

**Town of Butternuts
Reorganizational Meeting
January 8, 2025 7:00 pm**

OPEN MEETING AND PLEDGE

1) Oath of Office

2) Approve Resolutions

- *Resolution # 1-2025
- *Resolution # 2-2025
- *Resolution # 3-2025
- *Resolution # 4-2025
- *Resolution # 5-2025
- *Resolution # 6-2025
- *Resolution # 7-2025
- *Resolution # 8-2025
- *Resolution # 9-2025
- *Resolution # 10-2025
- *Resolution # 11-2025
- *Resolution # 12-2025
- *Resolution # 13-2025
- *Resolution # 14-2025

3) Committees of the Board for 2025

*Policy – Teresa Winchester

*Audit / Law – Paul Irwin

*** Supervisor may appoint Board members if needed for special projects or issues

PRIVELEGE OF THE FLOOR

BOARD DISCUSSION

PRIVELEGE OF THE FLOOR

ADJOURNMENT

Resolution # 1-2025 APPOINTMENTS AND WAGES

Elected or Appointed Officials :

Supervisor Bruce Giuda - \$12,000 per year paid monthly

Councilman Keith Lilley, Paul Irwin, John Hill, Teresa Winchester - \$1320 (each) per year paid quarterly

Highway Superintendent David Haynes - \$50,000 per year plus \$7800 health / safety allowance paid biweekly

Town Clerk Lucy Richards – \$10,000 per year paid monthly

Tax Collector Doris Moennich - \$4,290 per year paid monthly

Town Justice Claudette Newman - \$6,000 per year paid monthly

Tax Assessor Matthew Lippitt - \$14,000 per year paid monthly

Dog Control Officer Scot Lueck - \$2,400 per year paid monthly plus mileage

Town Hall Building Cleaner Marna Dunham - \$1,200 per year paid monthly

~~Town Historian Leigh Eckmair – \$275 per year paid once annually~~

Custodian of Election Machines – Kathy Maxam - \$75 per election

Board of Assessment Review – Chairman \$250.00 paid once per year

2 Regular members - \$75.00 each paid once per year

Full Time Highway Crew HMEO / MEO – *base rate* \$26.13 per hour regular time (\$54,350.40 annually) plus \$7800 per year health buyback - paid bi weekly. Longevity rate is higher than base where applied. Overtime is additional @ \$39.20 per hour

Part Time MEO /non CDL - \$20 per hour

Part Time MEO / CDL – UP TO \$24 per hour

Seasonal Employees – Copes Corners Park Caretakers \$1400 per month paid monthly

No Compensation :

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

Planning Board : Chairman or Members , Ethics Board Members

Hourly Employees :

Court Clerk - \$20.00 per hour

*All other part time or seasonal employees will be paid NY minimum wage of \$15.00 per hour unless otherwise agreed to by Town Board

All mileage reimbursements will be paid at the rate of \$.67 per mile

Resolution # 2-2025 SCHEDULE OF OFFICIAL TOWN MEETINGS

Regular Town Board Meetings will be held on 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 at the Town Hall at least once annually and more often if necessary. For specific dates and times please contact the Town Clerk

*Any special meetings will be posted on the Town website : townofbutternuts.org

*All meetings are open to the public

Resolution # 3-2025 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 local, County, State and Federal laws applicable thereto, and with any collective bargaining agreements, resolutions, contracts, and policies approved by the Town Board.

Resolution # 4-2025 OFFICIAL BANKS AND DEPOSITORIES FOR THE TOWN OF BUTTERNUTS

Official Banks and Depositories are designated as follows :

- Community Bank NA
- NBT Bank
- NYCLASS

Resolution # 5-2025 SCHEDULE OF FEES

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

Copying : Fee of \$.25 per single page for copies made under FOIL requests only. The Town does not provide copying services for any other circumstance.

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

Un-spayed or un-neutered - \$15.00 per dog per year

Late fees apply for late registration or non – registration

Check Town website for details : townofbutternuts.org

Resolution # 6-2025 DESIGNATION OF OFFICIAL NEWSPAPER

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

Other notices of Town Board events will be posted on the Town website, ~~the Butternuts News,~~ and in the Gilbertsville Post Office if possible.

Resolution # 7-2025 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 Copes Corners Park, and any contractual obligations previously authorized by the Town Board in effect for three (3) years or longer.

Resolution # 8 - 2025 INSURANCE CARRIERS FOR 2025

As required by law the Town 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 theft, fire and liability and other physical damages to Town property. Supervisor shall update said insurance as needed and bring recommendations and concerns from Town insurers to the Town Board and Highway Superintendent to minimize risks, liabilities and losses. The Supervisor shall strive to implement best practices to minimize risks of personal injury or death to Town employees, elected officials, and appointees, to eliminate liability for the Town, and to eliminate preventable physical damages to Town properties, trucks, and equipment.

Resolution # 9-2025 TOWN ATTORNEY

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

In matters related to solar or wind issues, the Town Board additionally will consult with Robert K. McKertich, partner, of Coughlin & Gerhart, Binghamton NY

Resolution # 10-2025 PETTY CASH

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

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

ALL PETTY CASH ACCOUNTS NEED RECONCILIATION RECORDS THAT ARE UP TO DATE AND ACCURATE.

Resolution # 11-2025 OFFICIAL HOLIDAYS OBSERVED BY TOWN OFFICES

Town offices will be CLOSED on these Designated Official Holidays (observed) for 2025 :

- *New Years Day (1/2/2025) * Martin Luther King Day (1/20/2025) *Memorial Day (5/26/2025)
- *Juneteenth (6/19/2025) *Independence Day (7/4/2025) *Labor Day (9/1/2025)
- *Columbus Day (10/13/2025) *Veteran's Day (11/11/2025) *Thanksgiving Day (11/27/2025)
- * Christmas Day (12/25/2025)

Resolution # 12-2025 FINANCIAL RESPONSIBILITY

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 shall 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 given to the Town Supervisor as soon as possible. The Town Supervisor shall provide a receipt to the official / employee for all monies received and keep a copy for his records. The Town Supervisor shall deposit all monies received as soon as possible in the proper Town bank accounts. Records of all transactions will be entered into the town's accounting program for monthly review by the Town Board.

Resolution # 13-2025 DEFINITION OF WORK DAY COMPENSATION FOR HIGHWAY EMPLOYEES

The Town of Butternuts will compensate all highway employees at the agreed upon rate as specified in the most current Teamsters contract. All relevant issues have been addressed in the Teamsters contract, and shall be administered by the Highway Superintendent as specified in the contract. Definition of "work day" is meant to include all tasks assigned to highway employees by the Highway Superintendent that are intended to develop, maintain or improve the roads in the ~~Town~~ Town of Butternuts. Mutually sharing services with other municipalities is considered the same as working on Butternuts town roads.

Pursuant to General Municipal Law, employees may not be legally paid when they are not working in said capacity, unless it is a contract based holiday, sick day, vacation day, or a Board approved training or staff development day. The Town of Butternuts expects highway employees to attend all mandatory training at the Town's expense. All non-mandatory training, staff development or any other off site activities must be approved by the Town Board in advance at a legal meeting of the Board in order for highway employees to receive compensation from the Town. Highway employees may use personal days or vacation days to attend activities that are not addressed in the contract or not approved in advance by the Town Board.

Resolution #14-2025 HEALTH BUYBACK COMPENSATION FOR HIGHWAY SUPERINTENDENT

The Butternuts Town Board shall provide additional compensation to the Highway Superintendent in the form of a "Health Buyback and Safety Equipment" allowance. This compensation is in addition to the annual salary of \$50,000.00 listed in the 2025 budget for Highway Superintendent. The amount paid for "Health Buyback and Safety Equipment" allowance shall be \$650.00 per month which is a total of \$7800.00 for the year. This amount will be paid biweekly as part of the normal payroll schedule.

COMMITTEES OF THE BUTTERNUTS TOWN BOARD

Following is a general list of duties for each particular committee. If there any activity to report at a Board meeting such reports shall be in writing, and shall be submitted to the Town Clerk for the record.

- 1 POLICY – Shall review current policies and make recommendations for change or improvement. Shall develop new policies at the request of the majority of the Board. Will be responsible for bringing all policy matters and procedures to the attention of the Board, such as an annual review. Shall strive to organize all current policies in a format that is useful and available to anyone who needs to refer to them, or anyone who may request to see current policies.
- 2 AUDIT / LAW- Shall perform all mandatory audits of all departments annually, and keep records of audits. If necessary shall forward audits to state or other agencies who need to see the completed audits. Will work with Supervisor if requested to review and reconcile Town financial accounts.
- 3 HIGHWAY AND MACHINERY - Shall work with Highway Superintendent to identify short and long term plans for road maintenance, truck and equipment needs and other highway department concerns. Shall monitor any dangerous road conditions that have not been remediated and report to the Board. Shall report any concerns to the Board about vehicle safety, maintenance, inspections, condition or care to the Board. Shall meet to review road or other conditions at the request of the Highway Superintendent.
- 4 BUILDINGS AND GROUNDS – Shall be the primary contact person for all buildings and grounds maintenance situations. Shall develop a plan of action for improvements and make recommendations to the Board using the procurement policy as a guide. Shall develop a written calendar for maintenance of all buildings and systems (annual or otherwise) and see to it that all maintenance is done in a timely manner.
- 5 PARKS – Shall work to maintain and improve the Copes Corners Park. This includes both the campground side and the public side for use by Town residents and others. Shall work with the caretakers to address daily and other issues related to campers and pavilion rentals. Shall refer any safety or general concerns immediately to the Town Supervisor. Shall refer any building or grounds issues to Building Committee. Shall monitor needs and requests of campers and caretakers and bring recommendations to the Board for review and possible action.

Town of Butternuts
Monthly Assessor's Report

Date December

Number of tax payers visited in office 1111

Number of properties visited 1

Number of cards and assessments updated 111

Correspondence received regarding town taxes 1

Complaints mitigated ~~0~~

Out of office work completed picked up exemption renewals in Cooperstown (12/31)

Total increase or Decrease in town tax valuation ~~0~~

Training updates available ~~0~~

Additional hours of training completed ~~0~~

Signed Walter Slipp

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

Town of Butternuts County of Otsego

14 Day of Dec., 2024

Pursuant to the provisions of Section 284 of the Highway Law, we agree that the moneys levied and collected for the repair and improvement of highways, and received from the state or other sources for the repair and improvement of highways, shall be expended as follows:

FOR THE YEAR 2025

1. GERNERAL REPAIRS (5110 & 5120) The sum of \$53593.01 may be expended for general repairs upon 3.45 miles of town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewals thereof.

a) On the road Clarence Musson, From County 8 To Morris town Line

A distance of 1.90 miles For the sum of \$29138.89

Project type Resurface (chipseal) Width of surface 19'

Thickness _____ Subbase _____

b) On the road Guy Beardsly, From County 4 To County 4

A distance of 1.55 miles For the sum \$24454.12

Project type Resurface (chipseal) Width of surface 19'

Thickness _____ Subbase _____

c) On the road _____ From _____ To _____
A distance of _____ miles For the sum \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

d) On the road _____ From _____ To _____
A distance of _____ miles For the sum \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

2. Snow Removal (DA 5142.4). The sum of \$56320.00 may be expended for snow & ice control.

a) Salt 200 Tons

b) Sand 5000 Yards

3. IMPROVEMENTS (5112) CHIP MONEY The sum of \$433358.55 shall be set aside to be expended for the improvement of town highways.

a) On the road Copes Corner, between Opperman & County 4-- Culvert #2 on DEC site visit sheet
a distance of _____ miles For the sum of \$ 34105.56
Project type Replace cross tube per DEC specs Width of surface 60 Ft
Thickness _____ Subbase _____

b) On the road River Near 1400River Rd
a distance of _____ miles For the sum of \$ 3260.56 Bal of 2024 project
Project type Replace cross tube per DEC specs Width of surface 60 Ft
Thickness _____ Subbase _____

- c) On the road Lilley Hill, From River Rd To Wilbur Hill Rd
a distance of 1.7 miles For the sum of \$ 26145.00
Project type Chipseal to finish 2024 project Width of surface 20'
Thickness _____ Subbase _____
- d) On the road Clarence Musson, From County 4 To County 4
a distance of .36 miles For the sum of \$ 24566.52
Project type Shim & chipseal Width of surface 19 Ft
Thickness up to 1 1/2 " Subbase _____
- e) On the road Lover Lane, From County 8 To State Hwy 51
a distance of .27 miles For the sum of \$ 18424.89
Project type Chipseal Width of surface 19Ft
Thickness _____ Subbase _____
- f) On the road River, From Gilbertsville village line To County 3
a distance of 2.41 miles For the sum of \$ 165824.00
Project type Shim & chipseal with apron onto Baker Rd Width of surface 19 Ft
Thickness up to 1 1/2 " Subbase _____
- g) On the road Taylor Rd, From county 8 To Otego town line
a distance of 3 miles For the sum of \$ 69178.00
Project type 1st year replacing cross tubes, full depth reclamation Width of surface 22'
Includes 5000 yards of 1 1/2 " Crushed gravel_ Subnote: 2 year project , pave & chipseal 2026

h) On the road Dunham Cross, From Coye Brook Rd To County 4
a distance of .95 miles For the sum of \$ 14742.45
Project type Chipseal Width of surface 19 Ft
Thickness _____ Subbase _____

i) On the road Butternut Rd, From Wilbur Hill To Unadilla town line
a distance of 1.13 miles For the sum of \$ 77111.57
Project type Shim & chipseal Width of surface 18 Ft
Thickness up to 1 1/2 " Subbase _____

j) On the road _____, From _____ To _____
a distance of _____ miles For the sum of \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

k) On the road _____, From _____ To _____
a distance of _____ miles For the sum of \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

l) On the road _____, From _____ To _____
a distance of _____ miles For the sum of \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

m) Misc. Highway Materials, Cold Patch, Culvert Pipe, Dust Control Agents, Aggregates, Fuel, etc.

Executed in duplicate this 8 day of January 2025



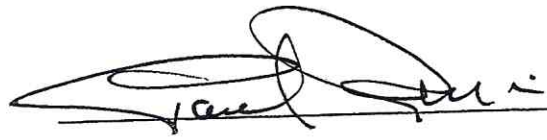
Supervisor



Councilman




Councilman



Councilman



Town Superintendent



Councilman

Note: This agreement should be signed by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in Town clerk's office and one in the County Superintendent's office. This agreement does not have to be approved by the County Superintendent.

Town Board Meeting

Highway

Jan. 8, 2025

1. DEC mine permit for copes corner bank is getting closer to being approved, it's getting reviewed now and once that's done, will contact us and go over life of mine and any restrictions. And we'll be good to go.
2. Work Agreement for 2025 submitted for approval.
3. New trucks: Volvo will be done Monday the 13th and then go to Burr for undercoating for 500 dollars and last check over before we take it. So we will have new Volvo next week. Dodge is done. Kevin and I will go tomorrow and get from Rob Green Truck Company.
4. Taylor Rd had a culvert collapse middle of December so I had to close a section of the road. On December 30 and 31 we replaced and road was reopened to traffic. When we replaced the culvert we borrowed the tamper (jumper jack) from Unadilla to see if it packed better than the one we have, I recommend we purchase one, it packed around the tube much better than the one we have.
5. This year is making up for last year's winter. Seems like we are out plowing and cutting brush every day
6. The men put the Christmas wreaths up for the village. I think it's great that we can work together.
7. We have been working off and on to get the V plow, that I acquired for the town barn at no cost, ready to be displayed with flag attached in front of the town garage. The guys did a great job. I have received a few comments on how nice the town barn looks. No negative responses.
8. Massey tractor is repaired with new wheel bearing and is all set to use when we need it.
9. The county will be putting a tube in near Keith Klingman's this spring/summer for the communication tower the county is putting up. I am working with Rich Bremmer, county hwy superintendent, on the installation.
10. There is a screen in Syracuse for sale