

Town of Scipio February 2021 Board Meeting Minutes

The meeting of the Town Board of Scipio, Cayuga County, State of New York was held virtually on Wednesday, February 10, 2021.

Present	Gary Mutchler, Supervisor	Mark Chamberlain, Highway Superintendent
	Susan Allen, Council Member	J. Patrick Doyle - CEO
	Vivian Cunningham, Council Member	Ann Robson - Clerk
	Mark Ferrari, Council Member	Tom Higgins – town resident
	Gary Whitten, Council Member	unknown guest (ipad)

1. The Town of Scipio Board Meeting was called to order at 7:02pm by Supervisor Mutchler.
2. After review, a motion to approve the agenda for the February 10, 2021 town board meeting was made by Council Member Ferrari, seconded by Council Member Cunningham. All in favor.
3. Issues to come before the board from town residents. None presented.
4. **Resolution 2021-16** Approve minutes of the January 13, 2021 Town of Scipio Board Meeting. On a motion by Supervisor Mutchler, seconded by Council Member Allen, be it resolved the resolution was:
Adopted Ayes 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

5. Officer reports

a. Assessor – no report submitted.

b. Clerk - Deadline to submit articles for the town's Spring Newsletter is March 29, 2021. News articles/blogs for the website are welcome any time. The Clerk's January 2021 Fiscal Report to the Supervisor was \$2226.50. Implementing the LGS-1 Records Retention and Disposition plan will be an involved task for our town. Clerk Robson will present a proposal later with budget and time schedule for retaining and disposing of town records. Clerk Robson announced her office hours will change effective April 1, 2021. (revised: Town Clerk In office hours will be Tuesday and Wednesday 1pm-5:30pm) It was clarified the clerk works ten (10) hours per week. Nine (9) hours in the town office and one (1) hour per week for errands to the post office and bank. The supervisor and clerk will meet to clarify the town's expectations of the Town Clerk position.

c. CEO – The CEO February 2021 Report was emailed to board members February 9, 2021. Patrick Doyle explained a light industrial land use request was received. At present, the town's zoning code does not allow this land use without approval of a special use permit. The process of this request was reviewed by ZBA chair Keith Welch, town attorney Jeff Eaton and Supervisor Mutchler. The Zoning Code for Scipio will be revised in 2021. The next step is for the town to define an area for light industrial land use and adopt an overlay district if they want to allow this type of use or continue with the current special use permit process.

d. Highway – Highway Superintendent Chamberlain reported the crew had a busy month maintaining the roads due to weather conditions. #5 truck was taken to Stadium International for major repairs. Most of the work was completed though the truck needs to return to finish the work. All employees of the Highway Department completed training and testing from Comp Alliance on February 10, 2021. They have also read the *Town of Scipio Emergency Plan for Public Health Emergency Involving Communicable Disease(s)*. Superintendent Chamberlain also met with Council Member Cunningham to review and clarify job descriptions for MEO Medium and MEO Light employees.

6. Board Member Reports

a. Susan Allen – Suggested adding a statement on the website for town residents who use the Town transfer/recycling center to wear a face covering and keep social distance. She will discuss with Supervisor Mutchler and Highway Superintendent Chamberlain the wording for new sign at Transfer Station. She voiced concern with the increasing expense of trash and recycling for the town. She asked if the town should have residents renumerate for recycling and is the current \$3 per trash bag enough to cover costs? The Town of Fleming charges \$40/yr. for a permit to bring recyclables, and \$4 per trash bags. Currently it is not known what the weight limit per trash bags is in Scipio. Once decided this will be added to the website and the Transfer Attendant will have new job responsibilities to enforce the weight limit per trash sticker. It was suggested to have everyone sign in with the attendant before using the transfer site. Superintendent Mutchler and Council Member Allen will clarify new job responsibilities and meet with current attendant. Council Member Allen will submit an article on licensing dogs in Scipio for the Spring newsletter.

b. Vivian Cunningham met with Highway Superintendent Chamberlain to discuss proposed changes in the town's Highway Department Handbook to required commercial driver's licenses, to review job responsibilities of light and

medium equipment operators, call in policy and probationary salaries of highway employees. She announced proposed amendments to the *Town of Scipio Emergency Plan for Public Health Emergency Involving Communicable Diseases(s)* regarding the need to address return to work policy. The Cayuga County Health Department determines isolation orders with date to return to work. The employee must be able to physically carry out requirements of position do their job. Additional amendments were to make the policy gender neutral. Supervisor Mutchler suggested presenting this as a resolution at the March 2021 meeting. Council Member Cunningham reported highlights from the January 2021 Owasco Lake Watershed Management Council meeting. (At this time Supervisor Mutchler experienced poor virtual connection and Deputy Supervisor Whitten lead meeting) The Owasco Hemlock Woolly Adelgid survey has been completed. Dr. Halfman from Fresh Water Institute at Hobart William Smith has released his 2020 Report on HABs. OLWMC has approached the Town of Scipio to endorse the regional Lake Friendly Living Pledge.

Resolution 2021 – 17 To endorse the Lake Friendly Living Pledge presented by the Owasco Lake Watershed Management Council for advancing pollution reduction strategies for land and water stewardship within the Owasco Lake Watershed.

WHEREAS the OLWMC is looking to advance pollutant reduction strategies and land and water conservation within the Owasco Lake Watershed; and

WHEREAS the Town of Scipio promotes town residents making eco-friendly choices to positively enhance their impact on lake water quality and the health and safety of water consumers; and

WHEREAS the OLWMC's Lake Friendly Living Pledge aligns with a Finger Lakes Regional effort, is as follows:
I know my choices can affect water quality for Owasco Lake. I pledge to incorporate "Lake Friendly Living" practices to reduce my impacts on Owasco Lake. I will adopt these practices that help reduce pollutants and minimize runoff into Owasco Lake:

1. I pledge to refrain from using excessive lawn fertilizers and chemicals to help prevent Harmful Algal Blooms (HABs).
2. I will only use limited phosphorus-free fertilizers (as governed by NYS law), applied properly.
3. I will maintain my septic system.
4. I will reduce hazardous wastes and dispose of them properly.
5. I will dispose of prescription drugs properly; I will not flush them.
6. I will maintain my vehicles, watercrafts, and other recreational vehicles to reduce fluid leaks as well as the spread of aquatic invasive species.
7. I will use water wisely.
8. I will not dispose of leaf litter or lawn clippings in waterways or ditches.
9. I will strive to work towards practicing recommended Best Management Practices (BMPs) for land use activities within the Owasco Lake Watershed.

NOW, THEREFORE, BE IT RESOLVED, that the Scipio Town Board hereby endorses the Lake Friendly Living Pledge led by the Owasco Lake Watershed Management Council. Further, the Town of Scipio will work towards achieving the actions requested in the pledge within the town limits, in solidarity with those making such efforts throughout the Owasco Lake Watershed. On a motion by Council Member Cunningham, second by Council Member Ferrari this resolution was:

Adopted Yeas 4 Allen, Cunningham, Ferrari, Whitten
 Noes 0

c. Mark Ferrari reported the signed contracts were sent to Beardsley Design and Taitum for the renovation project. An appointment will be scheduled for Taitum engineers to make a site visit. Town attorney, Jeff Eaton has reviewed the bidding contract which is the next step in the process.

d. Gary Whitten– no report

7. Supervisor's Report (At this time the supervisor was able to reconnect to the Zoom meeting)

- a. **Resolution 2021-18** The January 2021 Financial Reports were scanned and emailed to board members. On a motion by Council Member Ferrari and seconded by Council Member Allen, be it resolved the report was:

Adopted Ayes 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

b. Investment Policy – After review of the policy, Town Attorney Jeff Eaton affirmed it is up to the town board to designate whether the supervisor or the board can make investment decisions. Supervisor Mutchler prefers to keep it the same, having town board approval with any invest decisions.

c. **Resolution 2021-19** \$20.00 Return Check Charge – On a motion made by Supervisor Mutchler, second by Council Member Cunningham, be it resolved the town will charge \$20 for returned checks due to non-sufficient funds was:
Adopted Ayes 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

d. **Resolution 2021-20** The tax collector may receive payments on Town and County taxes that may be in excess or short of the amount due by \$1.00 or less.

Whereas the Tax Collector may return payments that are not for the exact amount due; and

Whereas, when the excess or shortage is \$1.00 or less, the cost to return these payments, including postage and labor, exceeds the amount of overage or shortage; and payments in excess of the amount due by \$1.00 or less will be applied to interest; and payments that are short by \$1.00 or less will be funded through petty cash; now therefore be it resolved the Tax Collector may accept tax payment that are in excess or short of the amount due by \$1.00 or less, and be it further Resolved, that excess payments of \$1.00 or less will be deposited into the town’s tax account, and a petty cash amount of \$10.00 per year be established for tax payments that are short \$1.00 or less. On a motion by Supervisor Mutchler, seconded by Council Member Allen, this resolution was:

Adopted Yeas 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

e. Cayuga Lake National Bank Debit Card – The town has authorized a bank debit card. The supervisor and bookkeeper will be advised by the town clerk prior to use for town business.

f. The 2021 NYS Association of Towns Annual Conference is all virtual. Supervisor Mutchler is registered to attend.

g. No parking on Town of Scipio roads from November 15- April 15. Upon review of past meeting minutes, *The November 2016, Winter Safety Gram* recommended no parking on town roads from November 15 – April 15. The Town Board at that time did not make a resolution nor vote to enact a Town Law. Supervisor Mutchler will check with the town attorney on the process to pursue a town law. He will report back next month.

8 Other Business – Supervisor Mutchler and CEO Doyle will meet with Molly Dutton of Liberty Renewables on 2.11.2021 regarding proposed wind energy projects in the southern part of the town. The following week Supervisor Mutchler will meet with Jeff Baxter, an energy advisor for Community Solar.

9. Review of Vouchers

Resolution 2021-21 General Fund - Abstract 2 - vouchers 15-34, total \$18,800.72 On a motion made by Council Member Ferrari, seconded by Council Member Whitten, be it resolved the payment of General Fund Abstract 2 was:

Adopted Yeas 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

Resolution 2021-22 Highway Fund - Abstract 2 - vouchers 6-11, total \$15,744.58. On a motion made by Supervisor Mutchler, seconded by Council Member Whitten, be it resolved the payment of Highway Fund Abstract 2 was:

Adopted Yeas 5 Mutchler, Allen, Cunningham, Ferrari, Whitten
 Noes 0

10. Meeting Adjournment - On a motion made by Council Member Ferrari, the February 10, 2021 Scipio Town Board meeting was adjourned at 8:41 pm.

Respectfully submitted,

Ann Robson

Town of Scipio Clerk