

FINAL

Approved: 2/9/22
Posted: 2/12/22

Appendix A

TOWN OF BUTTERNUTS
MEETING AGENDA
January 5, 2022
ORGANIZATIONAL MEETING

AUDIT VOUCHERS
OPEN MEETING AND PLEDGE

1. Resignation of Duly Elected Town Clerk
 2. Appoint Town Clerk
 3. Resolution # 1-2022 Appointments and Wages
 4. Resolution # 2-2022 Schedule of Official Town Meetings
 5. Resolution # 3-2022 Authorization of Supervisor to Administer Daily Town Business
 6. Resolution # 4-2022 Official Banks and Depositories
 7. Resolution # 5-2022 Schedule of Fees
 8. Resolution # 6-2-22 Designation of Official Newspaper
 9. Resolution # 7-2022 Payment of Advance Claims
 10. Resolution # 8-2022 Insurance Carrier for 2022
 11. Resolution # 9-2022 Town Attorney
 12. Resolution #10-2022 Petty Cash
 13. Resolution #11-2022 Official Holidays
 14. Resolution #12-2022 Financial Accountability
- ADJOURNMENT

VISITOR SIGN IN

January 5, 2022

Organizational & Regular Meeting

1. *Barbara D. Kelley*
2. *Jerry Madson*
3. *Lynne Okel*
4. *Scott Luedke*
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Appendix C

From: Mary Brown marymbrown19@gmail.com
Subject: Town Clerk Position/ Mary Brown
Date: Dec 30, 2021 at 12:15:44 PM
To: supervisor@townofbutternuts.org

Supervisor Giuda
Town Board Members

I, Mary Brown, will not be returning as the Town Of Butternuts Town Clerk for 2022.

Best Regards,

Mary Brown

Resolution # 1-2022

APPOINTMENTS AND WAGES

Elected or Appointed Officials:

Supervisor Bruce Giuda – \$9,000 per year paid monthly

Councilman: Keith Lilley, Paul Irwin, John Hill, Teresa Winchester - \$1200 per year paid quarterly

Highway Superintendent: Cory Wilber - \$44,742 paid biweekly

Town Clerk: Rebekah Huff - \$9,000 per year paid monthly (also Records Management Officer)

Tax Collector: Doris Moennich - \$3,900 paid monthly

Town Justice: Claudette Newman - \$5,500 paid monthly

Tax Assessor: Matthew Lippitt - \$12,400 paid monthly

Building Cleaner: Marna Dunham - \$850 paid monthly

Town Historian: Leigh Eckmair - \$275 per year paid once annually

Custodian of Election Machines: Kathy Maxim - \$75 per election

Highway Crew: paid biweekly as per Teamsters Contract

No Compensation:

Deputy Supervisor, Deputy Clerk, Deputy Tax Assessor, Deputy Highway Superintendent

Hourly Employees:

Supervisor's Bookkeeper - \$18.00 per hour

Court Clerk: \$17.00 per hour

Dog Control Officer: \$15.00 per hour plus mileage

Development Administrator: \$15.00 per hour plus mileage

All other part time or seasonal employees will be paid N Y Minimum wage of \$13.20 per hour unless otherwise agreed to by Town Board

All mileage reimbursements will be paid at the rate of \$.57 per mile.

Resolution # 2-2022

SCHEDULE OF OFFICIAL TOWN MEETINGS

Regular Town Board Meetings will be held the second Wednesday of each Month at 6:45 pm in the Town hall located at 1234 State Highway 51, Gilbertsville NY

Planning Board meetings will be held the second Tuesday of each month at 7 pm in the Town Hall.

The Ethics Board meets quarterly at the Town Hall. For specific dates and times of their meetings please contact the Town Clerk.

All meeting dates and times will be posted on the Town Website: townofbutternuts.org

Resolution # 3-2022

AUTHORIZATION OF SUPERVISOR TO ADMINISTER DAY TO DAY BUSINESS

The Town Board authorizes and delegates to the Town Supervisor the powers and duties of day to day administration of town business, and supervision of all town facilities. This administration shall be consistent with all County, State, and Federal laws applicable thereto and with any collective bargaining agreements, local laws, resolutions and policies.

Resolution # 4-2022

OFFICIAL BANKS AND DEPOSITORIES FOR TOWN OF BUTTERNUTS

Official Banks are designated as COMMUNITY BANK NA and WAYNE BANK (Bank of Cooperstown)

Resolution # 5-2022

SCHEDULE OF FEES

Site Plan and Subdivision Fees are listed on the Town Website. They will vary according to which actions are planned.

Copies: \$.25 per single page for copies made under FOIL act only.

Dog License: Spayed or Neutered - \$7.00 per dog per year

Unspayed or unneutered - \$15.00 per dog per year

Late fees apply for late or non – registration

Check Town website for details: townofbutternuts.org

Resolution # 6-2022

DESIGNATION OF OFFICIAL NEWSPAPER

The official newspaper for posting legal notices is The Daily Star (Oneonta)

Other Town events will be posted on the Town website, on Butternut Valley News, and in Gilbertsville Post Office if possible.

Resolution # 7-2022

PAYMENT OF ADVANCE CLAIMS

The Town Board authorizes the Town Supervisor to pay certain claims before Board audit. These claims are : utilities, postage, freight, payroll, emergency expenditures at the Copes Corners Park, and any contractual obligations previously authorized by the Town Board that have been in effect for three (3) years or longer.

Resolution # 8-2022

Insurance Carriers for 2022

As required by law, the Board names Gates-Cole Insurance Agency, and Tokio Marine HCC as designated insurers for the Town. The Supervisor shall secure full and adequate insurance for the protection against fire, theft, and liability, and update said insurance immediately if needed.

Resolution # 9-2022

Town Attorney

David Merzig of Kehoe and Merzig, Oneonta NY will be retained as Town Attorney for all legal matters that concern the Town.

Resolution # 10-2022

Petty Cash

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

- Town Justice \$100
- Town Clerk.....\$100
- Town Tax Collector.....\$50
- Copes Corners Park Caretaker.....\$100

ALL PETTY CASH ACCOUNTS NEED RECONCILIATION RECORDS THAT ARE UP TO DATE AND ACCURATE AND WILL BE REPLENISHED BY THE TOWN BOARD ONLY WITH VALID RECEIPTS AND PAPERWORK

Resolution # 11-2022

Official Holidays

Designated official holidays for 2022 are :

New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

Municipal offices will be closed on these days.

Resolution # 12-2022

Financial Accountability

All funds received by any Town official or Town employee shall be accounted for in the following manner:

Immediately upon receiving any funds due to the Town, a receipt will be provided to the payer and a copy of the receipt will be kept by the Town official / employee. A written ledger will be kept for any revenues received each month. All monies collected will be given to the Town Supervisor on a monthly basis, or more frequently if possible. The Town Supervisor will provide a receipt to the official / employee for all monies received and keep a copy of said receipt for his records. The Town Supervisor will deposit all monies received as soon as possible in the proper Town Bank accounts and record all transactions in the Town's accounting program for monthly review by the Town Board.