Village of Marcellus - NY Forward Local Planning Committee (LPC) Meeting #1

Meeting Notes

Date/Time	July 23, 2026 / 5-7pm
Place:	Marcellus Free Library, 32 Maple Street
LPC Attendees:	**Chad Clark**, Village of Marcellus Mayor, Co-Chair **Honora Spillane**, Co-Chair **Nicole Doshna** **Jennifer Tedesco** **Jack Murphy** **Megan Costa** **Gregory Quick** **Wayne Blann** (virtual)
LPC Not in Attendance:	**Jamie Plis** **Rachel Wenzel** **Tyler Cooper**
State/Consultant Team:	**Holly Granat**, New York State (NYS) Department of State (DOS) **Katherine Stephens**, NYS Homes and Community Renewal (HCR) **Ocesa Keaton**, Empire State Development (ESD) **Steve Kearney**, Stantec **Phil Schaeffing**, Stantec **Alanna Wittet**, Stantec

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The Village of Marcellus' first NY Forward Local Planning Committee (LPC) meeting took place on Thursday, July 23, 2026, at the Marcellus Free Library. The meeting's primary purpose was to introduce the NY Forward process and LPC responsibilities to committee members, review the Village's successful application, discuss the upcoming Open Call for Projects, review community engagement plans, and brainstorm the Village's opportunities and challenges. Holly Granat from DOS, Steve Kearney, Phil Schaeffing, and Alanna Wittet from the consultant team presented the attached slideshow. Ten members of the public signed in to observe the committee's working meeting.

Introductions and LPC Code of Conduct

- Steve reviewed the LPC Code of Conduct and the role LPC members have in the planning process.
- LPC members were reminded to sign the Code of Conduct acknowledgement and review the recusal form to be aware of conflicts of interest.

NY Forward Overview

- Holly outlined the goals of the NY Forward program and explained that the Village of Marcellus received a $4.5 million award for project implementation in and near the downtown area.
- She reviewed examples of projects funded through the Downtown Revitalization Initiative and NY Forward, described the approximately eight-month planning process, and summarized the roles of participating groups.
- Steve reviewed expectations for LPC participation. The committee also discussed preferred days and times for future meetings.
- Regular LPC meeting times were discussed.
    - A poll will be sent out to LPC members to confirm a date for the next LPC meeting in September.

Review of the Village Application

- The Mayor discussed the Village's NY Forward application materials and emphasized that the Village wants to collect as many projects as possible, including those not submitted in the initial application so the NY Forward funds can be as transformative as possible.
- The preliminary NY Forward boundary includes the Village's historic business district and north and south gateways. It was initially drawn to include as many of the potential projects as possible while still keeping a condensed area.
    - LPC supported the current boundary and suggested they wait until after the open call to discuss any changes.
- The application's vision statement and goals will be used as starting point to be refined based on community and LPC feedback.

Planning Process

- Alanna reviewed the NY Forward planning process and key milestones.
- Alanna discussed the public engagement process which will include an Open Call for Projects, two public workshops, and six LPC meetings. In addition, consultant team members will attend a local event to share NY Forward program information and gather additional public feedback.
- A project webpage is set up on the Village's website for the public to review past meeting presentations, learn about upcoming events, and complete online surveys: https://www.villageofmarcellusny.gov/ny-forward.html
- The final product of the planning process will be a Strategic Investment Plan (SIP) for the Village. It will identify a slate of projects recommended by the LPC for State funding consideration. The slate will include $6-8 million in NY Forward funding requests, from which the State will select projects to be awarded the $4.5 million in implementation funding.

Open Call for Projects

- Phil discussed the upcoming Open Call for Projects, a critical phase of the process during which potential project sponsors (property and business owners, the Village) must submit a

form providing information about their proposed project for the consultant team and LPC to review. Matching fund requirements and project evaluation were discussed.
- Holly noted that in some communities the final project slate is mostly municipal projects while in others it is comprised of majority private projects.
- Eligible project types were reviewed and the team emphasized that NY Forward projects cannot be deferred maintenance.
- Open Call Office Hours for potential project sponsors will be offered August 20th before the public meeting.
- The Open Call with close September 4, 2026, but sponsors are encouraged to submit sooner.

LPC Discussion

1. **LPC Logistics**
   - Can we disclose conflicts of interest later if we are unaware of them now? Yes, members should notify LPC once they become aware of conflicts of interest. Form is available to document conflict and member should recuse themselves from discussion pertaining to conflict of interest.
   - LPC members discussed future LPC meeting days and times. Tuesdays will likely have the least conflicts. Thursday's at 5pm works for some, but others have conflicts.
     - On the first and third Tuesday of the month, the Food Bank is open 6:30-7:30pm so should try to avoid holding meetings then. The Mayor tends to have conflicts on Wednesdays.
     - A poll will be sent to LPC members to confirm the second LPC meeting date during the week of September 14.
     - Meeting dates for LPC 3-5 will also be confirmed in next couple of weeks over email.

2. **NY Forward Planning Process**
   - How will the public meetings be publicized?
     - The team plans to share flyers and promo through the Village's social media and listserv. The LPC should spread the word throughout their networks.
     - One LPC member recommended including an announcement in Parent Square, a newsletter sent out to high school parents. Since news and updates are quiet for the summer, sharing information now won't get lost.
   - Do projects being submitted for funding consideration have to be projects that are not started yet? Yes. Only costs incurred after the State funding award announcements next year are eligible to be reimbursed through NY Forward.

3. **Review of the NYF Boundary**
   ** The boundary discussed is included at the end of these meeting notes.*

- The preliminary boundary from the Village's application was presented for LPC discussion. The NY Forward program encourages a compact, walkable boundary focused on the downtown area to concentrate investment.
- LPC members agreed with the boundary extents.

- The boundary will be included in the Open Call for Projects form. Potential projects near the boundary but outside are still encouraged to submit a form. The LPC will review those forms and determine whether to make minor adjustments to the boundary or not.

4. Open Call

The LPC determined the following minimum project criteria:

- Minimum project size: $100,000.
- Funding match requirement for private project sponsors: 40%.
    - Non-profit and public/Village project sponsors have no match requirement and may request up to 100% in NY Forward funding.
- Substantial discussion took place about the minimum project size and match requirement prior to the decisions noted above:
    - LPC members noted that they want to support as many projects as possible but also want the funds to really have a noticeable impact.
    - Sponsors will need to front a significant amount of money if the minimum project size is $100k.
        - While this is true, there are many other funding opportunities that can be identified to help bridge the gap.
    - What type of project ideas do people have?
        - Initial project ideas were submitted in the Village's initial NY Forward application.
    - Could a sliding scale for the match requirement be considered?
        - In past rounds some LPC's have made funding match decisions on a project-by-project basis along a sliding scale. Sponsors have typically not liked this unpredictability however and it is not recommended.
    - Could the project form say that the State requires a 25% minimum match and the Village recommends 50%? 50% feels daunting, but 25% doesn't feel like enough.
        - Yes, but in past rounds most sponsors will only match the minimum requirements.
        - Ultimately the LPC decided that a 40% minimum match balanced these concerns.
    - The connection between the project size and match requirement is dynamic.
- Small Project Fund requires a 25% match. The Village can increase the match if it selected as an awarded project by the State.
    - The more potential projects on the small project list the better chance the village has to get the fund.

5. Village Strengths & Challenges

The LPC discussed some of the Village's strengths and challenges.

- Strengths

    - A lot of students spend time downtown due to the school's proximity, but they don't have anywhere to go or specific activities to do.
    - Wide sidewalks support community gathering within the Village and often provide overflow space when indoor venues become too crowded during events or fundraisers.
- Challenges
    - No large indoor gathering spaces for the community to come together in.
    - Limited options for young people – need activities or places to do things off devices.

6. **Public Comments**
   There was a public comment period at the end of the LPC meeting.
   - One member of the public suggested that the team reach out to local churches to help spread the word about NY Forward engagement opportunities.
   - Another asked if information from previous NY Forward rounds and successful projects is available to reference. They were directed to the State's NY Forward website (https://www.ny.gov/programs/ny-forward)– scroll to bottom to find previous strategic investment plans and which projects were ultimately selected by State. Marathon and Chittenango were Central New York's awarded communities last round.

The meeting adjourned at 6:44pm.

Please send corrections, questions, or comments regarding the meeting notes to Phil Schaeffing, project manager for the State's consultant team (philip.schaeffing(at)stantec.com).

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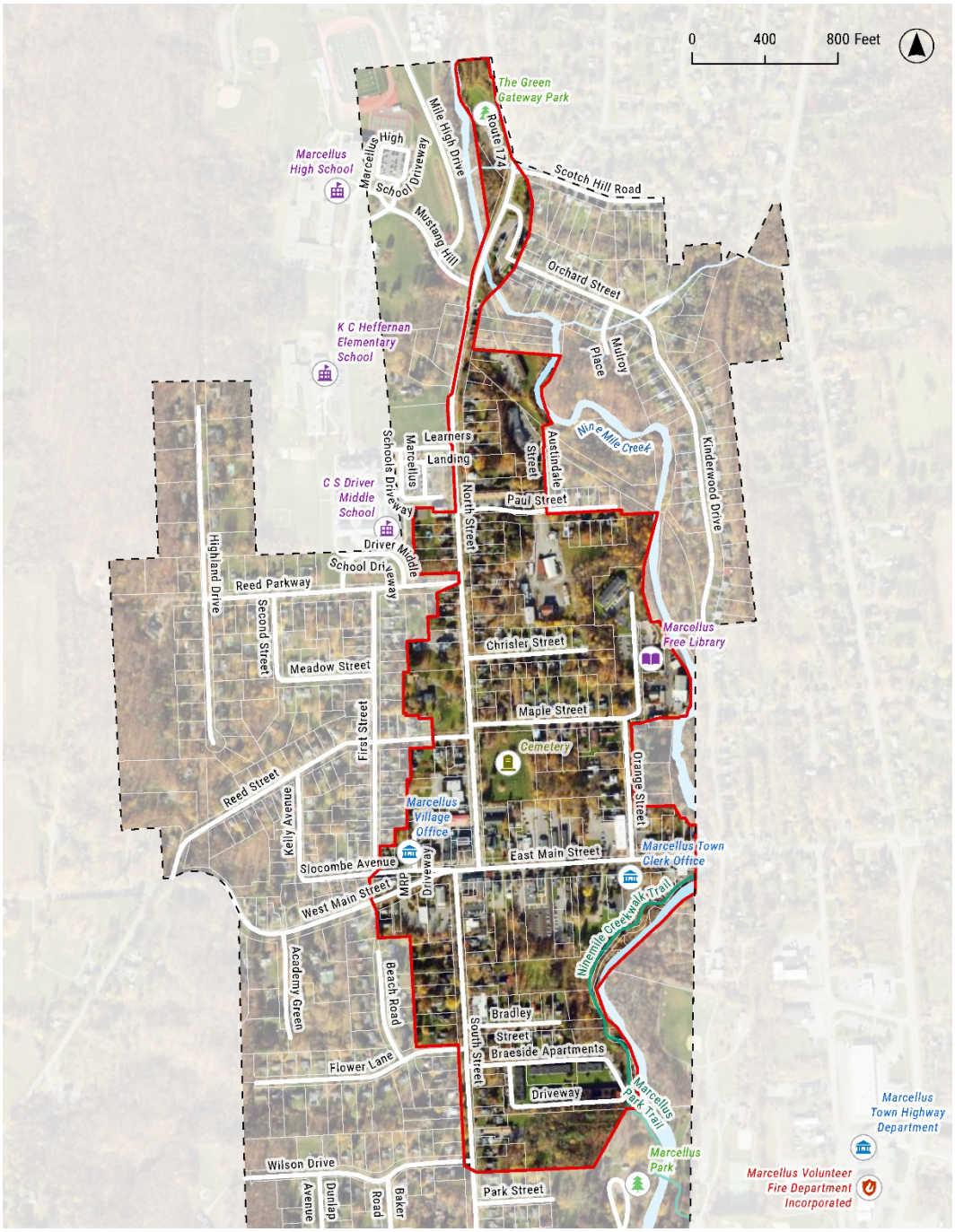
* Preliminary NY Forward boundary from Village's application: