

Marcellus Town Board
Regular Meeting
Wednesday, September 3, 2025
6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, September 3, 2025, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Don MacLachlan, Recreation Director; Jim Gascon, Town Attorney; Gary and Linda Wilcox, Tom Lathrop, Dave Card, Fire Department; Bill Southern, John Pawlewicz, Scott Stearns, Art Hudson, Nancy Hudson, Patricia Bishop, Dan Bishop, DEC; Roberta Severson, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk.

Waive the Reading and Accept the Minutes: Councilor Clarke made a motion seconded by Councilor Hood to waive the reading and accept the minutes as presented by the Town Clerk and Budget Officer. The minutes were from August 6, 2025, Town Board Meeting, August 12, 2025, Town Board Budget Meeting, August 19, 2025, Town Board Budget Meeting, August 20, 2025, Town Board Budget Meeting and August 20, 2025, Workshop Meeting.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Monthly Activity: The abstract of Audited Vouchers for September 3, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #9 as of September 3, 2025. Claim #s 158502-158507, 158516-158550.

	<u>Expenses</u>
General Fund	\$23,140.19
Part Town General	2,290.27
Townwide Highway	20,500.51
Part Town Highway	87,203.64
Fire District	97,683.25
Ambulance Fund	1,214.00
Total	\$232,031.86

The abstract of Audited Vouchers for September 4, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #9 as of September 3, 2025. Claim #s 158560-158567.

	<u>Expenses</u>
General Fund	\$1,177.28
Total	\$1,177.28

Board Members were given the Activities Report as of August 28, 2025. Fiscal year 2025 Period 8.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,955,055.87)	982,462.70
Part Town General	(215,125.20)	128,171.56
Townwide Highway	(654,145.20)	397,277.98
Part Town Highway	(299.13)	211,400.49
Fire District	(438,879.61)	300,799.75
Hydrant Fund	(3,315.01)	1,825.69
Ambulance Fund	(311,773.38)	233,817.00
Sewer District	(155,348.98)	153,378.85
Water District	(185,921.12)	177,825.27

Bank Balances:

The total of all Bank Balances for July 2025 is \$5,306,943.81.

Councilor Hood made a motion seconded by Councilor Berwald to approve the Abstract of Audited Voucher Reports for September 3, 2025, September 4, 2025, and the Activities Report as of August 28, 2025, and the Bank Balances of July 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Old Business:

Tim's Pumpkin Patch PUD: This topic has been tabled. The Planning and Zoning Board will hold two public hearings regarding Tim's Pumpkin Patch's site plan and outdoor concerts on September 4, 2025. Supervisor Stevens addressed the online controversy. The Town Board and ZBA Board have done everything they can to make sure that the process moves smoothly and the site plan is approved.

Fire Department Doors: The Fire Department has requested to have doors replaced. Two companies have submitted bids for the job; P. Black Glass company for \$31,650.00 and Kelly Bros for \$60,572.05. The bid was awarded to P. Black Glass co. for the total cost of \$31,650.00. The Fire Department will pay for the doors out of the building reserve account.

Councilor Clarke made a motion seconded by Councilor Berwald to approve the proposal from P. Black Co. and authorize Supervisor Stevens to sign the contract.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

DEC Public Fishing Rights: Dan Bishop, DEC representative was present at the meeting. Mr. Bishop explained that the DEC is interested in purchasing the easement of land along the creek in Marcellus Park. This would ensure the rights of public fishing on the property purchased by the DEC. It does not change anything regarding the property unless the property is sold then the DEC will maintain ownership of the easement and the right of fishing. Marcellus School District and the Village of Marcellus will also be selling easements rights to DEC. This topic has been tabled for further discussion.

New Business:

Reappointing Town Assessor: Jeffrey Lowe has been reappointed as the Town of Marcellus Assessor for a term of six-years commencing on October 1, 2025, through September 30, 2031.

Councilor Hoey made a motion seconded by Councilor Clarke to approve the reappointment of Jeffrey Lowe as Town of Marcellus Assessor for a six-year term.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Computing Overtime/Compensatory Time: The handbook will be updated with new verbiage that will read as follows: “Holidays, vacation leave, sick leave, bereavement leave, jury duty leave, and military leave are included as hours worked for the purpose of computing overtime/compensatory time. Lunch time is also included as hours worked for the purpose of computing overtime/compensatory time.”

Councilor Berwald made a motion seconded by Councilor Hoey to approve the amendment to the Town of Marcellus employee handbook regarding computing overtime/compensatory time.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Brush Grinding Contract: Green Renewable submitted a one-year contract for grinding the brush pile at 4264 Slate Hill Rd. They will grind and process the yard waste stockpile and the Town of Marcellus will assist with the equipment and operator for grinding and loading trucks. The Town of Marcellus will provide fuel for the equipment. The total for the one-year contract is \$10,000. The Town and Village split the cost evenly. The Town will pay \$5,000.

Councilor Clarke made a motion seconded by Councilor Berwald to allow Supervisor Stevens to sign the one-year contract for brush grinding through Green Renewable as they are the sole source provider.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Fire Department Service Award: Dave Card inquired if the Town would be holding a public hearing or informational meeting regarding the LOSAP propositions on the 2025 General Election Ballot. After some discussion it was decided that the Town has followed all of the requirements of publication. It will be the Fire Department’s responsibility to host any meetings regarding this. A copy of the LOSAP proposition and resolution is available at the Town Clerk’s Office upon request.

Fire Department Financials: The financial statement for the period of January 1, 2025, through August 31, 2025, was given to the Town Board. There were no questions or concerns from the Town Board. A copy is available at the Town Clerk’s Office upon request.

Deputy Court Clerk: The Justice Court has interviewed and offered the position of Deputy Court Clerk to Ms. Anne Hatcher; Ms. Hatcher will replace the former Deputy Court Clerk. Ms. Hatcher will start on Monday, September 8, 2025, working 20 hours per week at \$18.50 per hour.

Councilor Clarke made a motion seconded by Councilor Berwald to appoint Anne Hatcher as the new Deputy Court Clerk starting September 8, 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Recreation Department Hours: The Recreation Department Office hours will change effectively October 1, 2025. The hours will be as follows:

January, February and March

Tuesday 8:30am-1:30pm

Wednesday 8:30am-1:30pm

Thursday 11:00am-4:00pm

April, May, June and July

Monday 8:30am-1:30pm

Tuesday 11:00am-4:00pm

Wednesday 8:30am-1:30pm

Thursday 11:00am-4:00pm

August through December

Tuesday 8:30am-1:30pm

Thursday 11:00am-4:00pm

Councilor Hood made a motion seconded by Councilor Berwald to approve the new Recreation Office hours.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Department Reports:

Codes: Nothing to report

Highway: The Highway would like to purchase new equipment. A permissive referendum is required and will be presented at the Workshop meeting.

Parks/Rec: Parks and Recreation is doing great. The first Movie in the park was a success. The Park will be hosting one more Movie in the Park on September 12, 2025. The Welcome Center is complete. Pavilion rentals will end October 15, 2025, for the season.

Town Clerk: Rosemary Tozzi, Town Clerk; presented the monthly report for August 2025

Dog Licensing \$370.00

Certified Copies-Marriage \$50.00

Passport \$140.00

Conservation \$150.20

Freon Removal \$15.00

Trash Permit- Trailer \$100.00

Tire \$7.00

Trash Permit- Passenger \$50.00

Trash Permit-truck \$40.00

Building \$1,085.00

Zoning Fees \$825.00

Site Plan \$700.00

Discussion Agenda:

Fire Department: Nothing to report

Adjournment: Councilor Berwald made a motion seconded by Councilor Hoey to adjourn the meeting at 6:52 pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi

Town Clerk