

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
September 2, 2014**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on September 2, 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	Joan Kittredge
Finance Director Earl Bertsch	Deputy Town Clerk Sara Sprague
Water & Sewer Foreman Tom Kehrley	Parks & Rec Director Brian Scardefield
Highway Foreman Matt DeWitt	Dave Ohman of Delaware Engineering
Code Enforcement Officer Mark VanEtten	
Budget Coordinator Cheryl Gerow	

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

CORRESPONDENCE

1. A letter from Tectonic regarding a potential lease for Telecommunications Tower Facility; Cellco Partnership d/b/a Verizon Wireless.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

ASSESSOR

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

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

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- Not much to report on. Processing exemption renewals; working on the 2015 tentative roll; field work, and the normal day office functions
- Attached is a tentative list of pending litigation filed for 2014
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Otherwise, business as usual

Highway

August 1	Ditch Lily Pond Road
	Patch East Mongaup Road
	Ditch Dessecker Road
August 4	Paved Lily Pond Road with trucks from Fremont, Rockland Village of Liberty and Bethel
August 5	Paved Lily Pond Road with trucks from Fremont, Rockland Village of Liberty and Bethel
August 6	Paved Lily Pond Road with two trucks from Rockland
August 7	Ditch Muhlig Road
	Patch Loomis Road
	Patch Sunset Lake Road
	Ditch Loomis
	Mow
August 11	Patch Twin Bridge Road
	Patch Aden Road
	Patch Loomis Road
	Grade Bennett Road

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Mow

Work in gravel bank

August 12 Ditch Heinle Road

Patch Townsend Road

Haul Sand

Ditch East Hill Road

Mow

Work in gravel bank

August 13 Ditch Heinle Road

Haul Sand

Patch Loomis Road

Check Signs

Mow

Work in gravel bank

August 14 Patch Twin Bridge Road

Patch Aden Road

Patch Willi Hill Road

Ditch Corrigan Road

Check Signs

August 18 Grader Pave Midway Road

Truck to Village to help with Skate Park

Patch Willi Hill Road

August 19 Grader Pave Midway, Lenape Lake, Parks road

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Truck to Village to help with skate park

Mow

Work at gravel bank

Patch Willi Hill Road

August 20 Ditch Mineral Springs Road

Patch Sector 5

Patch Sector 19

Work at gravel bank

Mow

Work on Willi Hill Road

Truck to Village to help with skate park

August 21 4 Trucks to Rockland for Sealing

Truck to Village to help with skate park

Patch Sector 19

August 22 Haul Sand

Truck to Village to help with skate park

August 25 Ditch Mineral Springs Road

Patch Willi Hill Road

Patch Twin Bridge

August 26 Ditch Mineral Springs Road

Four truck to Rockland

Patch Old Monticello Road

Work on wall on Cutler Road

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August 27 Ditch Mineral Springs Road
 Patch Lennon Drive
 Work on wall on Cutler Road
 Mow
 Work in gravel bank
 Grade Stafford Road

Picked up new truck from Robert Green-2014 Dodge

Getting Mineral Springs Rd. ready to pave

Salt Co. raised the blacktop \$20 per ton approximately \$50,000 more per year

WATER & SEWER

(2) Water licensed operators would like dual certification and attend sewer school. It is approximately \$3,500 per person and takes 8 weeks to complete.

Made it through the summer with less grease issues.

Water usage was down and so was the Swan Lake population.

Flows are down.

Haven't seen or heard anyone regarding the alarm system.

CEO

Building Permits **44**

Building Permits closed **18**

Complaints **25**

Complaints Closed **1**

Planning Board new applications **1**

Planning Board approved applications **2**

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Zoning Board new applications **1**

Zoning Board approved application **0**

PARKS & RECREATION

Day Camp, pool, and concession are closed for the season. Everything went pretty smooth this year. We had a great staff this summer in all the departments.

Pee-wee football and cheerleading have begun. Games will be on Saturday mornings starting in September.

Held the Swing Shift Orchestra Concert on August 14th. Had around 50 people show up until it started to rain. Then the crowd went down to about 5 people.

I have been covering for the park supervisor position. The park attendants have been doing a terrific job.

I met with Supervisor Barbuti and the staff at the synagogue by the Liberty post office to look at their gym for possibly running programming there. We would only be able to use half of the gym because the floor is bulged up on one side. It would also have to be aired out.

I have been working with a few of the Park and Recreation Board members to come up with 5 year goals for the department and projects we would like to see accomplished.

DCO

No report

PARKING ENFORCEMENT

No report

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation	0
Marriage Licenses	12
EZ Pass	2

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Marriage Certificates	3
Building Permits (Collection of \$)	5,464.30
Photocopies	24
Dog Licenses	70
Boarding fees	0
Redeemed dog	0

Filed LL #1 of 2014 with the State

Working w/ DEC to get licensing back into the Town Clerks Office.

School taxes just came out today and have been receiving lots of phone calls.

FINANCE

Submitted Workers Compensation claim

Prepared 2015 Tentative Budget

Continued research on Youngs Hill Sewer District

Worked on 2015 Tax Cap

Finalized Joint Fuel Bid

Acquired insurance coverage for the County on the Skateboard Park per contract

All other daily duties and responsibilities

CDC

No Report

COURT

August

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V&T Received	534
V&T Appearances	220
Criminal Appearances	425
Ordinance Appearances	39
Civil Appearances	14
Total Fines Collected	\$61,071.00
Total Fines to Town	N/A
Total Fines to Village	N/A

DELAWARE ENGINEERING

1. Water System DRBC Application

- Application sent out via Fed Ex to DRBC on Wednesday August 13 and confirmed that it was received August 14.
- No comments back from DRBC to date.

2. Loomis WWTP Upgrade

- *Site surveying*
 - Topo survey drawing in hand and put onto site plan drawing
- *Phase 1 contract items that need to be addressed*
 - General Contractor (Billman Ross) responded on August 5 to retainage release and work that needs to be addressed per the contract
 - Planning to fix two of the four items
 - Compressor piping fix done
 - Steps into digester tank work still pending
- *Plant Data/Sampling Needs*
 - Town continuing to collect WWTP influent data for the design of Phase 2 RBC (soluble BOD, BOD, TSS, phosphorous, ammonia):
 - 3 times/week for 3-4 weeks
 - 24 hour composite sampling
 - Coordinating with lab on bottles, pickup and delivery
 - Lab analysis cost about \$1,500
- *Phase 2 NYSDEC*
 - Per August 19, 2014 e-mail (See attached) NYSDEC Region 3, Arthur Crawford (plan review coordinator) on permit flow limit of 100,000 gpd relative to design capacity needed

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- Two -50,000 gpd treatment trains not sufficient
- Need to be able to treat up to 100,000 gpd permit flow limit with the largest treatment unit or train off line
 - This would be a deviation from planned Phase 1 and 2 duplicate upgrade of 2 trains at 50,000 gpd capacity each
- Phase 2 needs to include this larger capacity
- **Phase 2 work – most likely elements generally following the CDBG-funded/planned path:**
 - Common items
 - Items needed to finish up Phase 1
 - New Equalization Tank to provide a more uniform hydraulic load to the plant with an overflow to go to existing sand beds or new sand filters
 - Treatment to address new permit requires total phosphorous limit of 0.5 mg/l
 - Process Options being considered:
 - See attached table
 - Option 1: Two new 50,000 gpd RBCs and clarifiers with chemical addition ahead of clarifiers for phosphorous and diversion of flows over 100,000 gpd to existing sand beds
 - Option 2: Phase 2 (one new 50,000 gpd RBC and clarifier) with new upflow sand filters for phosphorous and treatment of flows >50,000 gpd
 - Option 3: new treatment process (Membrane bioreactors) with flows over 100,000 gpd to existing sand beds
 - Gathering cost information on equipment for the options
 - Two Chemical supplier(s) to do on-site jar testing of chemicals for phosphorous removal (done at no cost to Town) to see if chemicals can get it down to less than 0.5 ppm (new permit limit) – will coordinate with WWTP staff
 - Slack Chemical did testing on August 28 – report due soon
 - Holland Chemical planning to test soon
 - It appears that all options will cost > than CDBG grant
 - Not sure if what is needed can be done for the budget (Phase 2 \$1M)
 - Developing basis of design, schematics and cost estimates and decide upon a project plan and then review with NYSDEC
- **Delaware's contract for Phase 2**
 - Need to decide with the Town the maximum desired/target project cost for Phase 2? (\$1M for Phase 2)
 - Provide estimates for up to 3 options to Town, select an option and then submit our contract

3. Attachments

- Phase 1 retainage work status
- August 19 NYSDEC email on Loomis redundancy
- Loomis WWTP - Options being Considered table

RESOLUTION NO 195-14

APPROVAL OF MINUTES

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

- Dept. Head Mtg. 8/4/14
- Public Hearing 8/18/14
- Regular Monthly Mtg. 8/18/14

5 AYES CARRIED

RESOLUTION NO 196-14

APPROVAL TO HIRE MICHAEL HABERZETTL

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve of the hiring of Michael Haberzettl as the cleaning person for the Highway Department.

5 AYES CARRIED

RESOLUTION NO 197-14

APPROVAL OF INTRODUCTORY LOCAL LAW #2 OF 2014 AS LOCAL LAW #2

Motion by Councilperson Dean Farrand, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby adopt Introductory Local Law #2 of the Year 2014 as Local Law #2 of 2014 entitled amending Section 60-3 of the Code of the Town of Liberty, entitled "Appointment of other code enforcement officers' to provide that the Town board, in its discretion, may appoint more than one code enforcement officer and, in such event, may specifically delegate to each code enforcement officer which duties of the office of Code Enforcement Officer he or she shall perform.

5 AYES CARRIED

RESOLUTION NO 198-14

TE-9 TO BE SENT TO COUNTY REGARDING TOWNSEND RD. SPEED LIMIT

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby direct the Town Clerk to send a TE-9 to the County asking that the speed limit on Townsend Rd. be reduced to 35 mph on the entire road.

5 AYES CARRIED

OLD BUSINESS

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RESOLUTION NO 199-14

EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby go into Executive Session at 5:27 p.m. to discuss possible litigation and a personnel issue.

5 AYES CARRIED

RESOLUTION NO 200-14

OUT OF EXECUTIVE SESSION

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 6:04.

5 AYES CARRIED

RESOLUTION NO 201-14

SUPERVISOR TO ENGAGE THE SERVICES OF A VENDOR TO REVIEW THE CURRENT STATUS OF FIRE INSPECTIONS & SUBMIT A COMPLETE REPORT TO THE BOARD

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty does hereby direct the Supervisor to engage the services of a vendor to review the current status of fire inspections and to submit a complete report to the Board.

5 AYES CARRIED

RESOLUTION NO 202-14

RECESS MEETING

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby recess the meeting at 6:05 p.m.

5 AYES CARRIED

RESOLUTION NO 203-14

RECONVENE MEETING

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby reconvene the meeting at 6:30 p.m.

5 AYES CARRIED

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ADJOURN

On a motion by Councilperson Dean Farrand, seconded by Councilperson Russell Reeves, the Town Board does hereby adjourn the meeting at 7:06 p.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk