

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
April 6, 2015**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on April 6, 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:

Finance Director Earl Bertsch
Budget Coordinator Cheryl Gerow
Water & Sewer Supervisor Thomas Kehrley
Dave Ohman of Delaware Engineering
Assessor Deborah Shea
Highway Foreman Matt DeWitt
Court Manager Denise Curry
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; updating driver's licenses for the exemptions; updates to V-4; deed processing; and regular office duties

Legal notices to be published in the Democrat for Inventory and Data

The office has been very very busy in training

Finalizing the file for the 2015 tentative assessment roll, including valuation, exemptions, pro-rata/omits, etc.

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NYST&F is not going to approve the basic STaR as an income tax credit on your return this year

Processed County tax-sale deeds **81 parcels, totaling 3,113,600 in assessments (which reduces the taxable value)** from the 2015 tentative assessment roll...hopefully we will recapture some back at the auction scheduled in June 2015

HIGHWAY

March 1	Called in at 10AM 1" snow Plow/sand
March 2	Called in at 5AM 6" Snow Plow/sand
March 3	Called in at 5AM Plowed drifts/roads Snow/sleet in the afternoon
March 4	Called in at 4AM 4" snow/sleet Plow/sand
March 5	Plow/sand
March 6	Steamed pipes Worked on trucks/equipment
March 9	Steamed pipes Moved snow from Shore Road
March 10	Steamed pipes Moved snow from Midway Road
March 11	Called in at 5Am Sand ice conditions
March 12	Grader and loader to redirect water conditions on Clements Road, Old Loomis Road and Revonah Hill Road Steamed pipes Aden Road, Muhlig Road, Ahrens Road, Elk Point Road Cleaned up downed trees Temporarily repaired dips in roads
March 13	Steamed pipes Lenape Lake Road, Lilly Pond Road, Brooks Road and Cutler Road

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Sand icy spots

March 14 Called in at 5AM
Sand

March 16 Spread crusher run Youngs Hill Road and Section 6
Fill dips in roads
Patch

March 17 Worked on trucks/equipment
Steamed pipes
Picked up new Freightliner

March 18 3" snow
Plow/sand

March 19 Patch
Steam pipes
Salt ice conditions
Worked on trucks/equipment

March 20 5" Snow
Plow/Sand

March 21 Called in at 5AM
Plow/sand

March 23 Patch
Steam pipes

March 24 Patch
Steam pipes
Took Christmas Decorations Down for the Village

March 25 Patch
Steam pipes
Fix dips in roads

March 26 Called in at 4AM
1" snow
Sand

March 27 Sand

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March 30 Called in at 5AM
 2" snow

Plow/sand

March 31 Snow showers
 Sand

WATER & SEWER

We started moving on a date for cleaning and inspection of the Route 55 water storage tank to be done in late spring before the summer rush. This tank has not been looked at since 1996.

Delaware Engineering should have plans for Phase II done by this meeting. Tom, Stacey, and Wayne met with them on site in Loomis on March 18th to finalize the plans. Delaware should also have a contract ready for the Board for the plans for the Upper Ferndale Rd.

On Wednesday March 11th, there was a fire at Golden Park apartments next to Shoprite. As a result of firefighting activities, a broken 6" cast iron main occurred. Two men from this department were on scene to shut down the main and returned to the dig site to assist in turning the development back on, due to it being turned off at the Town's main. This break resulted in a water loss of 270,000 gallons, but was picked up by the meter at the head of the development.

The winter of 2015 has resulted in twelve new service freeze ups. We have one customer in Indian Lake that has a finished basement that has been patiently waiting for the thaw, and one in Loomis Village that is vacant for the winter, and the third in Ferndale that would not let us in to fix the bleeder in the winter of 2014. All the rest were steamed and reopened with a bleeder to keep water from refreezing. Last Licks has a 950 foot temporary line from Dr. Schwalb's office. The Indian Lake customer is now also fed from a fire hydrant until the frost goes away.

Our office has been approached by the owners of a bungalow colony (Kraut's) that may want to hook up to the Infirmary Sewer line as an outside customer, or possibly annex into the Village. I have sent a letter to the Village to inquire how much of the 30,000 gallon daily flow the Village has to offer this new customer.

Loomis Sewer manhole inspections have been completed and documented with camera work being done during the next few weeks. As of the writing of this report, and some spring melting occurring, the monthly average has been about 50,000 gallons per day

On March 29th a leak occurred on Upper Ferndale Rd., approximately 50 feet from the Village/Town line, on the 4 inch water main. Upon digging of the leak, the main was found to be encased in frost to a level of approximately 5 feet with the water main located at a 4 ½ foot bury. Thirty four feet of the six foot sections was frozen solid and split from the inside. The two day repairs were done by this department, along with outside help from the highway department and Phoenix Enterprises with a jackhammer to get through the

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frost and red shale to make the repairs. Due to dual water mains of a four and a six inch that are interconnected on this road, the entire road was shut down to make the necessary repairs.

We are looking for Board approval to go to bid on ONE single control panel for the floating clarifier at the Swan Lake Sewer Plant. Also, an alternate bid for FOUR Floating Fiberglass Assemblies for one clarifier upgrade. We now have a tentative quote of \$ 36,000. for the control panel and \$ 10,000. for the fiberglass floats. I have spoken Earl and he is aware of the quote we now have.

Anything else that may arise prior to this meeting.

CEO

Building Department:

Building permits issued – 8

Building permits closed – 7

Complaints – 6

Complaints closed – 11

Planning Board:

New applications – 4

Approved applications – 2

Zoning Board of Appeals:

New applications – 0

Approved applications – 1

PARKS & RECREATION

Walnut Mountain Park is rated as 14th out of 175 places as best Mountain Bike Trails in New York State on the web page www.singletracks.com a site that rates mountain bike trails that a lot of mountain bikers use.

We had a booth at the Outdoor Expo at the college on March 21st.

Interviews have begun for our summer positions. I have attached a memo requesting approval for hiring the staff.

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We held the Easter Egg Hunt on March 28th. Approximately 100 children braved the cold. The Liberty Library joined in the event with story time and crafts and the Liberty Elks club served the children lunch and held photos with the Easter Bunny.

With help from Tim Kelly, we installed a computer lab in the Senior Center. We are going to hold classes to teach the seniors about the internet and they will be able to use them on their own also.

Day Camp and Swim Lesson registration will begin on April 8th.

We ordered 30 new football helmets through fundraising money that the parents were able to raise last year. They will replace some that are aging out. Helmets are only good for 10 years.

Attached is our current Spring program flyer. Registration is going great with all the programs. We actually had to add on an extra night for the "Mad Science" program and "Bakers by the Dozen" because so many children want to do it.

I sent Kevin Delaney, Park Supervisor to become a Certified Pool Operator which is required by the Health Department for our pool.

DCO

No Report

TOWN CLERK/TAX COLLECTOR

Licenses:

Marriage Licenses	1
Building Permits (Collection of \$)	23
Dog Licenses	29
Photo Copies	34
Marriage Certificates	7
EZ Pass	4
Junk Yard	2
Conservation	3

FINANCE

Completed and submitted 2014 Annual Financial Report with the State

Worked on insurance claim for Highway Department

Completed and submitted Fixed Assets Report

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Disbursed Employee Benefit Statement to employees

Attended NYS GFOA Conference

Completed CWSRF Engineering Report for Delaware Engineering

All other daily duties and responsibilities

COURT

V&T Received	367
V&T Appearances	159
Criminal Appearances	518
Ordinance Appearances	10
Civil Appearances	16
Total Fines Collected	\$66,379.50
Total Fines to Town	Not available
Total Fines to Village	Not available

RECOGNIZE THE PUBLIC

Bob Stubbs of Marshall and Sterling gave a presentation on the Property & General Liability Insurance that is up for renewal for 2015-2016.

RESOLUTION NO 65-15

RENEWAL OF THE INSURANCE POLICY WITH NYMIR

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby accept the insurance policy renewal with Marshall & Sterling using the current carrier NYMIR.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

Dave Ohman from Delaware Engineering spoke regarding the ongoing projects with the Water & Sewer Department.

CORRESPONDENCE

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1. A letter from Time Warner Cable regarding the franchise fee check issued to the Town of Liberty in the amount of \$28,002.23 for 7/1/2014 – 12/31/2014.
2. A copy of the Intrastate Mutual Aid Program Standard Operating Guidelines.
3. A letter from the Sullivan County Agricultural & Farmland Protection Board regarding Agricultural District #4 Eight Year Review.
4. A copy of the Parks & Recreation Program Flyer for spring 2015.

Business

RESOLUTION NO 66-15

SET BID OPENING FOR STONE & BLACKTOP ON 4/30/15

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby set the bid opening for the stone & blacktop for 4/30/15 at 11 a.m. at Town Hall, 120 North Main St. Liberty, NY.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 67-15

SET SPRING CLEAN UP

Motion by Councilperson Brian McPhillips, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby set the Town Spring Clean-Up, at the Town of Liberty Highway Dept., 2571 Rt. 52 Liberty, NY for 5/7 & 5/8 from 7:30 a.m. to 3:00 p.m. and on 5/9 from 7:30 a.m. until the dumpsters are full.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 68-15

APPROVAL OF JUNK YARD LICENSES (3)

Motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby approve the following Junk Yard licenses:

- Sim's Metal Management
- Ironic, LLC
- Gary Zalkin dba Liberty Scrap Metal

4 AYES - Carried

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1 Absent - Councilperson Hasbrouck

RESOLUTION NO 69-15

APPROVAL OF PAYMENT TO SAM'S SERVICE STATION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby approve the payment to Sam's Service Station in the amount of \$4,850.00 for wrecker service to upright a town truck.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 70-15

APPROVAL OF MINUTES

Motion by Councilperson Russell Reeves, seconded by **Supervisor Charles Barbuti**, the Town Board approved the following minutes as submitted:

- 3/2/15

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

Motion by Councilperson Brian McPhillips, seconded by **Dean Farrand**, the Town Board approved the following minutes with changes (*adding Deborah Shea's start date as assessor*):

- 3/16/15

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 71-15

APPROVAL OF AGREEMENT WITH KATHY SPRAGUE AS TEMPORARY ASSESSOR

On a motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby approve the agreement with Kathy Sprague as Temporary Assessor. (Agreement on file in Town Clerk's office)

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 72-15

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APPROVAL TO FILL PARKS & REC SEASONAL POSITIONS

On a motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby give approval to fill the requested Parks & Rec Seasonal Positions.

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 73-15

STANDARD WORK DAY AND REPORTING RESOLUTION

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve the following resolution:

**Standard Work Day and Reporting Resolution
RS 2417-A**

BE IT RESOLVED, that the Town of Liberty, location code 30357 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of the body:

Title	Name	Social Security Number (last 4 digits)	Registration Number	Standard Work Day (Hrs/Day)	Term Begins/Ends	Participates in Employers Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials								
Appointed Officials								
Attorney for the Town	Walter Garigliano	1207	34370247	6	1/1/2015-12/31/2015	N	6.08	
Dog Control Officer	Joanne Gerow	1137	41130410	6	1/1/2015-12/31/2015	N	20	

On this _____ day of _____ 20____
Date enacted: _____

Signature of Clerk

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 74-15

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PUBLIC HEARING SET FOR CDBG GRANT REVIEW FOR 4/20/15

Motion by Councilperson Russell Reeves, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby set a Public Hearing on 4/20/15 at Town Hall, 120 North Main Street, Liberty, NY at 6:45 p.m. to obtain the input of citizens, particularly low & moderate income persons, with regard to the Small Cities Community Development Block Grant Program (CDBG).

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 75-15

SCHEDULE BID OPENING FOR A SINGLE CONTROL PANEL FOR THE REPLACEMENT CLARIFIER AT THE SWAN LAKE SEWER PLANT ON 4/29/15

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby set the bid opening for a single control panel for the replacement clarifier at the Swan Lake Sewer Plant for 4/29/15 at 11:00 a.m. in the Town Clerk's Office, 120 North Main Street, Liberty, NY.

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 76-15

APPROVAL OF THE LOW BID FOR THE TOWN HALL FRONT PORCH RECONSTRUCTION

Supervisor Charlie Barbuti made the following motion; To accept the bid from Sullivan Builders in the amount of \$149,000.00 to do the Town Hall Front Porch Reconstruction.

NO ONE SECONDED THIS

- The Town Board asked Supervisor Barbuti to find out from Joe Irace if the plans can be redesigned with the handicap ramp or should the project be rebid and what the cost difference would be.
- Carryover to the 4/20/15 meeting

ADJOURN

On a motion by Councilperson Russell Reeves, seconded by **Councilperson Dean Farrand**, the Town Board does hereby adjourn the meeting at 6:22 p.m.

Laurie Dutcher, Town Clerk