

February 9, 2022 Town Board Meeting Minutes

The Town Board of Scipio, Cayuga County, State of New York was held at the town office, 3705 NYS Rte. 34, Scipio Center, NY 13147, on February 9, 2022.

Present: Gary Mutchler, Supervisor

Susan Allen, Council Member

Jason Botsford, Council Member

Mark Ferrari, Council Member

Melinda Pitman, Council Member

Bill Hall, Highway Superintendent

Ann Robson, Town Clerk

Members of the Public: Rachel Moran, Keith Welch, John Malenick, Bruce Besner, Donna Besner, Janet Reohr, Mike Keegan, Molly Dunton, Russ De Forrest, Bob McLaughlin

1. The February 2022 Town of Scipio Board meeting was called to order at 7pm by Supervisor Mutchler. Followed by the Pledge of Allegiance.
2. Review Agenda – Supervisor Mutchler proposed adding to the agenda the appointment of ZBA alternate. On a motion by Council Member Pitman, seconded by Council Member Botsford the revised agenda was accepted. All in favor.
3. Issues from town residents: - Bruce Besner publicly acknowledged and thanked Scipio Highway Superintendent Bill Hall for his response to the fire at 1807 Sherwood Rd. on February 7, 2022, by salting, and plowing the road to secure the safety of emergency responders.
4. **Resolution 2022-17** Approve minutes of the January 12, 2022, Town Board meeting. On a motion by Council Member Allen, seconded by Council Member Pitman, this resolution was:
Adopted Ayes 5 Mutchler, Allen Botsford, Ferrari, Pitman
 Noes 0
5. ZBA Alternate Appointment – ZBA chair Keith Welch spoke of the necessity to appoint an alternate to the Scipio Zoning Board of Appeals. Town resident, John Melnick, has decades of experience with municipal government and would fill the role of any current ZBA member, who is not able to attend meetings or hearings.
Resolution 2022-18 Approve appointment of Alternate to Scipio ZBA. On a motion made by Supervisor Mutchler, seconded by Council Member Ferrari, be it resolved the appointment of John Melnick as alternate to the Scipio ZBA for a five year term was:
Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0
6. Liberty Renewables – Molly Dunton, Project Developer with Liberty Renewables announced an Open House on March 1, 2022, at the Scipio Fire House. The status of the proposed Agricola Wind Project in Venice, Scipio and Moravia will be presented. No action taken.
7. McLaughlin Waste Removal – Russ De Forrest, sales manager and Bob McLaughlin, owner of McLaughlin Waste Removal, based in Genoa, NY, spoke on their refuse/recycling services available to the town of Scipio. No action taken.
8. Records Retention and Disposition – Mike Keegan, owner of Auburn Document Centre, inquired on the status of the town's project to digitize their municipal records. ADC is an approved vender with NYS Archives and has presented an estimated bid of \$30,000-\$39,000 to complete the scanning/digitizing project. Council Members Allen and Pitman suggested the town follow NYS Municipal Law §103 Procurement Policy and open this project to the bidding process since it is over \$20,000. NYS Archives have announced the Local Government Records Management Improvement Fund (LGRMIF) applications are being accepted for 2022-2023. Scipio Town Clerk offered to write a grant proposal for this funding cycle separate of her scheduled office hours.
9. Official Reports
 - a. Assessor – Highlights from the written report were Scipio has not conducted a town-wide assessment since 2016. Supervisor Mutchler reported to the board, this revaluation is planned for 2024. Scipio's 2022 Board of Assessment (BOA) Review is scheduled for June 2, 2022, from 4pm – 8pm. It was learned that in 1999, Local Law #1 was never filed with the Department of State to declare the second Thursday

after the fourth Tuesday in May to be the BOA meeting. Supervisor Mutchler stated this will be addressed with a new resolution and public hearing scheduled.

- b. CEO – Highlights from the written report stated four permits were issued in January. Nine hours of NYS CEO training was completed. The Planning Board and ZBA have no applications currently under review.
- c. Town Clerk - \$2,080 was disbursed in January 2022, from landfill stickers, dog licenses and building permits. 867 county and town tax payments (74%) have been processed as of February 9th. The town's website had 269 site sessions in January. Articles for the Spring Town Newsletter are requested by March 22, 2022.
- d. Highway Superintendent – Research on installation of 3 phase power to the town buildings is progressing. There are proposed changes in the county's snow plowing contract with Scipio. Presently, the town plows 10.51 miles of county roads and receives \$4,800 per lane mile. The new contract proposes time and material only to plow the ten miles which is not satisfactory. Currently reviewing bids for a new truck and mower boom in 2023. The new pickup truck was in for service. The Highway crew are self-testing for COVID and are back to full staff. There is over 40 hours of overtime this pay period. The heater vent for the Transfer Station needs to be reconfigured as the wind is frequently blowing out the heater pilot light. The grant application to replace the salt shed was denied. The request will be re-submitted for the next funding cycle. Screws are corroding and boards are falling off the structure. Council Member Ferrari offered to look at the structure. There is a broken pipe in the septic system between the town barn and the town office building. The area will need to be carefully dug up, to fix the distribution line as water lines are in the same area. Cayuga Drug and Alcohol Testing services will provide random drug testing for the town Highway employees and Highway Superintendent will take training on detecting suspicious behavior in March 2022.

10. Board Member Reports

- a. Susan Allen – reported she and Supervisor Mutchler have met with sales representatives from McLaughlin Waste Removal, a new waste management option in the area. While offering competitive prices, our contract with Casella is currently more cost effective. We also met with our new Casella Regional Sales Manager and Territory Sales Representative to address ongoing issues with canceled or rescheduled pickup of the town's recyclables. Cognizant of our concerns, assurances were made that they would be corrected to our satisfaction. The town's contract with Casella ends in April, 2023. While our service has been good recently we continue to monitor the situation.
- b. Jason Botsford – has met with Bill Hall to review the projected equipment procurement schedule. He attended a meeting with Council Member Ferrari and architect Kathleen Connelly to review the status of the building renovation project. The final plans and specs will be delivered to the Building Committee by March 1, 2022.
- c. Mark Ferrari – reiterated meeting with the architect and walking Jason through the proposed renovation project. The final plans are due March 1st, and the bidding process will begin shortly after.
- d. Melinda Pitman –will virtually meet with an AOT attorney to discuss the town's Code of Ethics. With the Cayuga Lake Inter-Municipal Organization, she learned CSI is a state certified lab, which analyze HAB samples, and they coordinate the Floating Classroom. She will attend Owasco Lake Watershed Management Council meetings and is interested in their Lake Friendly Living Campaign. (Postscript Resolution #2021-17)

11. Supervisor Report

- a. Financial Report – the January 2022 report was electronically sent out. A \$600 water heater was installed for the town office building and a new phase conductor was installed on the trash compactor for \$7,500.

Resolution 2022- 19 Transfer of funds to amend budget. On a motion by Supervisor Mutchler, second by Council Member Ferrari, be it resolved the transfer of \$8650 from A1990.4 Contingency Fund to A1620.42 Building Electric was:

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

- b. Bookkeeper to Supervisor Position – Candidates for the part time position were interviewed and Lucinda Pattington was offered and accepted the position, to start on April 1, 2022. Her experience as treasurer with the Cayuga Onondaga BOCES will aid the town's goal to achieve a Gold Certified status with the

New York State Local Retirement system (NYSLRS). The bookkeeper's annual salary will be pro-rated to \$7500. The current bookkeeper will receive \$20/hr. to train the new employee starting April 1st.

- c. Lake Front Foreclosed property – Tax parcel # 153.02-1-8 is on the county's foreclosure list. Interest in the town purchasing the parcel has been conversed. This may be a mote point as the current owners are making efforts to pay back taxes and have paid the 1st installment of the 2022 taxes.

12. Other Business

- a. Supervisor Mutchler made a motion and received approval by all Town Board Members to enter Executive Session at 9:25pm. Others attending were the Town Clerk and the Highway Superintendent. Topic of discussion was the interpretation of the Highway Employee Manual for new employees on probation and the amount of vacation time allowed. The Town Board Members all agreed that new Highway employees have a six-month probationary period and are eligible for two-week vacation. Executive session ended at 9:41pm.
- b. Superintendent Mutchler mentioned the Southern Cayuga Instant Aid (SCIA) has approached the town to help fund a new ambulance with use of ARPA funding. Future discussion will be scheduled.

13. Review and Payment of Vouchers

- a. **Resolution 2022- 20** Approve General Fund Abstract 2 vouchers 14-37 Total \$25,142.06. On a motion by Council Member Pitman, seconded by Council Member Botsford be it resolved this was:
Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0
- b. **Resolution 2022- 21** Approve Highway Fund Abstract 2 vouchers 5-10 Total \$1,085.53. On a motion by Supervisor Mutchler, seconded by Council Member Allen be it resolved this was:
Adopted Ayes 5 Mutchler, Allen, Botsford, Ferrari, Pitman
 Noes 0

- 14. Adjournment Council Member Pitman made a motion to adjourn the February 2022 Town Board meeting at 10pm. All in favor.

Respectfully submitted,

Ann Robson
Town Clerk