

**TOWN BOARD OF THE TOWN OF LIBERTY  
SPECIAL MEETING  
FEBRUARY 5, 2015**

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At a Special Meeting of the Town Board of the Town of Liberty held on February 5, 2015 at 6:30 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following Town Board Members were present:

**Present:**

Supervisor Charlie Barbuti  
Councilperson Thomas Hasbrouck  
Councilperson Dean Farrand  
Councilperson Russell Reeves  
Councilperson Brian McPhillips

**Recording Secretary:**

Town Clerk Laurie Dutcher

**Also present:**

Daniel Shearer  
Matthew Rogers

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After the Pledge of Allegiance, Supervisor Barbuti called the meeting to order at 6:30 p.m.

**RESOLUTION NO**

*AUTHORIZE THE SUPERVISOR TO SIGN AGREEMENT W/ SARATOGA ASSOCIATES FOR THE ZONING UPDATE*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby authorize the Supervisor to sign agreement with Saratoga Associates for the Zoning update.

5 AYES CARRIED

*At this point in the meeting Town Clerk Laurie Dutcher advised the Supervisor that she had not advertised "and any other business as may come before the board at this time" in her legal notice for this meeting.*

*The Supervisor replied that "he could do whatever he wanted because he was the Supervisor"*

The Town Board met with Daniel Shearer and Matthew Rogers of Saratoga Associates to conduct meeting #1 which was held to gather additional and relevant information regarding the Town's desired goal for amending the zoning law. The information accumulated during the meeting will assist Saratoga Associates in the preparation of the Technical Memorandum. The next meeting Saratoga Associates will provide the Town Board with a detailed scope of services and the cost to complete this.

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A meeting will be scheduled in the near future.

**RESOLUTION NO**

*APPROVAL OF THE PARK & REC BY-LAWS*

**Motion by Councilperson Brian McPhillips**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve the following Park & Recreation By-Laws:

**By-Laws of The Town of Liberty Parks and Recreation Board**

**ARTICLE I – THE AUTHORITY**

Section 1. Name of Authority

The name of the Authority is the Town of Liberty Parks and Recreation Board (PRB).

Section 2. Mission Statement

The Town of Liberty Parks and Recreation Department is dedicated to providing quality park, recreation, and public facilities for the citizens of Liberty. The department strives to enhance the town's natural beauty and coordinate recreation, leisure, and athletic activities that promote positive community values.

Section 3. Office of Authority

The office for the Board shall be located at 119 N. Main Street in the Village of Liberty, or at such place or places that the Authority may from time to time designate by resolution. All books and records of the Board shall be kept at the office herein above designated, unless otherwise provided by board resolution.

Section 4. Seal of Authority



**ARTICLE II – THE BOARD MEMBERS**

Section 1. Appointment and Term

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The PRB shall consist of five (5) members who shall be appointed by the Town Board. They must be residents of the Town of Liberty. The term of office shall begin January 1 and end December 31, five (5) years later. The PRB may also have one student liaison member who shall be selected by the PRB from candidates who are enrolled students at Liberty High School. The term of office for this liaison member shall be one school year.

### Section 2. Re-appointments

If a board member desires to continue after their appointment expires, the PRB Chairperson & PRB Board can recommend to the Town Board the reappointment of that individual by December 31<sup>st</sup>.

### Section 3. Vacancies

The PRB Chairperson and Town Supervisor shall review the file of interested individuals and as a result of that review, the PRB Chairperson and Supervisor will present the names of potential candidates to the Town Board for appointment. The PRB will interview interested candidates and select the student liaison by a majority vote in executive session.

### Section 4. Remuneration

Each member of the PRB shall serve without pay.

## **ARTICLE III – PARKS AND RECREATION BOARD OFFICERS**

### Section 1. Officer Titles

The officers for the Board consist of a Chairperson, Vice-Chairperson, and Secretary.

### Section 2. Election of Officers

Nominations for office shall come from the floor. Voting shall be by open ballot.

### Section 3. Officer Purpose – Effective Date

The PRB Chairperson, Vice-Chairperson, and Secretary shall be elected by the Board for the purpose of conducting PRB meetings, appointing committees for additional responsibilities, and overseeing the operation of the Board.

The duties of Chairperson include, but are not limited to: running regular and emergency business meetings, attending public functions approved by the Board, forming and disbanding committees, communicating Board business to the Town Supervisor and Board members, and meeting with the Director to create and approve meeting agendas.

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The duties of Vice-Chairperson include, but are not limited to: fulfilling the duties of Chairperson in case of absence and remaining apprised of committee business.

The duties of Secretary include, but are not limited to: fulfilling the duties of Vice-Chairperson and/or Chairperson if both are absent, reading correspondence at meetings, and writing correspondence deemed necessary by the Board Chairperson.

The duties of the student liaison will be, but are not limited to, relaying ideas and information between the PRB, Department, and the student body of Liberty Central School.

Effective date of each office shall be immediately after the re-organizational meeting held in December of each year. The PRB Chairperson will be limited to a total of two consecutively elected terms, but may be reelected after not holding the office of Chairperson for one year.

### Section 4. Officer Vacancies

If an officer vacancy occurs, the chain of command will fill vacant positions. Therefore, the Vice-Chairperson would become Chairperson, the Secretary would become Vice-Chairperson. If the normal chain of command does not fill offices, the PRB may vote to hold a special election to fill an officer vacancy.

## **ARTICLE IV – POWERS AND DUTIES OF THE BOARD**

### Section 1. PRB Purpose

The purpose of the PRB is to: 1) provide for increased communication between the community and the Parks & Recreation Department; and 2) provide for the continuity of planning and implementation of programs.

### Section 2. PRB Authority – Budget

The PRB shall work with the Director to plan the overall budget from which the Department will operate.

### Section 3. Park Responsibility

The PRB shall have the responsibility to oversee all park and recreation areas, as designated in Article VI, Section 1, and that all rules, procedures and fees pertaining to their operation are recommended to the Town Board for final approval.

## **ARTICLE V – PARKS AND RECREATION BOARD MEETINGS**

### Section 1. Regular and/or Special Meetings

Regular meetings of the PRB shall be held once a month or as deemed necessary by the PRB, and the Director shall report all actions to the Town Board.

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The PRB Chairperson shall have the authority to request special meetings when necessary.

The re-organizational meeting will be held at the December meeting. Items to be covered at this meeting are: 1) election of officers; 2) annual by-law review; 3) review the capital improvement plan; 4) establish goals and objectives for the year ahead; 5) review accomplishments of the past year; 6) review fee schedules, and 7) check committee assignments and make changes if necessary.

### Section 2. PRB Meetings – Minutes

Minutes will be recorded and filed by the PRD Secretary with copies made and presented for approval along with the agenda to the PRB members before each meeting. Business presented before the PRB must be given to the Secretary for inclusion on the agenda by at least one week prior to the meeting. All PRB meetings shall be governed by Robert's Rules of Order.

### Section 3. Minutes Forwarded

Minutes of the PRB meetings will be forwarded to all Town Board members for their information and review.

### Section 4. PRB Member Attendance

It is understood that member attendance is important to the smooth functioning of the Board. Members will make every effort to attend any and all meetings. Should any member fail to attend three (3) consecutive regular meetings, the Chairperson may recommend to the Town Board to have that member dismissed.

## **ARTICLE VI – AREAS AND FACILITIES**

### Section 1. Areas of Charge

The Town Board will designate the PRB the responsibility to oversee that the following parks and recreation areas are properly maintained, equipped, and operated:

- Francis A. Hanofee Memorial Park, Sunset Lake Road
- Walnut Mountain Park, Walnut Mountain Road
- Shirley Diamond Community Pool, Hanofee Park, Sunset Lake Road
- Senior Citizens Center, 119 N. Main Street
- Liberty Main Street Stage, 101 N. Main Street
- Swan Lake Park
- Other properties that may be used for Parks & Recreation purposes.

### Section 2. Operation and Maintenance

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Equipment inventories shall be completed by the Parks and Recreation Director and presented to the PRB and the Town Board at the January meeting.

**ARTICLE VII – PRB REVIEW**

Section 1. Review of By-Laws

The PRB shall review the PRB By-Laws on an annual basis, at the re-organization meeting, and make any appropriate recommendations to the Town Board. If at any time there is a need for an immediate change in the by-laws, they can be amended by a majority vote of the PRB and sent to the Town Board for Approval.

**Revised:** January 29, 2014

**Adopted by PRB:** February 3, 2015

**Adopted by Town Board:** February 5, 2015

5 AYES CARRIED

**RESOLUTION NO**

*AUTHORIZE THE SUPERVISOR TO SIGN DOCUMENTS TO PARTICIPATE IN THE CORNELL ROADS SUMMER INTERN PROGRAM*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize the Supervisor to sign documents participating in the Cornell Roads Summer Intern Program

5 AYES CARRIED

**ADJOURN**

On a motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Dean Farrand, the Town Board does hereby adjourn the meeting at 8:07 p.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk