

Town of Scipio
3705 NYS Rte. 34
Scipio Center, NY 13147

Town Board Organizational Meeting
January 8, 2025 at 7:00 pm

AGENDA

1. Call meeting to Order and Pledge of Allegiance
2. Review and Approve Agenda
3. Issues from town residents
4. **Resolution 2025 - 1** Approve December 27, 2024 Year-end Town Board Meeting minutes
5. **Resolution 2025-2** Approve of the 2025 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium.
6. Officers Reports
 - a. Assessor
 - b. CEO
 - c. Clerk
 - d. Highway Superintendent
 - e. Attorney
7. Board Member Reports
 - a. Susan Allen
 - b. Jason Botsford
 - c. Nancy Hart
 - d. Melinda Pitman
8. **Resolution 2025-3** Approve 2025 Appointed Positions (Attachment A)
9. **Resolution 2025-4-13** Approve Town Policies
 - a. 2025-4 Ethics
 - b. 2025-5 Procurement
 - c. 2025-6 Rules of Order
 - d. 2025-7 Harassment
 - e. 2025-8 Official Repository – CLNB
 - f. 2025-9 Prepays
 - g. 2025-10 Investment Policy
 - h. 2025-11 Return Check Policy
 - i. 2025-12 Filing of AUD
 - j. 2025-13 Mileage Reimbursement - \$.70
10. **Resolution 2025-14** Approve Salaries (Attachment B)
11. **Resolution 2025-15** Approve 2025 Scipio Town Board Meeting Calendar (Attachment C)
12. Supervisor's Report
13. Other Business
14. Review of 2024 Abstract 1
 - a. **Resolution 2025- 16** General Fund – vouchers
 - b. **Resolution 2025- 17** Highway Fund – vouchers
15. Next Town Board Meeting – Wednesday, February 12, 2025, 7pm
16. Adjournment

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 – one year term expiring 12/31/2025
- j. Planning Board Member: Andy Miller – four-year term expiring 12/31/2027
- k. Planning Board Member – Josh Saville – 5-year term expiring 12/31/2028
- l. Planning Board Member – William Niverson – 2-year term expiring 12/31/2026
- l. Susan Allen – Deputy Supervisor – 2-year term expiring 12/31/2026
- m. All others whose terms were appointed for multiyear contracts ending in 2025 and beyond.

Attachment B: Resolution 2025 – 14 Proposed 2025 Payroll

NAME	POSITION	SALARY
SA,MP,NH ,JB	Town Board Members	
Gary Mutchler	Town Budget Officer	
Gary Mutchler	Supervisor	
Ann Robson	Town Clerk/Tax Collector/Registrar	
	Deputy Town Clerk/Tax Col/Reg.	
Rolland Dodge	Bookkeeper to Supervisor	
Brian Dugan	Justice	
Eron Klipple	Court Clerk	
Heather Garner	Assessor	
Patrick Doyle III	Code Enforcement Officer	
Laura Wallenbeck	Historian	
Thomas Olenych	Landfill Attendant	
William Hall	Highway Superintendent	
Devin Sherman	MEO Heavy Duty	
Timothy Calhoun	MEO Heavy Duty	
Gary Haff	MEO Medium Duty	
Richard Wald	Laborer PT	
Keith Welch	ZBA Chairman	
Greg Otis	ZBA Vice Chairman	
Zane Cramer	ZBA member	
	ZBA member	
Eric Devan	ZBA member	
Melissa Alford	Planning Bd Chairman	
Joshua Saville	Planning Bd member	
Peter Rogers	Planning Bd member	
Andrew Miller	Planning Bd member	
William Niverson	Planning Bd member	
Michael Whitten	BAR chairman	
Ronald Curvin	BAR member	
Kenneth Post	BAR member	

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 19 (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 2024 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