

TOWN OF BUTTERNUTS
MEETING AGENDA
March 12, 2024
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – February 12, 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
 4. Comprehensive Plan

NEW BUSINESS 1. Financial Reports February 2025
 2. (a) Bids for Purchase of Sand and Gravel
 (b) Bids for Screening Sand and Crushing Gravel
 3. Approve Payments of Vouchers 25069 – 25101 \$68,289.77
 4. Staff Development Days
 5. Budget Transfer

BOARD DISCUSSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation MISC. FEES	Conservation	1	8.64
		Certified - Death	1	10.00
		Certified - Marriage	1	10.00
			Sub-Total:	\$28.64
A2544	Dog Licensing	Female, Spayed	1	6.00
		Male, Neutered	5	30.00
			Sub-Total:	\$36.00

Total Local Shares Remitted: \$64.64

Amount paid to: NYS Ag. & Markets for spay/neuter program _____ 6.00
 Amount paid to: NYS Environmental Conservation _____ 148.36

Total State, County & Local Revenues: \$219.00

Total Non-Local Revenues: \$154.36

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.

Supervisor

Date

Lucy Richardsl

Town Clerk

02-27-2025

Date

Lucy

TOWN OF BUTTERNUTS
TOWN COURT

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

March 7, 2025

Dear Board Members and Supervisor:

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

Think Spring!

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court Cashbook Report Judge Claudette Y. Newman

Regular Account

Report date: 03/07/2025
Page 1 of 1

Transactions from: 02/01/2025 To: 02/28/2025

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
N000551	02/12/25	02/10/25	24120004	Fine/Fee Payment BankDeposit on 02/10/25 total deposit of \$ 100.00	37.00	0.00	63.00	0	0.00
N000552	02/12/25	02/13/25	24120003	Fine Payment BankDeposit on 02/13/25 total deposit of \$ 50.00	50.00	0.00	0.00	0	0.00
N000553	02/13/25	02/14/25	24110002	Fine/Fee Payment	100.00	0.00	93.00	0	0.00
N000554	02/13/25	02/14/25	25010003	Fine/Fee Payment BankDeposit on 02/14/25 total deposit of \$ 268.00	50.00	0.00	25.00	0	0.00
N000555	02/27/25	02/28/25	24110006	Fine Payment BankDeposit on 02/28/25 total deposit of \$ 40.00	40.00	0.00	0.00	0	0.00
Account totals for period including checks \$					277.00	0.00	181.00	0.00	0.00
Total deposits this period: \$					458.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					458.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					150.00				
Reportable money received this period: \$					458.00				

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 2-8-2025 through 3-6-2025

Date	Mileage	Name & Nature of call
11 February	82.5	Conklin – dog transport, deceased owner
12 February	0.0	Church – reported abuse, unfounded

Total mileage 82.5 miles

Respectfully submitted by,

Scot Lueck

Scot Lueck, DCO

Town of Butternuts
Monthly Assessor's Report

Date February

Number of tax payers visited in office III IIII

Number of properties visited III

Number of cards and assessments updated _____

Correspondence received regarding town taxes IIII

Complaints mitigated I

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 Matt Slitt

Town of Butternuts Highway

Monthly Report

03/12/2025

1. Chet is back to work full time as of 03/03/2025. Doctor's release is on file.
2. Someone snuck past Teresa and stole the Chicken Farm Road sign. The town men said it lasted longer than any of the other times that sign was replaced; however I'm looking for ideas on what to do. If Teresa is ok with putting up a trail camera on her property, I can purchase one for around \$100.00.
3. We have replaced three stop signs, two were used for target practice. One was faded.
4. We replaced a few road signs on River Road, we'll see how long they last.
5. We plowed, sanded, and salted 15 days in February. March has been much more favorable.
6. Roads have taken a beating this winter. Frost heaving and water coming out where it never did before.
7. We borrowed a screen from the county, to use to screen for frozen road sand chunks. Using this screen saved a lot of material, so we were able to make what sand we had last for this season.
8. I have quotes for the material to make our own screen. One from Pacemaker for \$4040.13 a Steel Sales for \$3986.34.
9. I attended a press conference in West Oneonta Feb. 28. Most of the superintendents from Otsego County were in attendance, along with our political representatives. The conference was aimed at asking the state for more funds to the CHIP programs to help rural towns build good roads.
10. The boiler for heating the town garage quit on Friday the 21st. Finally got repaired on Tuesday the 25th. After three trips the problem was diagnosed as an exhaust fan failed.
11. Keith has been using the boom mower and is making progress. Nice to have available any time we want to use it.
12. We found a ditching bucket out in the western part of the state for \$3500.00. I will go and get it this week or next.
13. I have had several different options on how Taylor Road should be done. I'm meeting with Jeff, from Cornell Roads, Friday to discuss and make a final plan that will benefit the town the most.
14. I have bids ready, for approval by the town board, to go out for crushing and screening our gravel.
15. I have found a self-propelled broom in PA for \$5000.00 it's in ruff condition, but runs and sweeps; I also found a new broom that would go on the plow frame of our trucks for around \$10500.00. Thoughts from the board?
16. I purchased a Sakai jumping jack for packing crusher around culverts.
17. I have ordered culvert pipes for Taylor Road and will be starting ditching and replacing culverts as soon as U Dig NY marks underground wires and cable locations.
18. New programs may be available from DOT for reducing fatalities with money for local roads.

Town of Butternuts

David Haynes – Highway Superintendent

617 State Hwy 51, Gilbertsville, NY 13776

Telephone – (607) 783-2480

Bid Specifications for Crushing of Bankrun Gravel

Bankrun Gravel must crushed down to 2" minus.

or 1 1/2

Contractor must provide crusher, loader, manpower, fuel, and all transportation charges. Bathroom facilities are the responsibility of the bidder, as there is none on site.

Work location is town gravel bank on County Road 18 in the Town of Butternuts. Crushed item is to be piled, and moved if needed, to the amount of 7,000 cubic yards which will be measured by GPS and paid for by the contractor.

Bidder must comply with all EMSA regulations. Awarded bidder must provide proof of insurance with the town listed as an additional insured. \$1,000,000 Minimum insurance policy required. Bidder must also notify mine and safety that they are working in the Town of Butternuts gravel bank.

Sealed Bids must be mailed to the Town Highway Dept., at above address, or delivered to Butternuts Town Hall by **Tuesday April 9, 2025**. Please mark envelope as **BID for Crusher Run**. Bids will be opened at the Town Board meeting on **Wednesday, April 10, 2025 after 7:00 PM**. All work must be completed, and equipment removed by **August 31, 2025**. Work must be fully completed and verified by GPS measurement before payment will be authorized.

All bids must state price per yard (not per ton). All bids must include a non-collusive bidding agreement. All bids must include an Iranian Energy Certification.

Payment will be made after the next scheduled board meeting upon letter of completion to the Supervisor by the Highway Superintendent. Awarded bidder must sign independent contractor's agreement and provide proof of insurance.

NON-COLLUSION BID CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NAME OF BIDDER: _____

ADDRESS: _____

PHONE NUMBER: _____

AMOUNT OF BID: _____ Price Per Yard

Town of Butternuts

David Haynes – Highway Superintendent

617 State Hwy 51, Gilbertsville, NY 13776

Telephone – (607) 783-2480

Bid Specifications for purchasing 7000 cubic yards of 2" minus crusher run gravel.
Crushed gravel must be crushed to 2" minus. *Friday*

This must be a certified measure and a printout given to the Highway Superintendent for review.

Sealed Bids must be mailed to the Town Highway Dept. at the above address or delivered to Butternuts Town Hall by **Tuesday April 9, 2025**. Please mark envelope as **Bid Crusher Run**. Bids will be opened at the Town Board meeting **Wednesday April 10, 2025 after 7:00 PM**.

All bids must state price per yard (not per Ton). Prices are to be FOB at bidder's location, or if available, an optional delivered price per yard to our work site. All bids must include a non-collusive bidding agreement. All bids must include an Iranian Energy Certification.

Payment will be made after the next scheduled board meeting upon letter of completion to the Supervisor by the Highway Superintendent. Awarded bidder must sign independent contractor's agreement and provide proof of insurance.

NON-COLLUSION BID CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- c) No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NAME OF BIDDER: _____

ADDRESS: _____

PHONE NUMBER: _____

AMOUNT OF BID: _____ Price Per Yard

Town of Butternuts

David Haynes – Highway Superintendent

617 State Hwy 51, Gilbertsville, NY 13776

Telephone – (607) 783-2480

Bid Specifications for Screening of Gravel to Road Sand.

Gravel must be screened down to ~~6000~~⁵⁰⁰⁰ cubic yards of 1/2" minus road sand.

Contractor must provide screener, loader, manpower, fuel, and all transportation charges. Bathroom facilities are the responsibility of the bidder, as there are none on site.

Work location is town gravel bank on County Road 18 in the Town of Butternuts. Sand is to be piled, and moved if needed, to the amount of 5,000 cubic yards. This will be measured by GPS and paid for by the bidder.

Bidder must comply with all EMSA regulations. Awarded bidder must provide proof of insurance with the town listed as an additional insured. \$1,000,000 Minimum insurance policy required. Bidder must also notify mine and safety that they are working in the town's gravel bank.

Sealed Bids must be mailed to the Town Highway Dept., at above address, or delivered to Butternuts Town Hall by **TUESDAY April 9, 2025**. Please mark envelope as **Bid for Sand Screening**. Bids will be opened at the Town Board meeting on **Wednesday, April 10, 2025 after 7:00PM**. All work must be completed, and equipment removed by **August 31, 2025**. Work must be fully completed and verified by GPS measurement before any payments will be made.

All bids must state price per cubic yard (not per ton). All bids must include a non-collusive bidding agreement and include an Iranian energy certification.

Payment will be made after the next scheduled board meeting upon letter of completion to the Supervisor by the Highway Superintendent. Awarded bidder must sign independent contractor's agreement and provide proof of insurance.

NON-COLLUSION BID CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- c) No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NAME OF BIDDER: _____

ADDRESS: _____

PHONE NUMBER: _____

AMOUNT OF BID: _____ Price Per Yard

Town of Butternuts

David Haynes – Highway Superintendent

617 State Hwy 51, Gilbertsville, NY 13776

Telephone – (607) 783-2480

Bid Specifications for Purchasing ⁵⁰⁰⁰~~6000~~ cubic yards of Road Sand
Sand must be screened down to 1/2" minus.

This must be a certified measure and a printout given to the Highway Superintendent for review.

Sealed Bids must be mailed to the Town Highway Dept. at the above address or delivered to Butternuts Town Hall by **Tuesday, April 9, 2025**. Please mark envelope as **Road Sand Bid**. Bids will be opened at the Town Board meeting, **Wednesday, April 10, 2025 after 7:00 PM**.

All bids must state price per yard (not per Ton). Prices are to be FOB at bidder's location, or if available, an optional delivered price per yard to 617 State Hwy 51, Gilbertsville, NY 13776. All bids must include a non-collusive bidding agreement. All bids must include an Iranian Energy Certification.

Payment will be made after the next scheduled board meeting upon letter of completion to the Supervisor by the Highway Superintendent. Awarded bidder must sign independent contractor's agreement and provide proof of insurance.

NON-COLLUSION BID CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;
- b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- c) No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NAME OF BIDDER: _____

ADDRESS: _____

PHONE NUMBER: _____

AMOUNT OF BID: _____ Price Per Yard



123 Depot Street
Guilford, NY 13780

O: 607.895.6000
depot-engineering.com

February 12, 2025

Town of Butternuts
1234 State Highway 51
PO Box 318
Gilbertsville, NY 13776

Attn: Bruce Guida
Town Supervisor

Re: New Town Hall Building
Preliminary Plan Development Proposal

Mr. Guida,

Depot Engineering Services PLLC (ENGINEER) is pleased to submit this proposal to the Town of Butternuts (OWNER) for the development of preliminary/conceptual plans for the construction of a new Town Hall Building. Per our onsite meeting and our discussion of the project, we have prepared the following proposal for your consideration.

Project Scope

It is understood that the OWNER wishes to construct a new Town Hall Building on a vacant lot adjacent to the existing Town Highway Garage on State Route 51. The new town hall building would provide public space and private offices as required to conduct Town business. There are several unknowns at this time including, but not limited to: building size, style, construction type, location on site, etc. This proposal is for assisting the Town in determining building needs & wants, looking at different alternatives, and developing a conceptual building design/layout that then be presented to the community for approval.

Based upon our knowledge of the project, and recently completed similar projects, we estimate overall construction costs to be in the range of \$1.2-\$1.8M.

Scope of Services

Depot Engineering Services PLLC will perform the Base Scope of Services for the OWNER as outlined below:

1. Visit site to obtain necessary measurements, photos, and review opportunities & constraints.
2. Assist OWNER in creating a detailed list of building functions, occupancies, and spaces.
3. Obtain OWNERs list of equipment and furnishings and review existing building spaces.
4. Conduct basic survey of OWNERs needs for each space & identify overall occupancy and specific work areas and their functioning.



Attachments:

- Attachment 'B'; Standard Hourly Rates & Reimbursement
- Attachment 'C'; Standard Terms and Conditions

Proposal Acceptance:

Name: _____

Signature: _____

Title: _____

Date: _____



123 Depot Street
Guilford, NY 13780

O: 607.895.6000
depot-engineering.com

PROJECT DESIGN PROCESS OVERVIEW

A. PRELIMINARY/CONCEPTUAL DESIGN

1. Scope project and determine wants, needs, requirements, and limitations.
2. Review budget, financing, and other revenue sources.
3. Investigate different design styles.
4. Preliminary site investigation (review publicly available data and other sources).
5. Develop basic building design alternatives, layouts, site designs, etc.
6. Review basic alternatives with project stakeholders. Determine a "preferred alternative".
7. Produce presentation quality drawings & sketches of building floorplan, elevations, & site work.
8. Create a conceptual estimate of construction costs & review against project budget.

B. FINAL DESIGN & CONSTRUCTION DOCUMENTS

1. Detailed site investigation (topographic survey mapping, geotechnical, environmental).
2. Develop project plans and details to a level sufficient for contractors to build from.
3. Develop project specifications for all items of work.
4. Create a detailed estimate of probable construction costs.
5. Develop anticipated construction schedule for critical items of work (critical path method).
6. Assemble contract bidding documents (plans, specifications, contracts, general conditions, etc.).
7. Wicks law may apply for various trades and would require separate bid documents/contracts. (\$500k excluding site development costs)
8. Submit required permit applications as required for the project.
9. Public bid contract(s) and confer with stakeholders available budget and make recommendation of award.

C. CONSTRUCTION MANAGEMENT & INSPECTION

1. Review contractor's submitted shop drawings.
2. Respond to contractors Request for Information (RFIs) and project change orders (PCOs).
3. Facilitate regularly scheduled job meetings to coordinate work items and maintain project schedule.
4. Review and process contractor's request for payments.
5. Provide onsite observation and inspection on day-to-day operations to ensure compliance with project plans, specifications, and permits.
6. Create as-built drawings/record drawings for the project.
7. Process project close-out documents (permits, grant paperwork, etc.)

TYPICAL ARCHITECTURAL AND ENGINEERING FEES

1. Overall A&E fees range between 10-20% of estimated construction costs for phases A & B (industry average).
 2. Construction Management & Inspection is typically done on a fixed fee plus hourly rate for onsite inspection.
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