

TOWN OF BUTTERNUTS
MEETING AGENDA
October 14, 2026
REGULAR MEETING

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – September 9, 2026 Regular Meeting

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

COMMITTEE REPORTS- POLICY * AUDIT * BUILDING COMMITTEE

OLD BUSINESS 1. Moratorium on Battery Energy Storage Systems
 2. Moratorium on Development and Construction of Data Centers
 3. Planning Board Minutes

NEW BUSINESS 1. Elavon Proposal for Credit Card Payments
 2. Budget Transfers
 3. Tentative Budget
 4. Comprehensive Plan
 5. Site Plan
 6. Unifirst
 7. Cleaner for Town Hall – Job Description
 8. Approve Payment of Vouchers 26281 – 12309 \$226,465.82
 9. Christmas Wreaths Installation in Village
 10. Construction Projects
 Park Electric / Clearing Cope Pit / Town Hall

BOARD DISCUSSION

EXECUTIVE SESSION

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

ADJOURNMENT

Town of Butternuts

Regular Meeting

October 14, 2026

Sign-In Sheet

Please sign & print your name.

1. Barbara Lilley

Barbara Lilley

2. Vikki Cates

Vikki Cates

3. Keith Klingman

KEITH KLINGMAN

4. James P. Bowers

JAMES P. Bowers

5. James Polhemus ^{OK}

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

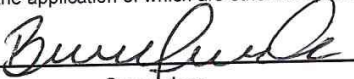
13. _____

14. _____

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage Lic.	MARRIAGE LICENSE FEE	2	35.00
		Sub-Total:		\$35.00
A1255	MISC. FEES	Certified - Death	7	70.00
		Sub-Total:		\$70.00
A2544	After expiration date	After expiration date	3	15.00
	Dog Licensing	Female, Spayed	14	84.00
		Male, Neutered	14	84.00
		Male, Unneutered	3	36.00
		Replacement Tags	1	1.00
		Sub-Total:		\$220.00
Total Local Shares Remitted:				\$325.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				37.00
Amount paid to: State Health Dept. For Marriage Licenses				45.00
Total State, County & Local Revenues:			\$407.00	
Total Non-Local Revenues:				\$82.00

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, Penny Klingman 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.

<u></u>	<u>10/1/26</u>	<u>Penny Klingman</u>	<u>9/30/2026</u>
Supervisor	Date	Town Clerk	Date

*Decals Commission - Sept \$40.87

*Interest - Sept \$.14

Adjusted local shares revenue: \$366.01

Butternuts Town Court
PO Box 26
Gilbertsville, New York 13776
607-783-2758 Fax: 607-240-5063
ButternutsTownCourt@nycourts.gov

September 10, 2026

Dear Board Members and Supervisor:

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

Wishing you all a pleasant Autumn.

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court

Cashbook Report

Judge Claudette Y. Newman

Regular Account

Report date: 09/10/2026
Page 1 of 1

Transactions from: 08/01/2026 To: 08/31/2026

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
N000614	08/13/26	08/14/26	26080002	Civil File Fee	0.00	20.00	0.00	0	0 \$
N000615	08/13/26	08/14/26	26060002	Fine Payment	50.00	0.00	0.00	0	0
N000616	08/13/26	08/14/26	25070004	Fee Payment	0.00	0.00	25.00	0	0
BankDeposit on 08/14/26 total deposit of \$					95.00				
Account totals for period including checks \$					50.00	20.00	25.00	0.00	0.00
Total deposits this period: \$					95.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					95.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					95.00				

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.

Butternuts Town Court
PO Box 26
Gilbertsville, New York 13776
607-783-2758 Fax: 607-240-5063
ButternutsTownCourt@nycourts.gov

October 7, 2026

Dear Board Members and Supervisor:

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

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

Butternuts Town Court

Cashbook Report

Regular Account

Judge Claudette Y. Newman

Report date: 10/07/2026
Page 1 of 1

Transactions from: 09/01/2026 To: 09/30/2026

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
N000617	09/10/26	09/11/26	25120003	Fee Payment	0.00	0.00	205.00	0	0 \$
N000618	09/10/26	09/11/26	26040001	Fine/Fee Payment	150.00	0.00	93.00	0	0 \$
				BankDeposit on 09/11/26 total deposit of \$	448.00				
Account totals for period including checks \$					150.00	0.00	298.00	0.00	0.00
Total deposits this period: \$					448.00				
Total checks this period: \$					0.00				
Total of all accounts this period including checks: \$					448.00				
Bail applied this period: \$					0.00				
Total credit card payments: \$					0.00				
Total E-payments: \$					0.00				
Reportable money received this period: \$					448.00				

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 9-1-2026 through 9-30-2026

Date	Mileage	Name & Nature of call
9-9	9.0	Tomiou case – dog on road?
9-9	9.0	Rabies clinic – Copes Corner Park
9-17	71.0	Beddoe – found stray dog
9-19	6.1	Raymond – unlicensed dog
9-24	9.2	Raymond – court night
9-26	21.3	Hammond; Nichols; Raymond - aggressive dogs; barking dogs; unlicensed dog

Total mileage 125.6 miles

Respectfully submitted by,

Scot Lueck
Scot Lueck, DCO

Town of Butternuts Highway

Monthly Report

October 14, 2026

1. The Mack has been sold to Town of Franklin.
2. We have most of the winter sand moved to the town garage site.
3. Changed five culvert tubes that were failing. Two on Musson-Irwin Rd, one on Lulu Coon Rd, and 2 driveway tubes on River Rd. Two new driveway tubes on Musson-Irwin Rd, that the town got reimbursed.
4. DOT inspected the bridge on Clarence Musson Rd and found a weakened support beam and yellow flagged the bridge. To avoid being red flagged I had to post signs lowering the weight limit to 22 ton. I have received three quotes for engineering plans to fix the issues.
5. Spike's Garage inspected the chevy pickup for repairs needed. Found several issues. I recommend investigating replacing. Village of Cooperstown is selling a Dodge on auctions international I would like to go and look at.
6. Chip-sealing is done. Dust oil has been applied on Copes Corner Rd. A big thank you to towns of Morris, Edmeston, and Unadilla for helping us through shared services.
7. NYS inspections on trucks were done, we had to replace one brake can on truck 222. Trailer was inspected, we had to replace two tires that had cords showing through the tread, and we were told that the trailer will not pass another year. I recommend replacing, I have received one quote so far for \$28884.80.
8. I recommend replacing the JD loader next year, the trade in value dropped over 20,000 dollars in one year. I have three quotes. That piece of equipment we cannot afford to have break downs.
9. I am asking for board approval to take the men to the hard hat show in Syracuse and a road preservation training at suit-kote for a staff development days. There is a lot of useful information that is obtained at both. There is no cost to attend.
10. New Radio system is not working very well. I have informed Goosetown Communitcations. They are working on a solution they said.
11. Fire Extinguisher inspection is done and all are up to date.

10/14/2026 Supervisor Report

Continued 2027 budget development using various scenarios to maximize services while keeping tax increases at a minimum. Tentative budget will be reviewed at our meeting. Purchased and mounted a large screen tv for the meeting room. This will be for use by Planning Board, Town Board or committees when meeting at Town Hall, with better transparency for members for the public who attend meetings.

Met with Town Clerk and Steve Lawton to discuss establishing a NY.GOV website as well as ordering laptops for Board members and the Highway Superintendent. The goal is to have the new mandated website in place before next year. Also by next year Board members, all elected officials and relevant employees will be receiving all correspondence, data, reports and emails through their new NY.GOV email address email on their individual laptop. **All outside websites and emails will be discontinued and replaced by the NY.GOV website.** Paper copies will be reduced to a bare minimum. We are planning on setting new deadlines for preparation before meetings which we will discuss as a Board. The goal is to stop distribution of paper reports handed out the night of the meeting. Training on various aspects of computer use and document creation and distribution will be available as we transition to an electronic system.

The campground is now closed and electricity will be shut off on the south side. Firewood has been advertised on Facebook and the Town website asking for sealed bids. Water system has been winterized as well as all bathrooms and showers. The electric billing system has worked fairly well this year but we will make some improvements for 2027. Pavilion # 2 will need some work over the winter as well as a few other minor issues throughout the park.

Talked with Depot Engineering about 1) park upgrades, 2) establishment of mine at Copes pit, 3) plans for new town hall project. Timelines and plans for each project will be coming soon.

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

Respectfully submitted, Bruce Giuda / Supervisor

10/14/2026

Pertaining to Planning Board Minutes and all Original Town Documents

Town Clerk and Supervisor researched any requirements for minutes of the Planning Board to be posted. There is a requirement that approved minutes be posted within 10 days of the meeting, but we could not find any requirement about draft minutes.

The recommendation is that:

DRAFT minutes be sent to the Town Clerk by the Tuesday following the Planning Board meeting. They will be posted on the website within 3 days of receipt by the Town Clerk and marked as "draft".

APPROVED minutes of Planning Board meetings shall be sent to the Town Clerk by the Tuesday following the meeting that they were approved at. They will be posted on the website within 3 days of receipt by the Town Clerk.

Another issue that came to light pertaining to FOIL requests and several Town Laws states that :

"The Town Clerk has custody of all books, papers and records of the municipality."

We interpret this to mean that all original documents must remain at the Town Hall and available to the Town Clerk. No original documents may be removed from the custody of the Town Clerk at the Town Hall. Copies may be taken, but the original documents must not be removed.

Motion to :

Require the Planning Board secretary to submit draft minutes to the Town Clerk by the Tuesday following each meeting, and

Require the Planning Board secretary to submit approved minutes to the Town Clerk by the Tuesday following the meeting that they were approved at, and

Instruct all Town employees and elected officials that no original documents shall be removed from the Town Hall for any reason.

10/14/2026 FUND TRANSFER AUTHORIZATIONS

- 1) TRANSFER \$16,000 FROM B200 TO DB 200
- 2) TRANSFER \$30,000 FROM DA201 (DA SAVINGS) TO A 201 (GENERAL SAVINGS)
- 3) Authorize payment of \$30,000 from
LINE "A630" (DUE TO) TO LINE "DB391" (DUE FROM)

Item # 3 pays an obligation that was created in 2016 and ordered to be paid as such by the Office of the State Comptroller. According to the audit, in 2016, \$164,306 worth of DB expenses were paid out of A Funds which is incorrect and illegal. After audit the Town was ordered to correct this mistake and repay the DB funds out of A funds over time. We have been repaying this debt in annual installments which has brought the balance down to \$64,306. After this \$30,000 payment the balance due from the "A fund" and due to the "DB fund" will be \$34,306. I recommend that we complete the repayment of that amount in 2027, which will bring these accounts back into balance.

Bruce Giuda / Supervisor

Village Improvement Society
of
Gilbertsville

PO Box 61
Gilbertsville, NY 13776
VISGILBERTSVILLE@GMAIL.COM

September 29, 2026

Re: Installation of Holiday Wreaths

Dear Butternuts Town Supervisor and Board Members:

We hope you all enjoyed a wonderful Summer. Our community was certainly active and saw many new and familiar faces travel to this special place we all hold so dear.

As part of our mission to not only beautify Gilbertsville, but also to support and help increase the businesses in Gilbertsville, the Village Improvement Society has purchased all new lighted, holiday wreaths to be hung on the electric poles in Gilbertsville. We are very excited to see them up and brightening our evening streets.

We are asking for the Town's assistance in installing the new wreaths. While not a complicated task, it will take a little longer this year, as new brackets need to be installed. The project would be much simpler, safer and quicker if done by the people with the right equipment and experience.

Since the wreaths are a benefit to all of those who reside, work and visit Butternuts, we think it is appropriate for the Town to assist in this small project as other Towns do with similar municipal enhancement projects.

Please reach out with any questions.

Sincerely,

Village Improvement Society

Village Improvement Society of Gilbertsville

Holiday wreaths and Hometown Heroes banners in November

Aidan Woishnis <mayor@gilbertsvilleny.gov>

Holiday wreaths and Hometown Heroes banners in November

To Claudette Newman, Teresa Winchester, Lynne Ohl, T. Sean Herbert, Bruce Giuda, Anne Sebeck, Greg Delaney
Copy Village Improvement Society, Dave Haynes

10/12/2026 2:23 PM



Hello All,

I spoke with Bruce, Anne, Teresa and Claudette today about hanging the new VIS wreaths. The idea is to take down the Hometown Heroes banners and put up the wreaths on the same day, so the loader only comes out once. Here is where we landed.

When: Mid-November. The Auxiliary is keeping the banners up through Veterans Day, Wednesday, November 11. I am aiming for the week of Monday, November 16. Please reply with any days that week that do not work for you, and I will set a date and a rain date.

Who does what:

1. Town of Butternuts: the loader with the safety cage and harness, and the operator.
2. Village: a Village worker in the basket. I am bringing this to the Village Board on Tuesday, October 20, and will confirm after.
3. American Legion Auxiliary: the ground team that takes each banner down, numbers it and stores it, so it goes back up in the same spot.
4. VIS: one or two people to hand up the wreaths.

Each group keeps its own things with its own people, so nothing gets mixed up.

Brackets: Claudette tells me the new wreaths are a different size and come with their own brackets, so new brackets go up on the poles that day too. Before then I would like to look at one wreath and one bracket, to see how it mounts, whether it plugs in, and what tools to bring. Claudette or Lynne Ohl, could we do that sometime this week or next?

Every year: If this works, I would like it to be our standing plan. Banners down and wreaths up together in November, and the reverse when the wreaths come down, if that timing works for the Auxiliary. One trip for the loader each time, and nobody has to work it out from scratch.

Thank you all for working on this together.