

TOWN OF BUTTERNUTS  
MEETING AGENDA  
November 9, 2023  
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT - October 11, 2023 - Regular Meeting

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. Opt Out Local Law  
                                 2. Snow Equipment for New Volvo Truck

NEW BUSINESS      1. Final Budget Review  
                                 2. Financial Reports October 2023  
                                 3. Approve Payments of Vouchers 23329 –23354 for \$100,416.70  
                                 4. Purchase Order System  
                                 5. Rescind Resolutions #15 and #16  
                                 6. Community Bank Resolution  
                                 7. NYSLRS Resolution  
                                 8. Comprehensive Plan Review

BOARD DISCUSSION   \* Village of Gilbertsville

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

WHEREAS the Eagle Fire Engine and Hose Company No 1 (dba Gilbertsville Fire Department) , was incorporated in 1930 as a non-profit corporation under §803 of the Not-for-Profit Corporation Law, and

WHEREAS the Eagle Fire Engine and Hose Company No. 2 (Gilbertsville Fire Department Emergency Squad) and Company No. 3 (Gilbertsville Fire Department Auxiliary) were later added to the corporation, and

WHEREAS the Eagle Fire Engine and Hose Company is established as a fire protection district under New York State Town Law Chapter 62, Article 11, Section 184, and

WHEREAS the Town of Butternuts is the controlling municipality for this fire protection district, and

WHEREAS the Town of Butternuts has the authority to approve membership in the Eagle Fire Engine and Hose Companies,

NOW THEREFORE BE IT RESOLVED that the Town of Butternuts approves all members in Company No. 1 as denoted in Attachment A, and

BE IT FURTHER RESOLVED that the Town of Butternuts approves all members in Company No. 2 as denoted in Attachment B, and

BE IT FURTHER RESOLVED that the Town of Butternuts approves all members in Company No. 3 as denoted in Attachment C.

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	6.84
	MISC. FEES	Copy Machine Charges	1	0.25
			<b>Sub-Total:</b>	<b>\$7.09</b>
A2544	After expiration date	After expiration date	2	10.00
	Dog Licensing	Female, Spayed	6	36.00
		Male, Neutered	7	42.00
		Male, Unneutered	2	24.00
			<b>Sub-Total:</b>	<b>\$112.00</b>
B2402	Town Clerk	Planning Board Fees	1	10.00
			<b>Sub-Total:</b>	<b>\$10.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$129.09</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				19.00
Amount paid to: NYS Environmental Conservation				117.16
<b>Total State, County &amp; Local Revenues:</b>		<b>\$265.25</b>	<b>Total Non-Local Revenues: \$136.16</b>	

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 me, 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	_____ Town Clerk	_____ Date
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**TOWN OF BUTTERNUTS  
TOWN COURT**

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

November 8, 2023

Dear Board Members and Supervisor:

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

I want to thank all of you for approving the new security cameras. I understand the company will also be fixing our panic alarms, which we just recently found out were not working. The documentation for the JCAP grant has been submitted, but the State is requiring very detailed information from Directive, more so than has ever been required. Directive has been working to provide the requested information.

I wish you all a wonderful Thanksgiving.

Sincerely,



Claudette Y. Newman  
Butternuts Town Justice

encls.

# Butternuts Town Court Cashbook Report Judge Claudette Y. Newman

## Regular Account

Report date: 11/08/2023  
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Transactions from: 10/01/2023 To: 10/31/2023  
This report shows all cashbook activity.  
Checks show as negative numbers and do not affect deposit totals.

CHECK or RECEIPT	PAID DEPOSIT	CASE#	PAYEE	REASON	FINE	CIV-FEE	SCHG	BAIL	OTHER	
N000480	09/26/23	10/03/23	23040001	Fee Payment BankDeposit on 10/03/23 total deposit of \$	38.00	0.00	0.00	38.00	0	0
N000481	10/22/23	10/23/23	22120001	Fine Payment BankDeposit on 10/23/23 total deposit of \$	25.00	25.00	0.00	0.00	0	0
Account totals for period including checks \$					25.00	0.00	38.00	0.00	0.00	
Total deposits this period: \$					63.00					
Total checks this period: \$					0.00					
Total of all accounts this period including checks: \$					63.00					
Bail applied this period: \$					0.00					
Total credit card payments: \$					0.00					
Total E-payments: \$					0.00					
Reportable money received this period: \$					63.00					

NOTE: The figures above represent changes to your bank balance during the report period. Your actual bank balance will differ due to transactions outside of this report period.

NOTE: Credit card payments will not show on deposit slips, but will show on the cash book report.

Town of Butternuts  
Dog Control Officer Report

For service period 10-5-23 through 11-3-23

Date	Time	Mileage	Name & Nature of call
10-6-23	1.4	21.5	Smith – dog running at large - ticketed
10-11-23	0.3	0.0	Tomiou – dog running at large - ticket pending
10-12-23	1.1	5.1	Mass – court for ticket
11-3-23	0.4	0.0	DCO paperwork

Totals – 3.2 hr 26.6 miles

Respectfully submitted by,

*Scot Lueck*

Scot Lueck, DCO

Town of Butternuts  
Monthly Assessor's Report

Date September

Number of tax payers visited in office ~~IIII~~ IIII

Number of properties visited III

Number of cards and assessments updated III

Correspondence received regarding town taxes ~~IIII~~

Complaints mitigated III

Out of office work completed \_\_\_\_\_

Total increase or Decrease in town tax valuation \_\_\_\_\_

Training updates available \_\_\_\_\_

Additional hours of training completed \_\_\_\_\_

Signed 

Town of Butternuts  
Monthly Assessor's Report

Date October

Number of tax payers visited in office III

Number of properties visited III

Number of cards and assessments updated II

Correspondence received regarding town taxes III

Complaints mitigated \_\_\_\_\_

Out of office work completed \_\_\_\_\_

Total increase or Decrease in town tax valuation \_\_\_\_\_

Training updates available \_\_\_\_\_

Additional hours of training completed 10-12 Sexual Discrimination? Harassment

Prevention

Webinar

Signed [Signature]



November 9, 2023 SUPERVISOR REPORT

Completed and printed the final budget for 2024. This will be reviewed again and voted on tonight for final adoption.

I have had communications with the Town attorney concerning the absence of the Highway Superintendent and the amount of reporting, paperwork, and other managerial tasks that are not being done. He has advised me what our options are.

I provided the Highway Superintendent with all vouchers, invoices, and canceled checks for CHIPS reimbursement. The deadline for submission was November 3, 2023, and he told me that he would go to DOT Binghamton on 10/31/23 to file the paperwork. I called DOT Binghamton on Monday 11/6/23 to make sure the paperwork was submitted and our DOT representative said she had nothing. I asked for an extension and went to Binghamton Tuesday 11/7/23 to submit the CHIPS paperwork. Everything was approved and we will be getting a refund for over \$225,000.00 in December. Our current budget and the 2024 budget is based on this refund. Based on this information, it appears that we could have paved even more roads this year with available funds, but the Working Agreement pricing estimates provided by the Highway Superintendent were off by almost 50 %. The Town has a balance of over \$213,983.00 unexpended 2023 annual funding that will be rolled over and added to our CHIPS allotment for 2024. I learned a lot about the CHIPS program and will work with the Highway committee and the new Highway Superintendent to maximize state aid and improve all Town roads on an enhanced timeline.

It should be noted that Butternut Road was paved without authorization by the Highway Working Agreement, and the Town Board was never notified about any of this activity or the expenses incurred. This is a clear violation of NY State law, and has been looked into by the Town attorney and referred, by him, to the Otsego County District Attorney.

The Highway Superintendent has not submitted any vouchers for payment this month, and there will definitely be vendors who will go unpaid. The last payroll was submitted by the Deputy Highway Superintendent in the absence of the Highway Superintendent.

I have some serious concerns about the chain of command, procedures and available manpower to address snow plowing and sanding until the end of the year.

The new camera system installation began today and should be done by early next week. This is a totally new system with extra cameras being added for increased security. The Town Justice has completed and submitted the application for a JCAP grant to reimburse the cost.

I have talked to Community Bank about the logistics of banking when they close the Morris branch. They have provided me with a check reading machine which will remotely deposit checks right from the Town Hall. Any deposits containing cash will have to be brought to a branch in Oneonta, Sidney, or Norwich. We will discuss banking options next year at our organizational meeting.