

Town of Scipio January 2021 Board Meeting Minutes

The organizational meeting of the Town Board of Scipio, Cayuga County, State of New York was held virtually on Wednesday, January 13, 2021.

Present:	Gary Mutchler, Supervisor	Mark Chamberlain, Highway Superintendent
	Susan Allen, Council Member	Denice Hall, Bookkeeper
	Vivian Cunningham, Council Member	Patrick Doyle, CEO
	Mark Ferrari, Council Member	Ann Robson, Town Clerk
Excused:	Gary Whitten, Council Member	

1. The Town of Scipio Board Meeting was called to order at 7:07pm by Supervisor Mutchler.
2. After review, a motion to approve the agenda for the January 13, 2021 town board meeting was made by Council Member Ferrari, seconded by Supervisor Mutchler. All in favor.
3. No issues were brought before the board from town residents.
4. **Resolution 2021 – 1 Approve minutes of the December 30, 2020 Town Board meeting.** On a motion by Supervisor Mutchler, seconded by Council Member Allen, be it resolve the resolution was:

Adopted	Ayes	4	Mutchler, Allen, Cunningham, Ferrari
	Noes	0	
5. Officers Reports
 - a. Assessor – no report
 - b. Clerk – In December 2020, five dog licenses were renewed, one building permit issued and \$1731.00 in trash stickers were sold. Processing of county and town taxes has begun.
 - c. CEO – The January 2021 report was emailed. Patrick Doyle and Supervisor Mutchler will meet to discuss Owasco Lake Watershed Management Council's proposed sediment reduction program, the Watershed Friendly Pledge, revisions for building/zoning permits to control erosion and sediment for small homesite construction and to establish an Environmental Protection Overlay District.
 - d. Highway Superintendent -The highway crew have been busy dealing with snow and ice on town roads. They have already applied a bay and a half of salt this plowing season. Staff are engaged in preparing equipment for spring activities. The new loader will arrive next month, and the new pick up was ordered, with expected delivery in May 2021.
6. Board Member reports
 - a. Susan Allen – Nothing new to report.
 - b. Vivian Cunningham – highlighted information from the December 2020 OLWMC meeting. Towns have been asked to write a letter to the governor supporting the Owasco Lake Watershed Rules and Regulations. Clerk Robson will forward example letters of support for this campaign. The Finger Lakes Land Trust Land Preserve in Niles is open to the public. The ditching and hydroseeding efforts in Scipio will continue in 2021. The Owasco Lake level is down to 710". She will be meeting with Highway

- Superintendent Chamberlain to review job descriptions and expectations for highway employees. She advised the highway employees to register for the Covid vaccination.
- c. Mark Ferrari – followed up with town supervisor regarding submittal of signed documents to Beardsley Design and Taitum Engineering for office renovation project. The contract and bidding document will be sent to town attorney, Jeff Eaton for review.
- d. Gary Whitten – excused no report

7. Appointments Town of Scipio Appointments 2021

- a. Assessor: Heather Gardner, six-year term expiring 9.31.2025
- b. Town Attorney: Jeffrey Eaton, Bond, Schoeneck and King Law Office one-year term expiring 12.31.2021
- c. Code enforcement Office: J. Patrick Doyle III, one-year term expiring 12.31.2021
- d. Court Clerk: Eron Klipple, one-year term expiring 12.31.2021
- e. Deputy Highway Superintendent: Bill Hall, two-year term expiring 12.31.2021
- f. Deputy Town Supervisor: Gary Whitten, two-year term expiring 12.31.2021
- g. Deputy Town Clerk: Cathy Komarisky, one-year term expiring 12.31.2021
- h. Dog Control Officer: Carl Collier, one-year contract expiring 12.31.2021
- i. Town Bookkeeper: Denice Hall, one-year term expiring 12.31.2021
- j. Town Budget Director: Gary Mutchler, two-year term expiring 12.31.2021
- k. Town Historian: Laura Wallenbeck, one-year term expiring 12.31.2021
- l. Planning Board members: Tom Higgins, five-year term expiring 12.31.2025
Maryl Mendillo, four-year term expiring 12.31.2024
Joe Paluga, three-year term expiring 12.31.2023
- m. Registrar: Ann Robson, two-year term expiring 12.31.2021
- n. Town Records Manager: Ann Robson, two-year term expiring 12.31.2021
- o. Representative to Owasco Lake Watershed Management Council (OLWMC): Vivian Cunningham
- p. Delegate to AOT 2021 Business Session: Gary Mutchler
- q. Alternate Delegate to AOT 2021 Business Session: Vivian Cunningham

Resolution 2021-2 Approve appointments for 2021. On a motion made by Council Member Ferrari, seconded by Council Member Cunningham, the resolution to fill 2021 appointments was:

Adopted	Ayes	4	Mutchler, Allen, Cunningham, Ferrari
	Noes	0	

8 Policies

- a. **Resolution 2021-3 Ethics Policy** – On a motion made by Council Member Allen and seconded by Council Member Ferrari the resolution for the town board to accept the town's ethics policy was:

Adopted	Ayes	4	Mutchler, Allen, Cunningham, Ferrari
	Noes	0	

- b. **Resolution 2021 – 4 Prior board approval for purchases greater than \$10,000.00** On a motion made by Supervisor Mutchler, seconded by Council Member Ferrari, the town board will approve of purchases greater than \$10,000.00 was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- c. **Resolution 2021-5 Meeting Rules of Order** On a motion by Council Member Cunningham, seconded by Council Member Allen the Town of Scipio will adhere to the NYS Association of Towns Rules of Order when conducting town board meetings was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- d. **Resolution 2021-6 Policy Against Discrimination and Harassment** On a motion made by Council Member Cunningham and seconded by Council Member Ferrari, the Town of Scipio's adherence to the NYMIR policies was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- e. **Resolution 2021 – 7 Official Repository** – On a motion made by Supervisor Mutchler, seconded by Council Member Allen, The Town of Scipio has established all financial accounts with Cayuga Lake National Bank was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- f. **Resolution 2021 – 8 Prepayments without Audit** On a motion by Supervisor Mutchler, second by Council Member Cunningham the town board authorizes the supervisor to pay for utility services such as gas, electric, fuel oil and telephone service in advance of audit claims was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- g. Investment Policy – Supervisor Mutchler requested this policy to be tabled until February 2021 to review with town attorney.
- h. Return check policy – Be it resolved that any check rendered to the Town of Scipio and returned for any reason may be charged a \$20.00 redemption fee.
- i. **Resolution 2021 – 9 Check Signing** On a motion made by Council Member Allen, seconded by Council Member Ferrari, be it resolved that in the absence of and or at the request of the Town Supervisor, Deputy Supervisor Whitten is empowered to sign town checks was:
Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0
- j. **Resolution 2021 – 10 2021 Filing of the Annual Update Document (AUD)** On a motion by Council Member Allen, seconded by Council Member Cunningham be it resolved the town supervisor and clerk will file by February 28, 2021, a copy of the Annual Update Document to the state comptroller. 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, Cunningham, Ferrari
 Noes 0

- k. **Resolution 2021-11 Milage rates** – On a motion by Supervisor Mutchler, seconded by Council Member Ferrari be it resolved the federal 2021 mileage reimbursement rate of \$0.56per mile was:

Adopted	Ayes	4	Mutchler, Allen, Cunningham, Ferrari
	Noes	0	

9. Schedule of Salaries of Elected and Appointed Officers and Employees for 2021

a. Town Board Members (4@2100)	\$ 8,400.00
b. Justice	\$ 6,100.00
c. Court Clerk	\$ 5,800.00
d. Supervisor	\$ 7,500.00
e. Bookkeeper	\$ 7,500.00
f. Assessor	\$16,125.00
g. Town Clerk/Tax Collector	\$15,000.00
h. Deputy Town Clerk	\$14.00/hour
i. Town Attorney -contractual	\$ 5,000.00
j. Zoning Board of Appeals Chairperson	\$ 400.00
k. Zoning Board of Appeals Secretary	\$ 300.00
l. Zoning Board of Appeals Members (3@125)	\$ 375.00
m. Planning Board Chairperson	\$ 400.00
n. Planning Board Secretary	\$ 300.00
o. Planning Board Members (3@250)	\$ 750.00
p. Transfer Station Attendant	\$13.75/hour
q. Highway Superintendent	\$57,868.00
r. MEO Medium	\$20.85/hour
s. MEO Light	\$20.31/hour
t. Part Time Snow Removal	\$17.00/hour
u. Budget Officer	\$ 1,000.00
v. Board of Assessment Review Chairperson	\$ 100.00
w. Board of Assessment Review Members (2@75)	\$ 150.00
x. Code Enforcement Officer	\$ 8,755.00
y. Historian	\$ 350.00

Resolution 2021 – 12 Schedule of Salaries On a motion made by Supervisor Mutchler, seconded by Council Member Allen be it resolved the schedule of salaries for 2021 was:

Adopted	Ayes	4	Mutchler, Allen, Cunningham, Ferrari
	Noes	0	

10. Calendar of Scipio Town Board Meetings 2021

January 13 (Wed)	Town Board Organizational Meeting
February 10 (Wed)	Town Board Meeting
March 9 (Wed)	Town Board Meeting
April 14 (Wed)	Town Board Meeting

May 1 (Sat)	Spring Clean Up Day
May 12 (Wed)	Town Board Meeting
June 9 (Wed)	Town Board Meeting
July 14 (Wed)	Town Board Meeting
August 11 (Wed)	Town Board Meeting
September 8 (Wed)	Town Board Meeting
September 20 (Mon)	Chairpersons submit budget requests
October 2 (Sat)	Fall Clean Up Day
October 6 (Wed)	Tentative budget submitted by Clerk to Town Board
October 6 (Wed)	Town Board Meeting
November 2 (Tues)	Election Day
November 3 (Wed)	Public Hearing on Town Budget/Town Board Meeting
December 8 (Wed)	Town Board Meeting
December 29 (Wed)	Town Board Meeting

Town Board Meetings are generally held on the second Wednesday of every month at 7:00 pm. The November 4th meeting must be held on the Wednesday after Election Day for the purposes of a Public Hearing on the Budget as well as the monthly Board Meeting. For any additional Town Board Meetings or Public Hearing notices will be posted in the official Town newspaper The Citizen Auburn, NY.

Resolution 2021-13 2021 Calendar of Town of Scipio Board meetings. On a motion made by Supervisor Mutchler, seconded by Council Member Allen the calendar of scheduled Town Board meetings was:

Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes

11. Supervisor's report

- a. Financials – The report was emailed out to town board members for the January 2021 meeting. In the future, financial reports will be emailed to board members prior to the monthly scheduled meetings.
- b. Southern Cayuga Instant Aid contract – the 2021 contract invoice will be paid in full.
- c. Textmygov – is a new web-based call center that has contacted the town about their service. Additional information will be provided at a future meeting.
- d. Liberty Renewables – contacted the Supervisor to inform the town of local private property owners' interest in erecting 20 windmills within Venice and Scipio townships. They would be 450' high, producing 4.5-5 Megawatt, with setbacks 3 times the height. This application will need to be submitted to the town CEO, reviewed by the Planning Board and presented to the Town Board.
- e. Anaerobic Digestors - Dave Palmer, retired SU engineering professor contacted the Supervisor regarding potential plans to pipe methane produced by anaerobic digestion through Scipio. More details will be available at a future date.

8. Other business –

9. **Resolution 2021 -14 General Fund Abstract 1 - vouchers 1-14; totaling \$13,969.36.** On a motion made by Council Member Cunningham, seconded by Council Member Ferrari the submission of vouchers 1-14, totaling \$13,969.36 was:

Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0

Resolution 2021-15 Highway Fund Abstract 1 - vouchers 1-5; totaling \$4,406.49. On a motion by Supervisor Mutchler, second by Council Member Allen, the submission of vouchers 1-5, totaling \$4,406.49 was

Adopted Ayes 4 Mutchler, Allen, Cunningham, Ferrari
 Noes 0

10. Adjournment – A motion to adjourn the January 13, 2021, Town of Scipio Board Meeting was made by Council Member Cunningham at 7:58pm. All in favor.

Respectfully submitted,

Ann M. Robson

Town of Scipio Clerk