

AGENDA

Regular Board Meeting

May 2, 2024

1. Consent Agenda consisting of the following items to be approved:

1.1) Acceptance of minutes of the Regular Meeting for April 2024

1.2) Audit of Bills on Abstract Sheet #012

| | |
|----------------|---------------|
| General Fund | \$ 00,000.00 |
| Water Fund | \$ 0,000.00 |
| Sewer Fund | \$ 0,000.00 |
| Capital Funds | \$ 000,000.00 |
| Trust & Agency | \$ 0,000.00 |
| Total | \$ 000,000.00 |

1.3) Police Report for April 2024 (table)

1.4) Building Inspectors Report for April 2024

1.5) Town Board Minutes for April 2024

1.6) Financial Statements for April 2024

2. Utility Bill Re-Levy

3. Review of Driving Policy

4. Intermunicipal Agreements with Onondaga County WEP (table)

5. Williamson Software Contracts (table)

6. Budget Modifications for April 2024

7. Village Meeting Dates for June 2024

8. Updates from the Mayor

9. Items from the Floor

10. Adjournment

**REGULAR MEETING OF THE VILLAGE BOARD
OF THE VILLAGE OF MARCELLUS HELD ON
APRIL 22, 2024 AT THE VILLAGE HALL**

PRESENT: Chad A. Clark, Mayor See List
Timothy P. Manahan, Trustee
Jeffrey D. Brown, Attorney
Charnley A. Abbott, Clerk
Paul E. Stacey, Code Enforcement Official

ABSENT: James P. Curtin, Trustee

Pledge of Allegiance

Mayor Clark called the meeting to order following a public hearing at 7:03pm.

HARDSHIP EXCEPTION 4 EAST

MAIN ST: Village Attorney Jeffrey Brown led the Board of Trustees through discussion about the five criteria for consideration in regards to granting an exception to Local Law #1 of 2024 due to extraordinary hardship. Following the discussion, Trustee Mahanan made a motion to approve the application for exception due to extraordinary hardship submitted by the owner of 4 East Main street. The motion was seconded by Mayor Clark and a roll call vote resulted as follows:

| | |
|-----------------|-----|
| Mayor Clark | Aye |
| Trustee Manahan | Aye |

The hardship exception for 4 East Main Street was granted.

**CONSENT
AGENDA:**

The Village Clerk submitted the minutes of the Special Meeting and Regular Board Meeting for March 2024, the 2024 Annual Meeting, and Special Meetings for April 2024. The bills on Abstract Sheet #011 for General Fund in the amount of \$36,342.58, Water Fund in the amount of \$0.00, Sewer Fund in the amount of \$172,813.70, Capital Funds in the amount of \$5,700.00 and Trust & Agency in the amount of \$198.29 were audited. The bills totaled \$215,054.57. The Board received the Police Report for the month of March 2024 from Chief Bernie Podsiedlik and the Building Inspectors Report for the month of March 2024 from Code Official Paul Stacey. The Board received the minutes of the Town Board meetings for March 2024, and acknowledged receipt of the financial statements for March 2024. Mayor Clark made a motion to approve the consent agenda. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

ADOPT LOCAL LAW

2 of 2024: Trustee Manahan made a motion to adopt Local Law #2 of 2024 authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c. The motion was seconded by Mayor Clark. Mayor Clark asked if there was any discussion on the matter. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

2024-2025

BUDGET: Mayor Clark mentioned that there were no changes made to the tentative budget that was approved at the Annual Meeting on April 1, 2024 and made a motion to approve the 2024-2025 Village budget and set the Tax Rate at \$5.89/\$1,000 assessed valuation. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

COMPREHENSIVE

SECURITY: Mayor Clark made a motion to continue the Inter-municipal Agreement with the Town of Marcellus whereby the Marcellus Police Department would provide security services at Marcellus Park on certain days of the week during the summer months. This agreement will continue on an annual basis without the necessity of renewal unless terminated by either party. A copy of this agreement, first initiated in 2021, is on file in the Village Office for public inspection. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

ONONDAGA CTY CDD

CONTRACT: Trustee Manahan made a motion to authorize the Mayor to sign an amendment to the 2021 Main Street Grant contract with Onondaga County Division of Community Development authorizing an extension effective until December 31, 2025. The motion was seconded by Mayor Clark. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

BUDGET

MODS: Mayor Clark made a motion to approve budget modifications requested by the Village Treasurer transferring revenues and appropriations in the General and Sewer Funds. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

MUNICIPAL CLERK'S

WEEK: Mayor Clark made a motion to approve the following:

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

April 30 - May 6, 2024

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS The Professional Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations.

WHEREAS It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE I, Chad A. Clark, Mayor of the Village of Marcellus, do recognize the week of May 5 through May 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Charnley A. Abbott and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Ceremony at 11 a.m. at The Point. A tradition unbroken since 1926, prior to 2020, the pandemic year, we welcome the return of this great tradition. Olde home Days will also return on May 31, June 1 and June 2 and we welcome that great celebration as well.

- f. Earth Day Cleanup – the Village was thankful for an Earth Day cleanup of the Village in April, an annual event that involved students from Heffernan Elementary School, and we thank KCH students and their teachers for helping to clean up the Village on April 12, 2024.
- g. SRO Contracts – with the Marcellus Central School District, the Lyncourt Union Freed School District, the Onondaga Central School District, and the Tully Central School District have been tabled and will be approved at a later Board meeting.
- h. From the Marcellus Police Department: Please be advised that there is a nationwide trend where scammers contact the elderly via disposable cellphones and attempt to trick people into giving out their personal information (D.O.B., SS#, etc.). Sometimes, they tell people that they are potentially the victim of fraud and attempt to persuade them to purchase gift cards from stores such as Target or Walmart and provide them with the activation codes. Unfortunately, there have been several recent cases of this type of fraud in Onondaga County. Please speak to your elderly family members and neighbors to warn them of this scam. If anyone has any questions, feel free to contact the Marcellus Police Department at (315) 673-2079.

After concluding with his updates, Mayor Clark asked if there were any comments from the Board. There were none.

ITEMS FROM THE FLOOR:

Mayor Clark asked if there were any items from the floor.

John Lischak, owner of Finders Keepers Mining and representing the Marcellus Chamber of Commerce, inquired about holding a farmer's market on Main Street during the summer months. The Board discussed the requirements for a special event permit with Mr. Lischak and encouraged him to apply.

An aerial photographer then presented his birds eye view photograph to the Village Board and informed the Board of his business as a professional aerial photographer.

Mayor Clark asked if there were any other items from the floor. Hearing none, Mayor Clark made a motion to adjourn the meeting, seconded by Trustee Manahan. Mayor Clark called for a vote. All board members voted aye and the motion carried.

The Regular Board Meeting was adjourned at 7:27 p.m.

Charnley A. Abbott, Village Clerk

Village of Marcellus

Code Enforcement

Monthly Report

April 2024

Submitted by:

Paul E. Stacey, Deputy Code Official

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| 04/01/24 | | office | Voice Mail | Recvd phone call from U.S. Census Bureau re: new homes build in the village |
| 04/01/24 | | office | Voice Mail | Recvd phone call from Jesse Travers re: the fence between 8 & 10 Paul Street and who is responsible for its repair or replacement |
| 04/01/24 | | office | Email Received | Recvd emauil from Livingston Energy Group lloking for a permit to install an EV Charging Station at the Braeside Apartments (27 South Street.). |
| 04/01/24 | | office | Email Sent | Replied to email from Livingston Energy Group. |
| 04/01/24 | | office | email sent | Sent email to U.S. Census Bureau with updates on new construction in the village, |
| 04/01/24 | | office | permit approved | Approved permit for new deck @ 3 Flower Lane |
| 04/01/24 | | office | Voice Mail | rcvd call from Jim Oberst (MBR) returning my call last week to schedule a confrence call regarding Stewarts/Nojaims |
| 04/01/24 | | office | Voice Mail | Received Phone call from Mary Haney (5 Paul Street) re: driveway shared between 5 & 7 Paul Street. |
| 04/01/24 | 3 | Flower Ln | Footer Inspection | Inspected depth of footer holes |
| 04/01/24 | 5 | Paul St | other | Went out to view driveway and talk w/ Mary Haney. |
| 04/01/24 | | office | Email Sent | Sent email to Chuck Marshall with a couple of concerns regarding the proposed sign. Also sent blank permit applications for Demolition of building & Excavation/Fill permit. |
| 04/01/24 | | office | Voice Mail | Left message for Scott McClurg to call me re: trash in yard @ 8 Paul Street, tarps on Building 1, @ 8 Paul Street, permits for 19 North Street regarding Grocery Store, Planning Board. |
| 04/02/24 | | Office | phone Conversation | Spoke w/Scott McClurg about monies owed for both Planning Board meetings, Permit(s) for 19 North Street (Grocery Store), The disinegrating tarps on Building #1 @ 8 Paul Street, and the trash in the front yard of 8 Paul Street. |
| 04/02/24 | 22 | E Main St | office work | Delivered permit applications to town Tax Assessor's office |
| 04/02/24 | | office | Phone conversation | Spoke w/ Bill Reagan re: fence on/at 10 Paul Street. |
| 04/02/24 | | | | |
| 04/03/24 | | Office | Meeting | Met w/MRB along with the Mayor Chad Clark, Trustee Jamie Curtin, Mallory & Greg (DPW) and Charnley. We discussed the Comprehensive plan, Stewarts/Nojaims, Coons Pond, IDA's and grants. |
| 04/03/24 | | Office | Email Received | Recvd insurance paperwork for Robert Letizia Heating for 5 Baltimore Ridge Road |
| 04/03/24 | | Office | Email Received | Recvd Final Inspection for 9 Baltimore Ridge Road |
| 04/03/24 | | Office | Voice Mail | Recvd message from Dan Wallace (GC for Mark Antony Homes) re: stairs and railings being installed and ready for inspection, for 7 Baltimore Ridge Road |

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| 04/08/24 | office | | Voice mail | Recvd message from Sarah Watkins (32 North Street) re: the possibility of widening the driveway. |
| 04/08/24 | office | | Other | Did a variety of odd jobs around the office. Had a duplicate key made for the records storage room, replaced the air filters for the to HVAC's upstairs, picked up a new bottle of water for the cooler. |
| 04/08/24 | 32 | North St | Pre-permit inspection | Visited 32 North Street and spoke with the owners about their project and did some measuring. I also gave them the required driveway permit application. |
| 04/08/24 | office | | office work | Received a preliminary application for a garage @ 44 West Main Street |
| 04/08/24 | office | | permit approved | Approved permit for 19 North Street (renovations for Grocery Store. |
| 04/08/24 | office | | Application review | Looked over the paperwork for the garage. Several issues. The size of the garage will put them over the allotted coverage % and because the side yard actually faces a county road it needs to be treated as a front yard. This means the setback needs to be calculated. Also the Village ordinances for requires that this needs to be refered to the Planning Board. Lastly since this is within 500 feet of a county road it will need to go to the county planning board. |
| 04/08/24 | Office | | phone conversation | Spoke w/ Patty Jeske @ County DOT. Re: 46 East Main Street. She informed me that the county is only concerned with the road surface and repairing the wall would fall under the homeowner/business owner. |
| 04/09/24 | office | | phone conversation | Spoke w/Bill Reagan re: permit for 44 West Main Street. He agreed with my conclusions. This means the owner will need to apply to the Zoning Board for 2 Variances. 1 - Lot coverage 32% vs 30% 2 - Set back for the garages |
| 04/09/24 | village | | patrol | Walked around the vilage looking for issues, nothing found |
| 04/09/24 | office | | email sent | responded to Chuck Marshall's inquiry about the sign codes. He returned a response and sent pictures of a property in New Paltz. |
| 04/09/24 | office | | phone conversation | Spoke w/ Gretchen Williamson (Gretchen's Confections) updated her on the process and informed her of the Village Board meeting on Monday 22 April. |
| 04/09/24 | Office | | Voice mail | Called and left message for Bob Eggleston (Architect for 44 West Main Street) |
| 04/09/24 | 11 | First St | site inspection | Visited 11 First Street and spoke with the owner regarding the permit and work to be done |
| 04/09/24 | | | | |
| 04/10/24 | 19 | South St | Meeting | Met w/ Dave Tucker re: updated drawings for Gretchen Confection's (4 East Main Street) |

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| 04/15/24 | | Office | Voice Mail | Recvd message from Bill Toth (Masonic Lodge) re: the Stop Work Order, I issued them for work being performed without a permit. |
| 04/15/24 | | office | Meeting | Met w/ Heidi Randall re: wall for her house @ 5 Orange Street & the 12 foot wall between Nojaims & 9 Orange St. |
| 04/15/24 | | Office | other | worked on organizing the records storage room. |
| 04/16/24 | | Office | Email Received | Recvd email complaint regarding a car and pile of garbage next to it, out behind the Alvord House. |
| 04/16/24 | 22 | E Main St | other | Delivered Drawings to Tax Assessor |
| 04/16/24 | 46 | E Main St | meeting | Met w/ Lynn Howard & Mel Simmons (Masonic Lodge) explained further about the STOP WORK ORDER and what needs to be done in order for the stop work order t be lifted. They need a permit application filled out and drawings/Plans of the proposed work to be done. |
| 04/16/24 | 27 | E Main St | meeting | met w/Kyle Nojaim (Nojaims Market) re: the closure of the store. No date has been set yet, but he did not expect to be open by Memorial Day |
| 04/16/24 | 5 | E Main St | complaint Inspection | Walked behind the Alvord House and Noticed a car in the far back. Took several photos. |
| 04/16/24 | | office | office work | Sent a letter to Wendy Dillon (Alvord House) re: junk car behind the Alvord House. Requesting her to inform me on the status of the car and the pile of "stuuff" |
| 04/16/24 | | office | Email Sent | Replied to the email from Rachel Botsford re: the junk car |
| 04/17/24 | 16 | Paul St | Investigation | Noticed a constrction delivery truck backing down Paul Street. Upon investigation I discovered construction going on at 16 Paul Street. Spoke w/ Steve (Riverside Site & Landscaping) He explained they purchased the house and then found issues with the basement & foundation. He walked me thru what they are planning on doing and apologized for not 1st applying for a permit. He will come in and get a permit and bring me his insurance paperwork. |
| 04/17/24 | | office | Meeting | Spoke w/ Chief Podsiedlik re: junk car behind the Alvord House. |
| 04/17/24 | | office | permit approved | Approved permit for 32 North Street to widen their driveway |
| 04/17/24 | | office | permit approved | Approved permit for 2 Park Street to replace front steps and new front entrance |
| 04/17/24 | | office | meeting | Planning Board Meeting for sketch plan review for Stewarts |
| 04/18/24 | | Office | Letter Sent | Sent letter to Mel Simmons (Masonic Lodge) re: the stop work order for 46 East Main Street. I sent him a blank permit to fill out as well as a letter explaining I will need a the permit filled out, a drawing of the proposed work, and any and all work already performed on this project. |

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| 04/24/24 | office | | office work | Looked thru the files for 1 Maple Street & 4 North Street. I did not find any paperwork regarding the bumpout on 4 North Street or why the current fence was built in the current position. |
| 04/24/24 | office | | phone conversation | Spoke w/ Bill Rreagan re: The fence @ 1 Maple Street. Bill's take is that if there are no right of ways or easements, limiting the location of the fence then the McCaffreys are able to place the fence on the lot line, but he should double check with his lawyer. |
| 04/24/24 | office | | meeting | Met w/ Blake Freeman (Head of Maintenance Dawn Homes) He updated me with the damages / repairs for the apartment that was hit by a car backing up. He also gave me a look into a couple of other potential projects he is lookin to have done this summer. |
| 04/24/24 | office | | email received | Received email from Jim Oberst (MRB) regarding tentative Site Plan & Special Use Permit. |
| 04/25/24 | office | | phone conversation | Spoke w/ Wendy Dillon re: car parked in back of the Alvord House and the pile of tires and other stuff. She explained that the car belongs to her son and that he currently is out of town. Wendy will have her son register the car and have the trash removed. She went on to say that the trash is not from them and that she has had issues of people dumping back there from time to time. I told her I would inform the Village Police. |
| 04/25/24 | 3 | Flower Ln | Final Inspection | Did Final Inspection on new deck. Found no issues. |
| 04/25/24 | office | | Office Work | Gathered and read thru paperwork for Mike Harvard's Site Plan Application before submitting it to the Planning Board |
| 04/26/24 | office | | other | Took survey for the Dept. of State regarding technology used on the job. |
| 04/26/24 | office | | meeting | Met with Lawrence Comeau (11 First Street) re; current status of renovations of his home. |
| 04/26/24 | office | | Email Sent | Sent email to Pete Chapman to inform him that there will be 3 items on next months Planning Board Meeting. |
| 04/26/24 | village | | Patrol | Toured the north part of the village. Did not notice any issues. |
| 04/30/24 | office | | Meeting | Met w/ Mike Harvard and discussed the steps that need to be taken for his permit for his garage |
| 04/30/24 | office | | email sent | Responded to Jeff Brown's comments regarding the email from Jim Oberst. |
| 04/30/24 | office | | email sent | Responded to Joan Berrafato's (U.S. Census Bureau) request for update on new home builds in the village |

Marcellus Town Board
 Regular Meeting
 Wednesday, April 3, 2024
 6:30 PM

A Regular Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 3, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; John Houser, Code Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Kelli Worden, Jim Rossiter, Tom Lathrop, Bill Southern, John Pawlewicz, Steve Schneider, Joseph Striffler, Ethan Dilmore, Mazen Makhoulouf, Dave Card, Fire Department President; Jerry Wickett, Planning Chairperson; Scott Stearns, Zoning Chairperson, Steven Bolewski, Ella Blount, Jillian Oconner, Suzanne Tobin, Deputy Town Clerk; Rosemary Tozzi, Town Clerk

Waive the Reading and Accept the Minutes: Councilor Hoey made a motion seconded by Councilor Berwald to waive the reading and accept the minutes as presented by the Town Clerk. The minutes were from the March 6, 2024, Town Board Meeting and the March 20, 2024, Workshop Meeting.
 Ayes – Berwald, Clarke, Hoey and Stevens Carried

Monthly Activity: The abstract of Audited Vouchers for April 3, 2024, given to the Board Members as submitted by the Town Clerk. Abstract #4 as of March 28, 2024. Claim # 156439-156476.

| | <u>Expenses</u> |
|-------------------|------------------|
| General Fund | \$13,584.36 |
| Part Town General | 310.59 |
| Townwide Highway | 15,170.42 |
| Part Town Highway | 1,800.00 |
| Fire District | 86,136.00 |
| Ambulance Fund | 76,725.00 |
| Water District | <u>30,617.28</u> |
| Total | \$224,343.65 |

Board Members were given the Activities Report as of March 26, 2024. Fiscal year 2024 Period 3.

| | |
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| <u>Revenue</u> | <u>Expense</u> |
|-----------------------|-----------------------|

existing signs need to be in compliance within six months which could put a hardship on businesses that have had signs for years. It is recommended to have those signs grandfathered and if those signs need to be replaced then they will need to be in compliance with the current law. The suggestions will now go through Planning and Zoning for their recommendations. This topic has been tabled until all Boards have had a chance to review and make suggestions.

After Ball Party: The Parents of the Senior Class of 2024 are planning their traditional end of the year events to have a special send off for the graduating class. The events planned are the After Ball Party, the Crystal Ball Classic Car Cruise, and Reverse Senior Skip Day. Kelli Worden came as a spokesperson for the event and asked the Town Board for a monetary donation of \$500-\$1000 to help offset the cost of the events planned for the After Ball Party. There are numerous fun events planned these include: a Lazer Tag Room, a DJ, a few bounce houses in the gym, a human Velcro wall, an Escape Room, a Casino Room, and a Zen Room.

Councilor Clarke made a motion seconded by Councilor Berwald to donate \$500.00 towards the After Ball Party.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Department Reports:

Codes: John Houser, Code Officer nothing to report

Highway: Mike Ossit, Highway Superintendent reports the Brush pile is open to Marcellus residents. There have been some issues with contractors dumping non-residents items and items not allowed at the site. He is working on new verbiage and restrictions for the dump site. A new sign will be posted. This topic will be added to the next agenda to discuss with the Town Board.

Parks/Rec: Phil Coccia, Recreation Director; thanked Councilor Berwald for doing a great job as the park liaison.

Phil also brought up that the Board will need to decide if the Town will be mowing the soccer field again this year. The charges for the mowing season would be \$5,000.00. This will be put on the next agenda.

The Veterans will be having a fishing derby in the coming weeks.

Phil asked the Board to approve a new hire for a part time park employee. Supervisor Stevens informed him that the Board Members would be going into executive session to discuss personnel.

The Annex Pavilion will be getting a new dance floor. The Highway Department will be helping the park with the project. The Friends of the Park will be paying for the concrete. They are looking at 25 yards of concrete at the cost of \$3,875.00.

Other supplies are needed to complete this project:

3 rolls of mesh \$239 each \$717

Wood 2"x 4"x10' \$95

Runner crush \$?

(borrowed from highway dept & replacement cost unknown)

Total \$812+

Cost of supplies is expected not to exceed \$1,000.00

Councilor Berwald and Jim Rossiter met with an architect to look at the old playground across from the Annex Pavilion. The playground is out of compliance due to weather conditions preventing updates. The playground has some broken pieces that will be repaired; more mulch is needed with rubber placed beneath it. Jim Rossiter recommended having a third-party audit to come and inspect the playground. The Board recommended putting it in the park budget for next year.

Two summer help students: Ryan Orr working 10-15 hours per week at minimum wage and Josef Kaufman working up to 20 hours per week at minimum wage.

The request for the additional park laborer was denied at this point.

Councilor Clarke made a motion seconded by Councilor Berwald to accept the appointed park laborers for 2024.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Councilor Hoey made a motion seconded by Councilor Berwald to adjourn the Town Board meeting at 7:33pm and meet with Council after the meeting.

Ayes – Berwald, Clarke, Hoey and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi
Town Clerk

Marcellus Town Board
Workshop Meeting
Wednesday, April 17, 2024
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, April 17, 2024, in the Town Hall, 22 East Main Street, Marcellus, New York.

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

Also Present: Mike Ossit, Highway Superintendent; Jim Rossiter, Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Jayden Evans, Connor Farrell, Gary and Linda Wilcox, Bill and Renee Hight, Tom Lathrop, Bill Southern, Scott Stearns, Steve Schneider, John Pawlewicz, Joe Durand, TDK; Suzanne Tobin, Deputy Town Clerk; and Rosemary Tozzi, Town Clerk

Moment of silence for Onondaga County Sheriff's Lieutenant Michael Hoosock and Syracuse Police Officer Michael Jensen who lost their lives last week.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #4 as of April 12, 2024. Claim #'s 156486-156504, 156506-156517 and 156519-156521.

Expense

| | |
|-------------------|-------------|
| General Fund | \$17,193.51 |
| Part Town General | 185.00 |
| Townwide Highway | 2,834.78 |
| Part Town Highway | 4,200.86 |
| Total | \$24,414.15 |

The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #4 as of April 17, 2024. Claim #'s 156531-156534 and 156542-156545.

Expense

| | |
|-------------------|-------------|
| General Fund | \$16,773.12 |
| Part Town General | 1,913.64 |
| Part Town Highway | 4,379.43 |
| Trust and Agency | 1,542.57 |
| Total | \$24,608.76 |

Councilor Hood made a motion seconded by Councilor Berwald to approve the Abstract of Audited Vouchers and pay the bills as of April 12, 2024, and April 17, 2024.

Ayes –Berwald, Hoey, Hood, Clarke and Stevens

Carried

OLD BUSINESS

Welcome Center: Joe Durand discussed refining the details included in the current bid package with information gathered recently during an on-site review of the Welcome Center. Bonding requirements could also be added to the bid description. The prevailing wage number has already been obtained. After the Board approves the revisions and additions, Joe suggested that the package be submitted online through the New York State Contract Reporter.

Sign Law Modification: This topic was tabled. Jim Gascon, Town Attorney will update the current sign law with modifications made by the Town Board. The revised copy will then be reviewed by the Planning and Zoning Board for their input.

Brush Dump Sign and Regulations: Mike Ossit, Highway Superintendent presented the Town Board with verbiage for the new sign to be placed at the brush dump. Two signs will be placed at the location and will be 30x30 in size. Violators will be fined for illegal dumping. The new sign will be as presented:

Town of Marcellus Yard Debris

Residents only

NO CONTRACTORS debris without Town approval

highway@marcellusny.com or (315) 673-3127

Nothing over 14" diameter

No Plastic

Violators will be Prosecuted

Per Marcellus Town Board

Councilor Berwald made a motion seconded by Councilor Clarke to approve the new sign and to be placed at the brush dump location.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

NEW BUSINESS

Mowing Soccer Fields: The Town has been mowing the soccer field for Marcellus youth soccer for many years. The Town will charge a fee of \$5,200.00 for the 2024 season. Councilor Berwald stated the fee would not cover the cost of payroll for two employees and fuel. The Town Board decided that they would do it regardless as it's for the youth soccer program and community.

Councilor Berwald made a motion seconded by Councilor Hood to approve the mowing of the soccer fields at a fee of \$5,200.00 for the 2024 season.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Food Sense Program- Food Bank of CNY: Food Sense is a monthly food buying co-op for anyone who wants to stretch their grocery dollars. Food Sense provides a monthly box of staple grocery items at a discounted price as well as a selection of family-sized specials. The organization is interested in obtaining a location in Marcellus for distribution, currently the closest location is Camillus. The organization will utilize the space provided by the Town once a month for approximately 4 hours. People must pick up their packages within 2-2.5 hours of drop off. The Town will not participate in sales or distribution, it will only provide the location at no charge. This is currently in the process of being set up and will need to be approved by the organization. The location does need to meet a few requirements; easy access for customers, access to the building for the truck, space for parking, a room big enough to accommodate the food preparation and customers, access to main roads and a preference for double doors for pallet delivery. Marcellus will operate as a satellite site. Marcellus will need to average 30 units per month to be a permanent pickup site. The Town Board did discuss several locations but decided the Marcellus Fire Department would be the best option for residents and the organization. Councilor Clarke will discuss this with Dave Card.

Recreation Department – Adult Trips: The Recreation Department submitted an adult trip contract to be signed by Supervisor Stevens. The trip is planned for Wednesday, October 2, 2024, and going to Corning Museum of Glass. The total cost per person is \$125.00. Councilor Hood made a motion seconded by Councilor Hoey to approve Supervisor Stevens to sign the contract presented by Marcellus Recreation Department.
Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Discussion Agenda:

Fire Department: No one from the Fire Department was present but Councilor Hood stated the kitchen renovation is 95% done and looks great. The Fire Department will hire a company to do a deep clean and is hoping to have the kitchen up and running by Olde Home Days to host a pancake breakfast.

The Fire Department is to provide a “semi-annual independent audit ...” as detailed in the annual contract agreement between the Town and the Fire Department. The last audit was performed by Cuddy & Ward, LLP CPAs in October of 2022. Councilor Berwald made a motion seconded by Councilor Clarke for the Marcellus Fire Department to conduct an external audit as per the contract to be completed and given to the Town no later than 6 months from tonight’s meeting; date of October 17, 2024.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Adjournment: Councilor Hood made a motion seconded by Councilor Clarke to adjourn the Workshop Meeting at 7:23pm.

Ayes – Berwald, Clarke, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Rosemary Tozzi
Town Clerk

2024 VILLAGE TAX ROLL
 SWIS TOTALS

*** GRAND TOTALS ***

| ROLL SEC | DESCRIPTION | TOTAL PARCELS | ASSESSED LAND | ASSESSED TOTAL | EXEMPT AMOUNT | TOTAL TAXABLE | TAX RATE |
|-------------|----------------------------------------------------|------------------|------------------|-------------------|------------------|------------------|-------------|
| 5 | SPEC DIST TAXES SPECIAL FRANCHISE | 4 | | | | | 4,494.85 |
| 6 | VILLAGE TAX SPEC DIST TAXES UTILITIES & N.C. | 6 | 69,600 | 902,273 | | 902,273 | 5.890000 |
| 8 | RS 8 TOTAL SPEC DIST TAXES WHOLLY EXEMPT | 33 | 2028,400 | 21532,600 | 21,532,600 | | 5,314.38 |
| * | VILLAGE TAX SPEC DIST TAXES SUB TOTAL | 666 | 24754,200 | 135074,105 | 28,368,035 | 106,706,070 | 5.890000 |
| ** | VILLAGE TAX SPEC DIST TAXES GRAND TOTAL | 666 | 24754,200 | 135074,105 | 28,368,035 | 106,706,070 | 5.890000 |

APPROVED BY:



VILLAGE TREASURER
 VILLAGE OF MARCELLUS, NY

5/10/24

| | |
|-------------|--------------|
| 000 | 0.00 * |
| TAX LEVY | 628 499.00 * |
| UNEMP NERVE | 13 485.00 + |
| UNEMP SEWER | 45 577.02 + |
| TOTAL LEVY | 687 561.02 * |
| 000 | 0.00 * |

STATE OF NEW YORK
 COUNTY - Onondaga
 TOWN - Marcellus
 VILLAGE - Marcellus
 SWIS - 314001

2024 VILLAGE TAX ROLL
 SWIS TOTALS

PAGE 184
 VALUATION DATE-JUL 01, 2022
 TAXABLE STATUS DATE-MAR 01, 2023
 RPS155/V04/L015
 CURRENT DATE 5/10/2024

*** SPECIAL DISTRICT SUMMARY ***

| CODE | DISTRICT NAME | TOTAL PARCELS | EXTENSION TYPE | EXTENSION VALUE | AD VALOREM VALUE | EXEMPT AMOUNT | TAXABLE VALUE | TAX RATE | TOTAL TAX |
|-------|----------------|---------------|----------------|-----------------|------------------|---------------|---------------|----------|-----------|
| USRV1 | Unpaid refuse | 90 | MOV | 13,485.00 | | | 13,485.00 | | 13,485.00 |
| USWV1 | Unpaid sewer | 92 | MOV | 45,577.02 | | | 45,577.02 | | 45,577.02 |
| USEV2 | Unpd Vac Dwl R | 1 | MOV | | | | | | |

Village of Marcellus Driving Policy

Statement

The safety and well being of our employees, as well as residents of our community, is very important to the Village of Marcellus. The Village desires to protect employees and community members while on the road. Employees required to drive Village owned vehicles are expected to follow the Village of Marcellus Driving Policy.

Driving Records

The Village of Marcellus reserves the right to investigate an employee's driving record and take whatever action necessary or appropriate based on the information gained. Every employee who drives any Village vehicle must possess a valid New York State driver's license and have a driving record with no convictions of Section 1192 of the New York State Vehicle and Traffic Law within the last three (3) years and not more than two (2) moving violations within the last three (3) years. The Village may verify each employee's driving record prior to employment and on a regular basis during the course of employment to ensure compliance.

Employees are required to report all vehicular accidents and moving violations (whether incurred on the job or not) to the Village Board within forty-eight (48) hours of an accident or receiving a violation. Failure to report accidents and/or moving violations (including Sections 1192 of the New York State Vehicle and Traffic Law) will result in disciplinary action, up to and including termination.

Personal Use

This policy shall be strictly enforced with disciplinary action, up to and including termination. Employees (except police) are restricted from personal use of any kind, including, but not limited to, the following:

- Using Village vehicles to run personal errands on or off clock.
- Transporting non-employees (except Town and School District employees) in Village vehicles, including family members.
- Allowing non-employees (except Town and School District employees) to use Village vehicles for any reason.

Duties of a Village Driver

You Will:

- Report all citations and convictions with full details to employer immediately
- Report suspension of license.
- Report any violations or convictions. A driver must inform his employer within 48 hours of any violation or conviction.
- Obey the New York State Vehicle and Traffic Law
- Wear seat belts at all times.
- Never argue with another driver or a police officer.
- Not speak on phone or text while driving (except police doing official police-related business).

- No drug or alcohol consumption is permitted while operating a village owned vehicle. (See attached Village of Marcellus Drug & Alcohol Policy)

If you are in an accident

- See that help is summoned i.e., police, ambulance, etc.
- Notify your supervisor/manager.
- Obtain badge numbers of police and report numbers.
- Make sure to obtain an exchange of information from all involved parties.
- Answer police questions truthfully.
- Do not discuss details of the accident with any other people.
- Do not assume responsibility.

SAMPLE

ACKNOWLEDGEMENT

In accordance with the "Village of Marcellus Driver Policy," I, the undersigned, acknowledge that I received a copy of the "Village of Marcellus Driver Policy" furnished by the Village of Marcellus. I have read through and agree to comply with the "Village of Marcellus Driver Policy" and understand that my driver's license may be checked on a monthly basis during the course of my employment and hereby authorize the Marcellus Police Department to check for violations against my driver's license in accordance with the "Village of Marcellus Driving Policy."

Date: _____

Reviewed and agreed to by:

Village Meeting Dates June 2024

VILLAGE BOARD

| | | | |
|-----------------------|-------------------------------|--------|-----------------------------|
| Workshop/Agenda | Friday, June 21 st | 9:30am | Friday before Board Meeting |
| Regular Board Meeting | Monday, June 24 th | 7pm | 4 th Monday |

PLANNING BOARD

| | | | |
|-----------------|-----------------------------------------------------------------------------------|-----|---------------------------|
| Regular Meeting |  | 7pm | 3 rd Wednesday |
|-----------------|-----------------------------------------------------------------------------------|-----|---------------------------|

ZONING BOARD

None Scheduled

OTHER DATES TO REMEMBER

| | | |
|----------------------------------|--------------------------|----------------|
| Wednesday, June 19 th | Juneteenth | Offices Closed |
| Thursday, July 4 th | Independence Day | Offices Closed |
| Saturday, July 13 th | Village Wide Garage Sale | All Day |

