

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF MARCELLUS HELD ON  
OCTOBER 27, 2025 AT THE VILLAGE HALL**

**PRESENT:** Chad A. Clark, Mayor See List  
James P. Curtin, Trustee  
Timothy P. Manahan, Trustee  
Charnley A. Abbott, Village Clerk  
Greg Crysler, DPW Superintendent  
Mallory Zabinski, WPCP Head Operator

**ABSENT:** Jeffrey D. Brown, Attorney

Pledge of Allegiance

Mayor Clark called the meeting to order at 7:00pm.

**CONSENT AGENDA:**

The Village Clerk submitted the minutes of the Regular Board meeting for the month of September 2025. The bills on Abstract Sheets #005 for General Fund in the amount of \$40,017.66, Water Fund in the amount of \$0.00, Sewer Fund in the amount of \$45,321.67, Capital Funds in the amount of \$0.00, and Trust & Agency in the amounts of \$1,922.97 were audited. The bills totaled \$87,262.30. The Board received the Police Report for the months of August 2025 and September 2025 from Police Chief Bernie Podsiedlik. The Code Enforcement report for the month of September 2025 was received from Code Official Paul Stacey. The Board accepted the financial statements submitted by Village Treasurer Jennifer Plis for September 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 November 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.

**POLICE RESIGNATION:**

Mayor Clark made a motion to accept the resignation, with much regret, of Police Chief Bernard Podsiedlik, effective November 1, 2025, and thanked him for his dedicated 15 years of service to the Village of Marcellus and its residents, beginning in 2010 and serving as Chief of the Marcellus Police Department since 2020. On behalf of the Village Board, Mayor Clark wished him well on his retirement and thanked him again for his service to the Marcellus Community. 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.

**POLICE APPOINTMENT:**

Mayor Clark made a motion to appoint Sergeant Richard Curran to the rank of Chief of the Marcellus Police Department, effective November 3, 2025, at a rate of \$30.95 per hour. Sergeant Curran has been with the Department since 2016 and the Board looks forward to collaborating with him in his new position with the Department. 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.

Mayor Clark made a motion to appoint John Kritzer, currently an Officer with the Marcellus Police Department since 2024, to the rank of Sergeant, effective October 10, 2025, at a rate of \$25.89 per hour. 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.

**RE-LEVY OF UNPAID TAXES:**

Trustee Curtin made a motion to re-levy all unpaid Village taxes as of November 1, 2025 to the County of Onondaga for payment. As of 10/21/25 the amount of unpaid taxes owed to the Village totaled \$27,159.32. The motion was seconded by Trustee Manahan. Mayor Clark asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All members voted aye and the motion carried.

**EMPLOYEE DRUG TESTING:**

Trustee Manahan made a motion to approve and sign the contract with Lakeshore Employee Testing Services, to perform drug and alcohol testing for commercial drivers who are employed in the Village Highway Department at a cost of \$75.00 per employee. The contract is valid from January 1, 2026 to December 31, 2026. 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.

**VILLAGE ELECTION RESOLUTION:**

Trustee Curtin made a motion to approve the following resolution:

**WHEREAS** New York Election Law §15-104(1)(a) provides that the general village election shall be held on the third Tuesday in March, and;

**WHEREAS** New York Election Law §15-104(1)(b) provides that for any year in which the seventeenth day of March shall fall on such Tuesday, such election shall be held on the eighteenth day of March, and;

**WHEREAS** New York Election Law §15-104(3)(b) provides that the Board of Trustees of a village shall, at least sixty days before any village election, adopt a resolution which shall state the polling place in each election district and the hours during which the polls shall be open, which shall include at least the hours from noon to nine o'clock in the evening, and;

**WHEREAS** New York Election Law §15-110(1) provides that the village shall constitute a single election district for village elections, and;

**WHEREAS** New York Election Law §15-118(1) provides that a village which has adopted a resolution providing that there shall not be any registration day for village elections pursuant to subdivision three of this section, only those persons registered to vote with the Board of Elections shall be eligible to vote in the 2026 general election in the Village of Marcellus;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the Village of Marcellus, as follows:

- 1) That the Village of Marcellus hereby designates Wednesday, March 18, 2026 as Village Election Day
- 2) That the general election for the Village of Marcellus shall be held at the Village Hall, 6 Slocombe Ave, Marcellus, NY 13108, and;
- 3) That the polls will open at 12 o'clock noon and close at 9:00 pm.
- 4) The offices to be filled at the village election and the term thereof are as follows:

<u>OFFICE</u>	<u>TERM</u>
Mayor	Four (4) years
Trustee	Four (4) years
- 5) That there is no registration day for the Village of Marcellus as the Village opted out of registration day by resolution on January 25, 1993.
- 6) This resolution shall take effect immediately.

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.

**CLIMATE SMART COMMUNITY CERTIFICATION:**

Trustee Manahan announced that The New York State Department of Environmental Conservation (DEC) recently announced that a total of 26 communities were newly certified under New York State's Climate Smart Communities (CSC) Certification program for helping to save energy, reduce flood risk, address extreme heat, and develop other plans to demonstrate climate leadership. In 2025 the Village of Marcellus achieved Bronze certification status and will continue to plan and implement actions to reduce greenhouse gas emissions and improve community resilience to advance local climate action. The Village Board would like to recognize Mallory Zabinski, WPCP Head Operator, for her dedication and effort to obtain this certification on behalf of the Village.

**BUDGET MODIFICATIONS:**

Trustee Curtin made a motion to approve the following budget modifications for September 2025 transferring revenues and appropriations in the General Fund:

1. Permits revenue increased by \$1846.00 vs. what was budgeted for.

Budget Journal  
Debit: A2590 \$1846.00 (PERMITS)  
Credit: A8020.4 \$1846.00 (PLANNING)

2. Interest & Earnings- Increase over budgeted amount

Budget Journal  
Debit: A2401 \$35.91  
Credit: A8020.4 \$35.91(PLANNING)

3. Refund of prior year expenditure A2701 Increase in received payments vs. originally budgeted \$435.49 due to the void of a check written in last fiscal year- for staples, check was never received.

Budget Journal  
Debit: A2701 \$435.49  
Credit: A1660.4 \$435.49

4. Added a sub account to shade trees for annual brush grinding A8560.41. To cover the Green Renewable bill for 2025 brush grinding of \$5000.00

Budget Journal  
Debit: A8560.4 \$5000.00  
Credit: A8560.41 \$5000.00

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.

**HALLOWEEN IN THE VILLAGE:**

Trustee Manahan reminded residents that First Street will be closed between the hours of 5:30 p.m. and 8:30 p.m. on Halloween for trick-or-treating Friday, October 31<sup>st</sup>.

**NO PARKING REMINDER:**

Trustee Curtin reminded residents that as of November 1, 2025, 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. The parking restriction remains in effect until April 1, 2026.

**VILLAGE POLLING LOCATIONS REMINDER:**

Trustee Manahan reminded residents that Election Day is November 4, 2025, from 6 a.m. to 9 p.m., and all residents are urged to vote. Village residents vote at the Marcellus Senior High School LGI room, and residents outside of the Village vote at the Marcellus Fire House. Early voting information can be found on the Onondaga County Board of Elections website.

**ANNOUNCE VILLAGE MEETINGS:**

Trustee Curtin announced that the meeting dates are posted on the Village Website, as well as information regarding upcoming Village events and important dates to remember. Please note that First Street will be closed to traffic on Halloween, October 31<sup>st</sup>, from 5:30 pm to 8:30 pm, the Village Office will be closed on Tuesday, November 11<sup>th</sup> in honor of Veterans' Day, and the Veterans Day ceremonies will take place on Tuesday, November 11<sup>th</sup>, at 11:00 a.m. at the Point. In addition, the Village Office will be closed on November 27<sup>th</sup> and 28<sup>th</sup> for the Thanksgiving Day holiday. Also, the Village Tree Lighting Ceremony will take place on Friday, December 5<sup>th</sup> in the Village, at the Point.

**UTILITY ACCOUNT ADJUSTMENT:**

Trustee Manahan stated that the Board received a letter from the owner of 20 East Main Street requesting an adjustment to the charges for sewer use associated with the last quarter due to damage caused by a contractor hitting the water line, causing 16,000 gallons of water to be lost in the driveway. The wastewater fee for the quarter was \$219.30 above average. Trustee Manahan made a motion to authorize the Village Clerk to apply a credit of \$109.65 to the account, half of the difference. The motion was seconded by Trustee Curtin. Mayor Clerk asked if there was any discussion. Hearing none, Mayor Clark called for a vote. All board members voted aye and the motion carried.

**UPDATES:** Mayor Clark provided the following updates:

- The DPW is working with Tyler Cooper and Marcellus Highschool students on their Independent Projects at the Green Gateway this semester.
- W2O performed annual Fall Maintenance on the treatment plant and pump stations.
- Replaced a malfunctioning motor on secondary clarifier #2.
- 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.
- Dr. Lewis McCaffrey and his students from his Water Resources class at Le Moyne College visited and toured our WPCP and compost facilities.
- Town Sewer IMA was sent to Town to review.
- DPW has been picking up leaves throughout the Village. Leaf pickup will continue till November 10<sup>th</sup>. After November 10<sup>th</sup>, residents may 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.
- Installed and replaced a new lockbox at the Village Hall

- Trees were cut down at Coon's Pond. Lawn has since been raked and seeded. Will reevaluate in spring and determine scope of project.
- DPW has been trimming trees along the sidewalks and streets in the Village.
- Reminder to residents: Starting Nov 1st, there is no parking on Village streets from 2:00am to 7:00am until April 1st. 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

**ITEMS FROM THE FLOOR:**

Mayor Clark asked if there were any items from the floor. Kaylie Cooper and Heather Johnson spoke to the Board regarding Hometown Heroes banners in the Village. Ms. Cooper and Ms. Johnson explained how the program works and what would be needed to facilitate implementation in the Village. DPW Supervisor Greg Crysler stated he would meet with them to determine which poles could be used, sizing and installation, and other details. The Board asked Ms. Cooper and Ms. Johnson to provide information regarding liability and insurance requirements to the Board to present to the Village Attorney prior to any decisions being made.

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 meeting was adjourned at 7:31 p.m.

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Charnley A. Abbott, Village Clerk