

Marcellus Town Board
Workshop Meeting
Wednesday, February 16, 2022
6:30 PM

Call to Order

Salute to Flag

Mask Policy

1. Approve Monthly Activity

11. OLD BUSINESS

- a. Marcellus Youth Soccer Fields

111. NEW BUSINESS

- a. Set dates for Spring Trash Days
- b. Contracts for Concerts in the Park –
The Party Nuts, Red Spider, The Fab Cats
- c. Approve Justice Court Books
- d. Cleaning of Town Hall

IV. Comprehensive Plan

V. Town Hall

VI. DISCUSSION AGENDA

- a. Sign on South Street

VII. Adjournment

Future Meeting Dates:

Town Board Meeting – Wednesday, March 2, 2022 – 6:30 pm – Town Hall
Planning/Zoning Meeting – Monday, March 7, 2022 – 6:30 pm – Town Hall
Workshop Meeting – Wednesday, March 16, 2022 -- 6:30 pm – Town Hall

Town Offices will be closed on Monday, February 21, 2022 – President's Day

Contract

THIS AGREEMENT made the _____ day of _____, 2022, between the TOWN OF MARCELLUS by its Supervisor, Karen R. Pollard, hereinafter called the party of the first part, hereby contracts, covenants, and agrees with _____, president of Marcellus Youth Soccer, herein called the party of the second part, that:

The party of the first part being duly authorized by the Town Board of the Town of Marcellus, by Resolution, to enter into a contract with the party of the second part wherein the party of the first part is to provide mowing services for the Youth Soccer Field on Lawrence Road and;

The party of the second part, Marcellus Youth Soccer, will pay to the party of the first part, Town of Marcellus, the sum of _____ on or before April 1, 2022 for the calendar year 2022.

It is further agreed this contract will automatically renew each year and that each party may terminate this agreement without cause on 90 days' notice.

It is further agreed the parties will mutually agree on the payment terms each year. Upon the party's failure to reach agreement on the terms of payment on or before April 1st of each year, this contract will automatically terminate.

Supervisor, Town of Marcellus

President, Marcellus Youth Soccer

INTEROFFICE MEMORANDUM

TO: THE MARCELLUS TOWN BOARD/ LORI PETROCCI
FROM: PHIL COCCIA
SUBJECT: SOCCER FIELD MOWING NUMBERS
DATE: 2/11/22

These are the numbers for the mowing of the Lawrence Road fields for Marcellus Youth Soccer for the summer of 2021:

147 Hours x \$20/hour- this dollar figure includes salary and cost of fuel

= \$2940.00

Mike Murphy is the President of Marcellus Youth Soccer

Kevin Coombs is the Treasurer

Spring Trash Days – 2022

Fridays, April 29, 2022

May 6, 2022

May 13, 2022

Saturdays, April 30, 2022

May 7, 2022

May 14, 2022

Time on Fridays and Saturdays will be 8:00 am – 12:00 noon

Contracts – Concerts in the Park – Wednesday, Feb. 16, 2022

The Party Nuts	June 23, 2022	\$600
Red Spider	July 28, 2022	\$400
The Fab Cats	Aug. 4, 2022	\$600

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	☒	☐
<i>Last Bank Reconciliation for Each Bank Account:</i> <i>DATE</i> Date Performed <u>2/3/22</u> Month Ending <u>1/22</u> <i>MOES</i> <u>2/3/22</u> <u>1/22</u>		

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable?	☒	☐

<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	☒	☐
Is a record of uncollected installment payments maintained?	☒	☐

<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	☐	☒
Are case files maintained for all cases?	☒	☐
Are indexes maintained for all cases? <i>ALL CASES ARE BY CRIME & NAME</i>	☐	☒
Do dockets for disposed cases appear to be complete?	☒	☐
Do dockets for disposed cases agree with amounts reported?	☒	☐

(ARE MAINTAINED
all on one
DOCKET)

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	☒	☐
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	☒	☐
<i>Last Determination of Accountability:</i> <i>DATE</i> Date Performed <u>2/3/22</u> Month Ending <u>1/22</u> <i>FOR Both Judges</i>		

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Reports to Division of Criminal Justice Services</u>	<u>YES</u>	<u>NO</u>
Are reports made timely to the Division of Criminal Justice Services?	☒	☐
Has the court received any notices regarding late reporting?	☐	☒
<i>If yes, why were reports late and what corrective actions were taken?</i> 		

<u>Reports to Justice Court Fund</u>	<u>YES</u>	<u>NO</u>
Are monthly reports made timely to the Justice Court Fund?	☒	☐
Do reported amounts agree with cash receipt and disbursement books?	☒	☐
Do reported amounts agree with docket dispositions and case files?	☒	☐
<i>Last Report Submitted:</i> <i>Month Ending</i> <u>1/22</u> <i>Date</i> <u>2/3/22</u> <i>Amount</i> <u>MC Ser: 2425.20</u> <u>On file # 2010.00</u>		
Has the court received any notices regarding late reporting?	☐	☒
<i>If yes, why were reports late and what corrective actions were taken?</i> 		

<u>Reporting to Department of Motor Vehicles - TSLE&D Program</u>	<u>YES</u>	<u>NO</u>
Is information reported timely to TSLE&D?	☒	☐
Are reports from TSLE&D to the court maintained and utilized?	☒	☐
<i>Last TSLE&D Report Available:</i> <i>Date</i> <u>1/22</u>		
How many cases are shown as pending in the last TSLE&D report? _____	☐	☐
Is the number of pending cases reasonable?	☒	☐
How many cases are shown as pending for more than 90 days?	☐	☐
What actions have been taken to dispose of these cases?	☒	☐
Has the court received any notices regarding pending cases?	☐	☒
<i>If yes, why were the cases pending and what corrective actions were taken, if any?</i> 		
Has the court received any notices regarding late monthly reporting?	☐	☒

(PROCEDURES HAVE
CHANGED -
PER NYS)
THESE NOT
RELEVANT

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

If yes, why were the reports late and what corrective actions were taken? <u>NO</u>		
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Comments and Conclusions

Record Keeping is up to date &
EAT EASILY followed - Done completely
& Timely - All Records reflect this
Lauren R. Pollard