

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
July 1, 2013**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on July 1, 2013 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 Chris Austin
Councilperson Thomas Hasbrouck
Councilperson Dean Farrand
Councilperson Maurice Gerry

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Finance Director Earl Bertsch	
Water & Sewer Supervisor Albert Picard	Lily Stettner
Assessor Kathy Sprague	Gail Perlmutter
Code Enforcement Officer Mark VanEtten	Mike Woods
CDC Director Heinrich Strauch	Tom Edwards
Budget Coordinator Cheryl Gerow	Joel Rosenfeld
Deputy Town Clerk Sara Sprague	Meir Frischman
Court Manager Denise Curry	Nancy Levine

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

CORRESPONDENCE

1. A copy of the estimated cost of Loomis Sewer Phase I from the Finance Office.
2. A letter from the NYS Homes & Community Renewal regarding the CDBG Grant Project for Loomis Sewer.
3. A fax from Wittcon, Inc regarding the project schedule and schedule of values for the Loomis Wastewater Treatment Plant Upgrades.
4. A copy of a letter from Terry Kelly regarding the Indian Lake Sewer I&I problem.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

ASSESSOR

Ongoing:

- 911 data-base update
- Picture update
- Exemptions; driving license updates, etc.
- Destroying/updating files
- Assisting the counter

New:

- Currently interviewing candidates for the Clerk's position from the Civil Service list
- Will be filing the final roll on or before July 1st

- Will be updating the Assessor's web-page, forms, sometime later this year
 - Attached is a **draft** of home improvements assessed/un-assessed
- Very, very busy doing clerk's work and assessor's duties along with the legal filing and completion of the Board of Assessment documents and final roll.

List of changes that might not change your assessment

General – guideline of what will and won't affect assessment; individual cases may vary. When in doubt, check with your town assessor!

Unassessed home improvements:

Painting:	inside/outside
Repointing:	repairing and replacing existing masonry
Replacing:	plumbing; light fixtures (if not part of a complete modernization)/ceilings/sidewalks/drives
Removing:	unused porch/dated exterior trim
Outdoor:	electrical cable/outdoor lights
Sandblasting:	existing masonry
Lawns:	landscaping/sprinkler system/
Roof:	new roof
New furnace:	replacing worn out furnace of same grade
Plaster:	repairs
Redecoration:	including wall paper
Repairing:	porches/steps
Adding:	closets/minor built-ins/electrical outlets/hot water heaters/built-in vent fans
Weather stripping:	storm windows/doors
Exterior awning:	canvas type structure
Add/replace:	gutter downspouts

Assessed home improvements -check on the Capital Improvement Exemption at the Assessor's Office

- Improvements leading to greater comfort and home resale value MAY increase the assessment
- Creating additional living space
- Changing single-family to multiple family use
- New basement replacing no basement or partial basement
- Adding a rumpus room
- New rooms in a finished attic
- Complete modernization and conversion
- Extra bedrooms/baths/fireplaces/porches/decks/recreation rooms/
- Exterior siding (if the value was reduced previously due to condition)
- Patios
- Rehabilitation/ condition changes from fair to average

- Forced air; hot water; or other automatic heating plant replacing use of stoves as heating units (seasonal to year round use)
- Fair condition to average condition

(Assessment may decrease if old out buildings garages, etc. are torn down. Notify the building department 845-292-8511 (for permits) and assessor prior to March 1st)

Many improvements can be made to house and property without increasing tax assessments. Often time's people put off needed repairs and maintenance because they feel that they cannot afford increases in assessments. Knowing the facts will encourage home improvements and at the same time contribute to the appearance of the neighborhood and community as a whole.

HIGHWAY

Department of Labor inspected Gravel Bank and training records

Patching

Did grinding for Village

Ditched East Hill Road

Cut brush on East Hill Road

Grinding East Hill Road

Cut brush on Benton Hollow Road

Working over at Gravel Bank

Dug out stumps on Devaney Road

Hauled in some sand

Began Mowing

Graded Fox Mountain Road

Weather & breakdowns

Dept. of Labor inspected the gravel bank- no violations

Everyone put in for 7/5/13 off

Old Lily Pond Rd. still on the list

WATER & SEWER

Looking around for a sewer camera. Had one company bring a camera to SLWWTF to show. This camera is about \$ 10,800. Schmidt's Wholesale has a camera company coming next week for a show & tell. Their camera is the same as the Village has. It looks to be less money. USA Bluebook also has a camera that looks to be the same camera that Schmidt's has, but for more money.

Camps are opening. Working on getting SLWWTF up to speed. MLSS is weak. Have been bringing in MLSS from the Village. Also fed the ditch dog food. The F/M is very low.

W.S.S.Pipe job-Survey work has been done. Waiting for Terry Kelly to put together a set of plans and specs.

Loomis WWTF-I was told construction till start in August of this year.

Indian Lake Sewer Collection system needs to have some work done. What does the Board want to do about seeing if we need to fix or replace. Kelly Engineering looked at it and sent a report.

Jaime Piccone-Mtn View Park owner needs to get started. NY Rural Water was there 2 times. He needs to address the problem spots that were found in order to take care of the I & I problem there.

Have a broken hydrant at the W.S.S. Church. This hydrant needs to be replaced. This is a problem spot due to the location of the hydrant. It is very close to Rt. 52 traffic and the Church's retaining wall. Would like to relocate this hydrant to another location. This hydrant has been hit by vehicles many times. Maybe when we do Mineral Springs, we can farm this project out as well.

85 Ferndale Loomis Rd.-Yeshiva Letzirim-The water service is completed. Tap, meter pit, 6" compound meter & 6" backflow preventer. All of this was done at the last minute.

I would like a Board member to call Lillian Heidt, W.S.S. water account #8000, to see if she will let us in to change her meter. This is a meter change that has been delayed for well over a year. This is the last meter in the entire W.S.S. water district that needs to be changed to the new ones.

CEO

- 33 Building permits
- 26 Closed Building permits
- 8 complaints
- 5 completed complaints
- 2 Planning Board new applications
- 0 Planning Board approved applications
- 0 Zoning Board new applications
- 0 Zoning Board approved applications

PARKS & RECREATION

Day Camp is filled with 170 children. It started June 24th and is going well.

Swim Lessons are filled. We have 142 children signed up and they begin July 1st.

The pool opened June 15th. Overall everything started up well this year. I'm still trying to get prices for a new diving board and diving board stand. The board is cracked and the stand part is getting really rusty and unsafe so currently there is no diving board.

We will be sponsoring "Wreck-It Ralph" a children's movie on July 19th in conjunction with the outdoor movies nights in the park.

We will be sponsoring the Swing Shift Orchestra concert on August 15th.

We will be sponsoring a Free Youth Fishing Derby at Hanofee Park on July 13th.

We will be holding summer youth football camp on Tuesdays through out July.

The park attendants have been brush hogging up at Walnut to get ready for the Civil War Re-enactment on July 27th, 28th.

The Park Attendants started putting top soil around the driveway by the office.

DCO

No report

TOWN CLERK/TAX COLLECTOR

Licenses:

Dept. Head Mtg.
7/1/2013 Continued.....

Conservation	5
Marriage Licenses	6
Marriage Certificates	3
Peddlers Permits	1
Building Permits (Collection of \$)	31
Photocopies	23
Dog Licenses	31
Redeemed Dogs	2

Corky Chanov has been working very hard on the Historian's Building. He repaired the flashing, insulated the attic, replaced the front door and is currently working on enclosing 4 windows with concrete and blocks. He will then sheet rock the inside where the windows were and stucco the outside so that it will blend into the building.

Harry cut an access panel into the ceiling, and has painted the inside walls and is working on painting the floor. The shelving has been ordered and will be delivered and setup sometime in July. Ross Electric will be installing the lighting as soon as the shelving is in place.

Working on preparing the final paperwork and getting the last 10% due to the Town.

Earl and I had a teleconference with Chris Walker a sales rep for IMAS. We would be able to accept credit cards in the office or online, at no cost to the Town. There is a 3% "convenience fee" to whoever uses the service. IMAS works with our software companies, it goes right into our software/bank account once the card is approved, so there is no lag time in posting and receiving payments. People online can pay their taxes through www.taxlookup.net. If they come into the office there's a little card swipe unit that we would run their card through. We go into a website and print out our receipts of payment. The receipt the taxpayer gets can say anything we want – subject to collection, have our town logo on it, whatever. Every night in which you had payments, you would do an electronic batch report. There's a 3 year agreement with IMAS, but again, no cost to the municipality.

Received the Abstract of Settlement from the Sullivan County Treasurer. Worked on balancing my books for a week due to a refund for a water payment that was inadvertently charge to the wrong property owner.

Prepared and sent 239 review for Introductory Local Law #1 of 2013 to the Sull. Co. Division of Planning.

Filed "Certificate of Designation" for service of Notice of Claim with the NYS Department of State.

Meetings, minutes, agendas, public notices, etc.

FINANCE

Sent letters to municipalities regarding Joint Fuel Bid

Bonding for Loomis Sewer Phase I and II

Prepared estimated costs and projected capital costs for Loomis Sewer

Started preparation of schedules for 2014 budget

Obtained civil service list of eligible for full-time clerk in Assessor's Office and sent out canvas letters

All other daily duties and responsibilities

CDC

Liberty Main Street Grant

Extension to 8/31 for remaining projects was approved subject to agreement on benchmarks and dated deliverables along the way. Liberty Theatre remains the critical project and is still without a final agreement with DoL on asbestos mitigation.

Liberty Skatepark

BOCES completed their in-kind contribution work and we have secured additional volunteer labor to complete rough grading of site. Moving forward with design company to devise further construction strategy that will allow us to maximize use of available funds.

Community Kitchen project

USDA Rural Development is working to award a \$33k Community Facilities grant to the project, and the CDC is completing another grant application for the project to cover start-up and operational costs for the firsts 2 years. Deadline for that application is 7/2.

Liberty-Parksville recreational trail

The available public funding options for rails to trails conversions require significant match amounts (20%) with limited in-kind eligibility. A first preliminary assessment of the current state of the railbed suggest the need for extensive clean-up on a 3.5 mile stretch, plus work to identify start/end, additional access points, etc. Successful grant applications would need extensive (and non-reimbursable!) pre-application work from engineering firm on project scope and budget, and from legal counsel pertaining to right-of-ways, etc. I suggested to Legislator Vetter that the County take a lead on this, creating a county-wide plan for trail development with phased implementation that would include the Liberty-Parksville section.

Miscellaneous:

Will re-submit updated Town grant application for Town Hall renovations through CFA
Village considering revolving loan proposals for Young's TKD on Church/South Main Street.
Green Door on South Main Street opening on July 19 with art show
Potential retail / craft tenant for Law Street & North Main (Reisenberg) building
Liberty Museum to open Alan Berube Exhibition on July 4, with public reception on July 6
Summer Movies: All sponsorships covered – see flyer

COURT

	June
V&T Received	530
V&T Appearances	173
Criminal Appearances	507
Ordinance Appearances	19
Civil Appearances	26
Total Fines Collected	\$77,848.50
Total Fines to Town	Not available
Total Fines to Village	Not available

RESOLUTION NO

APPOINTMENT OF BRANDON REEVES AS PLANNING BOARD ALTERNATE

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby appoint Brandon Reeves as an Alternate Planning Board member for a term expiring 12/31/2013.

5 AYES CARRIED

RESOLUTION NO

AUTHORIZE SUPERVISOR TO APPLY FOR FUNDS FROM THE NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize and direct the Supervisor to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to this Town of Liberty for the Town Hall Renovation.

5 AYES CARRIED

RESOLUTION NO

JOINT MEETING WITH THE VILLAGE OF LIBERTY BOARD

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty and the Village Board of the Village of Liberty have scheduled a joint meeting to discuss Village and Town issues and for any other matters that may come before the Board at that time. The meeting will be held on 7/29/13 at 6:00 p.m. at Village Hall, 167 North Main Street, Liberty, New York.

5 AYES CARRIED

RESOLUTION NO

RESOLUTION REGARDING SEQR REVIEW FOR IMPROVEMENTS TO THE WHITE SULPHUR SPRINGS WATER DISTRICT IMPROVEMENTS

MOTION by Councilperson Dean Farrand, seconded by Supervisor Charlie Barbuti, the Town Board of the Town of Liberty does hereby adopt the following resolution:

RESOLVED: that the Town Board of the Town of Liberty does hereby declare itself as the lead agency for the SEQR for the improvements to the White Sulphur Springs Water District Improvements; and

BE IT FURTHER RESOLVED; that the improvements have been determined to be an unlisted action in accordance with the regulations promulgated pursuant to the State Environmental Review Act; and

BE IT FURTHER RESOLVED: that the Town Board of the Town of Liberty does hereby accept the Short Environmental Assessment for the Improvements to the White Sulphur Springs Water District as prepared by the Town Engineer Terry Kelly, and do hereby approve a Negative Declaration.

5 AYES

CARRIED

RESOLUTION NO

RE-APPOINTMENT OF KATHY SPRAGUE AS SOLE ASSESSOR

Motion by Councilperson Chris Austin, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby re-appoint Kathy Sprague as Sole Assessor for a term expiring 9/30/2019.

5 AYES CARRIED

RESOLUTION NO

EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by Councilperson Chris Austin, the Town Board of the Town of Liberty does hereby go into Executive Session at 5:30 p.m. regarding proposed, pending or current litigation.

5 AYES CARRIED

RESOLUTION NO

OUT OF EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by Councilperson Chris Austin, the Town Board of the Town of Liberty does hereby come out of Executive Session at 6:04 p.m.

5 AYES CARRIED

NANCY LEVINE

Nancy Levine presented the Board with a petition with (50) signatures requesting Mr. Kaplan to clean up the garbage by the synagogue.

BOARD DISCUSSION

COUNCILPERSON DEAN FARRAND

- Nothing to report

COUNCILPERSON CHRIS AUSTIN

- Asked if the Historic Bldg. in Parksville had asbestos

COUNCILPERSON THOMAS HASBROUCK

- Nothing to report

COUNCILPERSON MAURICE GERRY

- Lots of traffic in Ferndale

SUPERVISOR CHARLIE BARBUTI

- Fallsburg has a camp cleanup charge to leave the place clean

ADJOURN

On a motion by Councilperson Chris Austin, seconded by Councilperson Dean Farrand, the Town Board does hereby adjourn the meeting at 6:05 p.m.

Respectfully submitted,

Laurie Dutcher

Laurie Dutcher,

Town Clerk