



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: MAY 5, 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

Department Head Reports

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

Roundtable discussion

Adjourn



Assessor's Office

Department Head Report

April 2025

Deeds received

Town Deeds – no deeds received

Village Deeds – no deeds received

Combination/Splits received

Combination:

Splits:

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

Sent Tentative Roll for Tentative Roll

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) –

Town of Liberty Justice Court

	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr
V&T Appearances	0	110	286	225	208
Criminal Appearances	266	370	316	391	374
Ordinance Appearances	18	14	17	23	6
Civil Appearances	9	11	19	21	15
Total Fines Collected	<u>\$44,989.50</u>	\$53,217.00	\$55,054.00	\$52,445.00	<u>\$62,367.00</u>
Total Fines to Town	<u>\$16,015.50</u>	<u>not available</u>	<u>not available</u>	<u>\$26,817.00</u>	<u>not available</u>
Total Fines to Village	<u>\$10,395.00</u>	not available	not available	<u>\$973.00</u>	<u>not available</u>

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

DATE: April 30, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: April Monthly Report for Worksession Meeting

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

1. Submitted final report for ARPA Funds
2. Attended Employee Relations Committee meeting
3. Submitted Outstanding Debt request to Sullivan County
4. Mailed letters to retirees requesting 2025 Medicare information for reimbursement
5. Distributed Quarterly Report to Department Heads
6. Submitted Utilization Work Plan with MBO information to EFC for the Swan Lake Sewer Project and Stevensville Water Project
7. Attended eleven (11) meetings with OpenGov and provided requested data
8. Submitted Workers Compensation Claim
9. Notified Delaware River Solar regarding NY Liberty II, LLC (Harris Road) Decommissioning Agreement payment due
10. Coordinated Defensive Driving Class
11. All other daily duties and responsibilities

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

April Executive Summary:

- Yearly maintenance and improvements have started with culvert replacement and storm water drainage management. Blacktop plants are open and yearly blacktop maintenance has begun. The New York State budget has not been adopted, thus CHIPS funding is still unknown. Contracts for improvements have been secured and securing dates for Lily Pond project.

Improvements/Maintenance:

- 4 days trimming trees and brush on Revonah
- 5 days of cold patch – Huschke, Twin Bridge
- 15 days of hot patch – Old Monticello, Radcliff, Mongaup, Huscke, East Hill, Muthig, Lily Pond, Breezy hill, Shore
- 13 days of ditching – Revonah, Tanzman, Lennon Way
- 5 days culvert replacement – Revonah, Ferndale Loomis
- 10 days of sweeping – Route 52 Sidewalks, Route #'s 18, 10, 17, 11

Winter

- Friday, April 11: 5AM – 3:30 PM, 2" snow
- Saturday, April 12: 6AM – 12PPM, 5" snow
- Monday, April 14: 7:30AM, tree and bush clean up from heavy wet snow

Facilities:

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – approved and waiting on installation date

Equipment/Vehicles:

- Transmission out of truck #12 Dodge

Misc:

- Spring Clean up will be held May 8, 9, 10
- Defensive Driving Training completed
- Traffic Control and Flagger Safety completed

Account#	Account Description	Fee Description	Qty	Local Share
A 2590	Highway Fees	Road Access Permit	1	100.00
		Sub-Total:		\$100.00
A1255	Conservation	Conservation	3	4.42
	Marriage License	Marriage License Fee	3	52.50
	Permits	Refuse Collection	1	100.00
	TOWN CLERK	EZ Pass	14	350.00
		Marriage Certificate	14	140.00
		Misc	1	4.00
		Notary Fees	34	68.00
		Sub-Total:		\$718.92
A1620.4	Central Printing & Mailing	Photo Copies	201	50.25
		Sub-Total:		\$50.25
A1670.4	Building Fees	Certified Mailings	4	568.76
		Sub-Total:		\$568.76
A2544	Dog Licensing	Female, Spayed	8	72.00
		Female, Unspayed	1	12.50
		Male, Neutered	7	63.00
		Male, Unneutered	3	37.50
	SENIOR	SENIOR	5	-25.00
		Sub-Total:		\$160.00
B2115	Building Fees	Special Use	1	300.00
		Sub-Total:		\$300.00
B2770	Building Fees	Building Permit	27	25,956.20
		Fire Inspections	7	970.00
		Municipal Search	18	1,800.00
		Sub-Total:		\$28,726.20
			Total Local Shares Remitted:	\$30,624.13
Amount paid to:	Ny State Dept. Of Health			67.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			27.00
Amount paid to:	NYS Environmental Conservation			75.58
Total State, County & Local Revenues:		\$30,794.21	Total Non-Local Revenues:	\$170.08

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laurie Dutcher, Town Clerk, Town of Liberty during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date