

Town of Scipio July 2022 Town Board Meeting Minutes

The July meeting of the Town of Scipio, Cayuga County, State of New York was held at the Town Office, 3705 State Route 34, Scipio Center, NY 13147, on Wednesday, July 13, 2022.

Present: Gary Mutchler, Town Supervisor Jason Botsford, Council Member
Mark Ferrari, Council Member Melinda Pitman, Council Member
Ann Robson, Town Clerk Bill Hall, Highway Superintendent

Excused: Susan Allen, Council Member

Attending: Kari Terwilliger, Roland Dodge, Kathleen Connelly, Maryl Mendillo, Vivian Cunningham, Rachel Moran, Leslie Baxter, Gary Gordan, Peter Rogers, Melissa Alford, Bob Baxter, Daniel Burnett

1. The July 2022, Town of Scipio Board meeting was called to order at 7pm by Supervisor Mutchler followed by the Pledge of Allegiance to the flag.
2. Review Agenda – Council Member Pitman made the motion to approve the meeting agenda, seconded by Council Member Botsford. All in favor.
3. Issues from town residents – None were presented.
4. **Resolution 2022-46** Approve the June 8, 2022 Town Board Meeting Minutes. On a motion made by Council Member Ferrari, seconded by Council Member Pitman, this resolution was:
Adopted Ayes 4 Mutchler, Botsford, Ferrari, Pitman
Noes 0
5. **Resolution 2022 -47** Approve the Determination of No Significant Environmental Impact from Adoption of Local Law #2 of 2022. On a motion made by Supervisor Mutchler, second by Council Member Botsford, Senior County Planner Kari Terwilliger read the resolution, which was:
Adopted Ayes 3 Mutchler, Botsford, Ferrari
Noes 0
Abstain 1 Pitman
6. Supervisor Mutchler opened the Public Hearing on Local Law #2 of 2022 Adoption Amendments to the Zoning Ordinance for the Town of Scipio at 7:13pm. This Public Hearing was posted on the Town of Scipio website and *The Citizen* local newspaper. County Senior Planner Kari Terwilliger described the addition of definitions to the Town of Scipio Zoning ordinance as it pertains to the state permitted processing and growing of cannabis, the adjustment of the dimensional table set back in the waterfront district, and in the hamlets so all minimal setbacks matched. Speaking in favor of the Zoning Amendments pertaining to the commercial permitted processing and growing of cannabis was Vivian Cunningham who stated the NYS Office of Cannabis Management has so far, approved 215 of the possible 250 permits, though the state Marijuana Regulation and Taxation Act does not address dimensional setbacks, nor odor scrubbers. This is important to put into our local zoning to promote the health, safety and general welfare of the community. Senior County Planner Kari Terwilliger answered questions clarifying manure odor nuisances and who would enforce this section of the Zoning Ordinance by iterating this local permitting process will need a Special Use Permit, A-G from the town's Planning Board that is site specific. The NYS Department of Agriculture and Markets will monitor permitting, if issues arise, they will need to work with the Town Board, Planning Board and Code Enforcement Officer. Speaking against the definitions and provisions for commercial cultivation and processing of cannabis and cannabis products was Melinda Pitman who voiced, she does not want to impose more regulations on agribusiness. After all persons desiring to be heard, had been heard, Supervisor Mutchler made a motion to close the public hearing at 7:38 pm, seconded by Council Member Ferrari. All were in favor.
7. Introduction to the Town Board of proposed candidates for two open positions on the Town of Scipio Planning Board. Supervisor Mutchler explained the situation of the two vacancies and introduced town residents Melissa Alford, residing at 2969 Burns Rd. and Peter Rogers, residing at 68 Fire Lane 11, who spoke of their experiences and desire to volunteer on the town's Planning Board.

8. **Resolution 2022-48** Approve appointment of candidates to the open positions on the Town of Scipio Planning Board. On a motion made by Supervisor Mutchler, seconded by Council Member Botsford, this resolution was:
- | | | | |
|---------|------|---|-------------------------------------|
| Adopted | Ayes | 4 | Mutchler, Botsford, Ferrari, Pitman |
| | Noes | 0 | |

The Town Clerk administered the oaths of office to Melissa Alford and Peter Rogers immediately following the adoption.

9. **Resolution 2022-49** Approve Local Law #2 of 2022 Adopt Amendments to the Zoning Ordinance for the Town of Scipio. On a motion made by Supervisor Mutchler, seconded by Council Member Botsford, this resolution was:
- | | | | |
|---------|------|---|-----------------------------|
| Adopted | Ayes | 3 | Mutchler, Botsford, Ferrari |
| | Noes | 1 | Pitman |

10. **Resolution 2022-50** Capital Project CP22-001 Town of Scipio - Reject all bids received and opened on July 6, 2022 from multiple prime contractors because the total of the lowest bids exceeded the funds available. On a motion made by Supervisor Mutchler, seconded by Council Member Pitman, this resolution was:

Adopted	Ayes	3	Mutchler, Botsford, Pitman
	Noes	0	
	Abstain	1	Ferrari

11. **Resolution 2022-51** Approve Town of Scipio Debit/Credit Card Policy. On a motion made by Council Member Pitman, seconded by Council Member Botsford, this resolution was:

Adopted	Ayes	4	Mutchler, Botsford, Ferrari, Pitman
	Noes	0	

12. Official Reports

- a. Assessor – No report submitted.
- b. CEO – Written report will be included with the posted meeting minutes. Seven permits were issued. The Scipio Planning Board reviewed an application for a storage shed on FL 16A, a sketch plan for proposed renovations on an existing cottage at 104 Shale Point, FL 17 and scheduled a Public Hearing for July 27, 20022 for a proposed accessory dwelling for 104 Shale Point, FL 17.
- c. Clerk – Reported \$4374.50 was disbursed to the Supervisor in June 2022. The NYS Homeland Security & Emergency Services has approved the town’s Hazard Mitigation Plan – Resolution 2022-33. Email correspondence regarding the county’s Shared Services Plan, the Ways & Means meeting to discuss the Fuel Tax and the Empire State Senior Games Cycling event were forwarded to the Town Board. The town’s website had 395 visits in June, 2022. It was announced articles for the town’s Fall 2022 Newsletter are due by August 10, 2022. A Rabies Clinic will be scheduled during the Fall Clean Up Day on Saturday, October 1, 2022.
- d. Highway Superintendent – It was reported on July 12, 2022, Wayne Petite was elected the new Fire Commissioner for the Scipio Venice Ledyard Fire District. There is a Highway job position opened. Advertising for the position was made on the town’s website and with a sign posted in front of the Highway Barn along Rte. 34. Applications are coming in; references are being checked. Nine miles of town roads were oiled and chipped this month and crew has been mowing roadsides. Superintendent Hall reported on equipment in for repair, work done inhouse to save town funds and a new tractor being delivered in September. He has been working with contractors and farms to take responsibility to sweep off roads where they have caused muddy conditions. He reported concern for the safety of his crews given the recent situation on Hicks Rd when a Cortland City School bus came down the closed road and disregarded the closed road signage. DEC was called in to remove Hogweed along Cork St.

Resolution 2022-52 Auction off the Walters V plow truck. On a motion made by Council Member Ferrari, seconded by Superintendent Mutchler, be it resolved this motion was:

Adopted	Ayes	3	Mutchler, Botsford, Ferrari
	Noes	0	
	Abstain	1	Pitman

Council Member Ferrari inquired about the Ensenore Rd. right of way. Superintendent Hall replied it has town public access, yet his excavator cannot legally do any work below the high-water line in that area.

He reported the grant application for replacing the salt shed has been resubmitted to the state. The total grant request is \$450,000, with the state contributing \$300,000 and the town contributing \$150,000.

13. Board member Reports

- a. Susan Allan – no report. Discussion was had on what to do if the Transfer Station attendant requests time off. This will be addressed on a case-by-case situation, with the possibility of closing the Transfer Station if enough notice is given. Council Member Ferrari suggested to continue to advertise to fill the Assistant Transfer Station Attendant position so there is trained backup.
- b. Jason Botsford – no report
- c. Mark Ferrari – no report
- d. Mel Pitman – Reported she will attend the county’s Shared Services meeting on August 2, 2022 to learn more on future digitization of local government records.

14. Supervisor’s Report

- a. Financial Report – Supervisor Mutchler announced that recently hired bookkeeper, Cindy Pattington resigned due to health concerns. Roland Dodge was introduced as the town’s new bookkeeper effective July 1, 2022. Denice Hall is asking \$35 per hour to train the town’s new bookkeeper. She will offer training for three months, July through September 2022.

Resolution 2022-53 Approve hiring Denice Hall for three months, to train the town’s new bookkeeper at \$35 per hour. On a motion made by Supervisor Mutchler, seconded by Council Member Botsford this resolution was:

Adopted	Ayes	4	Mutchler, Botsford, Ferrari, Pitman
	Noes	0	

- b. **Resolution 2022-54** Transfer of funds to amend budget. Debit \$3,000 from A1990.4 Contingent Account and credit A1315.4 Comptroller Contractual. On a motion made by Supervisor Mutchler, second by Council Member Botsford, this resolution was:

Adopted	Ayes	4	Mutchler, Botsford, Ferrari, Pitman
	Noes	0	

- c. The town bookkeeper is progressing with establishing direct deposit of paychecks.
- d. The town has received notice that the current vendor who manages our computer network security will cease offering this service effective September 2022. Other network security businesses have been approached and cost estimates are being gathered, to present to the board at a future meeting.

15. Other Business - none

16. Review and payment of vouchers

- a. **Resolution 2022-55** Abstract 7 General Fund vouchers 114-133 total \$20,907.15. On a motion made by Council Member Ferrari, second by Council Member Pitman, this resolution was:

Adopted	Ayes	4	Mutchler, Botsford, Ferrari, Pitman
	Noes	0	

- b. **Resolution 2022-56** Abstract 7 Highway Fund vouchers 44-51 Total \$122,901.63. On a motion made by Supervisor Mutchler, second by Council Member Botsford, this resolution was:

Adopted	Ayes	4	Mutchler, Botsford, Ferrari, Pitman
	Noes	0	

17. Adjourn – On a motion by Council Member Pitman, seconded by Council Member Botsford, the July 2022 Scipio Town Board meeting was adjourned at 9:12pm. All in favor.

Respectfully submitted,

Ann M. Robson
Town Clerk of Scipio

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

Monthly Report – July 2022 Town Board Meeting

PERMITS ISSUED:

22-17 Gerald E. Martin, 3521 State Route 38, 16' x 16' deck.

22-18 Lucas Pettit, 3292 Black Street, 40' x 70' pole barn.

22-19 Rhonda Stanford-Zahn, 3092 Fleming Scipio Townline Road, renovate existing garage.

22-20 Lucas Pettit, 3292 Black Street, addition and renovations to existing single-family dwelling.

22-21 Michael J. Poole, 3327 State Route 38, 22' x 44' horse barn.

22-22 Mark Chadwick, 2816 Center Road, new bull bathroom.

22-23 Camp Endor, LLC (Higgins), Fire Lane 16, 14' x 28' storage shed.

Scipio Planning board review:

The following was approved by the Planning Board on June 22nd:

- Camp Endor, LLC (Higgins), Fire Lane 16, 14' x 28' storage shed.**

Sketch plan conference held for proposed renovations to existing seasonal cottage at 104 Shale Point – Nagle Property.


Public hearing scheduled for July 27, 2022, for proposed 660 square foot elder cottage for 104 Shale Point – Nagle Property.

Zoning Board of Appeals (ZBA) review:

The ZBA met on Tuesday, July 5, 2022, and approved an area variance requested by Brian Robison, 4564 West Lake Road, to construct a 16' x 24' deck to an existing structure.

COMMENTS/QUESTIONS/CONCERNS:

Respectfully submitted 07/09/2022.

J. Patrick Doyle, Code Enforcement Officer 
(315) 729-3921 codeenforcement@townofscipio.com