

TOWN OF BUTTERNUTS
MEETING AGENDA
September 13, 2023
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT August 9, 2023

REPORTS: TOWN CLERK -TOWN JUSTICE – DOG CONTROL - ASSESSOR
HIGHWAY SUPERINTENDENT'S REPORT - SUPERVISOR'S REPORT

COMMITTEE REPORTS- POLICY * AUDIT / LAW * HIGHWAY & MACHINERY * BUILDINGS & GROUNDS
PARK * COMPREHENSIVE PLAN * ETHICS BOARD

OLD BUSINESS

1. FEMA Projects Deadlines
2. Annual Policy Reviews
3. Identification on New Trucks
4. Opt Out Local Law

NEW BUSINESS

1. Amend Site Plan Law / Applications
2. Rates for Copes Corners Park / 2024
3. Financial Reports – August 2023
4. Approve Payments of Vouchers 23280 –23 for \$ 91913.96
5. Tentative Budget for 2024

BOARD DISCUSSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

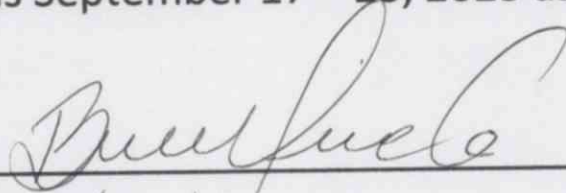
Tianderah Chapter
Daughters of the American Revolution

September 17, 2023 marks the two hundred thirty sixth anniversary of the drafting of the Constitution of the United States of America. It called Constitution Day and Citizenship Day.

Public Law 915 of the United States of America states that September 17 – 23 may be annually proclaimed Constitution Week. All citizens are urged to study the Constitution and reflect on the privilege of being an American; with all the rights and responsibilities which that privilege involves. It is everyone's duty to be the guardian of our liberties and remember that lost rights may never be regained.

Therefore, the Town of Butternuts; Otsego County; State of New York proclaims September 17 – 23, 2023 as Constitution Week.

Town Supervisor



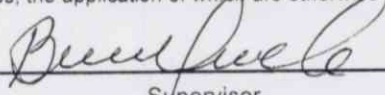
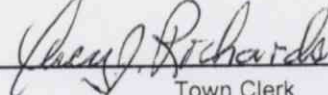
Date

9/13/2023

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	24.19
			Sub-Total:	\$24.19
A2544	After expiration date	After expiration date	3	15.00
	Dog Licensing	Female, Spayed	8	48.00
		Female, Unspayed	3	36.00
		Male, Neutered	8	48.00
		Male, Unneutered	4	48.00
		Replacement Tags	1	1.00
			Sub-Total:	\$196.00
B2402	Town Clerk	Planning Board Fees	4	70.00
			Sub-Total:	\$70.00
			Total Local Shares Remitted:	\$290.19
Amount paid to: NYS Ag. & Markets for spay/neuter program				37.00
Amount paid to: NYS Environmental Conservation				414.81
Total State, County & Local Revenues:			\$742.00	Total Non-Local Revenues:
				\$451.81

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by Jacqueline Foster, Town Clerk, Town of Butternuts during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor _____ Date 9/5/23 Town Clerk _____ Date 9-1-2023

TOWN OF BUTTERNUTS
TOWN COURT

P.O. BOX 26
GILBERTSVILLE, NY 13776
607-783-2758
FAX 607-240-5063

September 10, 2023

Dear Board Members and Supervisor:

Enclosed please find my monthly check for the Fines and Surcharges, along with my cashbook report.

I am also enclosing a proposed Resolution so that we may apply for a JCAP grant. These are funds, up to \$30,000, provided by the State to local courts. After discussions with Bruce, we will apply for upgrades to the video camera system.

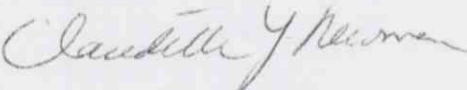
One **required component** of the application is a Resolution from the Town Board. The first "Resolved" paragraph must be **exactly** as worded **and** I must have a **certified** Resolution to submit.

While we may not receive all or even any funds, we will not know unless we try. I will point out that the present system was purchased by JCAP funds.

The deadline for the application is Friday, October 13, 2023.

If you have any questions, please feel free to contact me.

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

JUSTICE COURT ASSISTANCE PROGRAM APPLICATION
AUTHORIZATION RESOLUTION

WHEREAS, the Town of Butternuts Justice Court is a local court handling criminal cases, vehicle and traffic cases, and civil cases; and

WHEREAS, it is necessary to maintain the court facility in good working order; and

WHEREAS, the Justice Court Assistance Program (JCAP) provides opportunities for municipalities to apply for state grant funds to assist in the maintenance, operation and improvement of the municipal justice courts; now therefore be it

RESOLVED, that the Board of the Town of Butternuts authorizes the Butternuts Town Court to apply for a JCAP grant in the 2023-24 grant cycle up to \$30,000; and be it further

RESOLVED, that the Butternuts Town Justice is authorized to execute said grant application in accordance with the terms and conditions of the JCAP application process.

Moved By: *Bruce Giada*

Second By: *Teresa Winchest*

Voted Yes: *Keith Killey, Paul Fowin and John Hill*

Voted No:

Dated: 9-13, 2023

Amy Dehaan

Town Clerk

Town of Butternuts
Dog Control Officer Report

For service period 7-9-23 through 9-8-23

Date	Time	Mileage	Name & Nature of call
7-30-23	0.6	1.9	Pook – ticketed - dog running at large
8-5-23	0.7	15.7	Bennett – dogs running at large
8-8-23	0.3	0.0	Hill – dog surrender
8-8-23	1.0	19.4	Bennett – dogs running at large
8-9-23	1.2	2.0	Mass – ticket – dog running at large
8-12-23	0.2	0.0	Retz – report of dogs running at large
8-15-23	1.0	12.4	Tomiou – licensing of dogs, dogs running at large
8-24-23	0.9	10.1	Mass – court for ticket
9-8-23	2.6	91.4	Marks – dog running at large - transported to shelter
9-8-23	0.7	0.0	DCO paperwork for two months

Totals – 9.2 hr 152.9 miles

Respectfully submitted by,

Scot Lueck, DCO

Town of Butternuts
Monthly Assessor's Report

Date August

Number of tax payers visited in office III III

Number of properties visited II

Number of cards and assessments updated II

Correspondence received regarding town taxes III

Complaints mitigated 0

Out of office work completed 0

Total increase or Decrease in town tax valuation 0

Training updates available 0

Additional hours of training completed 0

Signed W. S. [Signature]

Supervisor's Report 9/13/2023

Closed out two CD's at Wayne Bank and transferred them to NYCLASS. I am working to slowly move all of our reserves and savings to NYCLASS, since they have the best interest rates. The current rate is 5.2 percent, as opposed to .02 percent in a CD. Our MONTHLY interest income is now between \$6,000 - \$7,000, as opposed to less than a hundred dollars per month in the local bank CD's.

I have developed a tentative budget for 2024, which we will review tonight. I had no input or assistance from the Highway Superintendent for next year's budget. I adjusted budget lines based on historical data and future projections of salary and other expense lines.

Additionally, the Highway Superintendent has not provided the Board with an updated inventory as required by law. The Highway Working Agreement for 2024 has not been completed or submitted to the Board for approval. This affects the budget development for next year.

The Highway Superintendent has not provided me with a certified payroll sheet for the last 3 payrolls. I have spoken to the town attorney about this situation, and possible legal ramifications.

We have spent almost \$200,000 on CHIPS supplies which should have been refunded by now, but the Highway Superintendent has not completed the paperwork. This money could be in our savings account earning 5.2 percent interest. There are 3 FEMA projects that are going to expire on 9/30/23 unless they are extended. This is several hundreds of thousands of dollars that may be lost if the paperwork is not updated by the Highway Superintendent.

Hwy committee and I have not seen any quotes or prices for the new snow equipment for our new truck, as promised.

Also, no appointments have been made to sandblast and repaint the first 2 Volvo truck bodies, as agreed to by the dealer. I will try to intervene and get some of this work done in the absence of the Highway Superintendent.

I am very concerned about the legal and monetary situations and risks facing the Town as a result of the lack of performance of the Highway Superintendent. I have kept the Town attorney informed about the ongoing deficiencies of performance that puts the Town in possible legal jeopardy. If the situation does not change or improve, I will apprise the Town Board of options available to insure the execution of all the duties of the office of Highway Superintendent, as proscribed by law.

Parks Committee Report 9/13/2023

August was a busy month at the park with different activities for the campers and others for Town residents. In August our current seasonal campers are allowed to reserve their sites for next year if they want to keep it. All of them chose to stay for next year, and several new campers reserved seasonal sites for 2024. As of this week, ALL seasonal sites (22) are rented for next year, with deposits paid as per our Park policies. We have reserved 3 full hookup sites for daily, weekly or monthly campers, as we have done for the last 2 years.

Revenues to date are approximately \$42,000 which is \$7,000 over budgeted revenues. This does not count the deposits for next year, which have been put in a deferred account for next year's budget.

Expenses for the year are approximately \$20,450 which is \$12,000 under the budgeted amount. This expense summary includes almost \$9,000 of infrastructure improvements this year, paid for out of Park funds. These projects include phone, WiFi and water system upgrades. We still have electric bills and salaries to come out of this line before the end of the season.

I meet regularly with our caretakers, and we have developed some ideas for the 2024 season and beyond.

- * Need at least 10 new picnic tables. We will put our wooden tables under pavilions, and plastic ones on RV sites.
- * Will continue to work on the WiFi situation to have better access through the entire park.
- * We have already planned more "movie nights" for next year. Possibly weekly, and not only for children.
- * Working to streamline the ordering process for supplies.
- * We will most likely expand the responsibilities of the backup caretaker to allow for more activities at the park. / Pitch tournaments, cornhole, boat float (again) car shows, etc
- * Still looking for a small and inexpensive tractor / loader / mower to use at the park.
- * Looking into a small system to help campers with the disposal of their gray and black water instead of hauling a small tote all the way to the dumping station.
- ** Looking to create and initiate a new program we will call – "COFFEE FOR COPS"

We will set up a permanent small area probably under pavilion #1 with a Keurig and a coffee pot. It will be a quiet and safe place for all law enforcement officers to stop, take a break, have a cup, do some paperwork, and have access to our WiFi if needed. There seems to be interest in this idea as expressed by a few of our patrons who are law enforcement personnel. The obvious benefit to the park will be the presence of law enforcement officers throughout the day.

* All caretakers have expressed their intentions to come back next year. I will prepare contracts for Board approval

* I have submitted a new rate sheet for next year for the park which the Board needs to approve. Even with a modest rate increase, we are far below every other campground in our area.