

DEPARTMENT HEAD MONTHLY MEETING
TOWN BOARD OF THE TOWN OF LIBERTY
March 7, 2016

At the Department Head Meeting of the Town Board of the Town of Liberty held on March 7, 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
Councilperson Vincent McPhillips

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
Assessor Deborah Shea
Town Engineer Dave Ohman
DCO Joanne Gerow
Confidential Secretary Carmen Malanka
Mark Blauer
Josh Somers
JP McGuirk
Luis Alvarez

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:

Processing deeds; processing field work; pictures, etc. all valuations for next year's 2016 tax roll

My office is working on all of the exemptions for next year's 2016 tax roll.

Otherwise, business as usual.

HIGHWAY

February 1 - Cut brush Budnick Road

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- Cut brush Old Monticello Road
Worked on trucks/equipment in shop
- February 2 - Cut brush Budnick Road
Took Christmas lights down for the Village of Liberty
Worked on trucks/equipment in shop
- February 3 - Worked on trucks/equipment in shop
- February 4 - Patch
Cut brush Elk Point Road
Work on trucks/equipment in shop
- February 5 - Cut brush Budnick Road
Patch
Work on trucks/equipment in shop
- February 8 - Cut brush
Patch
- February 9 - Called in at 3AM
Plow/sand
- February 10 - Called in at 3AM
Plow/sand
- February 11 - Plow/sand
- February 12 - Called in at 5AM to check all roads
- February 13 - Called in at 4AM
Plow/sand
- February 14 - Called in at 4AM
Checked all roads for drifting
- February 15 - President's Day
Called in at 2PM
Sand all roads
- February 16 - Called in at 3AM
Plow and sand
- February 17 - Called in at 5AM
Plow/sand

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- February 18 - Called in at 3AM
Plow/sand
- February 19 - Work in shop on trucks/equipment
- February 22 - Patch
Cut brush Budnick Road
Work on trucks/equipment in shop
- February 23 - Cut brush
Patch
Sand all roads until 6:30PM
- February 24 - Called in at 3AM
Sand all roads
- February 25 - Grade roads
Fix washouts
- February 26 - Called in at 3AM
Plow/sand
Fix washouts
- February 29 - Fix washout on Cross Farm Road
Fix washouts on Old Monticello Road
Work on trucks/equipment in shop

The following roads received extensive damage from the heavy rain on 2/17 and 2/24:

Cross Farm Road
East Mongaup Road
Old Monticello Road
Radcliff Road
Youngs Hill Road
Wade Road
Aden Road
Dessecker

Heavy damage was made to Ahrens Road from trucks hauling in fill from the casino.

WATER & SEWER

Have quote for grit screw upgrade and need approval to award bid for repairs to Staley Service Company. (See attached, was previously emailed to all of you)

Job description was sent to Charlie and Brian via email. Need input if you want more. (See attached)

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Have 3 quotes to re do Loomis Reservoir roof. Need input if we can move forward. (See attached)

Working with sales people and Delaware Engineering to get bar screens upgraded at the Swan Lake Plant to cut down on rags going through treatment process.

Have had pre construction meeting on March 1st with Delaware Engineering and contractor with regard to Phase V in WSS. Projected start to be in the next 3-4 weeks. Need discussion on Phase VII grant application for next year.

Met with Layne on 3/2/16. They will be down in 2 weeks to pull WSS well #2 and find the cause of the reduction in pumping capacity of the well. They will also be flow testing the Sherwood and Roth wells to check the pumping rates that have not been correct since a lightning storm in 2015. When completed, they will be doing a pump test on the well at the Infirmary Sewer Plant and get us a report.

Need to discuss emergency water agreement with the Village.

I am working with the building dept on trying to get plans on the Eisendorf project (water tower road). No plans with sewer main installation already on site can be found. The preliminary site map from 2009 show fittings on water services NOT to Town Code specs. Also need discussion on the matter of master domestic water metering pit and sewer meter installation, that are also NOT on the preliminary plan from 2009. The concern with the sewers is that they are already on site with no testing information to be found. The contractor has notified us that they will be starting up this project very soon, but don't know how they can without current plans in place.

Startup of Phase II Loomis Sewer has begun on March 2, 2016. Working with Delaware Engineering to get contractor keys etc. Sand bed work should begin sometime next week at the site.

CDL permit has been received by out last non cdl employee. Roda test is scheduled in early April.

Have contacted Ross Electric to work on water & sewer electrical problems. They will be able to give us after hours service calls if needed, but will try to limit them to major emergencies only. Some electrical problems have already been corrected at the Swan Lake Sewer Plant.

Working with Earl to try and get prices to replace the 1993 Ford Backhoe at water & sewer. We will keep Board updated on findings.

Swan Lake Hotel has seen now work or have any correspondence since our last meeting. On February 25, 2016, after 1.6 inches of rain, approximately 4-5 gallons per minute were coming from the Hotel main to us.

Sludge press for Swan Lake Plant-We need to get a report from Delaware Engineering to send to Shohrea at DEC to get an outlook on what we can or can't do with the addition of a sludge handling process that we can do at the Swan Lake Plant.

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Anything else that may arise prior to meeting.

CEO

Building Department:

No Report Submitted

PARKS & RECREATION

The mad science group that wanted to rent the park is going to rent the room across the hall from the Park and Recreation Office for the week instead of using the park.

Volunteer Background Checks: The volunteers I would want to have checked would be adult volunteers that have direct contact with children such as football and cheerleading coaches, basketball coaches, etc.. With the current programs we run the number of volunteers would probably be around 20. I have money in my budget that would cover the cost.

I have been working on making an orientation packet for volunteers.

The Boy Scouts used Hanofee Park for a Klondike Derby. They had a great turn out.

Have been getting everything ready for this year's Easter Egg Hunt. It will be held on March 19th with a rain date March 20th. We have teamed up again with the Liberty Library and the Liberty Elks Club.

We are in the process of setting up our Spring programs and also working on our youth football/cheerleading program already.

I have been working with a local Scuba Diving instructor who would like to hold scuba certifications classes at our pool this summer.

Have been working with Focus Media on setting up press releases for the department programs.

DCO

Miles - 623

Joanne Gerow and Joanne McPhillips from Granite Associates are working on a Grant for the new kennel.

TOWN CLERK/TAX COLLECTOR

Licenses:

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Marriage Licenses	4	Reimbursement of Expenses	1
Marriage Certificates	5	Photo Copies	37
Building Permits (Collection of \$) 23		Postage	0
Dog Licenses	19	EZ Pass	3
Replacement Tags	1	Road Access Permit	0
Purebred Licenses	0	Conservation	1
Redeemed Dog 2		Returned Check Fee	0
Boarding Fees	2	Refuse Collection	5
Exempt Dogs	1	Towing License	0

FINANCE

Completed and submitted 2015 Fixed Assets Inventory Report

Issued 1099-misc to vendors

Coordinated mandatory training for Workplace Violence, Hazardous Chemicals, Sexual Harassment and Distractive Driving for employees as per the Department of Labor

Disputed unemployment claim

Completed 2015 audit of the financials and had exit conversation with Cooper Arias concerning 2015 audit

Started 2015 Annual Financial Report to be filed with the State

Researched and printed miscellaneous Hazardous Material Safety Data Sheets

All other daily duties and responsibilities

COURT

V&T Received 476

V&T Appearances 160

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Criminal Appearances	396
Ordinance Appearances	0
Civil Appearances	13
Total Fines Collected	\$77,235.00
Total Fines to Town	Not available
Total Fines to Village	Not available

RECOGNIZE THE PUBLIC

JP McGuirk from Focus Media gave a presentation regarding the web page and the marketing of the Town of Liberty.

Mark Blauer updated the Board regarding the OCR Small Cities 2016.

CORRESPONDENCE

1. Correspondence regarding WAVE Ventilation an energy efficient air clearing & ventilation system for the Court room installed for under \$3,000.
2. Proposal from A. Treffeisen & Son for the installation of (2) Fantech Heat Recovery Units at the cost of \$14,448.
3. Copy of the job description for a Water & Sewer skilled laborer.
4. A letter from Behan Planning and Design regarding the Liberty Comprehensive Plan update and Zoning coordination.
5. A copy of New York State Facilities program regarding Town Hall relocation, evaluation and planning project summary.
6. A letter from New York Homes and Community Renewal regarding the Comprehensive Monitoring Report NYS CDBG Project #641PW83-09.
7. A letter from New York Homes and Community Renewal regarding the Comprehensive Monitoring Report NYS CDBG Project #641PR51-11.
8. A letter from New York Homes and Community Renewal regarding the Comprehensive Monitoring Report NYS CDBG Project #641PW8-12.
9. A letter from the County of Sullivan Industrial Development Agency with Canopy Liberty, LLC regarding the 2016 Distribution of PILOT Payments.
10. A letter from the County of Sullivan Industrial Development Agency with Ella Ruffo, LLC regarding the 2016 Distribution of PILOT Payments.
11. A letter from New York State Agriculture and Markets regarding the Municipal Shelter Inspection Report completed on 2/22/16.
12. A letter from Jon Sutherland regarding a solar project the Town of Liberty is considering.

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13. A quote from P.N. Fire & Burglar Alarm Co., regarding a fire and alarm system for the Town Hall Building in the amount of \$9,999.00.

BUSINESS

2016-63 *APPROVAL OF MINUTES*

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

The Town Board approved the following minutes with changes.

- 1/19/16 Public Hearing
- 1/19/16 Reg. Monthly Meeting
- 2/16/16 Reg. Monthly Meeting

5 AYES - Carried

2016-64 *APPROVAL FOR THE TOWN ATTORNEY TO PREPARE CAPITAL RESOLUTION FROM THE PARKS CAPITAL RESERVE FUND TO REPAIR TENNIS & BASKETBALL COURTS AT HANOFEE PARK*

Motion: Councilperson Brian McPhillips

Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby approve the Town Attorney to prepare a Capital Resolution to spend up to \$20,000.00 from the Parks Capital Reserve Fund to repair cracks, reseal, and line the Hanofee Park Tennis Courts and Basketball Court.

5 AYES - Carried

2016-65 *APPROVAL FOR THE SUPERVISOR TO SIGN CONTRACT WITH BLAUER ASSOCIATES FOR ADMINISTRATIVE SERVICES FOR THE WHITE SULPHUR PHASE 6 WATER PROJECT IN AN AMOUNT OF \$3,750.*

Motion: Councilperson Brian McPhillips

Second: Councilperson Dean Farrand

The Town Board of the Town of Liberty does hereby approve the Supervisor to sign the contract with Blauer Associates for Administrative Services for the White Sulphur Phase 6 Water Project for an amount not to exceed \$3,750.00.

5 AYES - Carried

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2016-66 *AUTHORIZATION FOR SUPERVISOR TO SIGN 2016 GENERAL SERVICES CONTRACT WITH DELAWARE ENGINEERING*

Motion: Councilperson Brian McPhillips
Second: Councilperson Dean Farrand

The Town Board of the Town of Liberty does hereby authorize the Supervisor to sign the 2016 General Services Contract with Delaware Engineering.

5 AYES - Carried

2016-67 *APPROVAL OF WAIVER FOR THE 30 DAY WAITING PERIOD FOR AN ON-PREMISES ALCOHOLIC BEVERAGE LICENSE FOR DARBEE DISTRICT HOSPITALITY, INC DBA OSCAR BROWN'S & DBA LIBERTY LINKS MANAGEMENT GROUP LOCATED AT 2514 STATE ROUTE 52, LIBERTY, NY 12754*

Motion: Councilperson Brian McPhillips
Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby have no objection to an On-premises Alcoholic Beverage License being granted to Darbee District Hospitality, Inc. dba Oscar Brown's & dba Liberty Links Management located at 2514 State Route 52, Liberty, NY and do hereby grant the 30 day waiver.

5 AYES - Carried

2016-68 *APPROVAL OF WAIVER FOR THE 30 DAY WAITING PERIOD FOR AN ON-PREMISES ALCOHOLIC BEVERAGE LICENSE FOR STANLEY FURST DBA KIDDUSH KORNER LOCATED AT 41 STANTON CORNERS ROAD, SWAN LAKE, NY 12783*

Motion: Councilperson Dean Farrand
Second: Councilperson Brian McPhillips

The Town Board of the Town of Liberty does hereby have no objection to an On-premises Alcoholic Beverage License being granted to Stanley Furst dba Kiddush Korner located at 41 Stanton Corners Road, Swan Lake, NY 12783 and do hereby grant the 30 day waiver.

5 AYES - Carried

2016-69 *APPROVAL TO FILL THE 2016 SEASONAL POSITIONS*

Motion: Councilperson Brian McPhillips

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Second: Supervisor Charles Barbuti

Day Camp

2 – Assistant Day Camp Director

16 – Camp Counselors

Concession

2 – Attendants

Office

1 – Office Clerk

Pool

1 – Pool Director

1 – Assistant Pool Director

6 – Lifeguards

Park

5 – Park Attendants

1 - Renaissance Project Supervisor

5 AYES - Carried

2016-70 *APPROVAL OF REFUSE COLLECTION LICENSE*

Motion: Councilperson Dean Farrand
Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby approve the following refuse collection license:

- Sims Metal East, LLC.

5 AYES - Carried

2016-71 *APPROVAL TO PAY VOUCHER FOR EASTMAN ASSOCIATES, INC.*

Motion: Supervisor Charles Barbuti
Second: Councilperson Russell Reeves

The Town Board does hereby authorize the payment of voucher for Eastman Associates, Inc. for Loomis Sewer District Phase 2 in the amount of \$26,600.

5 AYES - Carried

2016-72 *SCHEDULE OF FEES FOR BUILDING DEPARTMENT*

Motion: Councilperson Brian McPhillips
Second: Councilperson Dean Farrand

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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 7th day of March, 2016 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 Charles Barbuti
Councilperson Dean Farrand
Councilperson Russell Reeves
Councilperson Brian McPhillips
Councilperson Vincent McPhillips

ABSENT:

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

WHEREAS, the Town Board has heretofore established a schedule of fees for certain activities and land uses that require permits, certificates and/or approvals from the Town of Liberty Building Department and/or the Town of Liberty Planning Board; and

WHEREAS, there are occasions where such permits, certificates and/or approvals are needed in order to remedy violations that occur by reason of the same not having been obtained prior to commencement and/or completion of the activities or land uses that require the same; and

WHEREAS, in some instances the failure to obtain the requisite permits, certificates and/or approvals is not the first occasion on which such failure has occurred in connection with the same applicant/owner or property; and

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WHEREAS, repeated failures to comply with permit, certificate and/or approval requirements by the same applicant/owner or in connection with the same property cause the Town of Liberty to incur greater administrative expenses than otherwise necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Liberty, Sullivan County, New York, that Chapter A152 entitled “Fees” of the Code of the Town of Liberty is hereby amended by adding a new §A152-2 thereto which shall read as follows:

“§A152-2 Increase in amount of certain fees under §A152-1.

In the event a fee or fees under the categories hereinafter set forth are chargeable pursuant to §A152-1 in connection with applications, permits, certificates and/or approvals required in order to remedy violations of any provision of the Code of the Town of Liberty, each such fee or fees to be charged shall be increased by a multiple of three (3x) where it is the second occasion an application, permit, certificate and/or approval is required to remedy a violation or violations involving the same applicant/owner or the same property, and by a multiple of five (5x) where it is the third or higher occasion an application, permit, certificate and/or approval is required to remedy a violation or violations involving the same applicant/owner or the same property. For purposes of this provision, the number of occasions any such violation of the Code of the Town of Liberty shall have occurred shall be an administrative determination to be made by the Code Enforcement Officer, subject to appeal therefrom to the Zoning Board of Appeals. It shall not be necessary for a judicial adjudication of the occurrence of prior violation to have been made as a prerequisite to the imposition of an increased fee or fees pursuant to this section.

Applicable Categories

Ch. 60, Building Construction and Fire
Prevention Administration, Art. II,
Building Permits and Certificates of Occupancy

Ch. 100, Mobile Homes and Mobile Home Parks

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Town of Liberty
Planning/Zoning Board Fees

Ch. 130, Subdivision of Land”.

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	AYE
Councilperson Dean Farrand	voting	AYE
Councilperson Russell Reeves	voting	AYE
Councilperson Vincent McPhillips	voting	AYE
Councilperson Brian McPhillips	voting	AYE

The resolution was thereupon declared duly adopted.

2016-73 BID OPENING SET FOR TOWN HALL DRAINAGE PROJECT ON 4/21/16

Motion: Councilperson Brian McPhillips
Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby set a bid opening on 4/21/16 at 11:00 a.m. for the Town Hall Drainage Project, at Town Hall, 120 North Main Street, Liberty, NY 12754.

5 AYES - Carried

2016-74 SPECIAL ZONING MEETING SET FOR 3/14/16

Motion: Councilperson Brian McPhillips
Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby set a special meeting on 3/14/16 at 7:00 p.m. regarding zoning at Town Hall, 120 North Main Street, Liberty, NY 12754.

5 AYES - Carried

2016-75 ACCEPTANCE OF QUOTE SUBMITTED BY STALEY SERVICE CO. IN AMOUNT OF \$24,727.73

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Motion: Councilperson Dean Farrand
Second: Councilperson Brian McPhillips

The Town Board of the Town of Liberty does hereby accept quote given by Staley Service Company, which is a sole source supplier, in the amount of \$24,727.73 to make repairs to the Grit (Auger) Screw.

5 AYES - Carried

2016-76 *ACCEPTANCE OF LOW QUOTE SUBMITTED BY STRAIT LINE ROOFING IN AMOUNT OF \$19,500.00 TO REPLACE ROOF AT THE LOOMIS RD. RESERVOIR*

Motion: Councilperson Brian McPhillips
Second: Councilperson Russell Reeves

The Town Board of the Town of Liberty does hereby accept the low quote given by Strait Line Roofing in the amount of \$19,500.00 to replace the roof at the Loomis Rd. Reservoir.

5 AYES - Carried

TOWN HALL REPAIR/RELOCATION

The Town Board directed the Supervisor to contact Glenn Smith regarding an estimate to see how much it would cost to repair Town Hall vs. relocation.

Adjourned 8:12 p.m.

Laurie Dutcher, Town Clerk