**WORKSESSION MEETING**

SEPTEMBER 17, 2020

# The Board of Trustees held the Worksession Meeting of September 17, 2020 at

# the Village Municipal Building, 167 North Main Street, Liberty New York.

Mayor Ronald Stabak opened the meeting with the Pledge of Allegiance.

# 

**PRESENT:** Mayor Ronald Stabak, Deputy Mayor/Trustee Robert Mir, Trustee Joan Stoddard, Trustee Daniel Wright and Trustee Victoria Ferguson Also Present: Judy Zurawski, Clerk/Treasurer.

**ABSENT:** Gary Silver, Attorney for the Village

**ALSO** David Ohman (Village Engineer), Police Chief Scott Kinne and Acting Code

**PRESENT:** Enforcement Officer Daniel Pollan.

**APPROVAL** Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously

**OF** carried approving the following minutes:

**MINUTES:**

REGULAR MEETING – September 3, 2020

**CORRES-** Mayor Stabak said the following correspondence has been received

**PONDENCE**:and anyone can request copies by calling or email.

Incoming

* E-Mail Advocacy Reports from NYCOM 9/3, 9/8, 9/10/2020

Mayor Stabak addressed the Pandemic Operations Plan signed by Governor Cuomo on September 7, 2020 which requires public employers to develop a plan for operations in the event of a declared public health emergency involving a communicable disease. This plan will have to be completed by April 1, 2021.

Mayor Stabak said he will contact NYCOM to see if they have any templates that the Village can follow.

* Letter from the Liberty Chamber Re: Christmas Wreaths 8.25.20

**TABLED DELAWARE ENGINEERING – WWTP SLUDGE HAULING UPGRADE**

**BUSINESS:**

David Ohman reported on the following:

* Tonight’s meeting:
* Review Engineering Report (ER) for Sludge Handling Upgrade
* Village resolution to accept the ER and authorize Delaware Engineering to submit the report and associated items on behalf of the Village.
* Mayor to sign Smart Growth form
* Update/Review of Project Progress
  + Proceeding with design of original project and preparing revised engineering reports for the Base Project and the Sludge/Septage add on
  + Also working on Professional Services Contract Changes – Plan to get those to the Village very soon
  + Going with a Phase 1 (base contract) and Phase 2 (sludge) contract will allow some work to proceed while Village applies for more grant funding.
  + It will require:
    - * For the current Base Project – Phase 1:
* Revised and resubmitting the approved Engineering Report to remove sludge related work as possible to

allow other work to proceed. In Progress.

* Ultimately revising the Project Finance Agreement
* For the Enhanced Sludge project – Phase 2
  + Put in a new Project Listing (PLUS) form for the project so that we get on the NYSEFC project list as a distinct new project.
    - At the April 23, 2020 meeting, the Board agreed; we filled out the forms and $9M as the new project cost since we will like move dewatering work from the current project into this one – this can be revised next year once we have more detail. Done
  + Doing SEQR again for the entire project; Part 1 out for review and comment July 24, 2020; Part 2 and 3 review and determination completed at August 20 Board Meeting.
  + Do a new Bond Resolution for the Phase 2 project – Completed at September 3, 2020 meeting.
  + Preparing a new Engineering Report – Review with Village tonight and submit to NYSEFC prior to September 21, 2020 deadline to finalize the IUP and get on the annual list for financing.
  + Prepare a new Smart Growth Form for Phase 2. Review with Village tonight, get Mayor to sign and submit to NYSEFC prior to September 21, 2020 deadline to finalize the IUP and get on the annual list for financing.
  + Funding Application (CFA program) including the WIIA Grant funding up in the air right now – nothing set for this year.
* Near term Schedule Going Forward for Phase 2:
* Engineering Report for Sludge Handling Upgrade
* Digital version of report sent out to the Village on September 15 and hard copy to Village on September 16
* For review with the Village – scope and cost in line with what has been previously reviewed by the Village.
* If the Village finds the report acceptable as provided on September 15, 2020, we recommend that:
* The Board review and adopt the attached resolution accepting the report and authorizing the Report and associated items to be submitted to NYSEFC by Delaware Engineering; and
* Authorize the Mayor to endorse the Smart Growth Assessment Form.

**CONSIDER RESOLUTION – WASTEWATER TREATMENT PLANT SLUDGE HANDLING UPGRADE – ACCEPTANCE OF ENGINEERING REPORT**

**RESOL.**  Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously

**#30-2020** carried approving Resolution #30-2020.

Wastewater Treatment Plant Sludge Handling Upgrade

Acceptance of Engineering Report

WHEREAS, the Village of Liberty, Sullivan County, New York (hereinafter the “Village”) has established the public benefit to residents for the Wastewater Treatment Plant (WWTP) Upgrade (hereinafter the “Project”); and

WHEREAS, the Village plans to upgrade the aging sludge handling process of its Wastewater Treatment Plant (WWTP) in order to ensure the plant is able to continue providing sustainable long-term handling, dewatering removal, and disposal of the solids generated during the wastewater treatment process in an environmentally responsible manner; and

WHEREAS, the Village plans to apply for Clean Water State Revolving Fund (CWSRF) financing and Water Infrastructure Improvement Act (WIIA) 25% Grant;

WHEREAS, the total Project cost is estimated at $7.2 million, and the Village has not secured other grant funds to date which would reduce the project cost, and

THEREFORE, BE IT REOLVED THAT

1. The Village has reviewed and accepted the Engineering Report dated September 2020, and
2. Ronald Stabak, Mayor of the Village of Liberty, is authorized to sign the Smart Growth Assessment Form; and
3. Delaware Engineering is authorized to submit the Engineering Report and associated application materials for NYSEFC CWSRF for financing, on behalf of the Village of Liberty.

Resolution #30-2020 was put to a vote, which resulted as follows:

MAYOR STABAK - YES

TRUSTEE STODDARD - YES

TRUSTEE MIR - YES RESOLUTION #

TRUSTEE FERGUSON - YES 30-2020 ADOPTED

TRUSTEE WRIGHT - YES

**DISCUSSION – CHAPTER 35/SANITATION**

This item was tabled until they can get clarity on one matter (on page 10) from Attorney Gary Silver.

**CONTINUE DISCUSSIONS ON LETTER FROM BOARD OF ELECTIONS RE: VILLAGE ELECTION DATE**

This item was tabled.

**NEW DISCUSSION WITH CODE ENFORCEMENT OFFICER DAN POLLAN**

**BUSINESS:**

Dan Pollan, who became the Village’s Acting Code Enforcement Officer effective September 17th, discussed his department and his plans for the future.

Dan said he would like to see if his part time clerk could work more hours, at least until the office has been set up. Mayor Stabak said he will check with Sullivan County Personnel to determine the hours that can be given to a part time clerk.

In addition, Dan discussed his need for a Code Book, the 2020 International Code Information and updates for the computer system. He also mentioned that he felt some fees should be in place for Fire, Safety and Property Maintenance Inspections.

**CONSIDER EVENT PERMIT**

Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried approving the Event Permit to allow the Liberty Democrats to set up a voter registration information table to discuss information about casting ballots **providing they indemnify the Village with the proper insurance before the event**.

This event will take place on Saturday, September 26th from 11:30 a.m. to 1:00 p.m. at LaPolt Park.

**CONSIDER THE OWNERSHIP OF CHRISTMAS WREATHS**

Motion by Trustee Ferguson, seconded by Trustee Stoddard and unanimously carried to assume ownership of the Christmas Wreaths from the Liberty Chamber of Commerce, which will now be put up and taken down by the Village Department of Public Works.

**SET MEETING DATE FOR ORGANIZATIONAL MEETING**

Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried to hold the Annual Organizational Meeting on Thursday, October 1st at 7 p.m.

**CONSIDER REQUEST FROM ELINA FRIDMAN RE: TAX PENALTIES**

No motions were made on this matter.

**DISCUSSION OF POLICE REFORM AND REINVENTION COLLABORATIVE**

Mayor Stabak informed the Board of the New York State Police Reform and Reinvention Collaborative that has be instituted by Governor Cuomo. This “team” is to rebuild the police-community relationship and to set policies that meet with the local communities acceptance. The collaborative process should:

* Review the needs of the community served by its police agency, and evaluate the departments current policies and practices
* Establish policies that allow police to effectively and safely perform their duties;
* Involve the entire community in the discussion;
* Develop policy recommendations resulting from this review;
* Offer a plan for public comment;
* Present the plan to the local legislative body to ratify or adopt it, and
* Certify adoption of the plan to the State Budget Director on or before April 1, 2021

Mayor Stabak said the meetings will begin in October and there are guidelines in the Governor’s Executive Order that identifies some of the key stakeholders that should be involved, which currently are as follows:

* Members of the local police force (Chief Scott Kinne and Steven D’Agata)
* Members of the Community with emphasis on areas with high numbers of police and community interaction (Doug Bowman, Jayneen Mills, Liberty Central School Representative and a Mobile Mental Health Representative)
* Interested non-profit and faith based community groups (Pastor Norman Graves, Pastor Bridget LeConey and Lillian Rubio)
* The Local office of the District Attorney (DA Meagan Galligan)
* The Local Public Defender (to be announced)
* Local Elected Officials (Mayor Ronald Stabak)

Mayor Stabak said since he is the liaison on the Board with the Police Department he would be happy to sit on this Collaborative. He said since the Police Department is a member of Lexipol, which covers public safety policy and training solutions, it will give the team some good insight.

**CONSIDER REQUEST FROM NEW BEGINNINGS – FEE & PENALTIES ON WATER SEWER ACCOUNT #3-18100**

Motion by Trustee Mir, seconded by Trustee Stoddard and unanimously carried

approving a credit of $209.60 for fees and penalties on Water/Sewer Account #3-18100 for New Beginnings Veterans Home.

The home had a high bill due to leaky fixtures in the bathroom as well as a bad pressure reducer.

**CONSIDER NEW ROOF AT POLICE RANGE**

Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously carried to expend up to $1,500.00 for metal roofing and materials for the Police Range.

The money will come from the D.A. Account and General Fund.

Chief Kinne informed the Board that a couple of years ago a tree fell on the roof and they recently had a clean-up day (along with help from the D.P.W.) and would now like to fix the roof. He said he has personnel that are willing to volunteer their time to work on the project.

**APPROVAL** **BILLS FOR PAYMENT**

**OF BILLS**

**FOR PYMT:** Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried approving Voucher #242 to Voucher #304 in the amount of $178,263.52

FLOWER FUND

Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried approving the following bill for payment from the flower fund:

Everlasting Springs - $899.00

The Board thanked Dave Ohman and Delaware Engineering for the donations they contributed to the flower fund.

**ADJOURN:** Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously carried to adjourn the meeting.

**THE MEETING WAS ADJOURNED AT 9:15 P.M.**

**RESPECTFULLY SUBMITTED,**

**JUDY H. ZURAWSKI**

**CLERK-TREASURER**

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