

DEPARTMENT HEAD MONTHLY MEETING
TOWN BOARD OF THE TOWN OF LIBERTY
December 7, 2015

At the Department Head Meeting of the Town Board of the Town of Liberty held on December 7, 2015 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
Budget and Accounting Clerk Cheryl Gerow
Water & Sewer Foreman Thomas Kehrley
Highway Superintendent Tim Pellam
Town Engineer Dave Ohman
P&R Director Brian Scardefield
Court Manager Denise Curry
Assessor Deborah Shea
CEO Mark VanEtten
Confidential Secretary Carmen Malanka

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

RECOGNIZE THE DEPARTMENT HEADS
(Reports as submitted by the Dept. Heads)

ASSESSOR

Ongoing Monthly Updates:

Updating files; processing deeds; processing field work; pictures, etc.

I have been doing data collection and recollects during the week for home owners.

I received the Apex Sketch program and it is working well.

Went to a Village meeting and did a presentation for the Aged exemption

and the Gold Parent Veterans exemption.

Going over upcoming litigation cases with Walter and Charlie on the phone and e-mail.

Otherwise, business as usual.

HIGHWAY

November 2 - Patch Loomis Road
Patch Aden Road
Work on trucks/equipment in shop

November 3 - Patch Cox Road
Patch Townsend Road

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- Grade Green Mountain Lane
Work on trucks/equipment in shop
- November 4 - Patch Cattail Road
Work on trucks/equipment in shop
- November 5 - Patch Midway Road
Patch Loomis Road
Patch Aden Road
Work on trucks/equipment in shop
- November 6 - Patch Aden Road
Patch Loomis Road
Patch Midway Road
Work on trucks/equipment in shop
- November 9 - Patch Old Monticello Road
Patch Aden Road
Patch Midway Road
- November 10 - Grader pave Cattail Road
Clean beaver dams
Work at gravel bank
Work on trucks/equipment in shop
- November 12 - Ditch Meadowmere
Pipe Wilbur Klein Road
Pipe Lennon way
Work at gravel bank
Work on trucks/equipment in shop
- November 13 - Work on Old Lilly Pond Road
Haul sand
Work on trucks/equipment in shop
- November 16 - Ditch Old Lilly Pond Road
Work on trucks/equipment in shop
- November 17 - Patch Dessecker Road
Patch Fox Mountain Road
Ditch Old Lilly Pond Road
Work on trucks/equipment in shop
- November 18 - Crush stone at gravel bank
Ditch Old Lilly Pond Road
Work on trucks/equipment in shop
- November 19 - Crush stone at gravel bank
Haul sand
Work on trucks/equipment in shop
- November 20 - Crush stone at gravel bank
Patch Cold Spring Road
Work on trucks/equipment in shop
- November 23 - Crush stone at gravel bank
Haul sand
Work on trucks/equipment in shop

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- November 24 - Haul sand
Work on trucks/equipment in shop
Work at gravel bank
- November 25 - Haul sand
Work on trucks/equipment in shop
- November 30 - Called in at 4AM
Sand roads
Work on trucks/equipment in shop

WATER & SEWER

Upper Ferndale Rd. project is almost complete. Two days of blacktop and site work are planned for the end of this week following the rainy days. Inspector on the job was going to schedule a walk through and was going over quantities with very few change orders. The new main was put to somewhat of a stress test with the fire on Barton Rd. accessing the hydrant system at the start of the water project, which consumed 140,000 gallons going to the fire site and no broken pipes.

Working with Delaware Engineering to finish up the I & I work and report due this month. Much discussion of the BOCES sewer line has resulted in the question of doing the tie in at Rt. 52, with a line that is very undersized, or look to relocate the main, possibly across the Amapro lands. I would like to discuss with Delaware Engineering and the Board about looking into a R.O.W. purchase to see if it is feasible. I will bring tax map information to meeting that shows where it may go. This would also remove the main that is soon to be buried 35' of fill that is now closing in on the existing main.

Called hotel engineer regarding sewer meter installation. Was told by Mr. Reily that he is sending us plans to go over, but this was already done once with us and the manufacturer months ago, so I do not believe we will see this meter until next year.

Have done a walk through with Delaware Engineering in regards to the Stevensville Water grant. They are working with our Briscoe sewer map to try and determine the location if the possible new main. Dave is also looking into the best place to cross the lake ahead of the dam and the acquisition of land for the R.O.W. If the grant is not realized I am still recommending the second storage tank and well upgrade as a high priority need for the Town's infrastructure stability in the future.

Evan Decker will be starting the on call list in January. He has been working in the field with the other operators in doing rounds at the pump houses and should have enough time to do the job efficiently. Evan and Jon are also waiting on the final exam testing date for their sewer certifications that they have been working on.

Work is also continuing at the Swan Lake Sewer Plant with grit removal people here on December 8th to look at upgrading the grit removal system in place at the plant. Early talks with the company seem to think a new system might be able to be put in the existing structure with little change to the concrete around it. Dave is also looking at screening changes that may be added ahead of the existing structure. With all of the Loomis work coming due, the sludge press talks have slowed, but expect to start again soon.

Need to discuss carry over time for Tom Kehrley and Joan Redington for next year.

Any new material will be brought to meeting with the discussion on bid approvals for Loomis Phase II.

CEO

Building Department:

Building permits issued – 14

Building permits closed – 16

Complaints – 16

Complaints closed – 21

Planning Board:

New applications – 3

Approved applications – 1

Zoning Board of Appeals:

New applications – 0

Approved applications – 0

PARKS & RECREATION

Walnut Baseball Field - The new dirt was delivered and we started spreading it. We will be sending in the required paperwork to receive the \$5,000.00 from the County's Plans and Progress Small Grant Program.

We held the annual NYC Bus trip on November 14. We had a full bus.

We are in the process of making our Winter Program Flyer. It should be distributed next week.

Assistant Recreation Director James Guara attended a recreation conference at SUNY Cortland. James said it was very informative.

Boy Scout Jason Call completed his Eagle Scout project at the Lake Street entrance to Walnut. He built a walkway to the Liberty Elm Tree that was planted there several years ago and also landscaped around the tree.

We closed the park facilities in the beginning of November. The grounds are still open. Patrons can park outside the gates but can still go hiking and enjoy the grounds.

As you are already aware we have decided to cancel the annual Holiday Parade. We are going to try and come up with an indoor venue next year so we do not have to contend with the weather. We did decorate the stage area for the Holidays.

I have been scheduled to appear for a deposition on December 17, 2015 in regards to the person who was injured on the basketball court at Hanofee Park back in 2013.

DCO

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No Report

TOWN CLERK/TAX COLLECTOR

Licenses:

Marriage Licenses 2

Marriage Certificates 5

Building Permits (Collection of \$) 33

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Dog Licenses	18
Replacement Tags	1
Purebred Licenses	1
Redeemed Dog	1
Reimbursement of Expenses	1
Photo Copies	3
Postage	1
EZ Pass	2
Road Access Permit	0
Conservation	14

FINANCE

Continued working on necessary information for the filing of 2015 IRS Form 1095-C for the Affordable Care Act

Closed on bonding for the Ferndale Water District

Completed Occupational Employment Statistics Report for the NYS Department of Labor

Disputed unemployment claim

Attended Loomis Sewer Phase II pre-bid walkthrough

Had teleconference with EFC regarding Loomis Sewer Phase I and II hardship/financing

Filed Workers Compensation claim

All other daily duties and responsibilities

COURT

V&T Received	445	
V&T Appearances	130	
Criminal Appearances	332	5
Ordinance Appearances	0	
Civil Appearances	16	
Total Fines Collected	\$53,228.00	
Total Fines to Town	Not available	
Total Fines to Village	Not available	

CORRESPONDENCE

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1. Association of Towns 2016 Training School & Annual Meeting.
2. A letter from the NYSDOT regarding procedures for consultation with local officials in rural areas.
3. A memo from Finance regarding the 2016 Insurance rates.

BUSINESS

231-15 *APPROVAL OF MINUTES*

Motion: Supervisor Charlie Barbuti

Second: Councilperson Russell Reeves

The Town Board does hereby approve the 11/16/15 minutes as submitted by the Town Clerk.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

232-15 *SET PUBLIC HEARING FOR LOOMIS SEWER PHASE II BOND*

PRESENT:

Hon. Charles Barbuti, Supervisor
Thomas Hasbrouck , Councilman
Dean Farrand , Councilman
Brian McPhillips , Councilman
Russell Reeves, Councilman

In the Matter of the
Increase and Improvement of Facilities of the Loomis Sewer District, in the Town of Liberty, in the County of
Sullivan, New York, pursuant to Section 202-b of the Town Law

Offered by: Supervisor Charlie Barbuti

Seconded by: Councilperson Brian McPhillips

ORDER CALLING FOR A PUBLIC
HEARING TO BE HELD ON
DECEMBER 21, 2015

WHEREAS, the Town Board of the Town of Liberty (herein called the "Town"), in the County of Sullivan, New York, on behalf of the Loomis Sewer District, in the Town (herein called the "District"), has caused Delaware Engineering, engineers duly licensed by the State of New York (the "Engineer"), to prepare a preliminary map, plan and report for the increase and improvement of facilities of the District, pursuant to a
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Consent Order from the NYS Department of Environmental Conservation, consisting of the construction of improvements to the Loomis Wastewater Treatment Plant, Phase II, including related and ancillary work and engineering, legal and other costs, as further described in the map, plan and report; and said map, plan and report have been filed with the Town Board and the cost thereof has been estimated to be \$2,649,940; and

WHEREAS, it is expected that the cost of the project shall be paid from the expenditure of grant funds in the amount of \$600,000 which have been received and are authorized to be used to pay a part

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of the cost of such project, and the issuance of bonds in the amount of \$2,049,940 to finance the balance of the cost;

WHEREAS, the Town Board has taken all requisite actions pursuant to the York State Environmental Quality Review Act (SEQRA), constituting Article 8 of the Environmental Conservation Law and has determined that the project will not result in any significant adverse environmental impacts;

Now, therefore, be it

ORDERED, that a meeting of the Town Board of the Town be held at the Town Hall, 120 North Main Street, Liberty, New York, on the 21st day of December, 2015 at 6:50 o'clock P.M. (Prevailing Time) to consider said increase and improvement of facilities of the District and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it,

FURTHER ORDERED, that the Town Clerk publish at least once in the "*Sullivan County Democrat*," hereby designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of such public hearing certified by said Town Clerk, in substantially the form attached hereto as Exhibit A, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing.

The adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:

Supervisor Charles Barbuti	voting	AYE
Councilman Thomas Hasbrouck	voting	AYE
Councilman Brian McPhillips	7 voting	AYE
Councilman Dean Farrand	voting	AYE
Councilman Russell Reeves	voting	AYE

The Order was declared adopted

233-15 SET YEAR END MEETING FOR 12/30/15

Motion: Councilperson Russell Reeves
Second: Councilperson Brian McPhillips

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The Town Board does hereby set the Year End Meeting for 12/30/15 at 3:00 p.m. at Town Hall, 120 North Main Street, Liberty, NY.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

234-15 SET RE-ORGANIZATIONAL MEETING FOR 1/4/15

Motion: Supervisor Charlie Barbuti

Second: Councilperson Russell Reeves

The Town Board does hereby set the Re-organizational Mtg. for 1/4/16 at approximately 4:30 p.m. immediately following the Department Head Meeting at 4:00 p.m. at Town Hall, 120 North Main Street, Liberty, NY.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

235-15 LOW BID AWARDED FOR LOOMIS SEWER DISTRICT PHASE II GENERAL SERVICES

Motion: Councilperson Brian McPhillips

Second: Councilperson Dean Farrand

The Town Board does hereby award the low bid submitted by Eastman Associates, Inc. located at PO Box 810, Oneonta, NY, in the amount of \$1,531,000.00 for the Loomis Sewer District General Services Phase 2 WWTP Upgrade.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

236-15 LOW BID AWARDED FOR LOOMIS SEWER DISTRICT PHASE II ELECTRICAL SERVICES

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

The Town Board does hereby award the low bid submitted by Sausto Contracting, Inc. located at 2 Cove Rd. Rhinebeck, NY, in the amount of \$91,140.00 for the Loomis Sewer District Electrical Phase 2 WWTP Upgrade.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

237-15 LOW BID AWARD FOR LOOMIS SEWER DISTRICT PHASE II GENERAL SERVICES

Motion: Councilperson Brian McPhillips

Second: Councilperson Dean Farrand

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The Town Board does hereby award the low bid submitted by Eastman Associates, Inc. located at PO Box 810, Oneonta, NY, in the amount of \$1,531,000.00 for the Loomis Sewer District Phase 2 WWTP Upgrade.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

238-15 EXECUTIVE SESSION

Motion: Supervisor Charlie Barbuti

Second: Councilperson Russell Reeves

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1. The Town Board does hereby go into Executive Session 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 at 5:22 p.m.
2. Discussion regarding proposed pending or current litigation.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

239-15 OUT OF EXECUTIVE SESSION

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

The Town Board does hereby come out of Executive Session at p.m. 6:29 p.m.

4 AYES - Carried

1 Absent – Councilperson Thomas Hasbrouck

ADJOURN

Motion: Councilperson Brian McPhillips

Second: Supervisor Charlie Barbuti

Adjourned p.m. 6:30 p.m.

Laurie Dutcher, Town Clerk