

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
October 6, 2014**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on October 6, 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	Parks & Rec Director Brian Scardefield
Water & Sewer Foreman Tom Kehrley	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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A correction of errors was done for the Liberty Village LTD Partnership, the agreement was not filed with my office prior to March 1st, (my first acknowledge was from Gary Silver, in September) which removes 1.5 off the taxable portion of the assessment roll

Will be mailing out the agricultural renewals this month (as a courtesy)

Notifying property owners who have the basic STAR, they due to the age, etc. they might qualify for a better (enhanced STAR) exemption, (as a courtesy)

The Board of Assessment of Review will be holding their 3rd meeting in October to clean up the final roll and prepare for the January 2015 Town/County tax roll (removing the county's exemption on the sold auction parcels, etc.)

Otherwise, business as usual

Highway

September 2	Ditch Willi Hill Rd
	Ditch Mineral Springs Rd
	Clean up garbage in Village from street festival
	Haul Sand
	Worked at gravel bank
	Worked in shop
September 3	Ditch Willi Hill Rd
	Install pipes Mineral Springs Rd
	Haul sand
	Worked at gravel bank
	Put up signs
	Worked in shop
September 4	Ditch Willi Hill Rd
	Install pipes Mineral Springs Rd

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Patch Old Monticello Rd
Haul sand
Moved equipment
Worked in shop
September 5 Ditch Willi Hill Rd
Install pipes Mineral Springs Rd
Patch Old Monticello Rd
Haul sand
Worked in shop
September 8 Ditch Willi Hill Rd
Install pipes Mineral Springs Rd
Two trucks to Town of Bethel
Worked at gravel bank
Worked in shop
September 9 Grind Mineral Springs Rd
Ditch Fox Mountain Rd
Sweep Brookview Dr
Haul sand
Worked at gravel bank
Two trucks to Town of Bethel
Worked in shop
September 10 Grind Mineral Springs Rd
Install pipes Mineral Springs Rd

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Ditch MT Morris Rd, Muhlig Rd
Worked at gravel bank
Two trucks to Town of Bethel
Worked in shop

September 11 Install pipes Mineral Springs Rd
Sweep Lily Pond Rd
Work at gravel bank
Haul sand
Two trucks Town of Bethel
Worked in shop

September 12 Seal Ferndale Loomis Rd, Lily Pond Rd
Three trucks Town of Callicoon
Worked at gravel bank
Worked in shop

September 15 Truck to Town of Fremont
Truck to Town of Bethel
Haul crusher run to Mineral Springs Rd
Worked at gravel bank
Worked in shop

September 16 Two trucks Town of Bethel
Haul pug Mineral Springs Rd
Worked in shop

September 17 Truck to Town of Fremont

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Truck to Town of Bethel
Haul blacktop to Rolling Meadow
Worked in shop

September 18 Truck to Town of Fremont
Truck to Town of Bethel
Haul blacktop to Brookview Dr and Weston Way
Worked in shop

September 19 Sweep Devany Rd
Patch Devany Rd
Move Equipment
Patch East Mongaup Rd
Worked in shop

September 22 Two trucks to Town of Callicoon
Patch Devany Rd
Ditch Fox Mountain Rd
Work at gravel bank

September 23 Patch Devany Rd
Patch Cold Spring Rd
Ditch Fox Mountain Rd
Sweep Lily Pond Rd
Check signs
Worked in shop

September 24 Patch Fox Mountain Rd

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Patch Devany Rd
Worked at gravel bank
Worked in shop
September 25 Haul sand
Patch Devany Rd
Ditch Fox Mountain Rd
Worked in shop
September 26 Pipe Fox Mountain Rd
Cut trees
Patch Steiglitz Rd
Worked at gravel bank
Worked in shop
September 29 Ditch Fox Mountain Rd
Patch Steiglitz Rd
Haul Sand
Worked in shop
September 30 Haul sand
Ditch Fox Mountain Rd
Patch Steiglitz Rd
Worked at gravel bank
Worked in shop

WATER & SEWER

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Loomis water well has been pulled, new pipe, wire and pump replaced. We now have good water at the new building and better water flow in the lower building that we use to mix bicarb on a daily basis.

The newest SMALL issue in the Loomis plant has been the production of MILLIONS of Midge and Filter flies in the Loomis building. Working with Delaware Engineering on a fix.

The I & I work in the Swan Lake Sewer district was again a big success in finding a lot of leakage in past know camps & the hotel site. Since most trouble spots have seasonal water hooked up in the spring, I am looking for approval to notify the camps with photos and a letter informing them that the repairs need to be made before water service will be reinstated next year.

Looking for some information on when the Water & Sewer codes can be updated. Albert had left word that we need to change some items in the water service fittings, i.e. low lead, but a new problem in the Briscoe sewer has arisen. One user has been flushing cat litter down the toilet that is delivered to a 1000 gallon septic tank. Our schedule is approximately every 5 years on average to pump the tank, and upon pumping the tank this fall, there was 16-18 inches of clay in the tank. The load was transferred to the SL Plant where it took almost a week to stop coming out in the grit screw.

Still working with Delaware Engineering on getting pipe from the digester at the Loomis Plant hooked up as per the original plan and the baffles installed in house so that it can be accomplished prior to freeze up. Also working on sludge processing at the Swan Lake plant continues. Ditch one at the plant has been slow to drain out because of the lack of room for sludge, but should be able to be cleaned out next week.

Sometime in December, water & sewer will be working with Steve Grimm from NY Rural Water Assoc on asset management system that will be required prior to applying for future grant monies on the sewer end of the spectrum, and expected soon after to go onto the water end. The committee would be made up of two taxpayers from the district, finance, Board Liason and should follow a plan that rural water has been working on.

Paving was completed on the Stanton Corners Rd and Briscoe Rd. It has been discussed in the past but I think it needs to be revisited with the County DPW. The cost of extension risers for manholes and main valves has again topped \$ 3,000. The change in elevations was a lot more than was planned, even with the exchange of some existing rings. We would like to propose to the County when resurfacing roads, the price of risers at the completion of the jobs be reimbursed to the town.

Enclosing a letter we received regarding the minimum water bills when meters are removed.

Any other matters that may arise prior to the meeting.

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CEO

Building Permits **33**

Building Permits closed **25**

Complaints **10**

Complaints Closed **4**

Planning Board new applications **0**

Planning Board approved applications **0**

Zoning Board new applications **0**

Zoning Board approved application **1**

PARKS & RECREATION

We covered and winterized the pool.

Have been marking all of the trails at Walnut.

Installed a Walnut Mountain Park sign at the end of Walnut Mountain Road.

Brush hogged at Walnut where we want to install the disc golf course. It is going to be over towards the soccer field side of the park.

Parks close at the end of September. I was hoping to have staffing to keep them open through October but that fell through. We are going to be changing the gate at Hanofee Park so patrons can park in the upper parking lot and still enjoy the park.

We took 16 seniors from the Nutrition Site to the Racino for a luncheon. They had a terrific time.

The parents of the peewee football and cheerleading have been fundraising for the program to purchase new helmets/shoulder pads/ and rib guards. They have raised over \$1600.00 so far.

Have been getting prices on resurfacing the Walnut Baseball field

BOCES carpentry class is going to be fixing the ceiling in the pool house rooms where sheetrock is starting to come loose and also doing some work in the kitchen area in the pavilion at walnut so we can rent it out next year.

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DCO

No report

PARKING ENFORCEMENT

No report

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation	0
Marriage Licenses	5
EZ Pass	0
Marriage Certificates	5
Building Permits (Collection of \$)	\$5,539.58
Photocopies	11
Dog Licenses	47
Boarding fees	0
Redeemed dog	0

FINANCE

Submitted Workers Compensation claim update

Prepared Water System Improvements Update

Prepared YTD Expenditure report for budget

Prepared comparison of expenditures for 2012-2014

Prepared Fund Balance comparisons

Disputed Unemployment Claim

Researched security guards for the Court

Summary of Expenses for Loomis Sewer Phase I

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All other daily duties and responsibilities

CDC

No Report

COURT

August

V&T Received	414
V&T Appearances	296
Criminal Appearances	525
Ordinance Appearances	15
Civil Appearances	22
Total Fines Collected	\$67,485.00
Total Fines to Town	N/A
Total Fines to Village	N/A

DELAWARE ENGINEERING

1. Water System DRBC Application

- No new comments back from DRBC Application

2. Loomis WWTP Upgrade

- *Phase 1 contract items that need to be addressed*
 - Steps into digester tank work still pending
 - Digester repiping – Town to do with own forces?
- *Plant Data/Sampling Needs*
 - Town continuing to collect WWTP influent and clarifier effluent data for the design of Phase 2 WWTP (soluble BOD, BOD, TSS, phosphorous, ammonia):
 - 3 times/week
 - 24 hour composite sampling
 - Coordinating with lab on bottles, pickup and delivery
 - Low BOD coming in despite flow being low (should be more concentrated at low flows) – impacts process selection

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- Current data indicates that RBC is removing ammonia satisfactorily but phosphorous still >>> than future limit (influent average 5.8 ppm, effluent average 5 ppm).
- Data sheet attached

- **Phase 2 NYSDEC**
 - Per August 19, 2014 e-mail (See attached) NYSDEC Region 3, Arthur Crawford (plan review coordinator):
 - Phase 2 needs to be able to treat up to 100,000 gpd permit flow limit with the largest treatment unit or train off line

- **Phase 2 Jar testing by Chemical Suppliers**
 - Two Chemical supplier(s) did 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)
 - Slack Chemical did testing on August 28 – report attached
 - With filtering, able to get to <0.5 ppm total phosphorous with a chemical that would cost \$27/day (at 50,000 gpd) – about \$10,000/year in chemical cost
 - Holland Chemical tested on September 10 but did not provide cost info
 - Bottomline is that jar tests indicate that phosphorous can be removed with the right dose and type of chemical to the required limit if decent filtration follows the clarifiers
 - Upflow sand filters would work well (proven in NYC watershed) as long as phosphorous going into the filters is 1 -1.5 ppm.
 - Rebuilt sand filters should work but would likely be susceptible to plugging/require more frequent sand replacement due to chemical solids carryover. Considering rotary screen filters upstream of rebuilt sand beds

- **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 or refurbished lagoon
 - Treatment to address new permit requires total phosphorous limit of 0.5 mg/l
 - Process Options being considered:
 - See attached schematics
 - **Alternative 1:** Two new 50,000 gpd RBCs and clarifier with chemical addition ahead of clarifiers to (reduce phosphorus levels to 1.5 or less ppm) followed by two new Upflow sand filters sand filters (instead of rebuilding the sand beds) for phosphorous removal
 - Redundant 50,000 gpd unit is third RBC
 - third RBC which would not be able to start up and operate quickly
 - diversion of flows over 50,000 – two options

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- 50,000 to 100,000 gpd to new (redundant) upflow sand filter or
 - Divert to existing refurbished polishing lagoon (300,000 gallon capacity) to hold and pump back to head of plant for treatment when flow goes down
- **Alternative 2:** Two new 50,000 gpd RBCs and clarifier with chemical addition ahead of clarifiers to (reduce phosphorus levels to 1.5 or less ppm) followed by two new Rotary Drum Screens (to remove chemical particulates prior to sand beds) and Rebuilding the sand beds for phosphorous removal
 - Redundant 50,000 gpd unit is third RBC
 - third RBC which would not be able to start up and operate quickly
 - diversion of flows over 50,000 – two options
 - 50,000 to 100,000 gpd to new (redundant) rotary drum screen then on to sand beds or
 - Divert to existing refurbished polishing lagoon (300,000 gallon capacity) to hold and pump back to head of plant for treatment when flow goes down
- **Alternative 3:** Two new 50,000 gpd Membrane Bioreactors (MBRs) with chemical addition to assist in phosphorus removal
 - Redundant 50,000 gpd unit the Phase 1 RBC)
 - diversion of flows over 50,000 – three options
 - 50,000 to 100,000 gpd to new (redundant) MBR or put thru on line unit or
 - Divert to existing refurbished polishing lagoon to hold and pump back to head of plant for treatment when flow goes down
- Preliminary cost information summary attached for REVIEW with the Town
 - With all things included estimated project costs for financing (cost minus CDBG grant) range from \$3 to \$4 million
 - may be able to reduce things a bit if we can identify an alternative
 - Can we agree on a desired plan forward today?
 - What is the maximum amount that Town can pay for Debt Service and O&M?
 - Is Town willing to limit the amount of flow (and future inputs) and consider going back to NYSDEC to renegotiate the permit for a lower flow limit of 50,000 gpd?
 - Go back to NYSDEC to consider?
 - Would reduction in flow release WWTP from phosphorous limit?
 - Would allow for CDBG funds to be used
 - Reduces net to finance to \$2.5 to \$3M
 - Is Town willing to consider pumping to Swan Lake or the Village and closing the WWTP
 - Go back to NYSDEC

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- Affects CDBG funding (loose Phase 2 grant \$; need to pay back Phase 1 cost??)
 - Affects schedule
 - New SEQR review, SHPO review
 - Costs estimated > \$2M
-
- **Delaware's contract for Phase 2**
 - Will submit once we agree upon a likely WWTP process schematic/plan and cost with the Town

3. Attachments

- WWTP sampling data summary (thru Sept 22, 2014)
- Schematics for 3 upgrade alternatives (redundant flow 100,000 gpd)
- Preliminary Cost Estimate Summary Table – last revised 10-06-14

RESOLUTION NO

AUTHORIZE THE SUBMISSION & ADMINISTRATION OF GRANT THROUGH JCAP OFFICE OF COURT ADMINISTRATION

Motion by Councilperson Chris Austin, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby authorize the submission and administration of a grant application through the 2013-14 Justice Court Assistance Program of the State of New York, Office of Court Administration, for funding in the amount of \$30,000.

5 AYES

RESOLUTION NO

ACCEPT LOW QUOTE TO REPAIR SPRINKLER SYSTEM AT TOWN HALL

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby accept the low quote submitted by Sullivan Sprinkler in the amount of \$4,800 to repair the sprinkler system at Town Hall.

5 AYES CARRIED

RESOLUTION NO

ACKNOWLEDGEMENT OF AUDIT FOR LOCAL COURT RECORDS

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Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby acknowledge that the required audit was conducted of the local court's records.

5 AYES CARRIED

RESOLUTION NO

ACCEPTANCE OF LETTER OF INTENT TO RETIRE RECEIVED FROM ASSESSOR KATHY SPRAGUE

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby accept Assessor Kathy Sprague's letter of intent to retire March of 2015 as required by the Personnel rules.

5 AYES CARRIED

RECESS MEETING

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Russell Reeves**, the Town Board of the Town of Liberty does hereby recess the meeting at 9:12 p.m.

5 AYES CARRIED

Respectfully submitted,

Laurie Dutcher, Town Clerk