

TOWN OF BUTTERNUTS

MEETING AGENDA

December 10, 2025

December 11, 2025

REGULAR MEETING

Due to Inclement Weather

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – November 12, 2025 Regular Meeting
November 12, 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

NEW BUSINESS 1. Board of Assessment Review Members
2. Approve Payments of Vouchers 25344 – 25365 \$98,281.63
3. SPCA Contract for 2026
4. Highway Working Agreement 2026
5. Inventory
6. End of Year Meeting
7. Planning Board Vacancy
8. Financial Reports

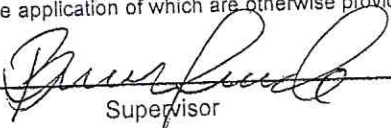

BOARD DISCUSSION

EXECUTIVE SESSION

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage Lic.	MARRIAGE LICENSE FEE	1	17.50
		Sub-Total:		\$17.50
A1255	Conservation	Conservation	1	1.76
	MISC. FEES	Certified - Marriage	3	30.00
		Sub-Total:		\$31.76
A2544	After expiration date	After expiration date	2	10.00
	Dog Licensing	Female, Spayed	7	42.00
		Female, Unspayed	1	12.00
		Male, Neutered	3	18.00
		Male, Unneutered	3	36.00
		Sub-Total:		\$118.00
B2402	Town Clerk	Planning Board Fees	4	110.00
		Sub-Total:		\$110.00
Total Local Shares Remitted:				\$277.26
Amount paid to:	NYS Ag. & Markets for spay/neuter program			22.00
Amount paid to:	NYS Environmental Conservation			30.24
Amount paid to:	State Health Dept. For Marriage Licenses			22.50
Total State, County & Local Revenues:				\$352.00
Total Non-Local Revenues:				\$74.74

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 12/2/25 Town Clerk Date 12/29/2025

Town of Butternuts
Monthly Assessor's Report

Date November

Number of tax payers visited in office III

Number of properties visited III

Number of cards and assessments updated III III

Correspondence received regarding town taxes 0

Complaints mitigated 0

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 Will Slitt

Town of Butternuts Highway

Monthly Report

12/09/2025

1. November was spent mostly on honing roads, filling pot holes, cold patch, etc. getting roads ready for winter plowing.
2. Plowed snow once and salted three times in November.
3. The crew and I attended training on Dec 4 with Suit-Kote. Learning up to date ways of preserving our paved roads. How to get our roads ready for paving. ^{Chip} Cheap-sealing is the most important practice to preserve our paved roads and must be a continued practice every 5 years. They showed how they adjust mixtures according to what material is used. Certificates are in their files. I would recommend the board to attend one of these when it's available again.
4. Dec. 9 the crew and I attended OSHA required training in Oneonta. For general workplace safety issues, workplace violence, sexual harassment, Right to know/GHS, blood borne pathogen safety, and PPE review.
5. Installation of JAGG wing has been postponed till Jan 8, 2026. Will take three days to install.
6. DOT asked me to wait until after holidays to help me with what roads I can get funding for.
7. My Work Agreement is on hold until Jan. meeting. Do to DOT and trying to get accurate figures.
8. I talked to Paul Griggs about gravel bank permit. Lucas from DEC will be sending me an email stating Notice of Completed Application next week. It has to be publicly posted for a certain length of time, and if no one objects we will get the permit soon after.
9. The edge on the head plow of truck 221 broke. Was able to get a new edge in two days, we installed same day.
10. On Dec. 16, 2025 The garage will have a fire inspection done by Otsego County Fire Code Enforcement.

12/11/25 / SUPERVISOR REPORT

WORKED WITH HISTORIAN TO DEVELOP AND IMPROVE STORAGE SPACE IN CELLAR OF TOWN HALL.

DID AN END OF YEAR FINANCIAL ANALYSIS FOR ALL ACCOUNTS AND RESERVES.

BEGAN END OF YEAR UPDATES FOR PAYROLL COMPANY, ETC FOR 2026 WAGES AND BENEFITS. PAID ANNUAL PAYMENT OF \$41,544 TO NY STATE RETIREMENT SYSTEM FOR HIGHWAY EMPLOYEES.

BEGINNING PREPARATION FOR REORGANIZATIONAL MEETING IN JANUARY 2026

UPDATED WEBSITE WITH ALL POLICIES, AND UP TO DATE MINUTES. THIS RESPONSIBILITY IS NOW BEING TAKEN CARE OF BY THE TOWN CLERK.

MERRY CHRISTMAS !

Butternuts Town Board

December 9, 2025

Dear members of the Town Board,

I wish to thank the Town Board for allowing me to serve on the Town of Butternuts Planning Board for many, many years.

As of December 31, 2025, it is time for me to step aside and allow a new face to serve on the Town of Butternuts Planning Board. It has been a great pleasure for me to serve. I have learned a lot and met and worked alongside many great people.

Sincerely,

A handwritten signature in black ink, appearing to read "Doris Moennich", with a stylized flourish at the end.

Doris Moennich