

TOWN OF BUTTERNUTS
MEETING AGENDA
June 11, 2025
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – May 14, 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. Depot Engineering
 2. Historian
 3. Comprehensive Plan

NEW BUSINESS 1. Financial Reports May 2025
 2. Budget Transfers
 3. Insurance Coverage for 2025 / 2026
 4. Approve Payments of Vouchers 25172 – 25 2024 FOR \$100,918.77
 5. Copes Corners Park Rules 2025

BOARD DISCUSSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage Lic.	MARRIAGE LICENSE FEE	1	17.50
		Sub-Total:		\$17.50
A1255	Conservation	Conservation	1	1.38
	MISC. FEES	Certified - Death	3	30.00
		Sub-Total:		\$31.38
A2544	After expiration date	After expiration date	3	15.00
	Dog Licensing	Female, Spayed	10	60.00
		Male, Neutered	4	24.00
		Male, Unneutered	1	12.00
		Sub-Total:		\$111.00
Total Local Shares Remitted:				\$159.88
Amount paid to: NYS Ag. & Markets for spay/neuter program				17.00
Amount paid to: NYS Environmental Conservation				23.62
Amount paid to: State Health Dept. For Marriage Licenses				22.50
Total State, County & Local Revenues:		\$223.00	Total Non-Local Revenues:	\$63.12

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



Town Clerk

Date

6-2-2025

TOWN OF BUTTERNUTS TOWN COURT

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

June 9, 2025

Dear Board Members and Supervisor:

Enclosed please find three checks representing the monies due for the month of May 2025 for Fines and Surcharges, and bail poundage (3% service/processing fee set by the State) from the return of bail on a criminal case. I am also enclosing my cashbook report.

Additionally, I am submitting my voucher for the Consolidated Law books we receive every year. I am looking into a less expensive option.

Wishing you all a safe and happy Summer.

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court

Cashbook Report

Judge Claudette Y. Newman

Regular Account

Report date: 06/09/2025
Page 1 of 1

Transactions from: 05/01/2025 To: 05/31/2025

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
	05/08/25	05/08/25	24120002						
				BAIL POUNDAGE	0.00	300.00	0.00	0	0
N000563	05/08/25	05/08/25	24120002	APPLY BAIL	0.00	50.00	205.00	0	0
				BankDeposit on 05/08/25 total deposit of \$	555.00				
N000564	05/22/25	05/23/25	23120003	Fine Payment	58.00	0.00	0.00	0	0 \$
				BankDeposit on 05/23/25 total deposit of \$	58.00				
Account totals for period including checks \$					58.00	350.00	205.00	0.00	0.00
Total deposits this period: \$					613.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					613.00				
Bail applied this period: \$					555.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					613.00				

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 5-1-2025 through 5-31-2025

Date	Mileage	Name & Nature of call
5-6-25	16.7	Funke – possible mistreatment of a dog
5-11-25	14.8	Champion – stray dog
5-28-25	8.5	Tomoiu – dog running at large

Total mileage 40.0 miles

Respectfully submitted by,

Scot Lueck

Scot Lueck, DCO

**Town of Butternuts
Monthly Assessor's Report**

Date April

Number of tax payers visited in office III III

Number of properties visited III I

Number of cards and assessments updated 47

Correspondence received regarding town taxes III

Complaints mitigated 0

Out of office work completed Paperwork in preparation for the tentative roll was finalized and delivered to Cooperstown.

Total increase or Decrease in town tax valuation 0

Training updates available 0

Additional hours of training completed 0

Signed Walt Slitt

**Town of Butternuts
Monthly Assessor's Report**

Date May

Number of tax payers visited in office 111

Number of properties visited 0

Number of cards and assessments updated 0 - The Roll is locked until after July 1, no changes can be made.

Correspondence received regarding town taxes 0

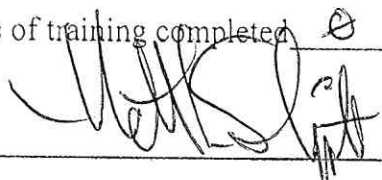
Complaints mitigated 0

Out of office work completed picked up tentative roll in Cooperstown on May 1
Sat with the tentative roll 4 hours each day 5/6, 5/8, 5/15, 5/24.

Total increase or Decrease in town tax valuation 0

Training updates available 0

Additional hours of training completed 0

Signed 

Town of Butternuts

Monthly Report

06/11/2025

1. We helped town of Unadilla with chip-sealing.
2. We helped town of Morris with paving.
3. Put in several driveway tubes. 2 on Nelson, 1 on Copes Corner, 1 on Brigham Young, and 1 Oregon.
4. Met with Jeremiah Stone from Trout Unlimited on June 6. Wants to work with town to replace large cross tubes and Mill street problem. We will be meeting again first part of July.
5. To hire an engineer for Mill Street will have an upfront cost \$850.00 to come look at project. Trout Unlimited might be able to help with this cost.
6. I went to annual Hwy School June 2,3,&4. Sat in several classes. The knowledge from the classes is endless.
7. Talked to NYSEG about new poles being in our road right of way on Chicken farm road. They are going to move poles back away from road. Hopefully far enough. I gave them a copy of Highway Law 189, it was an eye opener for her.
8. I have received the permit for the cross tube on Copes Corner Rd from DEC. Have not heard from Army Corp.
9. Please amend my working agreement with the Town. I have handouts.
10. Suit-Kote is planning on being here on June 23 to paving.
11. Gorman is planning on being here June 30 for river and Lilley Hill repair.
12. Received a quote from Gorman to repave and chip-seal an 825Foot section of Lilley Hill near Chicken farm Rd that is failing. Chip money does not cover the cost.
- 13.

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

Town of Butternuts County of Otsego

__10__ Day of __June__, 2025

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 \$54214.69 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 \$ __31249.64__

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 \$ __22965.05__

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 \$ 43520.00 may be expended for snow & ice control.

a) Salt 200 Tons \$16020.00

b) Sand 5000 Yards \$27500.00

3. IMPROVEMENTS (5112) CHIP MONEY The following sum of \$479766.70 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 60ft
Thickness _____ Subbase _____

b) On the road River, Near 1400 River 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 60ft
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 \$ _____ 31529.09 _____
Project type _____ Chipseal to finish 2024 project _____ Width of surface _____ 20ft _____
Thickness _____ Subbase _____

d) On the road _____ Clarence Musson _____, From _____ County 4 _____ To _____ County 8 _____
a distance of _____ .36 _____ miles For the sum of \$ _____ 30723.56 _____
Project type _____ Shim and Chipseal _____ Width of surface _____ 19ft _____
Thickness _____ up to 1 ½" _____ Subbase _____

e) On the road _____ Lover Lane _____, From _____ County 8 _____ To _____ State Hwy 51 _____
a distance of _____ .27 _____ miles For the sum of \$ _____ 4985.92 _____
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 \$ _____ 75415.01 _____
Project type _____ Shim with apron on Baker Rd- .41 mi & Chipseal 2.41 mi _____ Width of surface _____ 20ft _____
Thickness _____ up to 1 ½" _____ Subbase _____

g) On the road _____ Taylor _____, From _____ County 8 _____ To _____ Bell Hill Intersection _____
a distance of _____ 1.5 _____ miles For the sum of \$ _____ 219043.48 _____
Project type _____ Reconstruction, 3" Compacted- 2" minus crushed gravel base- 3" compacted- 1" minus
crushed gravel with emulsion top and chip seal _____ Width of surface _____ 24' base 20' top _____
Thickness _____ 6" compacted _____ Subbase _____

h) On the road Dunham Cross, From Coye Brook Rd To County 4
a distance of .95 miles For the sum of \$ 80703.52
Project type Shim and Chipseal Width of surface 19ft
Thickness _____ Subbase _____

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

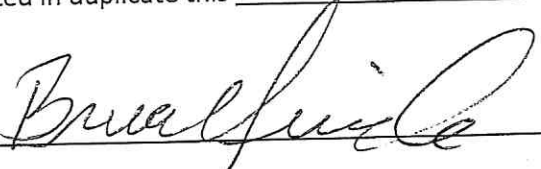
j) On the road _____, From _____ To _____
a distance of _____ miles For the sum of \$ _____
Project type _____ Width of surface _____
Thickness _____ Subbase _____

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 _____ day of _____



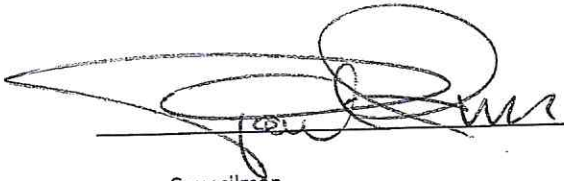
Supervisor



Councilman ~~member~~



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.

6/11/25

SUPERVISOR REPORT

Spent several days working on paperwork and submittals for the ARPA (Covid) funding that we received in 2021. There have been semi annual reports that I submitted on the U.S. Treasury website describing and affirming what those funds were used for. We received \$133,948.22 which was all used to offset construction costs for the new highway storage building. In late April I received notification that I had to submit paperwork (that was already submitted) or the Town was going to have to refund those funds back to the U.S. Treasury. We discussed this at the meeting of Otsego County Supervisor's meeting and many other Supervisors were dealing with the same situation. I called MVEDD for assistance navigating the Treasury website and I was successful in submitting all documentation. I received email and written verification from Treasury that Butternuts information is now accepted, and I will have to file one more report next year to finalize the process.

I will be attending the "Greenhouse Gas Inventories Kickoff" meeting next week at the Meadows complex on Cooperstown. This is to begin the process for becoming a "climate Smart Community". I submitted our MOU over a year ago for this program and we finally have a contract with NYSDEC to proceed. Other towns in this group are Hartwick, Middlefield, Otsego, and Richfield.

Things at the campground have been soggy and not a lot of activity in May and early June. Water test for May was fine, and I brought the water test for June to the lab yesterday. The chlorinating system has had a few issues but it is working properly now. Reservations for pavilions, tenting and RV sites keep coming in.

I have spoken with Jason Fleming about progress on plans for the new municipal building. He has worked with the architects on a few details but says we need to commit to a few onsite visits to tour some existing town halls. If we can't do that, or no longer want to do that, he will disregard and move forward without any tours.