

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
March 2, 2015**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on March 2, 2015 at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following Town Board Members were present:

Present:

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

Absent:

Councilperson Hasbrouck

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Town Attorney Kenneth Klein
Finance Director Earl Bertsch
Water & Sewer Supervisor Thomas Kehrley
Budget Coordinator Cheryl Gerow
Dan Fagnani of Delaware Engineering
Assessor Kathy Sprague
Deputy Highway Superintendent Kevin Austin
P&R Director Brian Scardefield
Angela Dalton Confidential Secretary
Sara Sprague Deputy Town Clerk

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

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

ASSESSOR

Ongoing Monthly Updates:

911 data-base; updating pictures; exemption renewals; updating driving licenses for exemptions; updating files; processing deeds; field work for the 2015 assessment roll; zoning updates to V4; and regular office duties, etc.

The office has been very busy, with property owners coming and filing their exemptions and documents (March 1st deadline – still excepting on March 2nd since the 1st is on a Sunday, but hopefully homeowners won't wait until the last day to file), along with many new applications for exemptions

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Based on the filings of the senior citizen's exemption, I feel the Town should look into a possible increase of the income limits. The seniors are slowly just going over the 23,300 limit and will be ineligible for the senior exemption, which would be a hard-ship for those residents

I'll be training Sharon into more office functions to have the office prepared for the change of administration

I understand there is a lag of payments from NYST&F for the tax freeze in the Hudson Valley area, and they should be out the end of February

There are proposals from NYS in regards to the STaR, one proposal is to convert the STaR benefit into a tax credit, more information will be forth coming, and personally, this would be a good thing ☺

Otherwise, business as usual for this time of year

HIGHWAY

- February 1 - Called in at 4AM, drifting
- February 2 - Called in 4AM, plow/sand
6" Snow
- February 3 - Called in at 4AM, plow/sand
6" Snow
- February 4 - Plow/sand
- February 5 - Called in at 4AM, plow/sand
- February 6 - Came in at 5AM
Check roads
- February 9 - Called in at 3AM, plow/sand
6" Snow
- February 10 - Came in at 4AM, plow/sand
2" Snow
- February 11 - Worked on trucks/equipment
- February 12 - Plow/sand
- February 13 - Came in at 5AM
Push back drifts
- February 14 - Called in at 11AM – 4PM, plow/sand
2" Snow
- February 15 - Called in at 5AM, plow/sand
3-4" snow, drifting
- February 16 - Came in at 5AM, plow, sand
- February 17 - Plow/sand
- February 18 - Plow drifts
- February 19 - Called in at 3AM, plow/sand
1" snow
- February 20 - Plow drifts
- February 21 - Called in 1PM – 6PM, plow/sand
2" snow
- February 22 - Came in at 5AM, plow/sand
4" snow
- February 23 - Push back drifts
- February 24 - Work on trucks/equipment

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On February 6 truck #15 (1988 International) was put on its side after shoulder of road gave away. Insurance company came and looked at the truck on February 17, waiting to hear from them. At the meeting with the Infirmary we explained that we plow them more now than ever.

WATER & SEWER

Again on February 16, this dept. developed another broken 10" main on Route 55 in the Stevensville Water District. Stacey had found, at the completion of daily rounds, that water use from the day before had increased from 200,000 to 460,000 gallons. Tom, Stacey & Damon did a district wide sweep with no obvious water running out of the ground anywhere visible. Sounding of hydrants in the district, with the newly purchased listening device showed noise on 2 hydrants above and below the leak location. Due to the 56 inch frost layer in the roadway, the water had been able to escape in the ditch line under the snow and with little frost under the snow pack, allowed the water to cross the county road through a 24 inch culvert and not show from the street. The same locating equipment was able to direct the dig site EXACTLY over the circular split in the 10 inch cast iron. Due to the cold temperature of 6 degrees, without the wind chill, I requested extra help from Tim Pellam. He was able to send 5 men, an excavator, and 2 additional trucks to assist in the dig. The length of the dig job was 12 hours and we were able to rotate jack hammer and flag operators during the duration of the call. I would also like to thank Ken Hessinger from the Village for the use of his jack hammer. The water & sewer backhoe was out of service and unable to be started, even with the block heater being used in our pole barn. The leak was again a result of pipe failure at a location of a 1 inch service line that feeds a summer service. A circular split from the center line on the tap was the reason this time for a lesser amount of pavement damage to the county road and from the massive amount of frost again this year.

We are requesting quotes to have the Route 55 water tank inspected and cleaned in late spring or early summer. This will be the first time the tank has been done since it was erected in 1996. Because the Loomis system is also fed from this tank, the dive method is the best option so that the system does not have to be shut down.

We will also be looking into a quote from Aquastore to come and inspect joint compound used on the Ferndale, Route 55, and Loomis storage tanks. We know of some failure of the compound on the Loomis tank that was discovered at our last in house cleaning, and now in the report of the Ferndale Inspection. The joint compound may have to be upgraded in the future at these 3 tank sites.

Speaking with Earl, regarding the continuing upgrades to the Ferndale Water District, we would like a motion to employ our engineer to develop 2 bid spec sheets for an upgrade on the Harris Rd. and Upper Ferndale Rd. water mains to see if we can afford to keep improving this district.

We have 2 men at sewer school the week of February 23 through March 6, 2015.

U V Doctor is scheduled to be at the Swan Lake plant to pick up UV end plates for the upgrade on Friday February 27.

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The new utility truck was delivered on February 25 from Robert Green.

Annual inspection at the Loomis Sewer Plant was done on February 23, 2015 by Mark Lewis. He found no problems but was pushing for the future of Phase II to keep moving.

I will have some further items and some discussion on frozen services not included on this report, at the meeting.

CEO

Building Department:

Building permits issued – 6

Building permits closed – 25

Complaints – 1

Complaints closed – 1

Planning Board:

New applications – 2

Approved applications – 2

Zoning Board of Appeals:

New applications – 0

Approved applications – 0

PARKS & RECREATION

The Civil War Re-enactors contacted me and said they will not be holding an event this year at Walnut. Due to lack of participation they are looking into revamping the event and do not have enough time to do it this year so they are taking a year off.

Rick Sauer contacted me from the Liberty Fire Department to see about the possibility of allowing firefighters to camp at Walnut Mountain Park the weekend of the Fireman's County Parade that they are sponsoring the first weekend in August. I am going to discuss this possibility with the Park and Recreation Board.

Our winter programs are going great. In addition to our current programs we are also offering self-defense classes.

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The guys have been very busy with snow removal around Town Hall and Park and Rec's. Pavilion Rental Registration for Liberty Residents is beginning March 2nd and for Non-Residents it will begin March 16th.

We are receiving the \$5,000.00 grant from Renaissance for the Summer Project Supervisor. We signed up to have a booth at the Sullivan County Sportsman Expo which is being held March 21st at the college.

Our annual Easter Egg Hunt is going to be held on March 28th.

DCO

1026 Miles

5 dogs picked up

2 dogs at kennel-1 courtesy of Monticello PD

Asked to be DCO for the Village of Monticello

Plowing has been excellent

Alan Gerry has approved building a kennel for CARE

Met with Steven Vegilante and Nate Steingart regarding soliciting the County for operating funds annually

Setting up meeting with the County Manager

Property in WSS in exchange for her life rights

Need to check on parking tickets

Trying to get in touch with Sam Kahn from HASC to get the dates for visiting days this summer

TOWN CLERK/TAX COLLECTOR

Licenses:

Marriage Licenses 3

Building Permits (Collection of \$) 24

Dog Licenses 17

Photo Copies 23

Marriage Certificates 6

FINANCE

Submitted payroll to County for certification

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Started 2014 Annual Financial Report to be filed with the State

Submitted insurance claim for Highway Department

Had exit conversation with Cooper Arias concerning 2014 audit

Filed Hardship Application for Loomis Sewer

Filed Consolidation of the Loomis Sewer Districts with the County Real Property Department

All other daily duties and responsibilities

Andrew from Cooper & Arias will have Audit Report in approximately 2 weeks

COURT

V&T Received	345
V&T Appearances	207
Criminal Appearances	473
Ordinance Appearances	6
Civil Appearances	12
Total Fines Collected	\$54,043.50
Total Fines to Town	Not available
Total Fines to Village	Not available

CORRESPONDENCE

1. The 2014 Investment Report from the Finance Office.

Business

RESOLUTION NO 50-15

AUTHORIZE THE SUPERVISOR TO SIGN LOOMIS PHASE II ENGINEERING CONTRACT WITH DELAWARE ENGINEERING

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize the Supervisor to sign the Loomis Phase II Engineering Contract with Delaware Engineering.

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4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 51-15

AUTHORIZE THE SUPERVISOR TO SIGN WHITE SULPHUR SPRINGS WATER PHASE 5 ADMINISTRATION CONTRACT WITH MARK BLAUER

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**

WHEREAS, the Town of Liberty has advertised via a RFP for administrative consultants; and

WHEREAS, Mark Blauer dba Blauer Associates was the one respondent; and

WHEREAS, the Town Board found the Blauer Associates response and proposed contract acceptable; and

WHEREAS, The Town Board selects Blauer Associates to provide required administrative service for the

2014 Small Cities project; and

NOW THEREFORE BE IT RESOLVED, that the Town Supervisor is authorized to sign the contract between the Town and Blauer Associates.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

APPROVAL OF ENGINEERING PROPOSAL FOR WHITE SULPHUR SPRINGS WATER PHASE 5 ENGINEERING

Scoring sheets were handed in:

4-Delaware Engineering

0-MHEDPC

RESOLUTION NO 52-15

PROPOSAL BY DELAWARE ENGINEERING ACCEPTED FOR WHITE SULPHUR SPRINGS WATER PHASE 5 ENGINEERING NOT TO EXCEED \$109,500.00.

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby authorize the Supervisor to sign the Engineering Contract for the White Sulphur Springs Water Phase 5 Engineering with Delaware Engineering not to exceed \$109,500.00.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

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RESOLUTION NO 53-15

AUTHORIZING COUNCILPERSON RUSSELL REEVES TO SIGN CHECKS FOR THE TOWN OF LIBERTY IN THE ABSENCE OF THE SUPERVISOR AND THE DEPUTY SUPERVISOR

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby authorize Russell Reeves to sign checks for the Town of Liberty in the absence of the Supervisor and Deputy Supervisor.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 54-15

AUTHORIZE THE SUPERVISOR TO SIGN THE LEASE PURCHASE AGREEMENT FOR A 2015 FREIGHTLINER 114SD

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize the Supervisor to sign the Lease Purchase Agreement for a 2015 Freightliner 114SD with First Niagara Leasing, Inc.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

OLD BUSINESS

Introductory Local Law #1 of 2015 entitled "A local law amending the Zoning Map of the Town of Liberty with respect to tax map parcels 12.-1-18, 12.-1-19, 12.-1-20.3 and 12.-1-37.3".

Complete Part 2 SEQR and Part 3 Neg Dec. Carryover till the 3/16/15 meeting.

ADJOURN

On a motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board does hereby adjourn the meeting at 6:45 p.m.

Laurie Dutcher, Town Clerk