town Clerk  
Rosemary Tozzi  
Tax Collector  
Sandy Taylor  
Highway Superintendent  
Mike Ossit



# MARCELLUS

## New York PROCUREMENT PROCEDURE

ITEM: Acn Demolition quotes 2595 Pleasant Valley  
DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
QUANTITY: \_\_\_\_\_

### 2. VERBAL QUOTES OR 3 WRITTEN QUOTES (See Below)

1. <u>Pat Scanlon</u>	<u>315 447 5641</u>	\$ <u>17,800</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>Upstate Dirt work</u>	<u>315 520 4371</u>	\$ <u>no bid to date</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Syracuse Environmental +</u>	<u>315 313 6690</u>	\$ <u>no bid to date</u>
COMPANY <u>con st. group</u>	PHONE NUMBER	QUOTE

#### Purchase Contracts:

Less than \$1,000 at discretion of the purchaser  
\$1,000 to \$5,000 – Requires (2) VERBAL Quotes  
\$5,000 to \$20,000 – Requires a written RFP (Request for Proposal) and (3) Written quotes  
\$20,000 or more requires a formal Bid.

#### Public Works:

Less than \$3,000 at discretion of the purchaser  
\$3,000 to \$15,000 – Requires (2) VERBAL Quotes  
\$15,000 to \$35,000 – Requires a written RFP (Request for Proposal) and (3) Written quotes  
\$35,000 or more requires a formal Bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.  
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts.

PLEASE ATTACH THIS WORK FOR, TO ALL VOUCHRES TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

Supervisor  
Laurie Stevens  
Councilors  
Jeff Berwald  
Percy Clarke  
Terry Hoey  
Gabe Hood

Town Clerk  
Rosemary Tozzi  
Tax Collector  
Sandy Taylor  
Highway Superintendent  
Mike Ossit



# MARCELLUS

## New York PROCUREMENT PROCEDURE

ITEM: \_\_\_\_\_  
DESCRIPTION: Air monitoring quotes 2595 Pleasant Valley Road.  
\_\_\_\_\_  
\_\_\_\_\_  
QUANTITY: \_\_\_\_\_  
\_\_\_\_\_

### 2. VERBAL QUOTES OR 3 WRITTEN QUOTES (See Below)

		1 day	2 day <u>max</u>
1. <u>Paradigm environmental</u>	<u>315 455 2714</u>	\$ <u>742.00</u>	<u>/ 1484</u>
COMPANY	PHONE NUMBER	QUOTE	
2. <u>churchill environmental</u>	<u>315 428 1959</u>	\$ <u>no contract with phone / email</u>	
COMPANY	PHONE NUMBER	QUOTE	
3. _____	_____	\$ _____	_____
COMPANY	PHONE NUMBER	QUOTE	

#### Purchase Contracts:

Less than \$1,000 at discretion of the purchaser  
\$1,000 to \$5,000 – Requires (2) VERBAL Quotes  
\$5,000 to \$20,000 – Requires a written RFP (Request for Proposal) and (3) Written quotes  
\$20,000 or more requires a formal Bid.

#### Public Works:

Less than \$3,000 at discretion of the purchaser  
\$3,000 to \$15,000 – Requires (2) VERBAL Quotes  
\$15,000 to \$35,000 – Requires a written RFP (Request for Proposal) and (3) Written quotes  
\$35,000 or more requires a formal Bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.  
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts.

PLEASE ATTACH THIS WORK FOR, TO ALL VOUCHRES TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

*SCANLON TRUCKING & EXCAVATING LLC  
3499 SLATE HILL RD  
MARCELLUS, NY 13108  
(315)447-5641*

*January 19, 2025*

*Town of Marcellus Codes  
22 East Main St.  
Marcellus, NY 13108*

*Re: Demolition of the fire damaged trailer at 2595 Pleasant Valley Rd., Marcellus, NY 13108.*

*Scope of work: Provide the labor and equipment, obtain necessary permits and notifications for the controlled demolition of the fire damaged trailer and contents. Disposal of the debris as regulated asbestos containing material at the Ontario County Landfill. Remove any foundation or slabs within the building area. Provide backfill material and grade building area. Pump septic tank, crush and fill to grade with clean fill. Topsoil, grade, seed and mulch the work area upon completion.*

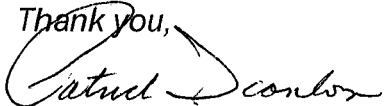
*This quote includes prevailing wage rates.*

*Proof of insurance and existing limits attached.*

*Work can resume any time after April 15<sup>th</sup> provided the utilities have been properly disconnected and the DOL, EPA and Dig Safe notification requirements have been met. Completion time will be no more than 10 working days.*

*All salvage to become the property of Scanlon Trucking & Exc. LLC.*

*Total \$17,800.00*

*Thank you,*  
  
Patrick Scanlon

**REQUEST FOR PROPOSAL  
BUILDING DEMOLITION PROGRAM**

To:

From: Town of Marcellus Codes

Re: Demolition of trailer structure including additions at 2595 Pleasant Valley Road. Private detached garage not included in scope of demolition work.

Date:

The Town of Marcellus is requesting a proposal from your firm to demolish the existing trailer structure including additions at 2595 Pleasant Valley Road and to properly prepare the final site grade in a manner that is equivalent to immediate surrounding grade.

**BID INFORMATION**

**FOR THE CONTROLLED BUILDING DEMOLITION with ASBESTOS IN PLACE**

**Business 1 property**

**2595 Pleasant Valley Road, Town of Marcellus, Onondaga County, New York**

**NYS DOL PRC # 2023013577**

**BACKGROUND:**

The Town of Marcellus (Town) has determined that the manufactured trailer home structure including additions located at 2595 Pleasant Valley Road, Town of Marcellus New York (tax map # 014.-10-01.0) is in fact an unsafe structure and is a threat to the health and safety of the public. The Town Board adopted a resolution to condemn and demolish the privately-owned building on June 24, 2024.

Address your proposal to:

John Houser

Town of Marcellus Codes Office

22 East Main Street

Marcellus, New York 13108

Phone: (315) 673-3269 ext. 4

Email: [jhouser@marcellusny.com](mailto:jhouser@marcellusny.com)

## BID INFORMATION

**General overview:** It is anticipated that the designated contractor is familiar with the Town of Marcellus's demolition requirements. As this is a public Works Project, New York State Department of Labor minimum prevailing wage rates will apply. As of December 30, 2024 public work ACM demolition contractors shall provide documentation of NYSDOL registry and certified payroll sheets to the agency awarding the contract.

The objective is to remove the building elements down to a minimum of 2 feet below the final ground surface elevations if applicable and leave the site in a safe condition as practical consistent with the requirements of the New York State Building Code. Grades are to be left at elevations that promote positive drainage away from the center of the former building. To accomplish this objective, note the following.

Due to existing conditions, a pre-demolition survey has not been conducted. As a result, a controlled demolition program is proposed with the precaution that all building materials shall be handled and disposed of as asbestos containing materials (ACM's)

This is to inform your firm that you are responsible for properly managing the demolition of the structure, as well as assisting the Town with their coordination of a third-party air monitoring consultant to ensure that the work is completed in accordance with all Federal, State, and local requirements. This includes all notifications and corresponding fees. Therefore it is requested that your company provide the Town of Marcellus a bid for the demolition of the structure including additions and related work, consistent with Town and corresponding State and federal agency requirements, as applicable. The bid is requested to be received no later than January 17, 2025

**Basement / Fill Requirements:** The perimeter of any existing basement or crawl space wall foundation system (unknown) shall be removed to 2 feet below grade. The final limits will be contingent on the field conditions that result from the demolition effort. The contractor shall provide a separate quote for providing a provincial 20 cubic yards of select (DOT-rated) fill if needed as well as any alternate hard fill source that they may be willing to use. Note that any non-DOT certified quarry source will require analytical testing consistent with the requirements of this request for proposal (RFP). Unit prices for each fill material source shall also be provided.

The proposed demolition work is intended to provide general safety provisions for the site. Permission to enter upon the private property is/will be secured by the Town.

**General Demolition Program Requirements:** The building and interior debris will be removed and any foundation wall system existing removed to 2 feet below grade. Additional guidelines and requirements are summarized as follows:

All demolition and debris disposal work shall be consistent with the requirements of the Town of Marcellus and State and Federal agencies as applicable. The contractor shall be responsible for processing all notifications and related paperwork. At a minimum, the following notices/permits are anticipated.

Town of Marcellus Demolition permit - \$93.00 payable to Marcellus Town Clerk

State Department of Labor, including related notification fees and satisfying payroll certification requirements associated with prevailing wage rate compliance, as applicable.

A demolition contractor shall perform all demolition, site, and waste disposal work. Including dust control provisions.

A third-party air monitoring consultant shall be retained by the Town, but site management/scheduling efforts will be coordinated through the demolition contractor.

**Access:** Access is available from existing property driveway onto Pleasant Valley Road.

The magnitude of the site work may vary in the vicinity of the County Road right-of-way. The contractor is responsible for maintaining safe vehicle (and pedestrian) traffic adjacent to the Work Zone at all times during their site work consistent with the requirements of the County.

The contractor shall confirm that all existing utility services to the building have been terminated. However, the existing utility services to remain along pleasant Valley Road and related infrastructure shall be appropriately always protected. Photo documentation in this regard is highly recommended.



**Permitting & Agency Notifications:** At a minimum, the designated contractor shall obtain a Demolition Permit from the Town (to include payment of the permit fee, as applicable) and provide proof of all necessary insurances in the amounts stipulated by the Town (see pages 6-8). Unless instructed otherwise, the insurance certificates will also list the Town of Marcellus as additional insured.

Provide estimated schedule of a start and finish date.

Obtain necessary variances from NYSDOL (i.e., for controlled demolition with asbestos in place).

Asbestos project notification shall be posted on the jobsite per New York State Department of Labor (DOL) requirements.

An asbestos project notification fee shall be paid to the State of New York and included in the bid.

An asbestos project notification shall also be made to the U.S. Environmental Protection Agency.

Dig Safely New York (DSNY-811) shall be re-called at least 7 business days prior to the commencement of work.

**Salvage effort:**

Unless directed otherwise by the Town, the contractor shall retain salvage rights on any re-usable steel or similar re-cycling opportunities.

**Building Demolition Requirements:**

Dispose of all building demolition debris as ACM consistent with Federal, State, and local requirements.

Empty and dispose of the existing septic tank, as necessary. Crush the existing septic tank or fill in place with flowable fill. For fill estimating purposes, assume the existing tank is 1000 gallons. All material disposals shall be consistent with regulatory requirements.

The contractor shall identify which landfill(s) the building materials will be transported to within the submitted bid documents.

Fill limits are generally defined as grading to promote positive drainage away from the center of the former building. Some field adjustments should be expected.

## Final Site Requirements:

It is anticipated that additional imported fill material will be required to achieve the appropriate grades (i.e., mound) the building foundation area to direct runoff radially away from the former building footprint. Provide with this proposal a separate unit cost and total for 20 yards of (DOT-rated) fill to accomplish mounding if applicable.

Provide select structural fill (NYSDOT Item No. 304.12: Type 2 Sub-base) to match the ground surface of the disturbed area with existing roadside grade as/if needed. Mound for settlement and compact with conventional equipment.

Unless the contractor selects the fill source from a DOT- approved quarry, or the source is otherwise authorized by the Town, all sources of imported fill material shall be sampled and tested prior to placement at the subject project site. The contractor shall provide the Town codes office with documentation from an approved laboratory providing the results of the following analysis:

Volatile or Semi-Volatile Organic Compounds (VOC's)

Polychlorinated biphenyls (PCBs)

Metals

Pesticides

The number of samples and the analytical program shall be consistent with the DEC's DER-10- Technical Guidance for Site Investigation and remediation, May 2010.

Upon final placement, top fill material with 4 inches of topsoil, seed, and mulch over compacted fill. Note that imported topsoil is also subject to the sampling and analysis requirements.

Contractor shall provide unit costs for all fill and aggregate material within submitted bid documents.

## Prevailing Wage

As this is a Public Works project, New York State Department of Labor minimum prevailing wage rates will apply.

**NEW YORK STATE WAGE RATES**

**(To be provided upon request, attached hereto, and copies forwarded to bidders that have requested bid packages prior to receipt and attachment).**

**(Upon receipt, remove this page and Insert Wage and Supplemental Information)**

**Certificate of Insurance**

THIS Certifies to the Town of Marcellus, 22 East Main Street Marcellus, New York 13108 That the following described policies have been issued to, and are in force now for:

**NAME and ADDRESS**

**OF Insured** \_\_\_\_\_

**Covering Bid reference NYS DOL PRC # 2023013577**

Kind of Insurance	Company and Policy #	Expiration Date	Limits of Liability
(X) Workers' Compensation (X) Disability Benefits Law	ON NYS Mandated Form		Statutory Statutory
(X) Comprehensive General Liability			OCC of \$1,000.000 Agg. \$1,000.000
(X) Comprehensive Auto Liability			CSL of \$1,000.000
(X) Umbrella			\$1,000.000
(X) Owners Protective Liability	Need policy in owners, Municipality's & Engineer's		OCC of \$1,000.000 Agg. \$1,000.000
(X) Property Insurance (all risk)	Name OR day binder		\$

The above- described policies provide the following features or contain the following features or contain the following provisions required by contract by endorsement for this project:

1. The above policies will not expire and/or be cancelled for any reason or restricted in coverage until at least thirty days (30) prior written notice has been given by certified mail, to the Town of Marcellus, 22 east main Street, Marcellus Ny 13108.

The comprehensive General Liability policy specifically includes premises/operations, products/completed operations, blanket broad form contractual, and independent contractors' liability coverage.

**Building Demolition RFP**

3. Personal injury liability coverage is provided under bodily injury liability insurance.
4. Broad form property damage coverage is provided.
5. Coverage for explosion, collapse and underground hazards is included under the property damage liability.
6. The above described policies have been endorsed as necessary to provide the limits of liability indicated.
7. Automobile liability coverage applies to owned, non-owned, and hired automobiles.
8. The General Liability, Property and Umbrella policies have been endorsed to include Owner, the Town of Marcellus, Engineer, and Engineers Consultants as additional insureds, on an unrestricted primary and non-contributory basis.
9. Property Insurance (if required by contract) insures against the perils of fire and extended coverage and includes "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage and further includes damages, losses and expenses arising out of or resulting from any insured loss or incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers, architects, attorneys and other professionals). Coverage is also provided for portions of the work are to be included in an application for payment.
10. The certificate includes all the coverages required under the Contract Documents (even if not specifically set forth herein).

Name of Insurance Agency \_\_\_\_\_

Address of Insurance Agency \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Printed Name of Authorized Representative \_\_\_\_\_

**Additional Considerations**

Unit Costs: As suggested previously, since there will be quantities of imported fill material, the contractor should provide unit pricing and be responsible for providing copies of material haul receipts.

All disposal documentation requirements such as transporter identification and weight tickets etc., need to be turned into the project engineer by the end of the job.

Comments and questions: Please direct all requests for information and/or scheduling a site visit to John Houser ([jhouser@marcellusny.com](mailto:jhouser@marcellusny.com)) 315-673-3269 ext. 4

Please sign the acknowledgement below and attach a copy of this request for proposal to your bid document.

CONTRACTOR:

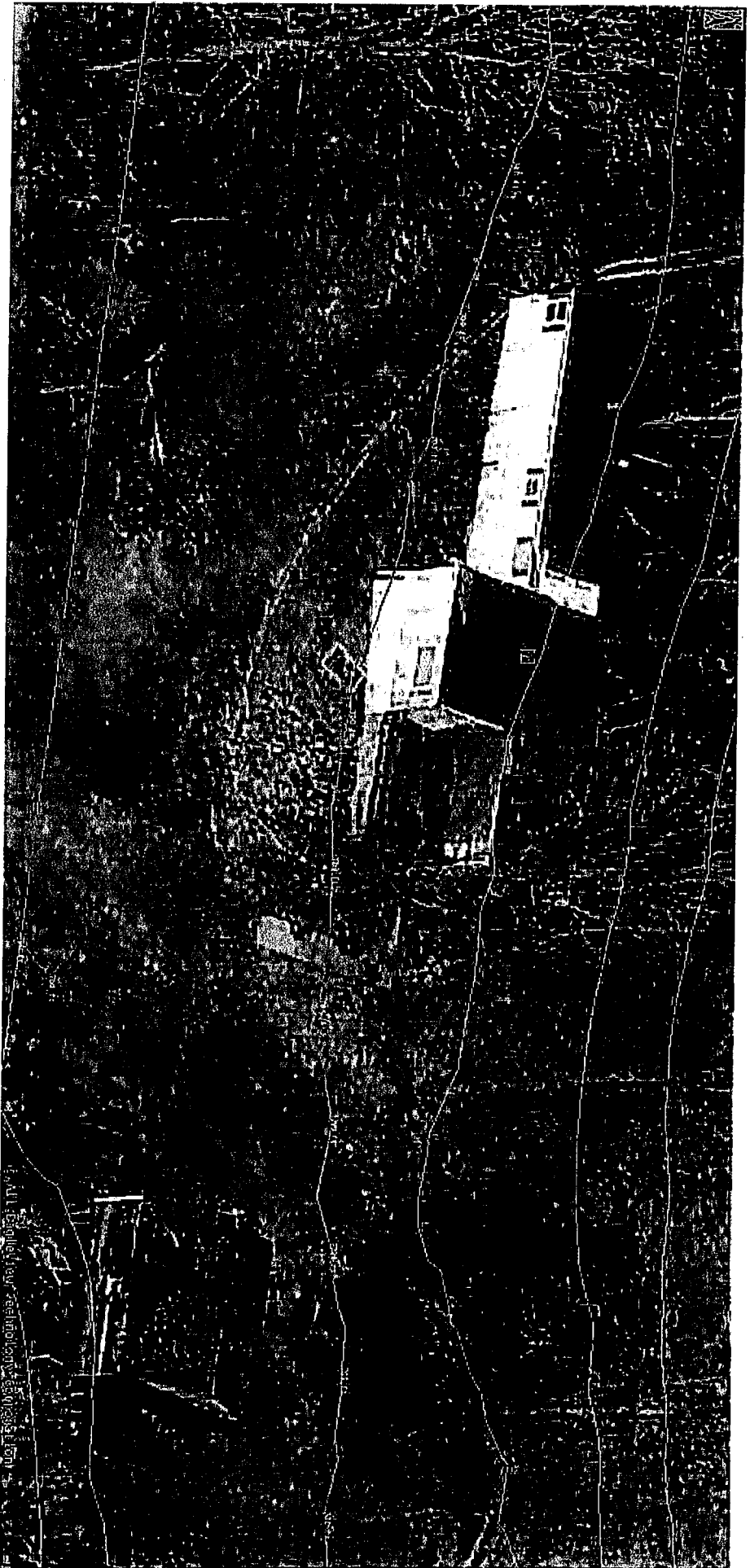
ADDRESS:

Phone:

Email:

Date:

# 2595 Pleasant Valley Road



03/28/2024

**Request to increase fee's – Planning/Zoning and Codes**

After researching and comparing fee's from neighboring Towns, we are suggesting our fee's be increased for certain projects. Our fee's in comparison are considerably lower and outdated.

Below is a comparison for Planning and Zoning.

Fee Type	Marcellus	Elbridge	Spafford	Skaneateles	Onondaga
Site Plan - New	\$100	\$250	?	\$200 minor/ \$500 major	\$300
Site Plan - Modification	\$50	\$250			
Special Permit	\$50	\$200	\$60	\$200	\$500
Zoning Appeal	\$100	\$200	\$140	\$200	\$500
Subdivision minor	\$200 + \$30/lot	\$200 (up to 2 lots)	\$500 (up to 2 lots)	\$150/lot (up to 4)	\$500
Subdivision major	\$200 + \$30/lot	\$500	\$500 + \$100/lot	\$500 + \$150/lot	\$500

Attached are the proposed changes for PB/ZBA and Codes.



# Town Of Marcellus Fee Schedule

RESIDENTIAL PROJECTS	Proposed BASE FEE	Proposed PLUS / SF
Accessory Building (without foundation)	\$15	\$0.05
Accessory Building (with foundation or post holes)	\$25	\$0.10
Addition	\$25	\$0.20
Antenna / Satellite Dish (less than 3')	\$25	na
Change of Use (no construction)	\$25	na
Decks and Porches	\$25 \$35	\$0.10
Demolition	\$25	\$0.05
Dwelling	\$25	\$0.20
Excavation / Fill / Grading	\$50	na
Fence	\$25	\$0.05 \$0.10
Foundation (modular home)	\$25	\$0.10
Garage (attached)	\$25	\$0.15
Generator	\$35 \$45	na
Heating Device / Chimney	\$35 \$45	na
Mobile Home	\$25	\$0.15
Renovation	\$25	\$0.10
Sign	\$25	na
Solar Panels	\$50 \$75	na
Swimming Pool (on-ground) / Spa	\$35 \$50	na
Swimming Pool (in-ground)	\$75 \$100	na
Windmill (roof mounted)	\$75	na
Windmill (tower)	\$100	na
Unlisted Projects (per inspection)	\$20 \$30	na
Extension of Building Permit	*	na

\*25% Original Fee / \$25 Minimum

COMMERCIAL PROJECTS		
Accessory Building (storage, etc.)	\$25	\$0.15
Antenna	\$150	na
Building or Addition	\$50	\$0.25
Change of Use (no construction)	\$50	na
Demolition	\$50	\$0.05
Excavation / Fill / Grading	\$75	na
Fence	\$25 \$30	\$0.05 \$0.10
Generator	\$50	na
Heating Device / Chimney	\$35 \$50	na
Renovation	\$50	\$0.15
Sign	\$25	\$1.00
Solar Panels	\$75 \$100	na
Tower (cellular, radio)	\$500	na
Windmill (roof mounted)	\$75	na
Windmill (tower)	\$100	na
Windmill (tower nonprivate use)	\$500	na
Unlisted Projects (per inspection)	\$25 \$35	na
Operating Permit	\$0	na
Extension of Building Permit	**	na

\*\*25% Original Fee / \$50 Minimum

OTHER FEES		
Fireworks Display Permit	\$50	na
Site Plan - New	\$100 \$200	na
Site Plan - Modification	\$50 \$100	na
Special Permit	\$50 \$75	na
Special Permit - Oil & Gas Ex.	\$100 \$150	na
Subdivision Plats - Preliminary	\$200 \$250	\$30 /Lot \$50/ lot
Subdivision Plats - Final	\$100 \$125	na
Zoning Appeal	\$100 \$150	na

Town of Marcellus

Upgrade/Replace Win 10 PCs to Win 11

Set PCs to use server drive for document file storage

Reduce reliance on use of PC desktop for files

Get all Fortinet gear under co-term support

Highway Department PC

Brite

7647 Main Street Fishers, Victor NY 14564

800-333-0498

Makenna Mooney, Makenna Mooney [mmooney@brite.com](mailto:mmooney@brite.com)

Steve Wilmarth

<https://brite.com/>

Services billed on retainer-type basis (per head count/license basis)

Large support team of engineers and helpdesk techs (headcount about 65 plus 17 management)

Forty years in business

Very well qualified to support the entire organization

Enterprise level approaches to services and their delivery

Proactive RMM system monitoring for issues and incidents supporting proactive recovery response/restoral

Significant first responder agency support. Already working with NSPD. DCJS certified

NetManageIT

4050 Bel Harbor Dr, Liverpool, NY 13090

315-652-0287

Daniel Bender, Dan Bender <[dbender@netmanageit.com](mailto:dbender@netmanageit.com)>

Ben Heitman Ben Heitman <[ben@netmanageit.com](mailto:ben@netmanageit.com)>

<https://netmanageit.com>

Services billed mostly as reasonable recurring

Small, but apparently efficient, experienced team

Over 25 years in business

Supporting several large organizations in CNY, including municipalities and law enforcement

Strong RMM capabilities with rapid recovery response/restoral capabilities

Syracuse Technologies

5 Lumber Way, Liverpool NY 13088

315-679-5360

Jeff Brinson, [jbrinson@cusetech.com](mailto:jbrinson@cusetech.com)

<https://cusetech.com>

Services billed mostly as recurring

Wide scope of disciplines (IT, AV, etc.) among various team members

Works with several Onondaga County towns

Over 20 years in business

ITologist

Nick Goodman  
201 E Jefferson Street