

TOWN OF BUTTERNUTS
January 3, 2018
TOWN BOARD ORGANIZATIONAL MEETING
Town Hall
1234 State Highway 51
Gilbertsville, NY 13776

DATE: January 3, 2018

OPEN MEETING: Town Supervisor Giuda opened the meeting at 6:48 PM

Pledge of Allegiance was said by all.

Town Board Members Present: Town Supervisor Bruce Giuda, Keith Lilley, Scot Lueck, Highway Superintendent Dennis Hill

This meeting is required by law by the State of New York. It is held to cover the necessary actions required for the Town to function legally.

Only the basic actions for the Town to operate will be discussed at this meeting.

Oaths of office for all newly elected officials shall be filed with the Town Clerk.

Notice of this meeting has been posted on the bulletin boards (Post Office and Town Hall).

Motion to appoint Jim Polhemus to the town board for a one year term to fill the vacancy left by Councilman Giuda being duly elected to the position of Town Supervisor

Motion made by Bruce Giuda

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Motion passed

Jim Polhemus was sworn in at this time and became a town board member.

Motion to approve Official Undertakings of municipal officers (see attached complete copy)

Motion made by Keith Lilley

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Jim Polhemus-Yes

Motion passed

Section 25 Town Law requires the Town to name an Insurance Broker or Company. Insurance Broker Gates-Cole Insurance/Tokio Marine HCC

Motion made by Scot Lueck

Seconded by Bruce Giuda

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Jim Polhemus-Yes

Motion passed

The Supervisor shall secure full and adequate insurance for the protection of the Town against fire, theft, and liability.

Motion made by Keith Lilley

Seconded by Bruce Giuda

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Jim Polhemus-Yes

Motion passed

The following appointments for a one year term were put forth by Town Supervisor Giuda:

- Official Depository of Funds:** **Community Bank**
- **Bank of Greene County**
- **NBT**
- **Bank of Cooperstown**
- Official Newspaper:** **Oneonta Daily Star**
- Town Historian:** **Leigh Eckmair**
- Registrar of Vital Statistics:** **Jacqueline Foster**
- Dog Control Officer** **Wyatt Green**
- Deputy Dog Control Officer** **Elizabeth Fish**
- Deputy Supervisor** **Keith Lilley**
- Deputy Highway Superintendent** **Jim Butler**
- Deputy Town Clerk** **Doris Moennich**
- Deputy Town Tax Collector** **Jacqueline Foster**
- Custodian of Election Machines** **Cathy Maxam**
- Records Management Officer** **Jacqueline Foster**

Motion made by Scot Lueck
 Seconded by Bruce Giuda
 Scot Lueck-Yes
 Keith Lilley – Yes
 Bruce Giuda - Yes
 Jim Polhemus-Yes
 Motion passed

Employees or officials of the Town of Butternuts shall be compensated for travel for town business at the rate of .50 per mile from the front door of the municipal building and returning there.

Motion made by Keith Lilley
 Seconded by Scot Lueck
 Scot Lueck-Yes
 Keith Lilley – Yes
 Bruce Giuda - Yes
 Jim Polhemus-Yes
 Motion passed

David Merzig of Kehoe & Merzig, Oneonta, NY will be retained as Town Attorney

Motion made by Bruce Giuda
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

The Town Board shall establish petty cash funds for the following positions:

Highway Superintendent	\$200
Town Justice	\$100
Town Clerk.....	\$50
Town Tax Collector	\$50
Copes Corners Park Caretaker.....	\$100

Motion made by Keith Lilley
Seconded by Scot Lueck
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

The Town Board shall authorize the Supervisor to submit to the Town Clerk a copy of the Annual Financial report to the State Comptroller and direct the Town Clerk to publish a notice within ten (10) days after receipt of said report in the official newspaper of the Town that the copy of the report is on file and available for inspection in the Town Clerk’s office.

Motion made by Keith Lilley
Seconded by Scot Lueck
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Authorize payment of bills for utilities, postage, insurance, freight, payroll and contractual obligations previously authorized by the Town Board prior to audit

Motion made by Scot Lueck
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to remove Linda Gover and Michele Farwell from bank accounts at Community Bank as follows: Checking 0268,Checking 0241, Checking 3326, Checking 2846, Checking 2854, Checking 0233, Demand Dep 0505, CKPF9686

Motion made by Keith Lilley
Seconded by Scot Lueck
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to add Bruce Giuda and Keith Lilley to bank accounts at Community Bank as follows: : Checking 0268,Checking 0241, Checking 3326, Checking 2846, Checking 2854, Checking 0233, Demand Dep 0505, CKPF9686

Motion made by Scot Lueck
Seconded by Jim Polhemus
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to remove Linda Gover and Michele Farwell from bank accounts at Bank of Cooperstown as follows: Capital Project, Equipment, Building Renovation, PUB12M 0006, PUB12M 0008, PUB6M0009,PUB6M0010, 12MO011,PUB3MO012

Motion made by Keith Lilley
Seconded by Bruce Giuda
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to add Bruce Giuda and Keith Lilley to bank accounts at Bank of Cooperstown as follows: Capital Project, Equipment, Building Renovation, PUB12M 0006, PUB12M 0008, PUB6M0009,PUB6M0010, 12MO011,PUB3MO012

Motion made by Scot Lueck
Seconded by Jim Polhemus
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Regular meetings of the Town Board will be held at 6:45 pm on the second and fourth Wednesday of each month.

Motion made by Scot Lueck
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Authorize the highway superintendent to purchase equipment for the highway garage during the year without prior approval in the total amount of \$3000 per year

Motion made by Keith Lilley
Seconded by Scot Lueck
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

The Town Board shall obtain hospitalization for highway employees. This amount will be in agreement with the Teamster’s contract. The Town will compensate the Highway Superintendent up to \$600 per month toward personal health insurance upon proof of insurance.

Motion made by Scot Lueck
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

The Town Board and the Highway Superintendent shall enter into an agreement on which capital projects to expend highway funds and also on other improvements of town highways. This agreement should be made before the final budget and must be signed by a majority of the town board.

Motion made by Keith Lilley
Seconded by Bruce Giuda
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

The Tax Collector shall deposit funds, as soon as they clear the bank, in interest bearing accounts, or pay to the Supervisor for the same reason

Motion made by Scot Lueck
Seconded by Bruce Giuda
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Adopt the attached 2018 Wage and Salary Schedule pursuant to the 2018 budget.

Motion made by Keith Lilley
Seconded by Scot Lueck
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Designate the following as official town holidays upon which municipal offices will be closed: New Year’s Day, Martin Luther King Day, Federal Presidential Holiday in February, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day

Motion made by Scot Lueck
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Committees:

The Supervisor shall appoint a committee chairperson for the following committees:

Building and Grounds: Jim Polhemus

Finances, Laws and Auditing: Keith Lilley

Budget: Town Board

Personnel and special projects: Scot Lueck

Highway, Equipment, Machinery: Bruce Giuda

Comprehensive Plan Implementation Committee: Keith Lilley

Board of Ethics: Doris Moennich

Copes Corners Park Committee: Scot Lueck

New Highway Building Committee: none at this time

Motion to appoint Steve Gayle to the Town of Butternuts Planning Board for a term of 7 years

Motion made by Keith Lilley

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Jim Polhemus-Yes

Motion passed

Motion to appoint John Sheldon to the Town of Butternuts Board of Ethics for a 5 year term

Motion made by Bruce Giuda

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Jim Polhemus-Yes

Motion passed

Motion to designate townofbutternuts.org as the official town website

Motion made by Scot Lueck

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to allow the Town Clerk to have on-line access(view only) to the bank account 62000276 (Town Clerk’s account)

Motion made by Scot Lueck
Seconded by Bruce Giuda
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to allow the Town Tax Collector to have on-line access(view only) to the bank account 62000284 (Tax Collector’s account)

Motion made by Scot Lueck
Seconded by Bruce Giuda
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Motion to adjourn the Organizational meeting at 7:22 PM

Motion made by Bruce Giuda
Seconded by Keith Lilley
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Jim Polhemus-Yes
Motion passed

Submitted by

Jacqueline Foster, Town Clerk