

TOWN BOARD OF THE TOWN OF LIBERTY  
**DEPARTMENT HEAD MEETING**  
December 3, 2012

At the Dept. Head Meeting of the Town Board of the Town of Liberty held at 4:00 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 Dean Farrand

Absent: Councilperson Thomas Hasbrouck  
Councilperson Maurice Gerry

Recording Secretary: Town Clerk Laurie Dutcher

Also present:

Water & Sewer Supervisor Albert Picard  
Park & Rec Director Brian Scardefield  
Highway Superintendent Timothy Pellam  
Code Enforcement Officer Mark VanEtten  
Assessor Kathy Sprague  
Sara Sprague Deputy Town Clerk  
Finance Director Earl Bertsch  
Budget & Accounting Coordinator Cheryl Gerow  
CDC Director Heinrich Strauch  
Kyle Mangan

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

### **CORRESPONDENCE**

1. A letter from the NYS Department of Transportation regarding the surplus real estate.
2. An email from the Local Governments Records Management Improvement Fund informing that the Town was tentatively awarded a grant in the amount of \$8,436.

### **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 on the 2013 assessment roll

New:

Request for Executive Meeting – Litigation:

Gmach Beth Israel  
Sheldon Ocko-Trust

Otherwise: doing regular office business

Information:

- Will be reviewing the zoning

### **Water & Sewer**

Several leaks last month. Route 55 Swan Lake (Stevensville Water District), Ferndale Water District and Loomis Water District.

Getting ready for winter.

Stevensville Well's VFD units-Need to proceed with this

Need to find parts for UV Units in order to have them working for next year.

SLWWTF-problems keeping the plant working.

One man is leaving. Will need to fill this position after the first of the new year.

Small City Grant? No word on any grants.

Would like to get FEMA reimbursement for Hurricane Sandy (overtime, roof, fuel)

### **Highway Superintendent**

Finished cleaning up from Hurricane Sandy.

Guard Rail on Ferndale Loomis Road project was installed

Dana attended FEMA meeting at Government Center in Monticello on 11/26

Received first snow 11/27

Went out at 6AM on 11/28

Helped with a couple water main breaks

## CEO

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

Building Permits 17  
Building Permits closed 3  
Complaints 33  
Complaints Closed 2  
Planning Board new applications 0  
Planning Board approved applications 2  
Zoning Board new applications 0  
Zoning Board approved application 0

## Park & Recreation

We have been working on setting everything up for our second Town of Liberty Holiday Parade. It will be held on December 7<sup>th</sup> at 6 pm. The Town Hall Tree Lighting will take place after the parade. We are currently decorating the stage and NYSEG came and put the lights on the tree in front of Town Hall.

We held the volunteer recognition night at Cracolici's on the Green. Everything went well.

We held our New York City bus trip on November 17<sup>th</sup>. Everyone had a great time.

We are currently getting our winter program flyer completed. Programs will begin in January.

We are going to try and get an ice rink up and running this winter at the Sullivan County Golf Course.

## Town Clerk

Conservation	12
Marriage Licenses	2
Marriage Certificates	3
Photocopies	0
Road Access permits	2
Dog Licenses	32
Enumeration Fee	5

Getting prepared for the upcoming tax season.  
Working on records management before the new year begins.  
Meetings, minutes, agendas, public notices, etc.

## DCO

Dogs picked up - 5  
Dog Bites 1  
Dogs at kennel 3 Liberty, 2 Fallsburg

## Mileage 827

For the month of November, the Town of Liberty continues to save mileage reimbursement because of the agreement with Town of Fallsburg. This inter-municipal agreement has been trouble free to date!

I have been in touch with the District Attorney's Office in regard to a marked increase in the number of abandoned dogs picked up in both the Towns of Liberty and Fallsburg and also in regard to people not redeeming their dogs when they know they have been picked up by dog control. I feel these people need to be held accountable and would like to devise a system that would create legal consequence for abandonment of dogs in apartments and abandonment of dogs I pick up that the owners are aware that their dogs are being held and just don't pick them up. These dogs create an expense to the town and I am sick and tired of having to euthanize these animals (almost all are Pit Bulls) while the owner, with no regard, goes out and adopts another puppy and starts the cycle all over again. After I get a feel for what the DA's office thinks will work, I will contact Ken Klein and begin to work out the detail.

I wish you all the Happiest and Healthiest Holiday Season and a Very Happy New Year. As always, I am grateful to work with all you and look forward to another year living in and working for the Town of Liberty.

## **Finance Director**

Held Public Hearing on Preliminary Budget and accept as is. Submitted copies to the County.

Submitted Worker's Compensation claim

Met with Deborah Gold of Nationwide Retirement concerning Deferred Compensation

Processed Longevity payroll

Met with State Comptrollers Office regarding 2% tax cap

All other daily duties and responsibilities.

## **CDC**

### ***Liberty Main Street Grant***

Almost all of the approved Main Street projects have either completed their projects or are in the process of finishing up. We currently have 5 final project reimbursement requests pending in Albany.

However; the Liberty Museum project is still in early stages, and the owner of the Liberty Museum is still in negotiations with the Department of Labor re: Asbestos mitigation since the DoL keeps adding on requests. I have approached the grant administrators to negotiate a second extension into Spring 2013.

### ***Liberty Skatepark Location***

Pillar design has delivered a full set of design and construction plans. These are now going to the Village engineer and Planning Board for review and approval, and from there to the Village Board for the formal OK. Based on the plans we will begin discussion of potential in-kind donations with local firms.

***Liberty Gateway Project***

Met with Sullivan Renaissance and Catskill Mountainkeeper to exchange ideas how to improve the appearance of Liberty between eastbound exits 99 and 100 on Rt. 17 – with regard to landscaping behind the industrial properties (Ideal, Village Barn) and Liberty Plaza, plus potential signage to draw additional traffic into Liberty. Renaissance offered a technical assistance grant to work with landscape architect to draw up ideas – I’ll contact Cornell University / George Frantz (worked with CDC on Parksville and Swan Lake plans). Target is to make improvements in summer 2013.

***YEG – Youth Economic Group / Rural & Migrant Ministry***

YEG operates a cooperative business (“basement bags”) out of the basement of the Presbyterian Church on South Main Street. They want to expand their activities in Liberty and Sullivan County and have a greater presence in the community – including an ‘above ground’ shop (possibly in collaboration with other artists) to sell their goods.

***Red Meat facility***

According to IDA/Allan Scott, site preparation activities will begin shortly.

<b>Court</b>	<b>November</b>
V&T Received	510
V&T Appearances	152
Criminal Appearances	526
Ordinance Appearances	24
Civil Appearances	14
Total Fines Collected	\$56,166.50
Total Fines to Town	Not available
Total Fines to Village	Not available

**BOARD DISCUSSION**

**Councilperson Chris Austin**

Nothing to report

**Councilperson Dean Farrand**

Zoning Review Board mtg. 12/3/12

**Councilperson Thomas Hasbrouck**

Absent

**Councilperson Maurice Gerry**

Absent

**Supervisor Charlie Barbuti**

Had an arrest for dumping garbage by Fireman's Park

There will be a meeting on Thursday at 6:30 p.m. at the Senior Citizen Center regarding the Tentative County Budget.

**IDEAL SNACKS ANNEXATION PETITION**

Received annexation petition from Ideal Snacks Corporation located on Rt. 55, Liberty SBL #23.-1-86. Town Clerk was directed to contact Village Clerk and see what date they are available to hold a joint public hearing.

**RESOLUTION NO**

*CHANGE WORDING REGARDING SICK TIME IN PERSONNEL POLICY*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Chris Austin** the Town Board of the Town of Liberty approved the following change to sick time in the Personnel Policy:

Under Section 12:

4<sup>th</sup> paragraph down will be changed to read:

The Department Head, Department Deputy or the Supervisor shall request a Doctors Verification of the employees' illness after the employee is absent more than five (5) work days.

3 AYES- Carried

Absent: Councilperson Thomas Hasbrouck  
Councilperson Maurice Gerry

**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 5:40 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 and also to discuss proposed, pending or current litigation.

3 AYES- Carried

Absent: Councilperson Thomas Hasbrouck  
Councilperson Maurice Gerry

**RESOLUTION NO**

*OUT OF EXECUTIVE SESSION*

**Motion by Councilperson Dean Farrand**, seconded by **Councilperson Chris Austin**, the Town Board of the Town of Liberty does hereby come out of Executive Session at 6:09 p.m.

3 AYES- Carried

Absent: Councilperson Thomas Hasbrouck  
Councilperson Maurice Gerry

**ADJOURN**

On a motion by Councilperson Chris Austin, seconded by Councilperson Dean Farrand, the Town Board does hereby adjourn the meeting at 6:10 p.m.

*Laurie Dutcher*

Laurie Dutcher, Town Clerk