

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
August 4, 2014**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on August 4, 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	Town Constable / Dog Control Officer Joanne Gerow
Water & Sewer Foreman Tom Kehrley	Parks & Rec Director Brian Scardefield
Highway Superintendent Timothy Pellam	County Legislator Cora Edwards
Code Enforcement Officer Mark VanEtten	CDC Director Heinrich Strauch
Budget Coordinator Cheryl Gerow	Dave Ohman of Delaware Engineering
Joan Kittredge	

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

CORRESPONDENCE

1. A press release regarding Robert Freeman coming to Sullivan County to speak about the Open Meetings Law.
2. A letter from Paul Savad regarding Catskills 52, Liberty, LLC and Lake Marie Homes Subdivision.
(*The Supervisor will send a follow up letter confirming response*)
3. An email from Erik Heller regarding having a street named after the Hellers.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

ASSESSOR

Ongoing Monthly Updates: 911 data-base; pictures; exemptions; driving licenses; files;

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deeds; field work, including zoning updates to V4, next year's assessment roll, etc.

- Final equalization rate of 8369%
- Will be sending out renewals for the enhanced STaR recipients which are not part of the income verification program for the 2015 assessment roll processing
- Litigation cases are currently being filed along with court conferences being held and working on pending cases with Attorneys
- The Board of Assessment Review will be holding their 2nd meeting in August to clean up exemption removals, etc. for the 2014 assessment roll
- I am requesting a review of hearing officers for SCAR hearings within the Town, when the same person files a supreme court action against the Town
- Some deeds have been received from the County tax sale, which I am removing the County's exempt status, and I'm anticipating more removals prior to the January 2015 Town/County tax bill
- Submitted my proposed budget for 2015 to finance
- Office of Real Property is beginning the Market Survey process
Otherwise, business as usual

Highway

July 1 - Grader Pave Tanzman Road

Ditch Devaney road

Patch Section 4

Gravel Bank

Mow

July 2 - Grade Budnick Road

Ditch Devaney Road

Patch Mahogany Lane

Gravel Bank

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Mow

Flooding Rain Began

July 3 - Flooding Conditions

Made the following roads passable after flooding rain:

Midway

Willie Hill

Cutler

Parks

Lenape Lake

Dessecker

Worked on fixing ends of washed out driveways

July 4 - 4 men called in to fix additional washouts and driveways

July 7 - Repair Midway

Repair Willi Hill

Mow

Repair driveways

July 8 - Repair Lenape Lake Road

Repair Willie Hill Road

Repair Lenape Lake Extension

Gravel Bank

Patch

July 9 - Repair Midway

Repair Willie Hill

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Repair Wards Road
Gravel Bank
Mow
Cut trees
July 10 - Repair bridge on Parks Road
Repair Willi Hill
Gravel Bank
Mow
Fix driveways
July 11 - Repair Parks Road
Willi Hill Road
Mow
Gravel Bank
Patch
July 14 - Grade Menderis Road
Ditch Midway
Repair washouts on Cutler
Patch Section 5
Gravel Bank
Mow
July 15 - Ditch Cutler
Grade Fox Mountain
Pipe Lenape Lake

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Patch Section 5

July 16 - Grade Fox Mountain

Patch Section 5

Ditch Cutler Road

Pipe Lenape Lake

Gravel Bank

July 17 - Grade Elk Point Road

Patch Youngs Hill

Ditch Midway

Ditch Cutler

July 18 - Patch Breezy Hill

Patch Aden Road

Patch Youngs Hill

July 21 - Work on bridge on Midway Road

Ditch Lily Pond Road

Sweep Shore Road

Gravel Bank

Patch Old Monticello Road

July 22 - Seal Shore Road

Gravel Bank

Patch Section 19

July 23 - Ditch Youngs Hill Road

Pipe Midway Road

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Ditch Lily Pond
Move bridge from village over to gravel bank
Patch Section 6
July 24 - Ditch Midway Road
Ditch Fox Mountain
Ditch Lily Pond
Mow
Patch Radcliff Road
July 25 - Ditch Dessecker Road
Ditch Lily Pond Road
Mow
July 28 - Ditch Dessecker Road
Ditch Lily Pond
Gravel Bank
Mow
July 29 - Ditch Lily Pond Road
Ditch Dessecker Road
Patch Nature Lake Road
Gravel Bank
July 30 - Ditch Lily Pond Road
Patch Loomis Road
Grade

I have pictures available of some of the conditions that occurred from the flooding rain.

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The cost of restoration of a ½ mile Mineral Springs Road would be as follows:

500 tons of stone	\$8,900.00
200 tons of sand	\$2,400.00
7,400 gallons of oil	\$20,000.00
5,500 gallons of oil	
to seal road	<u>\$14,300.00</u>
	\$45,600.00

WATER & SEWER

Water demand on Friday July 25, 2014 was once again more than our sources could keep up with. Route 55 Pump Station was without a water supply for approximately 3 hours, from 7-10 pm, until resource levels recovered.

Stacey finished our as built from the WSS pipe job and gave them to Terry Kelly. Trying to get a list of final items on the job to close out the money.

Delaware engineering was on site on Tuesday July 29, 2014 to take survey shots of pump houses and well heads for the DRBC application. They also took some grade shots for a possible second Stevensville tank location. Due to worsening leak conditions at the Route 55 reservoir site, this may be the best location in the future.

We received quotes on rebuilding the UV units at the Swan Lake plant for \$46,400 each for a total rebuild of \$92,880. The projected cost to replace the two larger units was \$ 1,417,500. I have spoken to Earl and we may be able to do this in house with existing budget over the next 2 years.

Grease traps that were installed at the Fieldston this spring have greatly cut the amount of grease entering the Swan Lake plant. Still having a large amount of hand wipes entering the plant and fouling pumps.

Working with Delaware Engineering on Loomis Phase 1 and 2 plans. Had Sentry Alarm install a new dialer, but we have no alarm signals coming into the dialer. So we need to add this to the Phase 1 completion list.

We have started upgrading meters in the Indian Lake water district and are continuing to get the remaining meters in Presidential Estates upgraded while the residents are still here for the summer.

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The Fishelof holiday started on July 27, 2014 and will end on August 5th. This would be a good day for some board members to try and come down and observe some of the high water and sewer demands that are encountered during the summer months in the Town of Liberty.

Anything else that may arise from the time of this report and the meeting.

CEO

Building Permits **21**

Building Permits closed **11**

Complaints **41**

Complaints Closed **8**

Planning Board new applications **1**

Planning Board approved applications **2**

Zoning Board new applications **0**

Zoning Board approved application **1**

PARKS & RECREATION

I have been working on the 2015 budget.

Civil War donated \$500.00 to help get electric run to the pavilion at Walnut. I had the electric installed. Their event was August 2nd and 3rd.

My Park Supervisor resigned. I hired on an extra park attendant and the seasonal assistant park supervisor and myself have been covering for that position.

We have been getting everything ready for the youth football and cheerleading program. It will be starting up on August 18th. We have 55 football players and 10 cheerleaders all in grades 2nd – 6th signed up.

I purchased a backup pool motor in case the one we have quits. This way the pool will not be down long if it does happen to quit.

Day Camp and Swim lessons overall are going well. They end August 15th.

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We are holding the annual Swing Shift Orchestra Concert on August 14th.

I am working with a couple of guys from the Renegades Bike Club on the possibility of putting in a disc golf course in at Walnut Mountain Park.

We held the bike rodeo this past weekend in conjunction with Hudson Health Plan and the Liberty Police Department. There was a great turn out. Donated bikes and helmets were raffled off to the children.

DCO

3 dogs @kennel

5 dogs picked up

1026 miles

6 calls

Courtesy call for Monticello

2 dog bites (1) 30 lacerations 2 broken bones Dangerous dog proceedings Court ordered euthanasia

Had an incident with the Town of Rockland Hank brought a dog never notified Joanne dog was left 3 days without food or water. Would like to terminate contract with Rockland due to ongoing issues with DCO.

PARKING ENFORCEMENT

Friday

Parksville no problems

Swan Lake 2 warning tickets issued

Swan Lake has been exceptionally helpful

Sunday

25 warning tickets issued in Parksville

2 warning tickets issued in Swan Lake

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Liberty Press can print the tickets just waiting for the typeset and will forward to Ken for review and will then have them printed.

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation	0
Marriage Licenses	10
EZ Pass	7
Marriage Certificates	12
Building Permits (Collection of \$)	56
Photocopies	6
Dog Licenses	61
Boarding fees	2
Redeemed dog	0

Tom Murphy from M&T advised me that if I could move over my Town Clerk account that they would do the tax collection for FREE. This would save the Town approximately \$2,500 per year. I spoke with Earl and he was fine with it.

Spoke with General Code. It doesn't really cost more or less depending on the amount of times I do an update.

Signed an Affidavit for a legal case on behalf of the Town.

FINANCE

Distributed 2015 budget request forms to the departments and began preparation for Tentative Budget

Communicated with EFC regarding the Hardship Application for Loomis Sewer

Researched and received quotes for security system

Met with NYMIR and Bob Stubbs from Marshall and Sterling for orientation of Liability Insurance Policy

Calculated Town Wide versus Town Outside Highway expenditures

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Researched Youngs Hill Sewer District and recalculated sewer units based on method used for other districts

Loomis Sewer work with Bob Smith of Hawkins, Delafield and wood:

EFC Hardship Application

Consolidation of three Loomis districts into one

Extension of the District (Lake Marie Homes)

Covered data processing office for two weeks while Data Supervisor on vacation

All other daily duties and responsibilities

CDC

EaT Kitchen project@ Cornell Coop

Kitchen obtained COO and was tested through Cornell food education class on July 22-24

All paperwork for second USDA grant of \$20k signed – formal announcement in mid-August

CCE Board to meet with Kitchen development team in special meeting on August 19

Formal opening for public use targeted for 1st week of September – currently collecting donations to equip kitchen with utensils and supplies.

Promotional material for facility approved by CCE with minor edits, will go into circulation shortly.

Liberty SkatePark

County legislature approved \$36k contribution to project

Pillar construction crew scheduled to begin work after Labor Day

Rettew to set flags & benchmarks by Aug. 12, rough grading to be done by Aug. 28

Economic Development

Met with USDA representative to discuss workforce housing programs. Preparing a fall information session to promote home ownership for low & medium income families with assistance of USDA 502 Direct program

With County Planning Department: preparing to revive 'Main Street Matters' program to establish comprehensive framework to promote & improve Main Streets in Sullivan County (funding, technical assistance, marketing)

CDC Fundraising

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Preparing November fundraising event at CVI to yield \$15-20k from individuals and corporations signing up for new membership categories
Completed online-training on Foundation Search database and begun identifying fundraising targets

COURT

	July
V&T Received	460
V&T Appearances	310
Criminal Appearances	515
Ordinance Appearances	15
Civil Appearances	18
Total Fines Collected	\$66,938.00
Total Fines to Town	N/A
Total Fines to Village	N/A

RESOLUTION NO

APPROVAL OF MINUTES

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

- Dept. Head Mtg. 7/7/14

5 AYES CARRIED

RESOLUTION NO

APPROVAL TO PAY VOUCHER TO NYS MAGISTRATES ASSOCIATION

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Motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby authorize the payment of \$50 to the NYS Magistrates Association for registration for Justice Harold Bauman.

5 AYES CARRIED

RESOLUTION NO

A RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF A GENERATOR AND RELATED EQUIPMENT AT THE FERNDAL WATER DISTRICT PUMP STATION, AT MAXIMUM ESTIMATED COST OF \$35,000.00, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$35,000.00 FROM THE TOWN OF LIBERTY FERNDAL WATER DISTRICT CAPITAL RESERVE FUND

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 August 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: Supervisor Charlie Barbuti
Councilperson Thomas Hasbrouck
Councilperson Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips

ABSENT:

The following resolution was introduced by Supervisor Charlie Barbuti, who moved its adoption, and seconded by Councilperson Russell Reeves, to wit:

A RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION
OF A GENERATOR AND RELATED EQUIPMENT AT THE FERNDAL

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WATER DISTRICT PUMP STATION, AT MAXIMUM ESTIMATED COST OF \$35,000.00, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$35,000.00 FROM THE TOWN OF LIBERTY FERNDALE WATER DISTRICT 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 and installation of a generator and related equipment at the Ferndale Water District Pump Station, at a maximum estimated cost of \$35,000.00, and the expenditure of the sum of \$35,000.00 from the Town of Liberty Ferndale Water District 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 Ferndale Water District 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.

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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
Councilperson Thomas Hasbrouck voting	AYE
Councilperson Dean Farrand voting	AYE
Councilperson Russell Reeves voting	AYE
Councilperson Brian McPhillips voting	AYE

The resolution was thereupon declared duly adopted.

RESOLUTION NO

APPROVAL OF THE 2014 BUDGET TRANSFERS & MODIFICATIONS

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve of the following 2014 Mid- year Budget Transfers & Modifications:

2014 Budget Modifications		
A 3059	\$22,460.00	
A 1959.4		\$22,460.00
2014 Skate Board Park Due		
A 3058	\$675.00	
A 1958.2		\$675.00
2014 Parking Lot Grant Due		
A 3057	\$2,748.00	
A 1957.2		\$2,748

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2014 Justice Court Grant Due		
W3 2680	\$1,571.00	
W3 8310.4		\$1,571.00
Insurance Recoveries to Stevensville Water Fire Hydrant		
DC 3501	\$99,340.00	
DC 5112.3		\$99,340.00
2014 Additional CHIPS money received		
A 2705	\$500.00	
A 7110.4		\$500.00
Adjust for donation received for Walnut Mountain Park Electric		

5 AYES CARRIED

RESOLUTION NO

TOWN BOARD TO CONSOLIDATE (3) SEWER DISTRICTS: LOOMIS SEWER, LOOMIS SEWER EXTENSION NO.1 & LOOMIS SEWER EXTENSION NO. 2, TYPE 2 ACTION SEQRA REQUIRED

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby approve of the consolidation of the following sewer districts: Loomis Sewer, Loomis Sewer Extension No. 1 & No. 2 that the Town Board hereby determines the aforesaid local law to be a Type 2 action pursuant to the regulations promulgated under the State Environmental Quality Review Act for which a long Environmental Assessment Form shall be prepared.

5 AYES CARRIED

RESOLUTION NO

TOWN ATTORNEY TO PREPARE SEQR FOR THE CONSOLIDATION OF THE LOOMIS SEWER DISTRICT

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby direct the Town Attorney Kenneth Klein to prepare the SEQR for the consolidation of the Loomis Sewer Districts.

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5 AYES CARRIED

RESOLUTION NO

APPROVAL TO LIST THE TOWN OF LIBERTY AS ADDITIONAL INSURED ON THE TOWN'S INSURANCE FOR THE FIREWORKS ON 8/30/14 AND PAY THE ADDITIONAL FEE OF \$953.70

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize and approve payment for the additional fee of \$953.70 to list the Town of Liberty as additional insured on the Town's insurance for the Town sponsored fireworks to be held on 8/30/14.

5 AYES CARRIED

RESOLUTION NO

EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby go into Executive Session at 6:15 p.m. to discuss possible litigation and personnel issues.

5 AYES CARRIED

RESOLUTION NO

OUT OF EXECUTIVE SESSION

Motion by Councilperson Russell Reeves, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 8:04 p.m.

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 8:05 p.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk