

**DEPARTMENT HEAD MEETING
TOWN BOARD OF THE TOWN OF LIBERTY
120 NORTH MAIN STREET, LIBERTY, NY 12754
December 7, 2009**

At the Regular Monthly Department Head Meeting of the Town Board of the Town of Liberty held on December 7, 2009 at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, New York, the following were present:

Present: Supervisor John Schmidt
Councilperson Maurice Gerry
Councilperson Thomas Hasbrouck
Councilperson Lynn Killian
Councilperson Clarence Barber

Recording Secretary: Town Clerk Laurie Dutcher

Also present: Town Attorney Kenneth Klein
Finance Director Earl Bertsch
Water & Sewer Chief Albert Picard
Highway Superintendent Timothy Pellam
Code Enforcement Officer Mark VanEtten
Finance Account Clerk Cheryl Gerow
Deputy Town Clerk Sara Sprague

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

DEPARTMENT HEADS

Highway Department:

- Filling in washouts
- Plowing snow
- 4 trucks broke down in first snowstorm
- A car hit a Town Highway truck on Lily Pond Rd.
- Need to obtain a health permit for the gravel bank from the Dept. of Labor & Safety

Water & Sewer Department:

- Closing out the year doing last minute repairs
- Purchased VFD and will install next year
- Finishing up work at the WSS/Sherwood wells
- Waiting for lightning protection proposals
- Had a meeting w/ Dept. of Health, Town Engineer to try to resolve the Cold Spring dirty water issue
-

Dog Control:

- 1100 miles(estimated)
- 10 dogs picked up
- 1 dog bite and Dangerous Dog proceeding
- 0 dogs at kennel
- 2 adoptions

Code Enforcement Officer:

- 17 Building permits issued
- 18 violations
- 59 Building inspections
- Sent courtesy letter regarding the fee increase for municipal searches

Assessor:

- 911 data-base update
- Pictures
- Exemptions
- Destroying/updating files

Information:

Working on 2010 assessment roll (Data Collection/valuation)

Ag: Non-profit, etc. renewal exemptions are now being filed with my office

Senior citizens renewals will be mailed out this month

Solid waste fees passed, no set fee to date

Business as usual

Parks & Recreation:

- Absent

Town Clerk

- Preparing for tax collection
- End of year business
- County still working on waste disposal fee

BOARD DISCUSSION

Councilperson Clarence Barber

- Felt that the insurance buyout for elected officials creates an inequity and that the Town Board should make a policy that is fair to all.

Councilperson Lynn Killian

- Asked if the Supervisor had received the \$21,000 Golden Feather reimbursement.

Supervisor Schmidt advised that they are waiting for it to arrive from Albany.

Councilperson Thomas Hasbrouck

- Nothing to report

Councilperson Maurice Gerry

- Commented that the Government Center and the Park & Recreation looked very nice.
- Asked that the Board continue to try to do something for Mary Heinle.

Supervisor John Schmidt

- Advised the Board that they had a meeting with Carol & Tim Kelly regarding the dirty water on Cold Spring Rd. along with the Dept. of Health, Aileen Gunther, the town engineer, Village and Town water depts.
- It was decided that a survey of the Cold Spring Water District would be done.
- The Dept of Health took samples of the water from the Kelly residence.
- Filters will be put on the 3 main houses: 2 Kelly's and the Whale residence.

RESOLUTION NO. -09

APPROVAL TO PAY VOUCHER TO NEXLINX FOR \$2,500

On a motion by Councilperson Lynn Killian, seconded by Councilperson Thomas Hasbrouck, the Town Board of the Town of Liberty does hereby approve payment to NexLinx in the amount of \$2,500.

5 AYES - Carried

RESOLUTION NO. -09

AWARD OF BOND ANTICIPATION NOTE TO HSBC BANK

MOTION by Councilperson Thomas Hasbrouck, seconded by Councilperson Lynn Killian the Town Board of the Town of Liberty does hereby award and sell to HSBC a Bond anticipation note in the amount of \$250,000.

5 AYES - Carried

RESOLUTION NO. -09

END OF YEAR MEETING SCHEDULED FOR 12/29/09 @ 4:00 PM

Motion by Councilperson Lynn Killian, seconded by Councilperson Thomas Hasbrouck, the Town Board of the Town of Liberty does hereby schedule the End of Year Meeting for 12/29/2009 at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty.

5 AYES - Carried

RESOLUTION NO. -09

IRONIC JUNK YARD LICENSE - TABLED

Motion by Councilperson Clarence Barber, seconded by Councilperson Thomas Hasbrouck, the Town Board of the Town of Liberty does hereby table the approval of a junk yard license for Ironic until the 50 vehicles are relocated as per their site plan agreement.

5 AYES - Carried

RESOLUTION NO. -09

APPROVAL OF SWIM LESSON PRICE INCREASE

Motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Lynn Killian, the Town Board of the Town of Liberty does hereby approve of the following price increases for swim lessons:

	<u>Resident</u>	<u>Non Resident</u>
1 child	\$40.00	\$50.00
2 children	\$60.00	\$70.00
3 children	\$80.00	\$90.00
4 children	\$100.00	\$110.00

5 AYES - Carried

Updating the Town of Liberty Polling Places

Carried over

Approval of Options 1,2 or 3 for the WSS Water Small Cities grant

Carried over

RESOLUTION NO. -09

ACCEPT PROPOSAL FROM FULTON ENGINEERING & SURVERYING TO CONDUCT A PROPERTY SURVERY & CONTROL SURVERY FOR THE TOWN GRAVEL PIT, BETHEL, NY AT A COST OF \$6,755.

Motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Lynn Killian, the Town Board of the Town of Liberty does hereby accept the proposal submitted by Fulton Engineering & Surveying Co. to conduct a property survey & control survey for the Town Gravel Pit located in Bethel, NY, at a cost of \$6,755.

5 AYES - Carried

RESOLUTION NO. -09

ACCEPT PROPOSAL FROM EASTERN TOPOGRAPHICS TO CONDUCT A PROPERTY SURVERY & CONTROL SURVERY FOR THE TOWN GRAVEL PIT, BETHEL, NY AT A COST OF \$4,765.

Motion by Councilperson Thomas Hasbrouck, seconded by Councilperson Lynn Killian, the Town Board of the Town of Liberty does hereby accept the proposal submitted by Eastern Topographics to conduct a photogrammetric mapping for the Town Gravel Pit located in Bethel, NY, at a cost of \$4,765.00

5 AYES - Carried

Review cost proposal for Swan Lake sidewalks

Carryover

Snow removal for Town Hall

Carryover

RESOLUTION NO. -09

EXECUTIVE SESSION

Motion by Councilperson Clarence Barber, seconded by Councilperson Lynn Killian, the Town Board of the Town of Liberty does hereby go into Executive Session to discuss a particular employee at 5:13 p.m.

5 AYES - Carried

RESOLUTION NO. -09

OUT OF EXECUTIVE SESSION

Motion by Councilperson Lynn Killian, seconded by Councilperson Thomas Hasbrouck, the Town Board of the Town of Liberty does hereby come out of Executive Session at 5:25 p.m.

5 AYES - Carried

RESOLUTION NO. -09

LETTER TO COUNTY REQUESTING NEW POSITION OF "BUDGET/ACCOUNTING COORDINATOR"

Motion by Councilperson Lynn Killian, seconded by Councilperson Thomas Hasbrouck, the Town Board of the Town of Liberty does direct the Town Clerk to send the following letter to Sullivan County Personnel Department:

December 8, 2009

Carolyn Hill, Personnel Officer
Sullivan County Government Center
100 North Street, PO Box 5012
Monticello NY 12701

RE: New Job Title—"Budget/Accounting Coordinator"

Dear Mrs. Hill:

After a review of the job duties in the finance department, the Town of Liberty is requesting a new job title "Budget/Accounting Coordinator" as described in the attached draft dated November 10, 2009.

The job description would include the duties of the present Town of Liberty title "Director of Financial Services" which is the civil service title "Senior Accountant".

The Town of Liberty Board is requesting this new position be created and Cheryl Gerow be appointed. She has been an employee for the Town of Liberty for thirteen (13) years and has been doing accounting and budget duties in the Finance Office and the Justice Court. After transferring from the Justice Court she took and passed the Senior Account Clerk test. She has also recently taken the Budget Analyst test and is currently ranked #2 on that list.

After a review of the typical job duties as described in the civil service examination for Senior Account Clerk and Budget Analyst, it has been determined that knowledge and experience required to perform the job title "Budget and Accounting Coordinator" are included in those two examinations. Not only does Cheryl have the accounting education and experience required, she has developed her skills in gathering and analyzing financial information in her current job duties.

We are requesting that the job title be created and the Town Board be authorized to appoint Cheryl Gerow to this position as soon as possible.

Thank you.

Very truly yours,

Laurie Dutcher, Town Clerk
For Supervisor Schmidt and the Town Board

5 AYES - Carried

Motion by Councilperson Clarence Barber, seconded by Councilperson Lynn Killian to adjourn the meeting at 5:27 p.m.