

Marcellus Town Board
Workshop Meeting
Wednesday, August 17, 2022
6:30 PM

Call to Order

Salute to Flag

I. Approve the Monthly Activity

II. **OLD BUSINESS**

A. Permissive Referendum – Park

III. **NEW BUSINESS**

A. Court Clerk to attend conference

B. Highway Superintendent to attend conference

C. Marcellus Chamber of Commerce/Marcellus Park – Fall Festival

D. Sewer in Park

IV. **DISCUSSION AGENDA**

V. **RESIDENT'S COMMENTS**

VI. **ADJOURNMENT**

Future Meeting Dates:

Town Board Meeting	Wednesday,	September 7, 2022 – 6:30 pm – Town Hall
Planning/Zoning Board Meeting	Thursday,	September 8, 2022 – 6:30 pm – Town Hall
Workshop Meeting	Wednesday	September 21 2022 – 6:30 pm – Town Hall

Trash Days:

Fridays	September 23 and September 30, 2022 – 8:00 am – 12:00 noon
Saturdays	September 24 and October 1, 2022 – 8:00 am – 12:00 noon

*****Town Offices will be closed on Monday, September 5, 2022 – Labor Day*****

Permissive Referendum – Tennis Court and Basketball Court Resurfacing

**TOWN BOARD RESOLUTION
TOWN OF MARCELLUS
RE: TENNIS COURT AND BASKETBALL COURT
RESURFACING SUBJECT TO PERMISSIVE REFERENDUM**

At a regular meeting of the Town Board of the Town of Marcellus, held at the Town Hall, 24 East Main Street, in said Town, County of Onondaga and State of New York on August 17, at 6:30 P.M., there were:

PRESENT:	Karen Pollard	Town Supervisor
	Terry Hoey	Councilor
	Gabriel Hood	Councilor
	Laurie Stevens	Councilor
	Jamie Curtin	Councilor

WHEREAS, the Town of Marcellus Parks & Recreation Department has advised the Town Board of the Town of Marcellus of the Department's continuing need for the Marcellus Park tennis courts and basketball courts (hereinafter "courts") to be resurfaced; and

WHEREAS, Okie Court Systems, Inc. has submitted a proposal for resurfacing of the Marcellus Park courts at a contract price not to exceed Thirty-Two Thousand Four Hundred Forty-Four Dollars and Zero Cents (\$32,444.00); and

WHEREAS, pursuant to Section 6-C of the General Municipal Law, the Town Board of the Town of Marcellus has created, by means of a resolution, a reserve fund for the Town Park known as the "Park Capital Reserve Fund" for purposes of funding purchases related to Town Park improvements; and

WHEREAS, such fund has been maintained in accordance with Section 10 of the General Municipal Law; and

WHEREAS, the Town Board of the Town of Marcellus is desirous of expending monies from the Park Capital Reserve Fund of the Town of Marcellus for the resurfacing of the courts at Marcellus Park; and

NOW THEREFORE, BE IT RESOLVED, the Town of Marcellus Town Supervisor is hereby authorized to enter into an agreement for the resurfacing of the courts with Okie Court Systems, Inc, at a price not to exceed Thirty-Two Thousand Four Hundred Forty-Four Dollars and Zero Cents (\$32,444.00); and

BE IT FURTHER RESOLVED that the sum of Thirty-Two Thousand Four Hundred Forty-Four Dollars and Zero Cents (\$32,444.00), from the Park Capital Reserve

Fund, be designated for expenditure in furtherance of the resurfacing of the courts at Marcellus Park; and

BE IT FURTHER RESOLVED, that this resolution is subject to permissive referendum as provided in Article 7 of the Town Law; and

BE IT FURTHER RESOLVED, that pursuant to Section 90 of the Town Law, that within ten (10) days from the date of this resolution the Town Clerk shall post and publish a notice which shall set forth the date of the adoption of the resolution, shall contain an abstract of said resolution concisely setting forth the purpose and effect thereof, shall specify that this resolution was adopted subject to a permissive referendum, and shall publish such notice in the "Press Observer," a newspaper published in Onondaga County having general circulation in the Town of Marcellus, and in addition thereto that the Town Clerk shall post or cause to be posted on the sign board of the Town of Marcellus, a copy of such notice within ten (10) days after the date of adoption of this resolution.

Said resolution was offered by Councilor _____ and seconded by Councilor _____.

VOTE:

Karen Pollard	Supervisor	Yes/No
Terry Hoey	Councilor	Yes/No
Gabriel Hood	Councilor	Yes/No
Laurie Stevens	Councilor	Yes/No
Jamie Curtin	Councilor	Yes/No

Dated: August 17, 2022

Marcellus Justice Court
22 East Main Street
Marcellus, New York 13108

Phone (315) 673-3269 x 112

Fax (315) 671-4675

August 5, 2022

Town of Marcellus Supervisor.

Karen Pollard

Members of the Board.

Jamie Curtin, Terry Hoey, Gabe Hood, Laurie Stevens

Dear Supervisor and Board Members,

I am writing to request to attend the 42nd Annual Fall Conference October 16th – 19th in Albany, New York.

I have spoken with both Judge Dailey and Judge Moses, and they feel that as the President of the Onondaga County Magistrates Court Clerks Association it is important for me to attend and represent the Town of Marcellus Justice Court as well as Onondaga County.

Attached find the total expenditures for this conference. Registration for conference and hotel accommodations must be received before August 31, 2022.

Thank you for your time and consideration, as well as the opportunity to represent the Town of Marcellus.

Sincerely,



Mary E. Lollis-Barnell
Court Clerk

NYSMCCA Fall Conference;

Registration:	\$ 75.00 (nonrefundable)
Desmond Crown Plaza	\$ 883.00 (accommodation)
Milage 320 round trip at .59 per mile	<u>\$ 188.80 (round trip)</u>
Total amount requested	\$ 1,146.80

To: Marcellus Town Board

From: Don MacLachlan, Highway Superintendent

Date: August 12, 2022

Re: Request to attend Highway Superintendents Conference

I am requesting to attend the Highway Superintendents Conference in Ellicottville, NY from September 20 – 23, 2022. There is money in my budget for this conference.

Thank you for your consideration.

Date: 8-12-2022

From: Marcellus Chamber of Commerce

To: Marcellus Town Board, Karen Pollard, Supervisor

RE: Annual Fall Festival / Halloween Haunted Trail

Dear Karen,

I am writing to you today on behalf of the Marcellus Chamber of Commerce. At our most recent meeting we discussed hosting an annual fall festival and Halloween Haunted Trail. Marcellus is well known for its Halloween on 1st Street and we would like to add to the events that Marcellus is known for.

Our hope is to make this an annual event that grows in popularity. The event would include things such as, but not limited to:

- Fall crafters
- Pumpkin decorating for the kids
- Live music
- Food Trucks – we have a few calls out to Blueberry & Lace (dessert) and Melt (grilled cheese!)
- A haunted trail through the woods
- Cider and donuts

The Chamber would like to use the annex pavilion and welcome center. The date for this event would be Saturday, October 15th. Donations from proceeds would be presented to the Parks Department and we are hoping to also have some funds to donate to one of the funds at the School.

I can be reached at 315-415-6171 and would be available for questions and discussion. Thank you very much for your consideration and the Chamber very much looks forward to hearing your decision.

Sincerely,

Lisa Bardou, Secretary

Chad Clark, President

Park PS Proposals: Please provide a quote for each package (1-5)

1. Valve Vault Assembly Package

- Concrete valve vault with aluminum hatch and fall grating package with duplex isolation valve
- Check valve assembly and optional bypass/cleanout connection

2. Wilo Pump Package

- Wilo FA 10.5E submersible sewage pumps with 4 inch guide rail system and spare parts kit

3. Control Panel Package

- Duplex pump control panel built to the following specifications:
 - Duplex control panel, 13.1 hp 208 volt 3ph for use with Wilo pumps, 28.4 fla
 - Nema 4 Steel Enclosure with 24" Leg kit
 - Steel Back panel & aluminum door
 - Incoming power block
 - Manual transfer switch and terminals for connection of remote generator receptacle
 - Phase monitor
 - Motor circuit breakers/handle padlock attachment
 - IEC motor connectors
 - Control circuit breaker
 - Control circuit transformer (3kva)
 - Auxiliary breaker and simplex receptable for existing telemetry equipment
 - Pump run, seal leak and overtemp lights (30mm)
 - Hand-off-auto switches and alarm test switch (30mm)
 - Alternator with Sel. SW and lag pump monitor relays
 - Elapsed time meters
 - Condensation heater with adjustable thermostat
 - (2) 15 amp GFO receptacles with breakers (Note: 10 amp max load on each receptacles)
 - Flashing High water alarm light – Red
 - Required dry contacts
 - Relays, terminal blocks and ground lugs as required
 - UL 508A listed and labeled
 - Conduit and Wire from pole to control panel and panel into the pump pit

4. Pump Installation Package

- Field service call to install customer supplied pumps and make connections to customer installed valve vault piping.
- Please include pricing with all prevailing wage labor, travel and materials to complete work outlined

5. Control Panel Installation Package

- Field service to install customer supplied control panel at park pump station and perform start-up of sewage pumps
- Please include pricing with all prevailing wage labor, travel and equipment to complete work outlined

Supervisor
Karen Pollard

Councilors
John Cusick
Chris Hunt
Kevin O'Hara
Laurie Stevens



Town Clerk
Sandy Taylor

Tax Collector
Elaine Potter

Highway Superintendent
Donald MacLachlan

MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM: #1 Valve Vault Assembly Package

DESCRIPTION: _____

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>W20 LLC.</u>	<u>607-753-1477</u>	<u>\$19,174.00</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>GP Jager Inc.</u>	<u>973-750-1180</u>	<u>\$22,750.00</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Cyclops</u>	<u>315-638-8121</u>	<u>\$28,875.00</u>
COMPANY	PHONE NUMBER	QUOTE

Purchase Contracts:

Less than \$1,000 at discretion of the purchaser

\$1,000 to \$5,000 requires (2) VERBAL Quotes

\$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes

\$20,000 or more requires a formal Bid

Public Works:

Less than \$3,000 at discretion of the purchaser

\$3,000 to \$15,000 requires 2 VERBAL quotes

\$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes

\$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

Supervisor
Karen Pollard

Councilors
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Laurie Stevens



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Donald MacLachlan

MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM; #2 W10 Pump Package

DESCRIPTION: _____

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>W20 LLC</u>	<u>607-753-1477</u>	<u>\$ 19,750.00</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>GP Jager Inc.</u>	<u>973-750-1180</u>	<u>\$ 23,500.00</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Cyclops</u>	<u>315-638-8121</u>	<u>\$ 33,675.00</u>
COMPANY	PHONE NUMBER	QUOTE

Purchase Contracts:

Less than \$1,000 at discretion of the purchaser
\$1,000 to \$5,000 requires (2) VERBAL Quotes
\$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes
\$20,000 or more requires a formal Bid

Public Works:

Less than \$3,000 at discretion of the purchaser
\$3,000 to \$15,000 requires 2 VERBAL quotes
\$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes
\$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

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Councilors
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Chris Hunt
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Laurie Stevens



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Highway Superintendent
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MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM: #3 Control Panel Package

DESCRIPTION: _____

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>W20 LLC.</u>	<u>607-753-1477</u>	<u>\$ 19,200.00</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>G.P. Jager Inc.</u>	<u>973-750-1180</u>	<u>\$ 24,200.00</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Cyclops</u>	<u>315-638-8121</u>	<u>\$ 48,825.00</u>
COMPANY	PHONE NUMBER	QUOTE

Purchase Contracts:

Less than \$1,000 at discretion of the purchaser
\$1,000 to \$5,000 requires (2) VERBAL Quotes
\$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes
\$20,000 or more requires a formal Bid

Public Works:

Less than \$3,000 at discretion of the purchaser
\$3,000 to \$15,000 requires 2 VERBAL quotes
\$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes
\$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

Supervisor
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Councilors
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Chris Hunt
Kevin O'Hara
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Highway Superintendent
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MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM: #4 Pump Installation Package

DESCRIPTION: _____

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>W20 L.L.C</u>	<u>607-753-1477</u>	<u>\$ 19,150.00</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>G.P. Jayer Inc.</u>	<u>972-750-1180</u>	<u>\$ 23,500.00</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Cyclops</u>	<u>315-638-8121</u>	<u>\$ 25,250.00</u>
COMPANY	PHONE NUMBER	QUOTE

Purchase Contracts:

Less than \$1,000 at discretion of the purchaser
\$1,000 to \$5,000 requires (2) VERBAL Quotes
\$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes
\$20,000 or more requires a formal Bid

Public Works:

Less than \$3,000 at discretion of the purchaser
\$3,000 to \$15,000 requires 2 VERBAL quotes
\$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes
\$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

Supervisor
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Councillors
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Chris Hunt
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MARCELLUS

New York

PROCUREMENT POLICY PROCEDURE

ITEM: #5 Control Panel Installation

DESCRIPTION: _____

QUANTITY: _____

2. VERBAL QUOTES OR 3 WRITTEN QUOTES (see below)

1. <u>W20. LLC.</u>	<u>607-753-1477</u>	<u>\$19,150.00</u>
COMPANY	PHONE NUMBER	QUOTE
2. <u>G.P. Jeter Inc.</u>	<u>973-750-1180</u>	<u>\$21,800.00</u>
COMPANY	PHONE NUMBER	QUOTE
3. <u>Cyclops</u>	<u>315-638-8121</u>	<u>\$29,550.00</u>
COMPANY	PHONE NUMBER	QUOTE

Purchase Contracts:

Less than \$1,000 at discretion of the purchaser

\$1,000 to \$5,000 requires (2) VERBAL Quotes

\$5,000 to \$20,000 requires a written RFP (request for Proposal) and (3) Written quotes

\$20,000 or more requires a formal Bid

Public Works:

Less than \$3,000 at discretion of the purchaser

\$3,000 to \$15,000 requires 2 VERBAL quotes

\$15,000 to \$35,000 requires a written RFP (request for proposal) and (3) Written quotes

\$35,000 or more requires a formal bid.

This includes all aggregate amounts of equipment/supplies/repairs on same or like item in a calendar year.
This excludes goods or services purchased through state and county contracts—include state and county contract numbers.

Prevailing wage needs to be included with all service contracts

PLEASE ATTACH THIS WORK FORM TO ALL VOUCHERS TO SHOW THE REQUIRED QUOTES WERE RECEIVED.

SLFRF Compliance Report - NY3120-P&E Report-Q1 2022
Report Period : Annual March 2022

Recipient Profile

Recipient Information

Recipient UEI	RSZ4VK4B4EP5
Recipient TIN	156001033
Recipient Legal Entity Name	Town of Marcellus
Recipient Type	
FAIN	
CFDA No./Assistance Listing	
Recipient Address	24 E. Main Street
Recipient Address 2	
Recipient Address 3	
Recipient City	Marcellus
Recipient State/Territory	NY
Recipient Zip5	13108
Recipient Zip+4	
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding
Discrepancies Explanation	22 E. Main Street
Is the Recipient Registered in SAM.Gov?	Yes

Printed 2022-04-13

Project Overview

Project Name: Pump Station - Force Main Design

Project Identification Number	1212
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Program Income Earned	\$117,962.00
Program Income Expended	\$117,962.00
Total Cumulative Obligations	\$221,383.00
Total Cumulative Expenditures	\$117,962.00
Current Period Obligations	\$117,962.00
Current Period Expenditures	\$117,962.00
Project Description	Upgrading an existing waste water conveyance system through the Marcellus Park. Complete replacement of the main pump station at the Welcome Center as well as the force main that extends to Park Street.

Overview

Total Obligations	\$221,383.00
Total Expenditures	\$117,962.00
Total Number of Projects	1
Total Number of Subawards	0
Total Number of Expenditures	0

Certification

Name	Lori Petrocci
Telephone	
Title	
Email	lpetrocci@marcellusny.com
Submission Date	4/26/2022 7:30 AM

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$442,767.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	An upgrade was needed to an existing wastewater conveyance system through the Marcellus Park. The funds were allocated to this project.