

The July 2024 meeting of the Town of Scipio, Cayuga County, State of New York was held at the Town Office, 3705 State Rte. 34, Scipio Center, NY 13147, on July 10, 2024 at 7 pm.

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

Others: Ann Robson, Jeff Eaton, Larry Bell,

1. The July 2024 board meeting of the Town of Scipio was called to order at 7 pm by Supervisor Mutchler, followed by the Pledge of Allegiance.
2. Reviewed agenda. Motion to accept by Councilperson Pitman, second by Councilperson Botsford. All in favor. 4/0
3. Issues from town residents – Larry Bell voiced concern to the town board that his recent request to review historic town documents were not found in the town office. He questioned the missing Town Clerk Records prior to 1947. Supervisor Mutchler responded that he would investigate how town documents were previously retained and stored.
4. **Resolution 2024 – 58** Approve June 12, 2024 Town Board Meeting minutes. Motion by Councilperson Pitman, second by Councilperson Hart was:  
Adopted Ayes 4 Mutchler, Botsford, Hart, Pitman  
Noes 0
5. Close Public Hearing on amendments to the Town of Scipio Zoning Ordinance. No one was present to be heard on the amendments at the July 2024 Town Board meeting. Motion to close made by Councilperson Pitman, second by Councilperson Hart. All in favor 4/0.
6. **Resolution 2024-59** Approve Local Law # 1 of 2024 Amend Town of Scipio Zoning Ordinance. Motion made by Councilperson Pitman, second by Councilperson Hart was:  
Adopted Ayes 4 Mutchler, Botsford, Hart, Pitman  
Noes 0
7. **Resolution 2024-60** 2024 Consolidated Funding Application to Support and Authorize the Town of Scipio Water Quality Improvement Project – Salt Storage Shed. Motion by Councilperson Pitman, second by Councilperson Hart was:  
Adopted Ayes 4 Mutchler, Botsford, Hart, Pitman  
Noes 0
8. **Resolution 2024 – 61** Approve 2024 Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium. Motion by Councilperson Botsford, second by Councilperson Pitman was:  
Adopted Ayes 4 Mutchler, Botsford, Hart, Pitman  
Noes 0
9. Officer Reports
  - a. Assessor – written – attachment to minutes.
  - b. CEO – written – attachment to minutes.

- c. Clerk - \$4,317 was disbursed to the Town Supervisor for June 2024 activities. Since the beginning of June 2024, the town wide dog enumeration effort has issued forty-one new dog licenses, thirteen renewals and four had a change in status. The town's Dog Control Officer reported two complaints and two court appearance tickets were issued. Please submit news items and articles to be uploaded on the town's website.
- d. Highway Supervisor – Reported the highway crew was helping other towns with paving, they are on the 2<sup>nd</sup> round of mowing, and are installing new field driveways. The office repair work is progressing with new windows scheduled to be installed later this month. The CFA grant application for the Salt Storage Shed is moving forward. The town is eligible for a \$10,000 NYSERDA grant which will be targeted to improve energy efficiency in the Highway Barn.
- e. Attorney – Highlighted the completion of the Town Zoning Ordinance and reported no progress on the Little League/Fire Department discussion. He recommended the board consider a resolution to approve two change orders for the Office Repair RFP project. One change order was to add \$9,000 for painting the interior of the town office. The other was an addition of \$7,000 to replace 72 damaged blocks on the North wall.

**2024 – 62** Approve two separate change orders in the Office Repair RFP- \$9,910 for interior painting and \$7,056 to replace damaged blocks. Motion by Councilperson Hart, second by Councilperson Botsford was:

Adopted	Ayes	4	Mutchler, Botsford, Hart, Pitman
	Noes	0	

#### 10. Board Member Reports

- a. Susan Allen – No Report  
Jason Botsford – Reported there are 30 youth projects in the 4-H Program Livestock Sale, 3pm, Saturday, August 3, 2024 at the Union Springs Fire Department.
- b. Nancy Hart – The North American Manure Expo, July 17-18, 2024, held at the Paterson Farm will offer farm tours on 7.17.24. The town was unable to complete the CFA grant application this funding cycle to submit a proposal to remediate the Ensenore Rd. boat launch for emergency vehicle access. Councilpersons Hart and Pitman will continue with the project application and complete the necessary documentation required to apply for the next round.
- c. Melinda Pitman – Announced the Poplar Ridge Fire Department made an unauthorized purchase of a brush truck without the permission of the fire commissioners.

#### 11. Supervisor's Report

- a. Financial – No adjustments at mid-year.
- b. Building Renovation Update – Much of the report was already discussed. Councilperson Pitman will select paint colors for the office interior walls.
- c. NYS Ag & Markets conducted a favorable review of the town's dog control officer, Suzie Tracy.

- d. Scipio Planning Board member Mike Nolan is moving out of town. Town Board members were asked to submit suggestions for his replacement.
- 12. Other Business – none
- 13. Review of 2024 Abstract 7
  - a. **Resolution 2024-63** – General Fund – vouchers 118-136, total \$32,293.51. Motion by Councilperson Pitman, second by Councilperson Botsford was:  
Adopted      Ayes    4      Mutchler, Botsford, Hart, Pitman  
                      Noes    0
  - b. **Resolution 2024-64** – Highway Fund – vouchers 41-46, total \$7,002.94. Motion by Councilperson Pitman, second by Councilperson Hart was:  
Adopted      Ayes    4      Mutchler, Botsford, hart, Pitman  
                      Noes    0
- 14. Next meeting, Wednesday, August 14, 2024, 7 pm
- 15. Adjournment at 8:21PM      Motion made by Councilperson Pitman. All in favor.

Respectfully submitted,

Ann Robson, Town Clerk

# June 2024 Assessment Report

**Sitting with the Rolls:** I was available by appointment to meet with property owners to discuss property inventory, assessment values, sales and current market as well as exemptions. I met with 5 property owners during the month of May-BAR .

**BAR:** Board of Assessment Review **has concluded for the 2024 Assessment Roll.**

**Exemption corrections & Stipulations:** I presented the BAR with corrections to the May 1<sup>st</sup> Tentative roll and Stipulation to be ratified and changed on the Final assessment Roll July 1<sup>st</sup>. There were a few exemption applications received prior to March 1<sup>st</sup> which were denied because property owners needed to provide additional required documents. After receiving the documentation needed, the Exemptions were ratified via BAR and added to the final assessment roll. There were also a few parcels needing closer review. After Assessor-Property Owner discussion and agreement, adjustments were made accordingly and BAR ratified stipulations.

**Final Roll:** A digital copy of 2024 July 1<sup>st</sup> Final Assessment roll was provided to Town Clerk/ webmaster to place on Town website.

During July & August I am available to meet with property owners by appointment, will continue organizing and closing out the 2024 Assessment year and begin the 2025 Assessment year.

I plan to attend the New York State Assessors, Association Annual conference and Seminar September 23-26<sup>th</sup>. I will earn 12 continuing education credits which are required to maintain NY State Certification as Assessor.

Respectfully Submitted

Heather Garner

Town Assessor

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

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

**PERMITS ISSUED:**

**24-16      Howland Stone Store Museum, 2978 State Route 34B,  
18' x 14' porch.**

**Scipio Planning board review:**

**June 26, 2024, meeting – reviewed and approved site plan from Don & Cindy Edwards, 78 Fire Lane 21, for an addition and a deck. Reviewed and approved site plan from William & Donna Moore to remove an existing garage and construct a new garage. Reviewed and approved a minor subdivision for Constance West, 3337 State Route 34. Next meeting scheduled for July 24, 2024.**

**ZBA review:**

**July 8, 2024, meeting – public hearing - Greg Snyder property, 4486 State Route 38 (West Lake Road), area variance approved to construct a single-family dwelling. (Site plan review and approval from the Planning Board required prior to issuance of a building permit.) Reviewed area variance application from Brian Robison, 4564 West Lake Road, to construct a 14' x 16' three season room. Next meeting scheduled for August 6, 2024.**

**COMMENTS/QUESTIONS/CONCERNS:**

**Respectfully submitted 06/12/2024.**

**J. Patrick Doyle, Code Enforcement Officer**   
**(315) 729-3921 [codeenforcement@townofscipio.com](mailto:codeenforcement@townofscipio.com)**