

**TOWN BOARD OF THE TOWN OF LIBERTY
DEPARTMENT HEAD MEETING
November 4, 2013**

At the Dept. Head Meeting of the Town Board of the Town of Liberty held on November 4, 2013 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 Chris Austin
Councilperson Dean Farrand
Councilperson Maurice Gerry

Recording Secretary:

Town Clerk Laurie Dutcher

Also present:

Town Attorney Kenneth Klein
Finance Director Earl Bertsch
Water & Sewer Supervisor Albert Picard
Assessor Kathy Sprague
Park & Recreation Director Brian Scardefield
Code Enforcement Officer Mark VanEtten
CDC Director Heinrich Strauch
Budget Coordinator Cheryl Gerow
Deputy Town Clerk Sara Sprague
Court Manager Denise Curry
Joanne Gerow, DCO
Matt DeWitt, Highway Foreman
Joe Lieberman
Joan Kittredge
Jeffrey Baker
Paul Savad
Brian McPhillips

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

CORRESPONDENCE

1. A copy of a letter from Young/Sommer LLC regarding Introductory Local Law #4 of 2013.

DEPARTMENT HEAD MEETING

11/4/2013

2. A letter from the NYSDOT regarding request to designate access Highways w/ attachments.
3. Information regarding Building Department records retention.

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;, etc.
- My file is going to be sent to Dave Brokaw for recap calculations for the January tax roll. My next file will be sent in December, which will reflect new ownerships and address changes.
- Court cases are being reviewed via conferences; recollects, etc.
- Agricultural; Non-Profit & Firefighters/Ambulance Worker renewals will be mailed out this month (as a courtesy)
- The state was able to make a script to update my reports menu on V-4, therefore my reports are up and going
- I will need an update on my computer system for V-4
- The state is looking into a V-5 version update
- The Village owned parcels have been completed via exempt status (3 yrs)
- I should be receiving the State's report for the approval of the enhanced Star recipients with the income verification program (IVP) status
- Working with Cheryl and Earl on the Youngs Hill sewer District units for the 2014 assessment roll

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

HIGHWAY

Bridge on Aden Road should be opening soon, just waiting for guard rail to be installed and paving to be done.

A last minute Fall Clean Up was held on October 25, 26 Three dumpsters were filled

Finishing up patching

Grading up dirt road

Hauling sand

Sucking up leaves from ditches and culverts

Small section of Lenape Lake Road was paved

Paved Town section of Highview Avenue as well as Village section

DEPARTMENT HEAD MEETING

11/4/2013

Paved section of Carrier Street for the Village

WATER & SEWER

Indian Lake Club pipe replacement project is completed

Swan Lake Sewer- Old Fieldston Hotel that had a grease problem last summer had their grease trap inspected by an engineer is attached.

Swan Lake Sewer-Cleaning of the Ditch #2- This work is being done on Monday 11/4/13. The quotes are attached. Will pick 3 engineers and do RFP.

Swan Lake Sewer-Went to DMR School, the State is changing the ways to submit the monthly reports and spill reports etc. Reports will be paperless. All reporting will be done electronically, and all spills need to be reported within 2 hours of notification. We will need to do some upgrades to the computer system to do this.

Loomis Sewer – Still nothing from the trailer park on repairs to their system to get the inflow remediated. Also still no contract.

Loomis Sewer-Contractor is working on the RBC project at the plant.

Loomis Water-Cornell Coop Ext notified us last week that they want to hook to the water system. Plans are to do this work on November 12, 2013.

WSS Water Catch basin project doesn't look like it is going anywhere.

WSS Water still have not seen set of plans for pipe replacement project that we received the grant for. *Charlie will call Terry Kelly want the bid to go out in November.*

I&I issue put him through the hoops.

CEO

Building Permits **34**

Building Permits closed **5**

Complaints **8**

Complaints Closed **22**

Planning Board new applications **0**

Planning Board approved applications **2 and 0 denied**

Zoning Board new applications **0**

Zoning Board approved application **0**

Should receive Field Inspection Module in about a week

DEPARTMENT HEAD MEETING

11/4/2013

Requests a brief Executive Session regarding a specific employee matter and a legal matter

PARKS & RECREATION

Parks are closed for the season. We have been getting everything winterized.

We held the Halloween Parade on October 26th. We had a great turn out. We gave away 160 bags of candy to children in outfits at line-up and we actually ran out of bags.

We held a hike to Witch's Rock located at the Top of Walnut Mountain with the help of the Renegades Bike Club and Morgan Outdoors (of Livingston Manor). We had a great turn out. About 30 people came for the hike and we told them the history of the park.

Our New York City bus trip we are holding on November 23rd is full.

We are currently starting to get everything together for the annual Holiday Parade and Tree Lighting on December 6th.

Charlie Dill finally got the drop box from the company he ordered it from and will be installing it this week.

DCO

Discussed parking enforcement with the Board. She advised that Scott Kinne was concerned over her safety. Mrs. Gerow advised that she does not have any concern regarding her safety. DCO Gerow advised the Bethel constable he has never felt threatened for his life or safety.

Felt that the parking laws should be kept simple. The Town of Thompsons is too complicated. The Village of Liberty has too much specificity. The Town of Lumberland has (8) P/T constables. The DCO will work with Town Attorney Klein on the parking law.

Advised that she would like \$2600 added to her budget in order to hire someone to clean the kennels during the summer months when she would be busy enforcing the parking rules.

DCO Gerow advised the Board that the agreement with the Humane Society has gone up considerably. The fee to surrender a dog or euthanize was \$100 now it is \$175. She advised that Dr. Nebzydoski rescue gets \$60 per dog. The board decided to sign the Humane Society Agreement to have as an option if needed.

TOWN CLERK/TAX COLLECTOR

Licenses:

Conservation 14

Marriage Licenses 3

DEPARTMENT HEAD MEETING
11/4/2013

Marriage Certificates	7
Building Permits (Collection of \$)	39
Photocopies	23
Dog Licenses	41

FINANCE

Attended meeting on health insurance

Finalized and adopted 2014 budget

Received confirmation from the County regarding tax relevy of unsafe building

Submitted (1) and closed out (2) prevailing wage rate schedules for various jobs

Communicated with Verizon Wireless regarding tablet and service for the Building Department

Negotiated lease contract for 3 new photocopiers

In process of renegotiating new lease contract for postage machine

Communicated with NYSEG regarding problems at Presidential Estates-Electrical problem w/ one pole.
Board advised to call another electrician

All other daily duties and responsibilities

Youngs Hill Sewer redo & come up with new unit calculation for 2015

CDC

No report submitted

COURT

V&T Received	472
V&T Appearances	358
Criminal Appearances	591
Ordinance Appearances	37
Civil Appearances	27

DEPARTMENT HEAD MEETING

11/4/2013

Total Fines Collected \$82,887.00

Total Fines to Town Not available

Total Fines to Village Not available

Submitted JCAP Grant

BOARD DISCUSSION

RESOLUTION NO

APPROVAL OF BETHEL WATER AND SEWER RE-LEVIES

Motion by Councilperson Chris Austin, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve of the following Stevensville Water District in the amount of \$701.88.

5 AYES CARRIED

RESOLUTION NO

APPROVAL OF WATER & SEWER RE-LEVIES

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby approve the following Water & Sewer re-levies:

Loomis Sewer	\$5,052.38
Loomis Water	\$15,002.84
Stevensville Water	\$62,432.23
Rt. 55 Water	\$4,172.44
White Sulphur Springs Water	\$11,242.55
Ferndale Water	\$24,122.84
Cold Spring Water	\$3,974.40
Youngs Hill Sewer	\$1,086.28
Indian Lake Water	\$3,562.56

5 AYES CARRIED

RESOLUTION NO

DEPARTMENT HEAD MEETING

11/4/2013

AUTHORIZE HIGHWAY SUPERINTENDENT TO SIGN SHARED SERVICES AGREEMENT W/ NEIGHBORING TOWNS

Motion by Councilperson Thomas Hasbrouck, seconded by **Supervisor Charlie Barbuti**, the Town Board of the Town of Liberty does hereby authorize the Town Highway Superintendent to sign Shared Services Agreements with neighboring Towns.

5 AYES CARRIED

RESOLUTION NO

ADOPTION OF LOCAL LAW #4 OF THE YEAR 2013

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby adopt Introductory Local Law #4 of the Year 2013 adding section 31-5 to Chapter 31, entitled "Planning Board", of the Code of the Town of Liberty as Local Law #4 of the Year 2013. *This law is passed with the understanding that it applies to (2) two specific projects:

Lake Marie Homes

White Sulphur Springs Homes

5 AYES

CARRIED

RESOLUTION NO

APPROVAL OF VOUCHER FOR BLAUER ASSOCIATES

Motion by Councilperson Thomas Hasbrouck, seconded by **Councilperson Dean Farrand**, the Town Board of the Town of Liberty does hereby approve the payment of a voucher for Blauer Associates in the amount of \$3,950. for administrative services for the Loomis Wastewater project.

5 AYES - Carried

RESOLUTION NO

APPROVAL OF VOUCHER FOR KELLY ENGINEERING, PC

Motion by Councilperson Chris Austin, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve the payment of a voucher for Kelly Engineering, PC in the amount of \$7,100. for engineering services for the Loomis Wastewater project.

5 AYES - Carried

DEPARTMENT HEAD MEETING
11/4/2013

RESOLUTION NO

APPROVAL OF VOUCHER FOR BILLMAN ROSS & ASSOCIATES, INC

Motion by Councilperson Chris Austin, seconded by **Councilperson Thomas Hasbrouck**, the Town Board of the Town of Liberty does hereby approve the payment of a voucher for Billman Ross & Associates, Inc. in the amount of \$258,162.50 for application and certificate for payment of upgrade of the Loomis Wastewater project.

5 AYES - Carried

RESOLUTION NO

EXECUTIVE SESSION

Motion by Supervisor Charlie Barbuti, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby go into Executive Session at 5:15 p.m. for discussion regarding a specific employee and also for pending litigation.

5 AYES - Carried

RESOLUTION NO

OUT OF EXECUTIVE SESSION

Motion by Councilperson Dean Farrand, seconded by **Councilperson Maurice Gerry**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 5:45 p.m. for discussion regarding a specific employee and also for pending litigation.

5 AYES - Carried

BOARD DISCUSSION

COUNCILPERSON DEAN FARRAND

- Nothing to report

COUNCILPERSON CHRIS AUSTIN

- Was asked for ideas regarding the Bonacic grant -Feels that we should extend Town Hall or build a new dog pound

COUNCILPERSON THOMAS HASBROUCK

- Nothing to report

DEPARTMENT HEAD MEETING
11/4/2013

COUNCILPERSON MAURICE GERRY

- Nothing to report

SUPERVISOR CHARLIE BARBUTI

- Nothing to report

ADJOURN

On a motion by Councilperson Chris Austin, seconded by Councilperson Dean Farrand, the Town Board does hereby adjourn the meeting at 6:00 p.m.

Respectfully submitted,

Laurie Dutcher

Laurie Dutcher, Town Clerk