

# Town of Scipio February 2024 Town Board Meeting Minutes

The February meeting of the Town of Scipio Town Board, Cayuga County, State of New York was held at the Town Office, 3705 Rte. 34, Scipio Center, NY 13147, on Wednesday, February 14, 2024 at 7 pm.

Present:

Gary Mutchler, Supervisor	Susan Allen, Councilperson
Jason Botsford, Councilperson	Nancy Hart, Councilperson
Melinda Pitman, Councilperson	

Others: Bill Hall, Jeff Eaton, Ann Robson, Heather Garner, Annie Komarisky, Ken Post

1. Supervisor Mutchler called the February 2024 meeting to order at 6:59pm.
2. Approval of the February 13, 2024 meeting agenda - Motion to accept the agenda was made by Councilperson Pitman, seconded by Councilperson Allen. All in favor 5/0
3. Issues from Town resident - None
4. **Resolution 2024-19** Approval of January 17, 2024 meeting minutes. Motion to accept the minutes was made by Councilperson Allen, seconded by Councilperson Botsford:  
Adopted      Ayes    5      Mutchler, Allen, Botsford, Hart, Pitman  
                      Noes    0
5. Website Presentation – Annie Komarisky proposed to the town board, a four-month trial as webmaster of the town’s website. She would manage the content and organization of the postings as a 1099 contractor at \$25.00 per hour. Content postings would be pre-approved by either the town clerk, town supervisor or town attorney.
6. Officer Reports
  - a. Assessor – In preparation of the town’s revaluation it was explained by Assessor Garner *that she* will make assessments, to provide the basis for fair distribution of taxes among the town’s property owners. The last revaluation was in 2016. When a reval is made, it is to restore the "Equalization Rate" back to 100%, which is equal to the "Full Market Value" of the real property. Even though assessments may go up in a reval, it does not necessarily mean the property owner will pay more in property taxes. The amount of property tax paid is based on the "Assessed Value" of the property and the tax rates of the local town, county, and school budgets. As the net worth of the town increases during a reval, the amount needed per \$1,000.00 of "Assessed Value" for the Municipal budgets will decrease. A general informational meeting at the town office will be scheduled for Thursday, February 29, 2024, at 5:30pm. Announcements will be posted in the newspaper, on the town’s website and at the town office. Residents will be able to make an appointment in person or on the phone to discuss in more detail with the assessor. She will print out comparisons of equivalent property assessments for review. The Preliminary Assessment Roll will be available in March, 2024. The Tentative Assessment Roll on May 1, 2024 and July 1<sup>st</sup> for the Final Roll. Preliminary assessments will be posted on the town’s website.
  - b. CEO – Report attached to end of meeting minutes.

- c. Clerk – January Disbursements to the Town Supervisor were \$1,511.00. Deadline to submit news articles for the town’s Spring 2024 Newsletter is March 25, 2024. As of this date 79% of the county/town tax bills have been processed.
  - d. Highway Superintendent – Jason Botsford had a 4H meeting at the Town Office with about 30 youth and adults. While the parents and leaders met, the Highway Superintendent took those interested on a tour to talk about the highway equipment and what it does. A couple of culvert pipes were plugged due to the up and down temperatures.. Most problems have been on county roads. The highway crew have been trimming trees over hanging in the roads to try to prevent them from coming down in the road during a storm. Work has started on the old Healy Rd, now called Skillet Rd.. Brush and debris have been removed along with some trees. The surveyor needs to put in the property corner markers so the road can be made wider in areas and then graded.
  - e. Attorney
    - i. Draft FOIL Policy – The town board was asked to review the draft presented that sets town policy and fees to research the information being sought. Conversation and questions on this policy are encouraged. This may be ready for resolution vote in the March 2024 meeting.
    - ii. **Resolution 2024-20** Approve Application of Highway Superintendent to Lay Out and Alter Town Highway. Motion made by Councilperson Pitman, seconded by Councilperson Hart, was:  
 Adopted      Ayes    5      Mutchler, Allen, Botsford, Hart, Pitman  
                   Noes    0
    - iii. Zoning Ordinance revisions are under review with the town’s Planning Board. It is anticipated for the Planning Board will complete their review by May. In January 2024, the Owasco Lake Watershed Management Council submitted recommended policy for an Environmental Protection Overlay with soil and erosion control measures, site plan review recommendations and construction permitting to be considered for inclusion. Initial review notes these measures are incorporated in the current Zoning Ordinance.
    - iv. Healy Litigation. Attorneys have closed on the sale of property to the town for the seasonal extension of Skillet Rd. Superintendent Hall received a letter from the County Highway Department indicating the county will service the road.
    - v. Draft Social Media Policy was handed out for review and comment. Town Attorney is attending AOT training and may have adjustments to draft.
7. **Resolution 2024-21** Approve Four Month Contract with Annie Komarisky as Webmaster of TownofScipio.com. Motion made by Councilperson Hart, seconded by Councilperson Botsford was:  
 Adopted      Ayes    5      Mutchler, Allen, Botsford, Hart, Pitman  
                   Noes    0

8. Board Member Reports

- a. Susan Allen – Reported Karen Olenych has expressed interest in the position for Assistant Transfer Station Attendant. Town Attorney suggested hiring her as an independent contractor. The Cayuga County Solid Waste Management Plan has been released and is accessible for review on the county website. The Town of Scipio Transfer Station’s compactor is getting emptied every six weeks and averaging 7.5 tons collected per load.
- b. Jason Botsford – Reported Taitem is starting the bid advertising for the office renovation project on February 15, 2024. Legal notice will be published in the Auburn Citizen and posted on the town’s website. Taitem will provide a copy of the bid for \$15.00.
- c. Nancy Hart – Prepared a handout with recommendations for payment of 2024 dues and donations for watershed associations.

**Resolution 2024- 22** Fund \$656 to the Cayuga Lake Watershed Intermunicipal Organization (CWIO) and \$344 to the Community Science Institute (CSI). Motion made by Councilperson Hart, seconded by Councilperson Pitman was:

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

**Resolution 2024-25** Fund \$3000 to the Owasco Lake Watershed Management Council (OLWMC) and \$2000 to the Owasco Watershed Lake Association (OWLA) Motion made by Supervisor Mutchler, second by Councilperson Allen was:

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

- d. Melinda Pitman – No report

9. Supervisor’s Report

- a. **Resolution 2024-26** Request to Amend Budget

Debit A911 Unappropriated Fund Balance                    \$5000.00  
Credit A1120 Non-Property Sales Tax

Debit A1120 Non-Property Sales Tax                            \$5000.00  
Credit DA1120 Non-Property Sales Tax

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

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

- b. Town Newsletter – The topic to discontinue publishing the Spring and Fall Town Newsletter was discussed. The goal is to post more timely news on the town’s website for residents. The Town Clerk was asked to get pricing on mailing a postcard to town residents alerting them of this change.

10. Other business – None

11. Review of 2024 Abstract 2

- a. **Resolution 2024-27** Approve payment of General Fund – vouchers 20-39; total \$14,192,71. Motion made by Councilperson Pitman, second by Councilperson Hart was:

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

- b. **Resolution 2024-28** Approve payment of Highway Fund – vouchers 7-11; total \$853.29. Motion made by Councilperson Allen, second by Councilperson Pitman was:

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

12. Next meeting, Wednesday, March 13, 2024, 7 pm

13. Adjournment – Motion made by Councilperson Pitman at 9:15pm.

Respectfully submitted,

Ann Robson  
Town of Scipio Clerk

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

**Monthly Report – February 2024 Town Board Meeting**

**PERMITS ISSUED:**

**24-1R Lucas Pettit, 3292 Black Street, renovations/alterations – second floor (NOTE: Permit Renewal – original permit 22-15).**

**Scipio Planning board review:**

**January 24, 2024, meeting – reviewed proposed changes to zoning regulations and recommendations from the Town Council with Town Attorney Jeff Eaton. Next meeting scheduled for February 28, 2024.**

**ZBA review:**

**No applications and no meeting on February 6, 2024. Next meeting will March 5, 2024, if needed.**

**COMMENTS/QUESTIONS/CONCERNS:**

**I completed and submitted the 2023 Annual Report of Town of Scipio Code Enforcement Activities to the New York State, Department of State, Division of Code Enforcement Administration, as required, under Title 19 of New York State Codes, Rules, and Regulations.**

**I completed 24 hours of Code Enforcement Officer training in Buffalo on January 28-31, 2024, sponsored by the Niagara Frontier Building Officials Association. This annual training conference offers courses to satisfy the annual requirement to maintain NYS Code Certification by providing 24 hours of training approved by the NYS Division of Code Enforcement Administration.**

Respectfully submitted 02/14/2024.

J. Patrick Doyle, Code Enforcement Officer

(315) 729-3921 [codeenforcement@townofscipio.com](mailto:codeenforcement@townofscipio.com)