

DEPARTMENT HEAD MONTHLY MEETING  
TOWN BOARD OF THE TOWN OF LIBERTY  
April 4, 2016

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At the Department Head Meeting of the Town Board of the Town of Liberty held on April 4, 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 Vincent McPhillips

Recording Secretary:

Deputy Town Clerk Sara Sprague

Also present:

Town Attorney Kenneth Klein  
Finance Director Earl Bertsch  
Budget and Accounting Clerk Cheryl Gerow  
Water & Sewer Foreman Thomas Kehrley  
Stacy Yaun  
Assessor Deborah Shea  
Town Engineer Dave Ohman  
Confidential Secretary Carmen Malanka  
P&R Director Brian Scardefield  
JP McGuirk

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:

Legal Notice is in the newspaper for inventory status dates held in April.

Preparing the 2016 Tentative Roll (sending around April 12<sup>th</sup> for printing).

Otherwise, business as usual.

**HIGHWAY**

March 1 - Install pipes Cross Farm Road

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Fix washouts on Old Monticello Road  
Patch  
Work on trucks/equipment in shop

March 2 - Grade East Mongaup road  
Ditch Aden Road  
Ditch Cross Farm Road

March 3 - Called in at 3AM  
Plow/sand

March 4 - Called in at 4:30AM  
Plow/sand

March 7 - Install pipes Cross Farm Road  
Ditch Aden Road  
Ditch Huschke Road  
Work on trucks/equipment in shop

March 8 - Training class  
Install pipes Cross Farm Road  
Ditch Aden Road  
Ditch Huschke Road  
Work on trucks/equipment in shop

March 9 - Training class  
Patch  
Work on trucks/equipment in shop

March 10- Install pipes Cross Farm Road  
Install pipes DeVaney Road  
Work on trucks/equipment in shop

March 11- Haul Stone  
Ditch Cross Farm Road  
Ditch DeVaney Road  
Work on trucks/equipment in shop

March 14- Patch  
Ditch Parks Road  
Ditch DeVaney Road  
Work on trucks/equipment in shop

March 15- Patch  
Ditch DeVaney Road

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- Install pipes Parks Road  
Work on trucks/equipment in shop
- March 16- Patch  
Ditch Parks Road  
Ditch Loomis Road  
Work on trucks/equipment in shop
- March 17- Install pipes Wilbur Klein Road  
Ditch Loomis Road  
Patch  
Work on trucks/equipment in shop
- March 18- Cut brush Wilbur Klein Road  
Grade Fox Mountain Road  
Work on trucks/equipment in shop
- March 21- Install pipes Loomis Road  
Patch  
Work on trucks/equipment in shop
- March 22- Ditch Loomis Road  
Ditch Wilbur Klein Road  
Cut brush Wilbur Klein Road  
Work on trucks/equipment in shop
- March 23- Ditch Loomis Road  
Ditch Wilbur Klein Road  
Cut brush Wilbur Klein Road  
Work on trucks/equipment in shop
- March 24- Install pipes Wilbur Klein Road  
Cut brush Loomis Road  
Work on trucks/equipment in shop
- March 25- Haul stone  
Remove sanders
- March 28- Haul stone  
Clean beaver dams  
Work on trucks/equipment in shop
- March 29- Ditch Wilbur Klein Road  
Ditch Loomis Road  
Cut brush Parks Road

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Work on trucks/equipment in shop

**WATER & SEWER**

New roof under construction starting March 29<sup>th</sup> for Loomis Reservoir. Work is expected to be completed this same week with the Reservoir being put back into service during the first week of April. We will also look into the cracks within the structure while it is empty, because daily consumption during this Reservoir bypass has been approximately half of its usual amount during normal operation.

Loomis sewer project is moving ahead with the liner around 2 sand beds has been installed as well as the failing concrete curb being completed. They are waiting on sand approval and the base gravel of the new roadway to be completed soon. We are also looking to see if dirt from the casino project could be used for some of the fill requirements at the new project.

Jonathan McGibbon has passed his sewer operators final exam in Albany. Evan Decker was close but did not receive a passing grade and can take a retest in 90 days from the last test date. He has rescheduled this.

W.S.S. well #2 was again removed and replaced with the last pump that was rebuilt from April 2003. Pumping capacity was down to 110 gpm, now back to 170 gpm. Normal per minute flow from this well is 150 gpm, and daily pump cycle is down to 4 hours from 6 ½.

Well testing was also done again of the Sherwood Well. Testing showed a flow of 460 gpm, down from 500-510 gpm. Some plugging of the screens was noted by the draw down in the well casing and a report is being generated by Layne, our well people.

After testing was done by Layne, the CO 2 cleaning cycle was moved up and done on March 23, 2016. Some improvement in the well was noted, but a recovery of the 500 gpm was not accomplished. We have a quote for a new motor and pump for the Sherwood well and are trying to get a time frame to allow for the pump and motor to be changed out, have the old pump and motor sent out for a rebuild and going over. With this exchange and rebuild we will have a spare pump and motor for both Roth & Sherwood in the event of a failure of either well during peak months.

Also being rebuilt during ongoing work with the Sherwood wells was the two 6” check valves in the pump house that are both completely worn out. These check valves hold the water from Stevensville wells from running back to the Sherwood & Roth well fields. Parts for the check valves are expected for delivery the first week in April.

Well testing at the Infirmary dog pound site did not yield as much water as we are looking for. A report from Layne is expected, but the well only produced a little over 40 gpm.

W.S.S. Phase V has DOT permits. Two 1000 foot sections have been fused together and capped and each section is expected to be pulled in one day installs after the drill rods have been installed in each section. First boring to start on March 30, 2016, but was shut down due to broken equipment.

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Main valve exercising has been done in all districts due to the early spring weather. Meter upgrades in the Stevensville water district are continuing. New mandated rules on lead in our old meters prevents us from reusing older water meters at new locations and do not allow for repairs to existing meters. With the completion of Stevensville district this year, Ferndale water will be the only district left not in compliance and we hope to start there next year.

Spoke to Joel Kohn, who was speaking for David Weiss from the hotel and he informed us that a contractor has been hired and are awaiting delivery of metering pit as soon as next week.

Sewer Dept. needs to meet with this board to discuss which direction the Swan Lake sewer plant is going to move toward the sizing of the sludge press, which will not be decided on and useable until 2017 or the auto bar screen that has a twenty week build out with no agreed flow data is becoming a problem. The number that is used is going to a 600,000 gallon a day plant might be a good number, but FINANCIALLY can we get to this or are we going to make the repairs as in the past with the 425,000 gallon per day present plant.

Any other items that may arise prior to this meeting.

**CEO**

**Building Department:**

No Report Submitted

**PARKS & RECREATION**

This year's Easter Egg Hunt went very well. Around 200 children came out to enjoy the event

We are currently holding registration for our Spring Programs. Registration is going well.

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

Resident Day Camp and Swim Lesson registration begins April 4<sup>th</sup>. Non Resident registration begins May 2<sup>nd</sup>.

We will be starting interviews soon for our seasonal staff.

I am in the process of submitting Department of Health permits to operate our pool, concession stand and day camp for the summer.

We are currently waiting for the ground to dry up a little more before we can get the new infield dirt spread out on the Walnut Baseball Field.

We are installing 9 more T- boxes for our disc golf course at Walnut. Interest has been increasing.

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Currently getting prices to repair some valves in the pool filter room.

**DCO**

No Report Submitted

**TOWN CLERK/TAX COLLECTOR**

Licenses:

Marriage Licenses	3	
Marriage Certificates	10	
Building Permits (Collection of \$)	30	
Dog Licenses	28	
Replacement Tags	0	
Purebred Licenses	0	
Redeemed Dog	0	
Boarding Fees	2	
Exempt Dogs	1	
Reimbursement of Expenses	1	
Photo Copies	48	
Postage	0	
EZ Pass	3	
Road Access Permit	0	
Conservation	2	
Returned Check Fee	1	
Junk Yard License	3	

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Peddlers License 1

**FINANCE**

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

Completed and submitted 2015 Annual Financial Report to be filed with the State

Researched and printed miscellaneous Hazardous Material Safety Data Sheets

Had interview with Moody's Investors Service (see press release)

Coordinated Defensive Driving Training for employees

Finalized lease purchase documents for 2016 Komatsu Excavator

Distributed and compiled data for Workplace Violence Hazard Assessment

Began processing seasonal employees (6 to date)

Submitted various memos and reports to Architect Peter Cirillo regarding Town Hall

All other daily duties and responsibilities

**COURT**

V&T Received 444

V&T Appearances 272

Criminal Appearances 427

Ordinance Appearances 7

Civil Appearances 15

Total Fines Collected \$88,002.00

Total Fines to Town Not available

Total Fines to Village Not available

**RECOGNIZE THE PUBLIC**

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JP McGuirk from Focus Media gave a presentation regarding launching the Town of Liberty's new web page verses waiting until all the videos are completed for the launch.

**CORRESPONDENCE**

1. A letter from Moody's Investors service regarding the Town of Liberty's general obligation limited tax (GOLT) debt to A1 from A2.
2. A letter from Senator John Bonacic regarding the resolution passed by the Town Board to request the Reform of New York State Public Education Funding.  
*(All board members will send a letter to Aileen Gunther to urge her to pass this through the Assembly)*
3. An invitation from the Benevolent and Protective Order of Elks in Liberty, NY (Lodge 1545) and Monticello, NY (Lodge 1544) to attend their annual Flag Day ceremony on Sunday, June 12, 2016 at 12:00 p.m. at the Sullivan County Government Center.
4. A letter from the Delaware River Basin Commission regarding Special Protection Waters.
5. A letter from the NYS Homes & Community Renewal regarding NYS CDBG Project #641PR51-11.
6. A letter from the NYS Homes & Community Renewal regarding NYS CDBG Project #641PW8-12.
7. A letter from the NYSDEC Division of Environmental Permits regarding Eden by the Falls, Inc.
8. A letter from Michele Hemmer regarding the conditions on Cattail Rd.

**BUSINESS**

2016-87      *APPROVAL OF MINUTES*

**Motion: Councilperson Brian McPhillips**

**Second: Councilperson Russell Reeves**

The Town Board approved the following minutes with changes.

- 3/7/16      Dept. Head Meeting
- 3/14/16     Special Meeting (Zoning)

**4 AYES - Carried**

**1 Absent-Councilperson Vincent McPhillips**

***TABLED BILL FROM VILLAGE OF LIBERTY FOR THE LABOR AND MATERIALS FOR FIXING A WATER LEAK ON LONG DRIVE 2/10/16 IN THE AMOUNT OF \$936.08.***

***Attorney Klein is drafting a letter to the Village of Liberty regarding this matter.***

2016-88      *APPROVAL OF RESOLUTION FOR SEQRA FOR THE OFFICE FOR COMMUNITY RENEWAL SMALL CITIES GRANT IN THE AMOUNT OF*

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*\$599,724.00 FOR PHASE 6 IMPROVEMENTS WITHIN THE WHITE SULPHUR WATER DISTRICT*

**Motion: Councilperson Dean Farrand**

**Second: Councilperson Russell Reeves**

Whereas, the Town of Liberty received an Office for Community Renewal Small Cities Grant (OCR #641PW106-15) in the amount of \$599,724 for Phase 6 improvements within the White Sulphur Springs Water District; and

Whereas, the Town of Liberty must demonstrate compliance with the NYS State Environmental Quality Review Act (SEQRA); and

Whereas, the Town of Liberty has reviewed various activities proposed by the Phase 6 White Sulphur Springs Water Project and concluded that activities consist solely of water main replacement, water service replacement and fire hydrant replacement; and

Whereas, replacement of existing deteriorated public facilities can be classified as a Type II activity and no further review is thus required to comply with SEQRA; and

Now, Therefore, Be It Resolved that the Town of Liberty has determined that the Phase 6 White Sulphur Springs Water Project is a Type II activity for the purposes of SEQRA and no further review is required.

**4 AYES - Carried**

**1 Absent-Councilperson Vincent McPhillips**

*2016-89 ACCEPTANCE OF RESIGNATIONS FROM THE BOARD OF ASSESSMENT REVIEW*

**Motion: Councilperson Brian McPhillips**

**Second: Supervisor Charles Barbuti**

The Town Board of the Town of Liberty does hereby accept with regret, the following resignations from the Board of Assessment Review:

- Paul Murphy
- Vivian Hanslmaier
- Harry Rampe

**4 AYES - Carried**

**1 Absent-Councilperson Vincent McPhillips**

*2016-90 APPOINTMENT TO THE BOARD OF ASSESSMENT REVIEW*

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**Motion: Councilperson Brian McPhillips**  
**Second: Councilperson Russell Reeves**

The Town Board of the Town of Liberty does hereby appoint Diane Silver to the Board of Assessment Review for a term expiring on 9/30/2021.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

2016-91      *APPROVAL OF JUNK YARD LICENSES*

**Motion: Supervisor Charles Barbuti**  
**Second: Councilperson Brian McPhillips**

The Town Board of the Town of Liberty does hereby approve licenses for the following Junk Yards:

- Simsmetal East, LLC
- Ironic, LLC
- Gary Zalkin/Liberty Scrap Metal

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

**TABLED**      *AUTHORIZATION FOR SUPERVIOR TO SIGN AGREEMENT WITH BEHAN ASSOCIATES LANDSCAPE ARCHITECTURE & ENGINEERING, DCP.*

**CARRYOVER**

2016-92      *APPROVAL OF WAIVER FOR THE 30 DAY WAITING PERIOD FOR AN ON-PREMISES ALCOHOLIC BEVERAGE LICENSE FOR I EXIT 98, INC DBA BIG WADIES LOCATED AT 38 MAIN STREET, PARKSVILLE, NY 12768*

**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 I Exit 98, Inc. dba Big Wadies located at 38 Main Street, Parksville, NY 12768 and do hereby grant the 30 day waiver.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

2016-93      *PAYMENT AUTHORIZED FOR GLOBAL TRUCKS AND PARTS EXPORT, INC.*

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**Motion: Councilperson Brian McPhillips**  
**Second: Councilperson Russell Reeves**

The Town Board of the Town of Liberty does hereby authorize payment to Global Trucks and Parts Export, Inc. for the purchase of a 2005 international truck in the amount of \$12,500.00.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

2016-94      *PAYMENT AUTHORIZED FOR STRAIT LINE ROOFING*

**Motion: Councilperson Brian McPhillips**  
**Second: Supervisor Charles Barbuti**

The Town Board of the Town of Liberty does hereby authorize payment to Strait Line Roofing for the roof replacement at the Loomis Water Reservoir in the amount of \$19,500.00.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

2016-95      *STONE & BLACKTOP BID 4/21/16*

**Motion: Councilperson Dean Farrand**  
**Second: Councilperson Russell Reeves**

The Town Board of the Town of Liberty does hereby set a bid opening for stone & blacktop on 4/21/16 at 11:00 a.m. at Town Hall, 120 North Main St. Liberty, NY.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

2016-96      *SPRING CLEAN-UP SET 5/5-5/7/16*

**Motion: Councilperson Russell Reeves**  
**Second: Councilperson Brian McPhillips**

The Town Board of the Town of Liberty does hereby set Spring Clean-Up, at the Town of Liberty Highway Dept., 2571 Rt. 52 Liberty, NY for 5/5 & 5/6 from 7:30 a.m. to 3:00 p.m. and on 5/7 from 7:30 a.m. until the dumpsters are full.

**4 AYES - Carried**  
**1 Absent-Councilperson Vincent McPhillips**

*PROPOSAL FROM P&N FIRE & BURGLAR ALARM CO. REGARDING A DOOR ACCESS SYSTEM FOR THE SWAN LAKE SEWER PLANT*

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No action needed Water & Sewer will pay out of the budget.

2016-97      *W&S AUTHORIZED TO REPAIR OR REPLACE PUMP FOR SHERWOOD WELLS*

**Motion: Councilperson Dean Farrand**

**Second: Councilperson Brian McPhillips**

The Town Board of the Town of Liberty does hereby authorize the Water & Sewer Superintendent to spend \$9,600.00 to send out, have analyzed, and replace a motor and pump for Sherwood Well.

**4 AYES - Carried**

**1 Absent-Councilperson Vincent McPhillips**

**ADJOURNED**

**Motion: Supervisor Charles Barbuti**

**Second: Councilperson Brian McPhillips**

Adjourned 7:03 p.m.

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Laurie Dutcher, Town Clerk