

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MARCELLUS HELD ON
NOVEMBER 24, 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 called the meeting to order at 7:00 pm.

CONSENT AGENDA:

The Village Clerk submitted the minutes of meetings held in October 2025. The bills on Abstract Sheet #006 for General Fund in the amount of \$91,066.11, Water Fund in the amount of \$0.00, Sewer Fund in the amount of \$36,918.36, Capital Funds in the amount of \$0.00, and Trust & Agency in the amounts of \$1,779.94 were audited. The bills totaled \$129,764.41. The Board received the Police Report for the month of October 2025 from Police Chief Richard Curran. The Code Enforcement report for the month of October 2025 was received by the Board from Code Official Paul Stacey. The Board acknowledged receipt of the minutes of the Town Board meetings for October 2025, and the financial statements for October 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. 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 December 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.

ANNUAL MAINTENANCE PERMIT W/ NYSDOT:

Trustee Manahan made a motion to authorize the Village Clerk to complete the appropriate actions in order to acquire the annual maintenance permit with the NYSDOT through the NYS Permittrack system. There is no cost to the Village to obtain this permit. 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.

OCRRA ANNUAL HAULER AGREEMENT:

Trustee Curtin made a motion to authorize the Mayor to sign the 2026 Hauler agreement with OCRRA, which includes an increase of \$6 per ton for the Municipal Solid Waste (MSW) Fees and an increase of \$10 per ton for Construction and Debris (C&D) fees. 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.

MARCELLUS VETERINARY CONTRACT:

Trustee Manahan made a motion to approve the 2026 agreement between the Village of Marcellus and Marcellus Veterinary Hospital whereby Marcellus Veterinary Hospital will establish a shelter to house dogs picked up by the Village Dog Control Officer. The contract includes hospital fees for housing, vaccinating, and caring for stray dogs. 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.

2026 EMPLOYEE HEALTH AND DENTAL INSURANCE:

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Trustee Curtin announced that the cost for health benefit plans rose significantly and the Village explored many options for employee health and dental insurance. All employees elected to stay with Excellus Blue Cross/Blue Shield, however, the Village chose to offer the Bronze 4 plan and set up a Health Reimbursement Account (HRA) to offset the costs to both the employees and the Village, as outlined in the updated Schedule D- Village of Marcellus Health Benefits Plan. Trustee Curtin made a motion to authorize the Mayor to sign the Health Insurance Contracts with Excellus Blue Cross/Blue Shield for 2026 and establish an HRA account. The Village will cover 90% of the cost of a full-time employee's premium, while the employee will pay 10% of said cost. Part-time employees with 40 years of continuous service will now pay 10% of the premium cost and the Village will pay 90%. 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.

REVISED BRUSH AND LEAF POLICY:

Trustee Manahan made a motion to approve the revised Village of Marcellus Brush and Leaf Policy, effective 12/1/25. The revised policy further defines the parameters for yard waste and leaf pickups and establishes an annual collection schedule. The revised policy is posted on the Village website and copies can be requested from the Village Clerk. 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.

CELLPHONE STIPED POLICY AND ACKNOWLEDGEMENT FORM:

Trustee Curtin made a motion to approve the "Village of Marcellus Cellphone Stipend Policy" and the "Village of Marcellus Cellphone Stipend Acknowledgement Form" and require all eligible employees to sign the acknowledgement. The Village will continue to offer a fixed monthly cell phone stipend, for full-time employees only, of \$50 per month. Due to the requirement of being on-call outside of normal business hours, the Department of Public Works (DPW) Superintendent is eligible for a higher stipend and will receive \$100 per month. Employees are frequently required to be accessible by phone, email, or text for work-related matters, including after hours or while off-site. A cell phone stipend supports reliable and responsive communication and helps equitably offset the personal costs of a mobile phone without requiring employees to carry a second, work-only phone. 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.

RESOLUTION- MARCELLUS VARSITY GIRLS SOCCER STATE CHAMPIONSHIP:

Trustee Manahan made a motion to approve the following resolution:

WHEREAS, the Marcellus Central School Girls Varsity Soccer Team has displayed great skill and completed a most successful 21-2 season in the fall of 2025, and

WHEREAS, the Marcellus Central School Girls Varsity Soccer Team did subsequently distinguish itself by participating in and defeating all comers to become New York State Class B Girls Varsity Soccer Champions for the year 2025.

WHEREAS, the Marcellus Central School Girls Varsity Soccer Team won the New York State Class B Girls Varsity Soccer Championship in 2024, therefore making them back-to-back State Champions.

NOW, THEREFORE, BE IT RESOLVED, that the Marcellus Central School Girls Varsity Soccer Team and Coach Laurie Updike-Kaup be recognized and commended by the Board of Trustees of the Village of Marcellus on behalf of itself and all its citizens for the honor they have brought to the Village of Marcellus.

BE IT FURTHER RESOLVED that the Board of Trustees of the Village of Marcellus proclaims this day, November 24, 2025, as "Mustang Girls Soccer Day" in the Village of Marcellus and

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IT IS FURTHER RESOLVED that the Mayor and the Village Clerk are authorized to take any other appropriate action necessary to effectuate the intent of this resolution.

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.

BUDGET MODIFICATIONS:

Trustee Curtin made a motion to approve the following budget modifications requested by the Village Treasurer transferring revenues and appropriations in the General and Sewer Funds.

General:

1. Permits revenue increased by \$219 vs. what was budgeted for.
Budget Journal
Debit: A2590 \$219.00 (PERMITS)
Credit: A8020.4 \$219.00 (PLANNING)
2. Interest & Earnings- Increase over budgeted amount
Budget Journal
Debit: A2401 \$17.02
Credit: A8020.4 \$17.02(PLANNING)
3. Storm Sewers budget mod to cover expenditure exceeding budget \$319.86.
Budget Journal
Debit: A8140.2 \$319.86 (EQUIPMENT)
Credit: A8140.4 \$319.86 (STORM SEWERS CONTRACTUAL)
4. Planning- to cover final bills for NYF Grant application \$1418.57.
Budget Journal
Debit: A5110.43 \$1000.00
Debit- A1410.4- \$418.57.
Credit: A8020.4 \$1418.57(PLANNING)
5. Adjustments to budgets to cover Retirement invoice due in Dec. 2025
Budget Journal
Debit: A3120.41 \$1000.00 (POLICE INS.)
Debit A1620.4 \$420.56 (BUILD CONT.)
Debit: A9015.8 \$2191.00 (POLICE RET.)
Credit: A9010.8 \$3611.56 (STATE RETIREMENT)

Sewer:

1. To cover invoices related to the North St. sewer break \$12,221.02.
Budget Journal
Debit: G1990.4 \$5000.00 (CONT.)
Debit: G8120.2 \$4721.02 (TRANS & DIST. EQUIP.)
Debit: G8130.42 \$2500.00 (INS.)
Credit: G8120.4 (Trans. & Dist. Cont.) \$12,221.02
2. Adjustments to budgets to cover Retirement invoice due in Dec. 2025
\$856.00
Budget Journal
Debit: G8130.42 \$856.00 (INS.)
Credit: G9010.8 \$856.00 (STATE RETIREMENT)

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.

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TREE LIGHTING CERMONY:

Trustee Manahan announced that the annual Marcellus Tree Lighting Ceremony will take place on Friday, December 5, 2025, beginning at 6 p.m. in the Village, at the Point. There are many different activities and participants in this year's ceremony and a flyer has been prepared for residents who wish to pick one up. A Christmas Tree has again been generously donated by the Christoff family and installed at the Point as usual, by Town and Village workers. Having a Christmas tree at the Point is a tradition dating back to the first community tree installed in 1916 and the Board is grateful that this tradition continues, in time for the Thanksgiving Day holiday, decorated by Village and Town employees.

SCHEDULE PUBLIC HEARING AND DECEMBER 2025 VILLAGE MEETINGS:

Trustee Curtin announced that the Village Clerk has posted future meeting dates on the Village website. The Village Office will be closed on November 28th and 29th for the Thanksgiving Day holiday. The Village Office will be closed on Thursday, December 25th and Friday December 26th for the Christmas holiday and the Village Office will be closed on Thursday, January 1st and Friday January 2nd for the New Years' Holiday. Trustee Curtin made a motion to schedule a public hearing to adopt a resolution amending Document G- Sewer Rents- of the Village of Marcellus Code of Ordinances to increase sewer rents and usage fees as of January 1, 2026, and any other matters to come before the Board, to be held on December 22, 2025 at 7:00pm at Village Hall. 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. The hearing will be followed immediately by the regular monthly meeting. Copies of supporting documents are posted on the Village website and available in the Village Clerk's office.

UPDATES:

Mayor Clark provided the following updates:

- Leaf Pickup has ended – Residents may still collect leaves into large brown paper bags (no plastic) and place the bags at the curb. Residents can also drop off brush and leaves anytime at the compost site behind the Village Hall.
- Village DPW and Town DPW worked together to pick up and install the Christmas Tree this year, which was generously donated by the Christoff Family. Thank you to the Christoff's for the beautiful tree!
- Compost is available at the Wastewater Treatment Plant for Village residents free of charge. Please call 315-673-4491 to schedule a pickup appointment.
- The Village Continues to work with students and their projects at the Green Gateway. Jack Waterman is overseeing the pavilion and handicap fishing ramp. Ryan Thompson is designing a fence feature in place of the berm at the Green Gateway.
- Reminder – No Parking – November 1st to April 1st – the public should be aware that as of November 1, there is no parking allowed on any street in the Village of Marcellus from 2 a.m. to 7 a.m. so that the Highway Department can plow snow. This no parking ban will remain in effect until April 1, 2026. If ticketed by Village Police, the fee will be \$35.00. Overnight parking is available in two municipal lots – one behind the Village Hall on Slocombe and another off of West Main Street just west of the Catholic Church.

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- School's Open – we continue to ask residents to please watch for school children walking and remember that there are pedestrian crossings on Main Street, as well as 20 mph speed limits in school zones and a 25-mph speed limit on First Street, a route that is heavily traveled by schoolchildren. Please slow down. Tickets will be issued for speeders.
- Grease Traps – as the holiday season approaches, our Treatment Plant Operators continue to urge our residents to become more aware of the problems with grease in our sewer system. Grease will stick to household and sewer pipes, and over time, grease buildup can block pipes and cause sewage backups. Home garbage disposals do not keep grease out of the plumbing system – they only shred solid material into smaller pieces. The operators urge you to scrape grease and food scraps from cooking surfaces into a container and put in the trash or compost them. Do not put grease, fats or oils of any type down your drain or garbage disposal. Use baskets or strainers in sink drains to catch food scraps and other solids and then empty them in the trash for disposal. During the holidays, there always seems to be an increase of calls from residents who have had sewer backups, and these have been attributable, for the most part, to grease buildup and blockage.

ITEMS FROM THE FLOOR:

Mayor Clark asked if there were any items from the floor. Heather Johnson updated the Board regarding Hometown Heroes banners in the Village and stated that NYSEG approved and executed the necessary permit. DPW Supervisor Greg Crysler stated that the Village needed more information regarding sizing and installation, how many poles would be available, concerns about signage congestion on Main Street, and other matters. Ms. Johnson stated that she would send over the information requested and Mayor Clark stated that he was looking into insurance coverage on behalf of the Chamber of Commerce to assume the liability.

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 Curtin. Mayor Clark called for a vote. All board members voted aye and the meeting was adjourned at 7:25 p.m.

Respectfully Submitted by:

Charnley A. Abbott, Village Clerk