

**TOWN BOARD OF THE TOWN OF LIBERTY  
DEPARTMENT HEAD MEETING  
September 3, 2013**

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At the Dept. Head Meeting of the Town Board of the Town of Liberty held on September 3, 2013 at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following Town Board Members were present:

**Present:**

Councilperson Chris Austin  
Councilperson Dean Farrand  
Councilperson Maurice Gerry

**Absent:**

Supervisor Charlie Barbuti  
Councilperson Thomas Hasbrouck

**Recording Secretary:**

Town Clerk Laurie Dutcher

**Also present:**

Town Attorney Kenneth Klein	Finance Director Earl Bertsch
Water & Sewer Supervisor Albert Picard	Deputy Town Clerk Sara Sprague
Highway Superintendent Timothy Pellam	Court Manager Denise Curry
Assessor Kathy Sprague	Georgianna Lepke
Code Enforcement Officer Mark VanEtten	Carol Montana
CDC Director Heinrich Strauch	Joan Howard
Budget Coordinator Cheryl Gerow	Brian McPhillips

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

**CORRESPONDENCE**

1. A letter from Highway Superintendent Timothy Pellam regarding the Surplus Equipment Bid held on 6/13/13.
2. Copy of 239 Review from the Sullivan County Division of Planning & Environmental Management regarding Intro. LL #3 of 2013.
3. A letter from CDC Executive Director Heinrich Strauch regarding the transfer of the Town of Liberty's earmarked funds.
4. A letter from the Sullivan County Acting Manager Joshua Potosek regarding starting a dialog concerning potential shared services opportunities.
5. Copy of Proposed Zoning Regulation changes for Summer Camps.
6. Copy of Proposed PUD Regulation changes.

**RECOGNIZE THE DEPARTMENT HEADS**

**(Reports as submitted by the Dept. Heads)**

**ASSESSOR**

Ongoing Monthly Updates:  
data-base; pictures; exemptions; driving licenses; files, deeds, etc.

Issuing the Village exempt status on foreclosure properties for 3 year within their jurisdiction unless said properties are resold (6 parcels)

Final equalization rate 81.73%

Sent the V4 file to Dave Brokaw (NexLinx) for the school tax roll preparation

Notification from NYST&F for the new basic STaR registration in our area will begin in September. We've received many phone calls in regards to the requirement. I understand this will be done every 1-3 years.

The BAR will hold the 3<sup>rd</sup> meeting in October, to make the necessary changes to the roll prior to the January Town/County tax bill. My file needs to be to NexxLinx on or before November 1<sup>st</sup>.

We are now preparing a mailing for the enhanced STaR renewals.

I have had two inquiries of the 1<sup>st</sup> time homebuyer's exemption. I still have not heard from the School or the Village via resolution/local law, but understand they are working on it.

Otherwise conducting business as usual and keeping very, very busy!

## **HIGHWAY**

Areas in the Town of Liberty sustained damage as a result of flooding on August 9, 2013 (see attached pictures)

6 guys, totaling 115 hours of overtime got the roads open and passable again by August 10, 2013

The roads sustaining the most damage include, Aden Road, Ahrens Road, Castle Hill Road, Tanzman Road and Muhlig Road.

Minor damage was widespread and included washouts and damage to ditches.

A quote received from Kelly Engineering estimates the cost to repair the bridge on Aden Road near the Roache residence to be \$55,000.

Ashalter Road was ground and paved as a result of flood damage.

Aside from repairing the flood damage, Anderson Rd. and Lily Pond Rd. Ext. were also ground and paved. 17,599 square yards was ground on Anderson Road and 5866 square yards was ground on Lily Pond Ext.

Fox Mountain Road and Golub Hill Road will be getting paved shortly.

Drainage work has been completed and Post Road will be sealed.

Bulldozed dirt at Hanofee Park for Parks and Rec.

Began making sand for the winter at the gravel bank.

The bid for the 2003 Ford Pickup, the 1986 Ford dump truck, the 2000 Towmaster Trailer and the 1973 Wisco Trailer have all been rejected. The bids were not comparable to the value of the item.

The bid for the 1986 Star Trailer and the 1 ton roller has been accepted.

The 2003 Ford Pick Up has since been put back on the road as one of our vans no longer runs.

The other items will be put up for sale on the yard of the Town Barn.

Denman, Huscke Rd. received damage from the storm on 9/2/13.

## **WATER & SEWER**

Loomis WWTF Project (RBC)-This project was to start in mid-August. Still has not been started as of 8/30/13. This project needs to be completed and on line by December 2013.

SLWWTF-The season is over. We are working on shutting down half of the plant. We have 200,000 gallons of waste activated sludge to dry in 6 weeks. I do not know if this can be done. Also need to clean the ditches before next season. There is a lot of anaerobic sludge in the bottom that needs to be removed. (Bad sludge septic) We had a lot of problems this year that need to be addressed. Do not know if the plant can wait until 2015 to make upgrades. Bar screen problems-cannot keep up with the rags and handwipes.

Grease-we received a lot of grease in the plant. I have been out visiting camps and looking at grease traps. A lot of grease traps need repairs or replacement before next season. Problems during the 10-12 weeks of the season are: Cannot waste sludge fast enough so the MLSS is high in the ditches. The DO is low, due to the high MLSS. We need to look at trucking out waste activated sludge, or getting some kind of portable sludge drying device in for the summer season.

Working on the relocation of the Hydrant by the W.S.S. Church- Earl & I put out a set of specs to hire a contractor to assist in the relocation of this hydrant.

The pipe project for W.S.S. -This project is dragging its feet all summer to get mapping & planning in place, which is still not ready. Talk about bidding in February to start work in April. Have been talking to some local contractors about the amount of work out there and they are telling me there is not a lot of work. I think maybe bid this out in November and if we have a mild winter, get started with this in order to get some competition in the bids.

Mountain View Meadows-Still nothing from Jaime Piccone about action in regards to making repairs, and the contract is up for renewal.

Sewer camera will be here in September. Thank you for giving your approval on this.

Terry Kelly is working on the Indian Lake Club pipe replacement project.

1885 Route 52 annexation to the Village-Who does the pipe belong to after this is completed?

Sullivan County Co-Op Extension-They want water from the Town for a kitchen program. This is an out of the district user. I have no problem with this, but they are looking for exemptions on fees and tapping fees because they are partially government funded.

I would like to extend the probation period for Even Decker. He needs to get his CDL before he comes off of probation period.

#### **CEO**

- 9 Building permits
- 10 Closed Building permits
- 32 complaints
- 1 completed complaints
- 2 and 1 denied Planning Board new applications
- 0 Planning Board approved applications
- 0 Zoning Board new applications
- 0 Zoning Board approved applications

#### **PARKS & RECREATION**

Day Camp, Pool, and Concession are closed for the season. We had to close Day Camp early on the last two days due to flooding. We also had to close the pool this year on August 19<sup>th</sup> because we lost our guards to college.

We held the Swing Shift Orchestra concert on August 15<sup>th</sup>. We had around 75 people show for the concert.

The Renegade Bike Club has added another 2 miles of mountain bike trails at Walnut and they have a race coming up on September 22<sup>nd</sup>.

Youth football and Cheerleading have started. We have 54 football players and 16 Cheerleaders. Games begin September 7<sup>th</sup>.

The Park Attendants put topsoil and seed around the new parking lot by our office. We also planted shrubs to help block out the back of the stage.

The Renaissance group put in the new flower bed and pillars at the Lake Street Entrance. They have a little more work to do but what they have done looks great. Unfortunately they did not win the contest.

Christine Schiff's NYSRPA-SC. Friends with Firearms event that she held at Hanofee Park went great. Christine said they had a terrific turn out and everything went smoothly. The only thing she would like to include if they do it again is a place to put in a shooting range but knows that might be an issue with the park.

We are currently in the process of setting up our Fall programs.

We now have a Town of Liberty Facebook page. It is helping to get the word around about our programs.

We had to replace one of the well pumps at Hanofee and also the pressure tank liner.

**DCO**

**No report**

### **TOWN CLERK/TAX COLLECTOR**

Licenses:

Conservation	15
Firework Permit	1
Marriage Licenses	14
Marriage Certificates	7
Building Permits (Collection of \$)	22
Photocopies	14
Dog Licenses	57

### **FINANCE**

Completed 2014 Tentative Budget

Submitted additional information to Environmental Facilities Corporation Project Application for Loomis Sewer Phase I and II

Met with Mountain View Meadows in reference to reviewing their contract

Met with Peter Parks from the Village of Liberty in reference to the Infirmary Road Sewer parcel (located on Route 52) that is being annexed into the Village

Corresponded with the insurance company regarding the Stone Castle in Swan Lake and the Art Structure at Town Hall

Assisted Water & Sewer Department with RFP for the Swan Lake Sewer at Indian Lake

Discussed the effects of TD Banknorth closing with our representative

Discussed an Inter-Municipal Agreement with the Sullivan County Sheriff's Department regarding patrolling Swan Lake and Parksville.

Prepared Snow Removal RFP

Prepared agreement with the Swan Lake Resort for the Stone Castle

All other daily duties and responsibilities

## **CDC**

### ***Liberty Main Street Grant***

New bus shelter components have arrived and will be installed in September, replacing existing shed at South Main Street location.

Museum project is finishing up and will be closed out during September.

Liberty Theatre owner has forfeited her grant allotment due to passivity. Village will initiate code enforcement activities to improve existing conditions.

### ***Liberty Skatepark***

Waiting for volunteer contractor to be available to complete site excavation (September).

Working with Supervisor to amend State grant to simplify use for construction.

### ***Community Kitchen project***

Liberty CDC received \$33,000 grant for equipment for Community Kitchen at CCE. Project team has begun work to prepare final plans and initiate conversion of space in basement of CCE building. Target opening for February 2014.

### ***Liberty Public Art project***

Group is forming to create 'ownership' entity for public art displays in Liberty. Installation of piece at Town Hall scheduled for September 15/16.

### ***Miscellaneous:***

- Village approved funding package for VIP Fitness/Crossfit outlet on Maple Street, owned & operated by Dustin Pritzert
- Renaissance group at Liberty CDC approved funding to repair sprinkler system at LaPolk park
- No special prizes for 2013 Renaissance project .
- Summer Movies 2013 season concluded on 8/30.

## **COURT**

### **August**

V&T Received	633
V&T Appearances	357
Criminal Appearances	564
Ordinance Appearances	39
Civil Appearances	37
Total Fines Collected	\$80,541.50
Total Fines to Town	Not available
Total Fines to Village	Not available

**RESOLUTION NO**

*RFP'S SENT OUT FOR SNOW REMOVAL FOR 9/26/2013*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby give approval to send out Requests for Proposals for snow removal to begin on 10/1/2013 to be given to the Town Clerk for opening on 9/26/2013

3 AYES CARRIED

**RESOLUTION NO**

*ADOPTION OF INTRODUCTORY LOCAL LAW #3 OF 2013 AS LOCAL LAW #3 OF 2013*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Chris Austin**, the Town Board of the Town of Liberty does hereby adopt Introductory Local Law #3 of 2013, entitled "Amending Section 147-30 of the Zoning Law of the Town of Liberty as Local Law #3 of 2013.

3 AYES CARRIED

**RESOLUTION NO**

*INTRODUCE INTRODUCTORY LOCAL LAW #4 OF 2013 ENTITLED "ADDING SECTION 31-5 TO CHAPTER 3, ENTITLED "PLANNING BOARD" AND SET A PUBLIC HEARING*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Maurice Gerry**

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town Hall, 120 North Main Street, Liberty, New York, in said Town, on the 3<sup>rd</sup> day of September, 2013 at 4:00 p.m. prevailing time.

The meeting was called to order by Councilperson Chris Austin and upon roll being called, the following were:

- PRESENT: Councilperson Chris Austin  
Councilperson Maurice Gerry  
Councilperson Dean Farrand
- ABSENT: Supervisor Charlie Barbuti

The following resolution was introduced by Councilperson Dean Farrand, who moved its adoption, and seconded by Councilperson Maurice Gerry, to wit:

**BE IT RESOLVED**, that introductory Local Law No. 4 of the Year 2013 entitled "A local law adding Section 31-5 of Chapter 31, entitled 'Planning Board,' to the Code of the Town of Liberty, Sullivan County, New York" is hereby introduced before the Town Board of the Town of Liberty, Sullivan County, State of New York; and

**BE IT FURTHER RESOLVED**, that copies of the aforesaid local law, be laid upon the desk of each member of the Town Board; and

**BE IT FURTHER RESOLVED**, that the Town Board hold a public hearing on said local law at the Town Hall, 120 North Main Street, Liberty, New York, at 6:50 p.m., prevailing time, on October 14, 2013; and

**BE IT FURTHER RESOLVED**, that the Town Clerk publish or cause to be published a public notice in the Sullivan County Democrat, of said public hearing at least five (5) days prior thereto; and

**BE IT FURTHER RESOLVED**, that the Town Board hereby declares itself lead agency for purposes of state environmental quality review of the proposed local law and determines the question of the adoption of the proposed local law to be a unlisted action pursuant to the State Environmental Quality Review Act for which a short Environmental Assessment Form shall be prepared.

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	ABSENT
Councilperson Maurice Gerry	voting	AYE
Councilperson Thomas Hasbrouck	voting	ABSENT
Councilperson Dean Farrand	voting	AYE
Councilperson Chris Austin	voting	AYE

The resolution was thereupon declared duly adopted.

3 AYES CARRIED

#### **RESOLUTION NO**

#### *AWARD OF SURPLUS BID*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby reject the following 4 bids:

- 2003 Ford Pick up
- 1986 Dump Truck
- 2000 Towmaster

The following bids were accepted:

- 1986 Star trailer
- 1 ton roller

3 AYES

CARRIED

OLD BUSINESS

Discussion regarding the renewal of the Infirmary Road Sewer Agreement with the Village of Liberty.

TABLED

Supervisor will update the Board on the Ben Weitsman agreement

*Waiting to hear back from Glenn Smith bond to clean up Parksville*

Loomis Wastewater

*Will be starting 9/4/13*

#### **THE BUDGET OFFICER PRESENTED THE 2014 BUDGET**

**GEORGIANNA LEPKE / ALAN ROSA / TIMOTHY COX**

*THE CATSKILL WATERSHED CORPORATION (CWC)*

The Catskill Watershed Corporation (CWC) is a non-profit, Local Development Corporation formed to establish and manage several programs in partnership with the New York City Department of Environmental Protection and other agencies in the City's Catskill and Delaware Watersheds West of the Hudson (WHO) River.

Mrs. Lepke advised the Board that the Watershed located in the Town of Liberty consisted of 390 acres and is located mostly by Aden Rd. & Bradley.

The 15-person CWC Board of Directors includes elected officials from parts of five counties in the WHO Watershed, as well as representatives of New York City, New York State and the environmental community.

The CWC's Executive director and a staff of professionals and technical support people coordinate the Corporation's many programs and projects:

- Residential septic system repair, replacement and maintenance
- Economic Development programs including loans and grants from the Catskill Fund for the Future, regional promotion activity and targeted community development projects
- Stormwater programs which pay for runoff controls required for new construction, correction of existing stormwater problems, and assessment and planning of stormwater infrastructure in Watershed communities.
- Development of Community Wastewater Management solutions in certain Watershed hamlets
- Construction or storage buildings for road de-icing materials for municipalities and institutions
- Promoting Watershed education through grants to schools and non-profit efforts
- Encouraging municipal planning initiatives

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 P&R had gotten a drop safe yet. Answer no.

**COUNCILPERSON THOMAS HASBROUCK**

- Absent

**COUNCILPERSON MAURICE GERRY**

- Nothing to report

**SUPERVISOR CHARLIE BARBUTI**

- Absent

**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