

**REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
OF THE VILLAGE OF MARCELLUS HELD ON  
AUGUST 25, 2025 AT THE VILLAGE HALL**

**PRESENT:** Chad A. Clark, Mayor See List  
James P. Curtin, Trustee  
Timothy P. Manahan, Trustee  
Jeff Brown, Attorney  
Charnley A. Abbott, Village Clerk

**ABSENT:** None

Pledge of Allegiance

Mayor Clark opened the regular meeting at 7:36pm following a public hearing held regarding 19 North Street.

**19 NORTH STREET- SPECIAL USE**

**PERMIT:** Mayor Clark made a motion to table the Special Use Permit for 19 North Street until the September meeting of the Board of Trustees. The motion was seconded by Trustee Curtin. Mayor Clark asked if there was any discussion on the matter. Hearing none, Mayor Clark called for a vote. Mayor Clark and Trustee Curtin voted aye, and Trustee Manahan abstained. The motion carried.

**CONSENT**

**AGENDA:** The Village Clerk submitted the minutes of the regular meeting held in July 2025. The bills on Abstract Sheet #003 for General Fund in the amount of \$39,519.31, Water Fund in the amount of \$0.00, Sewer Fund in the amount of \$29,500.50, Capital Funds in the amount of \$14,085.25, and Trust & Agency in the amount of \$57,181.74 were audited. The bills totaled \$75,385.68. The Board received the Police Report for July 2025 from Police Chief Bernie Podsiedlik, and the Building Inspectors report for the month of July 2025 from Code Official Paul Stacey. The Board acknowledged receipt of the minutes of the Town Board meetings for July 2025. The financial statements submitted by Village Treasurer Jennifer Plis for FYE 2025 and June 2025 were given to the Board for their review. Trustee Curtin made a motion to approve the consent agenda. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion on the consent agenda. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

**APPOINTMENTS- SPECIAL PATROL**

**OFFICERS:** Mayor Clark made a motion to appoint Officer Sean Thomas to the Marcellus Police Department as a Special Patrol Officer. Officer Thomas recently retired from the Syracuse Police Department and will serve as a School Resource Officer in the Lyncourt Union Free School District. This appointment is effective as of August 12, 2025 and the Village Board wishes him continued success as a member of the Marcellus Police Department. The motion was seconded by Trustee Manahan. 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.

Mayor Clark made a motion to appoint Officer Andrew Barnes to the Marcellus Police Department as a Special Patrol Officer. Officer Barnes recently retired from the Syracuse Police Department and will serve as a School Resource Officer in the Tully Central School District. This appointment is effective as of August 7, 2025 and the Village Board wishes him continued success as a member of the Marcellus Police Department. The motion was seconded by Trustee Curtin. 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.

**IMA W/ MARCELLUS**

**CSD:** Trustee Manahan made a motion to continue the Intermunicipal Agreement with the Marcellus Central School District whereby the Village of Marcellus shall authorize its DPW Superintendent to make a positive or a negative determination, on a case-by-case basis, requests made by the Marcellus Central School District Superintendent, to offer assistance in the form of Village personnel, materials and/or equipment. This Agreement had an initial term commencing on August 23, 2021, and ending on June 30, 2022, and automatically renews for additional one (1) year terms unless either Party notifies the other Party in writing no later than ninety (90) days prior to the expiration of the term of the Agreement. Further details of the IMA are available for public inspection in the Village Office. The motion was seconded by Trustee Curtin. 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.

**MRB PROPOSAL- 8 PAUL STREET ENGINEERING**

**SERVICES:** Trustee Curtin made a motion to approve a proposal from MRB Group for engineering and review services to assist with the revised Tefft Meadows project at 8 Paul Street and to authorize the Code Enforcement Official to secure a developer deposit in the amount of \$10,000 to cover the support review fees. The compensation for the MRB Group professional services, to be invoiced as needed, are as follows: Planning Associate \$147/hr., Senior Planning Associate \$205/hr., and Engineering Staff \$varies/hr. The motion was seconded by Trustee Manahan. 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.

## **NY FORWARD OPEN**

**CALL:** Trustee Manahan stated that The Village of Marcellus is re-applying for Round 4 of the New York Forward Program. An informational meeting is scheduled at the Marcellus Free Library on Wednesday, August 27 from 6-7pm.

## **MRB PROPOSAL- NY FORWARD GRANT APPLICATION**

**DEVELOPMENT:** Trustee Curtin made a motion to approve the proposal from MRB Group in the amount of \$6,500.00 for professional services and application development of the Village's application for the NY Forward Round 4 funding. The scope of work includes foundational research, application strategy development and application presentation and development. 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 COUNTY MAIN STREET**

**GRANT:** Trustee Manahan stated that the Onondaga County Community Development Division has announced another round of the Village Main Street Revitalization and Beautification Grant Program. It is a comprehensive grant program for commercial and mixed-use properties that provides funding for local revitalization efforts to grow the retail business district. Onondaga County expects that the property owner will provide at least 25% of the funds.

## **AUTUMN CRUBSIDE BRUSH AND LEAF**

**PICKUP:** Trustee Curtin made a motion to approve the Autumn Brush and Leaf Pickup Dates, as requested by the DPW, as follows: Curbside BRUSH pickup will take place on Mondays, September 15th, September 22nd, and September 29th. After September 29th, brush must be deposited at the compost area next to the Village DPW Garage and will not be picked up curbside. Curbside LEAF pickup will take place weekly, on Mondays, beginning October 6th (Tuesday 10/14 & 11/11, due to holidays) through November 11th. After November 11th, residents may collect leaves into large brown paper bags (NO PLASTIC) and place the bags at the curb for pickup, weather permitting. Only leaves bagged in paper leaf bags will be picked up after November 11th. Please remember to always put yard waste on the grass between the sidewalk and the road, and do not rake leaves or brush into the street but keep them in the Village right of way. Leaves left in the ditches or in the road are dangerous to motorcycles, hard to clean up, and clog the storm sewers. Residents may drop off brush and leaves anytime (NO PLASTIC BAGS) at the Village compost site, located next to the Village DPW garage. If you have any questions regarding this, please call the Highway Department at (315) 673-3112 Extension 5. 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.

## **MORTGAGE TAX**

**APPORTIONMENT:** Trustee Manahan made a motion to announce that the Onondaga County Commissioner of Finance has determined that the Mortgage Tax Apportionment for the Village of Marcellus for the period October 1, 2024, through March 31, 2025 amounts to \$5,064.89, which represents a decrease from last year's apportionment of \$5,840.67.

## **FALL TRASH**

**DAYS:** Trustee Curtin made a motion to approve the Fall Trash Days schedule as follows: Fridays September 26<sup>th</sup> and October 3<sup>rd</sup> and Saturdays September 27<sup>th</sup> and October 4<sup>th</sup>, 2025, from 8:00 am – 12:00 noon each day. Permits are required and available from the Town Clerk. There will be no electronic waste collection or a community shred day during this event. 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.

## **VILLAGE INFRASTRUCTURE IMPROVEMENT**

**PLAN (VIIP):** Trustee Manahan a motion to continue the Village Infrastructure Program, an agreement whereby the County provides financial assistance to the Village for the construction and maintenance of public improvements, and to submit, as requested, the 2025 Annual Report for the Village of Marcellus of expenditures. 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.

## **PRO-HOUSING COMMUNITY**

**DESIGNATION:** Trustee Curtin stated that in July 2023, Governor Hochul signed Executive Order 30 creating the Pro-Housing Community Program – an innovative policy designed to reward local governments that are working hard to address New York's housing crisis. Localities must achieve the "Pro-Housing Communities" certification to apply to key funding programs, including the Downtown Revitalization Initiative (DRI), the NY Forward program, the New York Main Street program. The Village of Marcellus achieved certification in 2024 and was recently notified by NYS Homes and Community Renewal that all requirements necessary to maintain the municipality's status for 2025 have been met and that the Village will continue to be able to access the \$650 million dollars in State discretionary funding programs mentioned above.

## **BUDGET**

**MODS:** Trustee Manahan made a motion to table budget modifications for Fiscal Year End 2025, June 2025 and July 2025. 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.

#### **SEPTEMBER VILLAGE**

**MEETINGS:** Trustee Manahan announced that the Village Clerk has copies of future meeting dates for the Village for the benefit of residents. Please note that the Village Office will be closed for Labor Day, Monday, September 1st, and that there will be a one-day delay in trash pickup that week. The Planning Board has rescheduled their regular monthly meeting and will convene on Wednesday, September 24th at 7:00pm in Village Hall. At present, there are no Zoning Board Meetings scheduled for September.

#### **REVISED CELLPHONE STIPEND**

**POLICY:** Trustee Manahan made a motion to approve the revised cellphone stipend policy, conditional upon review and approval by the Village Attorney. 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.

#### **UPDATES BY THE**

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

- Village DPW and Town DPW worked together this summer to pave South Street and oil/stone Sevier, Marble, Smith Hollow, Brewer, Hayden, SE Townline, Lawless hill and Marcellus Park
- DPW has been trimming trees along the sidewalks and streets in the Village.
- Asset Management pilot program with the DEC is still underway. CDM Smith estimates program completion to be before the end of the year.
- Brush Pick-up – as was mentioned earlier, the Village Board and DPW are going to continue the policy established previously for Brush Pickup. Spring/Summer brush pickup has ended; Village residents should not put yard waste out to the curb for pick-up until pickup resumes on September 16<sup>th</sup>. Residents are welcome to bring yard waste to the compost pile next to the Highway garage at any time. If bagged, only paper lawn/leaf bags please. Also, a reminder to please not sweep yard debris into the road. This often causes storm sewers to become obstructed and creates a serious danger for motorcyclists.
- SRO Contracts – with the Marcellus Central School District, the Onondaga Central School District, the Lyncourt Union Free School District, and the Tully Central School District have been completed and signed by all parties concerned.
- Call 9-1-1 – the Police Department reminds residents that they should call 911 if they have any concerns or any questions of what appear to be criminal or other suspicious activity in the Village. By using 911, our local officer will be notified, dispatched as quickly as possible. Given the fact that our police officers are not on duty 24 hours of every day, using 911 will cause other police agencies to respond to problems in the Village. In addition, if any resident happens to encounter a door-to-door salesperson, please ask that individual to show you the permit that any peddler must obtain before being allowed to solicit in the Village. If there is no permit, please direct them to the Village Hall and please call the Village Clerk to alert our staff.
- Another Police Update – Chief Podsiedlik would like to make sure that all residents continue to lock their autos and houses. Recently, both in the Village, but also on the outside, on the periphery of the Village in particular, there have been burglaries – particularly into unlocked automobiles, and property has been stolen. Virtually all of these thefts have taken place because autos have been left outdoors and unlocked. If the cars are locked, the thieves usually move on. Please lock your car doors!
- Green Gateway – is one that the Village, in cooperation with the Town and the School District, has been working on since 2016 – an environmentally positive and educationally motivated gateway to our Village. The DPW continues to prep the site for the ADA compliant fishing ramp and pavilion. The Green Gateway is a constant work in progress, and it is expected to continue evolving as students return in the fall.
- Compost Project – compost continues to be available for residents, on a first-come-first served basis, and if any residents cannot pick up compost during normal business hours, please call the Treatment Plant (315-673-4491) to make an appointment with one of the operators. The operators are available to answer questions and to help load compost for residents.

- Back To School – the School year begins soon and we remind residents to be aware of students walking to school, particularly on First Street. Also, the State DOT will begin operation of the flashing lights in the school zone on North Street and the Village Police Department will be even more vigilant in their enforcement of the traffic laws in that area.

**ITEMS FROM**

**THE FLOOR:** Mayor Clark asked if there were any items from the floor. Kurt Stroman, Baltimore Ridge Developer, stated that the developers wish to install a tree circle in the cul-de-sac of Baltimore Ridge, however the road has been dedicated to the Village and to do so would require approval by the Village Board. The Village DPW is in favor of the tree circle and would be involved in the installation and construction. The Village Board supports the concept and authorized the DPW and the developers to proceed with design plans and draft an agreement on the matter.

Mayor Clark asked if there were any other items from the floor. Hearing none, Mayor Clark made the motion to adjourn the meeting, seconded by Trustee Manahan. Mayor Clark called for a vote, all board members voted aye and the meeting was adjourned at 8:04 p.m.

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Charnley A. Abbott, Village Clerk

(SEAL)