

TOWN BOARD OF THE TOWN OF LIBERTY  
**DEPARTMENT HEAD MEETING**  
September 4, 2012

At the Dept. Head Meeting of the Town Board of the Town of Liberty held at 4:15 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following Town Board Members were 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  
Budget & Accounting Coordinator Cheryl Gerow  
Water & Sewer Supervisor Albert Picard  
Deputy Highway Superintendent Kevin Austin  
Assessor Kathy Sprague  
Park & Recreation Director Brian Scardefield  
Code Enforcement Officer Mark VanEtten  
Sara Sprague Deputy Town Clerk  
Matthew DeWitt

After the Pledge of Allegiance, Supervisor Barbuti called the meeting to order at 4:15 p.m. (Meeting started late due to Executive Session regarding employee negotiations)

**CORRESPONDENCE**

1. A letter from the Sullivan County Dept. of Public Works regarding a "Residential Household Hazardous Waste Collection Event".
2. A letter from Senator John Bonacic regarding the Town Board's resolution opposing the Uniform Notice of Claim Act.
3. A copy of the 239 Review regarding Introductory LL #2 "Waivers of Site Plan Review Requirements".

**RECOGNIZE DEPARTMENT HEADS (Reports as submitted by Dept. Heads)**

**Assessor**

Ongoing and working on:

911 data-base update

Pictures

Exemptions; driving license updates, etc.

Destroying/updating files

Working 2013 assessment roll

New:

Audrey attended Fundamentals of Mass Appraisal at Cornell and received a 86 – passing grade

Doing general office business

Information:

Will be reviewing the zoning change for open space and 10 ac; received a map from the County – now verifying the parcel information; will be speaking with Mark in the near future regarding the changes

## **Water & Sewer**

- Met w/ Jamie Piccone about trailer park. Will be doing some work up there with NY Rural Water this month.
- Working on sandblasting and painting hydrants.
- Summer visitors are gone.
- 85 Ferndale-Loomis Rd. Planning Board.
- Leak on Rt. 55 in the new pavement. We had a lot of help from the Highway Department with the repairs.
- Leak in the storage tanks were looked by the tank company. They made some repairs but recommend that 3 tanks be resealed.
- WSS bleeder-dead end Route 52 East-Need to put a copper service line under Rt. 52 to get Everlasting Springs side of the road to get a bleeder there. We have permission from the property owner to do this work.
- Swan Lake Synagogue inspected. Want new backflow preventer. No way to get gray water into sewer. Does the board want a verbal or a metering device.
- Board advised they would like a metering device.

## **Highway Superintendent**

Finally received FEMA money from August 2011

Got Wade Rd., Elk Point Rd., Frankie Lane, and Lewis St., ready to be paved.

Paved Wade Rd., Elk Point Rd., Frankie Lane and Lewis Street

Sealed Lake Marie Rd.

Patching

Cleaning up garbage  
Welcome to Liberty signs are here

Charlie asked Tim about a load of crusher run for the parking lot-Earl advised that the Town would pay for it

## **CEO**

For the month of August 2012 we had the following activity:

Building Permits **34**  
Building Permits Closed **12**  
Complaints **10**  
Complaints Closed **8**  
Planning Board new applications **3**  
Planning Board approved applications **2**  
Zoning Board new applications **0**  
Zoning Board approved application **1**

Paramount Hotel has a lawyer.  
Stevensville has not taken down building yet.  
Grossinger's has open DEC issues.

## **Park & Recreation**

Day Camp, pool, and concession are closed for the season.

Worked on budget.

The pool was broken into. They cut the locks off the doors and stole \$40.00 in start up money and tried beating the hinges off the door safe.

Have been working on getting youth Football and Cheerleading up and running. Have 50 kids signed up for football and 12 cheerleaders. Games start this Saturday.

I hired Kevin Delaney as provisional Assistant Recreation Directors position. The county ordered the civil service exam.

The Mountain Bike group is having their first race at Walnut on Sunday September 23<sup>rd</sup>.

I received the Agreement from the County in regards to the grant between us and the Civil war re-enactors for \$600 to pay for pavers leading up to the bathrooms at Walnut. Basically we would be purchasing the pavers and they would reimburse us for them. We would be installing them.  
I would like to receive permission from the Board to sign it.

## **Town Clerk**

Licenses:

Conservation	16
Marriage Licenses	0
Marriage Certificates	0

Photocopies	0
Dog Licenses	57
Redeemed Dogs	3
Boarding Fees	6

Meetings, minutes, agendas, public notices, etc.

**DCO**

Dogs picked up 12  
6 dogs at kennel  
2 Dog Bites  
836 miles

Fallsburg saved Liberty another complete month of mileage to and from the kennel for daily care as they had at least one dog there the entire month again! Everything is going well. Fallsburg requested the inclusion of clause # 6, I have adjusted the contract and approve the addition. Copy provided for board review.

**Finance Director**

Prepared 2013 Tentative Budget

Attended work sessions for budget with Department Heads and Town Board

Met with Employee Relations Committee

Prepared RFP's for Janitorial Services and Snow Removal. Did walkthrough with prospective bidders.

Met with Department of Labor regarding prevailing wages

All other daily duties and responsibilities.

**CDC**

***Liberty Main Street Grant***

Asbestos analysis in Liberty Theatre building and "Eddie's Antiques" building found traces (i.e. <1%) – both in areas outside of the scope of renovations done or planned. However, the Department of Labor insists on full removal before projects can proceed. Fortunately, Main Street Grant funds can be used for asbestos

remediation. Liberty Museum has been urged to proceed with façade renovation. No further grant extensions will be granted.

**2012 Sullivan Renaissance activities**

Group is winding down 2012 activities with bulb planting in October. Planning for 2013 will commence afterwards and focus on stage area and Creekside Park.

**Liberty Skatepark Location**

All site survey activities have been completed, report expected shortly. Initial designs and budgets indicate need to secure significant portions of site preparation work (asphalt removal, excavations) as in-kind to maximize impact of existing funds.

**Sullivan County Economic Master Plan / Wadley Donovan study**

CDC co-hosted “Community Advisory Input Meeting” on 9/24. Approximately 25 attended. Purpose of meeting was to provide input for the County’s consultants’ research on where to steer the County’s future economic development strategy.

**Miscellaneous**

“Great American”: Slowly moving forward, new owners not ready to provide target date for re-opening  
Liberty Plaza: Planning Board reviewing plans for new Bowling Alley in former Eckert building, will also require upgrade of Plaza itself (paving, etc.)  
Rite-Aid: Going through re-modeling/renovation  
“Rockbar”: New owner working on plans for multi-tenant commercial building

<b>Court</b>	<b>September</b>
V&T Received	447
V&T Appearances	196
Criminal Appearances	544
Ordinance Appearances	61
Civil Appearances	21
Total Fines Collected	\$50,794.16
Total Fines to Town	Not available
Total Fines to Village	Not available

**BOARD DISCUSSION**

**Councilperson Chris Austin**

- Nothing to report

**Councilperson Dean Farrand**

- Went over the questions that were sent by General Code in order to process the new books.
- Parksville & WSS Hamlet Committees doing very well

**Councilperson Thomas Hasbrouck**

- Backer raised the rents on stores in the old Sullivan's on 11/1/12

**Councilperson Maurice Gerry**

- Has the names for the Ferndale Hamlet Committee

**RESOLUTION NO**

*SCHEDULE BUDGET WORKSESSION*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby schedule a Budget Worksession for 9/17/12 from 1:00 to 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, NY.

5 Ayes – Carried

**RESOLUTION NO**

*AWARD OF JOINT FUEL BID*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby award the Joint Fuel Bid to the lowest bidder Ultra Power.

5 AYES – CARRIED

**RESOLUTION NO**

*ACCEPTANCE OF RESIGNATION FROM SKYE WILBUR*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby accept the resignation from Skye Wilbur as part time cleaner for Town Hall and Parks & Recreation.

5 AYES – CARRIED

**RESOLUTION NO**

*APPROVAL TO SEND OUT RFP'S FOR JANITORIAL SERVICES*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve to send Requests for Proposals for Janitorial Services for the Town Hall and the Parks & Recreation Bldg.

5 AYES – CARRIED

**RESOLUTION NO**

*APPROVAL TO SEND OUT RFP'S FOR SNOW REMOVAL SERVICES*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve to send Requests for Proposals for Snow Removal for the Town Hall and the Parks & Recreation Bldg.

5 AYES – CARRIED

**RESOLUTION NO**

*AUTHORIZE PARK & REC DIRECTOR TO SIGN AGREEMENT FOR REIMBURSEMENT FROM CIVIL WAR RE-ENACTORS FOR PAVERS AT WALNUT MT. PARK*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby authorize Park & Rec Director Brian Scardefield to sign agreement from the County w/ regards to the grant from the Civil war re-enactors whereby the Town would purchase & install \$600 worth of pavers to lead up the bathrooms at Walnut and would be reimbursed by the Civil War Re-enactors.

**RESOLUTION NO**

*EXECUTIVE SESSION*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby go into Executive Session at 6:00 p.m. to discuss “ the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.”

5 AYES – CARRIED

**RESOLUTION NO**

*OUT OF EXECUTIVE SESSION*

**Motion by Councilperson Chris Austin**, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 6:20 p.m.

5 AYES – CARRIED

**RESOLUTION NO**

*BUDGET WORKSESSION SCHEDULED FOR 9/17/12*

**Motion by Councilperson Thomas Hasbrouck**, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby set a Budget Worksession for 9/17/2012 from 1:00-4:00 p.m. at Town Hall, 120 North Main Street, Liberty, NY.

5 AYES – CARRIED

ADJOURN

On a motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Chris Austin, the Town Board does hereby adjourn the meeting at 6:21 p.m.

Respectfully submitted,  
Laurie Dutcher, Town Clerk