

TOWN OF BUTTERNUTS
MEETING AGENDA
February 12, 2024
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – January 8, 2024 Reorganizational Meeting
January 8, 2025 Regular Meeting

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

COMMITTEE REPORTS- POLICY * AUDIT / LAW

OLD BUSINESS

1. Annual Policy Reviews
2. Depot Engineering
3. Historian

NEW BUSINESS

1. Financial Reports January 2025
2. AED purchase
3. Approve Payments of Vouchers 25035 – 25068 ⁰⁷⁰ ^{546.11} ~~\$71,411.11~~
4. Planning Board Vacancy
5. Approve Audit of Town Justice

BOARD DISCUSSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

Account#	Account Description	Fee Description	Qty	Local Share
A2544	Dog Licensing	Female, Spayed	3	18.00
		Female, Unspayed	1	12.00
		Male, Neutered	5	30.00
		Male, Unneutered	1	12.00
			Sub-Total:	\$72.00
B2402	Town Clerk	Planning Board Fees	3	70.00
			Sub-Total:	\$70.00
Total Local Shares Remitted:				\$142.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				14.00
Total State, County & Local Revenues:			\$156.00	Total Non-Local Revenues:
				\$14.00

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, Lucy Richardsl 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.

Burdick 2/1/25 *Lucy Richardsl* 1-30-2025
 Supervisor Date Town Clerk Date

**TOWN OF BUTTERNUTS
TOWN COURT**

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

January 8, 2025

Dear Board Members and Supervisor:

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

I am returning the Ethics Policy that has been signed by the Court Clerk. Please note that I am governed by New York State Judicial Ethics, which prohibit me from signing the Town Ethics policy.

We continue to have more criminal cases than Vehicle and Traffic Tickets right now.

As always, we welcome any of you to come to observe court. The second Thursday of the month is when criminal matters are heard, so it is the busiest night.

May you all have a healthy and fulfilling New Year.

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court Cashbook Report Regular Account Judge Claudette Y. Newman

Report date: 01/08/2025
Page 1 of 1

Transactions from: 12/01/2024 To: 12/31/2024

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
N000544	01/08/25	12/31/24	24080003						
				Fine/Fee Payment	107.00	0.00	93.00	0	0.00
				BankDeposit on 12/31/24 total deposit of \$	200.00				
				Account totals for period including checks \$	107.00	0.00	93.00	0.00	0.00
				Total deposits this period: \$	200.00				
				Total checks this period: \$	0.00				
				Total of all accounts this period including checks: \$	200.00				
				Bail applied this period: \$	0.00				
				Total credit card payments: \$	0.00				
				Total E-payments: \$	200.00				
				Reportable money received this period: \$	200.00				

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
TOWN COURT**

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

February 12, 2025

Dear Board Members and Supervisor:

Enclosed please find my monthly check for Fines and Surcharges, along with my cashbook report. I am also enclosing vouchers for the New York State Magistrates Association and the Otsego County Magistrates Association.

Paul Irwin and I completed my annual audit on January 13, 2025.

I wish you all a warm and safe winter!

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court Cashbook Report Judge Claudette Y. Newman

Regular Account

Report date: 02/12/2025
Page 1 of 1

Transactions from: 01/01/2025 To: 01/31/2025
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
N000545	01/09/25	01/10/25	25010001	Civil File Fee	0.00	20.00	0.00	0	0
N000546	01/09/25	01/10/25	24120006	Civil File Fee	0.00	20.00	0.00	0	0
N000547	01/09/25	01/10/25	23110001	Fine Payment	20.00	0.00	0.00	0	0
BankDeposit on 01/10/25 total deposit of \$					60.00				
N000548	01/23/25	01/24/25	23110001	Fine Payment	30.00	0.00	0.00	0	0
N000549	01/23/25	01/24/25	23120003	Fine Payment	100.00	0.00	0.00	0	0
N000550	01/23/25	01/24/25	24110006	Fine/Fee Payment	107.00	0.00	93.00	0	0
BankDeposit on 01/24/25 total deposit of \$					330.00				
Account totals for period including checks \$					257.00	40.00	93.00	0.00	0.00
Total deposits this period: \$					390.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					390.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					390.00				

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 1-1-2025 through 2-7-2025

Date	Mileage	Name & Nature of call
1-12 thru 1-16-25	28.9	Gardner – search for lost dog
1-13 thru 1-15-25	7.6	VanDusen – barking dog

Total mileage 36.5 miles

Respectfully submitted by,

Scot Lueck
Scot Lueck, DCO

Town of Butternuts Highway

Monthly Report

02/12/2025

1. Winter is still here. We plowed 23 out of 31 days, 4 of them were Saturdays, in January.
2. The cutting edges, on the head plows and plow wings, are taking a beating this winter. The wing cutting edges need to be replaced this year. Head plow edges, I'm hoping will go another year. I have spoken to a couple of neighboring superintendents on what cutting edges they would recommend. Winter edge Blockbuster series lasts the longest with the least amount of road damage. Town of Laurens is on their 6th year and expect to go another couple years with the Blockbuster edge. I have a quote of \$2320.00 per wing.
3. I submitted paperwork to DOT, to get reimbursed for shotcrete done on cross tube near Opperman Road, \$27900.00.
4. New Dodge with JAGG wing is working good. Purchased new carbide cutting edge for plow and wing, as the edge that is stock wore off quickly.
5. I recommend purchasing another wing for the other Dodge truck # 101. We can purchase direct from factory for \$8700.00.
6. New Volvo is a good addition, having no issues at all.
7. We will be installing several cross tubes on Taylor Rd this year and need to purchase a jumping jack packer. We borrowed one from Unadilla last year to try, does a much better job of compacting the fill around the tube than the plate compactor we have. Ours is good for packing cold patch on top of roads, not for packing around tubes.
8. Otsego County has not received stone pricing for this year yet. If we want to lock in last year's price we have to order before April 30. Stone pricing is A's \$30.45/ ton B's, ST's, #2 \$24.95/ ton. According to Otsego County stone price may go up as much as \$1.00 more / ton. Which could be a savings of around \$2800.00 or more.
9. I'm collecting info on the best way of getting stone delivered or crushed here. Husted trucking out of Mt Upton will truck for us at the rate of \$180.00/ hour and haul around 38 ton per load.
10. We borrowed a portable screen from the County to use for screening frozen chunks out of the road sand. This simple process is saving a lot of usable sand. I am looking into what it would cost to get the material and build our own. We have one that is not usable the way it is and may be able to use some of the material from that to build one similar to the county's.
11. The bucket on the excavator is wearing through the bottom side edges and is going to have to be replaced or rebuilt. I am looking into both options. I am also going to purchase a pin grabber for this machine when I change the bucket. It takes three guys 45 minutes to change buckets, when we are putting in cross tubes and need a more aggressive bucket to dig through hard pan, shale, etc. for 15 minutes and then back to ditching, it's just cost effective to have the correct attachments for the job.

2/12/25 SUPERVISOR REPORT

Park Update : completed final accounting for 2024 and updated the annual report for the previous years. Reservations continue to come in for pavilion rentals and RV rentals. Got the Department of Health updated guidelines for water testing requirements for the 2025 season. Also got confirmation from DOH that they are aware of our plans to add sites and continue developing the park. They responded that they are fine in principle with the ideas, but will need to see engineered plans. I have worked with NYSEG and Depot Engineering for a month and we finally have a designated "planner " assigned to the project. An on site meeting will be scheduled next by NYSEG.

Supervisor Update : I have received all tax revenues for the A FUND, DA FUND, DB FUND, and the Special Districts from the tax collector. I have transferred funds into the appropriate reserve funds as per the 2025 budget. These reserves are : Bridge Reserve, Truck & Equipment Reserve, and Building Reserve. All unexpended funds will be kept in interest bearing accounts with rates between 4-1/2% and 5%.

I met with Depot Engineering several times for preliminary discussions about a building project for a new Town Hall. I have asked Councilman Hill to assist me in developing a timeline and plan of action to move forward with this project development. Depot Engineering is developing a proposal for the Board to consider. An idea open for Board discussion is the creation of a small committee of community members to assist with identifying needs, assessing options and identifying outside funding sources.

PARKS REPORT 2/12/2024

PROFIT / LOSS FOR COPE'S CORNERS PARK 2013 – 2024

YEAR	EXPENSES	REVENUES	PROFIT / LOSS
2024	\$33,280.97	\$54,107.00	+ \$20,826.03
2023	\$26,554.79	\$42,712.62	+ \$16,157.83
2022	\$24,474.73	\$44,125.00	+ \$19,650.27
2021	\$27,554.18	\$36,149.62	+ \$6,370.38
2020	\$24,361.83	\$31,985.22	+7,623.39
2019	\$22,359.76	\$22,693.15	+ 333.39
2018	\$17,427.38	\$18,282.23	+854.85
2017	\$16,355.24	\$12,699.34	- \$3,655.90
2016	\$10,497.50	\$10,255.55	- \$241.95
2015	\$7,941.23	\$3,568.05	- \$4,373.18
2014	\$4,078.64	\$1,420.00	- \$2,658.64
2013	\$2,968.72	\$920.00	-\$2,048.72

Expense line includes ALL costs of operation including staffing, maintenance and utilities, etc.

Revenue line includes ALL revenues from pavilion rentals, campsite and tent rentals and misc.

Historian:

I reviewed several sites about NY historians. NY law requires Towns to have a historian, it is not enforced. This law was passed when records from the civil war were lost resulting in trouble with military retirement.

I used the County of Livingston's Town Historian recommendations as a guideline to draft a job description for the Town of Butternuts.

This is up for discussion by the board.

Corrective Action for Monthly Balance Sheet for Town Financial Management

The Balance Sheet portion of the Town Financial management computer program has been inaccurate for almost two decades. The balance sheet has had inaccurate beginning balances and ending balances for each month which has continued for many years. This has made the balance sheet a useless feature of the system, and has made true oversight of the financial management very difficult for the Town Board.

After much research, and many discussions with the developer of the system, I was able to correct a flaw in the program and enter the actual balances of each account, etc, as of January 1, 2025. Starting with the January 2025 financial reports, the balance sheet is accurate, up to date, and will be monitored monthly by the Town Supervisor and the Town Board. It is a necessary and useful part of financial oversight that will be maintained.



Bruce Giuda / Town Supervisor 1/1/2025