

Town of Marcellus  
Workshop Meeting  
Wednesday, June 18, 2025  
6:30 PM

Call to Order

Salute to Flag

I. Approve Financials

II. **Old Business**

- A. Tim's Pumpkin Patch PUD
- B. Future IT service
- C. LL NO. A-2025 (Accessory Buildings)

III. **New Business**

- A. Fire Department doors
- B. Marcellus Police Department security service rate increase
- C. Stormwater Management Plan
- D. Recreation Department request for field trip funds

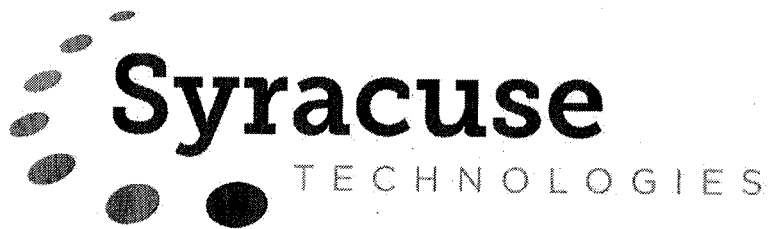
IV. **Discussion Agenda**

- A. Fire Department
- B. Jeremy Perry- Code Enforcement Official

V. **Adjournment**

**Future Meeting Dates**

Town Board Meeting- Wednesday, July 2, 2025- 6:30 pm- Town Hall  
Public Hearing LL No. A-2025 - Wednesday, July 2, 2025- 6:30 pm- Town Hall  
Planning/Zoning Meeting-Monday, July 7, 2025 - 6:30 pm- Town Hall  
Workshop Meeting- Wednesday, July 16, 2025- 6:30 pm- Town Hall



5 Lumber Way, Liverpool, NY 13090  
315-679-5360 • [www.cusetech.com](http://www.cusetech.com)

5/22/2025

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

Dear Rosemary

Syracuse Technologies appreciates the opportunity to assist with your technology needs. We look forward to helping Town of Marcellus fully utilize available technologies to improve how you do business, and we are committed to providing the ongoing support your organization demands.

This correspondence outlines our recommendations for maintaining your business and information technology (IT) systems. These recommendations are based on our evaluation of your current requirements and your existing IT infrastructure. The scope of work below includes ongoing support, monthly technician hours and consulting. Also included in this agreement is an ongoing service level discount, and priority service.

Below are the statement of intent, procedures, included services, and estimated fees. If you have any questions, please do not hesitate to call, or email me anytime.

Sincerely,  
Sam

Samuel Pearce  
Syracuse Technologies LLC

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**BUSINESS DRIVEN TECHNOLOGY WORKING FOR YOU**

## **Computer and Network Support Service Level Agreement between SYRACUSE TECHNOLOGIES LLC and Town of Marcellus**

### **A. Statement of Intent**

The aim of this agreement is to provide a basis for close cooperation between SYRACUSE TECHNOLOGIES LLC and Town of Marcellus, for computer and network infrastructure support to be provided by SYRACUSE TECHNOLOGIES LLC to Town of Marcellus thereby ensuring a timely and efficient support service is available to Town of Marcellus and its end users.

### **B. Period of Agreement**

This agreement between SYRACUSE TECHNOLOGIES LLC and Town of Marcellus for maintenance and support, will commence on the date signed in the 'Agreement to Terms' section below, will continue on a month-to-month basis, and can be terminated in writing with 30-day advance notice by either party.

### **C. Review Procedure**

This agreement will be reviewed one year from the date of acceptance below, or at a mutually agreed upon date, by Town of Marcellus and SYRACUSE TECHNOLOGIES LLC. The review will cover services provided, service levels and procedures. If the scope of work requested or the physical environment changes, or unauthorized access is given to any third party, SYRACUSE TECHNOLOGIES LLC reserves the right to amend or cancel this agreement at any time without advance notice. Changes to this agreement must be approved by both signatories.

### **D. Included Services**

1. **Technical support** – SYRACUSE TECHNOLOGIES LLC will provide onsite or remote network support as needed. Monthly technical support hours included in this agreement are intended to provide ad-hoc support services beyond any pre-scheduled technician hours for other projects. This includes remote maintenance of systems, remote sessions for end-user support via telephone or web bridge, and onsite troubleshooting if remote sessions are insufficient. Programming or support of third-party services are not included as part of the monthly hours.
  - a. **Onsite service terms**
    - i. One (1) hour per incident minimum, then billed in 15-minute increments
    - ii. Onsite service to locations within a 20-mile radius of Syracuse, NY is included in this agreement; any other locations may be subject to a destination charge.
  - b. **Remote service terms**
    - i. SYRACUSE TECHNOLOGIES, LLC will make every attempt to troubleshoot and resolve all reported/ticketed issues via expedient remote sessions to avoid unnecessary billing and/or travel expenses.
    - ii. Billed in 15-minute increments (see current rate chart)
  - c. **Emergency service terms**
    - i. 24/7 Emergency service – Emergency service must be initiated by telephone or by using the 24-hour helpline.
    - ii. Emergency service will incur minimum charges and billed at non-discounted standard rates (see current rate chart).
2. **Support ticketing / email support** – Help desk ticketing and support for all "Town of Marcellus" employees.
3. **Discount of 20% off current standard (non-emergency) IT rates** for all work beyond the scope of what is included in this agreement. See current rate chart.

4. **Basic technology consulting services** – SYRACUSE TECHNOLOGIES LLC will help your organization make technology decisions regarding new projects, hardware and software purchases, and other relevant business technology choices. This included service is intended to help your organization make good technology decisions and is not intended for specific project planning, including but not limited to SharePoint planning, software design, functional requirements development, technical needs assessments, creation of documentation and other project-specific tasks.
5. **Application Support** – Our remote and onsite technicians will assist with the implementation, installation, configuration and troubleshooting of all network-based computer applications for software with which Town of Marcellus maintains a service agreement with the software vendor. SYRACUSE TECHNOLOGIES, LLC will provide root/administrative access to application vendors as requested for patch management of installed software, firmware upgrades and application support as requested. For applications that Town of Marcellus leverages but does not maintain a service/support agreement with the software vendor, SYRACUSE TECHNOLOGIES LLC will attempt to troubleshoot but support may be limited.
6. **Support for Peripheral Hardware** - SYRACUSE TECHNOLOGIES LLC's remote and onsite technicians will make every attempt to assist with installation, configuration, and troubleshooting of hardware and related network-connected devices, such as telecom equipment, printers, plotters, scanners, copiers, fax machines, all-in-one's, and other similar hardware. Support may be limited as some of these devices rely on components such as labels, ribbons, toner cartridges, drum kits, and other consumable products. SYRACUSE TECHNOLOGIES LLC cannot guarantee issue resolution for printer-related support tickets. SYRACUSE TECHNOLOGIES LLC will make every attempt at necessary referrals to applicable authorized repair services and centers for such hardware.
7. **License Procurement and Management** - SYRACUSE TECHNOLOGIES LLC will obtain on Town of Marcellus' behalf any requested or required licensing and software needed to fulfill specific project requirements or maintain compliance. From time-to-time SYRACUSE TECHNOLOGIES LLC will conduct a licensing and billing true-up in which we will compare the number of actual software license users to the actual usage and/or current billing. SYRACUSE TECHNOLOGIES LLC will, at its reasonable discretion, invoice Town of Marcellus in arrears for all license(s) procured on their behalf, as well as adjust future recurring billing. SYRACUSE TECHNOLOGIES LLC will, at its sole discretion, assist with required 3rd party software audits. SYRACUSE TECHNOLOGIES LLC will not be held responsible for discrepancies found during any software audits. This includes payments for new software required or fines levied for non-compliance. Audit assistance will be billed according to the terms of this agreement as advanced consulting services.

#### E. Optional Products / Services

Optional products and services below can be added as requested by Town of Marcellus or required to fulfill specific compliance or project requirements. Not all products or services listed below are included with this agreement. Please see the 'Monthly Pricing' and rates in section "G" below for current pricing and services included in this agreement. Pricing for optional services is subject to change without notice.

1. **Endpoint security** – SYRACUSE TECHNOLOGIES LLC will provide endpoint security of network computers including desktops, laptops, servers, and other compatible devices. This includes customizable capabilities to protect email, web browsing, file attachments, hyperlinks, display ads, social media applications, and connected devices like USB drives.
2. **Security awareness training** - Comprehensive security awareness tools and training, including a phishing simulator, ongoing security training, and compliance courses are also available as an add-on service.
3. **Full disk encryption management** – Configuration and reporting of Microsoft BitLocker Encryption.
4. **Data backup services** – On premise file backup service, including daily incremental backup of server-based data marked for backup by designated Town of Marcellus data owners as requested.
5. **Site Recovery Backups** – On premise virtual server replication service, replication of the virtual server environment marked for backup by designated Town of Marcellus data owners as requested.

6. **Offsite data and site recovery backup.** Replication of local backups to offsite storage.
7. **Updates and Patching.** SYRACUSE TECHNOLOGIES LLC will install production server or computer operating system updates as part of this agreement only if SYRACUSE TECHNOLOGIES LLC has determined, in its reasonable discretion, that the updates will be compatible with the configuration of the system and materially beneficial to the features or functionality of the affected software or hardware. The first hour of labor per server, per patching cycle, is included as part of this agreement. Any additional time required to complete the patching process will be invoiced in accordance with the terms of this agreement. Other software or hardware (firmware) related maintenance updates that are required or requested will also be invoiced according to the terms of this agreement. SYRACUSE TECHNOLOGIES LLC will not be responsible for any downtime or losses arising from or related to the installation or use of any update.
8. **User password management service** – Enterprise level secure storage and sharing for passwords across devices. Includes encryption, device syncing, browser and mobile desktop apps, storage for notes, credit cards, identities, secure sharing with other users, and password generator.
9. **Onsite Desktop Technician (pre-scheduled)** - The Onsite Desktop Technician will assist computer network users with technical support of desktop computers, applications, and related technology. They will configure, install, and support desktop computers, laptop computers, handheld devices, printers, monitors, portable data storage devices and other general peripherals. The technician will receive ongoing daily support and training to assist in performing their desktop support technician duties. SYRACUSE TECHNOLOGIES LLC will provide basic cross training to any onsite technicians they provide. In the event the scheduled technician becomes unavailable, SYRACUSE TECHNOLOGIES LLC will attempt to fill the role with another qualified technician either during the already scheduled time block or the next available time slot. The Desktop Support Technician will escalate all Level 3 support requests through the customer support portal and will assist in problem resolution (charges will apply). For advanced application support the technician will escalate all application specific inquiries to the specific software vendor and will assist in problem resolution.

Client requests that require a significant engagement, specific technical expertise, and necessary planning should be considered a project. Projects typically require an estimate and/or project plan. The onsite desktop technician will escalate via internal management for scheduling and coordination.

## F. Response Times and Hours of operation

The response times below – for customers in good standing – defines the maximum amount of time it will take SYRACUSE TECHNOLOGIES LLC to acknowledge new requests and begin work towards resolution. It does not guarantee that all requested work will be resolved within that time frame. All support requests will be responded to according to the response times below unless deemed an “Emergency” by Town of Marcellus (All times listed are United States Eastern time zone.)

- Standard business support hours: Monday through Friday 8am to 5pm – Next available priority service
- Emergency 24/7/365 support: Next available response (special rates apply, see current rate chart)
- Business holidays include all federal or banking holidays observed in the United States; holidays are excluded from standard support hours; emergency support is available.
- Timely response is available for accounts in good standing only.
- Requesting specific technicians is not available within established response timelines. SYRACUSE TECHNOLOGIES LLC will make every attempt to accommodate requests for specific technicians, but response times cannot be guaranteed.

**G. Pricing and Rates**

While this agreement remains in effect, Town of Marcellus will be billed monthly per the pricing breakdown in section "H" below. Billing will commence on the date signed in the agreement to the terms section below. Town of Marcellus will receive a 20% discount off SYRACUSE TECHNOLOGIES LLC standard rates for IT Services (see current rate chart) for all requested work beyond any included within this agreement. Your monthly bill will include monthly installment billing for the next month. Additional (overage) billing will be billed separately after your monthly limit has been reached. For your account to remain in "good standing" payment must be received before services are rendered. At any time while a payment is overdue SYRACUSE TECHNOLOGIES LLC may suspend its obligations under this agreement until such time as payment is made. Any time (hours) included in this monthly agreement and beyond any prepaid accrual will not roll over into the following month or new prepay period. These included hours are intended to be used for maintenance and support and cannot be applied to out-of-scope projects. Any request made by Town of Marcellus that is designated as AFTER-HOURS, or EMERGENCY SERVICE will incur minimum billing and be billed at the non-discounted rates (see current rate chart). Hourly rates are subject to change on a year-to-year basis. If a rate change occurs, you will be provided with an amended rate chart.

**H. Monthly pricing breakdown**

Additional charges for requested or required monthly services will be reflected on your monthly SLA invoice.

Service	Type	Cost	QTY	Unit	Increment	Ext
Priority Response, helpdesk ticketing system, discounted rates, consulting, asset management, application support, license management.	Required Service	\$200.00	1	Per Company	1	\$200.00
Included technical support hours (remote or onsite)	Required Service	\$80.00	4	Per Hour	1	\$320.00
Included pre-scheduled onsite technical support hours (billed in 4-hour increments)	Optional Service	\$70.00	0	Per Hour	4	\$0.00
Server operating system (OS) updates (physical and virtual)	Required Updates	\$50.00	1	Per Server	1	\$50.00
Computer OS update service (increments of 10)	Optional Updates	\$10.00	10	Per Computer	10	\$100.00
Server and workstation endpoint security	Required Security	\$3.00	0	Per Endpoint	1	\$0.00
Security awareness training	Optional Security	\$3.00	0	Per User	10	\$0.00
Encryption management and reporting service	Optional Security	\$1.50	0	Per Endpoint	10	\$0.00
Enterprise user password management service	Optional Security	\$7.00	0	Per User	5	\$0.00
Workstation - Backup service	Optional Backup	\$25.00	0	Per Computer	1	\$0.00
Onsite backup device (up to 8TB Storage)	Optional Backup	\$100.00	1	Per Device	1	\$100.00
Server - Backup service	Optional Backup	\$50.00	3	Per Server	1	\$150.00
Offsite - Backup storage	Optional Backup	\$50.00	2	Per Terabyte	1	\$100.00
Total monthly charges						<b>\$1,020.00</b>

**One-time charges**

**Onboarding Service** includes setup and installation of remote support software, asset tagging and inventory, and basic physical network documentation such as tone and trace, and patch panel identification. General environment familiarization, including network layout, connected systems, industry-specific software and applications, existing backup systems and strategies, multi-site connectivity, routing and VPN infrastructure, security appliances and configurations, password collection and credential organization, and identification of key infrastructure components.

**Total One-time charges = \$1500.00**

**Additional services** (as needed or requested)

-> Additional offsite backup storage per TB (1 TB increments)	= \$50 per month
-> Application specific backup service	= As needed/ requested
-> Application software maintenance and updates as required or requested	= Hourly labor rates apply
-> Microsoft Windows Server OSE Licensing and associated CALs	= As needed for compliance

**I. Support Request Procedure and Logging**

Requests for support must be called in to 315-679-5360 (or current corporate number) or e-mailed to [support@cusetech.com](mailto:support@cusetech.com). Requests for support will be logged into our online support ticket system. The system can be accessed to view your request history for the duration of the service agreement. Each support incident will be followed through to resolution with a brief description of the nature of the request and the action taken to resolve the issue. SYRACUSE TECHNOLOGIES LLC technicians will initially attempt to resolve issues remotely unless onsite emergency service is specifically requested. If the support request cannot be diagnosed, repaired, or completed remotely, an onsite visit will be scheduled based on technician availability. Please note that contacting a technician, or any SYRACUSE TECHNOLOGIES LLC employee directly may not immediately initiate a support request and may result in a delay of service. EMERGENCY service requests can only be initiated by calling our corporate number and speaking with a representative.

**J. Your Responsibilities**

1. You understand and agree that prior to contacting or allowing SYRACUSE TECHNOLOGIES LLC to perform diagnostic repair or other services on your computers and or network systems, it is your responsibility, unless otherwise requested or agreed upon, to back-up the data, software, information, or other files stored on your computer disks and/or drives. You acknowledge and agree that SYRACUSE TECHNOLOGIES LLC shall not be responsible under any circumstance for any loss or corruption of data and/or software. If requested, SYRACUSE TECHNOLOGIES LLC will work with Client to implement necessary backup solution(s).
2. You understand and agree that prior to contacting or allowing SYRACUSE TECHNOLOGIES LLC to perform diagnostic repair or other services on your computers and or network systems, it is your responsibility, unless otherwise requested or agreed upon, to have a sufficient firewall and endpoint security product(s) in place. You acknowledge and agree that SYRACUSE TECHNOLOGIES LLC shall not be responsible under any circumstance for any IT security incidents – including but not limited to data breaches or other cyber security attacks. If requested, SYRACUSE TECHNOLOGIES LLC will work with Client to implement necessary firewall(s) and/or endpoint security products.
3. You understand and agree that SYRACUSE TECHNOLOGIES LLC must be able to install its remote management, support, and IT asset management components on all client workstations and servers to facilitate service delivery. Your servers, endpoints, and network infrastructure must be capable of supporting proper management tools.

4. You agree that only persons deemed qualified technicians by SYRACUSE TECHNOLOGIES LLC shall be allowed to access critical equipment, systems, and sub systems within your network. To maintain a consistent approach to network administration, all access to systems maintained by SYRACUSE TECHNOLOGIES LLC shall be either given or approved by SYRACUSE TECHNOLOGIES LLC. You will be required to provide approval for any vendors or technicians you would like SYRACUSE TECHNOLOGIES LLC to give administrative access to. Each vendor will receive specific credentials, and access will be limited to the pre-scheduled times unless other arrangements are made. Town of Marcellus agrees that they will inform SYRACUSE TECHNOLOGIES LLC, prior to making any modification, installation, or service performed on the system by individuals not employed or contracted by SYRACUSE TECHNOLOGIES LLC in order to assist SYRACUSE TECHNOLOGIES LLC in providing an efficient and effective system support. Town of Marcellus will be billed the full cost, at SYRACUSE TECHNOLOGIES LLC's hourly rate, to remediate and restore the Systems and/or Services to a state prior to change.
5. It is the responsibility of Town of Marcellus to promptly notify SYRACUSE TECHNOLOGIES LLC of any events/incidents that may impact the services defined within these Terms and/or any supplemental service needs.
6. In the event this Agreement is terminated, Town of Marcellus may submit a formal written request to SYRACUSE TECHNOLOGIES LLC for support in transitioning to a new service provider. Should both parties come to a mutual understanding and document the terms of this transition, including the scope of services and associated fees, SYRACUSE TECHNOLOGIES LLC will proceed with delivering the necessary assistance in alignment with those agreed-upon terms. This ensures a smooth and cooperative handover process, contingent upon finalizing the details together

#### **K. Service limitations; liability**

(a) LIMITATIONS TO SERVICE: SYRACUSE TECHNOLOGIES LLC RESERVES THE RIGHT TO REFRAIN FROM PROVIDING ANY OR ALL REQUESTED REMOTE OR ON-SITE SERVICES AND INSTEAD REFUND YOUR PAYMENT, WHOLLY OR IN PART, ON THE BASIS THAT YOUR TECHNICAL NEEDS OR OTHER REQUIREMENTS ARE UNUSUAL OR EXTENSIVE AND BEYOND THE SCOPE OF THIS SERVICE AGREEMENT AS REASONABLY DETERMINED BY SYRACUSE TECHNOLOGIES LLC. SYRACUSE TECHNOLOGIES LLC RESERVES THE RIGHT TO CANCEL THIS AGREEMENT AT ANY TIME AND WITHOUT ADVANCE NOTICE IF UNAUTHORIZED USERS ARE GIVEN ACCESS TO SYSTEMS OR SUBSYSTEMS WITHIN YOUR NETWORK WITHOUT APPROVAL BY SYRACUSE TECHNOLOGIES.

(b) FORCE MAJEURE: IF SYRACUSE TECHNOLOGIES LLC'S ability to render technical services is impaired by you or circumstances beyond the control of Syracuse Technologies LLC, Syracuse Technologies LLC may choose not to provide or to discontinue services.

(c) LIMITATION OF LIABILITY: To the extent permitted by law, you agree that Syracuse Technologies LLC's total liability for damages related to its services is limited to the total amount you pay for the services, and you release Syracuse Technologies LLC from liability for any indirect, incidental, special, or consequential damages. SYRACUSE TECHNOLOGIES LLC IS NOT LIABLE FOR LOSS, ALTERATION, OR CORRUPTION OF ANY DATA OR FOR YOUR INABILITY TO USE YOUR COMPUTER EQUIPMENT OR OTHER PRODUCT OR IF THE SYSTEM IS ACCESSED BY UN-AUTHORIZED USERS.



**L. Agreement to Terms**

By signing below, you are authorizing SYRACUSE TECHNOLOGIES LLC to invoice you according to the terms outlined in this agreement. As an authorized representative of Town of Marcellus you agree to pay all outstanding balances in full. The signatories below are also considered to be the representatives responsible for the monitoring and maintenance of this service agreement:

**In Service Date:** \_\_\_\_07/01/2025\_\_\_\_

Please initial each page and sign below.

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

**Representative:** Rosemary Tozzi

**Title:** Town Supervisor

Signature: X \_\_\_\_\_ Date of acceptance: \_\_\_\_\_

**SYRACUSE TECHNOLOGIES LLC**

5 Lumber Way  
Liverpool, NY 13090

**Representative:** Samuel Pearce

**Title:** General Manager

Signature: X \_\_\_\_\_ Date of acceptance: \_\_\_\_\_



**NETMANAGEIT**

technology solutions that evolve with the growth of your business.

*Questions? Contact:*

**Ben Heitman**

**315-254-5945**

**Proposal prepared for:**

# **Town of Marcellus, NY**

**Managed IT Services Proposal**

**June, 2025**



## EXECUTIVE SUMMARY

**About NetManageIT:** NetManageIT has been providing IT solutions to CNY businesses since 1995. We are a family business co-owned by Herb, Dan, and Ben. Our service model is to proactively manage and maintain your IT resources through a comprehensive service. We are always ready to assist when various issues do arise with a *guaranteed one hour or less response time*. Technology has changed an incredible amount since we began, but our core values remain the same: *combining proven solutions with expert technicians you will know by name and trust*.

We support all types of small and medium-sized businesses throughout New York. We have worked with several area municipalities and other government organizations since we began. We also service a significant number of non-profits, builders and tradesmen, law practices, and medical offices. Many of our customers are firms we have worked with for decades and we value building useful, long-lasting relationships with our clients.

**Managed IT Services.** Our model of fully managed IT services is simple: Highly qualified technicians, unlimited and rapid remote support, remote monitoring and maintenance of your devices, and cloud backup and security services to fortify and protect your infrastructure.

**Virtual CTO.** Technology changes rapidly and that forces businesses to adapt just as fast. Those changes can herald the promise of new and better things that technology can offer. However, mistakes can be costly, risky, or both. It is the Virtual CTO's job to make sure those mistakes do not happen. Ben Heitman will act as the "Virtual CTO". He will provide an executive look at your IT systems through regular meetings, reporting and documentation. He will advise of upcoming maintenance/projects, and act to ensure you are satisfied with the service you are getting.

**Our Techs.** Dan Bender, Tyler Heitman and Ben Heitman will be the technicians dedicated to your account. IT services is not just about computers but about the people that rely on that technology to work. We pride ourselves on providing fast, competent, and personable service. *For every support request you're guaranteed to get a technician you know by name, is experienced in a wide array of IT support issues, and is well-versed in your unique IT setup.*

## *Our Team.*

- **Herb Bender / President**
- **Ben Heitman / Head of Client Services**
- **Lisa Heitman / Business Development**
- **Tyler Heitman / Technician Level 1**
- **Dan Bender / Head of Technical Services**



Your "Virtual CTO" is **Ben Heitman | 315-254-5945**. He will be available for account questions, user training and education, and regular tech reviews – his job is enabling you and your staff to do their work to the fullest. His foremost goal is meeting every technical and account-related need his clients have.



## *References:*

### **Town of Dewitt / Client since 2012 / 100 users**

5400 Butternut Drive  
Dewitt, NY 13057-8509

Within the first three months of assuming responsibility for the Town of DeWitt's IT systems we implemented a comprehensive services plan: produced complete documentation, network and wiring cleanup, server monitoring, help desk implementation, and backup. Throughout our tenure at the Town of DeWitt, average monthly call volume has diminished by 50% with faster resolutions of incidents all the while reducing their costs relative to their previous IT vendor.

**Ed Michaelenko, Supervisor - 315-446-3910 x191**

### **Town of Clay / Client since 1995 / 65 users**

4401 Route 31  
Clay, New York 13041

Over the years of working with this municipality we've managed all aspects of their IT. We transitioned them to a full managed services IT model in 2008. We worked with the Town leadership to create a unique service plan where we replace all the computer equipment every 5 years. We utilize lease financing which keeps cost low while ensuring they always have up-to-date equipment.

**Damian Ulatowski, Supervisor - 315-652-3800 x151**

### **McMahon Ryan Child Advocacy Center / Client since 2018 / 30 users**

601 E Genesee Street  
Syracuse, New York 13202

MMRCAC provides invaluable services to the most vulnerable in our community and we are privileged to provide IT services to them. We have worked with them to find creative ways to maximize their technology investment such as utilizing IT grant funds, donating hardware and software, and utilizing TechSoup to upgrade almost every aspect of their IT system even as their staffing has doubled over the years.

**Colleen Merced, Executive Director – 607-353-0439**



### *Town of Marcellus, NY Onboarding/Project Requirements:*

- Onsite setup of desktop support tools.
- Collect documentation from outgoing IT vendor on all necessary accounts and configurations.

### *Project Schedule:*

- NetManageIT will be able to assume full support of the Town of Marcellus' IT systems within 30 days of notice. This assumes prompt communication from the outgoing IT vendor as well as internal staff to accommodate our onboarding needs.

### *Contacting Support*

To take advantage of our 1 hour or less response time guarantee, submit all IT support requests to:

Email: [support@netmanageit.com](mailto:support@netmanageit.com) or Phone: **315.652.0287**



## USER SUPPORT

	<b>Unlimited Remote Support</b>	We provide responsive and well-trained technicians with diverse expertise just one email or phone call away. These technicians will provide end-user support on PCs, Printers, Phones, Training, and any other IT related questions. Help Desk hours are between 8:00AM-5:00PM. <b>Response time is guaranteed one hour or less.</b> This service is <b>unlimited</b> and we encourage your users to contact us for all needs big and small! We will track and report on the tickets during scheduled technology reviews.
	<b>Total Endpoint Management (RMM)</b>	<p><b>MONITORING:</b> All of the computers will have a remote agent which monitors 24x7/365 for hardware issues, application updates, and security threats.</p> <p><b>PATCHING:</b> The PCs will receive regular software updates through a carefully controlled and tested process which balances both stability and security. Any errors or alerts are fixed remotely providing rapid remediation of issues.</p> <p><b>SECURITY:</b> We run BitDefender antivirus and an EDR security monitoring software on each PC that alerts us instantly to any suspicious activity and logs it for later review.</p>

## 365 SUPPORT






	<b>Complete 365 Protection</b>	<p><b>MONITORING:</b> We handle all administrative management of Microsoft 365 and supporting products such as license management, billing concerns, new user setups, permissions, deployments, etc. Additionally, we actively monitor your 365 environment for downtime, unusual activity, and security threats.</p> <p><b>BACKUP:</b> We backup ALL 365 Data including: Emails, OneDrive, SharePoint, and Teams for your entire organization. These backups occur several times a day, and backups are retained indefinitely.</p> <p><b>SECURITY:</b> We utilize an advanced phishing filter to greatly improve email security by eliminating 99.9% of phishing/ransomware emails and deploy automated email encryption of sensitive info.</p>
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## SERVER SUPPORT

	<b>Server Backup &amp; Management</b>	<p><b>BACKUP:</b> All server data is protected via an image-based, hourly backup that is stored on a local appliance and duplicated offsite. Backups are stored for 1-year. Backups are configured to allow for rapid and complete recovery in the event of data loss. SharePoint Cloud data is similarly protected.</p> <p><b>MANAGEMENT:</b> Servers are monitored 24x7 for any issues. Any issues that come up are remediated remotely whenever possible. This proactive monitoring and the remote remediation of any errors is included in the managed services contract. Patches, updates, and hotfixes are regularly applied.</p> <p><b>SECURITY LOGGING:</b> all activity on the server is logged, with 24x7 alerting/remediation for security threats.</p>
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## SECURITY OPERATIONS CENTER

	<b>Virtual CTO</b>	<p>We are actively involved in the daily management as well as the long-term strategic planning for your organization's technology. We are readily available to meet and discuss your goals, pain points, and workflow processes. This allows you to stay informed of the latest developments and helps us to form an accurate understanding of your IT requirements.</p> <p><b>CISO:</b> "Certified Information Security Officer". We will participate with your Cyber Security vendor to provide all site documentation, disaster response plans, audit paperwork, and in-person meetings to facilitate compliance. <i>This is included and will not be billed as hourly project work.</i></p>
	<b>Threat Monitoring &amp; SIEM Logging</b>	<p>We use an agent to monitor all endpoints (PCs, Laptops, and Servers) continually for active threats and log all alerts on our SIEM (security information and event management) platform. This is an essential tool not just for security but also demonstrating compliance during audits.</p>
	<b>Network Security</b>	<p>We monitor and manage your network for uptime, security threats, critical updates and other essential tasks to maintain the optimal health of your firewall, switches, wireless access points, and more. We receive 24x7 alerting of all critical network events, outages, suspicious 365 activity, etc.</p>
	<b>DNS Umbrella</b>	<p>We deploy a secure "umbrella" that compiles a list of all known malicious sites (such as phishing and tracking sites) and actively prevents your network from browsing these dangerous websites.</p>
	<b>Remote Access</b>	<p>Remotely access your office PC from your laptop or any other remote PC through a secure and simple access software. Replaces software such as VPN, LogMeIn, TeamViewer, Anydesk, etc.</p>



## SERVICE LEVEL AGREEMENT

A. **Priority Level:** All IT incidents will be classified into the following priority levels

Priority Level	Priority Definitions	Notes
Critical	<b>Customer down:</b> The ability to conduct business or service the customer has stopped. <u>Examples:</u> Server, Network, or Primary Application <i>offline</i> .	This warrants the fastest onsite response time. Guaranteed same day onsite response time and 24x7/365 availability.
High	<b>Department or User down:</b> Single or multiple users are unable to work. <u>Examples:</u> PC or Department specific application <i>offline</i> .	Guaranteed 1-hour remote response and 2 hour or less onsite as necessary.
Low	<b>Degraded State:</b> An individual user's system or application is functioning, but in a degraded state. <u>Examples:</u> Application running slowly, web browsing issues, or non-essential printer issues	Guaranteed 1-hour remote response. Same day or next day onsite to be assessed depending on severity of problem.
Scheduled	<b>Projects and New Installations:</b> Any call from a single users or site groups that are requesting a new service or some clarification. <u>Examples:</u> New user setups, planned equipment installs, workstation moves.	These consist of special projects that are performed by the remote or onsite support resources based on an agreed upon schedule.

B. **Hours of Coverage and Response**

Service Offering	Hours of Coverage	Remote Response	Onsite Response
Help Desk	8:00AM-5:00PM	1 hour	N/A
Support (High Priority)	8:00AM-5:00PM	1 hour	2 hours or less
Support (Low Priority)	8:00AM-5:00PM	1 hour	Based on Severity
Emergency Support	24x7/365	1 hour	4 hours or less

C. **Hourly Rates for items not covered in contract:**

**Project Work:** Project works consists of planned upgrades to infrastructure such as server upgrades/migrations or any other work requiring an onsite technician. **\$150/hr.**

**Emergency:** Normal office hours are 8:00AM-5:00PM Monday–Friday. Emergency support is anything that falls outside of that. **\$250/h**





**NETMANAGEIT**  
technology solutions that evolve with the growth of your business.

4050 Bel Harbor Drive  
Liverpool NY, 13090

SERVICE	PRICING		
	Quantity	Rate	Total
Help Desk	10 Users	75	750.00
Endpoint Management	12 PCs	10	120.00
365 Email Management	25 emails	10	250.00
Server Support and Backup	1 Server	200	200.00
<b>TOTAL</b>			<b>\$1320/month</b>

## AGREEMENT INCLUSION LIST

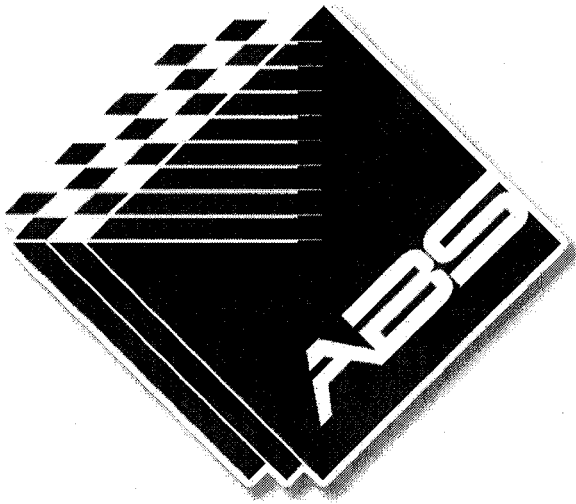
DESCRIPTION	FREQUENCY	INCLUDED
➔ CONSULTING		
Onsite Annual Business Review (TBR)	Annual	YES
End-User Office365 Training Program	24x7x365 Via Portal	YES
➔ DESKTOP, LAPTOPS AND SERVERS		
Add / Edit / Delete User Accounts	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & Files)	As Needed	YES
Setup & Maintain Security Groups	As Needed	YES
Setup & Maintain Network Drives	As Needed	YES
Restore Files from Backups	As Needed	YES
Troubleshoot Operating System Not Working (device warranty required)	As Needed	YES
Troubleshoot Microsoft Office Not Working	As Needed	YES
Troubleshoot Anti-Virus Not Working	As Needed	YES
Reboot Servers	As Needed	YES
Troubleshoot Hardware Issues <sup>(2)</sup>	As Needed	YES
Hard Drive Clean-up (Remove Temp & Unnecessary Files)	As Needed	YES
Warranty Claim Processing <sup>(2)</sup>	As Needed	YES
Microsoft Patch Management (Service Packs & Updates)	Daily	YES
Update Approved 3 <sup>rd</sup> Party Applications (Adobe Reader, Chrome, 7-Zip)	Daily	YES
Monitor all Critical Server and Computer Services and Fix	24x7x365	YES
Monitor Anti-Virus Running & Protection Enabled	24x7x365	YES
Monitor Anti-Virus Definitions +Updating Correctly	24x7x365	YES
Monitor Hard Disk Health & Space	24x7x365	YES
Monitor High CPU Usage	24x7x365	YES
Monitor Security and Event Logs	24x7x365	YES
Roll out our Best Practice Security Policies	On-Going	YES
➔ BACKUPS AND DISASTER RECOVERY		

Monitor Server and Computer Backups	24x7x365	YES
Troubleshoot Server and Computer Backup Failures	As Needed	YES
Monitor Office365 Backups	24x7x365	YES
Troubleshoot Office365 Backup Failures	As Needed	YES
<b>→ PRINTERS</b>		
Clear & Reset Printer Queues	As Needed	YES
Troubleshoot Printer Driver Issues	As Needed	YES
Add / Edit / Delete Printer Mapping Group Policies	As Needed	YES
Add / Edit / Delete Printer Drivers for Existing Printers	As Needed	YES
<b>→ NETWORK</b>		
Troubleshoot Internet Service Provider Issues & Outages	As Needed	YES
Troubleshoot Network Switch Issues	As Needed	YES
Troubleshoot Wi-Fi Access Point Issues	As Needed	YES
Update Wi-Fi SSID / Keys	As Needed	YES
Troubleshoot Firewall Issues	As Needed	YES
Firewall Security Audit and Adjustment	As Needed	YES
Monitor Network Switches Operations & Availability	24x7x365	YES
Monitor Wi-Fi Access Points Operations & Availability	24x7x365	YES
Monitor Router Operations & Availability	24x7x365	YES
Monitor Firewall Operations & Availability	24x7x365	YES
Warranty Claim Processing <sup>(2)</sup>	As Needed	YES
<b>→ DOMAIN NAMES</b>		
Add / Edit / Delete MX Records	As Needed	YES
Add / Edit / Delete TXT Records	As Needed	YES
Add / Edit / Delete PTR Records	As Needed	YES
Add / Edit / Delete CNAME Records	As Needed	YES
Add / Edit / Delete A Records	As Needed	YES
<b>→ MOBILE PHONES &amp; TABLETS</b>		
Configure Outlook or Mail App <sup>(1)</sup>	As Needed	YES
Configure OneDrive for Business App <sup>(1)</sup>	As Needed	YES
Configure Teams for Business App <sup>(1)</sup>	As Needed	YES

→ OFFICE 365		
Add / Edit / Delete User Accounts	As Needed	YES
Add / Edit / Delete User and Security Groups	As Needed	YES
Add / Edit / Delete Shared Mailboxes	As Needed	YES
Add / Edit / Delete Distribution Groups	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & OneDrive)	As Needed	YES
Restore Files from Backups	As Needed	YES
Install & Connect OneDrive Desktop Client <sup>(1)</sup>	As Needed	YES
Install & Connect Skype for Business Desktop Client <sup>(1)</sup>	As Needed	YES
Install & Connect Teams Desktop Client <sup>(1)</sup>	As Needed	YES

(1) This assumes that you already have the back-end systems and company-wide configurations all setup and configured for this product. If you don't, then we will discuss with you the scope of any potential project and send You a separate proposal for your review.

(2) If the hardware we are troubleshooting is not currently covered by the manufacturer's warranty, approved 3<sup>rd</sup> party warranty, a care pack or a maintenance agreement, then it is in Our sole discretion as to whether we will cover this work under the scope of this Agreement or set it as billable out of scope work.



# ADVANCED NETWORK CARE

by

## ADVANCED BUSINESS SYSTEMS

### MANAGED NETWORK SERVICES PROPOSAL

Prepared for: Marcellus Town of

  
**Chris Angello**  
Business Technology Consultant  
Cell: 315-771-0037  
Email: cangelo@abstech.com

  
**Advanced Business Systems**  
22811 County Route 51  
Watertown, NY 13601  
Phone: (315) 788-7989  
sales@abstech.com

**Proposal Issued:**  
3/17/2025

**Valid Until:**  
4/17/2025

Proposal #: SQ1890-MNS

The content of this proposal is confidential information intended for the use of Marcellus Town of. The contents herein may not be reproduced, other than for internal use, without the specific permission of ADVANCED BUSINESS SYSTEMS, INC.



## Per User Monthly Services:

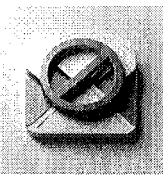
## Monthly Site Services:

Friendly local help desk  
 Unlimited remote support<sup>1</sup>  
 Included onsite service<sup>1</sup>  
 Office 365 Business Premium License  
 Office 365 data protection  
 Email security  
 Security awareness training  
 Bi-Annual phishing simulations  
 Password manager  
 Annual IT planning meeting  
 Dark web monitoring

Managed Firewall  
 Local Server backup and file/folder restoration  
 Managed antivirus  
 Microsoft and 3<sup>rd</sup> party app updates  
 24/7 MDR  
~~24/7 Infrastructure and device monitoring~~  
 Workstation Documents Backup  
~~Network protection (IPS/DNS filtering)~~  
 Asset management  
 Remote Access

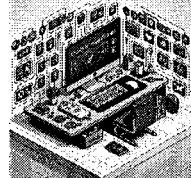
<sup>1</sup>See our extensive list of included services: <https://www.abstech.com/anc-inclusions/>

### EMAIL SECURITY AND PROTECTION



Most cyber security incidents involve a compromised email account. We help protect them with settings, alerts and monitoring

### OFFICE 365 BUSINESS PREMIUM



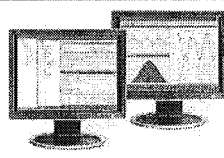
Local applications. e.g. Word, Excel and Outlook. Plus, OneDrive (1TB), Teams and email(50GB).

### REMOTE ACCESS



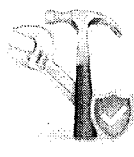
Secure remote access to a computer at your office with full control and features.

### 24/7/365 MONITORING



Our Helpdesk continually monitors issues that could affect your network and proactively works on them.

### PROACTIVE MAINTENANCE



Keep your network up to date with Microsoft, Adobe, Google and other updates automatically delivered.

### REGULAR PLANNING MEETING



A regular catch up with your account manager to budget and plan for the future.

## FREQUENTLY ASKED QUESTIONS

### What is covered under this Agreement?

Please check your individual agreement, however as a rule of thumb, everything related to keeping your existing IT environment in tip-top shape is covered.

### Are Projects covered in my Agreement?

Projects are not covered by the Agreement. These are quoted separately to your ongoing monthly Agreement.

### What are the standard Helpdesk Hours?

Our helpdesk is available 8am – 5:00pm Monday to Friday excluding most federal holidays.

### When is After Hours Support Available?

A technician is available after hours in case of an emergency. There is an additional charge for this, and we do our best to respond as quickly as possible.

### How is pricing managed?

Most of our pricing is based on a per user/per site basis. We assess the number of users and services regularly and adjust invoicing accordingly.

### Is the Cloud useful for my business?

We believe a "Hybrid Approach" is the best approach to utilizing Cloud technologies. A mixture of onsite and offsite infrastructure works for most businesses.

### Is my software supported?





We provide full support for the Microsoft Office Suite. We are happy to provide best effort support for other applications, but we may recommend seeking specialized support

### Do you support Tablets and Phones?

We live in an age where everyone is connected all the time, and we can assist your team with Office 365 apps on tablets and phones

## GUARANTEED RESPONSE TIME

We always aim to hit our "Response Target" when it comes to responding to your issues, however we guarantee we will respond by the "Response Guarantee" times listed below:

PRIORITY	EXAMPLE	RESPONSE GUARANTEE	RESPONSE TARGET
 Critical	Entire Company Offline (Call Us!)	1 Hours	15 Mins
 High	Department Offline (Call Us!)	2 Hours	1 Hour
 Medium	User PC Offline	4 Hours	2 Hours
 Low	New User Setup/Maintenance	8 Hours	4 Hours

# FEES AND CHARGES

Hardware and Onboarding Quote		Total
SQ1890		\$4836.00

\*All pricing excludes any applicable taxes.

Monthly Recurring Charges			Total
13	Per User Services	\$102.00	\$1326.00
1	Site Services	\$374.00	\$374.00
5	Business Basic	\$13.00	\$65.00
Total			\$1765.00*

\*Based on our initial evaluation of 14 managed workstations, 2 sites and 13 covered users, pricing subject to change. All pricing excludes any applicable taxes.

## Hardware and Onboarding Quote Payment Options (check one):

☐ Lump Sum Payment\*: \$4836.00

\*Payment is required up front to process the agreement and services. A labor holdback of 50% is available upon request.

☐ Hardware-as-a-Rental (HaaS)\*: \$167.336 per month for 36 months

\*When choosing the HaaS option, a signed Rental Agreement will be required before your order is processed

## Approved By:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

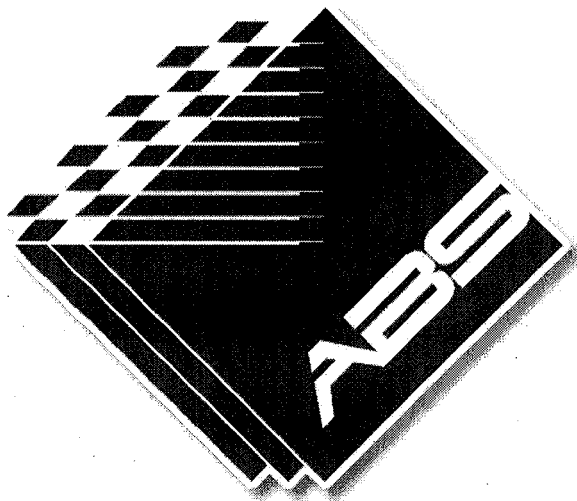
Title: \_\_\_\_\_ Signature: \_\_\_\_\_

After signing this proposal, we will generate and email our Managed Network Services Agreement for you to review and sign.

Proposal #: SQ1890-MNS

Customer: Marcellus Town of





# ADVANCED NETWORK CARE

by

## ADVANCED BUSINESS SYSTEMS

### MANAGED NETWORK SERVICES PROPOSAL

Prepared for: Marcellus Town of

 **Chris Angello**  
Business Technology Consultant  
Cell: 315-771-0037  
Email: cangelo@abstech.com

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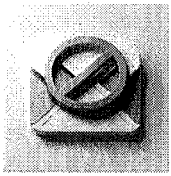
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 Email security  
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 Remote Access

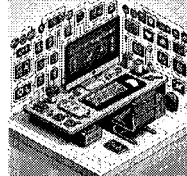
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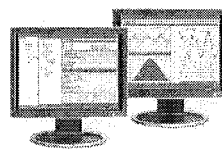
Local applications. e.g. Word, Excel and Outlook. Plus, OneDrive (1TB), Teams and email(50GB).

### REMOTE ACCESS



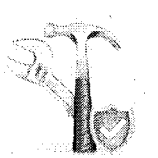
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# FEES AND CHARGES

Hardware and Onboarding Quote	Total
SQ1889	\$9533.64

\*All pricing excludes any applicable taxes.

	Monthly Recurring Charges		Total
13	Per User Services	\$102.00	\$1326.00
1	Site Services	\$374.00	\$374.00
5	Business Basic	\$13.00	\$65.00
Total			\$1765.00*

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## Hardware and Onboarding Quote Payment Options (check one):

☐ Lump Sum Payment\*: \$9533.64

\*Payment is required up front to process the agreement and services. A labor holdback of 50% is available upon request.

☐ Hardware-as-a-Rental (HaaS)\*: \$329.86 per month for 36 months

\*When choosing the HaaS option, a signed Rental Agreement will be required before your order is processed

## Approved By:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

After signing this proposal, we will generate and email our Managed Network Services Agreement for you to review and sign.

Proposal #: SQ1889-MNS

Customer: Marcellus Town of

# PROPOSAL

P. BLACK GLASS Co.  
2459 Lawrence Rd.  
Marcellus, N.Y. 13108  
(315) 673-9843

PROPOSAL NO.
SHEET NO. <u>1 of 2</u>
DATE <u>11/25/24</u>

PROPOSAL SUBMITTED TO:

NAME <u>MFD</u>
ADDRESS
PHONE NO.

WORK TO BE PERFORMED AT:

ADDRESS <u>Entrances</u>
DATE OF PLANS
ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

<u>Replace aluminum entrances with new Tubelite Ok</u>		
<u>Bronze entrances and sidelites</u>		
<u>2- 78" x 120" - pairs of widestyle doors and frame with</u>		
<u>transom, 3 hinges, 10" bottom rail, rim panes, electric strike,</u>		
<u>removable center mullion, closers, complete - Material &amp; labor</u>		
<u>installed</u>	<u>\$ 9,150.00</u>	<u>\$ 18,300.00</u>
<u>1- 85" x 108" - 3' single RH door &amp; frame widestyle with</u>		
<u>transom, 3 hinges, 10" bottom rail with 1" temp. Low E insul.</u>		
<u>Rim pane, electric strike, closer</u>		
<u>2- 25" x 108" sidelites with Thermal frames + 1" temp Low E</u>		
<u>Material &amp; labor installed</u>	<u>\$ 2,800.00</u>	

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_ )

with payments to be made as follows.

Respectfully submitted \_\_\_\_\_

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Per \_\_\_\_\_

Note — This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# PROPOSAL

P. BLACK GLASS Co.  
2459 Lawrence Rd.  
Marcellus, N.Y. 13108  
(315) 673-9843

**SHEET NO.**

2082

DATE \_\_\_\_\_

11/25/29

PROPOSAL SUBMITTED TO:

MFD

ADDRESS

Entrance

DATE OF PLANS

АРХИТЕКТ

We hereby propose to furnish the materials and perform the labor necessary for the completion of

1- 63<sup>1/2</sup>" x 86" - 3' x 2' wide style RH door, frame w/ 3 hinges, 10" bottom rail, rim pass, electric strike, 1" bump low E insul glass, closer

1. 24" x 96" Thermal sidelite frame with 1" temp. Low E insul.  
glass Material & labor installed

5550.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_

Dollars (\$ 31,650.<sup>00</sup>)

with payments to be made as follows.

At. B.H.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note — This proposal may be withdrawn by us if not accepted within 60 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date \_\_\_\_\_

Signature

# PROPOSAL



**Marcellus**  
**Police Department**  
6 Slocombe Avenue  
Marcellus, NY 13108



Chief  
Bernie Podsiedlik

EMERGENCY: 911  
ADMINISTRATION: (315) 673-2079

June 10, 2025

Town of Marcellus Municipal Corporation  
24 East Main Street  
Marcellus, N.Y. 13108

Town Clerk Rose Tozzi:

The Marcellus Police Department is making a request to upgrade the contracts that we currently have with the Town of Marcellus.

The first request is for the Town Park Security Services currently being provided at a rate of \$25.00 per hour with a minimum of 4 hours per event. I am requesting that the hourly rate of pay be changed to \$30.00 per hour with a minimum of 4 hours per event and all other language in the contract remain the same. This contract would upgrade the current contract that was signed on 04/21/2021.

The second request is for the security services provided by the Marcellus Police Department to the Marcellus Justice Court during court nights. This service is currently being provided at a rate of \$20.00 per hour for a minimum of 3 hours per Court night or any specially convened Court proceedings. I am requesting that the hourly rate of pay be changed to \$25.00 per hour with a 3-hour minimum and all other language in the contract remain the same. This contract would upgrade the current contract that was signed on 6/25/2018.

If you have questions, feel free to contact me at: work: (315)673-2079, cell: (315)283-1067.

Sincerely,

Chief Bernie Podsiedlik

## MCM 2 Public Involvement/Participation

Annually, the *MS4 Operator* must provide an opportunity for public involvement/participation in the development and implementation of the *SWMP*. The opportunities for public involvement/participation are as follows:

Public hearings or meetings.

The methods for distribution are as follows:

Electronic materials (e.g., websites, email listservs);

(EXAMPLE)

Town of Marcellus

Workshop Meeting

### IV. Discussion Agenda

A. Town of Marcellus Storm Water Management Plan-Opportunity for Public Comment.

Town of Marcellus

Stormwater Management Plan

GP-0-24-001

## MCM 2 – Public Involvement/Participation

### Best Management Practice (BMP)

(The codes officer shall provide stormwater agenda materials to the clerk for the public meeting) who will post the opportunity for public comment on the upcoming meeting agenda.





## 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

---

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

FROM: Michele Norstad - Marcellus Parks and Recreation Attendant

RE: Request for Cash

DATE: 06/13/2025

Hello from Parks and Recreation! Please accept this as a **formal request for cash in the amount of \$500.00 from GL account 7310.4** to use during the recreation program for field trips. There are eight field trips planned to Big Don's, The Fun Warehouse, The Most, Ninja Barracks, Marcellus Lanes, Auburn Movie Theatre and three trips to Jordan Pool. Many families sign up for these trips and various rec programs on the day of and pay our staff directors at DMS who need to make change.

Just a few other updates; meeting with County at DMS/KCH on 6/26/25 to review and approve facility via Children's Camp Self-Inspection Checklist, continuing to meet County requirements and submissions, mandatory meeting with summer staff 6/27/25 (35 employees), registrations are booming! 471 registrations, 4 waitlisted @ \$54,388.00 received and pavilions at our beautiful park are being heavily utilized - 190 reservations @\$21,690.00 received, OLDE HOME DAYS staff did a great job keeping the park clean – thank you to 18 of our rec summer employees and the parks staff.

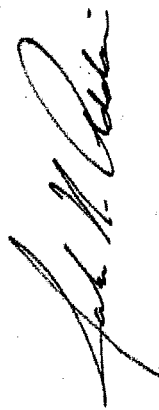
# STATE OF NEW YORK

Be it known that

**Jeremy R. Perry**

has successfully completed the requirements of a Basic Code Enforcement Training Program established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York as a:

## CODE ENFORCEMENT OFFICIAL



John R. Addario, P.E., Director  
Division of Building Standards and Codes



Certification No 0525-0381

To maintain this certification, such person must satisfy annual in-service training requirements and advanced in-service training