

Town of Marcellus  
Organizational Meeting  
Wednesday, January 3, 2022  
5:30 PM

An Organizational Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Monday, January 3, 2022 at the Town Hall, 24 East Main Street, Marcellus, NY.

Those Present were:

Karen R. Pollard, Supervisor  
Laurie Stevens, Councilor  
Terry Hoey, Councilor  
Gabe Hood, Councilor

Absent – Jamie Curtin, Councilor

Also present was Jim Gascon, Town Attorney; Karen Cotter, Sandy Taylor, Town Clerk; Susan Dennis, Deputy Town Clerk; Don MacLachlan, Highway Superintendent; Phil Coccia, Recreation Director.

**2022 Meeting Rules and Procedures:** The Board reviewed the Meeting Rules and Procedures Pamphlet and made a few changes regarding the times of the meetings.

**Town Board Meeting Schedule:** The schedule for 2021 was as follows: Regular Board Meeting was held on the First Wednesday of the month at 7:00 pm. The Workshop Meeting was held on the Third Wednesday of the month at 6:00 pm. After some discussion, it was decided that the meetings would be held on the First and third Wednesdays but the time will be at 6:30 for all meetings.

**Holiday Schedule – Town Hall Closed:**

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

Councilor Stevens made a motion seconded by Councilor Hoey to accept the Meeting Rules and Procedures pamphlet, with the changes for the meeting times, the Town Board Meeting Schedule and the Holiday Schedule.

Ayes – Pollard, Stevens, Hoey and Hood

Carried

**Official Bank:** Name Solvay Bank as the official bank for the depository for all monies from the Town Supervisor, Town Clerk, Tax Collector and Court.

**Town Investment Policy:** Idle monies shall be invested at the designated bank of the Town either in Certificate of Deposit or any kind of Savings Account. The Town requests that the depository (Solvay Bank) will protect these investments in the event they exceed FDIC coverage by pledging securities as collateral. The Collateral is to be held by a third party.

**Petty Cash Accounts:** Allow the Town Clerk to continue to have a petty cash fund of \$200; Recreation Department to continue to have a petty cash fund of \$200; this is to be administered by the Town Clerk, the Tax Collector to have a petty cash of \$100.00 and the Court Clerk to have petty cash of \$200.00

**Supervisor to Pay Bills:** Authorize the Supervisor to pay utility bills, postage and insurance prior to audit.

Councilor Hoey made a motion seconded by Councilor Stevens to name Solvay Bank as the official bank for the Town of Marcellus, to approve the Town Investment Policy, to allow the Town Clerk to have a petty cash fund of \$200, the Recreation Department to have a petty cash of \$200, the Tax Collector to have a petty cash fund of \$100 and the Court clerk to have a petty cash fund of \$200 and to authorize the Supervisor to pay Utility Bills, Postage and Insurance in between meetings.

Ayes – Pollard, Stevens, Hoey and Hood

Carried

**Mileage Reimbursement:** As of January 1, 2022, standard mileage rate is 58.5 cents per mile.

**Official Newspaper:** Name the Press Observer as the Official Town Newspaper and name the Syracuse Post Standard as a secondary newspaper.

**Supervisor Extension:** The Supervisor will be given a thirty-day extension to file the annual report.

Councilor Hood made a motion seconded by Councilor Stevens to approve the mileage reimbursement at 58.5 cents per mile, name the Press Observer as the official newspaper of the Town and allow the Supervisor to have a thirty – day extension to file the annual report.

Ayes – Pollard, Stevens, Hoey and Hood

Carried

**Highway Superintendent Buying:** The Highway Superintendent may use State or County vendors in aggregate buying.

Councilor Stevens made a motion seconded by Councilor Hoey authorizing the Highway Superintendent may use State or County vendors in aggregate buying.  
Ayes – Pollard, Stevens, Hoey and Hood Carried

**Annual Appointments:**

Bookkeeper – Lori Petrocci – 1/1/22-12/31/22  
Clerk to Codes Depart. – Karen Cotter – 1/1/22 – 12/31/22  
Clerk to Planning/Zoning – Karen Cotter – 1/1/22-12/31/22  
Clerk to Town Justices – Mary Beth Lollis Barnello – 1/1/22-12/31/22  
Deputy Clerk to Town Justices – Lynda Kianka -1/1/11-12/31/22  
Recreation Leader – Phil Coccia – 1/1/22- 12/31/22  
Recreation Attendant – Sandy Elsey – 1/1/22-12/31/22  
Historian – Peg Nolan – 1/1/22-12/31/22  
Dog Control Officer- James LaRose – 1/1/22-12/31/22  
Park Crew Leader – Keith Ramsden 1/1/22-12/31/22  
Planning Board Member – Gerard E. Wickett – 1/1/22-12/31/28  
Deputy to Codes – Deb Williams – 1/1/22-12/31/22

**Advisory Appointments:**

Supervisor appointing Helen Stevens as Deputy Supervisor – 1/1/22-12/31/22  
Supervisor appointing Lori Petrocci as Budget Officer – 1/1/22- 12/31/22  
Town Clerk appointing Susan Dennis as Deputy Town Clerk – 1/1/11-12/31/22  
Highway Superintendent appointing Michael Ossit as Deputy Highway Superintendent – 1/1/22-12/31/22  
Tax Collector appointing Susan Dennis as Deputy Tax Collector – 1/1/22-12/31/22  
Dog Control Officer appointing James LaRose IV as Deputy Dog Control Officer 1/1/22-12/31/22

**Safety Committee:** Last year’s members were Sandy Elsey, John Houser, Don MacLachlan, Keith Ramsden and Councilor Laurie Stevens.

**Department Liaisons:** The following are appointed as liaisons for the Departments that are not run by an Elected Official:

MAVES- Councilor Stevens  
Fire Department – Councilor Curtin  
Codes- Councilor Hood  
Recreation- Councilor Hoey

Councilor Hoey made a motion seconded by Councilor Hood to approve the Annual Appointments and the Advisory Appointments for 2022, the Safety Committee Members will be the same as last year and the Department Liaisons for Departments that are not run by an elected official.  
Ayes - Pollard, Stevens, Hoey and Hood Carried

## **Annual Salaries and Payment Schedule:**

### Salaries:

Supervisor-\$12,000

Town Justices (2) - \$15,411.50 each

Court Clerk - \$43,680

Deputy Court Clerk - \$16.00 hour

Councilors (4) - \$6,120 each

Town Clerk - \$45,140

Deputy Town Clerk - \$33,567

Fire Department Office Help - \$3,600

Tax Collector - \$11,087

Bookkeeper - \$52,071

Budget Officer - \$2,000

Assessor - \$27,400

Parks & Recreation Director - \$21,530

Recreation Attendant - \$34,692.70

Dog Control Officer - \$9,732

Highway Superintendent - \$64,816

Deputy Highway Superintendent - \$26.21 per hour

Highway MEO - \$25.68

Codes Officer - \$54,289

Deputy Codes Officer - \$21.43 per hour

Secretary to Planning & Zoning - \$22,026

Secretary to Codes - \$16,615

Park Crew Leader - \$17.68 per hour

Seasonal Rec. PT Employees - \$13.20 - \$13.70 per hour

Seasonal Rec. Program Director - \$16.00 - \$24.00 per hour

Seasonal Park Laborer - \$13.20 - \$17.00 per hour

Permanent PT Park Laborer -Up to \$16.95 per hour

Youth & Adult Recreation Specialist - \$15 - \$45/Student/depending on program

Historian - \$350

Planning & Zoning Boards:     Chairs (2)- \$3,510 each  
  Members (5) -\$2,378 each

Assessment Board:     Chair (1) - \$800  
  Members (4) - \$312 each

Hourly Employees are paid bi-weekly

Salaried Employees and part-time recreation employees are paid monthly.

Hourly Employees who work more than 40 hours shall be paid at one and one-half (1 ½ hours)

times their hourly rate.

Hourly Employees will receive 8 hours straight pay for 12 designated holidays plus 1 ½ times their hourly rate for actual hours worked on that holiday.

**Cell Phone Stipend:**

Highway Superintendent - \$45/Month  
Codes Officer - \$45/Month  
Highway Employees - \$25/Month

**Clothing Allowance:**

Highway Employees - \$500/year per employee  
\$100 per year for Park Employees for work boots  
\$100 per year for Codes Officer for work boots

The Board agreed this year to allow \$100 boot allowance for Jim Rossiter, he has been working Parttime at the Highway Garage.

Councilor Stevens made a motion seconded by Councilor Hood to approve the Annual Salaries and Payment Schedule, the Cell phone stipend for the Highway and Codes Officer and the Clothing/Boot Allowance.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**Contracts:**

**Marcellus Historical Society:** Councilor Hoey made a motion seconded by Councilor Hood to authorize the Supervisor to sign the Contract for \$5,000 with the Marcellus Historical Society. This will be used to offset the cost of insurance and utilities related to the operating expenses of the Steadman House.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**American Legion:** Councilor Stevens made a motion seconded by Councilor Hoey to authorize Supervisor to sign the contract for \$600 with the America Legion. This is so flags can be place on the veteran grave sites in the three cemeteries in the Town of Marcellus. The Flags are placed prior to Memorial Day and removed within five (5) days after July 4, 2022.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**Health/Loan Closet:** Councilor Stevens made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign the contract for \$500 with the Marcellus Health/Loan Closet. This helps pay the rent for the medical equipment that is loaned out to residents within the Marcellus Central School District.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**Methodist Church:** The Town is not sending the Methodist Church the \$2,000 as it has in the past for the Peace Luncheons. As of March 2021, everything was shut down due to COVID 19. The Town has not heard if the luncheons have started up yet. No action was taken on this.

**Lakeshore Employee Testing Services, Inc.:** Councilor Stevens made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the contract with Lakeshore Employee Testing Services, Inc. for \$325. This enables Lakeshore Employee Testing Services, Inc to come in and do random drug tests on the drivers with CDL licenses.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**CNYSPCA:** Councilor Hoey made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign the CNYSPCA contract for \$1,117.80. This is for the CNYSPCA to come out to Marcellus if there are any animal cruelty cases.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**Library Contract:** In the September 5, 2018 minutes it was decided that the library contract would continue for each succeeding year, from year to year, unless either party elects to terminate the agreement. From the year 2019 until 2029, the amount the Town gives will decrease by ten (10) percent. For the year 2022, the library will receive \$19,250.

**ASCAP:** Councilor Stevens made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the ASCAP agreement for \$390. This is an agreement that enables the Town to have concerts in the Park and also the Kids theatre in the summer.

Ayes – Pollard, Stevens, Hoey and Hood Carried

**Costello, Cooney & Fearon:** There will be a flat fee of \$36,000 payable in equal monthly installments of \$3,000. This fee includes attending all Town Board Meetings, Public Hearings and Executive Sessions, responding to day-to- day questions of the Town Officials and preparation of any necessary documents. This also includes attendance at Planning Board and Zoning Board of Appeals Meetings as requested and the provision of all necessary general legal services associated with these Boards. This also includes attendance at Grievance Day(s) if required, and to provide all general legal services associated with the Board of Assessors. The following shall not be included in general legal services: Litigation, including tax matters; enforcement matters; Special Districts and bonding work; legal work related to special districts; Complex Environmental matters and enforcement; application specific matters before the ZBA (Zoning Board of Appeals) or the Planning Board, or other similar items if covered by any Local Law and which pertains to developers' fees or require reimbursement of legal fees by the applicant; major non-routine projects; or representation of Town Officials or Town Employees. The fees for additional services are \$175 per hour for attorneys and \$95 per hour for paralegals.

Councilor Hood made a motion seconded by Councilor Hoey to authorize Supervisor Pollard to sign the 2022 contract with Costello, Cooney and Fearon.

Ayes – Pollard, Stevens and Hood Carried

**MAVES:** After some discussion, it was decided that the MAVES contract would be discussed at the January 5, 2022 meeting. This will enable the Board Members to look at the contract a little closer

**Fire Department:** After some discussion, it was decided that the Fire Department contract would be discussed at the January 5, 2022 meeting. This will enable the Board Members to look at the contract a little closer.

**Marcellus Veterinary Hospital:** Councilor Hood made a motion seconded by Councilor Hoey to authorize the Supervisor to sign the agreement with Marcellus Veterinary Hospital for boarding dogs. The rates are as follows for Boarding:

Boarding – per day – under 50 lbs.	\$22.00
Boarding – per day – 51-80 lbs.	\$26.00
Boarding – per day – over 80 lbs.	\$30.00

After five days if dogs are unclaimed, Marcellus Veterinary Hospital can put them up for adoption.  
Ayes – Pollard, Stevens, Hoey and Hood Carried

**TDK Engineering Associates, PC:** Councilor Stevens made a motion seconded by Councilor Hood to authorize Supervisor Pollard to sign the 2022 Engineering Service Agreement with TDK Engineering Associates, PC. The prices vary depending on what the services are required.  
Ayes – Pollard, Stevens, Hoey and Hood Carried

**Adjournment:** Councilor Stevens made a motion seconded by Councilor Hood to adjourn the Organizational Meeting at 6:35 pm.  
Ayes – Pollard, Stevens, Hoey and Hood Carried

Respectfully Submitted,

Sandy Taylor  
Town Clerk

