

Town of Scipio June 2022 Board Meeting Minutes

The June 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 June 8, 2022.

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

Members of the Public – Ed Denton, Kari Terwilliger, Molly Dunton, Rachel Moran, Maryl Mendillo, Wendy Mutchler, Heather Garner.

Prior to the June 2022 Town Board Meeting the semi-annual review of municipal financial records was conducted at 6:30pm.

1. The June 2022 Town of Scipio Board meeting was called to order by Supervisor Mutchler at 7pm, followed by the Pledge of Alliance.
2. Motion to approve the agenda for the June 8, 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 2022-38** Approve April 13, 2022 Town Board Meeting Minutes. On a motion made by Supervisor Mutchler, seconded by Council Member Allen, be it resolved the following resolution was:
Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
Noes 0
5. **Resolution 2022-39** Approve William Hall, Highway Superintendent’s NYSLRS Record of Activity. On a motion made by Council Member Allen, seconded by Council Member Ferrari, be it resolved the following resolution was:
Adopted Ayes 5 Mutchler, Allen Botsford, Ferrari, Pitman
Noes 0
6. Appoint Melissa Alford to Town of Scipio Planning Board to replace Maryl Mendillo’s term thru December 31, 2024. On a motion made by Supervisor Mutchler, second by Council Member Botsford be it resolved this resolution was tabled before the voting was completed. On a motion made by Council Member Ferrari, appointments to the Scipio Planning Board will be tabled until the July 13, 2022 Town Board meeting after discussion warranted additional information. All in favor. Maryl Mendillo offered to stay on the Town Planning Board until her replacement is appointed. The Town Clerk will post an announcement on the town website seeking volunteers to the Scipio Town Planning Board.
7. Scipio Town Board/Planning Board/ZBA Owasco Lake Boat Tour Friday June 17th 1pm - ZBA Chair Keith Welch announced a boat tour on Owasco Lake to view the Town of Scipio Waterfront Zoning District for members of the three town boards.
8. Zoning Board of Appeals decision – ZBA Chair Keith Welch reported that at the June 7, 2022 meeting, Resolution 2022-1 DENIED the application by Franklin land Associates, LLC request for area variances not in compliance with Section 5.07, A (16) and Section 6.01 C of the Town of Scipio Zoning Ordinance. This pertained to the possible construction of a Dollar General Store.

9. Liberty Renewables – Molly Dunton, Project Developer with Liberty Renewables offered to present and discuss the NYS Code of Conduct for Wind Energy Projects to the Town Board of Scipio. The Code promotes the sustainable growth of the wind industry by increasing transparency and deterring improper relationships between local government officials and wind development companies. This presentation will be scheduled at the August 10, 2022 Town Board meeting.
10. Zoning Ordinance Amendments – Kari Terwilliger, Cayuga County Senior Planner reviewed the plan to amend certain sections of the town’s Zoning Ordinance by adding definitions and provisions for commercial cultivation and processing of cannabis and cannabis products and to amend the existing front setback for single-family and two-family dwellings in the Waterfront Zoning District to 50’. Council Member Ferrari also questioned the minimum lot width difference with single family versus two family dwellings for the Hamlet District in Table 6.01 (C). County Planner Terwilliger will work on the language and present the amendments before the Public Hearing scheduled at the July 13, 2022 Town Board meeting.
11. **Resolution 2022-40** Approve the Declaration of Intent that the Town Board of Scipio be Lead Agency for Environmental Review of Local Law #2 of 2022 Adoption of Amendments to the Zoning Ordinance for the Town of Scipio, Initiation of the SEQRA process. On a motion made by Council Member Allen, seconded by Council Member Pitman, be it resolved this resolution was:

Adopted	Ayes	5	Mutchler, Allen, Botsford, Ferrari, Pitman
	Noes	0	
12. Official Reports
 - a. Assessor Heather Garner reported the Tentative Assessment Roll was made available to the public. She scheduled opportunities to meet with her on May 10, 2022, May 28, 2022, and June 2, 2022. No town residents scheduled in-person appointments with her. On June 2, 2022 the town’s Board of Assessment Review heard complaints in relation to their assessment from one resident. The town’s Final Assessment Roll is due July 1, 2022. **Resolution 2022-41** Approve 2024 Scipio Town Wide Revaluation. On a motion made by Council Member Ferrari, second by Council Member Botsford, be it resolved the Town of Scipio will plan to conduct town-wide property assessment revaluation in 2024 was:

Adopted	Ayes	5	Mutchler, Allen, Botsford, Ferrari, Pitman
	Noes	0	
 - b. CEO – Patrick Doyle submitted his report which was included in the meeting packet. Council Member Pitman made a motion to include the CEO written monthly report as an addendum to the Town Board of Scipio’s Meeting Minutes, second by Council Member Allen. All in favor.
 - c. Town Clerk – It was reported the monthly disbursements in April 2022 were \$2245.00 and in May 2022, \$2037.00. Legal correspondence was received pertaining to a FOIL request regarding Vansridge Dairy and legal interpretation pertaining to the Healy Rd. abandonment adjacent to 4313 St. Rte. 38.
 - d. Highway Superintendent Bill Hall reported his crew has been mowing town roads, one truck was sand blasted, and painted with primer. He did minor repair to the truck purchased in 2020 as a cost savings to the town and they are preparing to start oil and chipping the town roads. He attended a three-day training conducted by the Cornell Local Roads Program. The Cayuga County Highway Department Snow Contract is being

discussed with a new formula which will impact the rate of town reimbursement. The 2022 CHIPS monies have not been received.

13. Board Member Reports

- a. Susan Allen reported on the successful Clean-Up Day held May 7, 2022. Gary Haff and Bill Hall from the town Highway Department and Sharon Petit from the Scipio Fire Department assisted all day. 111 residents signed in, seven mattresses were collected, and metal was separated. Recently, Casella has not followed the contracted pick-up schedule, nor have they called to inform the town.
- b. Jason Botsford – no report
- c. Mark Ferrari reviewed the schedule of the BID and Award process relating to the building renovation project. The designated Construction Manager will be Mark Ferrari, with assistance from Gary Mutchler, Bill Hall, and Jason Botsford. It is proposed to acquire a storage container with controlled humidity be placed in a highway bay to retain stored municipal records. Supervisor Mutchler asked for a timeline designating when the town office will be vacated, when and where the temporary office pods will be placed, what electrical, and computer networking needs have been identified. Council Member Ferrari will call around for pricing of the office pods and the computer networking and electric hookup.
- d. Mel Pitman reported progress on the Town’s Ethics Policy, she will send this to the town attorney for review before presenting to the Town Board. She suggested the town wait and coordinate with the county to develop a shared services plan to digitize its retained records.

14. Supervisor’s Report

- a. Financial Report – no questions.
- b. Town Policy on Use of Municipal Debit/Credit Card -The draft policy was discussed with changes suggested. The revised draft policy will be placed on the meeting agenda for July’s meeting.

15. Other business: Supervisor Mutchler announced the town bookkeeper, Cindy Pattington has submitted her resignation effective June 30, 2022. A job announcement has been made with the county Civil Service Department and will be advertised in the Auburn Citizen on June 12, 2022. Applications will be accepted through June 29, 2022. Former town bookkeeper, Denice Hall will fill in until the next bookkeeper is hired. Council Member Allen asked who is the appointed representative from Scipio on the Owasco Lake Watershed Management Council and the Cayuga Lake Watershed Intermunicipal Organization. It was reported that Council Member Mel Pitman as appointed the representative for both at the January 2022 Organizational meeting.

16. Review and payment of vouchers

- a. **Resolution 2022-42** Abstract 5 General Fund, vouchers 74-87; total \$10,869.70. On a motion made by Council Member Allen, seconded by Council Member Botsford, be it resolved the following resolution was:

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

- b. **Resolution 2022-43** Abstract 5 Highway fund, vouchers 24-30; total \$26,342.16. On a motion by Supervisor Mutchler, seconded by Council Member Ferrari, be it resolved this resolution was:

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

- c. **Resolution 2022-44** Abstract 6 General Fund, vouchers 88-113, total \$24,273.04. On a motion by Council Member Pitman, seconded by Council Member Allen, be it resolved this resolution was:

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

- d. **Resolution 2022-45** Abstract 6 Highway Fund, vouchers 31-43; total \$17,187.04. On a motion by Council Member Pitman, seconded by Council Member Ferrari, be it resolved this resolution was:

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

17. Adjournment – On a motion made by Council Member Pitman the June 2022 Town Board meeting adjourned at 9:17pm.

Respectfully submitted,

Ann Robson
Scipio Town Clerk

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

Monthly Report – June 2022 Town Board Meeting

PERMITS ISSUED:

22-15 Lucas Pettit, 3292 Black Street, renovations/alterations (second floor).

22-16 Keith M. Ross, 4582 West Lake Road, single-family dwelling.

Scipio Planning board review:

The following was approved by the Planning Board on May 25th:

- **John Malenick (Windy Hill Blinds & Seeds, LLC) – Special Use Permit for small retail business selling agricultural seed and premanufactured box blinds**


A sketch plan conference was held on May 25th for an application from Allen Farms RNG, LLC to construct a renewable natural gas (RNG) facility at 2927 Hunter Road. The application was referred to the Cayuga County Planning Department for 239 review at the upcoming June 16, 2022, meeting.

Zoning Board of Appeals (ZBA) review:

The ZBA met on Tuesday, June 7, 2022, to consider two area variances requested by the developer for a proposed Dollar General Store on the east side of State Route 34 (Dunn property). The area variances were denied by the ZBA.

COMMENTS/QUESTIONS/CONCERNS:

Respectfully submitted 06/09/2022.

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