

**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.

**2022-2024**

**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  
PLAN STEERING**

**COMMITTEE:** Trustee Manahan stated that the Village Board has been working closely with the MRB group to revise and update the Comprehensive Plan. The project relies heavily on a volunteer steering committee, as well as various focus groups, comprised from members of the community. A flyer was circulated and the Board is grateful for the response from several individuals that have voiced their desire to volunteer their time to assist with this important project. Those individuals that have not been chosen for the steering committee will be asked to participate in focus groups as the project unfolds. Trustee Manahan made a motion to appoint the following people to the steering committee:

1. Jack Murphy
2. Claire Dunn
3. Sandy Caldwell
4. Nancy Calley
5. Mike Bird
6. Caroyn Vanderhoof (not confirmed)
7. Jamie Plis (not confirmed)

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.

**APPOINTMENT- PLANNING BOARD**

**ADVISOR:** Mayor Clark made a motion to appoint Daniel Kwasnowski, who recently resigned as the Director of Planning for Onondaga County, as an advisor to the Village Planning Board. The Village Board feels that Mr. Kwasnowski’s extensive knowledge and experience in community planning will be extraordinarily beneficial to the Planning and Zoning Boards as several significant project applications are anticipated in the coming year. The one-year appointment was effective immediately and expires on March 31, 2024. 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.

**IMA WITH ONONDAGA**

**COUNTY:** Trustee Manahan made a motion to table Intermunicipal Agreements with Onondaga County regarding both the Sanitary Sewer Pump Station Operation and Maintenance Charges and the Municipal Separate Storm Sewer System. 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.

**IT SERVICES**

**CONTRACT:** Mayor Clark stated that due to ever changing cyber security insurance requirements and evolving technology needs in the Village, Advanced Business Solutions has submitted a proposal for a 3-year contract for IT services, support, security, and maintenance that will ensure compliance with insurance requirements and bring the Village technology up to date and in line with today’s standards. Mayor Clark made a motion to approve the contract, which includes a one-time cost of \$15,878.16 for hardware and setup, a onetime cost of \$5,943.88 for a new server, a onetime cost of \$3,952.00 for eight new security cameras, and \$1,164.50 per month for Recurring Network Care, subject to review by the Village Attorney. A copy of the contract is on file at the Village Hall and available for 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.

**UTILITY**

**BILLS:** Trustee Manahan stated that the utility bill that residents received this month was the last bill for our fiscal year. Residents should note that if not paid by April 30, 2024, the bill will be re-levied to the tax bill for June 1, 2024. If those bills for tenants who pay their own utilities are not paid by April 30, 2024, these too will be re-levied onto the property owner's taxes for June 1, 2024. Please note that, unlike previous utility bills, payment for this final bill for the year must be made within the month. If you have any questions regarding this matter, please call the Village Office at 315-673-3112.

**IMA-PARK**

**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.

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.

#### **CHANGE MAY**

**MEETING:** Mayor Clark stated that the Memorial Day holiday falls on the fourth Monday of May, and made a motion to reschedule the May regular Board meeting to Monday May 20, 2024 at 7:00pm at Village Hall. 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.

#### **ANNOUNCE VILLAGE**

**MEETINGS:** Trustee Manahan announced that a list of meeting dates for the month of May has been published. Also included is a notice that the Village Office will be closed on Memorial Day, Monday, May 27, 2024, and there will be a Parade at 10 a.m. and a ceremony at the Point, beginning at 11 a.m. The regular monthly meeting of the Board of Trustees will be held on May 20, 2024 at 7:00pm. The Olde Home Days Celebrations are planned for May 31, June 1, and June 2<sup>nd</sup> in the Village and in Marcellus Park. Finally, so that it can be given proper advertisement, the Village Board has decided that the annual Village-wide Garage Sale will be scheduled this year for July 13th.

#### **UPDATES BY THE**

**MAYOR:** Mayor Clark provided updates on the following subjects:

- a. Utility Bills – If you have any questions regarding this matter, please call the Village Office at 315-673-3112.
- b. Code Officer and Fire Inspection – fire inspections and rental inspections continue, along with vacant house registrations, code violations being issued for litter and rubbish piles, as well as change of occupancy at several sites.
- c. Pedestrian Signs and Benches – have been re-installed on Main Street and elsewhere by the Highway Department. The flags will also be displayed in time for the Memorial Day celebration.
- d. DPW Monthly Updates –
  - The Town Highway dept helped the Village Highway ditch the North end of Highland Ave. After this month's rain it seems to be working very well.
  - Brush pickup has started. Village residents can place brush in the right of way on Sundays for brush pickup on Monday.
  - The Village and Town Highway Departments have been working with Marcellus High School Students this Spring on multiple projects for their senior independent studies. Most recently, the Village, Town, Mr. Cooper, and his high school students met with Senator May and her office staff. The students presented their projects to Senator May.
  - Compost is available at the Wastewater Treatment Plant for Village residents free of charge. Please call 315-673-4491 to make an appointment for pickup.
  - The Compost Facility had its annual DEC inspection this month. It went well. The DEC also inspected our new F550 that we were able to buy through at State grant. The Village should be receiving 50% reimbursement soon.
- e. Memorial Day – Olde Home Days – American Legion Post 297 is planning to resume a public Memorial Day Parade and Commemoration in the Village

on Monday, May 29, 2024, with the Parade beginning at 10:00 a.m. and the 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.

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Charnley A. Abbott, Village Clerk