

The January 2025 Organizational Town Board 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 Wednesday, January 8, 2025.

Present:

Gary Mutchler, Supervisor

Susan Allen, Councilperson

Jason Botsford, Councilperson

Nancy Hart, Councilperson

Melinda Pitman, Councilperson

Others: Ann Robson, Bill Hall, Rolland Dodge

1. The meeting was called to order at 6:55pm by Supervisor Mutchler, followed by the Pledge of Allegiance to the flag.
2. Motion to approve the January 2025 meeting agenda was made by Pitman, second by Botsford. All in favor. 5/0
3. Issues from town residents – None
4. **Resolution 2025-1** Approve December 27, 2024 Town Board year-end meeting minutes. Motion by Allen, second by Hart was:  
Adopted      Ayes    5      Mutchler, Allen, Botsford, Hart, Pitman  
                     Noes    0
5. **Resolution 2025-2** Approve the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium. Motion by Allen, second by Hart was:  
Adopted      Ayes    5      Mutchler, Allen, Botsford, Hart, Pitman  
                     Noes    0
6. Officer Reports
  - a. Assessor – No Report
  - b. CEO – Attached to minutes
  - c. Clerk – Disbursed \$2,049 to the Town Supervisor for the month of December 2024. Recent correspondence from the county Board of Election was inquiring what town positions were open for election in November 2025. They are Supervisor, two council positions, Highway Superintendent and Town Clerk/Collector. The USDA Rural Development has monies available for a single-family housing repair program, USDA 504 Home Repair Program. Contact clerk for referral information.
  - d. Highway Superintendent – Hicks Rd. was temporarily closed on 1.8.25 due to a truck going into the ditch. Now that the state monies have been awarded for the town's new salt shed, contractors are being notified for quotes. The Agreement for the Expenditure of Highway Moneys (Section 284 Highway Law) was reviewed with the town board. Including the general repairs of the town roads and culverts, sections of Black St. and Rice Rd. will be paved in 2025. B. Hall received verbal approval from the board to install a water filter for the well water coming to the highway barn.
  - e. Attorney – The county is working to dismiss the Marc Sholinsky Article 7 case. Pertaining to the Agricola project, an escrow funds account will be set up with the town for non-ORES intervenor fund reimbursements. A new contract for the town's webmaster services was written up for vendor, Annie Komarisky. The 2025 Health Consortium MCA was reviewed, and a resolution was prepared for the board's adoption.
7. Board Member Reports
  - a. Susan Allen – No Report.
  - b. Jason Botsford – Promoted a 4H Bowling Night fund raiser on February 1, 2025, 6:00 pm, at the King Ferry Bowling Lanes.
  - c. Nancy Hart – No Report
  - d. Melinda Pitman – No Report

8. **Resolution 2025 -3** Approve Appointed Positions – Attachment A. Motion made by Pitman, second by Allen was:

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

9. Approve Town Policies

a. **Resolution 2024-4** Approve Ethics Policy. Motion by Mutchler, second by Botsford was:

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

b. **Resolution 2025-5** Approve Procurement Policy. Motion by Pitman, second by Allen was:

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

c. **Resolution 2025-6** Approve Rules of Order. Motion by Pitman, second by Allen was:

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

d. **Resolution 2025-7** Approve Harassment Policy. Motion by Pitman, second by Botsford was:

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

e. **Resolution 2025-8** Approve Official Repository. Motion by Hart, second by Allen was:

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

f. **Resolution 2025-9** Approve Prepay. Motion by Hart, second by Allen was:

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

g. **Resolution 2025-10** Approve Investment Policy. Motion by Pitman, second by Botsford was:

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

h. **Resolution 2025-11** Approve Return Check Policy. Motion by Allen, second by Botsford was:

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

i. **Resolution 2025-12** Approve Filing AUD. Motion by Hart, second by Botsford was:

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

j. **Resolution 2025-13** Approve Mileage Reimbursement. Motion by Hart, second by Pitman was:

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

k. **Resolution 2025-14** Approve Rules of Decorum at Public Meetings. Motion by Hart, second by Allen was:

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

10. **Resolution 2025-15** Approve Salaries/Payroll. Attachment B. Motion by Hart, second by Allen was:

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

11. **Resolution 2025-16** Approve 2025 Scipio Town Board Meeting Calendar. Motion by Allen, second by Pitman was:

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

12. Supervisor's Report – No Report

13. Other – Local news reported the CNY Methodist Church's Casowasco Retreat Center will not be holding summer camp nor retreats in 2025 due to budget deficits.

14. Review of Abstract 1

- a. **Resolution 2025-17** Approve General Funds; vouchers 1-12, total \$22,129.34. Motion by Hart, second by Pitman was:

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

- b. **Resolution 2025-18** Approve Highway Funds; vouchers 1-6, total \$2,780.23. Motion by Allen, Second by Pitman was:

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

15. Next meeting – Wednesday, February 12, 2025, 7 pm.

16. Adjournment – Motion to adjourn at 7:52pm was made by Pitman, second by Botsford. All in favor. 5/0

Respectfully submitted,

Ann M. Robson  
Town Clerk of Scipio

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

**Monthly Report – January 2025 Town Board Meeting**

**PERMITS ISSUED:**

**Summary of 2024 Permits Issued Attached**

**Scipio Planning board review:**

**No meeting held in December 2023. Next meeting scheduled for January 22, 2025.**

**ZBA review:**

**No meeting held in January 2025. Next meeting scheduled for February 4, 2025, if needed.**

**COMMENTS/QUESTIONS/CONCERNS:**

**Registered for 24 hours of NYS approved in-service Code Enforcement Officer training to be held on January 26-29, 2025, 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 01/08/2025.**

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

## Attachment A: Resolution 2025-3 2025 Appointed Positions

- a. Town Attorney: Jeff Eaton (BSK law office) one year term expiring 12/31/2025
- b. Code Enforcement Officer: J. Patrick Doyle III – one year term expiring 12/31/2025
- c. Court Clerk – Eron Klipple – one-year term expiring 12/31/2025
- d. Deputy Highway Superintendent – Timothy Calhoun– one year term expiring 12/31/2025
- e. Dog Control Officer: Suzie Tracy – yearly contract expiring 12/31/2025
- f. Town Bookkeeper: Rolland Dodge – 1 year term expiring 12/31/2025
- g. Delegate to AOT 2025 Business Session – Jason Botsford
- h. ZBA Chair: Keith Welch – one year term expiring 12/31/2025
- i. Planning Board Chair: Melissa Alford – five-year term expiring 12/31/2029
- l. Planning Board Member – Willard Nivison – 2-year term expiring 12/31/2026
- m. All others whose terms were appointed for multiyear contracts ending in 2025 and beyond.

## Attachment B 2025 – Salaries and Payroll

NAME	POSITION	SALARY
SA, MP,NH ,JB	Town Board Members	\$2,250/yr each
Gary Mutchler	Town Budget Officer	\$1,000/yr
Gary Mutchler	Supervisor	\$9,700/yr
Ann Robson	Town Clerk/Tax Collector	\$18,200/yr
	Deputy Town Clerk	\$15.25/hr
Rolland Dodge	Bookkeeper to Supervisor	\$10,300/yr
Brian Dugan	Justice	\$7,100/yr
Eron Klipple	Court Clerk	\$6,800/yr
Heather Garner	Assessor	\$16,125/yr
Patrick Doyle III	Code Enforcement Officer	\$10,500/yr
Laura Wallenbeck	Historian	\$412/yr
Thomas Olenych	Landfill Attendant	\$16.77/hr
William Hall	Highway Superintendent	\$69,500/yr
Devin Sherman	MEO Heavy Duty	Hourly wages based on experience, benefits and length of service
Timothy Calhoun	MEO Heavy Duty	
Gary Haff	MEO Medium Duty	
Richard Waldron	Laborer PT	\$20.60/hr
Keith Welch	ZBA Chairman	\$412/yr
Greg Otis	ZBA Vice Chairman	\$309/yr
Zane Cramer	ZBA member	\$128.75/yr
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Eric Devan	ZBA member	\$128.75/yr
Melissa Alford	Planning Bd Chairman	\$515/yr
Joshua Saville	Planning Bd member	\$309/yr
Peter Rogers	Planning Bd member	\$309/yr
Andrew Miller	Planning Bd member	\$309/yr
Willard Nivison	Planning Bd member	\$309/yr
Michael Whitten	BAR chairman	\$103/yr
Ronald Curvin	BAR member	\$77.25/yr
Kenneth Post	BAR member	\$77.25/yr

### **Attachment C: Resolution 2025-15 2025 Town Board Meeting Schedule**

January 8 (Wed.) Town Board Organizational Meeting, 7 pm

February 12 (Wed.) Town Board Meeting, 7 pm

March 12 (Wed.) Town Board Meeting, 7 pm

April 9 (Wed.) Town Board Meeting, 7 pm

May 14 (Wed.) Town Board Meeting, 7 pm

June 11 (Wed.) Semi-Annual Financial Records Review, 6:30 pm Town Board Meeting, 7 pm

June 14 (Sat.) Spring Clean-up Day, 9 am-4pm

July 9 (Wed.) Town Board Meeting, 7 pm

August 13 (Wed.) Town Board Meeting, 7 pm

September 10 (Wed.) Town Board Meeting, 7 pm

September 20 (Fri.) Deadline to submit budget requests

October 4 (Sat.) Fall Clean-up Day, 9 am – 4 pm

October 8 (Wed.) Town Board Meeting, 7 pm – Tentative Budget Review

November 4 (Tues.) Election Day

November 12 (Wed.) Town Board Meeting, 7 pm – Public Hearing 2026 Town Budget

December 10 (Wed.) Town Board Meeting, 7 pm

December 30 (Tue.) Semi-annual Financial Records Review, 6:30pm Town Board End of Year Meeting, 7 pm