

Town of Scipio January 2022 Town Board Meeting Minutes

The organizational meeting of 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 January 12, 2022.

Present: Gary Mutchler, Supervisor

Susan Allen, Council Member

Mark Ferrari, Council Member

Melinda Pitman, Council Member

Bill Hall – Highway Superintendent

Ann Robson – Town Clerk

Excused: Jason Botsford

Members of the Public: Rachel Moran, Chris Stricklin, Leslie Baxter

1. The Town of Scipio Board meeting was called to order at 7 pm by Supervisor Mutchler. Followed by the Pledge of Allegiance.
2. After review, a motion to approve the agenda was made by Council Member Allen, seconded by Council Member Ferrari. All in favor.
3. No issues were brought before the board from town residents.
4. An Oath of Office was performed for newly elected Council Member Mel Pitman.
5. **Resolution 2022-1 Approve minutes of the December 29, 2021 Town Board meeting.** On a motion made by Supervisor Mutchler, seconded by Council Member Allen, be it resolved the resolution was:
Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
6. Cyber Security – Supervisor Mutchler requested members of the Town Board and town officials to use their dedicated town emails for municipal business. Chris Stricklin of Auburn Computer reviewed strategies to protect individuals from phishing. His PowerPoint presentation will be sent to the town's Contact List.
7. Officer Reports
 - a. Assessor- Currently, working remotely with residents to process exemption applications.
 - b. CEO – Submitted 2021 Annual Report of Activity. Completed 3 hours of NYS approved in-service Code Enforcement Officer training
 - c. Clerk - Submitted 2021 Annual Report of receipts and disbursements. Reported Local Law #2 of 2021 was filed with the NYS Cannabis Board on December 30, 2021. There is a 45-day waiting period given to the Permissive Referendum to complete filing Local Law #2 with the NYS Department of State. The new computer used by the Town Clerk has had software uploaded and ready for the 2022 Tax Season.
 - d. Highway Superintendent – It has been a busy start to 2022 due to the winter weather conditions on the roads. In the first 11 days Bill Hall reported working 130 hours. Staff were exposed to COVID on January 3, 2022, were tested and received negative results. New hire Gary Haff is going out on runs with Bill Hall during his probationary period. Newly elected Council Member Mel Pitman asked to go out on a snowplow run. Cayuga Drug and Alcohol Testing will be hired to conduct random testing of Town of Scipio Highway employees.
8. Board Member Reports
 - a. Susan Allan – reported electrician Jared Beebee has ordered a capacitor unit to replace the broken unit in the trash compactor. There is no three-phase electric power at the Transfer Station to run a more modern compactor. Presently Robinson Roll-Off is emptying the 30 yd dumpster every 2-week compared to the 6-week cycle when the compactor was working. Casella has not been complying with the contract to empty the recyclable bins on a timely basis. Weekly calls are being made to address the situation. The heater is working in the Transfer Station office and Bill Hall brought in a catwalk to aid residents in reaching the top of the dumpster to throw in trash.
 - b. Jason Botsford – Excused from meeting due to illness. Was delegated responsibility to update the Equipment Replacement Schedule, to review/revise the Highway Employee Manual and to assist in the Office Renovation project.
 - c. Mark Ferrari – Referred to handout in meeting packet from the architect on the Office Renovation Project status. Move information will be presented at the February meeting.
 - d. Melinda Pitman – Was appointed as town representative to the Owasco Lake Watershed Management Council and the Cayuga Lake Inter-Municipal Organization. She was designated Compliance Officer for the NYMIR Policy Against Discrimination and Harassment.

- f. **Resolution 2022-7 Prepayment without Audit.** On a motion made by Supervisor Mutchler, seconded by Council Member Ferrari be it resolved that the Scipio Town Board authorizes the supervisor to pay for utility services such as gas, electric, fuel oil, insurance and telephone service in advance of audit claims was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
- g. **Resolution 2022-8 Investment Policy.** On a motion made by Council Member Ferrari, seconded by Council Member Pitman be it resolved the supervisor is authorized to invest any available funds, consistent with town obligations, on a timely basis in such manner that funds accrue the largest return for the town and still comply with the requirements of New York State was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
- h. **Resolution 2022 -9 Return Check policy.** On a motion made by Supervisor Mutchler, seconded by Council Member Pitman be it resolved that any check rendered to the Town of Scipio and returned for any reason may be charged a \$10 fee was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
- i. **Resolution 2022-10 Check Signing.** On a motion made by Council Member Pitman, seconded by Council Member Ferrari be it resolved in absence of and or at the request of the supervisor, the Deputy Supervisor is empowered to sign town checks was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
- j. **Resolution 2022-11 2022 Filing of Annual Update Document (AUD).** On a motion by Council Member Allen, seconded by Council Member Pitman be it resolved the Supervisor shall file with the Town Clerk within sixty days after the closing of the fiscal year, a copy of the AUD which will be sent to the state comptroller. Be it further resolved that the Town Clerk shall publish in the official newspaper, within ten days, notice that said report is on file for public inspection in the town office was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
- k. **Resolution 2022-12 Milage Reimbursement.** On a motion by Supervisor Mutchler, seconded by Council Member Ferrari be it resolved the town will reimburse mileage for town related business at the 2022 Federal Rate of \$.585 per mile was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
11. **Resolution 2022-13 Salaries** – On a motion by Supervisor Mutchler, seconded by Council Member Allen, be it resolved Attachment B was:
- Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0

Attachment B – 2022 Salaries

NAME	POSITION	SALARY
SA, JB, MF, MP	Town Board Members	\$ 2,100/yr. each
Gary Mutchler	Town Budget Officer	\$ 1,000/yr.
Gary Mutchler	Supervisor	\$ 8,000/yr.
Ann Robson	Town Clerk/Tax Collector/Vital Records	\$15,450/tr.
Cathy Komarisky	Deputy Clerk/Tax Collector/Vital Records	\$ 14.00/hr.
Denice Hall	Bookkeeper to Supervisor	\$ 9,000/yr.
Brian Dugan	Justice	\$ 6,400/yr.
Eron Klipple	Court Clerk	\$ 6,100/yr.
Heather Garner	Assessor	\$16,125/yr.
J. Patrick Doyle, III	Code Enforcement Officer	\$ 9,255/yr.
Laura Wallenbeck	Historian	\$ 350/yr.
Thomas Olenych	Transfer Station Attendant	\$ 15.00/hr.
Nicole Jackson	Ass't Transfer Station Attendant	\$ 15.00/hr.

William Hall	Highway superintendent	\$57,867/yr.
Timothy Calhoun	MEO Medium	\$ 23.35/hr.
Mark Chamberlain	MEO Medium/Deputy HS	\$ 23.35/hr.
Gary Haff	MEO Light	\$ 21.50/hr.
Todd Green	Laborer PT	\$ 18.00/hr.
Keith Welch	ZBA Chair	\$ 400/yr.
Greg Otis	ZBA Vice-chair	\$ 300/yr.
Zane Cramer	ZBA Member	\$ 125/yr.
Howard Nelson	ZBA Member	\$ 125/yr.
Eric Devan	ZBA Member	\$ 125/yr.
Thomas Higgins	Planning Board Chair	\$ 400/yr.
Marilyn Post	Planning Board Member	\$ 250/yr.
Maryl Mendillo	Planning Board Member	\$ 250/yr.
Andrew Miller	Planning Board Member	\$ 250/yr.
Michael Nolan	Planning Board Member	\$ 250/yr.
Michael Whitten	BAR Chair	\$ 100/yr.
Ronald Curvin	BAR Member	\$ 75/yr.
Kenneth Post	BAR member	\$ 75/yr.

12. 2022 Town of Scipio Board Calendar

January 12 (Wed.)	Town Board, Organizational Meeting
February 9 (Wed.)	Town Board Meeting
March 9 (Wed.)	Town Board Meeting
April 13 (Wed.)	Town Board Meeting
May 7 (Sat.)	Spring Clean-up Day
May 11 (Wed.)	Town Board Meeting
June 8 (Wed.)	Town Board Meeting (Semi-annual financial audit at 6:30pm)
July 13 (Wed.)	Town Board Meeting
August 10 (Wed.)	Town Board Meeting
September 14 (Wed.)	Town Board Meeting
September 19 (Mon.)	Chairpersons submit budget requests
October 1 (Sat.)	Fall Clean-up Day
October 5 (Wed.)	Tentative budget submitted by Clerk to Town Board
October 5 (Wed.)	Town Board Meeting
November 8 (Tues.)	Election Day
November 9 (Wed.)	Town Board Meeting and Public Hearing on Town Budget
December 14 (Wed.)	Town Board Meeting
December 28 (Wed.)	Town Board Meeting (Semi-annual financial audit at 6:30pm)

Town Board Meetings are generally held on the second Wednesday of every month at 7:00 p.m. at the Scipio Town Office. October's Town Board Meeting will be held the first Wednesday, October 5, 2022 at 7 pm. The Public Hearing on the Town Budget will be scheduled during the November 9, 2022 Town Board Meeting. For any additional Town Board Meetings or Public Hearings notices will be posted in the official Town newspaper *The Citizen*, Auburn, NY and posted on the town's website: townofscipio.com.

13. Supervisor's Report

- a. **Resolution 2022-14 Financials.** On a motion by Council Member Ferrari, seconded by Council Member Allen, be it resolved the yearend financial report was:

Adopted	Ayes	4	Mutchler, Allen, Ferrari, Pitman
	Noes	0	
- b. Incomplete building permit application for a Dollar General Retail Store on Rte. 34 has been received by the town Code Enforcement Officer. CEO has been in contact with the developers regarding compliance.
- c. N95 masks – The county Emergency Management Office dropped off a case of small sized N95 masks to give to town residents. Since the masks are sized for children, Peach Town Elementary School and SCCS district were offered the masks for students use.

14. Other business –
- a. Cayuga Lake Watershed Intermunicipal Organization is changing their fee schedule and they are encouraging the town to separately support the Community Science Institute. Newly appointed town representative Mel Pitman will contact CLWIO to request a representative speak before the town board at a future meeting.
 - b. Open Book New York – Supervisor Mutchler compiled a Trend Report comparing Revenue and Expenditure from 2017-2021 for board review.
 - b. Executive session – No Action Taken - Topic of discussion was tabled for full board input.
15. Review of Abstract 1
- a. **Resolution 2022-15 General Fund** Vouchers 1-13 total \$10,618.87 On a motion by Council Member Allen, seconded by Council member Pitman be it resolved the resolution was:
Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
 - b. **Resolution 2022-16 Highway Fund** Vouchers 1-4 total \$14,379.66 On a motion by Supervisor Mutchler, seconded by Council member Ferrari be it resolved the resolution was:
Adopted Ayes 4 Mutchler, Allen, Ferrari, Pitman
 Noes 0
16. Next meeting – Wednesday, February 9, 2022, 7 pm.
17. Adjournment – Council Member Pitman made a motion to adjourn the January 2022 Town of Scipio Board meeting at 9:17pm.

Respectfully Submitted,

Ann Robson
Town of Scipio Clerk