



# 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: MARCH 3, 2025

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, 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

Human Resource Presentation by Julie Diescher

Department Head Reports

System Upgrades

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

Microsoft 365 Training-TEAMS *Inter-department Collaboration*

NeoGov training site and how it pertains to Human Resources

*Programs to share with staff*

Departments

Safety Plan for each Department *Loss runs for Town*

Required documentation for insurance reporting *Workers Comp-Reporting forms (State)*

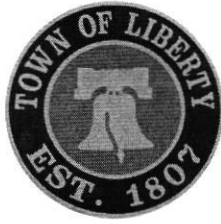
Vetting Vendors and Insurance requirements

Comp time for Department Heads

Schedule Employee Committee meetings *Wednesday @ 2:30 p.m.*

Roundtable discussion

Adjourn



Assessor's Office

Department Head Report

February 2025

Deeds received

Town Deeds - 16

Village Deeds – 12

Combination/Splits received

Combination:

Splits:

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

Processed splits and merges that were received from the County

Processing exemptions

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) –



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

DATE: February 28, 2025  
TO: Supervisor DeMayo and Town Board Members  
FROM: Cheryl Gerow  
RE: February Monthly Report

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

1. Submitted 2024 Fixed Assets Inventory Report
2. Began working on compiling data for the 2024 Employee Benefit Statement
3. Started 2024 Annual Financial Report to be filed with the State
4. Completed annual audit with Cooper Arias LLP, had exit interview and discussed findings and resolutions to those findings regarding the 2024 Financial Audit
5. Provided information for FOIL request
6. Submitted street light repairs for Route 52
7. Notified Golden Park Apartments of their default for the 2025 PILOT payment. Payment received on February 10, 2025
8. Supplied RCAP with Adopted Budget, Actual Expenditures and Revenues and Sewer Rates for the Swan Lake Sewer District from 2020 to the present
9. Met with Sullivan County IT and discussed various issues including moving the Building and Assessor's Department
10. Met with representative from Clearfly (ITC Communications) regarding telephone system and provided Verizon invoices for the Water/Sewer Department and Highway Department
11. Had meetings with OpenGov and provided additional information
12. Submitted payment request to EFC for Swan Lake Sewer. Total requested and received to date is \$667,576.55
13. Met with the Employee Relations Committee
14. Met with new account manager for Marshall and Sterling
15. All other daily duties and responsibilities

**TOWN OF LIBERTY  
HIGHWAY DEPARTMENT  
DEPARTMENT HEAD REPORT  
Matthew DeWitt, Highway Superintendent  
February 2025**

**February Executive Summary:**

- The department plowed and or treated the Town roads due to weather, 14 of the 26 days in February. Winter equipment held up fairly well this month with minor breakdowns. We have ordered our allotment of salt per the OGS contract with approximately 500 tons of salt on hand for the remaining winter season. An alternative source for salt is being secured and will inform if needed.
- Waiting on requested updated quotes for the fuel accountability system, original quotes are from 2023.

**Improvements/Maintenance:**

- 3 day trimming trees and brush – Aden, Lily Pond, Cutler, East Hill, Steiglitz, Revonah, East Mongaup
- 1 day – hauled sand to Highway facility.
- 5 days cold patch – Denman, Parksville Highway, Old Monticello, Twin Bridge, Lake Marie

**Winter:**

- Saturday, February 1: 4AM – 8:00PM, snow/ice
- Monday, February 3: 3AM – 3:30PM, 2" snow
- Thursday, February 6: 5AM – 3:30PM, 1" snow
- Sunday, February 9: 4AM – 10AM, 2" snow
- Monday, February 10: 5AM – 3:30PM, 1" snow
- Tuesday, February 11: 7AM – 3:30PM, salt/sand
- Thursday, February 13: 3AM – 3:30PM, 2 snow/ice
- Saturday, February 15: 3PM – 9PM, 2" snow
- Sunday, February 16: 4AM – 3:30PM, 2" snow/ice
- Monday, February 17: 4AM – 1PM, 2" snow
- Tuesday, February 18: 4AM – 3:30PM, drifts/ice
- Wednesday, February 19: 7AM – 3:30pm, salt/sand
- Thursday, February 20: 7AM – 3:30PM, salt/sand
- Friday, February 21: 3AM – 3:30PM, 2" snow

**Facilities:**

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – requesting quotes

**Equipment/Vehicles:**

- 6 days maintenance and cleaning of winter equipment
- Replaced radiator in #6
- Started servicing on summer equipment



119 North Main Street, Liberty New York 12754

**Town of Liberty Parks and Recreation Department**  
**Department Head Report**  
**James Guara, Director**  
**To: Liberty Town Board**  
**Date: 2/24/25**

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### **Overview**

The Town of Liberty Parks and Recreation Department continues to make significant progress in both facility improvements and program development. Renovations are underway in the Parks and Recreation building, with office consolidations doing demo and renovations to get things prepped so that the other departments relocating here can start working on their space, including painting and setting up their area. A Building Safety Plan is in development, incorporating monthly fire drills and daily staffing responsibilities. We are using Neo-Gov as an additional training tool. Program registrations for Day Camp and Swim Lessons opening soon. The department is working on a town-wide Health & Wellness Initiative, collaborating with a local gym to offer employee discounts and exploring CPR/AED and First Aid training opportunities. Additionally, community events such as the Easter Egg Hunt, New York Youth Mountain Bike Race, and a cornhole league are being planned. A report on building repair needs is being compiled, and maintenance efforts are ongoing to ensure park facilities and equipment remain in top condition.

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### **Recreation**

- Using Neo-Gov for seasonal on boarding hires.
- Day Camp and Swim Lesson registrations:
  - Residents: Opens March 3rd.
  - Non-residents: Opens April 1st.
- Youth basketball program is ongoing.
- Adult programs:
  - Indoor walking – ongoing.

- Pickleball – ongoing.
  - Planning for adult softball league.
  - Developing a town-wide Health & Wellness Initiative:
    - Partnering with a local gym to provide employee discounts.
    - Exploring CPR/AED and First Aid training for town employees.
  - Planning the annual Easter Egg Hunt (tentatively April 12th).
  - New York Youth Mountain Bike Race scheduled for April 27th at Walnut.
  - Organizing a cornhole league.
  - Youth Baseball Clinic starting in March.
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#### **Park Maintenance**

- Continuing office renovations.
  - Servicing equipment to ensure readiness for spring and summer.
  - Managing ice and snow removal operations.
  - Compiling a detailed report of all necessary building repairs.
  - Accepting applications and beginning the interview process for seasonal maintenance positions.
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#### **Conclusion**

The Parks and Recreation Department remains committed to enhancing community engagement through quality programming and well-maintained facilities. We are focused on ensuring a safe and enjoyable environment for all residents while continuing to improve our infrastructure and expand recreational opportunities. I appreciate the ongoing support from the Town Board and look forward to keeping you updated on our progress.

Respectfully submitted,

**James Guara**

Director, Town of Liberty Parks and Recreation

# TOWN CLERK'S REPORT

## FEBRUARY, 2025

### 1. Executive Summary

The Town Clerk's Office has maintained a steady pace in tax collection, with 75 percent of the tax warrant already received. We are also diligently fulfilling our daily Town Clerk responsibilities. As we approach the end of February, we expect a significant increase in activity since the end of the month is typically a peak time for residents to pay their taxes, including the second installment for those who have chosen the three-payment option. Sara and I have worked tirelessly to ensure that every transaction is processed efficiently and accurately. We continue to manage our Town Clerk duties and have been extremely busy over the past two months. We remain committed to providing exceptional service as we navigate this busy period.

### TOWN CLERK Monthly Report February 01, 2025 - February 28, 2025

A 2590 Highway Fees Road Access Permit 1	\$100.00
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Sub-Total: \$100.00

A1255 Marriage License Marriage License Fee 1	\$17.50
EZ Pass 5	\$125.00
Marriage Certificate 3	\$30.00

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Sub-Total: \$172.50

A1670.4 Building Fees Certified Mailings 1	\$19.28
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Sub-Total: \$19.28

A2544 Dog Licensing Female, Spayed 5	\$45.00
Female, Unspayed 1	\$12.50
Male, Neutered 2	\$18.00
Male, Unneutered 2	\$25.00
SENIOR 1	\$ -5.00



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Sub-Total: \$95.50

B2770 Building Fees

Building Inspections Multi Family 1	\$90.00
Building Permit 8	\$5,213.70
Fire Inspections 1	\$75.00
Municipal Search 18	\$1,800.00

Sub-Total: \$7,178.70

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Local Share Total Local Shares Remitted:	\$7,565.98
Amount paid to: NY State Dept. Of Health	\$22.50
Amount paid to: NYS Ag. & Markets	\$16.00
Total State, County & Local Revenues:	\$7,604.48
Total Non-Local Revenues:	\$38.50

Reconciled (3) checking accounts

Paid interest to the Supervisor

TAX COLLECTION Report January 1, 2025-February 26, 2025

Warrant	\$15,515,530.30
Adjustments	(\$26,330.34)
Adjusted Warrant	\$15,489,199.96
STAR Savings	\$0.00
Full Payments	\$11,073,114.17
Partial Payments	\$482,167.06
Direct to County	\$0.00

Tax Collected	\$11,555,281.23
Service Charges	\$0.00
Surcharges	\$0.00
Misc Collected	\$10.34
Penalties	\$5,129.56
2nd Notice Fees	\$20.00
Net Deposit	\$11,560,541.13

Paid to the Town Supervisor \$7,891,777.67

Paid to the County Treasurer \$3,000,000.00

**HEALTH BENEFITS ADMINISTRATOR**

New Hires in 2024 (9) Processed benefits as they became available and added dependents as requested. Notified the Finance Office for payroll deductions.

New Hires (2025) (2) Will give paperwork when eligible for benefits and will notify the Finance Office for payroll deductions.

Filed an appeal on behalf of (1) employee due to a new rule with NYSHIP that members must be enrolled within the 30 day eligibility period unless they have a qualifying event.

**FOIL OFFICER**

February (10) FOILS Received, distributed and followed through.

**BOARD CLERK RESPONSIBILITIES**

Minutes (3 sets)

Agenda's (3)

Paper Publications

- SLWWTP Bond Recital

- Capital Reserve Notice for the repair of the Actuator

Resolutions for the SLWWTP Upgrade

- Filed resolution with County Treasurer
- Published Negative Declaration in the Environmental Notification Bulletin (ENB)

Sent the following to Bob Smith:

- Extract of Minutes
- Resolution and Order After Public Hearing w/ proof of recording
- Bond Resolution
- Affidavit of Publication

Resolution for Richard Martinkovic

Worked with auditors

Filed Local Law No. 1 of 2025

## LEGAL CLAIMS

Sent (1) claim to Marshall & Sterling

Spoke with Attorney handling the claim

## REGISTRAR

Deaths (6)

Death Certificates issued (250)

Birth Certificates issued (10)

## RECORDS MANAGEMENT

Town Clerk – Boxed and labeled 2024 files

## RECOMMENDATIONS

My recommendation would just be to utilize Microsoft 365 as much as possible and watch the videos when time permits.

DEPARTMENT HEAD REPORT  
WATER & SEWER DEPARTMENT  
March 3, 2025

1. Everyone has been busy with the usual daily jobs. They have been checking hydrants, bleeders, painting, looking for leaks and installing meters.
2. Jeremy & Dylan have received their IIB and D water licenses, making them certified operators.
3. Carlos and CJ (Charles) took their CDL permit test and passed.
4. I have been working on getting quotes for several projects that need to be addressed in the Water & Sewer Departments, including quotes for the cleaning of Sherwood and Roth wells and the replacement of the pumps on each of the wells to be completed at the same time.
5. NYSDEC was here on February 12<sup>th</sup> for an inspection at the Loomis Sewer Plant. Everything went well.