

**ANNUAL MEETING OF THE VILLAGE BOARD  
OF THE VILLAGE OF MARCELLUS HELD ON  
APRIL 8, 2026 AT THE VILLAGE HALL**

**PRESENT:** Chad A. Clark, Mayor                      See List  
James P. Curtin, Trustee  
Brandy L. Witthoft, Trustee  
Charnley A. Abbott, Village Clerk  
Jennifer Plis, Village Treasurer

**ABSENT:** Jeffrey D. Brown, Village Attorney

Pledge of Allegiance

Mayor Clark called the meeting to order at 7:00 p.m.

**OATHS OF OFFICE:**

Mayor Clark announced that the General Election for the Village of Marcellus was held on Wednesday, March 18, 2026, to fill the offices of the Mayor and of a Trustee, both four-year terms. The Village Clerk administered the oaths of office to Chad Clark, duly elected Mayor, and Brandy Witthoft, duly elected Trustee.

**APPOINTMENT OF DEPUTY MAYOR:**

Mayor Clark announced that the appointment of a Deputy Mayor does not require Board approval and is the sole prerogative of the Mayor. Mayor Clark appointed Trustee James P. Curtin to serve as Deputy Mayor of the Village of Marcellus. In the Mayor's absence or inability to serve, the Deputy Mayor is vested with all the powers of the Mayor.

**APPOINTMENT OF VILLAGE OFFICERS:**

Mayor Clark made a motion to appoint Charnley Abbott to a four-year term in the Office of Village Clerk, from April 1, 2026 to March 31, 2030. 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.

Mayor Clark made a motion to appoint Jennifer Plis to a four-year term in the Office of Village Treasurer, from April 1, 2026 to March 31, 2030. 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- VILLAGE ATTORNEY:**

Mayor Clark made a motion to adopt the following resolution:

WHEREAS, the Village of Marcellus created the appointive office of Village Attorney pursuant to Marcellus Village Code Sections 3-1 and 3-9 on December 15, 2014; and

WHEREAS, the general responsibilities of the Village Attorney are to negotiate, prepare, approve and audit written contracts, leases and other legal instruments; attend meetings of the Village Board, Planning Board (as requested) and Zoning Board of Appeals (as requested); draft local laws and resolutions for consideration by the Village Board; create or extend special districts; provide legal advice and counsel to the Village Board, Planning Board and Zoning Board of Appeals; and provide litigation services to the Village on an as-needed basis; and

WHEREAS, the accomplishment of the above duties involves the exercise of discretion by the Village Attorney on behalf of the Village; and

WHEREAS, Section 3-2 of the Village of Marcellus Code provides that "[a]ny resident of Onondaga County is eligible to serve in any Village appointive office."

NOW, THEREFORE, BE IT RESOLVED, that Jeffrey D. Brown, Esq., a resident of Onondaga County, is hereby appointed to the position of Village Attorney to perform the above-mentioned responsibilities for a term beginning April 1, 2026 and ending on March 31, 2027, at annual compensation of \$20,287.37 plus any actual out of pocket expenses incurred in providing such services; and

BE IT FURTHER RESOLVED that the Village Attorney position is considered a public office and as such the Village Attorney shall sign and file an oath of office with the Village Clerk.

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.

**ANNUAL STAFF APPOINTMENTS:**

Mayor Clark made a motion to approve the following one-year appointments, from April 1, 2026 to March 31, 2027:

Department of Public Works (full time):

Superintendent	Mallory Zabinski
Deputy Superintendent	James LaRose
WWTP Operator	John Holmes
WWTP Operator	Tristan Duger

Department of Public Works (part time):

Custodial Worker	Katherine Welsh
Street Crossing Guard	Katherine Welsh

Police Department (part-time):

Chief	Richard Curran
Police Sergeants	John Kritzer
	Keith Gates

Patrol Officers

Matthew Hayes  
Jeffrey Fortino  
Edward Bragg  
Sean Clere  
Patrick DiCristo  
Stephen Smolen  
Darren McLaughlin  
Jeremy Baldwin  
Kasey Fellows  
Shannon Ray  
Nancy Armbruster

Special Patrol Officers

Sean Clere  
David Kimball  
Darren McLaughlin  
Steven Smolen  
Shannon Ray  
Joseph Lamoureux  
Nancy Armbruster  
Andrew Barnes  
Sean Thomas

Police Clerk (part time)

Dante Giacchi

Code Enforcement Officer (full time)

Paul Stacey

Dog Control Officer

James LaRose

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.

**NYSLRS STANDARD WORKDAY RESOLUTION:**

Trustee Curtin made a motion to approve the NYSLRS Standard Workday Resolution, establishing a standard workday of seven (7) hours for appointed officials and employees in the positions of Village Clerk, Village Treasurer, Village Attorney, and Code Enforcement Officer, and eight (8) hours for Department of Public Works employees. 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.

**RESOLUTION- ESTABLISHING RULES OF PROCEDURE:**

Trustee Witthoft made a motion to approve the following resolution:

WHEREAS, the Board of Trustees of the Village of Marcellus desires to establish reasonable and efficient rules governing the conduct of its meetings; and

WHEREAS, the Board finds that simplified procedures better serve the efficient transaction of Village business;

NOW, THEREFORE, BE IT RESOLVED that the following Rules of Procedure are hereby adopted to govern meetings of the Village Board of Trustees:

Presiding Officer- The Mayor shall preside at all meetings of the Board of Trustees. In the absence of the Mayor, the Deputy Mayor shall preside. If both are absent, the Trustees present shall designate a presiding officer.

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.

Order of Business- The order of business for regular meetings shall generally be as follows:

1. Pledge of Allegiance
2. Call to Order
3. Roll Call
4. Consent Agenda
5. Regular Agenda Items
6. Items from the Floor/Public Comment
7. Adjournment

The presiding officer may modify the order of business when necessary.

Motions and Voting- All actions of the Board shall be taken by motion and second, followed by discussion and a vote. 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. In the event of a roll call vote, silence, when a Trustee's name is called, shall be deemed an abstention 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. A quorum of the Board must be present in order to conduct business and decide all questions unless otherwise required by law. The vote of each Trustee shall be recorded in the minutes when a vote is taken.

Discussion- Trustees shall address all remarks to the presiding officer and shall refrain from speaking until recognized. The presiding officer may limit repetitive or irrelevant discussion in order to facilitate the orderly conduct of business.

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.

Public Comment- Members of the public may address the Board during the designated public comment period or at another time permitted by the presiding officer. Speakers shall state their name and address for the record and limit their remarks to a reasonable time as determined by the presiding officer.

Decorum- All persons attending Village Board meetings shall maintain order and respect the proceedings. The presiding officer may rule any person out of order who is disruptive and may request removal of such person if necessary to maintain order.

Minutes- The Village Clerk shall keep minutes of all meetings showing the actions taken by the Board and the vote of each member where required by law.

Suspension of Rules- These rules may be suspended for a particular matter by a majority vote of the Board of Trustees present.

BE IT FURTHER RESOLVED that these Rules of Procedure shall remain in effect until amended or rescinded by the Board of Trustees.

**ANNUAL RESOLUTIONS:**

Trustee Curtin made a motion to adopt the following resolutions:

AUTHORIZING ADVANCED 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, petty cash payments, and all payroll related expenses, including employee reimbursements; 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, petty cash payments, and all payroll-related expenses, including employee reimbursements. 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.

#### DESIGNATION OF OFFICIAL DEPOSITORIES

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 Corp. is hereby designated as the depository for regular accounts, and 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 depository.

#### AUTHORIZATION OF SIGNATORIES ON VILLAGE ACCOUNTS

WHEREAS, the Board of Trustees of the Village of Marcellus has designated official depositories for Village funds for the ensuing official year; and

WHEREAS, it is necessary to designate those officers authorized to sign checks and conduct banking transactions on behalf of the Village;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Marcellus hereby authorizes the following officers to be signatories on all Village bank accounts:

- Mayor
- Trustees
- Village Treasurer

BE IT FURTHER RESOLVED that two authorized signatures shall be required on all Village checks, one of which shall be the Village Treasurer unless otherwise authorized by resolution of the Board of Trustees.

BE IT FURTHER RESOLVED that these authorized officers are empowered to execute all necessary banking documents required by the Village's designated depositories in order to carry out this resolution.

#### AUTHORIZATION OF OFFICIAL UNDERTAKINGS

WHEREAS, Public Officers Law §11 requires that certain municipal officers execute and file an official undertaking conditioned upon the faithful performance of their duties; and

WHEREAS, Village Law §4-412(3)(1) authorizes the Board of Trustees to approve the sufficiency of such undertakings; and

WHEREAS, the Village of Marcellus has secured a blanket public employee dishonesty bond/undertaking through its municipal insurance policy covering those Village officers and employees required by law to be bonded;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Marcellus hereby approves the blanket undertaking covering Village officers and employees required by law to execute an undertaking, including but not limited to the Village Clerk/Treasurer and Deputy Clerk/Treasurer, in the amounts provided by the Village's insurance policy; and

BE IT FURTHER RESOLVED, that said undertaking shall be conditioned for the faithful performance of the duties of each such officer and employee, and

BE IT FURTHER RESOLVED that a copy of the undertaking or evidence of such coverage shall be filed in the Office of the Village Clerk, where it shall remain on file as required by law.

#### DESIGNATION OF OFFICIAL NEWSPAPER

WHEREAS, pursuant to Village Law §4-412(3)(3), the Board of Trustees shall designate the official newspaper of the Village;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Marcellus hereby designates the Press Observer as the Official Newspaper of the Village of Marcellus for the ensuing official year.

BE IT FURTHER RESOLVED, that in the event the designated newspaper is unable to publish a required legal notice, the Village Clerk is authorized to designate an alternate newspaper having general circulation within the Village for that purpose.

#### ESTABLISH MILEAGE REIMBURSEMENT RATE

WHEREAS, Village officers and employees may be required to use their personal vehicles in the performance of official Village business; and

WHEREAS, the Village maintains a fleet of Village-owned vehicles for official use;

NOW, THEREFORE, BE IT RESOLVED that officers and employees who are authorized to use Village-owned vehicles shall utilize such vehicles for official Village business whenever they are available and practical to do so; and

BE IT FURTHER RESOLVED that reimbursement for the use of personal vehicles shall be provided only when a Village-owned vehicle is not available or its use is not practical, and such use has been authorized; and

BE IT FURTHER RESOLVED that Mileage reimbursement shall apply only to travel exceeding twenty (20) miles one-way from the employee's primary office location; and

BE IT FURTHER RESOLVED that employees must submit a Mileage Reimbursement Form detailing the date of travel, starting point and destination, purpose of the trip, total miles driven and any associated parking fees or tolls paid within 30 days of travel to the Village Treasurer; and

BE IT FURTHER RESOLVED that the Village of Marcellus shall reimburse officers and employees for the use of personal vehicles for authorized Village business at the standard mileage reimbursement rate established by the Internal Revenue Service (IRS) for business travel, unless otherwise modified by resolution of the Board of Trustees.

AUTHORIZATION OF TRAINING AND CONFERENCE ATTENDANCE

WHEREAS, the proper administration of Village government requires that elected and appointed officials remain informed regarding municipal law, administration, finance, public works, planning, and other matters affecting the operation of Village government; and

WHEREAS, training schools, conferences, and meetings sponsored by recognized municipal organizations provide educational opportunities for Village officials and employees.

NOW, THEREFORE, BE IT RESOLVED that the following officers and employees are authorized to attend the following meetings, conferences and training opportunities:

- |                            |  |
|----------------------------|--|
| Village Board:             | NY Conference of Mayors (NYCOM)<br>Winter Legislative Meeting<br>Annual Meeting<br>Fall Training School<br>Onondaga County Mayors Association  |
| Village Clerk:             | NY Conference of Mayors (NYCOM)<br>Annual Meeting<br>Fall Training School<br>NYALGRO Annual Conference<br>NYS Association of City and Village Clerks<br>Onondaga County Clerk's Association  |
| Village Treasurer:         | NY Conference of Mayors (NYCOM)<br>Fall Training School<br>NYS Society of Municipal Finance Officers<br>Onondaga County Tax Collector Association  |
| DPW Employees:             | Association of Towns Highway Superintendent Meetings and Annual Conference<br>Highway School/Cornell Local Roads Program<br>Board of Transportation<br>CNY Water Works Conferences<br>NYWEA Training<br>NY Rural Water Annual Training |
| Police Chief:              | NYS Chiefs of Police Association<br>Onondaga County Chiefs of Police<br>Central New York Chiefs of Police  |
| School Resource Officers:  | School Resource Officer School   |
| Code Enforcement Official: | NYS Building Officials Conference  |

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.

**RESOLUTION- ESTABLISH REGULAR MEETING SCHEDULE:**

Trustee Witthoft made a motion to approve the following resolution:

WHEREAS, the Board of Trustees customarily establishes its annual meeting schedule for the Official Year at the Annual Meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Regular Meetings of the Board of Trustees shall generally be held on the fourth Monday of each month at 7:00 p.m. at Village Hall unless otherwise indicated due to holidays or scheduling conflicts; and

BE IT FURTHER RESOLVED that Workshop Meetings shall generally be held on the Friday preceding the Regular Meeting at 9:30 a.m. at Village Hall unless otherwise indicated due to holidays or scheduling conflicts; and

BE IT FURTHER RESOLVED that the following schedule is adopted for the 2026–2027 Official Year:

Month	Workshop Meeting	Regular Meeting
April	Friday, April 24 – 9:30 a.m.	Monday, April 27 – 7:00 p.m.
May*	Friday, May 15* – 9:30 a.m.	Monday, May 18* – 7:00 p.m.
June*	Thursday, June 18* – 9:30 a.m.	Monday, June 22 – 7:00 p.m.
July	Friday, July 24 – 9:30 a.m.	Monday, July 27 – 7:00 p.m.
August	Friday, August 21 – 9:30 a.m.	Monday, August 24 – 7:00 p.m.
September	Friday, September 25 – 9:30 a.m.	Monday, September 28 – 7:00 p.m.
October	Friday, October 23 – 9:30 a.m.	Monday, October 26 – 7:00 p.m.
November	Friday, November 20 – 9:30 a.m.	Monday, November 23 – 7:00 p.m.
December*	Wednesday, December 23* – 9:30 a.m.	Monday, December 28 – 7:00 p.m.
January	Friday, January 22 – 9:30 a.m.	Monday, January 25 – 7:00 p.m.
February	Friday, February 19 – 9:30 a.m.	Monday, February 22 – 7:00 p.m.
March	Friday, March 19 – 9:30 a.m.	Monday, March 22 – 7:00 p.m.

\*Adjusted due to holiday or scheduling conflict.

BE IT FURTHER RESOLVED that the Mayor may cancel or reschedule meetings as necessary with proper public notice in accordance with the New York State Open Meetings Law.

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- CALLING OF SPECIAL MEETINGS:**

Trustee Curtin made a motion to approve the following resolution:

WHEREAS, the laws of the State of New York do not prescribe a specific procedure for calling special meetings of a Village Board of Trustees; and

WHEREAS, the Board of Trustees finds it necessary and appropriate to establish a clear and efficient procedure for calling and providing notice of special meetings to ensure the orderly conduct of Village business;

NOW, THEREFORE, BE IT RESOLVED, that special meetings of the Village Board of Trustees may be called by the Mayor or by any two (2) Trustees of the Village; and

BE IT FURTHER RESOLVED, that when a special meeting is called, the Village Clerk shall be responsible for notifying all members of the Board of Trustees of the date, time, place, and purpose of the meeting; and

BE IT FURTHER RESOLVED that such notice shall be provided in a manner reasonably calculated to ensure that all members receive notice, including but not limited to telephone, electronic mail, text message, or personal contact; and

BE IT FURTHER RESOLVED, that in circumstances requiring prompt action, notice of a special meeting may be given on short notice so long as reasonable efforts are made to notify all members of the Board; and

BE IT FURTHER RESOLVED that the Village Clerk shall also ensure compliance with the New York State Open Meetings Law with respect to public notice of such special meetings; and

BE IT FURTHER RESOLVED that this resolution shall remain in effect until amended or rescinded by the Board of Trustees.

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.

#### **EMPLOYEE SALARIES AND BENEFITS:**

Trustee Witthoft made a motion to approve the following schedules outlining salaries and benefits provided to Village employees:

- i. Schedule A- Salaries

- ii. Schedule B- Holidays and Vacation Leave
- iii. Schedule C- Sick and Bereavement Leave
- iv. Schedule E- Retiree Health Care Coverage
- v. Schedule F1- Clothing and Equipment (DPW)
- vi. Schedule F2- Clothing and Equipment (Police)

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.

**BOARD AND COMMITTEE APPOINTMENTS:**

Mayor Clark made a motion to make the following appointments:

One Year Appointments (April 1, 2026- March 31, 2027)

Village Engineer	MRB Group
Village Historian	TABLED
Planning Board Alternate	Maribeth Rayfield
Senior Housing Committee Chair	TABLED

Five Year Appointments (April 1, 2026- March 31, 2031)

Planning Board Member	Gabriel Lutwin
Zoning Board of Appeals Member	Christopher Neverette

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.

**RESOLUTION- ESTABLISH GRANT REVIEW ADVISORY COMMITTEE:**

Trustee Curtin made a motion to approve the following resolution:

WHEREAS, the Village Board recognizes the increasing importance of securing external funding to support Village infrastructure, environmental initiatives, recreation, historic preservation, and other community projects; and

WHEREAS, the responsibilities of Village staff continue to expand, creating a need for additional support in identifying and researching grant opportunities; and

WHEREAS, the Village Board desires to establish a committee to assist in identifying grant funding opportunities and conducting preliminary research to support potential applications.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby establishes the Village of Marcellus Grant Review Advisory Committee (hereinafter “Committee”); and

BE IT FURTHER RESOLVED, that the purpose of the Committee shall be to support the Village by:

- Identifying potential grant opportunities relevant to Village projects;
- Conducting preliminary research on grant programs;
- Assisting with gathering background information for grant applications;
- Sharing funding opportunities with the Mayor, Village Board, and Village staff; and
- Helping develop ideas for projects that may qualify for grant funding.

BE IT FURTHER RESOLVED, that the Committee shall serve in an advisory capacity only, and shall have no authority to:

- Submit grant applications;
- Commit Village funds or resources; or
- Make decisions on behalf of the Village, all such authority remaining with the Mayor and Village Board.

BE IT FURTHER RESOLVED that the Committee shall consist of three (3) members, all of whom shall be Village residents, initially appointed as follows:

- Margaret Curtin
- Michael Farrell
- Victoria McNeas

Village staff or elected officials may participate as liaisons or advisors when appropriate but shall not be considered members of the Committee.

BE IT FURTHER RESOLVED, that Committee members shall be appointed by the Mayor, subject to approval of the Village Board;

BE IT FURTHER RESOLVED, that members shall serve three (3) year terms, except that initial appointments shall be staggered as follows:

- One (1) member, Margaret Curtin, shall serve a one (1) year term;
- One (1) member, Victoria McNees, shall serve a two (2) year term;
- One (1) member, Michael Farrell, shall serve a three (3) year term;

Thereafter, all appointments shall be for three (3) year terms.

BE IT FURTHER RESOLVED, that the Committee shall select a Chair from among its members, and the Chair shall be responsible for organizing meetings and coordinating communication with Village officials;

BE IT FURTHER RESOLVED that Committee members shall serve on a volunteer basis and shall receive no compensation;

BE IT FURTHER RESOLVED that the Committee shall meet as needed based on available grant opportunities and shall provide periodic updates to the Mayor and Village Board regarding its activities;

BE IT FURTHER RESOLVED that all meetings of the Committee shall comply with the New York State Open Meetings Law, including but not limited to:

- Posting public notice of meetings;
- Ensuring meetings are open to the public;
- Recording and maintaining meeting minutes;

BE IT FURTHER RESOLVED, that meeting minutes shall be filed with the Village Clerk as part of the official Village record, and Committee members involved in conducting meetings shall complete any required Open Meetings Law training;

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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.

#### **ANNUAL CONTRACTS:**

Trustee Witthoft made a motion to authorize the Mayor to sign the annual contracts with the Marcellus Historical Society and the Marcellus Health Loan Closet.

Under the agreement with the Marcellus Historical Society, the Village of Marcellus will provide in-kind services, not to exceed \$2,000, for seasonal maintenance of the public grounds at the Steadman House and will not bill the cost of public utilities at the Steadman House.

Under the agreement with the Marcellus Health Loan Closet, the Village will provide storage facilities and operate a health-related loan closet for Marcellus residents and will pay the Marcellus Health Loan Closet the sum of \$250.00.

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.

#### **REAFFIRM VILLAGE POLICIES:**

Trustee Curtin made a motion to approve the following Village policies, which have been reviewed by the Village Board:

- a. Procurement Policy
- b. Workplace Violence Prevention
- c. Sexual Harassment Prevention
- d. Cybersecurity
- e. Social Media
- f. Vehicle Use
- g. Emergency Response Plan

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.

#### **MARCELLUS BETTERMENT ASSOCIATION:**

Trustee Witthoft made a motion to approve an extension of the Marcellus Betterment Association for another year, to 3/31/27. The Association was originally created to raise funds for the purchase and installation of historic lampposts in the Village and has expanded its work over the years to include additional beautification efforts such as signage. 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.

**PUBLIC HEARING- PRELIMINARY BUDGET FOR FISCAL YEAR 2026-2027**

Trustee Curtin made a motion to open the public hearing regarding the tentative budget for the 2026-2027 fiscal year. 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 hearing was opened at 7:13 p.m.

**COMMENTS FROM THE VILLAGE TREASURER:**

Village Treasurer Jennifer Plis offered the following comments:

**GENERAL FUND:**

The proposed General Fund Budget for the Village’s fiscal year ending May 31, 2027, increases the Village tax rate to \$6.38 per \$1,000 of assessed valuation from the previous \$6. This tax levy will generate \$30,740 in additional revenue for the Village.

As of December 2025, the village entered a new 36-month hauler contract for trash collection with a minimal charge increase of \$55.00 per unit from \$50 to cover the increased cost of the 3-year contract. The village anticipates this new rate to cover the cost of the 3-year contract.

Following the significant snowfall experienced during the previous winter season, we have conducted a review of our snow removal operations and associated costs. The frequency and intensity of snow events exceeded typical seasonal averages, resulting in higher-than-anticipated expenditures to maintain safe and accessible conditions. To ensure we can continue to meet safety standards and respond effectively to similar conditions in the upcoming winter, we have incorporated an increase in the snow removal budget. This adjustment will better align funding with actual service demands, including labor, equipment usage, materials (such as salt and de-icing agents). Proactively increasing the budget will help prevent service disruptions, reduce risk, and maintain the level of service expected during periods of severe weather.

With an employee becoming eligible for retirement in the upcoming fall, we are planning to hire an additional team member. While a final retirement decision has not yet been made, this proactive approach will allow for adequate training, knowledge transfer, and continuity of operations. Bringing on a new team member ahead of the transition will help minimize disruptions, maintain productivity, and ensure that critical responsibilities are seamlessly reassigned. It will also provide an opportunity for overlap, allowing the incoming employee to gain hands-on experience and institutional knowledge. We believe this approach supports long-term operational stability and helps maintain the level of service expected from our department.

Through the continuing efforts of the Village departments to operate as fiscally conservative as possible each budget year, departmental costs have been controlled. This has continued to benefit the Village in offsetting the cuts in State funding, as well as the increasing costs of unfunded mandates by NYS such as pension costs and health insurance.

As such, the proposed General Fund budget for the Village’s fiscal year ending May 31, 2027 nonetheless shows a budget deficit of \$(33,770). However, the General Fund is expected to have a Fund Balance at 5/31/27 which is sufficient to absorb this projected budget deficit.

**WATER FUND:**

Pursuant to an Intermunicipal Agreement with the Town of Marcellus, the Village shares in the cost of maintaining the Limeledge Water District, in the form of a fixed annual payment to the Town. Also, the Village is required by OCWA to pay for the maintenance of the fire hydrants in the Village on an annual basis. In the absence of revenues from water usage charges since OCWA took over water service to Village residents, the revenues section of this proposed Water Fund Budget for the Village’s fiscal year ending May 31, 2027 incorporates an interfund transfer from the Village’s General Fund in an amount equal to the amount of expenditures which will be required for the upcoming fiscal year.

**SEWER FUND:**

The Village’s \$8 million Wastewater Treatment Plant Facility Upgrade Capital Project, completed several years ago to remove phosphorus as mandated by the NYSDEC, continues to require regular maintenance and repairs to operational equipment to remain in compliance with its SPDES permit. Some equipment, such as digester blowers, aeration blowers, and sludge and influent pumps, must run continuously, while others, including the UV disinfection system, are required by the NYSDEC to operate as needed and remain inherently costly to maintain. To address this, the Village has established a scheduled long-term equipment replacement plan. This proposed Sewer Fund Budget includes expenditures related to this plan, with a projected cost of at least \$20,000. For FYE 2027 the equipment that we will need to address will be rebuilding sludge pumps, replacing the primary clarifier drive, and rebuilding the digester blower.

Additionally, the day-to-day costs of operating the Wastewater Treatment Plant continue to rise. These include NYSDEC-mandated laboratory testing, chemicals and supplies, sludge removal and hauling, water usage, utilities, insurance, and the increasing costs of

State-imposed mandates, such as pension and health insurance obligations as well as soon to be NYSDEC mandates regarding PFAS sampling and updated cybersecurity requirements.

Over the past six budget years, the Village's Sewer Fund has maintained a minimum rate of \$100.00 per unit per 1,000 gallons, with no increases for Village users since April 2019. Due to current financial requirements, the Village must now implement sewer rate increases for all users. Although initially planned for July 2024, the first increase of 5% took effect in January 2025, followed by a second increase of 4.7% in January 2026. This proposed budget also includes an increase in the annual administrative and outside user fees charged to Town and School District users to help offset rising operating costs at the Wastewater Treatment Plant. The proposed Sewer Fund Budget for the fiscal year ending May 31, 2027, is balanced, with no anticipated deficit.

**COMMENTS FROM THE FLOOR:**

Mayor Clark asked if there were any comments from the floor regarding the preliminary budget, there were none.

Mayor Clark made a motion to close the public hearing, seconded by Trustee Witthoft, and the hearing was closed at 7:18pm.

**PRELIMINARY BUDGET APPROVAL:**

Trustee Witthoft made a motion to approve the preliminary budget for Fiscal Year 2026-2027. 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.

**COON'S POND TREE RISK ASSESSMENT AGREEMENT:**

Trustee Curtin made a motion to approve an agreement between the Village and the Onondaga County Soil and Water Conservation District to conduct tree assessments at Coon's Pond located at 9 Flower Lane at a rate of \$65 per hour for the assessment fee and \$55 per hour for technical support as 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.

**ITEMS FROM THE FLOOR:**

Mayor Clark asked if there were any items from the floor. Hearing none, Mayor Clark made a motion to adjourn the annual meeting. Trustee Witthoft seconded the motion. Mayor Clark called for a vote. All board members voted aye and the motion carried. The Annual Meeting was adjourned at 7:23 p.m.

Respectfully Submitted by,

Charnley A. Abbott  
Village Clerk