

Town of Scio, NY - Special Town Council Meeting

Minutes October 25, 2022

Present: Alissa Ramsey, Cathy Farwell, Scott Lanphier, Glen Layfield

Additional Attendees: Nate Jenison (Water), Oakley Sortore (Water), Glenn Nickerson (Highway)

Called to order with pledge to the flag at 6:35 pm

While waiting for Town Bookkeeper to arrive, Glen made a motion that the "Scio 200" (Bicentennial) subsidiary account be formed with Lyn Milliman and Kim Kemp listed as treasurers. Scott seconded this motion and it carried. ACTION: Glen to follow up with the bank to complete this task.

Glen "Skip" Nickerson mentioned that the Town needs to notify Utilities to be permitted to put up Christmas Decorations. ACTION: Alissa to contact National Grid.

Skip mentioned an issue with safety glasses through Allegany Eye Associates. We will try to have resolution by the November meeting.

There was discussion on the need for the Council to have monthly financial reports. There was general discussion regarding concerns about preparing a budget in the current economic climate.

Alissa was notified during the meeting that Dave (Bookkeeping) would be unable to attend the meeting. Alissa requested that he send 2022 budget overview and current (as of Oct 25) report. These were received and reviewed. Considered potential ways to improve formatting of financial reports.

Discussion shifted from the financial focus of the special meeting to general organizational concerns. We reviewed the need for liaisons for each major department / district. Scott made a motion to have Glen remain liaison for Emergency Services, for Scott to be liaison for the Highway Department, and for Cathy to be liaison for the Water District. This was seconded by Glen. The motion carried.

Follow up discussion:

- Need to review and, if necessary, update the Emergency Operations Plan.
- Need to assign Light District, Library, Crossing Guard, etc. (Perhaps to fill with successful candidate for the Open Position)

Discussion of the requirement to have the 2023 budget completed by November 10 and adopted by November 15.

Skip, Nate, and Oakley excused themselves from the remainder of the meeting.

Discussed:

- The need for defined roles and responsibilities for all Town employees.
- Review of Procurement Policy.
- The need to address open items from previous actions.

Scott moved and Cathy seconded a motion to have an internal review of the status of all finances. (It was noted that this is especially important due to the newness of almost every member of the current Town Council.) After discussion on the best way to accomplish this, the motion was withdrawn until we have explored cost-effective options. ACTION: Alissa to contact "Association of Towns" to see if there is a cost-effective way to accomplish this.

There was discussion on improving access to documents prior to the meetings. We are required to have the agenda posted 24 hours prior to Council meetings. We need to ensure we meet this requirement. We also determined that it would be best to have the

There was discussion on the lack of access to the Town attorney. (Alissa had reached out via phone and email, but had not heard back.) ACTION: Scott to do an in person request for Mr. Finn to contact Alissa.

Cathy made a motion to adjourn at 10:10. Glen seconded the motion. Motion carried.