

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
May 4, 2015**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on May 4, 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
Code Enforcement Officer Mark VanEtten
Highway Superintendent Tim Pellam
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:

Updating driving licenses for exemptions; updating files; processing deeds; and regular office duties, etc.
The 2015 Tentative Roll was sent to Dave Brokaw for Processing
I completed the batch file update from Dave Brokaw for the Loomis 2015-update, for the Sewer District and Capital District consolidation.
There is a BAR training coming up May 6th. You will be looking for a new BAR Member for the next term beginning Oct. 1st, 2015
I am being trained by Kathy for Grievance day.

DEPARTMENT HEAD MEETING

05/4/2015

I have been working on various reports to assist with the grant for the White Sulphur Springs water district. I am getting ready to file the Tentative Roll May 1st and send letter changes to property owners. Otherwise, business as usual.

HIGHWAY

- April 1 - Snow Showers
Sand

- April 2 - Steam pipes
Patch
Work on trucks/equipment in shop

- April 3 - Clean trucks

- April 6 - 1" Snow
Sand

- April 7 - Move equipment
Patch
Ditch Tanzman Road
Work on trucks/equipment in shop

- April 8 - Ditch Tanzman Road
Patch
Work on trucks/equipment in shop

- April 9 - Rain/freezing
Sand

- April 10 - Grade Fox Mountain Road
Ditch Tanzman Road
Work on trucks/equipment in shop

- April 13 - Ditch Tanzman Road
Ditch Townsend Road
Work on trucks/equipment in shop

- April 14 - Ditch Tanzman Road
Haul crusher run

DEPARTMENT HEAD MEETING

05/4/2015

Work on trucks/equipment in shop
Work at gravel bank
Sweep Roads

April 15 - Grader Pave Twin Bridge Road
Patch Cold Spring Road
Patch Sunset Lake Road
Sweep Roads
Ditch Townsend Road

April 16 - Patch Aden Road
Patch Loomis Road
Patch Sunset Lake Road
Grader pave Twin Bridge Road
Ditch Townsend Road

April 17 - Take sander off #17 & #4
Haul crusher run
Change broom bristles on sweeper
Work on bulldozer

April 20 - Work on equipment/trucks in shop
Ditch Townsend Road
Haul Sand
Sweep Roads
1 man to help water/sewer

April 21 - Ditch Tanzman Road
Pipe MT Morris Road
Move equipment
Work on trucks/equipment in shop

April 22 - Pipe Aden Road
Ditch MT Morris Road
Grader pave Twin Bridge Road
Made pug with Suit Kote

April 23 - Pipe Aden Road
Pipe MT Morris Road

DEPARTMENT HEAD MEETING

05/4/2015

Grade Fox Mountain Road
Patch Old Monticello Road
Work on equipment/trucks in shop

April 24 - Ditch MT Morris Road
Haul stone
Grade Fox Mountain Road
Patch Old Monticello Road
Work on equipment/trucks in shop

April 27 - Patch Cattail Road
Patch Stieglitz Road
Dig up Twin Bridge Road
Work on equipment/trucks in shop

April 28 - Patch Barton Road
Denman Road
Twin Bridge Road
Work on trucks/equipment in shop

WATER & SEWER

The winter of 2015 might finally be over? With the exclusion of 385 feet of frozen four inch main on the Upper Ferndale Rd. the leaks have finally stopped. Survey work will be starting on the Upper Ferndale Rd water main replacement project on April 30, 2015.

Survey work on the White Sulphur Springs water main project has been completed during the last 2 weeks, with setback drainage questions to NYSDOT being addressed. A planning walk through is scheduled in the near future.

Camera work in the Loomis Sewer District has been at the top of the list after water main breaks and has shown two more trouble areas. The Neff tank again has shown to be a large source of groundwater due to a hole in the base of the septic tank, presumed to have been done to prevent lifting of the tank during construction of the new system. The leak was documented by the camera on a pole upon pumping of the 1000 gallon tank. The tank is approximately twelve to fourteen feet in depth. The second area seems to be around the BOCES main tie in area that is being worked on at the time of this report.

I am working with the Village to supply a new water service to the old Burger King site on Route 52 for a pizza store and two small retail shops. Also in the area on Old Monticello Rd. the owners of Camp Yeshiva Ahvas Israel have verbally asked for a new 8" service to supply water to the new development. I am asking for more information on the water demand and a flow test on our main is being done on April 28, 2015 by a sprinkler company retained by the owners of the camp. Since the upgrade from a four inch main to an

DEPARTMENT HEAD MEETING

05/4/2015

eight inch main this camp has now made two six inch main services and two four inch services, already off of this new Town main.

The two sewer school students have again passed the laboratory part of the sewer school with one more session on activated sludge scheduled for late June 2015.

A follow up on the inquiry from the (Kraut) bungalow colony on the Infirmary Rd. The Village might want to add to the Infirmary contract. We now send approximately 12,000-13,000 gallons per day and the agreement with the Village is for up to 30,000 gallons per day.

The ongoing I & I work in the Loomis Sewer District continues to improve. Notice was sent out to the two houses with sump pumps hooked into the sewer. With the close of the winter snow melt, the monthly average is 59,000 on the inflow meter and 73,000 on the effluent meter. We are continuing to search out the sources of extra flow that seems to be occurring inside the sewer plant.

We received one bid on the Control Panel for the Swan Lake Wastewater Clarifier. I would like a motion to accept the bid so the project can move forward.

Anything else that may arise prior to this meeting.

CEO

Building Department:

Building permits issued – 16

Building permits closed – 5

Complaints – 16

Complaints closed – 3

Planning Board:

New applications – 5

Approved applications – 4

Zoning Board of Appeals:

New applications – 0

Approved applications – 1

PARKS & RECREATION

DEPARTMENT HEAD MEETING

05/4/2015

Day Camp and Swim Lesson registration are under way and going well. Non Res. Registration will begin on May 4th.

Our Spring programs are going great. The children are really enjoying the baking class and mad sciences classes.

Our seasonal staff are almost all hired. I also hired the Renaissance Project Supervisor.

Have been getting the Parks ready to open on May 1st. We had minimal problems from the harsh winter.

Worked on the County's Small Grant Program for the improvements to the Walnut Baseball Field with Supervisor Barbuti and Councilman McPhillips.

B.O.C.E.S. carpentry class is installing structo-glass to the walls inside of the pavilion kitchens at Hanofee. It will help improve their looks and also help keep them cleaner. During the winter months they also built garbage stations for us to put around the parks. We are going to hold a BBQ for the students as a thank you for all of their work.

Working on getting the baseball fields ready for Little League. They are finally drying out enough so we can get on them to do some work.

DCO

No Report

TOWN CLERK/TAX COLLECTOR

Licenses:

Marriage Licenses	2
Building Permits (Collection of \$)	33
Dog Licenses	35
Photo Copies	152
Marriage Certificates	7
EZ Pass	2
Junk Yard	1
Conservation	7

FINANCE

Had teleconference with EFC regarding hardship financing for Loomis Sewer

DEPARTMENT HEAD MEETING

05/4/2015

Supplied information to Delaware Engineering for Loomis Phase II

Finalized insurance claim for Highway Department

Met with representative from Granite Associates regarding Loomis Sewer Agreement

Met with representative from Cornerstone Telephone Company regarding contract

Worked with Marshal and Sterling regarding 2015-2016 Insurance Policy

Listed surplus equipment

Met with NYMIR to review valuations of Town buildings for the insurance

All other daily duties and responsibilities

COURT

V&T Received	393
V&T Appearances	126
Criminal Appearances	563
Ordinance Appearances	5
Civil Appearances	11
Total Fines Collected	\$59,765.90
Total Fines to Town	Not available
Total Fines to Village	Not available

RECOGNIZE THE PUBLIC

Dr. William Silver, Liberty Central School Superintendent gave a presentation on the Phase II Capital Project Revote.

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

CORRESPONDENCE

A memo from the Finance Office regarding the Swan Lake Sewer District Users.

Business

DEPARTMENT HEAD MEETING

05/4/2015

RESOLUTION NO 91-15

AUTHORIZE TOWN CLERK TO PROCEED WITH GENERAL CODE UPDATE

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize the Town Clerk to proceed with the General Code update not to exceed \$2,460 as per the estimate.

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 92-15

Motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board approved the following minutes as submitted:

- Special Meeting 4/15/15
- Regular Monthly Mtg. 4/20/15
- Bid Opening (Clarifier) 4/29/15
- Bid Opening (Stone) 4/30/15
- Bid Opening (Asphalt) 4/30/15

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 93-15

AWARD OF STONE BID

Motion by Councilperson Russell Reeves, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby accept the following low bids:

DEPARTMENT HEAD MEETING

05/4/2015

Tetz 130 Crotty Rd. Middletown, NY 10941	Callanan Industries PO Box 15097 Albany, NY 12212 (Bridgeville)	Callanan Industries PO Box 15097 Albany, NY 12212 (E. Kingston)	Deckelman LLC PO Box 35 Fremont Center, NY 12736	R&H Gorr, Inc. 14 Hortonville Main St. Callicoon, NY 12723
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FOB Price Per Ton

	NB	NB	NB	NB	NB
#1A (Limestone)					
#1A (Ledge rock)	\$19.00	\$21.00	NB	NB	NB
#1	\$12.20	\$12.85	NB	NB	NB
#1B	\$12.50	\$14.75	NB	NB	NB
#2	\$12.20	\$11.25	NB	NB	NB
#3	\$12.00	\$11.25	NB	NB	NB
#4	\$12.00	NB	NB	NB	NB
Crusher Run	\$9.15	\$8.80	NB	NB	NB
#1 & #2 50/50					
Ledge Rock	\$12.00	\$12.75	NB	NB	NB
Ledge Stone Sand	\$12.50	\$12.50	NB	NB	NB

E. Tetz & Sons 130 Crotty Rd. Middletown, NY 10941	Callanan Industries PO Box 15097 Albany, NY 12212	Callanan Industries PO Box 15097 Albany, NY 12212	Deckelman LLC PO Box 35 Fremont Center, NY 12736	R&H Gorr, Inc. 14 Hortonville Main St. Callicoon, NY 12723
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Delivered to Town Barn

	NB	\$37.00	\$37.00	\$30.00	35.00
#1A (Limestone)					
#1A (Ledge rock)	\$23.00	NB	NB	\$21.40	23.00
#1	\$16.20	NB	NB	\$14.65	16.00
#1B	\$16.50	NB	NB	\$16.42	19.40
#2	\$16.20	NB	NB	\$14.72	15.50
#3	\$16.00	NB	NB	\$14.65	14.40
#4	\$16.00	NB	NB	NB	14.75
Crusher Run	\$13.15	NB	NB	\$12.47	11.65
#1 & #2 50/50					
Ledge Rock	\$16.00	NB	NB	\$14.72	16.00
Ledge Stone Sand	\$16.50	NB	NB	\$13.40	17.15

Non-collusion bidding certificate attached	Non-collusion bidding certificate attached	Non-collusion bidding certificate attached	Non-collusion bidding certificate attached	Non-collusion bidding certificate attached
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4 AYES - Carried

1 Absent - Councilperson Hasbrouck

DEPARTMENT HEAD MEETING

05/4/2015

RESOLUTION NO 94-15

AWARD OF BLACKTOP BID

Motion by Councilperson Russell Reeves, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby accept the following low bids:

Asphaltic Paving Mixes

Asphaltic Concrete Type "A"
 Asphaltic Concrete Type "B"
 Asphalt Concrete - Type 3 Binder Course
 Asphalt Concrete - Type 6 Top Course
 Asphalt Concrete - Type 7 Top Course

	Callanan Industries PO Box 15097 Albany, NY 12212	Tetz Asphalt, LLC 130 Crotty Rd Middletown, NY 10941	Monticello Blacktop PO Box 95 Thompsonville, NY 12784
	FOB Price Per Ton		FOB Price Per Ton
	\$64.00	\$71.00	NB
	\$60.00	\$71.00	NB
	\$57.10	\$67.00	\$56.00
	\$59.10	\$68.00	\$58.00
	\$62.60	\$69.00	\$61.50

Non-collusion
bidding
certificate
attached

Non-collusion
bidding certificate
attached

4 AYES - Carried
 1 Absent - Councilperson Hasbrouck

RESOLUTION NO 95-15

APPROVAL OF SURPLUS EQUIPMENT

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby approve the following as surplus equipment:

Printers:

- Brother HL 1210 Model HL-12 s/n U52581E1J360089
- (2) Epson Stylus C120 Model B421A s/n K23Y068615, K23Y077167
- HP CP1160 s/n MY25N31BTB
- HP Laserjet 2550LN s/n CNGHC02470
- HP Laser 1100 Model #C4224A s/n USHP013758
- HP Scanjet 6300C Model #C7670A s/n 9G9AF170J1
- IBM Network Printer 17 Type 4317
- IBM Network Printer 17 p/n 63H2415

DEPARTMENT HEAD MEETING

05/4/2015

- IBM Network Printer 17 FCC ID ANO4317-001
- IBM Info print 11200 Type 4520 s/n C027773
- IBM Type 4224 Model 101 s/n 41-0033699
- Lexmark Type 2490-100 s/n 213822
- Okidata Microline 184 Turbo 9 Pin Printer Model GE5256K
- Ricoh scanner/printer model #SPC-231 s/n S5309300092
- XEROX Printer #166532

Monitors:

- Acer Model #AL1710F s/n ETL510857873709659422C
- HP Model #V7650 s/n CNC5041794
- IBM Model #6546-00N s/n 22-25776
- IBM Flat Screen Model G636-H131 s/n 23GB306
- KDS Model #KD-1732 s/n 1745AAB06001097
- Princeton Flat Screen Type L51C s/n JCCF1203483
- Model #PCXCV-VA s/n 1K825D4753

Keyboards/Mouse:

- Dell Model #0463CD s/n TH-0463CD-37171-08N-0958
- Digital Model #RT101 s/n C0446153
- (2) Gateway Model #SK-9921 s/n A515495, 8576681
- (3) IBM Model SK8820 s/n 12280280, 10669623, 01993001
- (4) IBM Model KB-0225 s/n 2169651,35776110, 369158, 0279880
- IBM #1394167 s/n 0141339
- IBM #122RX43S-213E s/n J98500772
- Intel Mouse #X04-72167 s/n LCA50216433
- Digital Mouse #M-528 s/n 3882AG11

Computers:

- Dell Optiplex GX110 Model #DCM s/n DWG4901
- Gateway Model #ATXAEG WSP E6100 s/n 0031869199
- IBM Intel Type 8215 Model #DGU
- IBM Type 3488-V workstation s/n 2510468
- IBM model #HDS728040PLAT20 s/n KCTX6Y
- (2) IBM UPS Model #1000T s/n 23AVN12, 23AVN91
- Dell Model #DC8M s/n FKSP2C1
- Digital Venture Systems model #862WW s/n KA513VZLM7
- Logican Type 144403-3 work station s/n C880G2081

DEPARTMENT HEAD MEETING

05/4/2015

- Zenith Superport 286 model #ZWL-0200-02 s/n 949DD047241

Typewriters:

- Olympia Mastertype 1 s/n 301KE52783

Adding Machines

- BMC #A1200PD s/n 98070486
- Canon MP210 s/n 60245633
- Canon MP120 s/n 2AS54288
- Canon #P1213-DH s/n A215018
- CRS Model #CRS-2200 s/n 164115
- Monroe #7130 s/n 062281

Tape Recorders:

- Sanyo Model #TRC-8080 s/n P5X05030
- Panasonic Model #RQ-2102 s/n DU10JE22847
- IBM DVD Recorder s/n LK0TP2C

Telephones:

- Audiovox Model #PRT9200 s/n 17407481352
- GE Model #2-9120A s/n 3838V
- Motorola Digital Messenger Model #19064NNABC s/n 313GUYZ790Y

Desks

- 45"x30" grey metal desk
- 60"x30" wood grained metal desk

Miscellaneous:

- (2) Altec Speakers Model #ACS90 FMW0162623 #91119
- IBM Battery Model #2130-TU1 s/n 23AFL81
- Cords

4 AYES - Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 96-15

RENEWAL OF CLEANING AGREEMENT W/ IMS

DEPARTMENT HEAD MEETING

05/4/2015

On a motion by Councilperson Brian McPhillips, seconded by **Supervisor Dean Farrand**, the Town Board of the Town of Liberty does hereby renew the cleaning agreement with IMS Integrated Maintenance Solutions as of 1/1/2015.

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 97-15

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 4th day of May, 2015 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: Charles Barbuti, Supervisor; and

Councilpersons:	Dean Farrand
	Thomas Hasbrouck
	Brian McPhillips
	Russell Reeves

ABSENT: Thomas Hasbrouck

The following resolution was introduced by Councilperson Brian McPhillips, who moved its adoption, and seconded by Councilperson Russell Reeves, to wit:

A RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF AN ADA COMPLIANT LIFT, DIVING BOARD AND STAND, AND CARBON DIOXIDE INJECTION SYSTEM FOR THE HANOFEE PARK SWIMMING POOL, AT MAXIMUM ESTIMATED COST OF \$15,000.00, AND

DEPARTMENT HEAD MEETING

05/4/2015

PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$15,000.00 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 an ADA compliant lift, diving board and stand, and carbon dioxide injection system for the Hanofee Park swimming pool, at a maximum estimated cost of \$15,000.00, and the expenditure of the sum of \$15,000.00 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

DEPARTMENT HEAD MEETING

05/4/2015

Councilperson Thomas Hasbrouck	voting	Absent
Councilperson Dean Farrand	voting	Aye
Councilperson Russell Reeves	voting	Aye
Councilperson Brian McPhillips	voting	Aye

The resolution was thereupon declared duly adopted.

RESOLUTION NO 98-15

APPROVAL OF BID FOR CLARIFIER CONTROL PANEL REPLACEMENT

Motion by Councilperson Brian McPhillips, seconded by **Dean Farrand**, the Town Board of the Town of Liberty does hereby accept the bid from Xylem Water Solutions, USA Inc. in the amount of \$35,300 for a Clarifier Control Panel Replacement for the Swan Lake Wastewater Treatment Facility.

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 99-15

ACCEPT THE 284 AGREEMENT

Motion by Councilperson Russell Reeves, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby approve the following 284 agreement:

AGREEMENT TO SPEND HIGHWAY FUNDS

Town of **Liberty**

County of **Sullivan**

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected for the repair and improvement of highways, and received from the stated for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS:** The sum of **\$764,000.00**, may be expended for general repairs upon **127.7** miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the removal of thereof.
2. **IMPROVEMENTS:** The following shall be set aside to be extended for the improvement of town highways:

DEPARTMENT HEAD MEETING

05/4/2015

- A. On the road commencing at **Ferndale Loomis Rd – Route 55** and leading to **Ferndale Rd**, a distance of **1** miles, there shall be expended not over the sum of \$ **125,000.00**.
 - Type **Pugmill** Width of traveled surface **22'** Thickness **2"** Sub-base
- B. On the road commencing at **Devaney Rd-Ferndale Rd** and leading to **Stanton Corners Rd**, a distance of **1.75** miles, there shall be expended not over the sum of \$**170,000.00**.
 - Type **Pugmill** /Width of traveled surface **18'** / Thickness **2"** Sub-base
- C. On the road commencing at **Old Monticello Rd-Twin Bridge Rd** and leading to **East Mongaup Rd**, a distance of **1** miles, there shall be expended not over the sum of \$**100,000.00**.
 - Type **Pugmill** Width of traveled surface **18'** Thickness **2"** Sub-base
- D. On the road commencing at **Twin Bridge Rd-Route 52** and leading to **Route 17**, a distance of **2** miles, there shall be expended not over the sum of \$**200,000.00**.
 - Type **Pugmill** /Width of traveled surface **18'** /Thickness **2"** Sub-base
- E. On the road commencing at **Tanzman Rd** and leading to **Town Line** a distance of **1** miles, there shall be expended not over the sum of \$**100,000.00**.
 - Type **Pugmill** /Width of traveled surface **18'** /Thickness **2"** Sub-base

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

RESOLUTION NO 100-15

EXECUTIVE SESSION

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby go into executive session at 5:41 p.m. for the following:

- Proposed, pending or current litigation
- Personnel matters

RESOLUTION NO 101-15

OUT OF EXECUTION SESSION

Motion by Councilperson Brian McPhillips, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby come out of executive session at 5:54 p.m.

RESOLUTION NO 102-15

NEW TOWN POLICY - ENTERING RESIDENCES

Motion by Councilperson Russell Reeves, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby establish the following policy:

“No Town employee will enter a residence for any purpose without the owner or his or her representative being present”

DEPARTMENT HEAD MEETING

05/4/2015

4 AYES – Carried

1 Absent - Councilperson Hasbrouck

ADJOURN

On a motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board does hereby adjourn the meeting at 7:58 p.m.

Laurie Dutcher, Town Clerk