

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

Call to Order

Salute to Flag

I. Waive the Reading and Accept the Minutes

II. Approve Monthly Financials

**III. Old Business**

- A. Tim's Pumpkin Patch PUD
- B. Fire Department Doors
- C. DEC Public Fishing Rights

**III. New Business**

- A. Reappointing Town Assessor Jeff Lowe (6-year term)
- B. Computing Overtime/Compensatory Time
- C. Brush Grinding Contract- Green Renewable
- D. Fire Department Service Awards
- E. Fire Department Financials

**V. Reports From Department Heads**

- A. Codes
- B. Highway
- C. Parks/Rec
- D. Town Clerk - monthly report

**VI. Discussion Agenda**

- A. Fire Department

**VII. Adjournment**

**Future Meeting Dates**

Planning/Zoning Meeting-Thursday, September 4, 2025 - 6:30 pm- Town Hall  
Workshop Meeting- Wednesday, September 17, 2025- 6:30 pm- Town Hall  
Town Board Meeting- Wednesday, October 1, 2025- 6:30 pm- Town Hall  
Planning/Zoning Meeting-Monday, October 6, 2025 - 6:30 pm- Town Hall  
Workshop Meeting- Wednesday, October 15, 2025- 6:30 pm- Town Hall

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

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, August 6, 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; Rich Andino, Town Attorney; Gary and Linda Wilcox, Tom Lathrop, Dave Card, Fire Department; Bill Southern, Paul Gadawski, Jim Rossiter, Diana Spencer, Karen Pollard, William and Cindy Piekiet, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk.

**Waive the Reading and Accept the Minutes:** Councilor Hoey made a motion seconded by Councilor Clarke to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from July 2, 2025, Town Board Meeting and July 16, 2025, Workshop Meeting.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Monthly Activity:** The abstract of Audited Vouchers for July 22, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #7 as of August 1, 2025. Claim #s 158342 and 158345.

	<u>Expenses</u>
General Fund	\$18,989.70
Total	\$18,989.70

The abstract of Audited Vouchers for July 24, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #7 as of August 1, 2025. Claim #s 158371-158380.

	<u>Expenses</u>
General Fund	\$2,075.26
Part Town General	115.42
Part Town Highway	97.77
Trust and Agency	696.49
Total	\$2,984.94

The abstract of Audited Vouchers for August 6, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 4, 2025. Claim #s 158346-158360, 158381-158409, 158419-158424.

	<u>Expenses</u>
General Fund	\$32,396.22
Part Town General	427.60
Townwide Highway	60,771.11
Part Town Highway	53,725.00
 Total	 \$147,319.93

The abstract of Audited Vouchers for August 7, 2025, given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 6, 2025. Claim #s 158425-158426.

	<u>Expenses</u>
Trust and Agency	\$1,485.37
 Total	 \$1,485.37

Board Members were given the Activities Report as of July 29, 2025. Fiscal year 2025 Period 7.

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,999,075.95)	789,989.27
Part Town General	( 213,226.28)	115,281.93
Townwide Highway	( 654,131.93)	333,837.37
Part Town Highway	( 295.16)	122,078.38
Fire District	( 438,804.93)	300,799.75
Hydrant Fund	( 3,314.25)	1,825.69
Ambulance Fund	( 311,771.46)	233,817.00
Sewer District	( 104,035.45)	102,066.00
Water District	( 170,936.96)	86,028.27

**Bank Balances:**

The total of all Bank Balances for June 2025 are \$5,544,721.08.

Councilor Clarke made a motion seconded by Councilor Hood to approve the Abstract of Audited Voucher Reports for July 22, 2025, July 24, 2025, August 6, 2025, August 7, 2025, and the Activities Report as of July 29, 2025, and the Bank Balances of June 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Old Business:**

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

**Fire Department Doors:** This topic has been tabled. Mike Ossit is working on getting more quotes.

**Repair Backstops at Marcellus Park:** The Town will be repairing the backstops, not replacing them. This topic has been tabled until all quotes have been received.

**New Business:**

**Set Budget Dates:** The Town Board will hold Budget Workshop Meetings on Tuesday, August 12, 2025, at 5:00 pm, Tuesday, August 19, 2025, at 5:00 pm, Wednesday, August 20, 2025, at 5:00 pm and Wednesday, September 3, 2025, at 5:00pm. All meetings will be held at the Town Hall, 22 East Main Street, Marcellus and are open to the public.

Councilor Berwald made a motion seconded by Councilor Hood to set the budget meetings for August 12<sup>th</sup>, August 19<sup>th</sup>, August 20<sup>th</sup>, and September 3<sup>rd</sup> at 5:00 pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Set Trash Days:** Fall trash days have been set for Friday, September 26, 2025, from 8:00am- 12:00pm, Saturday, September 27, 2025, from 8:00am-12:00pm, Friday, October 3, 2025, from 8:00am- 12:00pm and Saturday, October 4, 2025, from 8:00am- 12:00pm. Permits may be purchased at the Town Clerk's office during regular office hours, Monday- Friday 8:30am- 4:00pm. Fall trash days do not offer electronic drop-off.

Councilor Hood made a motion seconded by Councilor Clarke to approve the dates set for 2025 Fall trash days.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Pilot Agreement- Nine Mile L.P.:** The original pilot agreement was executed in 2000 with a scheduled update in 2011 that set the payments for the 2011–2024-time frame. The terms of the original pilot agreement provided for renegotiated again in 2025 to cover the remaining balance of the agreement through 2040. The 2025-2040 terms are before the Town Board. After reviewing the agreement, Rich Andino, Town Attorney, advised the Town Board that he did not see any issues that would prevent them from moving forward with the terms as presented to them. All pilot agreements regarding 33 Maple Street in the Village of Marcellus may be viewed at the Town Clerk's office.

Councilor Hoey was disappointed with the fact that the Town Board was not included in the negotiation process. The Village negotiated their terms, but the Town and Marcellus School District were not included in the negotiation phase. The original agreement provided Nine Mile Creek, LP exclusion from all local and municipal taxes which otherwise would have been levied against the incident parcel and the 24 unit development, it does not, however, provide an exemption from the obligation to pay assessments for local improvements, e.g. ambulance, fire and county water which the redevelopment company have been paying. The Village will receive approximately \$1,000.00 more than they would if there was no pilot agreement. This allows the Village to decrease the tax burden on the village residents. The School District will receive approximately \$20,000.00 less because of the pilot agreement, the resulting debt will be disbursed to school district property owners.

Councilor Berwald made a motion seconded by Councilor Hood to approve Supervisor Stevens to sign the Pilot Agreement covering the years 2025 through 2040.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Security Camera Monitor for the Town Clerk's Office:** The Town Clerk requested permission to have Syracuse Technologies install a monitor mounted in the Clerk's office to view security cameras with live

footage. The monitor will display footage from four cameras: boardroom, main entrance, front entrance, and front entrance hallway.

Councilor Clarke made a motion seconded by Councilor Hoey to approve Syracuse Technologies to install a monitor in the Town Clerk's office to view the security cameras.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Historical Society- Ghost Walk:** Diana Spencer represented the Historical Society. The organization is seeking permission to host a ghost walk or cemetery tour in the Village Cemetery Halloween Day. They hope to highlight the beautifully maintained and restored cemetery while highlighting some of the interesting people laid to rest. The event will be free, and a certificate of insurance will be provided to the Town. The Town Board is in support of the event.

**New Truck- Highway Department:** This topic has been tabled until the following meeting at the request of the Highway Superintendent, Mike Ossit.

**Ladies Auxiliary:** The Ladies Auxiliary is hosting a spaghetti dinner fundraiser and is requesting permission from the Town Board to have a Mercy Flight helicopter land at the Highway Department. During discussion it was mentioned Marcellus Park might be a better place with more space on ball field #2. The pilot will evaluate the situation and determine the best place to land the helicopter. The Town Board has given permission for Mercy flight to land if it can be done in a safe, controlled environment.

**Department Reports:**

**Codes:** Paul Gadawski of Amidon Drive has a grievance with the Town's Zoning ordinance that allowed his neighbor to put a fence three inches off her property line. John Houser received and approved the building permit; the permit is allowed under the current code. Mr. Gadawski is concerned his neighbor will trespass on his property to maintain the fence. Rich Andino, Town Attorney advised Mr. Gadawski the Town does not get involved in civil issues between neighbors and based on the current code the fence is allowed. The Town Board said they will take this issue into consideration for a possible zoning law change.

**Highway:** Has completed oiling and stoning of roads.

**Parks/Rec:** The recreation has finished its summer programs. Everything went smoothly. The Recreation Department is requesting approval from the Town Board to host a movie night on August 14<sup>th</sup>. Friends of the Park will have food and snacks to purchase.

Councilor Hood made a motion seconded by Councilor Clarke to approve the movie night in Marcellus Park on August 14, 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

The park staff and residents have some concerns with people riding e-bikes on the park trails at high speeds. They have been asked to slow down and be respectful of others on the trails but unfortunately have not abided by the requests. The Park Department would like to discuss adding regulations regarding e-bikes at the Park at the August Workshop meeting.

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

Dog Licensing \$447.00

Certified Copies-Marriage \$50.00

Passport \$105.00  
Conservation \$24.39  
Marriage Licensing Fee \$70.00  
Trash Permit-truck \$40.00  
Building \$1,586.00  
Zoning Fees \$75.00

**Discussion Agenda:**

**Fire Department:** The Fire Department turned in their financials for July 2025. They are available for review at the Town Clerk's office. Councilor Clarke attended an informational meeting at the Fire Department regarding the future of the truck replacement program.

Bill Southern asked the Town Board about a structure being built at Tim's Pumpkin Patch. The business was issued a building permit for the building.

**Adjournment:** Councilor Hood made a motion seconded by Councilor Clarke to adjourn the meeting at 7:20 pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk

**TOWN OF MARCELLUS**  
**TOWN BOARD BUDGET MEETING MINUTES**  
August 12, 2025

A Budget Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, August 12, 2025, in the Town Hall, 22 E. Main Street, Marcellus, New York. Those present were:

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

Also Present: Lori Petrocci, Budget Officer.

Supervisor Stevens gave an overview of the Tentative Budget summary sheet along with discussing each department's budget requests with the board with the exceptions of Parks/Recreation and the Highway department.

These two departments will discuss their budgets at the August 20<sup>th</sup> meeting.

Currently, the salary increases for employees are being calculated at 3%, which includes the Court Judges. The Tax Collector and the Assessor will remain at their current salaries.

The Town Supervisor and the Town Board will each receive a 5% increase, since these salaries have not been increased for 16 years.

The Planning & Zoning Clerk will receive a 13% increase due to the additional workload that has been placed in that department along with aligning that position with other Town employees. Councilor Clarke recused himself from this discussion.

The board questioned how often a revaluation of properties should be conducted and whether-or-not one will be scheduled in the near future. The Town Clerk will check with the Assessor and have him attend a board meeting to speak to the Board regarding this.

The next budget meeting will be held on Tuesday, August 19<sup>th</sup> at 5:00 p.m.

The meeting concluded at 7:00 p.m.

Respectfully submitted,

Lori Petrocci  
Budget Officer

**TOWN OF MARCELLUS**  
**TOWN BOARD BUDGET MEETING MINUTES**  
August 19, 2025

A Budget Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Tuesday, August 19, 2025, in the Town Hall, 22 E. Main Street, Marcellus, New York. Those present were:

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

Also Present: Lori Petrocci, Budget Officer, Steve Knapp, Director of MAVES, Dave Card, Patrick Rothery, Joel McNalley, Art & Nancy Hudson and Ryan Coon from the Fire Department.

Stephen Knapp, Director of MAVES, went over the proposed 2026 budget for MAVES, stating there would be no increase to the budget. He stated that the bottom line has improved. MAVES has offset the costs to the Town by answering calls for several other towns.

Dave Card, President of the Marcellus Fire Department, gave an overview of the budget requesting an increase to the Truck Reserve to \$167,000 for a purchase of an Aerial Fire Engine. These are specialized fire vehicles equipped with extendable ladders or booms to provide access to high places, elevating platforms or water tower devices, each designed for a specific firefighting need. The selection of an Aerial Firetruck depends on the community's needs and the fire departments mission.

The amount of the Reserve will be \$100,000, which is an additional increase of \$25,000 from 2025.

To increase the Truck Reserve, Dave Card suggested billing an additional \$500 per parcel to each taxpayer. The Board stated that this will need to go to a referendum along with getting voter approval to purchase the fire truck.

It was the decision of the Board not to increase the Judge's salaries.

The next budget meeting will be held on Wednesday, August 20<sup>th</sup> at 5:30 p.m.

The meeting concluded at 7:15 p.m.

Respectfully submitted,

Lori Petrocci  
Budget Officer

**TOWN OF MARCELLUS**  
**TOWN BOARD BUDGET MEETING MINUTES**  
August 20, 2025

A Budget Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, August 20, 2025, in the Town Hall, 22 E. Main Street, Marcellus, New York. Those present were:

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

Also Present: Lori Petrocci, Budget Officer, Donald MacLachlan, Recreation Director, Michele Norstad, Recreation Attendant and Michael Ossit, Highway Superintendent.

Donald MacLachlan gave an overview of the Park Budget stating that everything is going well. The projects that are being worked on or have been completed are: the backstops, the crooked creek trail and paving of the parking lot. The movie night at the park was a huge success and will have another 1 or 2 this year.

The question was asked if different bands could be hired to perform at the park. In doing so, there will be an increase in cost. The board agreed that maybe it is time for a change.

Michele Norstad gave a detailed summary of the Recreation Program and what needed to be done to have the program run smoothly. She also stated that the Scholarships that are awarded through the Friends of the Park are greatly appreciated, and should they decide to stop these donations, that the Town might want to contribute.

Michele informed the Board that she would like to be compensated for all the work she has to perform, to keep the recreation program running smoothly. Schedules were given to the Board as to the hours she would work.

Michael Ossit, Highway Superintendent, gave an overview of the Highway Budget stating there are no major changes. The one adjustment he asked the board, is to revise the Compensation Time rules in the handbook to be effective January 1, 2026. The change would allow employees who have earned overtime to have the ability to take a day off, whether it be sick or vacation, and still count those hours towards overtime. The Board agreed and the handbook will be revised.

The meeting concluded at 6:30 p.m.

Respectfully submitted,

Lori Petrocci  
Budget Officer

Marcellus Town Board  
Workshop Meeting  
Wednesday, August 20, 2025  
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, August 20, 2025, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Jim Gascon, Town Attorney; Don MacLachlan, Park and Recreation Director; Bill Southern, Tom Lathrop, Steve Schneider, Jim Rossiter, John Pawlewicz, Dave Card, Fire Department; Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk.

**Abstract of Audited Vouchers:** The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 12, 2025. Claim #'s 158427-158428.

	Expense
General Fund	\$63,271.81
Total	\$63,271.81

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #8 as of August 18, 2025. Claim #'s 158429-158471, 158481-158491.

	Expense
General Fund	\$44,308.71
Part Town General	3,481.08
Townwide Highway	3,029.57
Part Town Highway	16,017.70
Sewer District	51,312.85
Water District	91,797.00
Trust and Agency	1,817.66
Total	\$211,764.57

Councilor Berwald made a motion seconded by Councilor Hood to approve the Abstract of Audited Vouchers and pay the bills as of August 12, 2025, and August 20, 2025.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Old Business:**

**Tim's Pumpkin Patch PUD:** This topic has been tabled. Tim's Pumpkin Patch is working with the Planning and Zoning Board to obtain special permits and site plans.

**Fire Department Doors:** The Town has two quotes. The first quote is from P. Black Glass Co. for \$31,650.00 and the second is from Kelley Bros for \$60,572.05. A third company was contacted but unable to give a competitive bid based on too many variables. It was discussed to complete the project in stages. Supervisor Stevens asked Dave Card if the Fire Department has money in the reserve for the repairs. Dave was unsure of the exact amount remaining from this year's budget and will provide that information to the Town Board. This topic has been tabled and will be discussed at the next meeting.

**Park- Repair Backstops 1,2 and 3:** The Town will be repairing the backstops not replacing them. The Park Department has reached out to multiple companies for quotes. Connor Fence was the only company to provide a quote. It was decided to award the bid to Connor Fence to repair the backstops at Marcellus Park for baseball fields 1, 2 and 3. The total cost for repairs will be \$10,200.

Councilor Hoey made a motion seconded by Councilor Clarke to approve Connor Fence to repair the baseball backstops on fields 1,2 and 3 at a total cost of \$10,200.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**New Truck- Highway Department:** Town of Marcellus Highway Department desires to acquire a new 2026 Western Star 47X Chassis per specs with new Tenco plow and body package available through Tracey Road Equipment at a contract price of \$336,306.00 to replace a 2015 plow truck. The Highway Department is seeking approval to transfer funds in the amount of \$336, 306.00 from the Highway Townwide Fund Balance (DA909) to Machine Equipment (DA.5130.2) for the purchase of the new 2026 Western Star with plow package.

Councilor Hoey made a motion seconded by Councilor Berwald to approve the fund transfer of \$336,306.00 and allow Mike Ossit, Highway Superintendent to sign the contract for the new truck.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

#### **New Business:**

**Park E-Bike Policy:** The park staff, Town Board and residents have concerns with people riding e-bikes on the park trails at high speeds. The Park Department would like to discuss adding regulations regarding e-bikes, bicycles and motorized scooters to the website. Discussion ensued regarding the best way to post the new regulation.

Councilor Clarke made a motion seconded by Councilor Berwald to approve the new park regulation and post it on the Town's website; bicycles, e-bikes and motorized scooters must yield to pedestrians with a maximum speed of 5 mph.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

**Park Metal Detector Resolution 2016:** At a Town Board meeting on April 11, 2026, a resolution was passed to prohibit the use of metal detectors in Marcellus Park. This regulation has also been placed on the Town's website.

**Fire Department Financials:** The Marcellus Fire Department turned in their financial statements through July 31,2025. A copy is available at the Town Clerk's Office upon request.

**DEC Public Fishing Rights:** The DEC proposed purchasing the easements on the two parcels along Nine Mile Creek in Marcellus Park. The compensation would be approximately \$12,200. DEC wishes to do this

to protect the public fishing rights. The Board would like a representative to put a proposal in writing and attend a Town Board meeting to discuss the details further. This topic has been tabled.

**Discussion Agenda:**

**Fire Department:** Dave Card had nothing to discuss.

**Highway Department:** Mike Ossit, Highway Superintendent, would like to remove a dead tree located close to the Town Hall parking lot. Mike has spoken to the property owner and has received their permission to do so. The Town Board gave Mike permission to remove the dead tree.

**Adjournment:** Councilor Hood made a motion seconded by Councilor Berwald to adjourn the Workshop Meeting at 7:04 pm.

Ayes –Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi  
Town Clerk

# PROPOSAL

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

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

## PROPOSAL SUBMITTED TO:

NAME	MFD
ADDRESS	
PHONE NO.	

## WORK TO BE PERFORMED AT:

ADDRESS	Entrances
DATE OF PLANS	
ARCHITECT	

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

Replace 9 aluminum entrances with new Tabelite OK Bronze entrances and sidelites		
2- 78" x 120" - pairs of woodstyle doors and frame with transom 3 hinges 10" bottom rail rim panic, electric strike, removable center threshold, closers, complete. Moderate labor installed	9,150.00	18,300.00
1- 85" x 108" - 3' single RH door & frame woodstyle with transom 3 hinges 10" bottom rail with 1" temp. Low E insul. Rim panic electric strike, closer		
2- 25" x 108" sidelites with Thermal frames 1/2" temp. Low E Moderate labor installed	7,800.00	

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) 672-9843

**PROPOSAL NO.**

2-82

11/25/29

PROPOSAL SUBMITTED TO:

MFD

**ADDRESS**

PHONE NO.

WORK TO BE PERFORMED AT:

Entrance

DATE OF PLANS

ARCHITECT

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

1 - 63 $\frac{1}{2}$ " x 86" - 3' x 7' wide style RH door, frame w/TL  
3 lages, 10" bottom rail, rim pull, 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 included

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 \$ 31650.00

with payments to be made as follows.

AR. BKH

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 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.

Signature

**Daig**

Signature

# PROPOSAL



Kelley Bros, LLC  
Box 177  
Colvin Station  
Syracuse, NY 13205  
Phone: 877-247-5992

## CUSTOMER PROPOSAL

**Project Number: 6-2557417-0**

Proposal Date: 7/16/2025

Re-Print Date: 7/21/2025

**JOB NAME: Aluminum Entrance Replacements**

Jake Kopylczak, Sales Rep

Acct#: C13116

**Sold To: Marcellus Volunteer Fire Dept.**

Accounts Payable  
PO Box 186  
Marcellus, NY 13108  
Tel: 315-209-9657  
Fax: -

Attn:

**Ship To: Marcellus Volunteer Fire Dept.  
Mike Ossit**

Marcellus, NY 13108  
Tel: 315-382-6496  
Cell:

<u>Qty</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>(A) All</u>			

### Jefferson County Contract #2023B-5

#### Exclusions

This proposal excludes the following:

- 120VAC power provision.
- Final drywall/masonry finish work.
- Hazardous material (lead, asbestos, PCBs) remediation.
- Finish painting.
- Costs associated with hazardous material identification, abatement, or remediation.
- Additional administrative and insurance costs related to:
  - o AIA contracts
  - o Performance and payment bonds
  - o Owner's Controlled Insurance Programs (OCP)
  - o Specialty insurance requirements.

**Note:** Customer is responsible for ensuring the work area is prepared according to these exclusions prior to installation. Customer is also responsible for providing all hazardous material documentation.

SubTotal for Tag #(s)

NET 30 subject to credit approval Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

<u>Qty</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>(A) All</u>			
<u>(B) Main Entrance</u>			
1	SL-14 Aluminum Pair of Doors with Complicated Frame, Black Finish (Less 1" Insulated Glass). Removable Mullion, Door Seals, and Continuous Hinge by Manufacturer.	\$9,533.09	\$9,533.09
1	1" Insulated Door and Transom Glass	\$827.83	\$827.83
2	351-UO x BSP ~ Closer~	\$420.11	\$840.22
2	8810F 36"w x 862 x 649 x US10B ~ Exit Device - Rim~	\$1,509.91	\$3,019.82
1	9600-12/24VDC x 630 Rim Device Electric Strike	\$317.72	\$317.72
1	413 x 76" x MILL ~ Threshold~	\$42.23	\$42.23
	Professional Labor Installation Services		\$3,452.02
	<u>SubTotal for Tag #(s)</u>		<u>\$18,032.93</u>
<u>(B) Main Entrance</u>			
<u>(C) Slate Hill Entrance</u>			
1	SL-14 Aluminum Pair of Doors with Complicated Frame, Black Finish (Less 1" Insulated Glass). Removable Mullion, Door Seals, and Continuous Hinge by Manufacturer.	\$8,782.43	\$8,782.43
1	1" Insulated Door and Transom Glass	\$827.83	\$827.83
2	351-UO x BSP ~ Closer~	\$420.11	\$840.22
2	8810F 36"w x 862 x 649 x US10B ~ Exit Device - Rim~	\$1,509.91	\$3,019.82
1	9600-12/24VDC x 630 Rim Device Electric Strike	\$317.72	\$317.72
1	413 x 76" x MILL ~ Threshold~	\$42.23	\$42.23
	Professional Labor Installation Services		\$3,452.02
	<u>SubTotal for Tag #(s)</u>		<u>\$17,282.27</u>

NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

<u>Qty</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>(C) Slate Hill Entrance</u>			

(D) Meeting Room Entrance

1	SL-14 Aluminum Pair of Doors with Complicated Frame, Black Finish (Less 1" Insulated Glass). Door Seals and Continuous Hinge by Manufacturer.	\$5,682.69	\$5,682.69
1	1" Insulated Door and Transom Glass	\$570.96	\$570.96
1	351-UO x BSP ~ Closer~	\$420.11	\$420.11
1	8810F 36"w x 862 x 649 x US10B ~ Exit Device - Rim~	\$1,509.91	\$1,509.91
1	9600-12/24VDC x 630 Rim Device Electric Strike	\$317.72	\$317.72
1	413 x 36" x MILL ~ Threshold~	\$40.66	\$40.66
	Professional Labor Installation Services		\$2,655.40

SubTotal for Tag #(s)

\$11,197.45

(D) Meeting Room Entrance

(E) Kitchen Entrance

1	SL-14 Aluminum Pair of Doors with Complicated Frame, Black Finish (Less 1" Insulated Glass). Door Seals and Continuous Hinge by Manufacturer.	\$7,446.74	\$7,446.74
1	1" Insulated Door and Transom Glass	\$872.24	\$872.24
1	351-UO x BSP ~ Closer~	\$420.11	\$420.11
1	8810F 36"w x 862 x 649 x US10B ~ Exit Device - Rim~	\$1,509.91	\$1,509.91
1	9600-12/24VDC x 630 Rim Device Electric Strike	\$317.72	\$317.72
1	413 x 36" x MILL ~ Threshold~	\$40.66	\$40.66
	Professional Labor Installation Services		\$3,452.02

SubTotal for Tag #(s)

\$14,059.40

(E) Kitchen Entrance

NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

<u>Qty</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
------------	--------------------------------	-------------------	-----------------

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

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

SubTotal:	\$ 60,572.05
Freight:	0
Tax:	\$ 0.00
Project Total:	<b>\$ 60,572.05</b>

**NET 30 subject to credit approval.** Prices quoted valid For 30 days . Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

## Rosemary Tozzi

---

**From:** Laurie Stevens  
**Sent:** Wednesday, August 13, 2025 11:59 AM  
**To:** Rosemary Tozzi; jgascon@ccf-law.com; Jeff Berwald; Terry Hoey; Gabe Hood; Percy Clarke; Highway  
**Subject:** Fwd: Public Fishing Rights easement

Put this on the agenda and print a copy for me and Don  
Laurie  
Sent from my iPad

Begin forwarded message:

**From:** "Prindle, Scott E (DEC)" <scott.prindle@dec.ny.gov>  
**Date:** August 7, 2025 at 2:08:24 PM EDT  
**To:** Laurie Stevens <lstevens@marcellusny.com>  
**Cc:** Highway <Highway@marcellusny.com>, "Bishop, Daniel (DEC)" <daniel.bishop@dec.ny.gov>, "Brown, Hayley R (DEC)" <Hayley.Brown@dec.ny.gov>  
**Subject:** RE: Public Fishing Rights easement

Re-sending with Mike's correct e-mail address.

**From:** Prindle, Scott E (DEC)  
**Sent:** Thursday, August 7, 2025 1:53 PM  
**To:** lstevens@marcellusny.com  
**Cc:** mossit@marcellusny.com; Bishop, Daniel (DEC) <daniel.bishop@dec.ny.gov>; Brown, Hayley R (DEC) <Hayley.Brown@dec.ny.gov>  
**Subject:** Public Fishing Rights easement

Hi Laurie,

We were meeting yesterday with Mike Ossit and Village staff to look at areas of erosion concern along Ninemile Creek within the Town Park. The topic of Public Fishing Rights (PFR) easements came up. Would the Town be interested in selling the DEC PFR easements on the two parcels they own along Ninemile ?.

It would be the ballfield area (one bank of the creek) and the Town Park (both banks). The total compensation would be approximately \$12,200 pending verification by our Real Property staff. The easement gets added to the property deed so it is permanent and the DEC covers all the closing costs.

Is that something the Town would be open to ? I know the Town currently allows angling there, but this would guarantee it in the future and also provide some revenue at the same time.

Thanks,

Scott

**Scott E. Prindle**




Aquatic Biologist 2, Division of Fish and Wildlife

New York State Department of Environmental Conservation

Region 7 Cortland Sub-Office

1285 Fisher Avenue, Cortland, NY 13045-1012

P: (607) 753-3095 ext. 204 | F: (607) 753-8532 | [Scott.Prindle@dec.ny.gov](mailto:Scott.Prindle@dec.ny.gov)

[www.dec.ny.gov](http://www.dec.ny.gov) |   

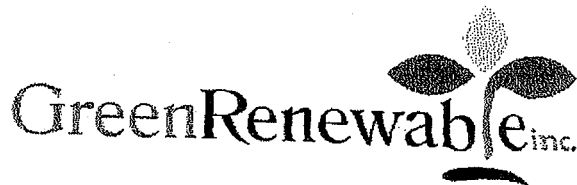


Assessor- (6-year term)

Appoint Jeffrey Lowe as the Town of Marcellus Assessor for a term of six years.

10/1/2025- 9/30-2031

**Computing Overtime/Compensatory Time** – 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.



155 State Street  
Manchester, NY 14504  
585-402-8710  
585-289-3006 (f)

26 August 2025

Town of Marcellus  
4264 Slate Hill Road  
Marcellus, NY 13108

**REFERENCE:** BRUSH GRINDING

**ATTENTION:** MR. DON MACLACHLAN

GREEN RENEWABLE OF MANCHESTER, NY, INC. is pleased to submit a proposal for the following services:

Grinding of Brush Pile at 4264 Slate Hill Road, Marcellus, NY

- GREEN RENEWABLE OF MANCHESTER, NY, INC. will grind and process yard waste stockpile.
- TOWN OF MARCELLUS will assist with the equipment and operator for grinding and loading trucks.
- TOWN OF MARCELLUS will provide fuel for equipment.

**CONTRACT AGREEMENT: \$10,000 (9/1/2025 to 9/1/2026)**

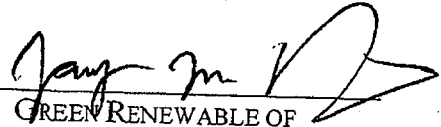
- Town of Marcellus: \$4,250 plus \$750 (one-time mobilization fee)
- Village of Marcellus: \$4,250 plus \$750 (one-time mobilization fee)

**ACCEPTED IN ACCORDANCE WITH THE CONDITIONS AND AGREEMENTS SET FORTH HEREIN:**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

BY/TITLE: \_\_\_\_\_  
TOWN OF MARCELLUS

BY:

  
GREEN RENEWABLE OF  
MANCHESTER, NY, INC.

BY/TITLE: \_\_\_\_\_  
VILLAGE OF MARCELLUS

TITLE: \_\_\_\_\_  
Procurement Manager

Marcellus Volunteer Fire Department, Inc.  
Financial Statement Expenses  
For the Period January 1, 2025 thru August 31, 2025

Number in parenthesis indicates **UNDER** budget, number without parenthesis indicates **OVER** budget.

Acct #	Acct Name	Amount	Budget	Difference
<b><u>Admin</u></b>				
5000	Computer	3,361.00	16,634.00	(13,273.00)
5001	Insurance	18,771.00	25,000.00	(6,229.00)
5002	Legal & Accounting	3,913.00	15,000.00	(11,087.00)
5003	Office Supplies		3,000.00	(3,000.00)
5004	Postage	146.00	1,000.00	(854.00)
5005	Admin Miscellaneous		-	-
5006	Outside Services	2,133.00	5,000.00	(2,867.00)
5007	Travel	4,976.00	-	4,976.00
5008	Chief's Car			
<b>Group Total</b>		<b>33,300.00</b>	<b>65,634.00</b>	<b>(32,334.00)</b>
<b><u>Building</u></b>				
6000	Cleaning	5,672.00	9,000.00	(3,328.00)
6001	Utilities & Telephone	27,627.00	25,000.00	2,627.00
6002	Building Repairs & Maintenance	10,532.00	30,000.00	(19,468.00)
6003	Building Supplies	645.00	3,000.00	(2,355.00)
<b>Group Total</b>		<b>44,476.00</b>	<b>67,000.00</b>	<b>(22,524.00)</b>
<b><u>Operations</u></b>				
7000	Turn Out Gear	5,014.00	10,000.00	(4,986.00)
7001	Communications Equipment	2,952.00	38,000.00	(35,048.00)
7002	Fire Truck Supplies/Loose Eqpmnt	1,173.00	4,000.00	(2,827.00)
7003	Truck & Vehicle Repairs & Maintenance	9,167.00	30,000.00	(20,833.00)
7004	Small Equipment Maintenance	7,560.00	5,000.00	2,560.00
7005	SCBA	3,347.00	8,000.00	(4,653.00)
7006	Fire & EMS Training	1,805.00	6,000.00	(4,195.00)
7007	Fire Protection	45.00	3,000.00	(2,955.00)
7008	Membership Recognition	1,264.00	2,500.00	(1,236.00)
7009	Physicals/Fit Test	560.00	9,500.00	(8,940.00)
7010	Fuel	3,516.00	6,000.00	(2,484.00)
7011	Response Supplies	524.00	2,000.00	(1,476.00)
7012	EMS Supplies	-	4,000.00	(4,000.00)
7013	Dress Uniforms	920.00	2,000.00	(1,080.00)
<b>Group Total</b>		<b>37,847.00</b>	<b>130,000.00</b>	<b>(92,153.00)</b>
<b>Grand Total</b>		<b>115,623.00</b>	<b>262,634.00</b>	<b>(147,011.00)</b>

Account	Current Bank Balance	Current CD/MM balance	Total
Building Reserve	\$36,310	\$0	\$36,310
Truck Reserve	\$77,124	\$364,625	\$441,749
Capital Reserve	\$10,000	\$0	\$10,000
Contract Checking	\$74,833	\$0	\$74,833

**This statement current as of August 28, 2025**

# Marcellus Volunteer Fire Department, Inc.

## Reports



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Report Layout ▾

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### Marcellus Volunteer Fire Department, Inc. Expense by Payee for the period of 08/01/2025 to 08/27/2025

Name	Amount
American Test Center, Inc.	\$ 600.00
Aplos Software	\$ 228.50
Ascenzi & Corbis (Quickbooks)	\$ 100.00
BPAS	\$ 404.00
Colden Enterprises	\$ 4,683.60
Jan-Pro	\$ 636.50
Jerome Fire Equipment Co., Inc.	\$ 1,172.87
Josh Harris	\$ 60.00
McNeil & Co., Inc.	\$ 5,755.09
Monroe Extinguisher Company, Inc.	\$ 706.00
Morgan Rubbish Removal, Inc.	\$ 139.78
Northern Onondaga Volunteer Ambulance Inc.	\$ 70.00
NYSMEC	\$ 4,677.48
Onondaga County Dept of Transportation	\$ 381.09
Premier Fire Apparatus	\$ 150.00
SpectraSite	\$ 463.72
Spectrum Enterprise	\$ 334.78
Will Gomez	\$ 373.10

**Total**

**\$ 20,936.51**

