

**REGULAR MEETING OF THE VILLAGE BOARD
OF THE VILLAGE OF MARCELLUS HELD ON
APRIL 27, 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 7:00pm.

CONSENT AGENDA:

The Village Clerk submitted the minutes of Board meetings for the month of March 2026. The bills on Abstract Sheet #011 for General Fund in the amount of \$21,862.70, Water Fund in the amount of \$5,994.00, Sewer Fund in the amount of \$168,983.11, Capital Funds in the amount of \$0.00 and Trust & Agency in the amount of \$1,831.16 were audited. The bills totaled \$198,670.97. The Board tabled the Police Report for the month of March 2026 and accepted the Code Enforcement Report for the month of March 2026 from Code Enforcement Official Paul Stacey. The Board received the minutes of the Town Board meetings for March 2026 and acknowledged receipt of the financial statements for March 2026. Trustee Curtin made a motion to approve the consent agenda. 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.

ADOPT FISCAL YEAR 2026-2027 BUDGET AND SET TAX RATE:

Trustee Witthoft stated that there were no changes made to the tentative budget that was approved at the Annual Meeting on April 8, 2026 and made a motion to approve the 2026-2027 Village budget and set the Tax Rate at \$6.38/\$1,000 assessed valuation, a 6.33% increase from the previous year. 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.

UTILITY BILLS REMINDER:

Trustee Witthoft reminded residents that the utility bill received this month was the last bill for our fiscal year. Residents should note that if not paid by April 30, 2026, the bill will be re-levied to the 2026-2027 Property Tax bill with the standard 10% penalty applied to the balance due, as well as a \$100 administrative fee applied per account.

SPECIAL EVENT PERMIT- MARCELLUS TOGETHER FARMERS MARKET:

Mayor Clark opened the floor to Cassy Kent, Marcellus Together representative, who provided the Board with a sketch plan layout for a proposed Farmers Market to take place on Saturdays from June to September in the Village Center. The Board and Ms. Kent discussed insurance requirements and potential food vendor plans. Ms. Kent acknowledged that food trucks and food vendors require separate approval from the Board and are not included in this proposal. Mayor Clark made a motion, seconded by Trustee Witthoft, to approve a special event permit for the Marcellus Together Farmers Market. Mayor Clark asked if there was any further discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

SPECIAL EVENT PERMIT- DAVID'S REFUGE 5K RUN:

SECURITY: Mayor Clark opened the floor to Rebekah Andre from David's Refuge to discuss a proposed 5k run that will take place in Marcellus Park. The course for the run includes the use of Village streets, therefore approval from the Village Board and Marcellus Police are necessary. Because the main event, registration, start and finish lines are proposed to take place at Marcellus Park, the Board does not require

the applicant to apply for a special event permit. Ms. Andre stated that she has already obtained approval from the Town of Marcellus and Chief Curran. Attorney Brown requested that the applicant provide the Village with a certificate of insurance naming the Village as additional insured. 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.

CRRG APPLICATION PROPOSAL:

Trustee Curtin made a motion to authorize the mayor to sign a proposal from the MRB Group for professional services to assist in preparing a resubmission of the Village's application to the Coastal Rehabilitation and Resilience Grant for stormwater management along Flower Lane. The total compensation for the scope of the proposal is \$4,000. 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.

VILLAGE HISTORIAN:

Mayor Clark made a motion to appoint Linda Wilcox as the Village Historian for a one-year term, effective through March 31, 2027. 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.

PARK SECURITY IMA:

Trustee Witthoft made a motion to continue the Intermunicipal Agreement with the Town of Marcellus whereby the Marcellus Police Department will provide security services at Marcellus Park during concerts and events. This agreement continues on an annual basis without the necessity of renewal unless terminated by either party. 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.

TREE CITY USA ANNUAL BOARD MEETING:

Mayor Clark made a motion to allow the Board of Trustees to convene as the Village of Marcellus Tree Board Committee for the annual Tree Board meeting. The motion was seconded by Trustee Witthoft and the meeting was opened. Mayor Clark stated that the Village continues to maintain a tree inventory, which is kept up to date as trees are removed and new ones are planted. The Department of Public Works routinely handles pruning and maintenance of trees within the Village rights-of-way. Over the past year, the DPW planted three new trees within the Village. Looking ahead, the Tree City USA recertification portal typically opens in September, and the Village plans plan to apply for renewal again this year. Mayor Clark also noted that the annual Arbor Day celebration will be held on May 22 at 10:00 a.m. at Green Gateway Park, located at 71 North Street. Mayor Clark opened the floor for any comments or discussion from the Board. Hearing none, Mayor Clark made a motion, seconded by Trustee Witthoft to conclude the Tree Board meeting and return to our regular Board of Trustees meeting. 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

No Budget Modifications

GENERAL FUND

1. Utilities Gross Receipt Tax- Increase in revenue over budget

Budget Journal:
Debit: A1130 \$3000.00 (Utilities GRT.)
Credit: A1325.41 LEGAL NOTICES \$550.00
Credit: A1450.4 Election cont. \$4.04
Credit: A1670.4 Central printing & Mailing \$1000.00
Credit: A3610.1 Build. Insp. Personal services \$1445.96

2. Permits- Increase in revenue over budget

Budget Journal:

Debit: A2590 \$165.00 Permits
Credit: A5110.44 Street Maintenance. Gasoline \$165.00

3. Rental Registration Fees- Increase in revenue over budget

Budget Journal:
Debit: A2595 \$100.00 Rental reg
Credit: A5110.44 Street Maintenance. Gasoline \$100.00

4. Budget modification requested for Snow removal personal services to cover the March payroll that exceeded the budget \$807.64 as well as an additional \$1000 for additional payroll for this winter.

Debit: A3120.1 \$1807.64 (POLICE PERSONAL SERVICES)
Credit: A5142.1 \$1807.64 (SNOW REMOVAL PERSONAL SERVICES)

5. Budget Modification request for Street Maintenance. Gasoline expenses. With the excessive winter weather, the equipment has needed to run more frequently resulting in higher gas expenses. This includes an est. amount for the rest of the fiscal year \$1000.00

Budget Journal:
Debit: A3120.1 \$1000.00 (POLICE PERSONAL SERVICES)
Credit: A5110.44 \$1000.00 (STREET MAINT. GASOLINE)

6. Budget modification requested for Street maintenance personal services to cover part of the retirement time off payout in April .

Budget Journal:
Debit: A3120.1 \$5000.00 (POLICE PERSONAL SERVICES)
Credit: A5110.1 \$5000.00 (STREET MAINT. PERSONAL SERVICES)

WATER FUND

1. \$659.68 Budget Mod requested for the water fund revenue account “interfund transfers” The \$665.68 budget modification for the water expenditure account “transmission & distribution and the (\$6.00)budget modification requested for the water fund expenditure account “transmission & distribution” are all required in order to provide funding for the payment of an invoice from OCWA, relative to village fire hydrant maintenance, being in excess of the amount originally budgeted for the villages fiscal year ending 5/31/26. Since the funding for the payment of this invoice comes entirely from an interfund transfer made to the water fund from the Village’s general fund, these budget modifications do not require the use of the water funds unappropriated fund balance.

Budget Journal:
Debit: A599 \$659.68
Credit: A9901.9 \$659.68
Debit: F5031 \$659.68
Credit: F599 \$659.68
Debit: F599 \$659.68
Debit: F8340.4 \$6.00
Credit: F8340.2 \$665.68

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.

PROCLAMATION- PROFESSIONAL MUNICIPAL CLERK’S WEEK:

Mayor Clark stated that the Office of the Municipal Clerk is a time-honored and essential part of local government, and one of the oldest among public servants. The annual observance of Municipal Clerk’s week provides an important opportunity to recognize the vital role municipal clerks play in ensuring transparency, efficiency, and the effective operation of local government. Municipal clerks are the backbone of municipal operations, overseeing critical functions such as records management, election administration, and legislative processes, while upholding the integrity and accountability that our residents depend on. The Clerk’s role is integral to the day-to-day functioning and long-term success of local government. Mayor Clark made a motion to approve the following resolution, recognizing the week of May 3 through May 9, 2026, as Professional Municipal Clerks Week, and extended sincere appreciation to

Municipal Clerk, Charnley Abbott, whose professionalism, knowledge, and dedication consistently supports the work of the Board and the Mayor's Office:

57th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 3 - May 9, 2026

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 3 through May 9, 2026, 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 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.

MAY MEETING DATE AND OFFICE CLOSURE REMINDER:

Trustee Curtin reminded residents that that the Memorial Day holiday falls on the fourth Monday of May the regular Board meeting will be held Monday May 19, 2026 at 7:00pm at Village Hall and that the Village offices will be closed on Monday, May 25th.

UPDATES BY THE

MAYOR: Mayor Clark provided updates on the following subjects:

- Utility Bills – If you have any questions regarding this matter, please call the Village Office at 315-673-3112
- Code Officer and Fire Inspection – Fire and rental inspections continue, along with vacant property registrations and code enforcement for litter, rubbish, and changes of occupancy.
- 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.
- Brush pickup has started. Village residents can place brush in the right of way on Sundays for brush pickup on Monday.
- 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.
- 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 25, 2026, with the Parade beginning at 10:00 a.m. and the Ceremony held at the Village Point immediately following the parade. Olde Home Days will take place June 5-7.

- Earth Day Cleanup – we are most thankful for an Earth Day cleanup of the Village in April, an annual event that involved 3rd graders from KCH Elementary School, and we thank the students and their teachers for their participation.
- The Village DPW teamed up with the Town of Onondaga and the Town of Marcellus to clean out catch basins in the Village. Thank you to the Town of Onondaga Highway Department for lending their vac truck and crew, and the Town of Marcellus Highway Department for their help.
- Plow damage repairs are underway. The Village DPW will be working throughout the Village – if you notice an area that needs attention, please call the Village Office and we will gladly add it the list.
- The 6th graders are set for a cleanup day on May 8th, helping spruce up Village green spaces, the Steadman House, Fred’s Trail, the Town of Marcellus Hall, and Marcellus Park. We appreciate their energy and hard work—it’s a great chance for the kids to get outside and give back.
- The Village’s Arbor Day celebration is scheduled for May 22 at 10am at the Green Gateway. It’s free and open to the public.
- 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.
- The Village Wide-Garage sale will take place on July 11th. Residents are not required to obtain a permit to hold a sale on that date.

ITEMS FROM THE FLOOR:

Mayor Clark asked if there were any items from the floor. Village Clerk Charnley Abbott, also the Chair of the Marcellus Rotary Club Olde Home Days Committee, asked the Board for permission to place a shed purchased by the Marcellus Rotary Club to be placed on the Village owned Annex property on Lee Mulroy Road to store OHD supplies and equipment between events. There were no objections from the DPW. The Board had no objections and approved the request from the Marcellus Rotary Club to place the shed on the Annex property. Mayor Clark asked if there were any other items from the floor, there were none.

GREEN GATEWAY PRESENTATION:

Mayor Clark opened the floor to representatives from the Village, Town and School District to show a presentation of the history of, and some current projects taking place in, Green Gateway.

Mayor Clark asked if there were any other matters to come before the Board. Hearing none, Mayor Clark 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 7:44 p.m.

Charnley A. Abbott, Village Clerk