

Town of Scipio January 2024 Board Meeting Minutes

The organizational meeting of the Town Board of Scipio, Cayuga County, State of New York was held at the Town Office, 3705 St. Rte. 34, Scipio Center, NY 13147, on January 17, 2024.

Present:

Gary Mutchler, Supervisor

Susan Allen, Deputy Supervisor/Councilperson

Jason Botsford, Councilperson

Nancy Hart, Councilperson

Excused: Melinda Pitman, Councilperson

Others Present: Ann Robson, Bill Hall, Rolland Dodge, Jeff Eaton

1. Call Meeting to order at 7:02 pm.
2. Review Agenda – Motion to approve meeting agenda made by Councilperson Botsford, second by Councilperson Hart. All in favor. 4/0
3. Issues from town residents - none
4. **Resolution 2024-1** Approve December 27, 2023 meeting minutes. Motion to approve made by Councilperson Allen, second by Councilperson Botsford was:
Adopted Ayes 4 Mutchler, Allen, Botsford, Hart
 Noes 0
5. Officer Reports
 - a. Assessor - none
 - b. CEO - Report attached at end of meeting minutes.
Resolution 2024-2 Approve \$1113.97 for Code Enforcement Officer's computer. Motion made by Councilperson Botsford, second by Councilperson Hart.
Adopted Ayes 4 Mutchler, Allen Botsford, Hart
 Noes 0
 - c. Clerk - \$3161.25 disbursed to Town Supervisor for December 2023. 2024 Town Contact List was distributed. The AOT State Conference dates were reviewed with town delegates. Announced NYS Legislation S3505B/A4282B that changes election years for town positions.
 - d. Highway Superintendent – The crew is working on equipment and performing normal maintenance. The January 9th storm had the superintendent working 35 continuous hours dealing with water tanks in the road, power wires, transformers and trees down, to a tractor that rolled onto Keesee Rd. Many thanks to the Scipio Fire Department for their assistance during the storm. The equipment is holding up well with the nuisance snow storms we have had.
 - e. Attorney – On January 16, 2024, the Healy/Gordon/Town of Scipio settlement agreement was finalized with the property transfer to the Town of Scipio.
Resolution 2024-3 Further Extending Certain Deadlines Related to SunEast Scipio Solar LLC. Motion by Supervisor Mutchler, seconded by Councilperson Botsford was:
Adopted Ayes 4 Mutchler, Allen, Botsford, Hart
 Noes 0
6. Councilperson Report
 - a. Susan Allen – The Transfer Station attendant may need major surgery and the town will need to advertise for a temporary replacement. Discussion was had on the length of the Saturday shift. A motion to pay the 15 minutes time to open the Transfer Station and 15 minutes time to close the Transfer Station was made by Councilperson Hart, seconded by Councilperson Botsford. All in favor. 4/0
 - b. Jason Botsford – Taitem Engineering, P.C. has submitted a proposal for the bid process on the Town of Scipio Office Renovation project. Supervisor Mutchler made the motion to accept the proposal, second by Councilperson Botsford. All in favor 4/0.

- c. Nancy Hart – Reported on the AOT Regional Training in Rochester for newly elected officials. Supervisor Mutchler announced Councilperson Hart will represent the Town of Scipio on the Owasco Lake Watershed Management Council and the Cayuga Watershed Intermunicipal Organization.
- d. Melinda Pitman – Excused due to illness. Supervisor Mutchler announced Councilperson Pitman will be the contact person regarding concerns with the Scipio Fire Department.

7. **Resolution 2024-4** Approval of the 2024 Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium. Motion made by Supervisor Mutchler, second by Councilperson Hart. was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

8. **Resolution 2024-5** Approve Appointments for 2024 (Attachment A) Motion made by Councilperson Botsford, second by Councilperson Hart was:

Adopted	Ayes	3	Mutchler, Botsford, Hart
	Noes	0	
	Abstain	1	Allen

9. Policies

a. **Resolution 2024 – 6** Ethics Policy. Motion was made by Councilperson Allen, second by Councilperson Hart was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

b. Procurement Policy– No changes to adopted Resolution 2023-4.

c. **Resolution 2024-7** Rules of Order. Motion made by Supervisor Mutchler, second by Councilperson Allen was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

d. **Resolution 2024-8** Discrimination & Harassment Policy – Councilperson Pitman continues as contact person. Motion made by Councilperson Allen, second by Councilperson Hart was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

e. **Resolution 2024-9** Cayuga Lake National Bank is the official repository. Motion made by Supervisor Mutchler, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

f. **Resolution 2024-10** Prepays for utilities, payroll, and health insurance expenses allowed. Motion made by Supervisor Mutchler, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

g. **Resolution 2024-11** Investment Policy. Motion made by Councilperson Allen, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

h. **Resolution 2024-12** Return Check Policy - \$20. Motion made by Supervisor Mutchler, second by Councilperson Allen was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	

i. **Resolution 2024-13** Check signing privileges for Supervisor and Deputy Supervisor. Motion was made by Councilperson Hart, second by Councilperson Botsford was:

Adopted	Ayes	3	Allen, Botsford, Hart
	Noes	0	
	Abstain	1	Mutchler

- j. **Resolution 2024-14** Filing of AUD. Motion made by Councilperson Allen, second by Councilperson Hart was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	
- k. 2024 Federal Mileage Reimbursement - \$.67/mile Motion made by Supervisor Mutchler, second by Councilperson Allen. All in favor 4/0
- 10. **Resolution 2024-15** Salaries (Attachment B – on reverse side of agenda) Motion made by Councilperson Hart, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	
- 11. 2024 Town Board of Scipio Meeting Calendar was disseminated. Councilperson Allen announced she will miss the July 10, 2024 scheduled meeting.
- 12. Supervisor’s Report
 - a. **Resolution 2024-16** Request for Transfer funds to Amend the Budget.

Debit A1990.4 Contingent Account	\$1100.00
Credit A8010.4 Zoning Officer – Contractual	

 Motion made by Supervisor Mutchler, second by Councilperson Allen was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	
 - b. Reviewed monies in the General and Highway funds from ARPA, sales tax, interest, property tax and CHIPS.
- 13. Other Business
- 14. Review of 2024 Abstract 1
 - a. **Resolution 2024-17** General Fund – vouchers 1-19; total \$23,249.60 Motion made by Councilperson Allen, second by Councilperson Hart was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	
 - b. **Resolution 2024-18** Highway Fund – vouchers 1-6; total \$1,049.55 Motion made by Supervisor Mutchler, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Hart
	Noes	0	
- 15. Next Meeting, Wednesday, February 14, 2024, 7 pm
- 16. Adjournment - Motion made by Councilperson Hart at 9:03pm. All in favor 4/0.

Respectfully submitted,

Ann M. Robson
Town of Scipio Clerk

Attachment A - Appointments:

- a. Town Attorney: Jeff Eaton (BSK law office) one year term expiring 12/31/2024
- b. Code Enforcement Officer: J. Patrick Doyle III – one year term expiring 12/31/2024
- c. Court Clerk – Eron Klipple – one-year term expiring 12/31/2024
- d. Deputy Highway Superintendent – Timothy Calhoun – one year term expiring 12/31/2024
- e. Dog Control Officer: Suzie Tracy – yearly contract expiring 12/31/2024
- f. Town Bookkeeper: Rolland Dodge – 1 year term expiring 12/31/2024
- g. Delegate to AOT 2023 Business Session – Jason Botsford, Alternate - Melinda Pitman
- h. ZBA Chair: Keith Welch – one year term expiring 12/31/2024
- i. Planning Board Chair: Melissa Alford – one year term expiring 12/31/2024
- j. Planning Board Member: Andy Miller – four-year term expiring 12/31/2027
- k. Planning Board Member – Josh Saville – 5-year term expiring 12/31/2028
- l. Susan Allen – Deputy Supervisor – 2-year term expiring 12/31/2025
- m. All others whose terms were appointed for multiyear contracts ending in 2024 and beyond.

Attachment B – Salaries:

NAME	POSITION	SALARY
SA, MP, NH, JB	Town Board Members	\$2200/yr each
Gary Mutchler	Town Budget Officer	\$1,000/yr
Gary Mutchler	Supervisor	\$9,450/yr
Ann Robson	Town Clerk	\$17,650/yr
Open Position	Deputy Town Clerk/Registrar	\$15.25/hr
Rolland Dodge	Bookkeeper to Supervisor	\$10,000/yr
Brian Dugan	Justice	\$6,900/yr
Eron Klipple	Court Clerk	\$6,600/yr
Heather Garner	Assessor	\$16,125/yr
Patrick Doyle III	Code Enforcement Officer	\$10,206/yr
Laura Wallenbeck	Historian	\$400/yr
Thomas Olenych	Landfill Attendant	\$16.28/hr
William Hall	Highway Superintendent	\$66,150/yr
Timothy Calhoun	MEO Heavy Deputy	\$26.25/hr
Gary Haff	MEO Medium	\$25.20/hr
Brandon Swearingen	MEO Medium	\$25.20/hr
Richard Waldron	Laborer PT	\$20.00/hr
Keith Welch	ZBA Chairman	\$400/yr
Greg Otis	ZBA Vice Chairman	\$300/yr
Zane Cramer	ZBA member	\$125/yr
Howard Nelson	ZBA member	\$125/yr
Eric Devan	ZBA member	\$125/yr
Melissa Alford	Planning Bd Chairman	\$500/yr
Joshua Saville	Planning Bd member	\$300/yr
Peter Rogers	Planning Bd member	\$300/yr
Andrew Miller	Planning Bd member	\$300/yr
Michael Nolan	Planning Bd member	\$300/yr
Michael Whitten	BAR chairman	\$100/yr
Ronald Curvin	BAR member	\$75/yr
Kenneth Post	BAR member	\$75/yr

**Town of Scipio
Code Enforcement Office
P.O. Box 71
Scipio Center, New York 13147
315-364-5740**

Monthly Report – January 2024 Town Board Meeting

PERMITS ISSUED:

Summary of 2023 Permits Issued Attached

Scipio Planning board review:

No meeting held in December 2023. Next meeting scheduled for January 24, 2024.

ZBA review:

No meeting held in January 2024. Next meeting scheduled for February 6, 2024, if needed.

COMMENTS/QUESTIONS/CONCERNS:

Registered for 24 hours of NYS approved in-service Code Enforcement Officer training to be held on January 28-31, 2024, in Buffalo, New York. The training is sponsored by the Niagara Frontier Building Officials Association, and satisfies the annual requirement to maintain NYS Code Enforcement certification.

Respectfully submitted 01/17/2024.

J. Patrick Doyle, Code Enforcement Officer



(315) 729-3921 codeenforcement@townofscipio.com