

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
November 3, 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 Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips

Absent:

Councilperson Thomas Hasbrouck

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Town Attorney Kenneth Klein
Finance Director Earl Bertsch
Water & Sewer Foreman Tom Kehrley
Code Enforcement Officer Mark VanEtten
Highway Superintendent Timothy Pellam
Budget Coordinator Cheryl Gerow
Deputy Town Clerk Sara Sprague
Parks & Rec Director Brian Scardefield
Dave Ohman of Delaware Engineering
DCO Joanne Gerow (arrived @5:00 p.m.)
Confidential Secretary Angela Dalton
Mary Heinle

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

CORRESPONDENCE

1. A letter from Sullivan County Paving & Construction thanking the Water & Sewer Department for their assistance.
2. A letter from the Sullivan County Sheriff's Department regarding security for the Justice Court.

RECOGNIZE THE DEPARTMENT HEADS

(Reports as submitted by the Dept. Heads)

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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.

Our file will be sent to Dave Brokaw for the County's recapitulation

Calls are coming in in regards to the Rebate & Tax Freeze checks

Reviewing and updating our exemption applications

Agricultural renewals were mailed out in October (as a courtesy)

Working on valuation for the 2015 assessment roll. John has been working part-time collecting data and checking the pending files which is under renovations, etc.

In November the State will send out a report of the approved Enhanced STAR recipients that are signed up in the income verification program, along with ones to be removed, etc.

The Non-Profit renewals will be mailed out in November (as a courtesy)

We have notified of the basic STAR recipients whom will turn 65 prior to December 31, 2015, that they might be entitled to a better (Enhanced) STAR exemption (as a courtesy)

Otherwise, business as usual

Highway

October 1 Pave Fox Mountain Road

October 2 Fix driveway entrances on Mineral Springs Road

 Patch Midway Road

 Work in shop

 Inventory and install signs

 Work at gravel bank

October 3 Grader pave and patch Fox Mountain Road

 Patch Midway Road and Wilbur Klein Road

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Work in shop

October 6 Haul sand

Work in shop

Work at gravel bank

Patch Wilbur Klein Road

October 7 Haul sand

Work at gravel bank

Work in shop

Patch Midway Road

October 8 Patch Midway Road

Patch Upper Ferndale Road

Haul sand

Work at gravel bank

Work in shop

October 9 Seal Upper Ferndale Road

Work at gravel bank

Work in shop

October 10 Patch Cooley Mountain Road

Patch Doughty Road

Haul Sand

Guide Rail for Fox Mountain Road

Work in shop

October 13 Haul sand

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October 14 Haul sand

October 15 Haul sand

October 16 Haul sand
 Clean up Marx Road

October 17 Patch Cooley Mountain Road
 Patch Lenape Lake Road
 Patch Muhlig Road
 Work at gravel bank
 Work in shop
 Move equipment

October 20 Pipe Fox Mountain Road
 Grade Mullen Road
 Work in shop
 Work at gravel bank

October 21 Pipe Fox Mountain Road
 Cut brush Lake Marie Road
 Work in shop
 Grade Mullen Road

October 22 Ditch Fox Mountain Road
 Ditch Mahogany Lane
 Grade Mongaup Road
 Move equipment
 Work in shop

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- Work at gravel bank
- October 23 Ditch Cold Spring Road
- Ditch Walnut Mountain Road
- Haul Sand
- Install signs
- Work in shop
- Work at gravel bank
- October 24 Patch Tanzman Road
- Patch Lenape Lake Road
- Ditch Walnut Mountain Road
- Ditch Woodlawn Avenue
- Work in shop
- Work at gravel bank
- October 27 Patch Lenape Lake Road
- Patch Brookview Drive
- Work in shop
- Work at gravel bank
- October 28 Patch Tanzman Road
- Patch Lenape Lake Road
- Ditch Cold Spring Road
- Work in shop
- Inventory and install signs

On October 22 an inspector from the U.S. Department of Labor Mine Safety and Health Administration came to inspect the gravel bank and all paperwork. Received only a minor citation

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for a non working parking brake on a truck at the gravel bank. Since receipt of the citation the truck has been repaired and the mine inspector has been notified.

WATER & SEWER

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.

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

Any other matters that may arise prior to the meeting.

CEO

Building Permits **26**

Building Permits closed **8**

Complaints **9**

Complaints Closed **2**

Planning Board new applications **4**

Planning Board approved applications **0**

Zoning Board new applications **0**

Zoning Board approved application **0**

PARKS & RECREATION

Held the Halloween Parade on October 25th. Had a terrific turn out. Gave out 200 bags of candy to children in costume at the line-up. We actually ran out. Next year we are going to make up 300 bags.

The youth football season ended. We held a last day BBQ at Walnut for the children after the last game.

BOCES carpentry classes finished the kitchen walls in the Walnut Pavilion and are just finishing up the ceilings at the pool room.

We started constructing the T-Boxes for the Disc Golf course at Walnut.

Had to re-schedule the Guided Fall Hike of Walnut Mountain due to rain. It was rescheduled for October 29th.

Have been building new fencing and gating around the parking lot at Hanofee Park.

We received the \$1,300.00 from the County for the Eagle Scout project where the Boy Scout will be installing trail head signs at Walnut Mountain Park.

We are holding our Volunteer Recognition Night on November 5th at Cracolici's.

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Advertised for the Assistant Recreation Directors position. The deadline to submit a resume is October 31st.

DCO

No report

PARKING ENFORCEMENT

No report

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation	0
Marriage Licenses	3
EZ Pass	3
Marriage Certificates	5
Building Permits (Collection of \$)	\$9,704.02
Photocopies	5
Dog Licenses	35
Boarding fees	0
Redeemed dog	0

FINANCE

Filed Accident Report for Pee-Wee Football player

Prepared 2015 Preliminary Budget, prepared 2015 Adopted Budget and filed tax cap certification

Attended Health Insurance meeting

Resolved one Unemployment Claim and disputed another

Attended Webinar on Tax Cap/Tax Freeze requirements

Filed Accident Claim

Computed sewer units for condo's in the Swan Lake Sewer District

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Computed estimated debt payments for Loomis Sewer Phase II

All other daily duties and responsibilities

CDC

No Report

COURT

	August
V&T Received	389
V&T Appearances	217
Criminal Appearances	485
Ordinance Appearances	12
Civil Appearances	17
Total Fines Collected	\$66,105.00
Total Fines to Town	N/A
Total Fines to Village	N/A

RESOLUTION NO

2015 BETHEL RE-LEVIED WATER AND SEWER RENTS

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Brian McPhillips**, the Town Board of the Town of Liberty adopted the following resolution:

RESOLVED: that the Town Board of the Town of Liberty does hereby authorize the Supervisor of the Town of Bethel to transmit for presentation to the Sullivan County Legislature the following lists of properties against which there are past due water rents totaling \$471.40 owed to the Stevensville Water District on November 1, 2014 and against sewer rents totaling \$97.24 owed to the Swan Lake/Briscoe Road Consolidated Sewer District on November 1, 2014 and to request that said Board levy as re-levied water

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and sewer rents the sum specified against the property identified by section, block and lot number preceding the amount of arrears on the 2015 tax roll of the Town of Bethel.

4 AYES – CARRIED

1 Absent – Councilperson Thomas Hasbrouck

RESOLUTION NO

2015 TOWN OF LIBERTY RE-LEVIED WATER AND SEWER RENTS

Motion by Councilperson, seconded by **Councilperson**, the Town Board of the Town of Liberty adopted the following resolution:

RESOLVED: that the Town Board of the Town of Liberty does hereby authorize the Supervisor of the Town of Liberty to transmit for presentation to the Sullivan County Legislature the following lists of properties against which there are past due water and sewer rents on November 1, 2014 owed to the water and sewer districts specified and to request said Board to levy as re-levied water and sewer rents the sum specified against property identified by the self-check digit, and section, block and lot number preceding the amount of arrears on the 2015 Tax Roll for the Town of Liberty and are summarized as follows:

- Loomis Water \$ 5,852.71
- Ferndale Water \$53,567.90
- Stevensville Water \$25,539.18
- White Sulphur Springs Water \$11,535.30
- Indian Lake Water \$ 1,852.71
- Cold Spring Water \$ 4,061.56
- Route 55 Water \$ 5,449.31
- Youngs Hill Sewer \$ 912.72

4 AYES – CARRIED

1 Absent- Councilperson Thomas Hasbrouck

RESOLUTION NO

A RESOLUTION AUTHORIZING THE PURCHASE OF MATERIALS AND SUPPLIES TO MAKE IMPROVEMENTS TO PARKING LOTS AND FENCING AT WALNUT MOUNTAIN PARK AND HANOFEE PARK, AT MAXIMUM ESTIMATED COST OF \$15,000.00, AND PAYMENT THEREFOR BY THE

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EXPENDITURE OF THE SUM OF \$15,000.00 FROM THE TOWN OF LIBERTY PARKS CAPITAL RESERVE FUND

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Government Center, 120 North Main Street, Liberty, New York, in said Town, on the 3rd day of November, 2014 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 Charlie Barbuti
Councilperson Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips

ABSENT: Councilperson Thomas Hasbrouck

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

A RESOLUTION AUTHORIZING THE PURCHASE OF MATERIALS AND SUPPLIES TO MAKE IMPROVEMENTS TO PARKING LOTS AND FENCING AT WALNUT MOUNTAIN PARK AND HANOFEE PARK, AT MAXIMUM ESTIMATED COST OF \$15,000.00, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$15,000.00 FROM THE TOWN OF LIBERTY PARKS CAPITAL RESERVE FUND.

BE IT RESOLVED, by the Town Board of the Town of Liberty, Sullivan County, New York, as follows:

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Section 1. The purchase of materials and supplies to make improvements to parking lots and fences at Walnut Mountain Park and Hanofee Park, at a maximum estimated cost of \$15,000.00, and the expenditure of the sum of \$15,000.00 from the Town of Liberty Parks Capital Reserve Fund to pay such maximum estimated cost is hereby authorized and approved.

Section 2. The action authorized has been determined to constitute a Type II Action as defined in 6 NYCRR §617.5(c)(18) and (21) of the regulations promulgated pursuant to the State Environmental Quality Review Act, for which environmental review is not required.

Section 3. The plan for financing of such maximum estimated cost is by the appropriation and expenditure of monies heretofore deposited in the Town of Liberty Parks Capital Reserve Fund.

Section 4. Within ten (10) days after the adoption of this resolution, the Town Clerk shall post on the Town sign board and publish in the Sullivan County Democrat, the official newspaper of the Town, a notice in conformance with the requirements of Section 90 of the Town Law of the State of New York.

Section 5. This resolution is adopted subject to permissive referendum.

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	YES
Councilperson Thomas Hasbrouck voting	ABSENT
Councilperson Dean Farrand voting	YES

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Councilperson Russell Reeves voting YES

Councilperson Brian McPhillips voting YES

The resolution was thereupon declared duly adopted.

RESOLUTION NO

PUBLIC HEARING SET FOR CDBG GRANT REVIEW ON 11/17/14

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby set a Public Hearing on 11/17/2014 at Town Hall, 120 North Main Street, Liberty, NY at 6:45 p.m. in order to review the performance and status of activities and to identify future Community Development activities for the Small Cities CDBG Program.

5 AYES CARRIED

OLD BUSINESS

1. Loomis WWTF Phase II Plans Carryover
2. Proposed Zoning changes Ken working on it
3. Emergency Preparedness Carry over
4. Proposed Local Law 3 of 2014 Carry over

RESOLUTION NO

EXECUTIVE SESSION

Motion by Councilperson Brian McPhillips, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby go into Executive Session at 5:54 p.m. to discuss pending litigation and a personnel matter.

4 AYES - Carried

1 Absent- Councilperson Thomas Hasbrouck

RESOLUTION NO

OUT OF EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Brian McPhillips**, the Town

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Board of the Town of Liberty does hereby come out of Executive Session at 7:01 p.m.

4 AYES - Carried

1 Absent- Councilperson Thomas Hasbrouck

ADJOURN

On a motion by Councilperson Dean Farrand, seconded by Councilperson Russell Reeves the Town Board of adjourned the meeting at 9:03 p.m.

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Respectfully submitted,

Laurie Dutcher, Town Clerk