

TOWN OF BUTTERNUTS  
January 5, 2021  
TOWN BOARD ORGANIZATIONAL MEETING  
Town Hall  
1234 State Highway 51  
Gilbertsville, NY 13776

OPEN MEETING: Town Supervisor Giuda opened the meeting at 6:57 PM  
Pledge of Allegiance was said by all.

Town Board Members Present: Town Supervisor Bruce Giuda, Keith Lilley, Scot Lueck, Paul Irwin.

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 , Daily Star).

**Motion to acknowledge Highway Superintendent B Jay Stebbins was not in attendance to sign Official Undertakings of municipal officers**

Motion made by Scot Lueck

Seconded by Keith Lilley

Bruce Giuda- Yes

Keith Lilley- Yes

Scot Lueck- Yes

Paul Irwin- Yes

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

Motion made by Bruce Giuda

Seconded by Keith Lilley

Scot Lueck – Yes

Keith Lilley – Yes  
Bruce Giuda – Yes  
Linda Gover –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 Bruce Giuda  
Seconded by Scot Lueck  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – 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 Keith Lilley  
Seconded by Paul Irwin  
Scot Lueck – Yes  
Keith Lilley –Yes  
Bruce Giuda –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:** ..... Mary Brown
- Deputy Supervisor** .....Keith Lilley
- Deputy Town Clerk** ..... Doris Moennich
- Deputy Town Tax Collector** ..... Mary Brown

**Custodian of Election Machines ..... Cathy Maxam**  
**Records Management Officer ..... Mary Brown**

Motion made by Paul Irwin  
Seconded by Scot Lueck  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda –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 .55 per mile from the front door of the municipal building and returning there.**

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

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

Motion made by Bruce Giuda  
Seconded by Paul Irwin  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – 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 Bruce Giuda  
Seconded by Keith Lilley  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda –Yes  
Linda Gover – 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  
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 Leuck  
Seconded by Keith Lilley  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – Yes  
Paul Irwin –Yes  
Motion passed

**Regular meetings of the Town Board will be held at 6:45 pm on the first Tuesday of each month.**

Motion made by Paul Irwin  
Seconded by Scot Lueck  
Scot Lueck – Yes

Keith Lilley – Yes  
Bruce Giuda – 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 Scot Leuck  
Seconded by Keith Lilley  
Scot Lueck –Yes  
Keith Lilley –Yes  
Bruce Giuda – Yes  
Paul Irwin –Yes  
Motion passed

**Bruce Giuda states- Legally, without above agreement, the Highway Superintendent can not spend money**

**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 Paul Irwin  
Scot Lueck –Yes  
Keith Lilley – Yes  
Bruce Giuda – Yes  
Paul Irwin – Yes  
Motion passed

**Adopt the attached 2021 Wage and Salary Schedule pursuant to the 2021 budget. (With exception of full time highway employees. Due to a new contract, discussion will be in regular board meeting, under New Business on Agenda)**

Motion made by Scot Lueck  
Seconded by Keith Lilley

Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – 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, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day**

Motion made by Keith Lilley  
Seconded by Paul Irwin  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – 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: Keith Lilley
- Finances, Laws and Auditing: Paul Irwin
- 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 Paul Irwin  
Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – Yes

Paul Irwin – Yes  
Motion passed

**Motion to appoint Barbara Lilley to the Town of Butternuts Planning Board for a term of 7 years**

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

**Motion to appoint Anne Sebeck 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  
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  
Paul Irwin – Yes  
Motion passed

**Motion to adjourn the Organizational meeting at 7:10 PM**

Motion made by Bruce Giuda  
Seconded by Keith Lilley

Scot Lueck – Yes  
Keith Lilley – Yes  
Bruce Giuda – Yes  
Paul Irwin – Yes  
Motion passed

Respectfully Submitted by,

Mary Brown  
Town Clerk

DRAFT