

DEPARTMENT HEAD MEETING/WORK SESSION
TOWN BOARD OF TOWN OF LIBERTY
119 NORTH MAIN STREET LIBERTY, NY 12754
MONDAY – AUGUST 2, 2021
TIME - 6:30 P.M.

PRESENT:

Supervisor Frank DeMayo
Councilperson Dean Farrand
Councilperson Brian McPhillips
Councilperson Vincent McPhillips
Councilperson Maurice Gerry

RECORDING SECRETARY:

Town Clerk Laurie Dutcher

ABSENT

ALSO PRESENT:

Town Attorney Kenneth Klein	Highway Dept. - Matt DeWitt
Finance Director Cheryl Gerow	John Lennon
Confidential Secretary Nick Rusin	Lillian Stettner
Town Engineer Dave Ohman	Nancy Levine
Water & Sewer - Damon Knack	

PLEDGE OF ALLEGIENCE

CORRESPONDENCE

Incoming Correspondence

1. Email from Bill Liblick regarding a fall at Presidential Estates. – See below
2. Correspondence from Jeremy & Esther Cohen asking to be connected to the Liberty Sewer.
3. Correspondence sent by Finance Director Cheryl Gerow regarding the Kelly Bridge Road Solar Project Decommissioning Agreement w/Delaware River Solar, LLC.
4. Correspondence from the NYS Parks & Recreation and Historic Preservation regarding Hillig Castle.
5. Correspondence from the NYS Homes and Community Renewal regarding the Town's request for a waiver for the income survey for the NYS DCBG Program Proposed 2021 Application.
6. Correspondence from Sullivan Renaissance regarding the Consolidated Funding for the New York Main Street Project at 6 Weirk Avenue in Liberty.
7. Email from Scott Grennon notifying the Town that the New York Power Authority and Michels Power are nearing commencement of their Communications Backbone Program-Utica to Coopers Corners UCC2-41, OPGW Installation.

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8. Correspondence from the NYS Dept. of Transportation regarding SEQR Notice of Environmental Determination PIN 9807.28 Scour Protection Project.
9. Correspondence from the Village of Liberty regarding “Flower Sponsorship”.
10. Correspondence from the NYS Homes and Community Renewal for the grant closeout NYS CDBG #641PW57-17. – See Motion below
11. Email notification of partial payment from the Federal American Rescue Plan Act in the amount of \$269,463.14 with the second half to be distributed the summer of 2022.

MOTION TO ACCEPT INCOMING CORRESPONDENCE

The Town Board of the Town of Liberty does hereby make a motion to accept incoming correspondence.

Motion: Councilperson Maurice Gerry
Seconded: Councilperson Dean Farrand
5 AYES Carried

Supervisor DeMayo said he is to have a meeting with Carl Taylor on Thursday, August 5th and he will inquire about the lights up at Presidential Estates. Inquiries have been made and he hopes to get an idea on scheduling sometime soon. He also said he knows the Finance Director, Cheryl Gerow has made some inquiries as well.

MOTION AUTHORIZING SUPERVISOR DEMAYO TO SIGN GRANT CLOSEOUT

The Town Board of the Town of Liberty does hereby make a motion to authorize Supervisor DeMayo to sign the grant closeout of NYS CDBG #641PW57-17.

Motion: Councilperson Brian McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

DEPARTMENT HEAD REPORTS

ASSESSOR Report attached

Working on:

Final Roll corrections (6)
Data Collecting for March 1, 2022
Training NEW clerk
Summer/Religious camps

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Sunset Lake LDC had been in the democrat
NEW RPSV4 2020 was installed
Exemptions/ reminders will be sent out first week September

CEO - BUILDING DEPARTMENT Excel Report attached

COURT No report

DCO Report attached

Dogs picked up – 10
Dogs redeemed – 8
Dogs transferred to CARE – 1
Dogs Euthanized – 1
Dogs at Shelter – 0
Miles 630

FINANCE

1. Submitted payment request to EFC for Stevensville Water. Total requested and received to date is \$2,481,995.25
2. Provided additional information and support for new telephone system
3. Worked on Village and Town Water/Sewer Computers for various issues with the Badger Metering System
4. Began installation of new computer for Building Department
5. Received first payment for the American Rescue Plan
6. Submitted insurance claims for Stevensville Water, Loomis Sewer, White Sulphur Springs Water and Hanofee Park
7. Submitted insurance claim for the Dog Kennel
8. Began preparation for the 2022 Tentative Budget
9. Set up computer for Assessors Office
10. Submitted Workers Compensation claim
11. Worked with Sullivan County on various issues
12. Attended Employee Relations Committee meeting
13. All other daily duties and responsibilities

HIGHWAY

July 1 - Ditch Wade Road

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- Grade dirt roads
- Patch
- Mow
- Work on trucks/equipment in shop

- July 2 - Ditch Wade Road
- Patch
- Mow
- Work on trucks/equipment in shop

- July 6 - Crossover pipe replacement on Aden Road
- Ditch Wade Road
- Mow
- Work on trucks/equipment in shop

- July 7 - Ditch Wade Road
- Patch
- Mow
- Work on trucks/equipment in shop

- July 8 - Clean up trees
- Mow
- Work on trucks/equipment in shop

- July 9 - Repair Heinle Road from wash out

- July 12 - Chip trees
- Storm clean up

- July 13 - Willi Hill Road clean up
- Clean up trees
- Mow
- Work at gravel bank
- Work on trucks/equipment in shop

- July 14 - Willi Hill Road clean up
- Storm clean up
- Mow
- Work at gravel bank
- Work on trucks/equipment in shop

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- July 15 - Ditch Heinle Road
Grade Menderis Road
Mow
Work at gravel bank
Work on trucks/equipment in shop
- July 16 - Ditch Heinle Road
Grade Menderis Road
Work at gravel bank
Work on trucks/equipment in shop
- July 19 - Repair storm damage on Heinle Road
Grade Stafford Road and Green Mountain from storm damage
Patch Revonnah Hill Road
Mow
Work at gravel bank
- July 20 - Patch Revonnah Hill Road
Repair storm damage Heinle Road
Grade Green Mountain from storm damage
Work at gravel bank
- July 21 - Repair storm damage Heinle Road
Patch
Work at gravel bank
Work on trucks/equipment in shop
- July 22 - Repair storm damage Heinle Road
Patch Benton Hollow Road
Move equipment
Pick up #22 from Campbell Freightliner
Work at gravel bank
Mow
Work on trucks/equipment in shop
- July 23 - Repair storm damage Heinle Road
Patch Benton Hollow Road/Upper Ferndale Road
Work at gravel bank
Mow

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Work on trucks/equipment in shop

July 26 - Repair storm damage Heinle Road
Replace pipe Lake Marie Road
Patch
Mow
Work on trucks/equipment in shop

PARKS & RECREATION

Parks

1. Pool Breaker Panel has been replaced after lightning issues
2. Spare pool motor was installed to replace motor that was burned up due to the electrical surge.
3. A new pool motor was ordered to have a spare when needed.
4. The pool well pump was also damaged with the electrical surge, working on getting that replaced this week.
5. All of the pool repairs have been documented and will be filed with our insurance company
6. New lighting for the outdoor pavilion through the Rotary Donation is scheduled for August 16-18.
7. 500 person large group from Camp Ahuvah went well and they are bringing another group back in August.

Parks Report Completed By: Kevin Delaney

Recreation

1. Day Camp is more than half way through.
2. Youth Football begins August 2nd.
3. Planning for Halloween Parade and Fall Festival.
4. Starting a competitive 16U Baseball Team.

Recreation Report Completed By: James Guara

TOWN CLERK

Highway Fund DA	2	\$ 0.00
Road Access Permit	1	\$ 50.00
Conservation	4	\$ 3.88
Firework Permit	1	\$100.00
Marriage License Fee	13	\$227.50

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EZ Pass	15	\$375.00
<u>Dog Licensing</u>		
Female – Spayed	8	\$ 72.00
Female – Un-spayed	3	\$ 37.50
Male – Neutered	11	\$ 86.00
Male – Un-neutered	3	\$ 37.50
Redeemed Dog 2	3	\$225.00
Reimbursement of Expenses	4	\$200.00

Building Fees

Certified Mailings	1	\$ 146.16
Building Inspections		
Public Assembly	1	\$ 50.00
Building Permit	10	\$ 1,978.55
Commercial Establishment		
Inspections	2	\$ 180.00
Municipal Searches	33	\$1,750.00

WATER & SEWER

1. There have been multiple lightning strikes this month. Ordering parts and making repairs has been a little slow, due to everyone being so busy. So far everything is running as it should be.
2. The new motor in Stevensville well #4 had to be pulled out and sent for repair. It had a bad vibration due to being out of balance.
3. I am working on getting a quote for the cleaning and having a mixer installed in the White Sulphur Tank. Also getting quotes to pull and clean Sherwood and Roth wells because they are losing ground and not pumping what they should be.
4. By the end of this month Tam will have taken 10 loads of sludge from the Swan Lake plant. Twenty septic tanks have been pumped. We are playing catch up due to falling behind last year with the covid restrictions, etc.
5. For the first time since I have worked here, we pumped over a million gallons in a 24-hour period. The total for July 10 was 1,016,000.
6. The two new guys are working out well. They are working on getting their CDL permits. They seem to be learning the daily procedures quickly.

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Supervisor DeMayo asked the Board members if they had any concerns, issues, anything that needed to be brought to the attention of the Department Heads.

Councilperson Vincent McPhillips said Parks & Rec, as far as picking up the garbage at the Rail Trails. He was told, they were told or they told someone that they don't do that, but obviously they must have changed their opinion because, like he said he saw a dump truck up there in Parksville today picking up garbage. To him that's something that should be on the schedule with Parks & Rec.

Supervisor DeMayo said he spoke with Kevin and was told they go up there once a week. The issue was there was a chain across there. A discussion was held regarding using a combination lock. He said he also asked if they could be more consistent with pick up in Swan Lake.

Councilperson Vincent McPhillips: He also had one thing for Dave Ohman of Delaware Engineering. He wanted to know how Swan Lake Sewer was doing and did we have any violations against the Swan Lake Sewer now.

Dave Ohman said he was not familiar with the performance of the plant right now.

Damon Knack spoke up and advised that it failed the fecal ammonias, last month they retested and failed again so they are testing again this week.

Councilperson Vincent McPhillips then asked how we were with the sludge.

Damon Knack said he thought they were up to 10 loads so far and that there will probably be around 20 loads by the end of Summer. It's going to be about the same.

Councilperson Vincent McPhillips wanted everyone to know that he's keeping track of this.

Supervisor DeMayo asked if anyone else had anything.

Councilperson Brian McPhillips: said he was wondering if they should have a work session regarding the Swan Lake Sewer to iron out some issues and to keep updated.

Supervisor DeMayo asked if Delaware Engineering could have something prepared.

Dave Ohman said they have prepared a preliminary engineering report and they could go through that.

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After further discussion it was determined that a work session will be held at the next Department Head meeting. Dave Ohman will send a report to the Board beforehand.

NEW BUSINESS

MOTION TO APPROVE VOUCHER FOR KYTT MACMANUS

The Town Board of the Town of Liberty does hereby make a motion to approve the payment of the voucher for Kytt MacManus in the amount of \$32,286.80 for 857 Parksville Road.

Motion: Councilperson Vincent McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

1. Approval of proposal by Underwater Solutions, Inc. to inspect and clean the WSS 300,000 steel water storage tank in the amount of \$6,980.00 and approval for mixer at \$8,370.00 for a total of \$15,350.00.

MOTION TO APPROVE PROPOSAL BY UNDERWATER SOLUTIONS

The Town Board of the Town of Liberty does hereby make a motion to approve the proposal by Underwater Solutions, Inc. to inspect and clean the WSS 300,000 steel water storage tank in the amount of \$6,980.00 and approval for mixer at \$8,370.00 for a total of \$15,350.00.

Motion: Councilperson Vincent McPhillips
Seconded: Councilperson Brian McPhillips
5 AYES Carried

Supervisor DeMayo spoke briefly about a letter he received from the House of Yes, which is a club from Brooklyn, that is purchasing a property on O'Keef Hill Road in Parksville for some sort of entertainment venue. They have a building up there they are looking to fix up and are looking to the Town for a letter of support for a grant they were applying for but they have got all the information together in time for this meeting. It will be sort of an arts place, which will be a positive development.

Supervisor DeMayo also spoke briefly about the County looking through the NYS DOT for a \$5M plus grant to upgrade the airport (the Sullivan County International Airport) and they

are looking for letters of support from the different municipalities. The upgrades include upgrades to the 6,300 foot runway and taxi-way, revamp the apron and lighting and install a new fuel system and additional hangars. They are looking for our Town's support. He said he already wrote a letter memorializing what they are doing and suggesting that our Town would support their application for a \$5M grant which he will send if the Board approves.

After a short discussion it was determined that the Board would like more information on the House of Yes issue. The Board was okay with the letter of support for the airport.

MOTION IN SUPPORT OF UPGRADES TO SULLIVAN COUNTY AIRPORT

The Town Board of the Town of Liberty does hereby make a motion to approve sending a letter in support of the upgrades to the Sullivan County Airport to be written by Supervisor DeMayo.

Motion: Councilperson Vincent McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

MOTION AUTHORIZING SUPERVISOR DEMAYO TO SIGN THE NYS HOMES AND COMMUNITY RENEWAL GRANT CLOSEOUT NYS CDBG #641PW57-17

The Town Board of the Town of Liberty does hereby make a motion to authorize Supervisor DeMayo to sign the NYS Homes and Community Renewal Grant Closeout NYS CDBG #641PW57017.

Motion: Councilperson Brian McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

Councilperson Brian McPhillips said he wanted to go back to the thing he'd asked Cheryl about, the money on the American Rescue Plan Act. That was part of what they submitted for the grant. He wanted to know if that is going to go into a separate account and just be held there?

Finance Director Cheryl Gerow said it would be held in the General Fund until it was decided upon and what doesn't get spent gets carried over to the next year as a receivable.

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After a short discussion it was determined that a work session would be scheduled on that due to restrictions and time restraints.

Councilperson Brian McPhillips expressed concern on how much work was getting done now that Al Fusco said he would be providing a second person.

After a short discussion it was determined that Supervisor DeMayo would speak to Al Fusco concerning this issue.

Councilperson Brian McPhillips spoke about a complaint that he heard about concerning animals on 188 Parksville Road and it was felt that Code Enforcement didn't do enough to ease the complaint. After a short discussion it was determined that the issues were being addressed.

Councilperson Dean Farrand asked what the Board was doing with Jeremy and Esther Cohen and their request to be brought into the sewer district. After a short discussion it was determined that if any Bethel residents or camps wanted to be added to the Swan Lake Sewer Plant as an outside district user they would need to present something in writing before the Board but right now there is no capacity.

DISCUSSION

1. Wellsite – see below
2. Employee Personnel Policy – see after Public Comment

#1 Wellsite - After a discussion it was determined that more research would be done including telephone calls to determine where the most likely sources of water might be and that once the data was gathered the Board would sit down and confer and consider the options further as to whether to just put in a storage tank or if found use a new water source.

Councilperson Maurice Gerry spoke briefly about eight large buildings on Twin Bridge Road managed by Abraham Mizrahi and that they were having a hard time with NYSEG because of the trees. Mr. Mizrahi said he would be willing to pay for underground wires if that would preserve the trees.

Supervisor DeMayo said he had a meeting already scheduled with the CEO of NYSEG later in the week and would speak with Mr. Mizrahi beforehand.

PUBLIC COMMENT

Supervisor DeMayo: Anyone from the public wish to comment?

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Nancy Levine asked for a copy of the Building Report and if Al Fusco had added another person to work in the Building Department.

It was explained to her that no, there was no additional full-time person as they are only contracted for one full-time person at 35 hours per week and that the contract with Al Fusco is soon due for renegotiation. She was also told that she would be sent a copy of the Building Report the next day.

Nancy Levine then asked if the financing application and engineering reports were on the website. And also any correspondence from or to the EFC.

She was told the Engineering report was on the website, the financing application was ongoing/not done and that the correspondence to and from EFC would be posted also.

Nancy Levine then said “I’m just curious, I’m no spring chicken and the Swan Lake water treatment, the tank was there when I was a child, so I wonder how old it is..”

Supervisor DeMayo: Anyone from the public wish to comment?

Resident: spoke about Marx Road and the concerns of it being a safety issue as there are big holes in the road. Residents there have been notified that the recycling trucks and school buses will no longer go in that road because of the big holes. Could the Town do something about this.

After a short discussion it was determined that last year it was a dirt road with one house, this year there are more houses. The Highway Department did go in the Spring and do a week’s worth of work putting down a base and crusher run. The use of the road has quadrupled with trucks and machinery going in and out and being parked in the road while the new houses are going up. The Highway Department has been trying to schedule a time for the grader but needs to have the road cleared of all the extra trucks and machinery to do so. In the meantime, the Board will be checking on it and also researching to see if indeed it is a town road and when and if where all these houses are being built has been subdivided. The road will have to be made safe and accessible for garbage, emergency vehicles and school buses but blacktop for this year may not be feasible.

Supervisor DeMayo: Anyone else from the public wish to comment?

Kristen Young: asked if there were going to be speed limit signs on East Mongaup Road and Huschke Road, as she is concerned there will be a tragic accident soon as people fly down these roads and there are children at the edge of the road with little or no parental supervision. She volunteered to pay for the signs if the Town hasn’t budgeted for them. It

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was determined that the Town is waiting to hear from the NYS DOT and will be checking on this issue in short order. Once they have heard back the signs should go up.

Email any questions to the Supervisor at supervisordemayo@townofliberty.org until meetings are open to the public.

NO FURTHER PUBLIC COMMENT

DISCUSSION CONTINUED -

Employee Personnel Policy - The Board members held a discussion and it was determined that they would be reaching out to the department heads, managers and elected officials to get their thoughts on continuous office staffing between the hours of 8:30 a.m. and 4:30 p.m. in the Town Hall for example and opinions on comp time, the accumulation and use thereof. The Supervisor will be checking with other larger towns and the Board will discuss this again at another meeting in the not too distant future.

BOARD DISCUSSION

COUNCILPERSON DEAN FARRAND Nothing to report

COUNCILPERSON BRIAN McPHILLIPS Nothing to report

COUNCILPERSON VINCENT McPHILLIPS Nothing to report

COUNCILPERSON MAURICE GERRY Nothing to report

SUPERVISOR FRANK DEMAYO In response to Councilperson Vincent McPhillips request for an update on the Paramount, he spoke with someone that was interested in maybe buying it. They are looking into what needs to be done on the property. He spoke with the owner the other day and the property is currently being cleaned up. It hasn't changed hands as yet.

EXECUTIVE SESSION

The Town Board of the Town of Liberty does hereby go into Executive Session at 8:32 p.m. to discuss the following:

1. Personnel

Motion: Supervisor Frank DeMayo
Seconded: Councilperson Brian McPhillips
5 AYES Carried

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NOTE* Councilperson Maurice Gerry left Executive Session at 9:23 p.m.

OUT OF EXECUTIVE SESSION

The Town Board of the Town of Liberty does hereby come out of Executive Session at 9:50 p.m.

Motion: Councilperson Vincent McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

ADJOURN

The Town Board does hereby adjourn the meeting at 9:50 p.m.

Motion: Councilperson Vincent McPhillips
Seconded: Councilperson Dean Farrand
5 AYES Carried

Respectfully submitted,

Town Clerk, Laurie Dutcher