

Town of Scipio January 2026 Town Board Meeting Minutes

The January 2026 meeting of the Town Board of Scipio, Cayuga County, State of New York was held at the Scipio Town Office, 3705 State Rte. 34, Scipio Center, NY 13147, on Wednesday, January 14, 2026.

Present: Gary Mutchler, Supervisor Susan Allen, Councilperson
 Nancy Hart, Councilperson Dan McGarry, Councilperson
 Melinda Pitman, Councilperson

Others: Rolland Dodge, Jeff Eaton, Bill Hall, Ann Robson, Lee Holmes, Connie Walter,
 Anita Dungey

1. Supervisor Mutchler called the January 2026 Organizational Town Board Meeting to order at 7:00 pm. Followed by the Pledge of Allegiance to the flag.
2. Approve the January 14, 2026 meeting agenda.
Motion made by Hart, second by Pitman. All in favor. 5/0
3. Issues from town residents - None
4. **Resolution 2026-1** Approve the December 30, 2025 meeting minutes
Motion made by Allen, second by Hart was:
Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0
5. Opened the Public Hearing for Local Law #1 of 2026 to Establish the Date for the meeting of the Board of Assessment Review.
Motion made by Allen, second by Hart. All in favor. 5/0
Attorney Eaton explained the Board of Assessment Review proposes to hear complaints in relation to assessments on the first Thursday following the 4th Tuesday of May in each year. No public comments received in favor or against.
6. Closed the Public Hearing for Local Law #1 of 2026.
Motion made by Mutchler, second by Hart. All in favor. 5/0
7. **Resolution 2026-2** Approve Local Law #1 of 2026 to Establish the Meeting Date for the Board of Assessment Review. (1st Thursday after the 4th Tuesday of May)
Motion made by Mutchler, second by Pitman was:
Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0
8. Opened the Public Hearing for Local Law #2 of 2026 to Provide for the Defense and Indemnification of Officers and Employees of the Town of Scipio.
Motion made by Pitman, second by Allen. All in favor. 5/0
Attorney Eaton explained this local law would provide legal and financial protection for those individuals serving the Town of Scipio as to claims which may be brought against them in the individual capacities or for actions taken while in the performance of their official duties and responsibilities. No public comments received in favor or against.
9. Closed the Public Hearing for Local Law #2 of 2026.
Motion made by Pitman, second by Hart. All in favor. 5/0

10. Resolution 2026-3 Approve to Provide for the Defense and Indemnification of Officers and Employees of the Town of Scipio.

Motion made by Pitman, second by Hart was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

11. Resolution 2026-4 Appoint Melinda Pitman as the Town of Scipio's 2026 New York State Association of Towns voting delegate at the Annual Business Meeting on February 17, 2026.

Motion made by Mutchler, second by Hart was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

12. Officer Reports

- a. Assessor – Exemption Renewal Applications were mailed out and a good number have been completed and returned.
- b. CEO – Printed report attached at end of meeting minutes.
- c. Clerk - \$1899 was disbursed to the Town Supervisor from December 2025. Dog Control Officer report indicated one dog was lost and found. The town's website had 196 unique visitors in December 2025. Updated contact lists were included in the meeting packets. Oaths of offices for newly elected and appointed positions have been completed.
- d. Highway Superintendent – The Agreement for the Expenditures of Highway Monies (form#284) was signed by members of the Town Board and on file with the Town Clerk. The Town Board was presented with a recommendation to research grants for funds to install a heat pump in the Town Office to maximize energy efficiency. The town's order for road salt has been received. Concerns with the town property on Ensenore Rd adjacent to the boat launch continue to raise attention over property line pins removed, with signage removed, trees cut down and illegal parking in the Right of Way. A land surveyor has been contacted to re-pin the property corner and new signage has been installed regarding illegal parking. The Highway crew have been clearing culverts of debris and sticks as weather permits.
- e. Attorney – No updates on the Agricola Project to report regarding the town's appeal for Party Standing, on the Road Use Agreement, the PILOT agreement nor the Host Community Agreement.

13. Board Member Reports

- a. Susan Allen – The contact with Casella for trash and recycling services will expire in 2026. Only a few companies operate within the Town of Scipio. They will be invited to make a bid presentation for the next contract cycle.
- b. Nancy Hart – No Report
- c. Dan McGarry – No Report
- d. Melinda Pitman – Announced an upcoming public hearing on the Certificate of Need (CON) which will expand the City of Auburn's ambulance services to Springport and Aurelius. She asked to be the Town of Scipio's representative on the county wide ALS/Ambulance Service committee.

14. Resolution 2026-5 Approve the 2026 Appointed Positions

- a. Town Attorney: CCF law office (Jeff Eaton) one year term expiring 12/31/2026.
- b. Code Enforcement Officer: J. Patrick Doyle III – one year term expiring 12/31/2026.
- c. Court Clerk – Eron Klipple – one-year term expiring 12/31/2026.
- d. Deputy Highway Superintendent – Timothy Calhoun– one year term expiring 12/31/26.
- e. Dog Control Officer: Suzie Tracy – yearly contract expiring 12/31/2026.
- f. Town Bookkeeper: Rolland Dodge – 1 year term expiring 12/31/2026.
- g. Delegate to AOT 2026 Business Session – Melinda Pitman.
- h. ZBA Chair: Greg Otis – one year term expiring 12/31/2026.
- i. Planning Board Chair: Melissa Alford – one year term expiring 12/31/2026.
- j. Planning Board Member: Peter Rogers – five-year term expiring 12/31/2030.
- k. ZBA member Lee Holmes – five-year term expiring 12/31/2030.
- l. ZBA member Kendra Janssen – four-year term expiring 12/31/2029.
- m. Susan Allen – Deputy Supervisor – 2-year term expiring 12/31/2027.
- n. All others whose terms were appointed for multi-year contracts ending in 2026 and beyond.

Motion made by Pitman, second by Hart was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

15. Town Policies – No changes were made to the town policies adopted at the January 2025 Town Board meeting, Resolution 2025-4 through 14.

16. Resolution 2026-6 Approve Salaries and Payroll

Town Board Members (4@2317.50)	\$9270.00
Justice	\$7313.00
Court Clerk	\$7004.00
Deputy Court Clerk	\$16.00/hr
Supervisor	\$10,000.00
Bookkeeper	\$10,609.00
Assessor	\$16,609.00
Town Clerk/Tax Collector	\$18,746.00
Deputy Town Clerk/Tax Collector	\$16.18/hr
Town Attorney /Contractual	\$19,200.00
Zoning Board of Appeals Chairperson	\$412.00
Zoning Board of Appeals Secretary	\$16.18/hr
Zoning Board of Appeals Members (4@132.61)	\$530.44
Planning Board Chairperson	\$530.45
Planning Board Secretary	\$16.18/hr
Planning Board Members (4@\$318.27)	\$1273.08
Transfer Station Attendant	\$17.27/hr
Highway Superintendent	\$80,000.00
MEO Medium	\$30.00/hr
MEO Light	\$29.00/hr
Part Time Snow Removal	\$30.00/hr
Budget Officer	\$1000.00
Board of Assessment Review Chairperson	\$106.09
Board of Assessment Review Members (2@79.57)	\$159.14
Code Enforcement Officer	\$10,815.00
Historian	\$424.36

Motion made by Mutchler, second by Pitman was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

17. Resolution 2026-7 Approved the 2026 Scipio Town Board Meeting Calendar

January 14 (Wed.) Town Board Organizational Meeting, 7 pm
February 11 (Wed.) Town Board Meeting, 7 pm
March 11 (Wed.) Town Board Meeting, 7 pm
April 8 (Wed.) Town Board Meeting, 7 pm
May 13 (Wed.) Town Board Meeting, 7 pm
June 10 (Wed.) Semi-Annual Financial Records Review, 6:45 pm Town Board Meeting, 7 pm
July 8 (Wed.) Town Board Meeting, 7 pm
July 18 (Sat.) Annual clean -up day 9am – 4 pm
August 12 (Wed.) Town Board Meeting, 7 pm
September 9 (Wed.) Town Board Meeting, 7 pm
September 18 (Fri.) Deadline to submit budget requests
October 14 (Wed.) Town Board Meeting, 7 pm – Tentative Budget Review
November 3 (Tues.) Election Day
November 11 (Wed.) Town Board Meeting, 7 pm – Public Hearing 2024 Town Budget
December 9 (Wed.) Semi-annual Financial Records Audit 6:45p, Town Board Meeting, 7 pm
December 30 (Wed.) Town Board End of Year Meeting, 7 pm
Motion made by Pitman, second by Hart was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

18. Supervisor's Report – Continue to be diligent about computer cyber security, Contact Extra Mile if you have concerns and questions with your town email account. Statistics comparing the 2025 and 2026 Town Budget were reviewed with the board.

19. Other Business - None

20. Review of 2026 Abstract 1

a. **Resolution 2026-8** General Fund – vouchers 1-20, Total: \$33,229.13

Motion made by Hart, second by Pitman was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

b. **Resolution 2026-9** Highway Fund – vouchers 1-10, Total: \$24,046.08

Motion made by Allen, second by Pitman was:

Adopted Ayes 5 Mutchler, Allen, Hart, McGarry, Pitman
 Noes 0

21. Next Town Board Meeting – Wednesday, February 11, 2026, 7 pm.

22. Adjournment at 8:16pm

Motion made by Pitman, second by Hart. All in favor 5/0

Respectfully submitted,

Ann M. Robson
Town of Scipio Town Clerk

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

Monthly Report – January 2026 Town Board Meeting

PERMITS ISSUED:

Summary of 2025 Permits Issued Attached

Scipio Planning board review:

No meeting held in December 2025. Next meeting scheduled for January 28, 2026.

ZBA review:

**January 6, 2026, organizational meeting – no new business.
Next meeting scheduled for February 2, 2026.**

COMMENTS/QUESTIONS/CONCERNS:

Registered for 24 hours of NYS approved in-service Code Enforcement Officer training to be held on January 25-28, 2026, 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 01/14/2026.

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

LOCAL LAW NO. 1 OF 2026 OF THE TOWN OF SCIPIO

**A LOCAL LAW TO ESTABLISH THE DATE FOR
THE MEETING OF THE BOARD OF ASSESSMENT REVIEW**

Be it enacted by the Town Board of the Town of Scipio as follows:

SECTION 1. AUTHORITY.

This local law is adopted pursuant to Section 512 of the Real Property Tax Law and Section 10 of the Municipal Home Rule Law of the State of New York.

SECTION 2. BOARD OF ASSESSMENT REVIEW GRIEVANCE DATE.

The Board of Assessment Review shall meet to hear complaints in relation to assessments on the first Thursday following the 4th Tuesday of May in each year.

SECTION 3. REPEAL

Local Law No. 1 of 1999 is hereby repealed.

SECTION 4. SEVERABILITY.

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE.

This Local Law shall be effective upon its filing with the New York Secretary of State.

LOCAL LAW NO. 2 OF 2026 OF THE TOWN OF SCIPIO
**A LOCAL LAW PROVIDING FOR THE DEFENSE AND INDEMNIFICATION OF
OFFICERS AND EMPLOYEES OF THE TOWN OF SCIPIO**

Be it enacted by the Town Board of the Town of Scipio as follows:

SECTION 1. **AUTHORITY.**

This local law is adopted pursuant to Article IX of the New York State Constitution (§§ 2(c)(6) and (10)), Sections 10(1) and (7) of the New York Statute of Local Governments, Sections 261-263 of the Town Law and Section 10 of the Municipal Home Rule Law of the State of New York.

SECTION 2. **PURPOSE & INTENT.**

Public Officers Law §18 authorizes municipalities to adopt that section and provide for the defense and indemnification protections to its officers and employees in connections with civil actions or proceedings, state or federal, arising out of an alleged act or omission which occurred or allegedly occurred while the officer or employee was acting within the scope of his or her public employment or duties. The purpose and intent of this Local Law is to confer the benefits of Public Officers Law §18 and thereby provide legal and financial protection for those individuals serving the Town of Scipio as to claims which may be brought against them in their individual capacities or for actions taken while in the performance of their official duties and responsibilities. The State of New York has enacted similar provisions for the legal and financial security of its officers and employees. By enactment of this Local Law, the Town Board does not intend to limit or otherwise abrogate existing rights or responsibilities of the Town or its officer and employees with regard to indemnification or legal defense. It is solely the intent of this Local Law to provide coverage for local officers and employees pursuant to Public Officers Law §18 in order to continue to attract qualified individuals to local government service.

SECTION 3. **DEFINITIONS.**

EMPLOYEE-- Any member of a public board, employee or volunteer authorized to participate in a publicly sponsored volunteer program, or any other person holding a position by election, appointment, or employment in the service of the Town of Henderson, whether or not compensated, but shall not include any independent contractor. The term "employee" shall explicitly include a former employee, his or her estate, or judicially appointed personal representative.

TOWN -- The political subdivision of the State of New York comprising the Town of Scipio.

TOWN ATTORNEY – Chief legal officer of the Town of Scipio.

TOWN BOARD – The Town of Scipio Town Board.

TOWN SUPERVISOR – The Supervisor of the Town of Scipio.

SECTION 4. DUTY TO DEFEND.

- A.** Upon compliance by the employee with Section 6 of this Local Law, the Town shall provide for the defense of the employee in any civil action or proceeding in any state or federal court arising out of any alleged act or omission which occurred or is alleged in the complaint to have occurred while the employee was acting within the scope of public employment or duties. This duty to provide for a defense shall not arise where such civil action or proceeding is brought by or on behalf of the Town.
- B.** Subject to the conditions set forth in Paragraph A of this Section, the employee shall be entitled to be represented by the Town Attorney; provided, however, that the employee shall be entitled to representation by private counsel of choice in any civil judicial proceeding whenever the Town Attorney determines, based upon investigation and review of the facts and circumstances of the case, that representation by the Town Attorney would be inappropriate or whenever a court of competent jurisdiction, upon appropriate motion or by a special proceeding, determines that a conflict of interest exists and that the employee is entitled to be represented by private counsel of choice.
 - 1. The Town Attorney shall notify the employee in writing of such determination that the employee is entitled to be represented by private counsel of choice.
 - 2. The Town Attorney may require, as a condition to payment of the fees and expenses of such representation, that appropriate groups of employees be represented by the same counsel. If the employee or a group of employees is entitled to representation by private counsel under the provisions of this chapter, the Town Attorney shall certify to the Town Board.
 - 3. Reasonable attorney's fees and litigation expenses shall be paid by the Town to such private counsel from time to time during the pendency of the civil action or proceeding with approval from the Town Board.
 - 4. Any dispute with respect to representation of multiple employees by a single counsel or the amount of litigation expenses or the reasonableness of attorney's fees shall be resolved by the court upon motion or by way of a special proceeding.
- C.** Where the employee delivers process and a request for a defense to the Town Attorney, as required by Section 6 of this Local Law, the Town Attorney shall take the necessary steps, including the retention of private counsel, under the terms and conditions provided in Paragraph B of this section on behalf of the employee to avoid entry of a default judgment pending resolution of any question pertaining to the obligation to provide for a defense.
- D.** Notwithstanding any other provision contained in this chapter herein, an employee is deemed to have waived his or her right to a defense pursuant to this chapter if the employee elects to defend the matter pro se or to engage a law firm in which the employee has an interest, affiliation or direct business relationship.

SECTION 5. DUTY TO INDEMNIFY.

- A. The Town shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in any state or federal court or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or settlement arose occurred while the employee was acting within the scope of his or her public employment or duties; provided further that in the case of a settlement the duty to indemnify shall be conditioned upon the approval of the amount of settlement by the Town.
- B. Except as otherwise provided by law, the duty to indemnify prescribed by this section shall not arise when the injury or damage resulted from the intentional wrongdoing or recklessness on the part of the employee.
- C. Upon entry of a final judgment against the employee or upon the settlement of the claim, the employee shall cause to be served a copy of such judgment or settlement, personally or by certified or registered mail within 30 days of the date of entry or settlement, upon the Supervisor; and if not inconsistent with the provisions of this chapter, such judgment or settlement shall be certified for payment by such Supervisor. If the Attorney concurs in such certification, the judgment or settlement shall be paid upon the audit and warrant of the Town Board.

SECTION 6. CONDITIONS OF DEFENSE AND INDEMNIFICATION.

The duty to defend or indemnify and save harmless provided by this chapter shall be conditioned upon delivery to the Town Attorney or his assistant, at his office, by the employee of the original or a copy of any summons, complaint, process, notice, demand or pleading within five days after he is served with such document; and the full cooperation of the employee in the defense of such action or proceeding and in defense of any action or proceeding against the Town based upon the same act or omission, and in the prosecution of any appeal. Such delivery shall be deemed a request by the employee that the Town provide for his defense pursuant to this chapter.

SECTION 7. LIMITATION OF APPLICABILITY.

- A. The benefits of this Local Law shall apply only to employees as defined herein and shall not enlarge or diminish the rights of any other party, not shall any provision of this section be construed to affect, alter or repeal any provision of the Worker's Compensation Law.
- B. The provisions of this Local Law shall not be construed to impair, alter, limit or modify the rights and obligations any insurer under any policy of insurance.
- C. The provisions of this Local Law shall apply to all actions and proceedings pending upon the effective date thereof or thereafter instituted.
- D. Except as otherwise specifically provided in this Local Law, the provisions of this Local Law shall not be construed in any way to impair, alter, limit, modify, abrogate or restrict any immunity available to or conferred upon any unit, entity, officer or employee of the Town, or any right to defense and/or indemnification provided for any governmental

officer or employee by, in accordance with or by reason of any other provision of state or federal statutory or common law.

SECTION 8. SEVERABILITY.

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

SECTION 9. EFFECTIVE DATE.

This Local Law shall be effective upon its filing with the New York Secretary of State.