

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
March 3, 2014**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on March 3, 2014 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 Thomas Hasbrouck
Councilperson Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Town Attorney Kenneth Klein	Deputy Town Clerk Sara Sprague
Finance Director Earl Bertsch	DCO Joanne Gerow
Water & Sewer Supervisor Tom Kehrley	CDC Heinrich Strauch
Water & Sewer Foreman Stacey Yaun	Terry Kelly
Highway Superintendent Timothy Pellam	Eli Ruiz
Assessor Kathy Sprague	Carol Montana
Park & Recreation Director Brian Scardefield	Joel Rosenfeld
Code Enforcement Officer Mark VanEtten	
Budget Coordinator Cheryl Gerow	
Joan Kittredge	

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

CORRESPONDENCE

1. Award of bid for the White Sulphur Springs Water District Improvements Contract #2 Water Main replacement.
2. Re-appointment of Harry Rampe to the Board of Assessment Review for a term expiring 9/30/2018.
3. Acceptance of resignation of Albert Picard as part-time working Supervisor as of 3/3/2014.
4. Appointment of Thomas Kehrley as Acting Supervisor of the Town of Liberty Water & Sewer Department effective 3/3/2014.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

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ASSESSOR

Ongoing Monthly Updates: 911 data-base; pictures; exemptions; driving licenses; files; deeds; field work, etc.

We sent out reminder letters to Senior Citizen's to re-file their renewal exemptions; made phone calls on 02/25-26 to those who have not filed to-date as final reminder prior to March 1st (which is extended to March 3rd due to the 1st being on the week-end); have been very busy with exemptions coming in (due to the snow and extreme cold property owners are now coming in to file the renewals just before the dead-line). Extra phone calls were received in the office pertaining to the article in the Record of the upcoming dead-line to file exemptions

Timmy's been working to get a new computer set up for my office. My current one does not support Real Property's new 2013 format which needs to be done prior to April 15th

I have not received information of the removal of basic STaR recipients from NYS Taxation and Finance

We have experienced many more changes of address from the Town/County tax collection. I don't believe we received the changes from the school tax collection this year as in the past years

Harry Rampe needs to be re-appointed as a Board of Assessment Review member

Otherwise conducting business as usual and keeping again, very, very busy!

Pending:

Zoning; welcome letter; sewer units in the Youngshill district;

HIGHWAY

February 3 – 4" snow, plow and sand

February 5 – 9" snow, called in at 5AM, worked until 5PM, plow and sand

February 6 – Called in at 4AM to clean up roads

February 10 – 2" snow, called in at 3AM, plow and sand

February 13 – 9" snow, plow and sand

February 14 – 9" snow, called in at 3AM, plow and sand

February 15 – 4" snow, called in at 5AM, worked until 4PM, plow and sand

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February 16 – called in at 5AM, plow and sand

February 18 – 3" snow, plow and sand

February 19 – 4" snow, plow and sand

February 20 – sand roads

February 21 – icy roads, called in at 2AM, sand

February 22 – icy roads, called in at 5AM

Worked on equipment and trucks

Patching pot holes

Pushing back snow banks

Steaming frozen culverts

WATER & SEWER

Stevensville-Water main break on 2/23/14-10 " Cast Iron line-near Golden Swan Motel.

Stevensville-Swan Lake Hotel- on 2/21/14-water leak-shut off water to hotel-notified Fire Dept, Building Inspector & Hotel Owner.

Route 55 & Levine Way (Stevensville Water District)-another water main break in the middle of the road on the 10" Cast Iron line. Had to bring in outside help in order to get through the frost in the ground to make the repairs.

Loomis WWTF-Do not know where to start. Lots of problems due to weather-design-contractor, etc. RBC is running with A LOT of problems.

W.S.S.-Bid for new water line-Not happy with the low bidder, since we have no knowledge of his work. Plus, they are a new firm and we do not have any references. I am happy with the numbers though.

SLWWTF-Still have not looked at the RFP for manhole work that needs to be one.

General-Cold weather is providing us with lots of snow & water main breaks. A lot of time is being spent plowing, shoveling out hydrants and shoveling off roofs. Also checking bleeders daily to keep them from freezing.

I am planning on replacing 1 van with a new utility truck with a plow. Still working on specs. This is a state bid price and I will have the info to Earl shortly.

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Ferndale-ShopRite project-Relocation of water line on private property in order to build an addition to the store. I went to the Village Planning Board meeting and advised them that new water line needs to be built to Town specs and inspected by us.

Yeshiva Ahavas Israel is planning on more buildings. They told us that they will need an additional 20,000 gallons per day when this project is completed. This is a 5-10 year build out. Attached is the amount of water that they use now for the season (2009-20013)

Had a frozen service line at Mike Schiff's residence on Old Monticello Rd. Worked on thawing it and installed a bleeder to prevent it from freezing again in the future.

CEO

Building Permits **8**

Building Permits closed **17**

Complaints **15**

Complaints Closed **29**

Planning Board new applications **0**

Planning Board approved applications **1 and 0 denied**

Zoning Board new applications **0**

Zoning Board approved application **0**

2013 open complaint report **102**

10.2013 State of New York Yearend report.

PARKS & RECREATION

I set up with the Dara Smith from S.C. BOCES and The Liberty Central School to provide a daily free lunch program for all of the children at our summer day camp. The program is through the National School Lunch Program called Summer Food Rocks. The menu will consist of a cold sandwich, veggies, fruit, juice & milk. We will still keep our concession stand open, but will have limited staff and hours.

The guys have been busy with snow removal around Town Hall and Parks and Rec.. They also cleared snow off the pavilions at the park.

Due to all of the snow we have not filled in the hole from the leak yet at Hanofee.

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I had to get a new computer. My old one crashed.

We will be holding a day bus trip to NY City on May 17th. Cost is \$30.00 per person.

Have been getting prices on converting the heating system at the park garage from Kerosene to propane.

Working on our Spring Program Flyer and starting to get everything ready for the summer months.

DCO

No report submitted

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation	0
Marriage Licenses	4
Marriage Certificates	1
Building Permits (Collection of \$)	3
Photocopies	92
Dog Licenses	18

FINANCE

Completed and submitted Fixed Assets report

Submitted payroll to County for certification

Sent out RFP's for the supply of electricity

Started 2013 Annual Financial Report to be filed with the State

Submitted insurance claim

Attended meeting at High School for "PUD" Muss Project

Bid opening for WSS Water Project

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Walk through of TD Bank building

Had exit conversation with Cooper Arias concerning 2013 audit

All other daily duties and responsibilities

CDC

Community Kitchen project@ Cornell Coop

Construction of new kitchen under way & most of equipment ordered for delivery in March and April. Training course to assist entrepreneurs with business start-up to begin on March 19, 2014 (course outline see attached).

Liberty CDC Community outreach

Community outreach mailers have been printed (5,000) and will go into circulation first for 12754 zip code and then for 'outlying' Liberty zip codes.

Casino proposal

Met with Foxwoods Catskills representatives to organize local support activities in conjunction with application to State.

Liberty Public Spaces

Met with Sullivan Renaissance to develop maintenance program & budget for public spaces throughout Liberty.

Miscellaneous:

Researched successful strategies to drive out winter. Slim pickings.

COURT

	Feb
V&T Received	418
V&T Appearances	299
Criminal Appearances	463

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Ordinance Appearances	12
Civil Appearances	23
Total Fines Collected	\$84,156.00
Total Fines to Town	N/A
Total Fines to Village	N/A

RECOGNIZE THE PUBLIC

Bob Stubbs of Marshall & Sterling Insurance

Mr. Stubbs gave a brief presentation regarding NYMER Insurance for the Town.

Dave Ohman of Delaware Engineering

Mr. Ohman gave a presentation regarding the upgrade of the Swan Lake Wastewater Treatment Facility.

RESOLUTION NO

*AWARD OF BID FOR THE WHITE SULPHUR SPRINGS WATER DISTRICT IMPROVEMENTS
CONTRACT #2 WATER MAIN REPLACEMENT*

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby accept the low bid submitted by Raines & Nagler Contracting, Inc. in the amount of \$388,122.50 for the upgrade of the White Sulphur Springs Water District Improvements Contract #2 Water Main Replacement.

5 AYES CARRIED

RESOLUTION NO

REAPPOINTMENT OF HARRY RAMPE TO THE BOARD OF ASSESSMENT REVIEW

Motion by Councilperson Dean Farrand, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby reappoint Harry Rampe to the Board of Assessment review for a term expiring 9/30/2018.

5 AYES CARRIED

RESOLUTION NO

ACCEPTANCE OF RESIGNATION OF ALBERT PICARD FROM WATER & SEWER DEPT.

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Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby accept with regret the resignation of Albert Picard from the Water Department effective in 60 days.

5 AYES CARRIED

RESOLUTION NO

APPOINTMENT OF THOMAS KEHRLEY AS ACTING SUPERVISOR OF THE WATER & SEWER DEPT.

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby appoint Thomas Kehrley as Acting Supervisor of the Water & Sewer Department for a (6) month trial period.

5 AYES CARRIED

RESOLUTION NO

APPOINTMENT OF STACEY YAUN AS WORKING FOREMAN OF THE WATER & SEWER DEPT.

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby appoint Stacey Yaun as Working Foreman.

5 AYES CARRIED

RESOLUTION NO

EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby go into Executive Session at 6:41p.m. to discuss a medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal.

5 AYES CARRIED

RESOLUTION NO

OUT OF EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 7:56.

5 AYES CARRIED

ADJOURN

On a motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Brian McPhillips, the Town Board does hereby adjourn the meeting at 7:57 p.m.

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Respectfully submitted,

Laurie Dutcher

Laurie Dutcher, Town Clerk