

CHAD A. CLARK, MAYOR  
TIMOTHY P. MANAHAN, TRUSTEE  
JAMES P. CURTIN, TRUSTEE  
CHARNLEY A. ABBOTT, CLERK  
ANTONINO J. PROVVIDENTI, TREASURER  
JEFFREY D. BROWN, ATTORNEY



VILLAGE OF MARCELLUS  
6 SLOCOMBE AVENUE  
MARCELLUS, NY 13108  
OFFICE 315-673-3112  
FAX 315-673-3217  
VILLAGEOFMARCELLUS@GMAIL.COM

**AGENDA**  
**2024 ANNUAL MEETING**  
**APRIL 1, 2024**

1. Pledge of Allegiance
2. Swearing in of Elected Officials
3. Call the Meeting to Order
4. Appoint Deputy Mayor
5. Set Date & Time of Regular Board Meetings
6. Set Date & Time of Special Board Meetings
7. Establish Rules of Procedure
8. Official Bank
9. Official Newspaper
10. Attorney Resolution
11. Standard Workday Resolution
12. Appointment of Village Employees
13. Review of and Approval of Salaries and Benefits
14. Execute Bond for Village Employees
15. Appointment of Village Committees
16. Appointment of Village Engineers
17. Appointment of Village Historian
18. Appointments to Planning Board
19. Appointments to Zoning Board of Appeals
20. Annual Contracts
21. Annual Resolutions
22. Procurement Policy
23. Items from the Floor
24. Adjourn Annual Meeting and Open Public Hearing on Tentative Budget
25. Adjourn Tentative Budget Hearing and Open Public Hearing re: Local Law #2 of 2024

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**2024 LIST OF BOARDS**

Code Enforcement Officer/Fire Inspector		315 673-3112 Ext 4
Deputy CEO/Fire Inspector	Paul E. Stacey	315 673-3112 Ext 4
Stormwater Designee	Paul E. Stacey	315 673-3112 Ext 4

**CURRENT TERMS**

Village Clerk	Charnley A. Abbott	04/01/22-03/31/26	315 673-3112 Ext 1
Village Treasurer	Antonino J. Provvidenti	04/01/22-03/31/26	315 673-3112 Ext 3

**VILLAGE BOARD OF TRUSTEES**

Chad A. Clark	04/01/24-3/31/26	6 Flower Lane	315 673-3112 Ext 1
Timothy P. Manahan	04/01/22-3/31/26	44 North Street	315 673-3112 Ext 1
James P. Curtin	04/01/24-3/31/28	7 Reed Parkway	315 673-3112 Ext 1

**PLANNING BOARD**

Peter Chapman, Chair	04/01/22-03/31/27	7 First Street
Gabriel Lutwin	04/01/21-03/31/26	25 Highland Drive
Theresa LaMarre	04/01/24-03/31/29	2 First Street
Richelle Schettine	04/01/20-03/31/25	19 Reed Pkwy
Patricia White	12/18/23-03/31/28	12 Beach Road
Jesse Faulkner (Alternate)	01/22/24-03/31/25	7 Paul Street

**ZONING BOARD OF APPEALS**

Jeffrey Averill, Chair	04/01/24-03/31/29	22 First Street
Kathleen Kershaw	04/01/20-03/31/25	14 E. Main Street
Kimberly Spitzer	04/01/23-03/31/28	2 Kinderwood Drive
Maribeth Rayfield	04/01/21-03/31/26	3 First Street
Keith Spencer	04/01/24-03/31/27	1 Mulroy Place

**VILLAGE HISTORIAN**

Peg Nolan	04/01/24-3/31/25	Station Lane	315 673-1765
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**SENIOR CITIZEN HOUSING COMMITTEE**

04/01/24-3/31/25

**MARCELLUS BETTERMENT ASSOCIATION**

04/01/24-3/31/25

## 2024 RULES OF PROCEDURE – MARCELLUS VILLAGE BOARD MEETINGS

**Establish Rules of Procedure** – The Village Board will conduct Village Board Meetings pursuant to the following Rules of Procedure, a copy of which is on file, for inspection, in the Village Office.

**a. Agenda** – the Village Clerk shall prepare an agenda for each meeting of the Village Board, which shall list the matters to be considered by the Village Board at such meeting. The matters to be listed in the agenda shall be determined by the Mayor, in consultation with the other members of the Board of Trustees.

**b. Presiding Officer** – the Mayor shall preside at all meetings of the Village Board and may vote on any matter before the Board. In addition, the Mayor must vote in the case of a tie.

**c. Questions of Order** – the Mayor shall decide all questions of order. In discussing a question or issue, a Trustee shall address the Mayor and will have the floor when recognized by the Mayor.

**d. Robert’s Rules of Order** – “Robert’s Rules of Order” shall govern the deliberations of the Board of Trustees. The rules of order, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the members of the Board present at any meeting.

**e. Recording of Open Meetings** – all open meetings of the Village Board of Trustees shall be audio taped by the Village Clerk. Nothing in this section precludes the videotaping of open meetings of the Board of Trustees. It is the policy of the Village Board to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the public body, witnesses and the public.

**f. Order of Business** – the order of business at regular meetings of the Village Board shall be as follows:

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda – shall include
  - a. Acceptance of minutes of previous Regular Board Meeting and any Special Board Meetings
  - b. Acceptance of Audit of Bills on Abstract Sheets for previous month
  - c. Acceptance of Police Report for previous month
  - d. Acceptance of Building Inspector’s Report for previous month

- e. Acceptance of minutes of Marcellus Town Board Meeting for previous month
- f. Acceptance of Financial Statements for previous month
- g. Acceptance of Other Reports
- 5. Regular Agenda Items
- 6. Village Updates – new business
- 7. Other Recognitions
- 8. Items from the Floor
- 9. Adjournment

**g. Transaction of Business at Special Board Meetings** – at special meetings of the Village Board, the business to be transacted thereat shall be only that stated in the notice of such meeting, except that any other business may be transacted at such special meeting by two-thirds consent of all the members of the Village Board.

**h. Voting** – every member of the Village Board present at any meeting thereof, when a vote is taken, shall vote for or against or abstain or recuse, or be excused from voting by the Village Board. In the event of a roll call vote, silence, when a Trustee’s name is called, shall be deemed an affirmative vote by the Trustee. Roll call vote shall be called in alphabetical order of the last name of the Trustee. The Mayor shall be the last one to cast a vote.

**i. Suspension of Regular Order of Business** – the regular order of business at a stated meeting may at any time be suspended by the affirmative vote of two-thirds of the members of the Village Board present at such meeting.

**j. Executive Sessions** – upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session for matters which Federal, State, or Local law permits an executive session.

**k. Comments by Members of the Public** – during that part of the Agenda, Items from the Floor, the Mayor shall entertain comments from members of the public as to the merits of any item set forth on the agenda, or any other items that members of the public may wish to address. The Mayor shall have the discretion to withhold recognition of members of the public until the regular agenda has been completed.

Village of Marcellus  
Annual Resolutions  
April 1, 2024

DESIGNATION OF OFFICIAL BANK

**WHEREAS** the Board of Trustees has determined that Village Law requires the designation of banks or trust companies for the deposit of all Village monies,

**NOW, THEREFORE, BE IT RESOLVED** that Solvay Bank be, and is hereby designated as, the depository for regular accounts, and that Solvay Bank also be, as is designated, as the depository for capital and investments, and that all monies received by the Village Treasurer, Village Clerk, and Receiver of Taxes be deposited in said depositories. This resolution, upon approval is effective immediately.

AUTHORIZATON TO SIGN CHECKS

**WHEREAS**, all members of the Board of Trustees should have the authority to sign checks; and **WHEREAS**, in the absence or inability of the Village Treasurer or a Village Trustee to sign checks,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees authorizes the Mayor to sign checks, a certified copy of which resolution will be provided to the bank or Village depository.

AUTHORIZE PAYMENT OF CLAIMS

**WHEREAS**, the Board of Trustees had determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges; and

**WHEREAS**, all such claims must be presented at the next regular meeting for audit; and

**WHEREAS**, the claimant and officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes payment in advance of audit of claims for public utility services postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

## REIMBURSEMENT FOR MILEAGE

**WHEREAS** the Board of Trustees had determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official duties;

**NOW, THEREFORE, BE IT RESOLVED** that The Board of Trustees will approve reimbursement to such officers and employees at the rate of \$0.67 per mile.

## ANNUAL TRAINING AUTHORIZATIONS

**WHEREAS** there is to be held during the coming official year a number of schools, conferences and seminars for the benefit of the local government, and

**WHEREAS** attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits, the municipality;

**NOW, THEREFORE, BE IT RESOLVED**, that the following officers and employees are authorized to attend the following schools/meetings:

Mayor, Trustees

NYS Conference of Mayors – Winter Legislative Meeting, Annual Meeting and Fall Training School  
Onondaga County Mayors Association-monthly meetings

Village Clerk and Village Treasurer

NYCOM Annual Meeting and Fall Training School  
NYALGRO Annual Conference  
NYS Association of City and Village Clerks Annual meeting

Mayor, Trustees, DPW Employees

Association of Towns Highway Superintendent Meetings – Monthly and Annual Conference  
Highway School – Ithaca – Cornell Local Roads Program  
Board of Transportation- 3-4 times per year  
CNY Water Works Conference –Spring and Fall  
NYWEA Training-Spring and Fall  
NY Rural Water Annual Training – Spring

Mayor, Trustees, Chief of Police

NYS Chiefs of Police Association – Annual four-day conference  
Onondaga County Chiefs of Police – Monthly  
Central New York Chiefs of Police- Monthly

**Schedule A- Salaries**  
**June 1, 2024 - May 31, 2025**

Salary schedule includes elected and appointed officers and employees of the Village of Marcellus.

Salary schedule is for the calendar year listed above. Multi-year contracts are not included.

\*SRO rates for 2022-2023 school year (rates negotiated annually with schools)

<u>Position</u>	<u>New Salary</u>	<u>Prior Salary</u>		<u>Increase %</u>	<u>Increase</u>
Mayor	\$3,900.00	\$3,900.00	Per Year	0.00%	\$0.00
Trustee	\$3,000.00	\$3,000.00	Per Year	0.00%	\$0.00
Attorney	\$19,122.80	\$18,212.19	Per Year	5.00%	\$910.61
Village Clerk	\$42,603.32	\$40,574.59	Per Year	5.00%	\$2,028.73
Village Treasurer	\$52,609.01	\$50,103.82	Per Year	5.00%	\$2,505.19
Dog Control Officer	\$3,566.50	\$3,396.67	Per Year	5.00%	\$169.83
DPW Superintendent	\$32.46	\$30.91	Per Hour	5.00%	\$1.55
Deputy DPW Superintendent	\$29.18	\$27.79	Per Hour	5.00%	\$1.39
Motor Equipment Operator	\$28.53	\$27.17	Per Hour	5.00%	\$1.36
Head WPCP Operator	\$28.81	\$27.44	Per Hour	5.00%	\$1.37
Laborer	\$19.52	\$18.59	Per Hour	5.00%	\$0.93
Crossing Guard	\$24.24	\$23.09	Per Hour	5.00%	\$1.15
Police Chief - Part Time	\$30.05	\$28.62	Per Hour	5.00%	\$1.43
Police Captain - Part Time	\$27.48	\$26.17	Per Hour	5.00%	\$1.31
Police Sergeant - Part Time	\$25.14	\$23.94	Per Hour	5.00%	\$1.20
Police Detective - Part Time	\$23.81	\$22.68	Per Hour	5.00%	\$1.13
SRO-Marcellus 2023-2024*	\$30.23	\$28.50	Per Hour		
SRO-Lyncourt 2023-2024*	\$45,488.75	\$42,840.00	Per Year		
SRO- Onondaga 2023-2024*	\$47,735.00	\$45,000.00	Per Year		
SRO- Tully 2023-2024*	\$31.17	N/A	Per Hour		
Patrolman - Part Time	\$23.07	\$21.97	Per Hour	5.00%	\$1.10
Police Clerk - Part Time	\$19.52	\$18.59	Per Hour	5.00%	\$0.93
Code Enforcement Officer	\$30.28	\$28.84	Per Year	5.00%	\$1.44
Deputy Code Enforcement	\$29.20	\$27.81	Per Hour	5.00%	\$1.39



*Village of Marcellus*  
A WELCOME HOME

**SCHEDULE B**  
**VACATION DAYS AND HOLIDAYS**

**HOLIDAYS**

There are thirteen (13) paid holidays in the Village of Marcellus calendar year, including:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

The dates when holidays are celebrated will be those that are nationally recognized.

Each full-time employee, during each calendar year shall receive equivalent time off for thirteen (13) holidays.

**VACATION DAYS**

Each full-time employee shall be entitled to an annual period of vacation based upon his/her length of service.

Vacation days may be accrued up to the level the employee has reached, starting with his/her anniversary date.

Vacation time credited to an employee on his/her anniversary date is for use throughout the following year. If an employee separates from employment or retires prior to his/her anniversary date, vacation days will be prorated accordingly

**YEARS EMPLOYED**

**VACATION DAYS EARNED**

0-1 YEAR	5 DAYS
2-4 YEARS	10 DAYS
5-9 YEARS	15 DAYS
10-19 YEARS	20 DAYS
20+ YEARS	25 DAYS



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**SCHEDULE C**  
**2024 SICK AND BEREAVEMENT LEAVE POLICY**

**SICK LEAVE**

For definition purposes, sick leave and personal leave are included in the same general category.

Each full-time employee, during each anniversary year, may be credited with 10 days of paid sick leave, up to a maximum of 120 sick days has been reached.

A probationary full-time employee will be credited with 5 days of paid sick leave upon beginning the probationary period. The remaining 5 days of paid sick leave will be credited after the probationary period ends.

For each year of service, up to a maximum of 120 business days, sick leave may be accumulated. Accumulated sick leave may be applied toward illness or injury, which is not work related.

At retirement or resignation, a full-time employee may be eligible for a maximum of 10 business sick days, to be paid in full at that time.

**BEREAVEMENT LEAVE**

Each full-time employee, at his/her request, may be granted up to four (4) days of leave from work with pay in the event of death of one of the following:

- Spouse
- Parent
- Sister
- Brother
- Child

Each full-time employee, at his/her request, may be granted up to two (2) days of leave from work with pay, in the event of death of one of the following:

- Father-in-law
- Mother-in-law
- Foster or Step-parent
- Grandparents
- Grandparents-in-law

**EXTENUATING CIRCUMSTANCES**

In the event a full-time employee has extenuating circumstances requiring leave from active employment not otherwise provided for in this plan, he/she may apply to the Village Board for such leave, which it may grant or refuse, with or without pay.

Effective 4/1/2024

**Schedule D**  
**Village of Marcellus Health Benefits Plan (effective 1/1/2024)**  
**2024**

Both part time and full time employees are eligible.  
 If selected, Part-Time Employees will contribute 100% to health and dental costs EXCEPT,  
 Part-Time Employees with 30+ years of continuous service will contribute only 25% of single health and single dental costs.  
 Health Benefits do not extend to retirees who have been part time employees.

FULL TIME EMPLOYEES

<u>HEALTH</u>	<u>Total Cost</u>	<u>10% Employee</u>	<u>90% Village</u>	<u>DENTAL</u>	<u>Total Cost</u>	<u>10% Employee</u>	<u>90% Village</u>
Single	(Gold 1)	\$961.90	\$865.71		\$46.81	\$4.68	\$42.13
	(Gold 5)	\$979.45	\$881.51			\$9.36	\$84.26
Double	(Gold 1)	\$1,923.79	\$1,471.71		\$87.15	\$8.72	\$78.44
	(Gold 5)	\$1,958.89	\$1,498.55			\$14.18	\$127.58
Emp & Child	(Gold 1)	\$1,635.23	\$2,467.26		\$141.76		
	(Gold 5)	\$1,665.05	\$2,512.28				
Family	(Gold 1)	\$2,741.40					
	(Gold 5)	\$2,791.42					

PART-TIME EMPLOYEES WITH 30+ YEARS OF CONTINUOUS SERVICE

<u>Coverage</u>	<u>Total Cost</u>	<u>25% Employee</u>	<u>75% Village</u>	<u>Total Cost</u>	<u>25% Employee</u>	<u>75% Village</u>
Single	\$961.90	<u>Health</u>	<u>Health</u>	\$46.81	<u>Dental</u>	<u>Dental</u>
		\$240.48	\$721.43		\$11.70	\$35.10

Effective 01/01/2024

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**SCHEDULE E**  
**RETIREE HEALTH CARE COVERAGE**

Retiree health care covers those who have been long-term as well as full-time employees only.

Retiree health care begins at age 62.

Retiree health care applies to single (individual) medical coverage only.

Retiree health care does not apply to vision or dental coverage.

<u>Years Employed</u>	<u>Village %</u>	<u>Employee %</u>
0-9 years	0%	100%
10-19 years	50%	50%
20-24 years	75%	25%
25+ years	90%	10%

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**SCHEDULE F-1**  
**CLOTHING AND EQUIPMENT**  
**DEPARTMENT OF PUBLIC WORKS**

The following applies to employees of the Village of Marcellus Department of Public Works (Highway, WPCP)

At the expense of the Village, each full-time employee, during each calendar year, shall be furnished with items of new clothing listed below:

- Five (5) pairs of uniform pants
- Seven (7) pairs of uniform shirts
- One (1) pair construction footwear

Replacements for worn out or damaged items listed shall be the responsibility of the employee, compensation to be determined by the Board of Trustees.

Each department head shall be furnished with equipment items listed below.

- One (1) cell phone

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**SCHEDULE F-2**  
**CLOTHING AND EQUIPMENT**  
**MARCELLUS POLICE DEPARTMENT**

The following applies to employees of the Marcellus Police Department.

At the expense of the Village, upon receiving an appointment to the Police Department, each employee, during each calendar year, shall be furnished with the following items of clothing and equipment listed below:

1. One (1) Ballistic Vest
2. Two (2) Pair uniform pants
3. One (1) Police-type cap
4. Four (4) Police-type shirts, 2 winter and 2 summer
5. Two (2) Police-type patrol jackets - 1 winter, 1 spring/fall raincoat
6. One (1) Police-type neckties
7. Two (2) Badges - 1 shirt, 1 wallet
8. Two (2) Nameplates - 1 shirt, 1 coat
9. One (1) Set handcuffs and key
10. One (1) Handcuff case
11. One (1) Duty Belt
12. One (1) Under Duty Belt
13. One (1) Holster for duty weapon
14. One (1) Duty weapon (3 Magazines)
15. One (1) Magazine Holder
16. One (1) O.C. spray
17. One (1) O.C. Spray Holster
18. One (1) ASP Baton
19. One (1) ASP Baton Holster
20. One (1) Portable Radio Carrier
21. Four (4) Duty Belt Keepers

Clothing to be provided shall be new. Replacements for worn out or damaged items listed shall continue to be the responsibility of the Village. All items shall remain property of the Village and returned at the end of employment.

Effective 4/1/2024

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**CONTRACT**  
**MARCELLUS HEALTH/LOAN CLOSET**

THIS AGREEMENT, made the \_\_\_\_ day of April, 2024, between the VILLAGE OF MARCELLUS by its Mayor, Chad A. Clark, hereinafter called the Party of the First Part, hereby contracts, covenants, and agrees with the MARCELLUS HEALTH/LOAN CLOSET, by its President, Maureen Curtin, hereinafter called the Party of the Second Part, that:

The Party of the First Part being duly authorized by the Board of Trustees of the Village of Marcellus to enter into a contract with the Party of the Second Part, wherein the Party of the Second Part is to provide storage facilities and operate a loan closet relating to health care for Village of Marcellus residents, particularly elderly members of the Village, many of whom reside in the Senior Citizen Housing apartments in the Village, for the year 2024-2025; and

The Party of the First Part, the VILLAGE OF MARCELLUS, will, having taken into consideration a statutory exemption that allows the Village to extend contributions to programs that aid the elderly, pay to the Party of the Second Part, the MARCELLUS HEALTH/LOAN CLOSET, the sum of Two Hundred and Fifty Dollars and no Cents (\$250.00), payable upon execution of the contract.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Mayor, Village of Marcellus

\_\_\_\_\_  
Attest

\_\_\_\_\_  
President, Marcellus Health/Loan Closet

(seal)

Effective 4/1/2024

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**CONTRACT**  
**MARCELLUS HISTORICAL SOCIETY**

THIS AGREEMENT, made the \_\_\_\_ day of April, 2024, between the VILLAGE OF MARCELLUS by its Mayor, Chad A. Clark, hereinafter called the Party of the First Part, hereby contracts, covenants, and agrees with the MARCELLUS HISTORICAL SOCIETY, by its President, Doug Nightingale, hereinafter called the Party of the Second Part, that:

The Party of the First Part being duly authorized by the Board of Trustees of the Village of Marcellus to enter into a contract with the Party of the Second Part, wherein the Party of the Second Part, THE MARCELLUS HISTORICAL SOCIETY, is to own and maintain the official collection of artifacts and memorabilia related to the history of the Village of Marcellus for the education and public viewing by Village Marcellus residents for the year 2024-2025; and

The Party of the First Part, the VILLAGE OF MARCELLUS, will provide in-kind (or the cost of) services, up to a value of \$2000, related to seasonal maintenance of the public grounds at the Steadman House (e.g., the mowing of grass and the plowing of the driveway and parking lot), and will not bill the cost of public utilities (i.e., sewer and refuse) at the Steadman House to the Marcellus Historical Society.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Mayor, Village of Marcellus

\_\_\_\_\_  
Attest

\_\_\_\_\_  
President, Marcellus Historical Society

(seal)

Effective 4/1/2024

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## **2024-2025 PROCUREMENT POLICY**

**WHEREAS**, §104-b of the General Municipal Law requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML §103 or any other law; and

**WHEREAS**, comments have been solicited from those officers of the village involved with procurement;

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Marcellus does hereby adopt the following procurement policies and procedures, updating the original policy adopted March 22<sup>nd</sup>, 1993 and amended in October 2002, and most recently in April 2018:

Guideline 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of §103 (competitive bidding). Every Village officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply and the canvass of other village departments of past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2: All purchases of:

- a. supplies or equipment which will exceed \$20,000 in the fiscal year or
- b. public works contracts over \$35,000 shall be formally bid pursuant to GML §103.

Guideline 3: All estimated purchases of:

- a. Less than \$20,000, but greater than \$5,000, require a written request for a proposal (RFP) and written quotes from three (3) vendors.
- b. Less than \$5,000, but greater than \$1,000, require an oral request for the goods and oral quotes from 2 vendors.
- c. Less than \$1,000, but greater than \$500, are left to discretion of the Purchaser.

All estimated public works contracts of:

- a. Less than \$35,000, but greater than \$15,000, require a written (RFP) and proposals from 3 contractors.



- b. Less than \$15,000, but greater than \$3,000, require a written (RFP) and proposals from 2 contractors.
- c. Less than \$3,000, but greater than \$500, are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

All information gathered in complying with the procedures of the Guideline shall be preserved and filed with the documentation supporting the subsequent purchase and public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. In those situations when competitive bidding is not required, except when directed by the village board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies (must be documented)
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;
- g. Good purchased at auction;
- h. Goods purchased for less than \$500
- i. Public works contracts for less than \$500

Guideline 7. This policy shall be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonably practicable.