

TOWN BOARD OF THE TOWN OF LIBERTY  
**DEPARTMENT HEAD MEETING**  
February 6, 2012

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 Thomas Hasbrouck  
Councilperson Dean Farrand  
Councilperson Maurice Gerry

Recording Secretary: Town Clerk Laurie Dutcher

Also present:

Town Attorney Kenneth Klein  
Finance Director Earl Bertsch  
Budget & Accounting Coordinator Cheryl Gerow  
Water & Sewer Supervisor Albert Picard  
Deputy Highway Superintendent Kevin Austin  
Assessor Kathy Sprague  
Park & Recreation Director Brian Scardefield  
Code Enforcement Officer Mark VanEtten  
CDC Director Heinrich Strauch  
Sara Sprague Deputy Town Clerk  
Deborah Manley Confidential Secretary

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

### **CORRESPONDENCE**

1. A letter from the Sullivan County Chamber of Commerce regarding the Pride Awards Gala on 5/6 at the Villa Roma.
2. A letter from the NYS Environmental Protection regarding Lead Agency Declaration and Notice of Intent to conduct an Environmental Review.
3. Copy of the Municipal Shelter Inspection Report from 1/17/2012.
4. A memo from the Finance Office regarding the 2011 Investments.
5. A letter to the Board advising them of appointments to the Town Court.
6. A letter from Kelly Engineering, PC regarding the investigation of a drainage problem affecting a road culvert on Fox Mountain Rd.
7. A letter from John Sansalone regarding the Loomis Sewer Plant.
8. A letter from Kelly Engineering regarding the Loomis Sewer District Sewer Treatment Plant upgrades.
9. A copy of section 103(e) of the Open Meetings Law regarding "Disclosure of Records Scheduled to be discussed during Open Meetings".

10. A memo from Supervisor Barbuti regarding the reappointment of ethic committee members.
11. A memo from CEO VanEtten regarding an excessive tow/storage bill from Prestige towing.
12. A memo from the Finance Office regarding a handgun policy opinion from the Attorney Generals Office.
13. An email regarding the sale of a cheese making mobile unit from Sullivan County.

## **RECOGNIZE DEPARTMENT HEADS (Reports as submitted by Dept. Heads)**

### **Assessor**

Ongoing and working on:

911 data-base update

Pictures

Exemptions: Driving License, etc.

Destroying/updating files

Working on 2012 assessment roll, field work, exemptions, and litigation. etc.

Exemptions are slowly coming in

Complaint on taxes

Many recollect request

Calls regarding Board of Assessment Review procedures

Information:

Will be looking at the zoning change for open space and 10 ac

Otherwise business as usual

### **Water & Sewer**

Grant writer to start work on the next round of grants. Would like to see White Sulphur Springs Water apply. Still have pipe in that district that needs to be replaced.

[Supervisor Barbuti will contact Mark Blauer in regards to applying for another CDBG grant for 2012.](#)

Presidential Pump Station-I gave you a memo regarding that project.

[Finance Director Bertsch advised that he feels comfortable accepting this proposal as long as it is documented as a management decision.](#)

Stevensville Well# 4, Roth & Sherwood well work-A memo was placed in your package regarding these matters.

Loomis Sewer-I will be setting up a meeting between Kelly Engineering and Tam Enterprises to do some I & I work in Loomis. This will help get the N.Y.S.D.E.C. off out backs.

Still waiting for D.E.C. approval to pump the Stevensville Well #4 at the rate of 450 gpm.

Any thing that comes up between Thursday afternoon & Monday I will have to bring it to your attention at the meeting.

### **Highway Superintendent**

Cutting Brush

Filling Pot Holes

January 2 – Light Snow called in 4AM

January 3 – Light Snow called in 4AM

January 12 – 2” Snow called in 3AM

January 17 – Snow called in 2:30 AM, trucks needed to be loaded and chained

January 18 – Ice called in 5AM

January 20 – 3” Snow called in 3AM

January 21 – 6” Snow called in 5AM

January 23 – Ice called in 5AM

January 26 – Ice worked until 10PM

January 27 – Ice called in 4AM

January 30 – Light Snow called in 3AM

[Deputy Highway Superintendent Austin](#) advised that it has been pretty quiet, they have been patching holes, cutting brush and performing maintenance on the equipment.

### **CEO**

Building Permits	5
Building Permits Closed	18
Complaints	15
Complaints Closed	6

Planning Board New Applications	7
Planning Board approved applications	0
Zoning Board new applications	0
Zoning Board approved applications	3

Attached are also copies for the Board of the Year End Report that are required to be submitted to NYS Dept. of State Division of Code Enforcement and Administration for the year 2011 activities.

## **Park & Recreation**

1. John Burke has yet to level off the area for the ice rink at the golf course. I feel its probably getting too late in the season now to even start it.  
[Mr. Scardefield advised that Mr. Burke has since started to level off the area for the ice rink.](#)
2. The bathrooms are moving along at Walnut. Going to have the plumbing run in the walls and get the electric in soon. Us and BOCES are also doing some work on the pavilion at Walnut. They are going to finish the walls in the kitchen and finish the walls and ends of the pavilion. I spoke with Terry Kelly about drawing up a plan for a dry well for the pavilion sink.
3. I met with the bike group that wants to put in more mountain biking trails at Walnut and we marked off the park boundaries. They want to start in the spring and also want to hold a race there in September. I visited Lippman Park in Wawarsing with them and they showed me the trails they completed there over the past few years. They do really nice work.
4. Programming: Youth Basketball we have 85 signed up.  
Arts and Crafts we have 10 signed up.  
Holiday Mountain Skiing we have 55 signed up  
Walking at the school we have around 25  
Friday Night Teen Night we have around 15

We will be starting up our youth baseball clinic and wrestling program in March.

5. We have a lady who is going to set up a geocaching course in our parks. Geocaching is finding hidden boxes that are placed around an area with little prizes inside and you find them by using your GPS unit. It is run through a web page and is nation wide. It should help with getting more people to take advantage of the parks.  
[Have been thinking about re-locating the skate park behind the mini park behind the Park & Recreation Bldg. More kids will have access and can be supervised. Will need to re-cover part of the stream. May be able to use grant money for lighting, camera, etc.](#)

## **DCO**

Mileage 810  
Dogs picked up 5  
Dog Bites 2  
Tickets Issued 2  
1 Dangerous Dog Proceeding

## Dogs at Kennel 1

Ag and Markets Follow-up Inspection from Annual Inspection in October, , January 17, in compliance, Inspector still wants concrete in kennels made smooth for cleaning purposes, all wood and exposed insulation in kennels must be eliminated and all exposed jagged metal must be covered.

## **Finance Director**

Began compiling data for comparison of employee benefits in other townships. Contacted Town's that did not respond.

Submitted reimbursement request to Arrowhead Ranch's insurance company for expenses related to fire (\$2,657.06)

Closed out 2011 payroll and issued W2's. Filed necessary year end reports.

Issued 1099's to vendors and filed necessary paperwork.

Closed out 2011 Fiscal Year and did necessary work to open up 2012 Fiscal Year.

Worked with Cooper and Niemann on the 2011 financial audit.

Sent out request to all Departments for a list of employees authorized to make purchases.

Contacted Association of Towns regarding a handgun policy for municipalities.

Compiled data for sustainable energy on Town Hall.

Began compiling data for a summary of benefits on each town employee.

Compiled layout and square footage of justice court office and how they are utilizing the space.

All other daily duties and responsibilities.

## **CDC**

### ***Sullivan County Economic Development Corporation (EDC)***

The Sullivan County EDC is starting a Main Street Group to create a support structure for all of Sullivan County's Main Streets. I have been invited to co-chair that group, with Helen Budrock from Sullivan Renaissance and Ethan Cohen from the Planning Department. Our mission is to work with business owners from various Main Streets to define what will best help Main Streets in Sullivan County with regard to the 4 aspects of Main Street Development: Organization, Promotion, Design & Economic Restructuring. First meeting of the group is on February 15. EDC is also hosting a training seminar on Monday, February 6<sup>th</sup> at 7 PM in the CVI building on the Consolidated Funding Application, the State's new on-line application procedure for most State grant programs.

### ***County Micro-Enterprise Program***

County Planning held 3 information sessions (Monticello, Jeffersonville, Liberty) with approximately 100 people in total attending. Applications are due by Feb. 3, a review team will go through all of them by Feb. 15 and recommend the 2<sup>nd</sup> round invitees who will attend the business training in March. Out of that circle the final grant recipients will be chosen. Target is to have the final awards announced in April so that the projects can begin implementation over the summer.

### ***Main Street Grant***

Total grant reimbursements to date are \$169,414, with property owner investments at around \$600k. 6 projects (Fleet Bank, Liberty Museum, Liberty Theatre, Golden Dragon, Sunflower Healthfood, Bruce's Garage) are not yet fully committed – we are requesting that they declare by 2/21 their intentions to use allocated grant awards within the allowed timeframe by providing firm work proposals. Otherwise their grant awards (6 projects, total of \$165k) will be put back into the bucket for the other Main Street property owners to use.

**Economic Development**

SNEAKER WORLD signed a lease to move into the Main Street grant –renovated retail space at 9/13 South Main PAESANO's Pizza is expanding its operation with Main Street grant funds GAS STATION on North Main almost done, site work underway for a ice cream parlor or Laundromat next door GREAT AMERICAN got surveyed, indicated that a closing is imminent on a sale SULLIVAN's may have 3 new tenants: gifts & cards store, Credit Union (former beauty parlor), Italian food establishment (former Oriental buffet)

On-going work with a film production crew for an independent film shoot in and around Liberty in Summer '12. 2

**Team Skate**

Team Skate is researching 2 potential skatepark developers to work with: Spohn Ranch and Pillar Design. Both have requested geotechnical reports and site surveys to determine structural support requirements on-site. Target is to complete prep work in February to go out to bid in March.

Teamskate will host a Valentine's Day concert at the Elementary School on Friday, February 10 at 6 p.m. w/ 7 local bands.

**Court**

V&T Received	310
V&T Appearances	252
Criminal Appearances	676
Ordinance Appearances	27
Civil Appearances	29
Total Fines Collected	\$57,400
Total Fines to Town	Not available
Total Fines to Village	Not available

**Town Clerk**

Conservation Licenses	3	
Marriage Licenses	3	
Marriage Certificates	15	
Photo Copies	9	
Dog Licensing	2	
Building Fees	13	
Total to Town		\$1,382.30
Total to State, County & Local Revenues		\$5,282.15

Working on a Records Management Grant w/ Mark Blauer. State had a stand down. Have set a new date of 3/1/12 for submission.

## **Tax Collector**

Have collected over \$8,000,000. in taxes. Have taken over 984 payments at Town Hall. Has been very busy.

## **BOARD DISCUSSION**

### **Councilperson Chris Austin**

- Nothing to report

### **Councilperson Dean Farrand**

- Asked who was responsible for the Soap Derby- Feels like it would be a great way to showcase Liberty.

Supervisor Barbuti advised that it was Mr. Gorelick and Mr. Vandenburg. It was decided that Supervisor Barbuti would invite them to attend the 2/21/12 mtg.

### **Councilperson Thomas Hasbrouck**

- Nothing to report

### **Councilperson Maurice Gerry**

- Nothing to report

### **Supervisor Charlie Barbuti**

- Advised that the State would be resurfacing the decking on the Exit 100 bridge and hope to be done by 7/1/12.
- Advised that the web page is more informative.
- Reminded everyone that the annexation public hearing is on for 2/27/12 at 7:00 p.m.

## **RESOLUTION NO**

### *NO FIREARMS PERMITTED ON EMPLOYEES WHILE ENGAGED IN TOWN DUTIES*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby add following to Section 38 of the Town of Liberty Personnel Policy :

“In keeping with the goals of this section it is the policy of the Town that no employee shall be permitted to possess a firearm on their person while engaged in their duties as town employees. A violation of this policy will be considered a serious infraction as describe in section 32 of this Personnel Policy.”

5 Ayes – Carried

## **RESOLUTION NO**

A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW 2012 DODGE RAM 1500 QUAD CAB FOUR WHEEL DRIVE PICKUP TRUCK, AT MAXIMUM ESTIMATED COST OF \$21,304.29, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$21,304.29 FROM THE TOWN OF LIBERTY PARKS CAPITAL RESERVE FUND.

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Government Center, 120 North Main Street, Liberty, New York, in said Town, on the 6<sup>th</sup> day of February, 2012 at 4:00 p.m. prevailing time.

The meeting was called to order by Supervisor Barbuti and upon roll being called, the following were:

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

ABSENT:

The following resolution was introduced by Councilperson Thomas Hasbrouck, who moved its adoption, and seconded by Supervisor Charlie Barbuti, to wit:

A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW 2012 DODGE RAM 1500 QUAD CAB FOUR WHEEL DRIVE PICKUP TRUCK, AT MAXIMUM ESTIMATED COST OF \$21,304.29, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$21,304.29 FROM THE TOWN OF LIBERTY PARKS CAPITAL RESERVE FUND.

**BE IT RESOLVED**, by the Town Board of the Town of Liberty, Sullivan County, New York, as follows:

Section 1.     The purchase of a new 2012 Dodge Ram 1500 Quad Cab Four Wheel Drive Pickup Truck, at a maximum estimated cost of \$21,304.29, and the expenditure of the sum of \$21,304.29 from the Town of Liberty Parks Capital Reserve Fund to pay such maximum estimated cost is hereby authorized and approved.

Section 2. The action authorized has been determined to constitute a Type II Action as defined in 6 NYCRR §617.5(c)(18) and (21) of the regulations promulgated pursuant to the State Environmental Quality Review Act, for which environmental review is not required.

Section 3. The plan for financing of such maximum estimated cost is by the appropriation and expenditure of monies heretofore deposited in the Town of Liberty Parks Capital Reserve Fund.

Section 4. Within ten (10) days after the adoption of this resolution, the Town Clerk shall post on the Town sign board and publish in the Sullivan County Democrat, the official newspaper of the Town, a notice in conformance with the requirements of Section 90 of the Town Law of the State of New York.

Section 5. This resolution is adopted subject to permissive referendum.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

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

The resolution was thereupon declared duly adopted.

5 Ayes – Carried

## **RESOLUTION NO**

A RESOLUTION AUTHORIZING THE INSPECTION, REPAIR AND REPLACEMENT OF PUMPS AND RELATED EQUIPMENT IN THREE STEVENSVILLE WATER DISTRICT WELLS AT A MAXIMUM ESTIMATED COST OF \$60,000, AND PAYMENT OF SUCH COST BY THE EXPENDITURE OF THE SUM OF \$60,000 FROM THE TOWN OF LIBERTY STEVENSVILLE WATER DISTRICT CAPITAL RESERVE FUND.

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Government Center, 120 North Main Street, Liberty, New York, in said Town, on the 6<sup>th</sup> day of February, 2012 at 4:00 p.m. prevailing time.

The meeting was called to order by Supervisor Barbuti and upon roll being called, the following were:

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

ABSENT:

The following resolution was introduced by Councilperson Thomas Hasbrouck, who moved its adoption, and seconded by Councilperson Maurice Gerry, to wit:

A RESOLUTION AUTHORIZING THE INSPECTION, REPAIR AND REPLACEMENT OF PUMPS AND RELATED EQUIPMENT IN THREE STEVENSVILLE WATER DISTRICT WELLS AT A MAXIMUM ESTIMATED COST OF \$60,000, AND PAYMENT OF SUCH COST BY THE EXPENDITURE OF THE SUM OF \$60,000 FROM THE TOWN OF LIBERTY STEVENSVILLE WATER DISTRICT CAPITAL RESERVE FUND.

**BE IT RESOLVED**, by the Town Board of the Town of Liberty, Sullivan County, New York, as follows:

Section 1.     The inspection, repair and replacement of pumps and related equipment associated with Stevensville Well No. 4, the Roth Well and the Sherwood Well, at a maximum estimated

cost of \$60,000, and the expenditure of the sum of \$60,000 from the Town of Liberty Stevensville Water District Capital Reserve Fund to pay such maximum estimated cost is hereby authorized and approved.

Section 2. The action authorized has been determined to constitute a Type II Action as defined in 6 NYCRR §617.5(c)(18) and (21) of the regulations promulgated pursuant to the State Environmental Quality Review Act, for which environmental review is not required.

Section 3. The plan for financing of such maximum estimated cost is by the appropriation and expenditure of monies heretofore deposited in the Town of Liberty Stevensville Water District Capital Reserve Fund.

Section 4. Within ten (10) days after the adoption of this resolution, the Town Clerk shall post on the Town sign board and publish in the Sullivan County Democrat, the official newspaper of the Town, a notice in conformance with the requirements of Section 90 of the Town Law of the State of New York.

Section 5. This resolution is adopted subject to permissive referendum.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

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

The resolution was thereupon declared duly adopted.

5 Ayes – Carried

## **RESOLUTION NO**

*APPROVAL OF SECURITY AGREEMENT AND LETTER OF CREDIT W/ SWAN LAKE COMMONS W/ CONDITIONS*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize the Supervisor Charlie Barbuti to sign the security agreement w/ Swan Lake Commons under the condition that Kelly Engineering reviews the road and finds that the money in the letter of credit is adequate to finish the job within a 10% + or - variation.

5 AYES – CARRIED

## **RESOLUTION NO**

### *ADOPTION OF THE TOWN OF LIBERTY INVESTMENT POLICIES AND GUIDELINES*

**Motion by Supervisor Charlie Barbuti**, seconded by **Councilperson Thomas Hasbrouck-**, the Town Board of the Town of Liberty does hereby adopt the following Investment Policies and Guidelines:

Investment Policies and Guidelines  
Town of Liberty  
Dated: February 6, 2012

The objectives of the Investment Policy of the Town of Liberty are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Supervisor, Deputy Supervisor or the Director of Financial Services is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;

Time Deposit Accounts in a bank or trust company authorized to do business in New York State;

Obligations of New York State;

Obligations of the United States Government;

All funds except Reserve Funds may be invested in:

Obligations of agencies of the federal government if principal and interest is guaranteed by the United States.

With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in:

Obligations of Local Government.

All other Town of Liberty officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

**COLLATERAL:**

- A. Certificates of Deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Liberty or a Custodial Bank with which the Town of Liberty has entered into a Custodial Agreement. The market value of collateral shall at all times be equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than weekly, and market value shall mean the bid or closing price as quoted by another recognized pricing service.
  
- B. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

**DELIVERY OF SECURITIES:**

Payment shall be made by or on behalf of the Town of Liberty for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States Obligations, certificates of deposit and other purchased securities upon the delivery thereof to the custodial bank, or in the case of book-entry transaction, when the purchased securities are credited to the Custodial Bank's Federal Reserve System account. All transactions shall be confirmed in writing.

**WRITTEN CONTRACTS:**

Written contracts are required for certificates of deposit and custodial undertakings. With respect to the purchase of obligations of U.S., New York State or other governmental entities, etc., in which monies may be invested, the interests of the Town of Liberty will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Town of Liberty or Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Town of Liberty.

It is therefore, the policy of the Town of Liberty to require contracts as follows:

- A. Written contracts shall be required for the purchase of all certificates of deposit.
  
- B. A written contract shall be required with the Custodial Bank.

**DESIGNATION OF CUSTODIAL BANK(S):**

The Custodial Bank(s) are designated each year at the Re-organizational meeting of the Town Board of the Town of Liberty and such named Bank(s) shall act as Custodial Bank(s) for the Town of Liberty's investments.

## **FINANCIAL STRENGTH OF INSTITUTIONS:**

Investments in time deposits and certificates of deposit are to be made with banks or trust companies based on the bidding practice of the highest interest rate. Their financial statements must be reviewed at least annually by the Supervisor, Deputy Supervisor or Director of Financial Services to determine satisfactory financial strength or the Supervisor, Deputy Supervisor or Director of Financial Services may use credit rating agencies to determine satisfactory strength.

When purchasing eligible securities the seller shall be required to deliver the securities to our Custodial Bank.

## **OPERATIONS, AUDIT AND REPORTING:**

The Supervisor, Deputy Supervisor or Director of Financial Services shall authorized the purchase and sale of all securities and execute contracts for certificates of deposit or money market accounts on behalf of the Town of Liberty. Oral direction concerning the purchase or sale of securities shall be confirmed in writing. The Town of Liberty shall pay for purchased securities upon the delivery or book-entry thereof.

The Town of Liberty will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.

Within one hundred fifty (150) days of the end of the fiscal year, the Supervisor, Deputy Supervisor or the Director of Financial Services shall prepare and submit to the Town Board an annual investment report; recommendations for change in these investment guidelines (if any), the result of the annual independent audit, and such other matters as the Supervisor, Deputy Supervisor or Director of Financial Services deems appropriate.

The Town Board of the Town of Liberty shall review and approve the annual investment report no later than the June meeting.

Annually and at the re-organization meeting of the Town Board of the Town of Liberty, the members shall review and amend, if necessary these investment guidelines.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Banks or prior investment.

ADOPTED ON FEBRUARY 6, 2012, by unanimous vote of the Town Board of the Town of Liberty.

5 Ayes – Carried

## **RESOLUTION NO**

*APPROVAL OF LISTING OF EMPLOYEES AUTHORIZED TO MAKE PURCHASES ON BEHALF OF THE TOWN*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve of the following list of employees authorized to make purchases on behalf of the Town:

Town Clerk:	Laurie Dutcher, Sara Sprague, Cara Dutcher
Supervisors Office:	Charlie Barbuti, Deborah Manley
Finance Office:	Earl Bertsch, Cheryl Gerow
Data Processing:	Tim Kelly
Building:	Harry Rampe
Building Department:	Mark VanEtten, Tammy Wilson, Nancy Saucier
Assessors Office:	Kathy Sprague, Audrey Wheeler, John Terry
Justice Court:	Denise Curry
Highway Department:	Timothy Pellam, James Austin, Kevin Austin, Bruce Cox, Mike Fritz, Dana Austin, Matt DeWitt, Larry Austin, Nick Karkos, Eric Wolcott, James DeAverio, Leigh Benton, Jon Benton, Woodrow Wilson, Ed Davis, Steven Schroeder, Tanner Austin, Kris Merklin, Andrew Bivins, Anthony Dworetsky, Justin Busing
Water Department:	Albert Picard, Thomas Kehrley, Stacey Yaun, Damon Knack, Edwin Hessinger, Wayne Banks, Evan Austin, Joan Reddington
Parks and Rec:	Brian Scardefield, Linda Mullen, Andrew Dworetsky, Adam Lake, Lorelei Reynolds, Meghan Shortall and seasonal staff to be determined.

5 Ayes – Carried

## **RESOLUTION NO**

### *APPROVAL TO FILL PARK & REC SEASONAL POSITIONS FOR 2012*

**Motion by Councilperson Maurice Gerry**, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby give approval to fill the following Park & Recreation seasonal positions:

#### **Day Camp**

1 – Assistant Day Camp Director  
16 – Camp Counselors

#### **Pool**

1 – Pool Director  
1 – Assistant Pool Director  
6 – Lifeguards

#### **Park**

1 – Assistant Park Supervisor  
4 – Park Attendants

#### **Concession**

1 – Concession Manager  
1 – Attendant  
1 – Part Time Attendant

#### **Office**

1 – Office Clerk

5 Ayes – Carried

**RESOLUTION NO**

*APPROVAL OF ADDITIONAL 2011 BUDGET TRANSFERS*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby approve of the following additional 2011 Budget Transfers:

Account Number	To (+)	From (-)
A 1110.4	\$ 842	
A 1330.4	\$ 35	
A 1355.1		\$ 65
A 1355.4	\$ 65	
A 1410.1		\$ 35
A 1410.4	\$ 379	
A 1680.1		\$2,822
A 1680.4	\$2,822	
A 1910.4		\$2,980
A 1930.4	\$54,432	
A 5182.4	\$ 437	
A 9055.8	\$ 93	
A 9060.8		\$ 93
A 1990.4		\$50,000
A 1620.4		\$ 3,110
<b>TOTAL:</b>	<b>\$59,105</b>	<b>\$59,105</b>

B 1910.4	\$33	
B 3620.4		\$33
B 9055.8	\$18	
B 9060.8		\$18
<b>TOTAL:</b>	<b>\$51</b>	<b>\$51</b>

DA 5130.4	\$7,520	
DA 5142.1		\$23,282
DA 5142.4	\$7,300	
DA 9055.8	\$ 52	
DA 9060.8	\$21,205	
DA 9010.8		\$8,795
DA 1910.4		\$4,000

<b>TOTAL:</b>	<b>\$36,077</b>	<b>\$36,077</b>
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DB 9055.8	\$44	
DB 9060.8		\$44
<b>TOTAL:</b>	<b>\$44</b>	<b>\$44</b>

MO 1910.4	\$100	
MO 8110.4		\$100
<b>TOTAL:</b>	<b>\$100</b>	<b>\$100</b>

W1 9901.9200	\$730	
W1 9950.9400		\$730
<b>TOTAL:</b>	<b>\$730</b>	<b>\$730</b>

W2 9901.9200	\$1,105	
W2 9901.940		\$1,105
<b>TOTAL:</b>	<b>\$1,105</b>	<b>\$1,105</b>

W3 9901.9200	\$730	
W3 9901.9600		\$730
<b>TOTAL:</b>	<b>\$730</b>	<b>\$730</b>

W4 9901.9200	\$3,994	
W 9950.9		\$2,000
W4 8310.4		\$1,994
<b>TOTAL:</b>	<b>\$3,994</b>	<b>\$3,994</b>

W7 9901.9200	\$48	
W7 9901.9400		\$48
<b>TOTAL:</b>	<b>\$48</b>	<b>\$48</b>

5 Ayes – Carried

**RESOLUTION NO**

*NEGATIVE DECLARATION FOR LOOMIS SEWER DISTRICT PLANT UPGRADE*

**Motion by Councilperson Chris Austin, seconded by Councilperson Thomas Hasbrouck**

**Whereas**, the Loomis Sewer District intends to upgrade its wastewater treatment plant (the Action) in order to meet its effluent limits for ammonia, and;

**Whereas**, funding for the project has been requested through a 539,858 grant from the NYS Office of Community Renewal Small Cities program, and;

**Whereas**, the Action requires that an Environmental Review be conducted pursuant to Article 8 of the Environmental Conservation Law, Part 617 of NYCRR (SEQRA), and;

**Whereas**, potential upgrade alternatives were evaluated by the project Engineer, Kelly Engineering, P.C., of Liberty, New York, and;

**Whereas**, by Town Board Resolution (December 19, 2011), a Lead Agency Coordination Form, Short Environmental Assessment Form, and supporting documents were distributed to involved agencies, declaring the Town Board=s intention to be Lead Agency, and;

**Whereas**, none of the involved agencies had any objection to the Town Board of the Town of Liberty being Lead Agency, and;

**Therefore**, be it resolved that after careful consideration, analysis and review, the Town Board, as Lead Agency, determines that the Action will not have a Significant Impact on the Environment and that a Determination of Non-Significance (Negative Declaration) shall be adopted and that an Environmental Impact Statement will not be required, and;

**Be it further resolved** that the Town Clerk is hereby authorized and directed to file the Negative Declaration and any appropriate notices of this determination in accordance with 6 NYCRR Part 617.12(b).

A copy of the Negative Declaration shall be filed with:

- < NYS Department of Environmental Conservation - Region 3
- < The Environmental Notice Bulletin (ENB)

The above Resolution is moved by Councilperson Chris Austin and seconded by Councilperson Thomas Hasbrouck.

**By Order of the Town Board, Town of Sullivan, this sixth day of February 2012.**

	<u>Yes</u>	<u>No</u>
Charles Barbuti, Supervisor	<u>X</u>	
Chris Austin, Councilman	<u>X</u>	
Maurice Gerry, Council	<u>X</u>	
Thomas Hasbrouck, Councilman	<u>X</u>	

Dean Farrand, Councilman

X

5 Ayes – Carried

**RESOLUTION NO**

*APPROVAL TO ACCEPT PROPOSAL FROM TAM ENTERPRISES TO UPGRADE  
PRESIDENTIAL PUMP STATION IN THE AMOUNT OF \$27,300*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby give approval to accept proposal from TAM Enterprises to do the following upgrades to the Presidential Pump Station:

Install new control panel w/ 2 new flight pumps, rail kit and piping. \$17,500  
To create 3 phase service from single phase service \$9,800

5 Ayes – Carried

**RESOLUTION NO**

*BID SET FOR PURCHASE OF 20 TON TRAILER ON 3/1/2012 @ 11:00 a.m.*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does set a bid opening for the purchase of a new 20 ton trailer on 3/1/2012 at 11:00 a.m. at Town Hall, 120 North Main Street, Liberty, New York.

5 Ayes – Carried

**RESOLUTION NO**

*RE-APPOINT DR. DAVID SCHWALB AS HEALTH OFFICER FOR A TERM EXPIRING ON  
12/31/2015*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby re-appoint Dr. David Schwalb as Health Officer for a term expiring on 12/31/2015.

5 Ayes – Carried

**RESOLUTION NO**

*RE-APPOINT DONALD NICHOLS AS ZOINING BOARD MEMBER FOR A TERM EXPIRING ON  
12/31/2016*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby re-appoint Donald Nichols as Zoning Board member for a term expiring on 12/31/2016.

5 Ayes – Carried

The following letter was received from Tanner Austin and Jeffrey Fredenburg:

“Our names are Tanner Austin and Jeffrey Fredenburg. We are seniors at Sullivan West High School. Currently we are taking an economics class and part of the class requirement is community service. After asking around for a community service project we were told that the Liberty Cemetery is in disrepair and could use a lot of work. We decided that it would be a great community project as it would help in the appearance of the community as well as give the respect to those who have been laid to rest in the cemetery.

We are asking for permission to do the project, which we will complete over the next several months as well as asking for input as to what you would like to see done at the cemetery.

We hope that you consider our request and we hope to hear from you soon.”

Supervisor Barbuti will send a letter accepting their request.

## **RESOLUTION NO**

### *EXECUTIVE SESSION*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby go into Executive Session at 5:50 p.m. to discuss possible litigation.

5 Ayes – Carried

## **RESOLUTION NO**

### *OUT OF EXECUTIVE SESSION*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 6:00 p.m.

5 Ayes – Carried

ADJOURN

On a motion by Councilperson Chris Austin, seconded by Councilperson Thomas Hasbrouck, the Town Board does hereby adjourn the meeting at 6:01 p.m.

Respectfully submitted,  
Laurie Dutcher, Town Clerk