

TOWN OF BUTTERNUTS  
MEETING AGENDA  
August 13, 2025  
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – July 9, 2025 Regular Meeting  
July 23, 2025 Special 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

NEW BUSINESS      1. Financial Reports July 2025 *25263*  
                             2. Approve Payments of Vouchers 25236 ~~25262~~ *25263* \$37,014.63  
                             3. 2026 Rates for Copes Corners Park/ Pavilions /Electric Meters  
                             4. Borden Hose Company Contract  
                             5. Part Time Caretaker  
                             6. Historian  
                             7. *Transfer \$2,000 from A 1990.4 to A3510.4*

BOARD DISCUSSION – Local Sanitation Law

EXECUTIVE SESSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

# Town of Butternuts

## Regular Meeting

August 13, 2025

Sign-In Sheet Please sign and print your name.

1. *Barbara Lilley*
2. *Seault = Sim Milk*
3. *Sherry Hall*
4. *James P. P.*
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

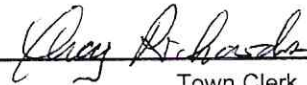
Account#	Account Description	Fee Description	Qty	Local Share
	Marriage Lic.	MARRIAGE LICENSE FEE	1	17.50
		<b>Sub-Total:</b>		<b>\$17.50</b>
A1255	Conservation	Conservation	1	4.18
	MISC. FEES	Certified - Death	9	90.00
		Certified - Marriage	1	10.00
		<b>Sub-Total:</b>		<b>\$104.18</b>
A2544	After expiration date	After expiration date	2	10.00
	Dog Licensing	Female, Spayed	10	60.00
		Female, Unspayed	2	24.00
		Male, Neutered	13	78.00
		Male, Unneutered	1	12.00
		<b>Sub-Total:</b>		<b>\$184.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$305.68</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			32.00
Amount paid to:	NYS Environmental Conservation			375.82
Amount paid to:	State Health Dept. For Marriage Licenses			22.50
<b>Total State, County &amp; Local Revenues:</b>			<b>\$736.00</b>	
		<b>Total Non-Local Revenues:</b>		<b>\$430.32</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, Lucy Richards 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

7-31-2025

Date

Lucy

**TOWN OF BUTTERNUTS  
TOWN COURT**

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

July 10, 2025

Dear Board Members and Supervisor:

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

Wishing you all a wonderful and safe Summer.

Sincerely,



Claudette Y. Newman  
Butternuts Town Justice

encls.

# Butternuts Town Court

## Cashbook Report

### Judge Claudette Y. Newman

## Regular Account

Report date: 07/10/2025  
Page 1 of 1

Transactions from: 06/01/2025 To: 06/30/2025

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
N000565	06/12/25	06/13/25	24110006	Fee Payment	0.00	0.00	25.00	0	0 \$
			BankDeposit on 06/13/25 total deposit of \$	25.00					
Account totals for period including checks \$					0.00	0.00	25.00	0.00	0.00
Total deposits this period: \$					25.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					25.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					25.00				

**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

Lucy

August 8, 2025

Dear Board Members and Supervisor:

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

Enjoy the rest of Summer.

Sincerely,



Claudette Y. Newman  
Butternuts Town Justice

encls.

# Butternuts Town Court

## Cashbook Report

### Judge Claudette Y. Newman

## Regular Account

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

Transactions from: 07/01/2025 To: 07/31/2025  
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
N000566	07/10/25	07/11/25	25040001	Fine/Fee Payment	50.00	0.00	25.00	0	0
N000567	07/10/25	07/11/25	24110006	Fee Payment	0.00	0.00	30.00	0	0
BankDeposit on 07/11/25 total deposit of \$ 105.00									
Account totals for period including checks \$					50.00	0.00	55.00	0.00	0.00
Total deposits this period: \$					105.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					105.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					105.00				

**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.

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**Town of Butternuts**  
**Dog Control Officer Report**

For service period 7-1-2025 through 7-31-2025

Date	Mileage	Name & Nature of call
7-6-25	81.4	Fire Control – dogs running at large on Ditch Road - transport to SQSPCA
7-6-25	0.0	Tomoiu – dogs running at large
7-10-25	0.0	Singer – missing dog
7-15-25	26.5	Burnside – reported dog running at large
7-20-25	25.0	Funk – reported dog running at large
7-21 & 7-22-25	42.6	Church – wellness check, abandoned dog
7-26-25	85.0	Vetter/Fire Control – dog struck by car, injured, no owner, transport and euthanized
7-31-25	0.0	Herman – reported dog running at large

Total mileage 260.5 miles

Respectfully submitted by,

*Scot Lueck*

Scot Lueck, DCO



**Town of Butternuts Vacancies:**

**TOWN HISTORIAN**

**TOWN CARETAKER**

*(Part-Time for Copes Corners Park)*

**Please send letters of interest or resume to:**

Lucy Richards Town Clerk

PO Box 318, Gilbertsville, NY 13776 or send  
email to: [townclerk@townofbutternuts.org](mailto:townclerk@townofbutternuts.org)

**LAST DAY TO SUBMIT WILL BE AUGUST 13, 2025**

**Town of Butternuts Vacancies:**

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*(Part-Time for Copes Corners Park)*

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**LAST DAY TO SUBMIT WILL BE AUGUST 13, 2025**

# **Town of Butternuts Highway**

## **Monthly Report**

**08/13/2025**

1. All paving and chip-sealing, for 2025 year, is done. We finished Aug. 6, '25.
2. Suit-Kote also sealed areas on Wilbur and Ben McCumber Rd as warranty work. No cost to town.
3. All-State (Gorman) repaired their mistake, from last year's paving, on Lilley Hill Rd.
4. All billings that are covered under the CHIP programs have been submitted for reimbursement from the state, as of Aug. 11, 2025. We should receive reimbursement of \$415,141.00 the first part of September. I will submit in November the balance of the CHIP projects for reimbursement in December.
5. Due to the extreme dry spell, road work is not going very well. The roads turn to powder as soon as we try to work out the pot holes and creates a very dusty situation.
6. We are hauling road sand from county 18 gravel bank to town garage site.
7. DEC inspected our on-road diesel tank, on Tuesday Aug. 12. Three minor issues have to be corrected.
8. The backhoe and John Deere mowing tractor both had flat tires. Backhoe has four new tires. John Deere has two new tires (back).
9. Two steel rims, one 5 hole and one 2 hole, have broken on the trucks. I replaced the two with aluminum rims and sent two steel rims, to be refurbished. Also replaced two tires.
10. I received an email with a request to look into 4-way stop at intersection of Coye Brook, Lieb, and Creighton Creek Roads. The same person that contacted me also contacted the Town of Morris. I have talked to Kyle from Morris about the situation. Morris is going to go cut brush back and make visibility better.
11. Army Corp of Engineers is asking for justification of the size tube DEC has recommended for Copes Corner Rd culvert. I'm getting help from Soil and Water and Otsego County Highway Dept. with this justification.
12. Radios for two mowing tractors have been ordered ship date is Aug. 21. According to Tri Town Communications. Cost of 3294.72 installed.

## Supervisor Report

Went to Climate Smart Community meeting in Cooperstown working on energy use for the town. Next phase is to develop data for the entire town, residential, vehicular and other uses. NYSEG and other utilities apparently have accessible databases for each town's total usage. I stopped to talk with SCFU in Morris about banking opportunities for the town. They are not quite ready for that, but it was good to see Emily Boss back in the building. She was the manager for Community Bank and now for SFCU, and she is familiar with our needs.

I spent a day here at town hall with auditors from Office of the State Comptroller. I provided them with all financial records for 2024 as they requested. They have a few follow up questions which I have addressed. There will be a follow up interview, and a written draft which I can read and respond to. Our Board auditor, Paul Irwin was interviewed also, and he will report on that. I think we do a thorough and accurate job as a Board, and while I'm open to suggestions and constructive criticism, I will respond appropriately if need be. As a Board, we have implemented many policies for financial responsibilities, for monthly accounting, and we have taken corrective action when necessary.

Lucy and I worked to place an ad for Town Historian and a part time caretaker at the park. The cost for the Daily Star was prohibitive, and we used the Pennysaver instead for less than 25% of the Star. We did get some responses.

I worked with the Highway Superintendent and provided him with Vouchers, invoices and canceled checks for all of our CHIPS work to date. We will get a reimbursement of almost \$425,000 in September after submittal of these documents.



## Park Report as of July 31, 2025

NYSEG has installed 3 new utility poles at the park. This is the first step to upgrading electric service there. We have had to call for service again to maintain / upgrade WIFI at the park. Steve Lawton spent several hours there last week and got the entire system tuned up. Seems to be working well now. As promised, I did a revenue & expense comparison for 2024 vs 2025 as of 7/31 of each year. Results are :

EXPENSES 2024 - \$17098.70	2025 - \$9571.56
REVENUES 2024 - \$44,785.00	2025 - \$43,255.00

There is not much difference except that the NYSEG bills (our largest expense) come at different times each month, and sometimes they skip a month. Note\*\* in 2024 we received a NYSEG bill that was actually due for the previous year for almost \$4,500 which skewed 2024 expense reports.

After talking with our caretakers about the costs at the park, we have come up with a recommendation. Many campgrounds are installing electric meters at each site and having the campers pay their own electric bills. We are recommending this for next year, in lieu of a rate increase. We have not increased rates for two years. It is much more fair to all campers, as some use almost no electricity, and others have several air conditioners and other amenities running constantly.

For comparison : NYSEG bills for 2023 - \$7627

NYSEG bills for 2024 - \$10,063

Cost of meters and installation we estimate at \$6,000 - \$7,000

We are still at a standstill with NYSDOH about expansion of the facility. I am going to request a face to face meeting with them and Jason Fleming to get the issues worked out.

As far as October camping this year - We do not have caretakers, and this would be the time to install electric meters, trim and cut trees that need to be addressed, and do other improvements at the park. I recommend not having October camping this year.