

Town of Scipio April 2022 Board Meeting Minutes

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

Present: Gary Mutchler, Town Supervisor
Susan Allen, Council Member
Jason Botsford, Council Member
Bill Hall, Highway Superintendent
Heather Garner, Town Assessor

Mark Ferrari, Council Member
Melinda Pitman, Council Member
Ann Robson, Town Clerk

Others Present: Kathleen Connelly, Rachel Moran, Gary Gordon

1. The April 2022 Town of Scipio Board Meeting was called to order at 7:00pm by Supervisor Mutchler, followed by the Pledge of Allegiance.
2. Motion to approve the agenda for the April 13, 2022 Town Board Meeting was made by Council Member Allen, seconded by Council Member Botsford. All in favor.
3. Issues to come before the Town Board from town residents – no issues were presented.
4. **Resolution 2022 - 32** - Approve March 9, 2022 Town Board Meeting minutes. On a motion made by Supervisor Mutchler, second by Council Member Allen be it resolved, the resolution was:
Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0
5. Renovation Project – Architect Kathleen Connelly clarified the asbestos floor tiles in the Assessor's office and the asbestos chalking around three doors in the town office will need to be removed prior to the renovation project commencing. The town is responsible to hire an independent contractor to monitor air quality during the hazardous material removal process.
The proposed start date has been moved back to September 2022. The job specifications are presently being worked on. The revised schedule would have the public notice advertising for bids out in early June, giving one month to submit proposals and opening the bids at the July Town Board Meeting. Advertising of the project and bid specifications would go to regional Plan Rooms and be posted in the Citizen. Architect Connelly will review current estimated costs with prevailing wages and report to the town board. Drawings of the proposed building renovations and color schemes showing wall paint, door trim, restroom tiles and carpet tile flooring were displayed. Discussion was had on floor carpeting tile versus linoleum tile. Council Member Ferrari recommended the town stay with the proposed carpet tile and replace the vacuum cleaner. Linear LED lighting is planned for the ceiling and the town should go with the engineer's recommendation on the heating system.
6. **Resolution 2022- 33** Approve the Town of Scipio Hazard Mitigation Plan – Council Member Allen reported that in the August 12, 2020 Scipio Town Board Meeting minutes, Resolution # 2020-65 was adopted regarding the town's Hazard Mitigation Plan. Supervisor Mutchler explained the Cayuga County Emergency Management Office asked for another town resolution. On a motion made by Supervisor Mutchler, seconded by Council Member Allen be it resolved, the resolution was:
Adopted Ayes – 4 Mutchler, Allen, Botsford Ferrari
 Noes – 0
 Abstain – 1 Pitman
7. Discussion about Summer Swim – After a two-year hiatus due to COVID the summer swim program is scheduled for three weeks this July at the Southern Cayuga School District's pool. Each municipality will be billed by the number of resident children who attend lessons. Discussion on busing options, advertising costs and if the pool is heated for children will be followed up by Supervisor Mutchler.

8. Southern Cayuga Instant Aid (SCIA) – The town is in receipt of a letter from Karen Clark, SCIA Board President requesting financial assistance of \$25,380 toward the purchase of a new ambulance utilizing ARPA monies. The four towns serviced by SCIA are asked to proportionally contribute. Council Member Pitman verbalized she will withhold comment as she receives compensation from SCIA. Council Member Allen suggested tabling this matter till next month, to find out if all four towns will participate.

9. Official Reports

a) Assessor – Town Assessor Heather Garner highlighted upcoming dates: the tentative Assessment Roll is due May 1, 2022, the BOA Grievance Day is scheduled for June 2, 2022, the final Assessment Roll will be released July 1, 2022. She informed the town board that the town’s equalization rate will most likely drop. The town’s last Re-evaluation was conducted in 2016 and the next is scheduled for 2024.

b) CEO – highlights from submitted report - four permits were issued; to build a barn and cabin on FL 19, to revise a sunroom on St. Rte. 38 and to demolish three cottages at 4486 St. Rte. 38. The Planning Board are reviewing applications for two proposed homes, a parking lot at Opendore and a proposed retail business on Gilling Rd. The ZBA held a Public Hearing for requested area variances by developer for proposed Dollar General store on St. Rte. 34.

c) Clerk – total disbursements to the supervisor for March 2022 were \$2549.93. Department of State requested renumbering of the local law on Cannabis Opt-Out. It is now Local Law #1 2022. The town website had 290 site visits in March 2022 and the Spring Town newsletter has been sent to the printer.

d) Highway Superintendent – Bill Hall reported that the highway crew moved the large stone pile from the front of the town office, they removed a large lilac bush at the intersection of Quarry Rd. and State Rte. 34. and fixed a sink hole on the Scipio/Venice Townline Rd. Supplies are on back order to replace a 30” culvert pipe at another sink hole located on Black St.

10. Board Member Reports

a) Susan Allen – reported the Town’s Spring Clean-Up Day is scheduled for May 7, 2022. Robinson Roll-off will provide five - 30 yd. dumpsters, and Weitsman will deliver a roll off for the scrap metal. Scipio’s Volunteer Fire Fighters will assist in unloading the vehicles and have an opportunity to recruit new members. Town residents will sign in before unloading vehicles for the Clean-Up event.

b) Jason Botsford – no report

c) Mark Ferrari – no report

d) Mel Pitman – reported plans to meet with Donald Carr, Cayuga County Purchasing Agent, and will contact Cayuga County Clerk Sue Dwyer to discuss shared service options for digitizing town records. She feels the town board needs a committee to review the LGS-1 schedules for record retention and disposition of records. Council Member Ferrari offered to be on this committee. She has spoken to Grascen Shidemantle of Community Science Institute on ditch remediation; and continues working on the town’s Ethics Policy.

11. Supervisor Report

a) **Resolution 2022-34** Amend the town budget \$100,000 from A1620.4 Building Contractual to A9901.19 Transfers (Highway); \$100,000 from A990.19 Transfers (Highway) to DA5031 Interfund Transfer; \$1000,000 from DA 5031 Interfund Transfer to DA1530.2 Machinery Contractual. Also, \$50 from A1990.4 Contingent Account to A7510.4 Historian – Contractual. On a motion made by Supervisor Mutchler, second by Council Member Botsford, be it resolved this resolution was:

Adopted	Ayes	4	Mutchler, Allen, Botsford, Ferrari
	Noes	0	
	Abstain	1	Pitman

- b) Overview of town finances – Supervisor Mutchler provided print outs from Open Book New York comparing the town’s Balance Sheet from 2015, 2020 and 2021. Property tax received goes to the DA - Highway Fund and Sales tax received goes to either A – General Fund or DA – Highway fund.
- c) Town Policy on use of Municipal Debit Card/Credit Card – Recently the town acquired debit/credit cards from Cayuga Lake National Bank. Our new bookkeeper Cindy Pattington has requested the town establish a policy on the use of these cards. Council Member Ferrari suggested the town bookkeeper write up a proposal for use of these debit/credit cards to be presented at a future town board meeting.

12. Other Business

- a) **Resolution 2022-35** Approve 2022 Mowing Contract for three abandoned cemeteries – Only one proposal was submitted by Alvin Penird, for \$3050 to mow the Cornwall, Manchester, and Rte. 34B cemeteries. He has provided proof of insurance coverage. On a motion by Supervisor Mutchler, second by Council Member Botsford, be it resolved this resolution was:

Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0

- b) Status of dead tree removal in abandoned cemeteries – Tim Weir was contracted by the town to remove dead trees in the abandoned cemeteries in 2021. This job will be completed this spring.

- c) The town board agreed to invite a representative from Cayuga Lake National Bank to discuss an Investment Policy at the May 11, 2022 Town Board meeting.

13. Review and Payment of Vouchers

- a) **Resolution 2022- 36** General Fund – Abstract 4: vouchers 56-73; total 17,919.55 On a motion made by Council Member Ferrari, seconded by Council Member Allen, be it resolved this resolution was:

Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0

- b) **Resolution 2022- 37** Highway Fund – Abstract 4: vouchers 16-23; total \$2,344.01 On a motion made by Supervisor Mutchler, second by Council Member Botsford, be it resolved this resolution was:

Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0

- 14. Adjournment- On a motion made by Council Member Allen, the April 13, 2022, Scipio Town Board Meeting was adjourned at 9:28pm. All in favor.

Respectfully submitted,

Ann Robson
Scipio Town Clerk