

TOWN OF BUTTERNUTS
January 9, 2019
TOWN BOARD ORGANIZATIONAL MEETING
Town Hall
1234 State Highway 51
Gilbertsville, NY 13776

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, Harry Tripp, Paul Irwin, Highway superintendent was absent due to inclement weather

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, Town Hall, Value Way Grocery Store).

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

Harry Tripp-Yes

Paul Irwin-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 Paul Irwin
 Scot Lueck-Yes
 Keith Lilley – Yes
 Bruce Giuda - Yes
 Harry Tripp-Yes
 Paul Irwin-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 Bruce Giuda
 Seconded by Paul Irwin
 Scot Lueck-Yes
 Keith Lilley – Yes
 Bruce Giuda - Yes
 Harry Tripp-Yes
 Paul Irwin-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 Cooperstown
- Official Newspaper:** Oneonta Daily Star
- Town Historian:** Leigh Eckmair
- Registrar of Vital Statistics:** Jacqueline Foster
- Deputy Supervisor**Keith Lilley
- Deputy Highway Superintendent** Larry Gover
- 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 Paul Irwin
 Seconded by Scot Lueck
 Scot Lueck-Yes
 Keith Lilley – Yes

Bruce Giuda - Yes
Harry Tripp-Yes
Paul Irwin-Yes
Motion passed

Motion to go in to executive session at 7:04 PM to discuss specific personnel

Motion made by Scot Lueck
Seconded by Paul Irwin
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Harry Tripp-Yes
Paul Irwin-Yes
Motion passed

Motion to come out of executive session at 7:23 PM

Motion made by Bruce Giuda
Seconded by Paul Irwin
Scot Lueck-Yes
Keith Lilley – Yes
Bruce Giuda - Yes
Harry Tripp-Yes
Paul Irwin-Yes
Motion passed

Motion to appoint Wyatt Green as Dog Control Officer for a one year term conditional upon residence being in the Town of Butternuts on or before January 31, 2019

Motion made by Scot Lueck
Seconded by Paul Irwin
Scot Lueck-Yes
Keith Lilley – No
Bruce Giuda - No
Harry Tripp-Yes
Paul Irwin-Yes
Motion passed

Employees or officials of the Town of Butternuts shall be compensated for travel for town business at the rate of .54 per mile from the front door of the municipal building and returning there.

Motion made by Scot Lueck

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

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

Motion made by Paul Irwin

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Scot Lueck

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Paul Irwin

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Bruce Giuda

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

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

Motion made by Scot Lueck

Seconded by Harry Tripp

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Paul Irwin

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Bruce Giuda

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Adopt the attached 2019 Wage and Salary Schedule pursuant to the 2019 budget.

Motion made by Keith Lilley

Seconded by Paul Irwin

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-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 Paul Irwin

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to approve the following appointments:

Committees:

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

Building and Grounds: Bruce Giuda/Keith Lilley

Finances, Laws and Auditing: Keith Lilley

Budget: Town Board

Personnel and special projects: Scot Lueck

Highway, Equipment, Machinery: Bruce Giuda

Board of Ethics: Nicki McNeil

Copes Corners Park Committee: Scot Lueck

Hazard Mitigation Plan/FEMA Committee: Paul Irwin

Motion made by Bruce Giuda

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to appoint Doris Moennich to the Town of Butternuts Planning Board for a term of 7 years

Motion made by Keith Lilley

Seconded by Paul Irwin

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to appoint Nicki McNeil to the Town of Butternuts Board of Ethics for a 5 year term

Motion made by Bruce Giuda

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to designate townofbutternuts.org as the official town website

Motion made by Scot Lueck

Seconded by Paul Irwin

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to appoint Linda Gover as bookkeeper at the rate of \$16 per hour

Motion made by Scot Lueck

Seconded by Keith Lilley

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Motion to adjourn the Organizational meeting at 7:38 PM

Motion made by Bruce Giuda

Seconded by Scot Lueck

Scot Lueck-Yes

Keith Lilley – Yes

Bruce Giuda - Yes

Harry Tripp-Yes

Paul Irwin-Yes

Motion passed

Submitted by

Jacqueline Foster, Town Clerk