

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
July 7, 2014**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on July 7, 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	Budget Coordinator Cheryl Gerow
Finance Director Earl Bertsch	Joan Kittredge
Water & Sewer Foreman Stacy Yaun & Wayne Banks	Deputy Town Clerk Sara Sprague
Deputy Highway Superintendent Kevin Austin	Court Clerk Denise Curry
Assessor Kathy Sprague	Dog Control Officer Joanne Gerow
Code Enforcement Officer Mark VanEtten	Parks & Rec Director Brian Scardefield

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

CORRESPONDENCE

1. A copy of the sewer usage for Swan Lake Sewer from 9/1/12-8/31/13.
2. A letter from Mary Heinle to the Town Board regarding Local Law #4 of 2013.
3. A notice from the Village of Liberty regarding a Public Hearing to consider the approval of a Special Use permit application submitted to create a 3,500 sq. ft. drive through restaurant with 42 parking spaces on vacant land located at Sullivan Ave. SBL #131.-3-7.2.
4. A project review from the Delaware River Basin Commission regarding the Town of Liberty Loomis Wastewater Treatment Plant.
5. An email from Joan Kittredge regarding the White Sulphur Springs Zoning Committee.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

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DEPARTMENT HEAD MEETING CONTINUED

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ASSESSOR

Ongoing Monthly Updates: 911 data-base; pictures; exemptions; driving licenses; files; deeds; field work, will be also including zoning updates to V4, etc.

- My file was sent to Dave at NexxLinx for processing the final assessment roll (after the Board of Assessment determinations)
- Letters to the property owners in regards to the determinations were mailed out the 20th of June
- The final assessment roll was filed on June 30th
- My legal notice was in the June 27th edition
- Filing for SCAR and Certiorari's is during the time frame of July 1 – 31
- We are now working on next year's assessment roll
- Due to the sales at the auction, the County's exemption will be removed and will increase the taxable value for the Town

Otherwise, business as usual

Highway

June 2 - Pipe Shore Road
Patch Section 18
Mark Shore Road

June 3 - Ditch Shore Road
Patch Section 4
Move Equipment
Mark Shore Road

June 4 - Pave Shore Road
2 trucks from Fremont
2 trucks from Bethel
2 trucks from Village

June 5 - Sweeping

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- Move Equipment
- Fill Driveways on Shore Road
- June 6 - Pave Shore Road
 - 2 trucks from Fremont
 - 2 trucks from Bethel
- June 9 - Fix driveways on Shore road
 - Patch Section 21
 - Move Equipment
- June 10 - Patch Section 21
 - Patch Section 4
 - Cut trees Old Monticello Road
 - Install signs
- June 11 - Cut trees Old Monticello Road
 - Patch Section 21
 - Starting up gravel bank
 - Install signs
- June 12 - Dig out stumps Old Monticello Road
 - Patch Section 10
 - Install signs
- June 13 - Haul Sand
- June 16 - Pipe Ferndale Loomis Road
 - Ditch Ferndale Loomis Road
 - Work at Gravel Bank

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June 17 - Ditch Ferndale Loomis Road

Mow sides of roads

Work in Gravel Bank

June 18 - Ditch Ferndale Loomis Road

Work in Gravel Bank

Mow sides of roads

Install Signs

June 19 - Ditch Ferndale Loomis road

Three trucks to Callicoon

Work at Gravel Bank

Mow sides of roads

June 20 - Pave Ferndale Loomis Road

Work in at Gravel Bank

Grade Fox Mountain

June 23 - Ditch Devaney Road

Ditch Ward Road

Patch Lily Pond Road

Mow sides of roads

Work at Gravel Bank

June 24 - Ditch Devaney Road

Ditch Ward Road

Patch Lily Pond Road

Mow

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Work at Gravel Bank

June 25 - Grade Flynn Road
Patch Section 4
Ditch Devaney Road
Ditch Ward Road
Work at Gravel Bank
Mow

June 26 - Ditch Devaney Road
Patch Section 4
Grade Flynn Road
Work at Gravel Bank
Mow
Install Signs

June 27 - Grader Pave
Work at Gravel Bank
Mow
Sent 2 to work with Water/Sewer

WATER & SEWER

Sherwood Well project realized a \$940.00 savings on the quoted price due to cleaning time.

Sherwood Well cleaning and CO2 installation has been completed and is working well.

Stevensville Well #4 check valve and motor replacement is complete. We had some improvement from the new motor, but continued work still needs to be done for redundancy and production guarantees.

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We have a state bid quote for a truck replacement discussed at an earlier time. Would like to replace T1, which was Albert's truck. This truck has no tool boxes on it for field work, and is costing a lot of money to maintain. Repair costs for the last 2 ½ years (YTD) has been \$9,392.09. Have spoken with Earl and we have the money in the reserve fund to cover this. (Quote Enclosed)

WSS water main project is moving ahead. Final main installation was done on May 28, 2014, with service connections to start soon.

Working with Delaware Engineering and Mark Blauer on possible 2015 water main grant application.

The Ferndale water pump station upgrade was done. Motor and pump have been sent out to be rebuilt. New motor that was installed from out stock has issues with the new drive system and will also need to be addressed in the near future, before the end of June.

DEC inspection of the Swan Lake Waste Water Treatment Facility was done on May 29, 2014.

Still waiting to hear from Lake Marie Homes. Spoke to Glen Smith about concerns regarding septic tanks, pumping station controls and pumps, back-up power applications, etc.

Continued I & I troubleshooting in the Loomis Sewer District, with smoke testing being done on June 3rd, 4th and 5th.

Looking for Board input on the discontinuance of the two Lindsley EP sewer stations on the property, due to purchase by new owner, with no future use planned for the property.

Loomis Sewer saga. Poley Paving on site May 22, 2014 and contractor working on site May 28, 2014 in the building.

Anything else that may arise prior to the Dept. Head meeting.

CEO

Building Permits **29**

Building Permits closed **12**

Complaints **12**

Complaints Closed **4**

Planning Board new applications **1**

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Planning Board approved applications **3 and 0 denied**

Zoning Board new applications **0**

Zoning Board approved application **1**

PARKS & RECREATION

Day Camp started June 30th. Everything is going well. The lunch program through the school has been going over pretty well also.

We opened the pool on June 14th. Everything has been working great. We start swim lessons on July 7th.

Sold all of the boats.

We are starting our summer flag football camp July 8th which will run Tuesday evenings in July.

We teamed up with Hudson Health and will be holding a free bike safety rodeo for all children on August 2nd at the Liberty Main Street Stage parking lot.

Civil War said they are going to send a check for \$500.00 to help get electric run to the pavilion at Walnut. I received a quote for the electric and it is going to cost \$1700 to install. I'm going to get another quote also.

Adam Lake is leaving as Park Supervisor.

State Police at the Park the public got into a fight.

DCO

3 dogs @kennel

5 dogs picked up

930 miles

6 calls

TOWN CLERK/TAX COLLECTOR

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Licenses:

Conservation	0
Marriage Licenses	7
EZ Pass	2
Marriage Certificates	5
Building Permits (Collection of \$)	30
Photocopies	6
Dog Licenses	34
Boarding fees	2
Redeemed dog	0

Minutes, legal notices, claims etc.

FINANCE

Calculated sewer usage for the Swan Lake Sewer District based on type of usage

Supplied information to Hawkins, Delafield and Wood for the consolidation of the Loomis Sewer Districts

Calculated sewer usage for single family residents in the Loomis Sewer District for Hardship Application to Environmental Facilities Corporation

Reviewed Year to Date expense and revenues in preparation for the 2015 Budget

Sent out letters to municipalities regarding our Joint Fuel Bid

All other daily duties and responsibilities

CDC

EaT Kitchen project@ Cornell Coop

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All phase 1 equipment, cabinets and appliances have been installed. ANSIL system has been tested and certified. Final electric work is under way, with inspections to follow. CCE will do 'soft opening' with food preservation class in late July. Formal opening to follow in August.

CDC's Phase 2 grant application pre-approved by USDA and in process for final award. Draft promotional materials and forms going through CCE approval process.



Liberty SkatePark

Met with Rettew Surveyor on-site to determine site flagging/staking needs

Conducting fundraising activities to eliminate identified funding gap of \$35k

Economic Development

working with local farmer to secure funding for additional equipment to turn farming by-product in to source of income

working with local restaurateur to prepare take-over & renovation of existing restaurant for 2015 opening

CDC Fundraising

Liberty CDC has partnered with Visitors Association on membership to Foundation Search, an online research and grant application tool for private foundations nation-wide. It allows for quick and targeted applications to private funding sources with giving profiles that closely align with the projects we will propose.

COURT

May

V&T Received

503

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V&T Appearances	213
Criminal Appearances	492
Ordinance Appearances	14
Civil Appearances	11
Total Fines Collected	\$67,248.00
Total Fines to Town	N/A
Total Fines to Village	N/A

PUBLIC PARTICIPATION

Mr. & Mrs. Lubin / Carol Benton

Spoke to the Board regarding the ditches and drainage on Old Loomis Rd.

Dr. Jeffrey Cohen

Spoke regarding his sewer charges in Youngs Hill Sewer District

Mary Heinle

Presented the following letter:

When rules change – it hurts. The people who received notice of a hearing April 1st for the White Sulphur Homes were bewildered. How could a development go in an AC Zone? Then we learned that a local law was changed to accommodate such. The notice for the hearing rambled on and did not specifically mention that the change affected only the two Savad projects. This fact was later clarified. Therefore, one would not be aware that their neighboring property would be affected. Also the hearing was called for 3:50 p.m. the time of usual Department Head Meetings which the working people usually does not attend. Since only these two areas were of concern and with the current zoning map in effect, surrounding properties should have received letters of this hearing. Just common respect and ethics.

Having volunteered to serve on the White Sulphur hamlet committee, I feel this is a slap in the face. To make such a change in such a manner is in actuality changing the zoning map.

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To say the zoning map has not been change is preposterous. The Board has a preconceived idea of what they want and ways will be finagled in order to do so. Changes should be done by applying for variances. Board members are in a position to change rules. When the rule change is a surprise, it HURTS.

Mary Heinle

PARKING

Parking tickets have not been ordered because there are no fine amounts. It was agreed to set the fines in the median range of the high and low amounts. Attorney Klein will get the amounts to Joanne asap.

Attorney Klein would like to see the proof before the tickets are ordered.

In the meantime the Town Clerk will make a ticket giving motorists a warning about parking in non-parking spots.

RESOLUTION NO

APPROVAL OF MINUTES

Motion by Councilperson Dean Farrand, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve of the following minutes:

- Bid Opening (2015 Freightliner) 6/19/14

5 AYES CARRIED

RESOLUTION NO

LOW BID ACCEPTED FOR 2015 FREIGHTLINER

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby accept the low bid submitted by Campbell Freightliner of Orange County, LLC in the amount of \$181,843.00. This will be a (3) year lease with delivery in 2015.

5 AYES CARRIED

RESOLUTION NO

APPROVAL OF THE 2014 TAX COLLECTION CLOSEOUT REPORT

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Motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby approve the following 2014 Tax Collection Close-out report as submitted by the Tax Collector:

2014 TAX COLLECTION CLOSE-OUT

Bank Balance:	\$7,915.95
Less Outstanding checks:	\$4,270.29
Less Opening balance:	\$ 1.00
Balance:	\$3,644.66
- Refunds:	\$ 417.92 Refunded by Finance in error
Total	\$ 3,226.74
Penalties	\$ 45.58 (\$24,217.06)Previously pd to Supervisor
2 nd Notice Fees	\$1,186.64
Interest	\$ 24.14 (\$218.73)Previously pd to Supervisor
Collectors Fees	\$1,886.00
Misc	\$ -1.26
Returned Check Fees	\$ -80.00
Paid to Supervisor	\$ 3,061.16
Balance	\$ -165.58
Waiting on reimbursement:	
	\$100.00 Counterfeit bill

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	\$ 65.58 M&T Deposit slips
Total	\$3,226.74 (\$27,662.47) Total

5 AYES CARRIED

RESOLUTION NO

APPROVAL OF THE 2015 TENTATIVE BUDGET CALENDAR

Motion by Councilperson Dean Farrand, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve of the following 2015 Tentative Budget Calendar:

- 7/11/14 Budget Request Forms given to Department Heads
- 7/25/14 Budget Request Forms completed & returned
- 8/1/14 Budget Requests entered in computer & first draft of budget run
- 8/22/14 Budget Officer prepares Tentative Budget
- 9/2/14 Tentative Budget filed with Town Clerk & submitted to Town Board
- 9/15/14 Town Board reviews and sets up schedule to meet with Department Heads to make necessary changes
- 10/20/14 Public Hearing on Budget
- 10/20/15 Adopt the 2015 Budget

5 AYES CARRIED

RESOLUTION NO

ACCEPT PROPOSAL FROM IRACE ARCHITECTURE, PC TO CREATE PLANS & SUPERVISOR THE TOWN HALL FRONT PORCH RECONSTRUCTION PROJECT

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby accept the proposal submitted by Irace Architecture, PC in the amount of \$8,000 (money which is in the budget under major repairs) to create plans and supervisor the Town Hall Front Porch Reconstruction Project.

5 AYES CARRIED

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RESOLUTION NO

APPROVAL OF A \$450 USER FEE & \$450 REFUNDABLE CLEAN-UP DEPOSIT FOR CAMP CHAVIVA TO BRING 400 PEOPLE TO WALNUT MT. PARK ON 7/8/14

Motion by Councilperson Thomas Hasbrouck, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby, upon the recommendation of the Parks & Recreation Director, approve a \$450 user fee and a \$450 Refundable clean-up deposit for Camp Chaviva to bring 400 people to Walnut Mt. Park on 7/8/14.

5 AYES CARRIED

RESOLUTION NO

AUTHORIZATION FOR REGEN, LLC TO PROVIDE/PERFORM TOPOGRAPHIC SURVEYING SERVICES RELATED TO DESIGN OF THE LOOMIS WWTP UPGRADE AS DEPICTED ON MAP PROVIDED WITH DELAWARE ENGINEERING'S 7/7/14 PROJECT UPDATE IN THE AMOUNT OF \$7,200

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby give its authorization for REGEN, LLC to provide/perform topographic surveying services related to the design of the Loomis WWTP upgrade as depicted on map provided with Delaware Engineering's 7/7/14 project update to the Town Board, in the amount of \$7,200. Work to be done via Delaware Engineering as a subcontractor.

5 AYES CARRIED

RESOLUTION NO

NAMING OF PARKSVILLE RD.

Motion by Councilperson Dean Farrand, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby name Parksville Rd. starting at Fox Mountain Rd. to Parksville Main (**Start mile point 0.00 end mile point 1.19 section length 1.19**) and Parksville Main to CR 85 (**Start mile point 1.19 to end mile point 1.41 section length 0.22**)

5 AYES CARRIED

ADJOURN

On a motion by Councilperson Dean Farrand, seconded by Councilperson Russell Reeves, the Town Board does hereby adjourn the meeting at 6:17 p.m.

Respectfully submitted,

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Laurie Dutcher, Town Clerk