REGULAR MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF MARCELLUS HELD ON MAY 18, 2026 AT THE VILLAGE HALL

PRESENT: Chad A. Clark, Mayor — See List
James P. Curtin. Trustee
Brandy L. Witthoft, Trustee
Jeffrey D. Brown, Attorney
Charnley A. Abbott, Clerk

ABSENT: None

Pledge of Allegiance

Mayor Clark called the meeting to order at 7:01pm.

CONSENT AGENDA:

The Village Clerk submitted the minutes of Board meetings for the month of April 2026. The bills on Abstract Sheet #012 for General Fund in the amount of $32,976.59, Water Fund in the amount of $0.00, Sewer Fund in the amount of $36,113.75, Capital Funds in the amount of $0.00 and Trust & Agency in the amount of $6,196.79 were audited. The bills totaled $75,287.13. The Board accepted the Police Reports for March and April 2026 from Chief Richard Curran and accepted the Code Enforcement Report for the month of April 2026 from Code Enforcement Official Paul Stacey. The Board received the minutes of the Town Board meetings for April 2026 and acknowledged receipt of the financial statements for April 2026. Trustee Witthoft made a motion to approve the consent agenda. The motion was seconded by Trustee Curtin. 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.

19 NORTH STREET- SPECIAL USE PERMIT:

Trustee Curtin made a motion to table the Special Use Permit for 19 North Street. The motion was seconded by Trustee Witthoft. 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.

RELEVY OF UNPAID UTILITY BILLS:

Trustee Witthoft stated that as required by Onondaga County, outstanding utility accounts for sewer rent/use and refuse collection were re-levied to the 2026–27 Village property tax bills. An additional $100 re-levy fee was applied to each of the 90 unpaid accounts in accordance with Local Law No. 1 of 2026, adopted earlier this year. The total amount re-levied to the tax roll this year was $64,681.04. Trustee Witthoft also reminded residents that the Village bills sewer and refuse charges directly to property owners to ensure the Village residents are charged fairly based on actual usage, rather than through a flat or averaged rate structure. This approach helps prevent smaller households from subsidizing the higher utility usage of larger households. When quarterly utility bills go unpaid, the Village is required to return those unpaid balances to the County for re-levy onto the property tax bill. This process delays the Village's ability to recover those funds for several months following tax collection and creates additional challenges during the budget process and cash flow planning. In addition, unpaid balances continue to accrue penalties each quarter, increasing the amount ultimately owed by the property owner. Residents can avoid unnecessary penalties and re-levy fees

by paying utility bills in a timely manner, which also helps minimize the financial burden placed on the Village and other taxpayers.

WILLIAMSON SOFTWARE CONTRACTS:

Trustee Curtin made a motion to approve the annual software support contracts with Williamson Law Book Company for municipal accounting ($1,581.00) and refuse/sewer billing ($1,475.00). The cost has increased 5% since 2025, however the Village continues to save money by having shared services with Onondaga County related to tax collection, which software the Village used to have to purchase from Williamson. The motion was seconded by Trustee Witthoft. 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.

POLICE APPOINTMENT- J. DECKER:

Mayor Clark made a motion to appoint Jeremy Decker to the position of Police Officer (part time) effective May 8, 2026 at an hourly rate of $23.76. Officer Decker recently retired from the Syracuse Police Dept and will be working patrol in the Village and as a substitute SRO when needed. The motion was seconded by Trustee Witthoft. 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.

POLICE APPOINTMENT- D. ETTINGER:

Mayor Clark made a motion to appoint Darrin Ettinger to the position of Police Officer (part time) effective May 26, 2026 at an hourly rate of $23.76. Officer Ettinger recently retired from the Syracuse Police Dept and will be working patrol in the Village and as a substitute SRO when needed. The motion was seconded by Trustee Curtin. 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.

DPW APPOINTMENT- T. KOONS:

Mayor Clark made a motion to appoint Travis Koons to the Department of Public Works in the position of Motor Equipment Operator, effective June 1, 2026, at an hourly rate of $29.00. The Board would like to welcome Travis to this position and we look forward to working with him. The motion was seconded by Trustee Witthoft. 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.

GREEN GATEWAY PAVILION AND FISHING PLATFORM BID AWARD:

Trustee Witthoft stated that the Village Board held a special meeting on May 8th to open bids for the Green Gateway Pavilion and Fishing Platform project. One bid was received from Bouley Associates in the amount of $952,000.00 for a base bid and included additional alternate bids for considerations. Due to the high costs related to the project design specifications, the Village Board decided to re-evaluate the scope of the project. Trustee Witthoft made a motion to reject the bid received from Bouley Associates and consult with the Village Engineer. The motion was seconded by Trustee Curtin. 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.

RESOLUTION- DECALRE SURPLUS EQUIPMENT:

Trustee Curtin made a motion to adopt the following resolution:

WHEREAS, Villages are authorized to sell real property belonging to the municipality pursuant to Village Law § 1-102(2); and

WHEREAS, the Village Board may determine the method of sale, and in its discretion sell real property at public auction; and

WHEREAS, the DPW Superintendent has determined that the property is no longer needed for municipal purposes; and

WHEREAS, the Village Board desires to sell a 2016 Striker 9' 3.0YD Electric Sander, previously used by the Department of Public Works employees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Marcellus declares the 2016 Striker 9' 3.0YD Electric Sander as surplus; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the DPW Superintendent to sell the property at public auction.

The motion was seconded by Trustee Witthoft. 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 MODIFICATONS:

Trustee Witthoft made a motion to approve the following budget modifications as requested by the Village Treasurer transferring revenues and appropriations in the General and Sewer Funds.

SEWER FUND

1. Sewer Rents Interest & Penalties- Increase in revenue over budget

   Budget Journal:
   Debit: G2128 $1460.41 Interest & Penalties
   Credit: G8130.44 $1460.41 Sludge & Compost

2. Sewer Services Other Government- Increase in revenue over budget

   Budget Journal:
   Debit: G2374 $12,000.00 Sewer Services other Government
   Credit: G8130.41 $12,000.00 Utilities

3. Trans & Distribution-Town Personal Services. G8120.11. This fund is for the personal services for the Platt rd. Pump station per the new town sewer contract. Expenses to be billed and reimbursed monthly by the town. $117.28 and an additional $500 est. for the rest of the fiscal year.

   Budget Journal:
   Debit: G8120.1 $617.28 Sewage trans. & Distribution Personal services
   Credit: G8120.11 $617.28 Trans & Distribution-Town Personal Services

4. Over calculated bond payments of $115.00, moving extra to Sludge & compost for additional fees.

   Budget Journal:
   Debit: G9710.6 $115.00 bond principle
   Credit: G8130.44 $115.00 sludge & compost

GENERAL FUND

1. Clerks Fees- Increase in revenue over budget

   Budget Journal:
   Debit: A1255 $25.00 Clerks Fees
   Credit: A1620.44 $25.00 Utilities

2. Permits- Increase in revenue over budget

   Budget Journal:
   Debit: A2590 $100 Permits
   Credit: A1620.44 Utilities $100

3. Refuse & Garbage fees- Increase in revenue over budget

   Budget Journal:
   Debit: A2130 $1683.00 Refuse & Garbage fees
   Credit: A1620.44 Utilities $1683.00

4. Budget modification requested for Police Uniforms to outfit new patrol officers.

   Budget Journal:
   Debit: A3120.2 $2500.00 Police Equipment
   Credit: A3120.45 $2500.00 Police Uniforms

5. Budget modification requested for St. Maintenance, Gasoline, DOT invoice, MRB invoice for Grant application, storm sewers personal services overage.

   Budget Journal:
   Debit: A3120.1 $900.00 Police personal services
   Credit: A5110.44 $500.00 Street Maintenance Gasoline
   Credit: A8020.4 $300.00 Planning
   Credit: A8140.1 $100.00 Storm sewers personal services

The motion was seconded by Trustee Curtin. 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.

VILLAGE MEETINGS FOR JUNE 2026:

Trustee Curtin reminded residents that the Village Clerk has posted the meeting schedule for all regular monthly meetings and workshops for the Village year on the Village Website. Special meetings and other events will be posted on the website as soon as possible when scheduled, as well as noticed in accordance with Open Meeting Laws. A reminder that the Marcellus Olde Home Days are approaching fast, sponsored by the Marcellus Rotary Club, and scheduled for June 5th,6th, and 7th. In addition, the Village Office will be closed for the Memorial Day Holiday on May 25th, and on Friday, June 19th in observance of Juneteenth. Also, the Memorial Day Parade and Ceremony will take place on May 25th. The parade will start at 10 a.m. and will conclude with a Ceremony at the Village Point. The Village-wide garage sale has been planned for Saturday, July 11th, 2026.

UPDATES BY THE MAYOR: Mayor Clark provided updates on the following subjects:

- 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 6th grade class from Driver Middle School volunteered their time sprucing up Fred's Trail, the Town Hall's garden beds, Marcellus Park and the Historical Society inside and out. We are thankful for their community service and appreciate their efforts to keep our community tidy!

- Olde Home Days Celebration – as mentioned before, will be June 5-7 and we encourage residents to attend.

- Village Web Site – The Village staff regularly updates our website and Facebook page with the most up to date information and schedules. If there are any items that residents feel should be included on the site, please contact the Village Clerk at clerk@villageofmarcellusny.gov with your requests.

- The Village wide Garage Sale will take place on July 11th. Residents are not required to obtain a garage sale permit for this weekend.

- Hanging flower baskets have been installed around the Village. Thank you to Ms. Stratton and her sustainable science students for planting, growing, and arranging the flowers for the baskets.

- Spring maintenance was completed on the WPCP and 3 pump stations.

- Spring brush pickup has ended but during the summer months of June, July and August, brush may be placed at the curb on Sundays for pickup on the first Monday of each of those summer months.

- American flags will be hung on Main Street, South Street, and North Street in preparation for the Memorial Day Parade.

- The Village and Town DPW are working with Marcellus First Responders Committee with their Hometown Hero banner program.

- Annual Arbor Day celebration will be held May 22nd at 10am at the Green Gateway! All are welcome to attend.

- This spring has been especially wet, with over 6 inches of rain in March alone and more than 16 inches year-to-date. As a result, flows into the treatment plant are above average. As a reminder to residents and property owners, please ensure that sump pumps, roof downspouts, exterior foundation drains, and areaway drains are not connected—directly or indirectly—to the Village sanitary system.

EXECUTIVE SESSION:

Mayor Clark made a motion to enter executive session to discuss a personnel matter regarding a Village employee. The motion was seconded by Trustee Curtin, all members voted aye and the Board entered into executive session at 7:13pm. Trustee Witthoft made a motion, seconded by Trustee Curtin to adjourn the executive session and return to the regular board meeting. All members voted aye and the executive session was adjourned at 7:22pm

ITEMS FROM THE FLOOR:

Mayor Clark asked if there were any items from the floor. Hearing none, Trustee Witthoft made a motion to adjourn the meeting, seconded by Trustee Curtin. Mayor Clark called for a vote. All board members voted aye and the meeting was adjourned at 7:22 p.m.

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Charnley A. Abbott, Village Clerk