

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF MARCELLUS HELD ON  
DECEMBER 22, 2025 AT THE VILLAGE HALL**

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

**ABSENT:** None

Pledge of Allegiance.

Mayor Clark opened the regular meeting at 7:19pm following a public hearing regarding a proposed sewer rate increase.

**RESOLUTION- SEWER RATE INCREASE:**

Trustee Curtin made a motion to approve the following resolution:

**WHEREAS**, the Village of Marcellus hereto duly convened a public hearing on December 22, 2025 for the purpose of considering an increase of the sewer rates in the Village of Marcellus, notice of which was duly published in the official newspaper of the Village; and

**WHEREAS**, the increase is required as a result of increased costs in the transportation and treatment of and the operation and maintenance of the Village Sewer System, as well as increased costs resulting from directives issued by the New York State Department of Environmental Conservation (“DEC”); and

**WHEREAS**, after conducting the public hearing and receiving input from the public, as well as considering information provided by the Village Treasurer and Village Engineers, the Village Board determines that increases are necessary to fund the anticipated future costs of providing sewer services.

**NOW THEREFORE BE IT RESOLVED THAT**, the rates for Sewer charges, including sewer rent and usage, commencing January 1, 2026, as defined in updated Document G of the Village of Marcellus Code Book, will increase 4.7%.

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.

**CONSENT AGENDA:**

The Village Clerk submitted the minutes of the Board meetings for the month of November 2025. The bills on Abstract Sheet #007 for General Fund in the amount of \$30,123.50, Water Fund in the amount of \$0.00, Sewer Fund in the amount of \$26,030.14, Capital Funds in the amount of \$5,484.75, and Trust & Agency in the amounts of \$5,142.58 were audited. The bills totaled \$66,780.97. The Board accepted the Police Report for the month of November 2025 from Police Chief Richard Curran. The Code Officials report for the month of November 2025 was accepted by the Board from Code Official Paul Stacey. The Board acknowledged receipt of the minutes of the Town Board meetings for November 2025 and the financial statements for November 2025. Trustee Manahan made a motion to approve the consent agenda. The motion was seconded by Trustee Curtin. 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.

**19 NORTH STREET- SPECIAL USE PERMIT:**

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

**VILLAGE INFRASTRUCTURE IMPROVEMENT PLAN:**

Trustee Manahan made a motion to continue the Village Infrastructure Improvement Program, an agreement whereby the County provides financial assistance to the Village for the construction and maintenance of public improvements, and to complete and submit the 2026 Application for Financial Assistance. 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.

**TREE CITY CERTIFICATION:**

Trustee Curtin stated that the Board was pleased to announce that the application submitted to the Arbor Day Foundation was approved and the Village of Marcellus is now officially recognized as a Tree City USA Community. The Tree City USA program recognizes community forestry efforts and demonstrates the Village's commitment to creating regarding healthier, greener campuses and communities. Trustee Curtin thanked Village DPW employee Mallory Zabinski for her efforts to obtain this certification.

**ONONDAGA COUNTY ANNUAL MAINTENANCE PERMIT:**

Trustee Manahan made a motion to authorize the Mayor to complete and sign appropriate forms in order to acquire the annual maintenance permit with the Onondaga County DOT, which allows the Village to perform routine maintenance and emergency repairs on existing County owned facilities located in the Highway right-of-way. 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.

**VILLAGE CLOCK MAINTENANCE AGREEMENT:**

Trustee Curtin made a motion to approve a one-year maintenance agreement with White's Clock and Carillon Northeast to service the Village Clock. The contract amount is a one-time fee of \$650 and includes normal maintenance and 2 hours of labor. Major repairs, replacement parts and additional labor hours are not included. 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.

**RESOLUTION- AUTHORIZATION OF ADVANCED PAYMENT OF CLAIMS:**

Trustee Manahan made a motion to approve the following resolution:

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.

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.

**EMPLOYEE HEALTH INSURANCE OPT-OUT:**

Trustee Curtin made a motion to approve a health insurance opt-out for full time Village employees who are covered under another health care program. This opt-out, the details of which are on file in the Village Office, would grant a buy-out incentive for the employee who chooses to opt-out, and would also provide a financial benefit for the Village, whose annual premium on behalf of the employee, would be eliminated. 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.

**SET PUBLIC HEARING – LOCAL LAW #1 OF 2026:**

Trustee Curtin made a motion to introduce Local Law #1 of 2025 which will establish a fee of \$100 per unit and \$25 per additional unit, to be applied to Village utility accounts that are re-levied back to Onondaga County due to non-payment, and to set a public hearing on the matter for Monday, January 26, 2026 at 7:00 pm at Village Hall, to be followed immediately by the regular monthly meeting. 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.

**BUDGET MODIFICATIONS FOR NOVEMBER 2025:**

Trustee Manahan made a motion to approve November budget modifications transferring revenues and appropriations in the General Fund. 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.

**JANUARY 2025 VILLAGE MEETINGS:**

Trustee Curtin announced that the Village Clerk has posted future meeting dates on the Village website for the remainder of December and for January 2026 and noted also that the Village Office will be closed on December 25<sup>th</sup> and 26<sup>th</sup> for the Christmas holiday and the Village Office will be closed on January 1<sup>st</sup> and 2<sup>nd</sup> for the New Years' Holiday. The Village will also be closed on January 19, 2026, to honor the memory of Dr. Martin Luther King Jr.

**ITEMS FROM THE FLOOR:**

Mayor Clark asked if there were any items from the floor. Dwight Widger, Flower Lane resident inquired about the removal of double utility poles throughout the Village and had questions regarding the Hometown Heroes banners that are potentially going to be offered by the Marcellus Together/First Responders non-profit organization.

Mayor Clark asked if there were any other items from the floor, there were none.

Mayor Clark made a motion to adjourn the meeting, seconded by Trustee Manahan. Mayor Clark called for a vote. All board members voted aye and the Regular Board Meeting was adjourned at 7:35 p.m.

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Charnley A. Abbott, Village Clerk