

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
FEBRUARY 4, 2013**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following Town Board Members were present:

Supervisor Charlie Barbuti
Councilperson Chris Austin
Councilperson Maurice Gerry
Councilperson Thomas Hasbrouck
Councilperson Dean Farrand

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Finance Director Earl Bertsch
Deputy Highway Superintendent Kevin Austin
Water & Sewer Supervisor Albert Picard
Assessor Kathy Sprague
Parks & Recreation Director Brian Scardefield
Code Enforcement Officer Mark VanEtten
Budget Coordinator Cheryl Gerow
Deputy Town Clerk Sara Sprague
Court Manager Denise Curry
Matt DeWitt

After the Pledge of Allegiance, Supervisor Barbuti called the meeting to order at 4:00 p.m.

CORRESPONDENCE

1. Email from Pat Lubin regarding her Adopt A Road sign.
2. A letter from the Dormitory Authority of NYS regarding the Community Capital Assistance Program (CCAP) Improvements to the Parking Lot.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

ASSESSOR

Ongoing:

- 911 data-base update

Dept. Head Mtg.
2/4/2013 Continued.....

- Picture update
- Exemptions; driving license updates, etc.
- Destroying/updating files
- 2013 assessment roll/field work, etc.

New:

- Exemptions are currently coming in, therefore the next few months will be very busy
- Many phone calls in the last few days regarding the taxes
- Audrey's on jury duty notice this week

HIGHWAY SUPERINTENDENT

Met with FEMA on 12/11/12, 12/18/12, 1/30/13.

Preliminary estimate from FEMA is \$73633.87.

Driver had accident with truck #6, 2013 MACK. Received check from insurance for \$19370.70 to cover cost of repairs.

We are having a problem with the grates being stolen off of pipes.

Overhead doors have been serviced

Ditched Loomis Rd and Tanzman Rd

Graded Kelly Bridge Rd

Cut Brush on Cox Rd

12/1/12, in at 6AM, sleet, plow/sand

12/4/12, helped with a water main break

12/8/12, freezing rain, sanded

12/16/12, rain/freezing, called in at 9AM to sand

12/17/12, rain/freezing, called in at 5AM to sand

12/21/12, snow/rain, called in 3AM to plow/sand

12/22/12, 1" snow, called in at 3:30 to plow/sand

12/25/12, 1" snow, called in at 4AM to plow/sand

Dept. Head Mtg.
2/4/2013 Continued.....

12/26/12, called in at 5PM to plow/sand
12/27/12, 7" snow, called in at 4AM, plow/sand
12/28/12, snow, plow/sand
12/29/12, 7" snow, called in at 11AM to plow/sand
12/30/12, snow, called in at 4AM to plow/sand
12/31/12, drifting snow, called in at 5AM to plow/sand
1/4/13, lite snow, sanded all roads
1/6/13, 1" snow, called in 5AM to plow/sand
1/11/13 sanded all roads at 3:30PM, called back in at 9PM to sand again
1/12/13, icy roads, called in at 5AM to sand all roads
1/16/13, 6" snow, called in at 4AM to plow/sand
1/21/13, 2" snow, called in at 4PM to sand all roads
1/22/13, called in at 4AM to plow/sand
1/26/13, 1" snow, called in at 4AM to plow/sand
1/28/13, snow/ice, worked until 7PM
1/29/13, snow/ice, called in 4AM to plow/sand

WATER & SEWER

Cold weather causing some problems with freezing of service lines.

We interviewed 5 candidates for the Laborer Position.

New big dump truck-Why we want to buy a new truck.

Roof Replacement S.L.W.W.T.F. sludge drying bed #1

Delaware engineering was at the S.L.W.W.T.F. to do a tour of the plant.

2 men taking NYSDOH D course final exam on 2/5/13.

Wanted to know if we had a list of approved contractors? CEO Van Etten advised that we did not.

Have been interviewing a lot of people wanted to know if we do background checks? Was advised that we do not. Cheryl will check into.

CEO

- 8 Building permits
- 9 Closed Building permits
- 5 complaints
- 2 completed complaints
- 4 Planning Board new applications
- 0 Zoning Board new applications
- 0 Zoning Board approved applications

Nancy is in the court now full time. By March things should be up and running smoothly.
Need more room.

PARKS & RECREATION

I would like to thank the Liberty Fire Department for filling our ice rink. It took 9 loads of water at 3,000 gallons a load. The weather has been putting a damper on getting the rink open. We are hoping there will be skating by the weekend.

Our winter programs are going well:

Youth Hoops – 66 children

Holiday Mt'n.skiing - 63 registered

Arts & Crafts – 12 children/ full class

Tai Chi – 5 registered

Walking – 28 registered

We are currently holding registration for a Boston bus trip. It will take place June 6th – 10th. We are also going to try a Spring bus trip to New York City. It will be on May 18th.

I received two quotes back on the installation of the fresh air unit for the Park and Rec. Office. I submitted them to Supervisor Barbuti for the meeting.

The Civil War Re-enactors contacted me and would like to take the log cabin down at Walnut Mountain that they use because it is no longer safe. The cabin is in disrepair with the logs rotting, roof almost gone, and the cabin starting to fall over. They would like approval to dismantle the cabin or have it burned down and removed.

The Town Board approved the removal of the cabin they just advised Brian they would need to get a demolition permit.

DCO

- No report submitted

TOWN CLERK/TAX COLLECTOR

- Conservation Licenses 4
- Marriage Licenses 6
- Refuse Collection Licenses 7
- Dog Licensing 34
- Towing Licenses 2
- Photocopies 8

Meetings, minutes, agendas, public notices, etc.

FINANCE

Closed out 2012 payroll and issued W2's. Filed necessary year end reports

Issued 1099's to vendors and filed necessary paperwork

Closed out 2012 Fiscal Year and did necessary work to open up 2013 Fiscal Year

Worked with Cooper and Niemann on the 2012 financial audit

Completed 2012 NYS Department of Labor Log of Work Related Injuries

Submitted payroll to the County for 2013 Certification

Processed two payroll buyouts for retirement of employees

All other daily duties and responsibilities

CDC

Liberty Main Street Grant

NYS approved another extension for the remaining projects until May 2013, namely the Liberty Theatre and the Liberty Museum. We are now trying to get the Dep. of Labor to agree on a reasonable approach for the asbestos mitigation in the Theatre building (and abandon their initial demand for a full-building clean-up at \$100k).

Liberty Skatepark Location

I have been touring with the construction plans and obtained ok's from the Village Planning Board and Board. Alan Gerry has offered assistance in getting contractors lined up. TeamSkate will be featured in the spring edition of Green Door Magazine in March. The crowdrise fundraising page is now live to solicit additional funds.

Liberty Gateway Project

Cornell University is interested to create a plan for the landscaping along eastbound Rt. 17 between 100A and 100, either as a Master student thesis or a studio project. Next steps to depend on the proposed scope of plantings.

Economic Development projects

Met with the new owner of the Fleet Bank building to discuss plans. 1st stage to be realized this summer (Bank building ground floor).

Met with local business owner to discuss expansion plans in Town of Liberty. Early stages...

CDC Miscellaneous

- Met with Alan Gerry & team for 2012 progress report and 2013 outlook. Positive feedback.
- Planning touch-a-truck event for May 2013 in WSS. First contacts to secure sponsors, etc.

2013 Projects & Programs

Skatepark Construction:

bidding documents finalization and process
additional fund-raising and in-kind solicitation
construction phase
opening: target date Summer 2013

Main Street Grant

completion of open projects: Liberty Museum, Liberty Theatre & Street scaping
close-out of grant by May 2013

Beautification activities

2013 Renaissance Project: Main Street Stage & Creekside Park
Paving of parking lots
Gateway project
Business-to-business pilot program

Business Assistance:

Liberty Theatre
Fleet Bank redevelopment

Dept. Head Mtg.
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Ferndale Animal Hospital expansion
Red Meat processing plant

Membership & Outreach
Development of 'enhanced' business category
General membership recruitment

Fundraising Activities:
Touch-a-truck event (May)
Late summer event tbd (Aug/Sep)

Grantwriting:
CFA 2013 (likely in May/June)
Private foundations based on program activities (w/ operating portion)

COURT

Court	Jan
V&T Received	409
V&T Appearances	436
Criminal Appearances	558
Ordinance Appearances	18
Civil Appearances	29
Total Fines Collected	\$56,818.00
Total Fines to Town	Not available
Total Fines to Village	Not available

Bob Stubbs of Marshall & Sterling came to speak with the Board regarding this year's insurance renewal. The Town's losses over the last few years have been over the acceptable amount. This year with the skatepark and the dam at Hanofee Park that has never been inspected Mr. Stubbs will be getting quotes from six (6) different carriers. He will give us the full feedback and make his recommendations. He will return at the 4/1/2013 meeting and if we need to have a special mtg. we can meet on 4/8/2013.

BOARD DISCUSSION

COUNCILPERSON DEAN FARRAND

- Nothing to report

COUNCILPERSON CHRIS AUSTIN

- Sewer tour 2/6

COUNCILPERSON THOMAS HASBROUCK

- The gas station in Parksville has closed.

COUNCILPERSON MAURICE GERRY

- Nothing to report

SUPERVISOR CHARLIE BARBUTI

- Nothing on Weitzman
- Nothing on Loomis
- Notified the Association of Towns that it is cost prohibitive
- Joint Mtg. cancelled due to inclement weather

Cheryl handed out prevailing wage packets to each Department Head.

RESOLUTION NO

DIRECT TOWN ATTORNEY TO DRAW UP RESOLUTION FOR THE PURCHASE OF A DUMP TRUCK FOR THE W&S DEPT.

Motion by Councilperson Chris Austin, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby direct the Town Attorney to draw up a capital resolution authorizing the purchase of a new 2014 International 4300 SBA 4X2 Dump Truck at a maximum estimated cost of \$91,371.90 from the Town of Liberty Water & Sewer Major Equipment Capital Reserve Fund.

5 AYES

CARRIED

RESOLUTION NO

AWARD OF BID FOR REPLACEMENT OF ROOF AT THE SWAN LAKE WASTEWATER TREATMENT FACILITY

Motion by Councilperson Thomas Hasbrouck, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby award the bid for the replacement of the roof at the Swan Lake Wastewater Treatment Facility to Sullivan Builders in the amount of \$21,200.

5 AYES

CARRIED

RESOLUTION NO

APPROVAL TO PURCHASE HOLIDAY DECORATIONS TO BE PAID FOR FROM SWAN LAKE GOLDEN FEATHER AWARD IN THE AMOUNT OF \$1,532.00

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby authorize the purchase of Holiday Decorations to be purchased from Downtown Decorations, Inc. at a cost of \$1,532.00 to be paid for from the Swan Lake Golden Feather Award.

5 AYES

CARRIED

RESOLUTION NO

APPROVAL OF QUOTE GIVEN BY TK CONSTRUCTION TO INSTALL A FRESH AIR UNIT IN THE PARK & REC BUILDING AT A COST OF \$7,100

Motion by Councilperson Chris Austin, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve of the quote given by TK Construction to install a fresh air unit in the Parks & Recreation Building at a cost of \$7,100. This quote does not include running the electric to the unit.

5 AYES

CARRIED

RESOLUTION NO

JOINT MEETING W/ PLANNING, ZONING AND TOWN BOARD RESCHEDULED FOR 3/25/13 AT CVI

Motion by Councilperson Thomas Hasbrouck, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby reschedule the Joint Meeting with the Planning and Zoning Board for 3/25/13 at 7:00 p.m. to be held at CVI, One Cablevision Drive, Ferndale, NY

5 AYES

CARRIED

AWARD OF BIDS FOR THE DEMOLITION OF BUILDING LOCATED AT 2 STANTON CORNER ROAD IN SWAN LAKE SBL #47-4-2

All bids were rejected due to the number of variables submitted by each bidder. The bid will be rescheduled in the near future. Specs will be created in order to limit the variables. Asbestos testing will be done by the contractor.

ADJOURN

On a motion by Chris Austin, seconded by Councilperson Thomas Hasbrouck, the Town Board does hereby adjourn the meeting at 5:47 p.m.

Respectfully submitted,

Laurie Dutcher

Laurie Dutcher,

Town Clerk