



TOWN OF LIBERTY

N E W Y O R K

MONTHLY WORKSESSION MEETING

PLACE: SENIOR CITIZEN CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754

DATE: FEBRUARY 3, 2025

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

VINCENT MCPHILLIPS, COUNCILMEMBER

LAURIE DUTCHER, TOWN CLERK

JOHN LENNON, COUNCILMEMBER

DEAN FARRAND, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

PLEASE NOTE: ALL ITEMS FOR THE AGENDA MUST BE RECEIVED BY THE 12:00 NOON THE WEDNESDAY BEFORE THE MEETING.

Pledge of Allegiance

System Upgrades

Open Gov software updates- Budgeting & Planning/Permitting & Licensing

Microsoft 365 Training-TEAMS

NeoGov training site and how it pertains to Human Resources

Departments

Safety Plan for each Department

Required documentation for insurance reporting

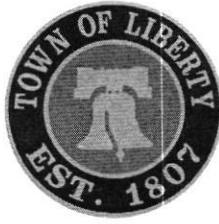
Vetting Vendors and Insurance requirements

Comp time for Department Heads

Schedule Employee Committee meetings

Roundtable discussion

Adjourn



Assessor's Office

Department Head Report

January 2025

Deeds received

Town - 36

Village – 18

Combination: 1

Splits: 1

Data Entry, deeds, permits, valuation etc.....

Sent Roll for Town & County tax bill

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) – work scheduled

Town of Liberty Justice Court

	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan
V&T Appearances	180	145	125	0	0	110
Criminal Appearances	262	270	433	288	266	370
Ordinance Appearances	0	11	9	17	18	14
Civil Appearances	24	13	18	16	9	11
Total Fines Collected	\$59,956.00	<u>\$62,397.00</u>	\$71,366.00	\$46,763.00	<u>\$44,989.50</u>	\$53,217.00
Total Fines to Town	<u>\$27,786.00</u>	<i>not available</i>	<u>\$41,126.00</u>	<u>\$23,582.00</u>	<u>\$16,015.50</u>	<i>not available</i>
Total Fines to Village	<u>\$465.00</u>	<i>not available</i>	\$295.00	<u>\$85.00</u>	<u>\$10,395.00</u>	<i>not available</i>

Town of Liberty Finance Office
120 North Main Street
Liberty, NY 12754
(845) 292-5772
c.gerow@townofliberty.org

DATE: January 31, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: January Monthly Report

The following took place in the Finance Office for the month of January:

1. Closed out 2024 payroll, issued W2's and filed necessary year end reports for both the Town and Village
2. Opened 2025 payroll along with data entering various payroll changes (salary changes, vacation/sick/personal time, deduction changes)
3. Issued 1095C to employees for the Affordable Care Act and electronically filed with the IRS
4. Closed out 2024 Fiscal Year and did necessary work to open up 2025 Fiscal Year
5. Completed 2024 NYS Department of Labor Log of Work Related Injuries and notified Department Heads of mandatory reporting requirements for 2025
6. Notified Department Heads of new forms required for Workers Compensation Claims
7. Completed Compensated Absence Report
8. Completed report on Health Insurance for Retirees
9. Submitted payroll information to county for 2025 Certification
10. Established Hourly Billable Rates for the Water and Sewer Department
11. Issued 1099-misc to vendors and electronically filed forms
12. Submitted year-end information to auditor's and began supplying other requested information for 2024 audit
13. Completed 2024 Investment Report
14. Submitted renewal application for general liability insurance and provided various policies and manuals
15. Notified Golden Park Apartment and Belmont Management of their PILOT payment due by January 31, 2025. Received Belmont Management's payment on January 17, 2025.
16. Provided information for two FOIL requests