

DEPARTMENT HEAD MONTHLY MEETING
TOWN BOARD OF THE TOWN OF LIBERTY
October 5, 2015

At the Department Head Meeting of the Town Board of the Town of Liberty held on October 5, 2015 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 Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips

Absent: Councilperson Thomas Hasbrouck

Recording Secretary: Deputy Town Clerk Sara Sprague

Also present: Town Attorney Kenneth Klein
Budget and Accounting Clerk Cheryl Gerow
Water & Sewer Foreman Thomas Kehrley
Town Engineer Dave Ohman
P&R Director Brian Scardefield
DCO Joanne Gerow
CEO Mark VanEtten
Confidential Secretary Carmen Malanka
Mayor Ron Staback
Police Chief Scott Kinne
Josh Somers
J.P. McGuirk
Nicole Felder
Joe Tadora

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

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

ASSESSOR

Ongoing Monthly Updates:

Updating files; processing deeds; field work; pictures, etc.

I have been taking a new approach with the way we collect data. I am planning the route and making appointments. My department is calling the home owners and letting them know we will be in the area. If we need to gain entry an appointment is made. This seems to be working well.

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I have been working on putting a value on solar energy panels. I am using the income approach. So far the income is \$1.76 per watt. The value is ranging from 9,000 to 17,000 assessments depending on the energy system and kilowatts they are able to produce.

Getting ready for the 3rd BAR meeting. This one will be putting the county tax sale properties back on the roll for January taxes.

Otherwise, business as usual

HIGHWAY

- September 1 - Haul stone
Four trucks to Bethel
Move equipment
Roll/sweep Twin Bridge Road
Work on trucks/equipment in shop
Work at gravel bank

- September 2 - Roll/sweep Twin Bridge Road
Haul stone
Work on trucks/equipment in shop
Work at gravel bank

- September 3 - Haul sand for pug
Patch
Work on trucks/equipment in shop
Work at gravel bank

- September 4 - Blacktop w/ water/sewer
Haul sand for pug
Patch
Work on trucks/equipment in shop

- September 8 - One truck to Bethel
Work at gravel bank
Fiber seal Ferndale Loomis Road
Work on trucks/equipment in shop

- September 9 - Ditch Cattail Road
Ditch Devaney Road
Sweep Ferndale Loomis Road
Work at gravel bank
Mark roads

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- Work on trucks/equipment in shop
- September 10 - Move equipment
Two trucks to Village
Ditch Devaney Road
Work on trucks/equipment in shop
Work at gravel bank
- September 11 - Grind and grade Old Monticello Road
Ditch Devaney Road
Patch-Anderson, Lilly Pond, Breezy Hill
Work at gravel bank
Work on trucks/equipment in shop
- September 14 - Grind old Monticello Road
Ditch Devaney Road
Move equipment
Work on trucks/equipment in shop
Work at gravel bank
Patch
- September 15 - Pave parking lot in Village
- September 16 - Grind old Monticello Road
Ditch Devaney Road
Patch
Work at gravel bank
Work on trucks/equipment in shop
- September 17 - Ditch Devaney Road
Patch
Work at gravel bank
Work on trucks/equipment in shop
- September 18 - Change pipes on Devaney Road
Ditch Devaney Road
Move equipment
Patch Tanzman Road
Work at gravel bank
Work on trucks/equipment in shop
- September 21 - Ditch Devaney Road
Haul sand

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- Work at gravel bank
Ditch Wilbur Klein Road
Work on trucks/equipment in shop
- September 22 - Grind Old Monticello Road
Ditch Devaney Road
Work on trucks/equipment in shop
Work at gravel bank
- September 23 - Pave Old Monticello Road w/ trucks from Town of Callicoon, Town of Rockland and Village
- September 24 - Ditch Devaney Road
Spread calcium Old Monticello Road
Work on trucks/equipment in shop
- September 25 - Ditch Devaney Road
Work on trucks/equipment in shop
- September 28 - Ditch and replace pipes Devaney Road
Patch Dessecker Road
Work on trucks/equipment in shop
- September 29 - Ditch Devaney Road
Work at gravel bank
Work on trucks/equipment in shop
Clean out beaver dams

WATER & SEWER

Following the last rain event in a long while, after receiving 2.5 inches of rainfall, the Loomis plant had a daily flow of 60,000 come into the plant with 90,000 going out. As of this report, Dept. personnel were inspecting systems in Loomis and Swan Lake.

The flows in Swan Lake sewer dist. Showed 10 gpm at the Green Hills location with people on site. Steer's Corners, Hillcrest on the Ferndale-Swan Lake Rd and the Fieldston Camps were all giving us approx. 4 gpm at each site. The big contributors were Williamsburg Mobile Homes (old red barn trailer park) at 8 gpm, with no one there, Stevensville Hotel at 15 gpm with 3 people on site and 100 gpm coming from Baisainu (Old Camp Jubilee) on the Devaney Rd. It is recommended to submit a letter to this camp for the next sewer meter installation with the new outside user contract. The meter info for the hotel has been given to Mr. Weiss and his engineers.

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I met with Glen Smith on September 21 at the Loomis upper reservoir. He is getting his report ready for this meeting. Also waiting on concerns the Health Dept has on this project as well, due to the time the tank will be out of service. I have met with Mr. Drascher from BOCES on site to look at the roof with work time of 1 ½ to 2 hours twice a day with 2 classes a time issue to get tank back on line. I am getting a set of bid specs together and want to get bids on contracting the job to see what prices come in at to get it done.

New control panel for the upgrade to floating clarifier is in and waiting on electrician to set date to switch panel and get staff from clarifier company to program the new controls at the Swan Lake plant. Also had second inspection from Mr. Lewis from NYSDEC at both the Loomis & Swan Lake plants and went over planning for a seasonal sludge press. He is going to look into any other plants with this type of system, but doesn't feel a modification to the SPDES would be a problem. A report of polymers and type of press would need to be submitted.

I am hoping for bids on the Upper Ferndale Rd come in without any problems so the job can get in before bad weather. We also have a quote to finish the BOCES sewer line in which should be the last item on the consent repair list. Weather and wetness at the site is the big issue with completion but we are trying to get it done before winter.

I am including the last 5 year plan with prices from this year for work planning on moving forward. The dates for the work appear on the left of the items looking to get done. Some of the planned work will be negotiated if we get any grant monies or not. I will bring updated materials to Monday's meeting.

Any other things that may arise prior to the meeting.

CEO

Building Department:

Building permits issued – 25

Building permits closed – 14

Complaints – 9

Complaints closed – 9

Planning Board:

New applications – 0

Approved applications – 3

Zoning Board of Appeals:

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Building Permits (Collection of \$)	48
Dog Licenses	49
Replacement Tags	2
Purebred Licenses	1
Redeemed Dog	2
Reimbursement of Expenses	2
Photo Copies	109
EZ Pass	4
Road Access Permit	1
Conservation	26

FINANCE

Compiled data of water usage for possible increase in the Summer Surcharge and/or a rate increase for the District's

Continued work for the 2016 Preliminary Budget

Reviewed and signed the Deferred Compensation Plan with Nationwide Retirement Solutions

Reviewed proposed software for the filing of IRS Form 1095-C for 2015 needed for the Affordable Care Act

Obtained engineering proposals for information needed for the application for the EFC Grant for the Stevensville Water District to be submitted in 2016

Prepared financial plan for the Highway Department to purchase a new excavator

Reviewed cost estimate for the Swan Lake Sewer sludge press and possible payment plan

Closed out quarter and filed necessary paperwork with the County, State and IRS.

All other daily duties and responsibilities

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COURT

V&T Received	379
V&T Appearances	140
Criminal Appearances	390
Ordinance Appearances	28
Civil Appearances	19
Total Fines Collected	\$54,431.50
Total Fines to Town	Not available
Total Fines to Village	Not available

CORRESPONDENCE

1. Letter from Senator Bonacic regarding Municipal Facilities Capital Program funding for Municipalities.
2. Sample letters from the Town of Fallsburg regarding property appearance.
3. Parks & Recreation program flyer for fall 2015.
4. A five year plan and 2016 budget priorities from the Water & Sewer Department.

RECOGNIZE THE PUBLIC

Josh Somers and J.P. McGuiirk from Focus Media gave a presentation regarding strategic marketing recommendations for the Town of Liberty.

Joe Tadora acting director of Sullivan County Community Services gave a presentation on the homeless situation facing the County.

195-14 APPROVAL OF MINUTES

Motion: Supervisor Dean Farrand

Second: Councilperson Russell Reeves

The Town Board approved the 9/21/15 minutes as submitted.

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4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

NEW BUSINESS

196-15 *APPROVAL OF 2015-2018 SNOW & ICE CONTRACT*

The following resolution was duly moved by **Supervisor Charlie Barbuti**, seconded by **Councilperson Dean Farrand** and adopted:

RESOLVED, that pursuant to Highway Law Section 135-a providing for snow and ice control on County Roads with the Town, the Supervisor be and he is directed to execute a contract with the County of Sullivan for the Town to undertake and perform snow and ice control on County roads located in the Town for the period beginning July 1, 2015 and ending June 30, 2018 and any extensions thereof duly authorized as provided in such contract at the rates therein provided or hereafter approved.

PRESENT:

Supervisor Charlie Barbuti	Yes
Councilperson Thomas Hasbrouck	Absent
Councilperson Dean Farrand	Yes
Councilperson Russell Reeves	Yes
Councilperson Brian McPhillips	Yes

4 AYES - Carried

1 Absent- Councilperson Thomas Hasbrouck

197-15 *LIPKOWITZ BUNGALOW COLONY & TRAILER PARK NAMES (2) DRIVES – “LIPKOWITZ DRIVE” & “SHAROD DRIVE”*

Motion: Councilperson Dean Farrand

Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby name the (2) roads inside Lipkowitz Bungalow & Trailer Park located at 737 Harris Rd. SBL #48.-1-33.1 (right side from Harris Rd.)Lipkowitz Drive & (left side from Harris Rd.) Sharod Drive.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

198-15 *AWARD OF BID – FERNDALE WATER DISTRICT IMPROVEMENTS UPPER FERNDALE ROAD*

Motion: Councilperson Brian McPhillips

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Second: Councilperson Dean Farrand

On the recommendation of Delaware Engineering, the Town Board of the Town of Liberty does hereby:

- Award the Contract No. TL3-G-2015 to H. Osterhoudt Excavating, Inc, for the base bid word at the cost of \$539,460.00, and accept the unit pricing for the bid alternative work on Upper Ferndale Road.
- Authorize the Supervisor to execute the necessary paperwork (e.g., Notice of Award, Notice to payment, etc.) for contract initiation and completion of the work.
- Authorize Delaware Engineering to proceed to complete bid/award services and commence construction phase services.

4 AYES - Carried

1 Absent - Councilperson Thomas Hasbrouck

CARRIED OVER – Board resolution or letter of support for Sullivan County Community Choice Aggregation (SCCCA)-The Board would like more information.

199-15 *AUTHORIZE THE SUPERVISOR TO SIGN GRANT AGREEMENT*

Motion: Councilperson Brian McPhillips

Second: Councilperson Dean Farrand

The Town Board of the Town of Liberty does hereby authorize the Supervisor to sign the Sullivan County Plans & Progress Small Grant agreement in the amount of \$ 5,000.00.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

200-15 *ACCEPT TENTATIVE BUDGET AS PRELIMINARY BUDGET*

Motion: Councilperson Dean Farrand

Second: Councilperson Brian McPhillips

The Town Board of the Town of Liberty does hereby accept the 2016 Tentative budget as the 2016 Preliminary budget.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

201-15 *SET PUBLIC HEARING FOR THE 2016 PRELIMINARY BUDGET*

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

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The Town Board of the Town of Liberty does hereby set the following Public Hearings for October 19, 2015 at the Town Hall, 120 North Main St., Liberty, NY for the 2016 Preliminary Budget:

- 6:15 P.M. LOOMIS SEWER DISTRICT EXTENSION
- 6:20 P.M. YOUNGS HILL SEWER DISTRICT
- 6:25 P.M. INFIRMARY ROAD SEWER DISTRICT
- 6:30 P.M. SWAN LAKE-BRISCOE CONSOLIDATED SEWER DISTRICT
- 6:35 P.M. 2016 TOWN OF LIBERTY PRELIMINARY BUDGET

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

202-15 SET SPECIAL MEETING W/ DELAWARE ENGINEERING

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby set a special meeting with Delaware Engineering on October 26, 2015 at 6:00 p.m. at the Town Hall, 120 North Main St., Liberty, NY to discuss water and sewer issues.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

203-15 INTRODUCE INTRODUCTORY LOCAL LAW # 2 OF 2015 ENTITLED ““A LOCAL LAW AMENDING SUBSECTION E OF AND ADDING SUBSECTION F TO §147-28 OF CHAPTER 147, ENTITLED ZONING, OF THE CODE OF THE TOWN OF LIBERTY, SULLIVAN COUNTY, NEW YORK”

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 5th day of October, 2015 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 Charles Barbuti

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Councilperson Dean Farrand

Councilperson Russell Reeves

Councilperson Brian McPhillips

ABSENT: Councilperson Thomas Hasbrouck

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

BE IT RESOLVED, that introductory Local Law No. 2 of the Year 2015 entitled “A local law amending subsection E of and adding subsection F to §147-28 of Chapter 147, entitled Zoning, of 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 of Liberty Town Hall, 120 North Main Street, Liberty, New York, at 6:00 p.m., prevailing time, on October 19, 2015; 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 that the Town Board hereby determines such local law to be an Unlisted Action pursuant to the regulations promulgated under the State Environmental Quality Review Act for which a Short Environmental Assessment Form shall be prepared; and

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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.

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	Absent
Councilperson Dean Farrand	voting	Aye
Councilperson Russell Reeves	voting	Aye
Councilperson Brian McPhillips	voting	Aye

The resolution was thereupon declared duly adopted.

204-15 *EXECUTIVE SESSION*

Motion: Supervisor Charlie Barbuti

Second: Councilperson Russell Reeves

The Town Board does hereby go into Executive Session 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 at 7:00 p.m.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

205-15 *OUT OF EXECUTIVE SESSION*

Motion: Councilperson Brian McPhillips

Second: Councilperon Russell Reeves

The Town Board does hereby come out of Executive Session at 7:35 p.m.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

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ADJOURN

Motion: Councilperson Brian McPhillips

Second: Supervisor Charlie Barbuti

The Town Board adjourned the meeting at 7:36 p.m.

Laurie Dutcher, Town Clerk