**Town of Scio, NY Council Board Meeting Minutes**

**Minutes November 9, 2022**

Present: Alissa Ramsey, Supervisor; Glen Layfield, Deputy Supervisor; Cathy Farwell & Scott Lanphier, Councilman.

Additional Attendees: 3

Called to order with pledge to the flag at 7:03 pm.

Reviewed minutes from 10/11/2022 meeting and special meeting held on 10/25/22.

**Action:** A motion was made by Glen to approve minutes from both meetings; seconded by Scott. Motion carried.

**Water Department**

Nate reported on Water Department.

* Nate is looking into implementing online payments for bills.
* Nate is conducting a water study. Part of the water study is to compare our prices with neighboring towns for the possibility of an increase in our fees. The increase will help now and for future projects/needed upgrades and repairs. It has been a significant amount of time since we had a price increase. Nate reported the Town of Angelica’s fees are higher than ours. Currently we do not charge to shut off/turn on water services.
* Nate will repair hydrant on Charles Street that was hit/knocked loose. Will repair when parts come in.
* Cathy discussed observance of water office and needed repairs/upgrades and will look at costs/obtain estimates. (door, roof, etc.) Nate will inventory needed items for repairs as well.
* Nate discussed some very old hydrants in the community that will eventually age out/wear out. The cost for a single hydrant is approximately $2300-$2500. (hydrant only)
* Nate stated a meter installation is taking place at a residential property.

**Action:** A motion was made by Glen to add a $10 fee per billing cycle increase for water services; seconded by Scott. Motion carried.

Water department expenditures were reviewed.

**Action:** A motion was made by Glen to approve water expenditures/bills; seconded by Cathy. Motion carried.

**Highway Department**

Skip reported on the Highway Department.

* Skip reported to Dave that Kent Black would like to be paid for wood for the shop. Dave will take care of this.
* Scott reported he spoke with Spectrum about internet and equipment upgrade at the highway shop. He received a quote of $64.99/month for internet, $7.99/month for Wi-Fi and a one-time installation fee of $99.00. Spectrum will complete a site visit. This new service should take about 2 days to complete. At that time, services with Verizon will be discontinued. The total will be approximately $79.00/month going forward.
* Scott suggested speaking with Jayson Chandler about the school finding another provider for their gasoline.
* Skip spoke about service to the overhead doors at the shop will be done as one is not working. Maintenance to the overhead doors is done annually.
* Skip stated he is looking to update road signs as needed next year. The approximate cost is $2500 and will be done by Eastern Metal Projects.
* Skip will be borrowing the boom truck from Amity as usual to put up holiday decorations.
* The new tires and blades for the plow trucks were received. Two tires were kept for spares. The trucks are ready for winter. Around Thanksgiving week, the highway department’s hours will begin at 6 am to 2:30 pm and during inclement weather, 4 am to 12 pm.
* It was recommended that shirts purchased for a new Town of Scio employee that is not longer employed by the town be donated to the other town workers. This will not deduct from the clothing allowance.
* Skip informed the group he completed and submitted chips paperwork. In December, $24,474.20 will be reimbursed/received back. Current balance is $44,323.15 that will carry into 2023.
* Skip asked for permission to repair broken heater in the shop. Also, the heater (torpedo style) used for the truck bay (used on extremely cold days) is also not working but not worth repair. Skip asks permission to purchase a new heater for the bay. Scott suggested in the future we look at the possibility of a more permanent solution for heat for the truck bay without fumes.

**Action:** A motion was made by Scott to change the internet service provider from Verizon to Spectrum; seconded by Glen. Motion carried.

**Action:** A motion was made by Scott to create a subcategory under the highway repair budget to show fuel reimbursement monies; seconded by Cathy. Motion carried.

**Action:** A motion was made by Scott to donate shirts purchased for an employee no longer with the town, be donated to the other town employees; seconded by Cathy. Motion carried.

**Action:** A motion was made by Scott to approve the repair of shop heater; seconded by Cathy. Motion carried.

**Action:** A motion was made by Scott to approve the purchase of a heater for the truck bay not to exceed $700; seconded by Alissa. Motion carried.

Highway Department expenditures were reviewed.

**Action:** A motion was made by Alissa to approve highway expenditures/bills; seconded by Scott. Motion carried.

**General**

* Scott mentioned initiating a policy on compiling the agenda for monthly board meetings and posting the agenda on the website prior to the meeting date.
* Finalized discussion on 2023 budget.

**Action:** A motion was made by Scott that all departments submit their reports in writing, along with abstracts, to the Town Clerk by 5 pm on Monday prior to the Wednesday meeting; seconded by Alissa. Motion carried.

**Action:** A motion was made by Scott to approve 2023 budget as amended; seconded by Alissa. Motion carried.

General expenditures were reviewed.

**Action:** A motion was made by Alissa to approve general expenditures/bills; seconded by Glen. Motion carried.

**DCO (Dog Control Officer)**

* Discussion of wording of DCO reports. Glen noted that DCO reports are official records and may be posted publicly therefore wording should be as such to avoid it being considered offensive, slander or violating HIPPA laws. This should be discussed with DCO.

Reviewed DCO’s report and invoice for the month of October.

**Kennel/Impound Fees:** $0

**Mileage:** $5.56

**Action:** A motion was made by Glen to approve DCO expenditures/bills; seconded by Scott. Motion carried.

**Code Enforcement**

No report by Code Enforcement Officers.

* Glen spoke with Code Enforcement concerning the replacement of a manufactured home on Pine Street. There was a misreading of the ordinance, and the concern is now resolved.
* Scott stated he received a complaint of junk around a residence and asked the board to do something about it. The property owner states they are working on it. Alissa will follow up with Code Enforcement.

**Assessor**

No report by Assessor.

**Hall Cleaning/Deposit Refund**

* 11/5/22 rental. Cleaned appropriately; asking for approval to refund cleaning deposit of $100.

**Action:** A motion was made by Alissa to return the cleaning deposit refund; seconded by Scott. Motion carried.

**Town Justice**

No report by Town Justice.

A motion was made at 10:18 pm to adjourn by Glen; seconded by Alissa. Motion carried.