



TOWN OF LIBERTY

N E W Y O R K

A GREAT PLACE TO WORK, LIVE AND PLAY

TOWN BOARD MEETING

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

DATE: June 2, 2025

TIME: 6:30 P.M. REGULAR MEETING

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 NOON
THE WEDNESDAY BEFORE THE MEETING.**

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

INCOMING:

1. Email correspondence from Nancy Levine regarding the Golden Swan in Swan Lake.
2. Copies of Sullivan County 911 Communications for Fire, Law Enforcement and EMS for the month of April.

OUTGOING:

NEW BUSINESS

1. Motion setting a bid for Plumbing/HVAC Contractors on 6/26/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty.
2. Motion setting a bid for Electrical Contracting Services on 6/26/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty.
3. Motion approving the following minutes as submitted by the Town Clerk:
 - Worksession Mtg. 4/7/25
 - Worksession Mtg. 5/5/25
4. Motion approving the emergency replacement of the Badger Pump Meter Reader in the amount of \$5,893.91.

DISCUSSION

1. Indian Lake Sanitary Sewer Main Repair.



TOWN OF LIBERTY

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OLD BUSINESS

UNDER REVIEW

1. Shipping Containers
2. Fence In/Fence Out
3. Solar
4. Update of Comprehensive Plan

IN PROGRESS

1. Converting and moving the Building Department and the Assessor's Office to the Park & Recreation Building.
2. Delaware Town/Village Water Sewer Study
3. Walnut Mt. Pavilion
4. Swan Lake Footbridge

PUBLIC PARTICIPATION

BOARD DISCUSSION

EXECUTIVE SESSION

1. Employee Relations

ADJOURN

MISSION STATEMENT

We provide effective, transparent and responsible municipal service that promotes the highest standard of life for our community.

supervisordemayo townofliberty.org

From: l.dutcher townofliberty.org
Sent: Tuesday, May 27, 2025 12:04 PM
To: supervisordemayo townofliberty.org; Dean Farrand; Vince McPhillips; j.lennon townofliberty.org; Bruce Davidson
Subject: Fw: Golden Swan

Laurie Dutcher, Town Clerk CMC, RMC

l.dutcher@townofliberty.org

Certified Municipal Clerk
Registered Municipal Clerk
Tax Collector/Registrar/Marriage Officer
Records Management Officer/FOIL Officer



TOWN OF LIBERTY
NEW YORK

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From: Nancy Levine9 <nancylevine5553@icloud.com>
Sent: Tuesday, May 27, 2025 11:56 AM
To: l.dutcher townofliberty.org <l.dutcher@townofliberty.org>
Subject: Golden Swan

Please send to the town board. Also the planning board. Thanks.

Someone needs to come look at the Golden Swan. They have now expanded both buildings out the back in addition to the other expansions. As I said in my statement, we were told at the planning board meeting that the garage would come down. It has now been renovated. There was barely enough parking before. I would like to know where people are going to park.

Tammy said this was approved by the planning board and the county.

Hard to believe

I don't know if they are still planning on adding another level to the motel.

Thank you

Sent from my iPhone



Sullivan County 911 Communications

Fire Dispatch Report April 2025



	Departments																																											
	Beavertail Valley	Bloomingsburg	Callicoon	Callicoon Center	Claryville	Forestburgh	Grahamsville	Helmis	Highland Lake	Hortonville	Hurleyville	Jeffersonville	Kaunseong Lake	Kenosha Lake	Lake Huntington	Lava	Liberty	Livingston Manor	Long Eddy	Loch Sheldrake	Lumberland	Monticello	Mountaindale	Narrowsburg	Neversink	North Branch	Rock Hill	Roscoe Rockland	Smallwood	Montaup Valley	Fallsburg	Summitville	Swan Lake	Westbrookville	White Lake	White Sulphur Springs	Woodbourne	Woodridge	Wurtsboro	Youngsville	Tulan	Total		
Call Types																																												
Activated Alarm	2	5	1	0	0	1	0	1	0	0	1	0	1	0	0	4	19	5	0	3	3	47	0	4	6	0	2	0	0	2	0	0	1	0	2	0	4	2	4	2	2	2	124	
Aircraft Emergency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bomb Threat/Found	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brush Fire	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	1	0	0	0	3	0	3	0	1	0	0	0	0	1	0	0	0	0	0	1	3	1	3	0	0	21	
Cellar Pump Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
CO Detector	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2	4	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	11	
Drowning/Water Rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Dumpster/Trash Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Explosion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
HAZMAT	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Investigation	0	4	0	0	0	3	0	0	0	0	0	0	0	0	0	4	0	0	0	1	1	4	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	1	0	1	3	2	27	
LZ	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	
Medical	0	1	1	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	51	0	0	0	0	3	0	0	1	0	0	0	0	0	4	0	0	1	2	0	74		
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	4	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	1	1	0		
MVA	0	2	0	1	0	0	1	0	0	2	0	0	0	0	0	0	1	3	2	0	1	3	14	0	1	1	1	3	1	1	0	0	1	1	1	0	1	0	4	0	2	48		
Mutual Aid	0	1	3	1	0	2	1	1	6	3	1	2	1	0	4	0	3	0	0	2	1	3	0	0	2	1	5	5	1	6	2	0	0	1	2	0	4	1	0	3	68			
Odor of Gas/Gas Leak	0	5	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	12		
Public Service Call	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	1	0	2	0	0	0	4	1	1	1	0	0	1	0	0	0	0	2	0	0	0	1	0	0	0	17			
Rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Search for Lost Person	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Structural/Trench Collapse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Structure Fire	0	2	2	0	0	0	0	0	0	1	0	0	0	0	0	1	3	0	0	0	0	6	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	0	1	0	0	19		
Traffic/Fire Police	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2		
Tree/Wires/Pole	1	4	2	2	1	2	2	3	0	1	0	2	0	1	1	1	3	1	1	2	3	3	1	1	2	2	0	1	6	1	1	1	0	0	2	3	1	3	2	0	63			
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vehicle Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	1	1	0	0	1	0	0	1	0	0	0	0	0	0	0	7		
Total Fire Dispatches	3	26	10	5	1	15	6	5	6	9	3	4	4	1	6	10	39	11	1	10	16	146	2	11	12	5	15	9	12	15	5	3	1	6	11	12	10	20	12	11	509			

All data accurate +/- 2%



Sullivan County 911 Communications

Law Enforcement Activity Report

April 2025



	Sheriff	NYSP	LPD	MPD	FPD	WPD	EnCon	DEC	NYC DEP	NPS	Totals
Assist EMS	21	39	14	53	7	1	0	0	0	0	135
Assist Fire	6	10	4	15	4	0	6	0	1	0	46
P-101 Abduction	0	0	0	0	0	0	0	0	0	0	0
P-102 Abuse/Abandonment/Neglect	0	0	0	0	0	0	0	0	0	0	0
P-103 Administrative	0	0	0	0	0	0	0	0	0	0	0
P-104 Alarms	1	2	0	0	1	0	0	0	0	0	4
P-105 Animal	3	7	2	2	0	0	0	0	1	0	15
P-106 Assault/Sexual Assault	4	3	1	0	0	0	0	0	0	0	8
P-107 Assist Other Agency	2	5	1	0	0	0	0	0	0	0	8
P-108 Bomb Found/Susp Package	0	0	0	0	0	0	0	0	0	0	0
P-109 Bomb Threat	0	0	0	0	0	0	0	0	0	0	0
P-110 Burglary	0	2	0	1	1	0	0	0	0	0	4
P-111 Damage/Vandalism/Mischief	0	0	0	1	0	0	0	0	0	0	1
P-112 Deceased Person	0	0	0	0	0	0	0	0	0	0	0
P-113 Disturbance	21	35	10	18	13	2	0	0	1	0	100
P-114 Domestic Violence	20	57	13	20	9	1	0	0	1	0	121
P-115 Driving Impaired	0	1	0	0	0	0	0	0	0	0	1
P-116 Drugs	0	0	0	1	0	0	0	0	0	0	1
P-117 Explosion	0	0	0	0	0	0	0	0	0	0	0
P-118 Fraud/Deception	0	0	0	0	0	0	0	0	0	0	0
P-119 Harassment/Stalking/Threat	2	4	0	3	1	1	0	0	0	0	11
P-120 Indecency/Lewdness	1	0	0	0	0	0	0	0	0	0	1
P-121 Mental Disorder	2	12	6	4	8	0	0	0	1	0	33
P-122 Miscellaneous	0	11	0	0	0	1	1	0	0	0	13
P-123 Missing/Found Person	1	6	1	0	0	0	0	0	0	0	8
P-124 Officer Needs Assistance	4	9	0	4	1	0	0	0	0	0	18
P-125 Public Svc	1	8	0	1	0	0	0	0	0	0	10
P-126 Robbery/Carjacking	0	1	0	0	0	0	0	0	0	0	1
P-127 Suicidal Persn/Att Suicide	0	5	0	1	0	0	0	0	0	0	6
P-128 Supplemental	0	37	1	0	0	0	1	0	0	0	39
P-129 Susp/Wanted Pers/Veh	7	14	2	4	3	0	0	0	1	0	31
P-130 Theft (Larceny)	2	1	0	1	0	0	0	0	0	0	4
P-131 MVA	30	74	7	9	4	0	0	0	1	0	125
P-132 Traffic Violation/Hazard	20	75	2	1	5	1	2	0	0	0	106
P-133 Trespassing/Unwanted	6	18	0	5	5	0	0	0	0	0	34
P-134 Unknown Problem	8	17	4	4	5	2	0	0	0	0	40
P-135 Weapons/Firearms	4	3	0	1	0	0	0	0	0	0	8
P-Abandoned Call	68	112	24	38	17	1	1	0	1	0	262
P-Responder Safety	0	0	0	0	0	0	0	0	0	0	0
Transfers	54	140	19	52	34	N/A	N/A	N/A	N/A	N/A	299
Totals	288	708	111	239	118	10	11	0	8	0	1493



Sullivan County 911 Communications EMS Dispatch Report April 2025



Ambulance Agencies	Jeffersonville	Cohecton	Livingston Manor	Lumberland	Mountaindale	Tusten	Neversink	Rock Hill	Roscoe/Rockland	Bethel	Woodbourne	Mamakating	Highland EMS	Upper Delaware	Grahamsville	Catskill Hatzalah	Empress	County EMS	Total
Call Type																			
Abdominal Pain	0	0	3	1	1	1	0	2	1	2	0	3	1	0	0	1	30	12	58
Allergic Reation	0	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	5	2	10
Animal Bite	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2	1	5
Assault/Sexual Assault	0	0	2	1	2	1	1	3	0	1	1	2	0	0	1	1	12	5	33
Back Pain	0	1	1	2	0	1	0	0	0	0	0	3	2	0	0	0	5	3	18
Breathing Problems	2	0	6	1	1	1	0	7	1	4	2	19	0	0	1	1	66	50	162
Burns / Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Cardiac Arrest	0	0	1	0	0	0	0	2	0	0	0	1	0	1	0	0	7	8	20
Cardiac Problem	1	0	0	0	0	0	1	1	0	1	0	1	0	0	0	0	5	6	16
Chest Pain	0	0	1	0	2	0	0	2	0	5	0	3	1	0	0	1	40	24	79
Choking	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	2	4
Diabetic	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	4	2	8
Drowning/Water Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eye Problems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Fall	4	4	2	1	1	2	1	5	1	6	2	21	4	7	1	1	35	23	121
Headache	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	3
Heat/Cold Emergencies	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2
Hemorrhage/Laceration	0	0	1	1	1	0	0	1	1	0	0	0	1	0	0	0	11	6	23
Inaccessable/Entrapment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Facilites	0	0	11	0	1	0	1	4	5	5	1	4	1	0	0	3	66	22	124
Mental Emergencies	1	0	2	0	0	0	1	1	0	1	0	3	0	0	2	0	24	3	38
MVA	0	0	3	4	0	2	3	2	5	2	1	9	3	3	0	2	25	18	82
Overdose	0	0	1	0	0	0	0	2	0	1	0	1	0	1	0	0	11	7	24
Poisoning/HAZMAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pregnancy	0	0	1	0	0	0	1	1	0	0	0	1	0	0	0	0	5	4	13
Seizures	1	1	2	0	0	1	1	0	0	3	0	7	2	1	1	0	23	21	64
Sick Person (Gen. Ill)	3	1	14	1	7	2	8	12	6	15	3	34	6	2	6	2	128	67	317
Stab/GSW	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	3	3	9
Stroke(CVA)	2	1	1	0	0	0	0	1	0	0	1	0	1	0	1	0	9	6	23
Trauma	1	0	2	0	0	1	0	1	0	1	1	3	0	0	0	1	3	5	19
Unconscious/Fainting	4	0	2	0	2	3	4	1	0	2	1	4	0	2	0	1	26	23	75
Unknown Medical	0	0	2	0	3	1	0	0	1	2	0	7	0	0	2	0	14	5	37
Mutual Aid	0	0	0	2	0	3	1	17	12	6	12	7	0	0	6	0	71	0	137
Standby	2	0	1	4	0	1	0	0	1	2	0	0	1	1	1	0	1	4	19
Agency Totals	21	9	60	19	22	20	23	65	35	62	25	136	24	19	22	15	636	332	1545

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

DATE: June 2, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: Plumbing and Electrical RFP/Bid

Attached is a Request for Bid/Proposal for Electrical Contracting and Plumbing Contracting.

Please approve the attached specifications and set the bid date for June 26, 2025.

Thank you.

REQUEST FOR BID/ PROPOSAL

For

Plumbing/HVAC Contractors

ISSUE DATE: June 6, 2025
DUE DATE: June 26, 2025
TIME: 11:00 AM

Please quote your lowest price for the services to be rendered, as specified below. Any deviation from the specifications must be identified and fully described. The right is reserved to accept or reject quotation on each item separately, or as a whole, and to waive any irregularities in a quotation. If unable to quote, please return this form so marked.

All bids must be clearly marked and sealed, RFP for Plumbing/HVAC Contractors, and delivered to:

**Town of Liberty, Town Clerk's Office
120 North Main Street
Liberty, New York 12754**

**The quote must be received in person or by mail no later than the date and time indicated above.
Faxed and emailed quotes WILL NOT be accepted.**

REQUEST FOR BID/PROPOSAL

The Town of Liberty is seeking Requests for Proposals for plumbing/HVAC contracting services. It does not include services that the village would consider a capital project and would require a separate solicitation. The Town reserves the right to reject any/or all bid/proposals.

SCOPE OF SERVICES

The following specifications are intended to cover plumbing repairs, maintenance and minor additions or adjustments to plumbing and/or HVAC systems:

1. Contractor will furnish all necessary labor, materials, and equipment to perform work and labor required herein in an expeditious, substantial, and skilled workmanlike manner on an "on-call" basis, to maintain electrical equipment at all Town of Liberty owned facilities.
2. Examples of services that may be required under contract: troubleshooting to identify and repair plumbing and/or HVAC malfunctions in buildings or in Town owned properties.
3. When so requested, the Contractor shall provide service within twenty-four (24) hours, unless notified that an emergency exists which requires immediate attention to keep a facility in operation. In the event of an emergency, service shall be provided within two (2) hours.
4. The Contractor shall provide non-emergency and emergency type service to keep all electrical equipment in operation. If non-emergency service is not provided within twenty-four (24) hours after direct verbal or telephone notification from the Town, or if emergency service is not provided within two (2) hours after direct verbal or telephone notification from the Town representative, the Town has the right to secure the same service from another source.
5. The Supervisor, or other designated representative shall be the final authority on whether standards have been met.
6. The contractor shall clearly mark all work areas that may reasonably be expected to endanger health and safety. Technician will provide such signs, markers, cones and barricades within reason as required to identify all work areas and minimize dangers.
7. Contractor shall practice acceptable safety precautions so as not to harm any persons or property while performing services under this RFP or any resulting contract. Contractors shall follow industry safety

standards and use only industry approved safety equipment in accordance with the manufacture's specifications in the performance of all duties.

SPECIFICATIONS

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work. At an additional cost to the Town, materials may be necessary, but at no more than a markup of a percentage (%) above suggested retail price.
2. All fieldwork shall be performed by or under the direct supervision of a qualified electrician. Plumbers/ will be skilled working with related tools and equipment.
3. The Contractor will ensure that employees comply with all applicable Town of Liberty, New York State and Federal regulations and practices with respect to work performed on Town sites.
4. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
5. Provide all inspections, permits, warranties affiliated with requested scope of work
6. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The Town may choose to **Require the Contractor to rectify the deficiency within 48 hours or may withhold payment.**
7. Report any damage, or potential hazard, involving Town property immediately to the Town of Liberty Supervisor at (845) 292-5111.
8. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect the public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
9. Incidents, altercations, or accidents involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
10. The contractor will coordinate with the Department requesting services 48 hours prior to the scheduling date of work is to be performed.
11. Managers and support personnel will be available 24/7.
12. All company vehicles must have signage identifying the Company.
13. The Town reserves the right for a site visit by the vendor prior to bidding.

INVOICING

The contractor shall submit invoices on a no less than monthly basis. Invoices shall indicate (at a minimum): Dates Serviced, Town Property Address, Itemized breakdown of labor costs, Itemized breakdown of material or supply costs and quantities and certified payroll for prevailing wage with the Town of Liberty Vendor Certification form attached.

PREVAILING WAGES

The CONTRACTOR agrees that every mechanic, laborer and person employed in or about the work contemplated by this contract shall be paid not less than the prevailing rate of wages, as per PRC #2025006195 which can be found on www.labor.ny.gov and provided with not less than the prevailing supplements as provided by Section 220 of the Labor Law of the State of New York: See the attached prevailing wage schedule. .

SUBCONTRACTORS

All subcontractors are subject to prior written approval from the Town. Notwithstanding, for any such approval, the proposer shall be solely responsible for the performance of the services. Any such Town approval shall not create or purport to create any obligation of the Town to such subcontractor or establish any contractual relationship or privacy. Contracts between the proposer and sub-contractor shall include clauses that make reference to this section.

ASSIGNMENT

The contractor shall not assign or transfer the right, title or interest in the contract without the written consent of the Town.

TERMINATION

The Town shall have the right to terminate the agreement upon thirty (30) days written notice to the proposer.

The bid proposal amounts shall be effective from August 1, 2025 until July 31, 2027. The awarded bid cannot be substituted to another contractor.

All bid proposals must complete and submit the attached bidder reference sheet, proposal cost sheet, non-collusion certificate and request for taxpayer identification (W9) and proof of insurance.

Within ten (10) days after award, the successful bidder must submit to the Town of Liberty Clerk's Office proof of liability insurance naming the Town of Liberty as additional insured in an amount not less than \$1,000,000 and proof of Worker's Compensation Insurance.

The successful bidder must submit a certified payroll with each invoice and the attached Town of Liberty Vendor Certification form.

FEE PROPOSAL

- The proposed Hourly Rates shall be a flat rate per hour, effective for the duration of the Contract Term.
- Prices below must be all inclusive, including insurance, waste removal, trucks and tools charges.

BID/PROPOSAL REFERENCE SHEET

List up to five (3) references for the same type and size of service described in this bid document. Indicate dates of work.

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

BID/PROPOSAL

On Call Hourly Rates (prevailing wage applies)

Hourly Rate	Straight Time 8:00 AM – 4:00 PM	Overtime (Weekdays 4:00 PM- 8:00 AM	Overtime Weekends/Holidays*
Plumber/Technician			
Laborer/Helpers			
Emergency service			

Material Markup	% above retail price
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* Holidays are designated as follows: New Year's Day, Memorial Day, Dr. Martin Luther King, Jr. Day, Veterans' Day, Independence Day, Presidents Day, Thanksgiving Day, Labor Day, Christmas Day.

The terms and conditions of this Request for Proposal will be incorporated into the resulting agreement. Please have an authorized representative of your organization sign and date your proposal below as acceptance of these terms and conditions. Unsigned bids will not be considered for final award:

Company Name

Representative Signature

Print Name

Title

Telephone Number

Date

TOWN OF LIBERTY

NON-COLLUSION BID/PROPOSAL CERTIFICATE

The following statement is hereby made by the undersigned to accompany the sealed bid by the undersigned.

The undersigned hereby certifies:

1. That the bid which is accompanied by this statement has been arrived at without collusion with any seller of the same materials, and
2. That the contents of the bid have not been communicated by the bidder or one of its agents to any persons outside of the company.

Date: _____

Name of Company: _____

Address: _____

By: _____

Title: _____

Town of Liberty Vendor Certification

Vendor certification that prevailing wages were paid, or the owner of the business performed all work themselves for all labor performed on Town property.

☐ I certify that all labor included in this invoice was paid at the prevailing wage rate.
I will provide the Town of Liberty with a Certified Payroll with my invoice.

☐ I certify that all labor included in this invoice was performed by the owner(s) of the business and therefore prevailing wage do not apply.

I make this certification under penalty of perjury and agree to indemnify and hold harmless the Town of Liberty in the event it sustains any damages or loss by reason hereof.

Invoice Amount

Signature

Company Name

Title

Street Address

Date

City, State, Zip Code

REQUEST FOR BID/PROPOSAL

For

Electrical Contracting Services

ISSUE DATE: June 6, 2025
DUE DATE: **June 26, 2025**
TIME: 11:00 AM

Please quote your lowest price for the services to be rendered, as specified below. Any deviation from the specifications must be identified and fully described. The right is reserved to accept or reject quotation on each item separately, or as a whole, and to waive any irregularities in a quotation. If unable to quote, please return this form so marked.

All bids must be clearly marked and sealed, RFP for Electrical Contractors, and delivered to:

**Town of Liberty, Town Clerk's Office
120 North Main Street
Liberty, New York 12754**

**The quote must be received in person or by mail no later than the date and time indicated above.
Faxed and emailed quotes WILL NOT be accepted.**

REQUEST FOR BID/PROPOSAL

The Town of Liberty is seeking Requests for Proposals for electrical contracting services. It does not include services that the Town would consider a capital project and would require a separate solicitation. The Town reserves the right to reject any or all bid/proposals.

SCOPE OF SERVICES

The following specifications are intended to cover electrical repairs, maintenance and minor additions or adjustments to electrical systems:

1. Contractor will furnish all necessary labor, materials, and equipment to perform work and labor required herein in an expeditious, substantial, and skilled workmanlike manner on an "on-call" basis, to maintain electrical equipment at all Town of Liberty owned facilities.
2. Examples of services that may be required under contract are troubleshooting to identify and repair electrical malfunctions, replacement of lighting fixtures, ballast and bulbs in buildings or on Town owned lighting poles. Services could also include the installation of new circuits, outlets, electric panels and relays.
3. When so requested, the Contractor shall provide service within twenty-four (24) hours, unless notified that an emergency exists which requires immediate attention to keep a facility in operation. In the event of an emergency, service shall be provided within two (2) hours.
4. The Contractor shall provide non-emergency and emergency type service to keep all electrical equipment in operation. If non-emergency service is not provided within twenty-four (24) hours after direct verbal or telephone notification from the Town, or if emergency service is not provided within two (2) hours after direct verbal or telephone notification from the Town representative, the Town has the right to secure the same service from another source.
5. The Supervisor, or other designated representative shall be the final authority on whether standards have been met.
6. The contractor shall clearly mark all work areas that may reasonably be expected to endanger health and safety. Electricians will provide such signs, markers, cones and barricades within reason as required to identify all work areas and minimize dangers.

7. Contractor shall practice acceptable safety precautions so as not to harm any persons or property while performing services under this RFP or any resulting contract. Contractors shall follow industry safety standards and use only industry approved safety equipment in accordance with the manufacturer's specifications in the performance of all duties.

SPECIFICATIONS

1. The Contractor will furnish all labor, tools, specialized equipment, and disposal of waste material generated by the work. At an additional cost to the Town, materials may be necessary but at no more than a % (percentage) markup above suggested retail price.
2. All fieldwork shall be performed by or under the direct supervision of a qualified electrician. Electricians will be skilled working with related tools and equipment.
3. The Contractor will ensure that employees comply with all applicable Town of Liberty, New York State and Federal regulations and practices with respect to work performed on Town sites.
4. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
5. Provide all inspections, permits, warranties affiliated with requested scope of work
6. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The Town may choose to **require the Contractor to rectify the deficiency within 48 hours or may withhold payment.**
7. Report any damage, or potential hazard, involving Town property immediately to the Town of Liberty Supervisor at (845) 292-5111.
8. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect the public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
9. Incidents, altercations, or accidents involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
10. The contractor will coordinate with the Department requesting services 48 hours prior to the scheduling date of work is to be performed.
11. Managers and support personnel will be available 24/7.
12. All company vehicles must have signage identifying the Company.
13. The Town reserves the right for a site visit by the vendor prior to bidding.

Invoicing

The contractor shall submit invoices on a no less than monthly basis. Invoices shall indicate (at a minimum): Dates Served, Town Property Address, Itemized breakdown of labor costs, Itemized breakdown of material or supply costs and quantities and certified payroll for prevailing wage with the Town of Liberty Vendor Certification form attached.

PREVAILING WAGES

The CONTRACTOR agrees that every mechanic, laborer and person employed in or about the work contemplated by this contract shall be paid not less than the prevailing rate of wages, as per PRC #2025006195 which can be found on www.labor.ny.gov, and provided with not less than the prevailing supplements as provided by Section 220 of the Labor Law of the State of New York:

SUBCONTRACTORS

All subcontractors are subject to prior written approval from the Town. Notwithstanding, for any such approval, the proposer shall be solely responsible for the performance of the services. Any such Town approval shall not create or purport to create any obligation of the Town to such subcontractor or establish any contractual relationship or privacy. Contracts between the proposer and sub-contractor shall include clauses that make reference to this section.

ASSIGNMENT

The proposer shall not assign or transfer the right, title or interest in the contract without the written consent of the Town.

INSURANCE

Bid proposers must submit proof of liability insurance naming the Town of Liberty as additional insured in an amount not less than \$1,000,000, proof of Worker's Compensation Insurance, Disability Insurance and Automobile Insurance

TERMINATION

The Town shall have the right to terminate the agreement upon thirty (30) days written notice to the proposer.

The bid proposal amounts shall be effective from August 1, 2025 until July 31, 2027. The awarded bid cannot be substituted by another contractor.

All bidders must complete and submit the attached bidder reference sheet, proposal cost sheet, non-collusion certificate, taxpayer identification (W9) and proof of insurance.

The successful bidder must submit a certified payroll with each invoice and the attached Town of Liberty Vendor Certification form.

FEE PROPOSAL

- The Bidder's Hourly Rates shall be a flat rate per hour, effective for the duration of the Contract Term.
- Prices below must be all inclusive, including insurance, waste removal, trucks and tools charges.

BID/PROPOSAL REFERENCE SHEET

List up to five (3) references for the same type and size of service described in this bid document. Indicate dates of work.

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

NAME OF FIRM:		
ADDRESS OF FIRM:		
CONTACT PERSON:		PHONE:
DATE OF SERVICE: Start:	Finish:	Site Sq. Ft:
BRIEF DESCRIPTION OF SERVICE:		

BID/PROPOSAL

On Call Hourly Rates (prevailing wage applies)

Hourly Rate	Straight Time 8:00 AM – 4:00 PM	Overtime (Weekdays 4:00 PM- 8:00 AM	Overtime Weekends/Holidays*
Licensed Electrician			
Laborer/Helpers			
Bucket Truck Operator			
Emergency service			

Material Markup	% above retail price
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* Holidays are designated as follows: New Year's Day, Memorial Day, Dr. Martin Luther King, Jr. Day, Veterans' Day, Independence Day, Presidents Day, Thanksgiving Day, Labor Day, Christmas Day.

The terms and conditions of this Request for Proposal will be incorporated into the resulting agreement. Please have an authorized representative of your organization sign and date your proposal below as acceptance of these terms and conditions. Unsigned bids will not be considered for final award:

Company Name

Representative Signature

Print Name

Title

Telephone Number

Date

TOWN OF LIBERTY

NON-COLLUSION BID/PROPOSAL CERTIFICATE

The following statement is hereby made by the undersigned to accompany the sealed bid by the undersigned.

The undersigned hereby certifies:

1. That the bid which is accompanied by this statement has been arrived at without collusion with any seller of the same materials, and
2. That the contents of the bid have not been communicated by the bidder or one of its agents to any persons outside of the company.

Date: _____

Name of Company: _____

Address: _____

By: _____

Title: _____

Town of Liberty Vendor Certification

Vendor certification that prevailing wages were paid, or the owner of the business performed all work themselves for all labor performed on Town property.

☐ I certify that all labor included in this invoice was paid at the prevailing wage rate.
I will provide the Town of Liberty with a Certified Payroll with my invoice.

☐ I certify that all labor included in this invoice was performed by the owner(s) of the business and therefore prevailing wage do not apply.

I make this certification under penalty of perjury and agree to indemnify and hold harmless the Town of Liberty in the event it sustains any damages or loss by reason hereof.

Invoice Amount

Signature

Company Name

Title

Street Address

Date

City, State, Zip Code

TOWN OF LIBERTY
MONTHLY WORKSESSION
SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754
DATE: 5/5/25
TIME: 10:00 A.M.

The Town Board held their Monthly Worksession on 5/5/25.

PRESENT:

Supervisor Frank DeMayo
Councilmember Dean Farrand
Councilmember John Lennon
Councilmember Bruce Davidson
Councilmember Vincent McPhillips

ABSENT:

RECORDING SECRETARY:

Town Clerk Laurie Dutcher

ALSO PRESENT:

Denise Curry Court Manager
Matt DeWitt Highway Superintendent
Cheryl Gerow Finance Director
Joanne Gerow Dog Control Officer
James Guara Park & Recreation Director
Damon Knack Water & Sewer Foreman
Tammy Wilson Building Dept.
Sunsoree Young Assessor

SUMMARY

In a presentation led by Councilmember Bruce Davidson, the topic of discussion was the alignment of employees within a municipal context, particularly focusing on mission statements, core values, and the importance for team cohesion. Councilmember Davidson emphasized that the mission statement should primarily speak to employees and reflect their purpose, suggesting a proposed mission: "We provide effective, transparent, and responsible municipal service that promotes the highest standard of life for our community." He also differentiated between mission statements, vision statements, and brand statements, mentioning that the vision should inspire long-term change. He presented a vision statement, "Our town is a great place to work, live, and play," which had been previously used. The discussion then shifted to core values, where Councilmember Davidson explained their significance in hiring, rewarding, and potentially firing employees. He encouraged participants to select six core values based on positive work experiences. Suggestions for core values included honesty, dedication, motivation to grow and

TOWN OF LIBERTY
MONTHLY WORKSESSION
SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754
DATE: 5/5/25
TIME: 10:00 A.M.

learn, dependability, positive attitude and self-motivation. The group actively engaged in the selection process, aiming for a concise set of values to guide their team.

The Department Heads were let go and the Town Board continued the meeting with Delaware Engineering.

Delaware Engineering held a discussion with the Town Board focused on addressing sewer system issues in the Indian Lake Sewer District. The discussion revolved around a new house built by Mr. Leifer, which has created complications for existing sewer lines serving neighboring properties. The primary issue is the inadequate slope and condition of the existing sewer line, which has historically caused problems for a neighboring property, referred to as the "red house." Several options were considered, including the installation of a new pump station to handle sewage from the affected properties. The conversation also touched on the responsibilities of Mr. Leifer and the town, with a consensus leaning towards having Mr. Leifer handling his own sewage issues while the town addresses the red house's problems. The meeting concluded with a plan to consult Mr. Leifer's engineer (Reilly Engineering) to ensure compliance with legal and code requirements, and to explore solutions that minimize the town's involvement and financial burden.

The meeting was adjourned at 11:40 a.m.

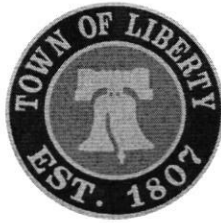
Motion: Councilmember Dean Farrand

Second: Councilmember John Lennon

5 AYES Carried

Respectfully submitted,

Laurie Dutcher, Town Clerk



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
Permit Monthly Report

04/01/2025 - 04/29/2025

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
April	2025					
25-044	04/01/2025	Hiechel Duvid LLC	Add., Alter., & Repairs	92 Stanton Corner Rd SBL#: 47.-7-4	\$60,000.00	\$1,230.00
Description of Work: <i>to construct an addition and deck on front of home and an addition and 2 decks on rear of one family home</i>						
25-058	04/01/2025	Greenhills 3 LLC	Res. One Family	10/16 Mountain Ln SBL#: 36.-1-59.2	\$200,000.00	\$1,755.60
Description of Work: <i>to construct a one family home with unfinished basement (Unit #16) (left side)</i>						
25-059	04/01/2025	Greenhills 3 LLC	Res. One Family	10/16 Mountain Ln SBL#: 36.-1-59.2	\$200,000.00	\$1,755.60
Description of Work: <i>to construct a one family home with unfinished basement (Unit #14) (right side)</i>						
25-060	04/01/2025	Greenhills 3 LLC	Res. One Family	10/16 Mountain Ln SBL#: 36.-1-59.2	\$200,000.00	\$1,755.60
Description of Work: <i>to construct a one family home with unfinished basement (Unit #46) (left side)</i>						
25-061	04/01/2025	Greenhills 3 LLC	Res. One Family	10/16 Mountain Ln SBL#: 36.-1-59.2	\$200,000.00	\$1,755.60
Description of Work: <i>to construct a one family home with unfinished basement (Unit #44) (right side)</i>						
25-063	04/03/2025	Joe Heilman	Res. Demolition	2-4 Breezy Hill Rd SBL#: 6.-1-3	\$10,000.00	\$200.00
Description of Work: <i>to demolish collapsing garage (work completed prior to permit)</i>						
25-064	04/07/2025	Howmar Realty, Inc.	Miscellaneous	1966 State Route 52 SBL#: 30.-1-13.3		\$25.00
Description of Work: <i>to erect a 30' X 40' temporary tent</i>						
25-065	04/07/2025	Howmar Realty, Inc.	Miscellaneous	1966 State Route 52 SBL#: 30.-1-13.3		\$25.00
Description of Work: <i>to erect a 60' X 40' temporary tent</i>						
25-066	04/07/2025	Margaret Bachman	Add., Alter., & Repairs	327 Lily Pond Rd SBL#: 2.-1-4.25	\$9,000.00	\$105.00
Description of Work: <i>to re-roof one family home (existing solar array to be removed and re-installed once roof is completed)</i>						

Town of Liberty

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
25-067	04/07/2025	GTAF LLC	Add., Alter., & Repairs	594 Harris Rd (Unit 2)	\$15,000.00	\$165.00
Description of Work:						
<i>to construct a 15' X 22' enclosed porch addition on one family unit</i>						
25-068	04/09/2025	Andrzej Pogoda	Add., Alter., & Repairs	4 Birch Ln	\$12,000.00	\$135.00
Description of Work:						
<i>to re-insulate house and install stucco on one family home (to replace permit #22-034)</i>						
25-070	04/09/2025	ABEF Inc	Add., Alter., & Repairs	594 Harris Rd (Unit 20)	\$40,000.00	\$415.00
Description of Work:						
<i>to construct a 20' X 21' screened porch with 4' X 4' attached breezeway on one family unit</i>						
25-071	04/09/2025	Rachel Easley	Add., Alter., & Repairs	172 Scheibe Rd	\$52,400.00	\$545.00
Description of Work:						
<i>to re-roof one family home and install 21 roof mounted solar panels @ 9.030kW/DC</i>						
25-072	04/09/2025	Iris Karp	Add., Alter., & Repairs	1223 Dahlia Rd	\$44,521.00	\$465.00
Description of Work:						
<i>to install roof mounted solar array on one family home (12,880 kW DC (28 panels)</i>						
25-069	04/10/2025	Roecker Family Farm LLC	Miscellaneous	50 Breezy Hill Rd	\$16,500.00	\$185.00
Description of Work:						
<i>to install a 26kw generator with 200amp ATS in one family home</i>						
25-073	04/16/2025	Green Acres Cottages Inc	Comm. Acces. Struct.	14/20 Dennon Rd (Mikvah)	\$60,000.00	\$1,230.00
Description of Work:						
<i>to construct a Mikvah (completed prior to permit)</i>						
25-074	04/16/2025	Green Acres Cottages Inc	Comm. Additions	20 Dennon Rd (Unit #5 -)	\$15,000.00	\$330.00
Description of Work:						
<i>to construct an 2 additions on one family unit to include a kitchen and dining room and a livingroom and 1 bedroom (completed prior to permit)</i>						

Town of Liberty

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
25-075	04/16/2025	Green Acres Cottages Inc	Comm. Alter. & Repairs	20 Derrnan Rd (Unit #21, #22, #23 -)	\$15,000.00	\$330.00
Description of Work: to construct a livingroom addition and deck on one family unit (completed prior to permit) Unit #21						
25-076	04/16/2025	Green Acres Cottages Inc	Comm. Alter. & Repairs	20 Derrnan Rd (Unit #21, #22, #23 -)	\$30,000.00	\$630.00
Description of Work: to construct 2 additions on one family unit to include a bathroom, a bedroom and bathroom and a deck (completed prior to permit) Unit #22						
25-077	04/16/2025	6 Village Green LLC	Comm. Additions	6 Village Green Cir SBL#: 30.-1-90.3	\$50,000.00	\$934.00
Description of Work: to convert a 2 family unit to a 1 family unit and construct an addition						
25-079	04/22/2025	Tarpon Towers II LLC	Comm. Alter. & Repairs	24 East Mongaup Rd SBL#: 37.-1-52.2	\$40,000.00	\$415.00
Description of Work: to remove and replace existing AT&T antennas on existing tower						
25-078	04/23/2025	Srdan Petrovic	Add., Alter., & Repairs	176 Menderis Rd SBL#: 38.-1-16	\$5,846.24	\$75.00
Description of Work: to install electric service for future home						
25-056	04/24/2025	Tonda Foison Inc	Res. Demolition	402/370 Shore Rd SBL#: 43.-1-8		\$100.00
Description of Work: to demolish one family home						
FW-25-001	04/25/2025	Trustees St Peters RC Church	Fireworks	Cold Spring Rd SBL#: 22.-3-5		
Description of Work: Town of Liberty - Fireworks display - 7-4-25						
25-062	04/25/2025	SHR Development LLC	Res. One Family	O'Keefe Hill Rd SBL#: 6.-1-46	\$400,000.00	\$2,934.80
Description of Work: to construct a one family home						
25-083	04/29/2025	Jose Sanchez Martinez	Add., Alter., & Repairs	315 Clements Rd SBL#: 23.-1-58	\$13,000.00	\$145.00
Description of Work: to re-roof one family home						

Town of Liberty

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
25-084	04/29/2025	Hector Torres	Add., Alter., & Repairs	32 Highview Ave SBL#: 21.-4-4	\$21,998.00	\$235.00
Description of Work:						
<i>to re-roof one family home</i>						
25-086	04/29/2025	111 Edgewater LLC	Add., Alter., & Repairs	111 Edgewater Dr SBL#: 46.A-1-27	\$10,000.00	\$115.00
Description of Work:						
<i>to construct a deck on one family home</i>						
25-082	04/29/2025	Linette Vargas Gonzalez	Miscellaneous	380 Old Loomis Rd SBL#: 35.A-1-7	\$19,000.00	\$205.00
Description of Work:						
<i>to install a 15.18 kW roof mounted solar array (33 REC 460W panels w/ 2 SolarEdge inverters) on one family home</i>						
April 2025 Total:					\$1,739,265.24	\$18,196.20
Reporting Period Total:					\$1,739,265.24	\$18,196.20

Town of Liberty
Completion Issued Report

04/01/2025 - 04/29/2025

Contact Type: Applicant

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
22-074	30.-1-28.11	Certificate of Compliance	22-074	Jill Atkins	93 Nature Lake Rd	04/23/2025
Miscellaneous # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-050	22.-4-4	Certificate of Compliance	23-050	James Pratti	50 Cold Spring Rd	04/18/2025
Add., Alter., & Repairs # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-006	37.-1-37.11	Certificate of Occupancy	24-006	Cap Rate Realty LLC	159 Steiglitz Rd	04/22/2025
Res. One Family # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-114	28.-2-6	Certificate of Occupancy	24-114	Trustees Free Methodist Church	2535 State Route 52/2 Par Rd	04/07/2025
Comm. Additions # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-121	42.-1-25	Certificate of Occupancy	24-121	Andrew Marshall	535 White Sulphur Rd	04/10/2025
Comm. New Construction # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-219	1.-1-14.11	Certificate of Compliance	24-219	Maple Brook Properties, LLC	375 Breezy Hill Rd	04/01/2025
25-063	6.-1-3	Certificate of Compliance	25-063	Joe Heilman	2-4 Breezy Hill Rd	04/04/2025
Res. Demolition # of CC/CO :Issued : <u>2</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
25-078	38.-1-16	Certificate of Compliance	25-078	Srdan Petrovic	176 Menderis Rd	04/29/2025
Add., Alter., & Repairs # of CC/CO :Issued : <u>1</u>						
Grand Total: <u>8</u>						

Town of Liberty
Inspections Report

Start Date: 04/01/2025 End Date: 04/29/2025
Inspectors: < All >

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
28.-2-6	2535 State Route 52/2 Par Rd	Trustees Free Methodist Church 845-292-5227	04/07/2025	Public Assembly > 50	Jim Gerrard	Passed
22.-5-1	8-12 Ashhalter Rd	Barbara Siegel	04/22/2025	Commercial	Jim Gerrard	Passed
22.-5-4	Ashalter Rd	Barbara Siegel	04/22/2025	Commercial	Jim Gerrard	Passed
22.-6-4	5807 State Route 55	Neversink Steel Corp	04/22/2025	Commercial	Jim Gerrard	Passed
29.-1-24.1	138-146 Upper Ferrdale Rd	Agudath Israel of America, Inc	04/25/2025	Commercial	Rich Manley	Passed
36.-1-60.1	304-344 Ferrdale-Loomis Rd/5244 St Rt	Agudath Israel of America	04/25/2025	Commercial	Rich Manley	Passed

Total Inspections: 6

Town of Liberty

Complaint By Status

Opened: 4/1/2025 - 4/29/2025

Status: Open

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Open</i>						
5118	04/03/25		85 East Mongaup Rd	37.-1-53.4	Property Maintenance	Mongaup Mountains LLC
5119	04/07/25		3469 State Route 52	31.-1-22.2	Garbage & Debris	SDRLS XV Trust
5120	04/07/25		587 Shore Rd	44.-1-28.7	Garbage & Debris	Rafale Chang
5121	04/09/25		60 Barditchev Ln	48.-2-4.1	Garbage & Debris	Cap Rate Realty LLC
5122	04/09/25		60 Barditchev Ln	48.-2-4.1	Illegal Nature Occupancy	Cap Rate Realty LLC
5123	04/09/25		Parksville Rd	6.-1-37.1	Illegal Nature Occupancy	Sean Brooks
5124	04/14/25		3469 State Route 52	31.-1-22.2	Septic	SDRLS XV Trust
5125	04/14/25		17 Dessecker Rd	15.-1-38.8	Garbage & Debris	Tammy Abboud
5127	04/15/25		76 Benton Hollow Rd	26.-1-14.3	Unsafe building	82 Benton Hollow Liberty LLC
5128	04/16/25		929/935 Fox Mountain Rd	25.-1-6.6	Junk Cars	Barry Klein
5129	04/16/25		929/935 Fox Mountain Rd	25.-1-6.6	Garbage & Debris	Barry Klein
5130	04/17/25		613/617 Harris Rd	48.-1-22	Garbage & Debris	613 Harris Rd, LLC
5131	04/24/25		4759 State Route 55	44.-1-50	Property Maintenance	Moriggias Properties LLC
5132	04/24/25		Youngs Hill Rd	20.-2-4	Building Without a Permit	Acheron Systems Group, INC
Complaint Status: Open						Total #: 14
						Grand Total: 14

Town of Liberty
Complaint By Status

Closed: 4/1/2025 - 4/29/2025

Status: Completed

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Completed</i>						
4311	12/22/21	04/21/25	6 Station Hill Rd	36.-1-108	Unsafe building	Vision Zero LLC
4880	08/22/23	04/07/25	3469 State Route 52	31.-1-22.2	Septic	LH Realty USA LLC
4918	11/02/23	04/14/25	74 Cold Spring Rd	21.-5-5.1	Property Maintenance	74 Cold Spring Rd LLC
4919	11/02/23	04/14/25	74 Cold Spring Rd	21.-5-5.1	Garbage & Debris	74 Cold Spring Rd LLC
5024	07/08/24	04/09/25	32 Woodland Ave	22.-1-7	Fire Calls / Prop. Maint.	Ryan Henry
5027	07/11/24	04/09/25	74 Cold Spring Rd	21.-5-5.1	Property Maintenance	74 Cold Spring Rd LLC
5065	09/30/24	04/14/25	4863 State Route 55	44.-1-14	Illegal Occupancy	Swanview Homes LLC
5074	10/31/24	04/04/25	2-4 Breezy Hill Rd	6.-1-3	Building Without a Permit	Joe Heilman
5096	01/12/25	04/09/25	3277/3279 State Route 52	34.-2-1	Fire Calls / Prop. Maint.	Alps View Holdings LLC
5114	03/19/25	04/07/25	3469 State Route 52	31.-1-22.2	Garbage & Debris	LH Realty USA LLC
5126	04/14/25	04/28/25	3242 State Route 52	34.-1-8	Garbage & Debris	Gilad Bazel
Complaint Status: Completed						Total #: 11
						Grand Total: 11

Complaint Action By Type

Action Dates: 4/1/2025 - 4/29/2025

Action Types: Appearance Ticket

Complaint #	Complaint Type	Action Date	Action Information
<i>Action Type: Appearance Ticket</i>			
4791	Garbage & Debris	04/28/25	Contact: Michael Trautschold Appearance Date: Monday, April 28, 2025 @11AM.
4974	Garbage & Debris	04/22/25	Contact: Lige Young Appearance Date: Wednesday, May 21, 2025 @ 1:00 PM.
5034	Building Without a Permit	04/22/25	Contact: Henry Roman Appearance Date: Wednesday, May 21, 2025 @ 1:00 PM.
			Appearance Ticket Total #: 3
			Grand Total: 3

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             |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$100.00</b>    |
| 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              |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$718.92</b>    |
| A1620.4                                          | Central Printing & Mailing                | Photo Copies         | 201                                 | 50.25              |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$50.25</b>     |
| A1670.4                                          | Building Fees                             | Certified Mailings   | 4                                   | 568.76             |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$568.76</b>    |
| 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             |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$160.00</b>    |
| B2115                                            | Building Fees                             | Special Use          | 1                                   | 300.00             |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$300.00</b>    |
| B2770                                            | Building Fees                             | Building Permit      | 27                                  | 25,956.20          |
|                                                  |                                           | Fire Inspections     | 7                                   | 970.00             |
|                                                  |                                           | Municipal Search     | 18                                  | 1,800.00           |
|                                                  |                                           | <b>Sub-Total:</b>    |                                     | <b>\$28,726.20</b> |
|                                                  |                                           |                      | <b>Total Local Shares Remitted:</b> | <b>\$30,624.13</b> |
| 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              |
| <b>Total State, County &amp; Local Revenues:</b> |                                           | <b>\$30,794.21</b>   | <b>Total Non-Local Revenues:</b>    | <b>\$170.08</b>    |

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

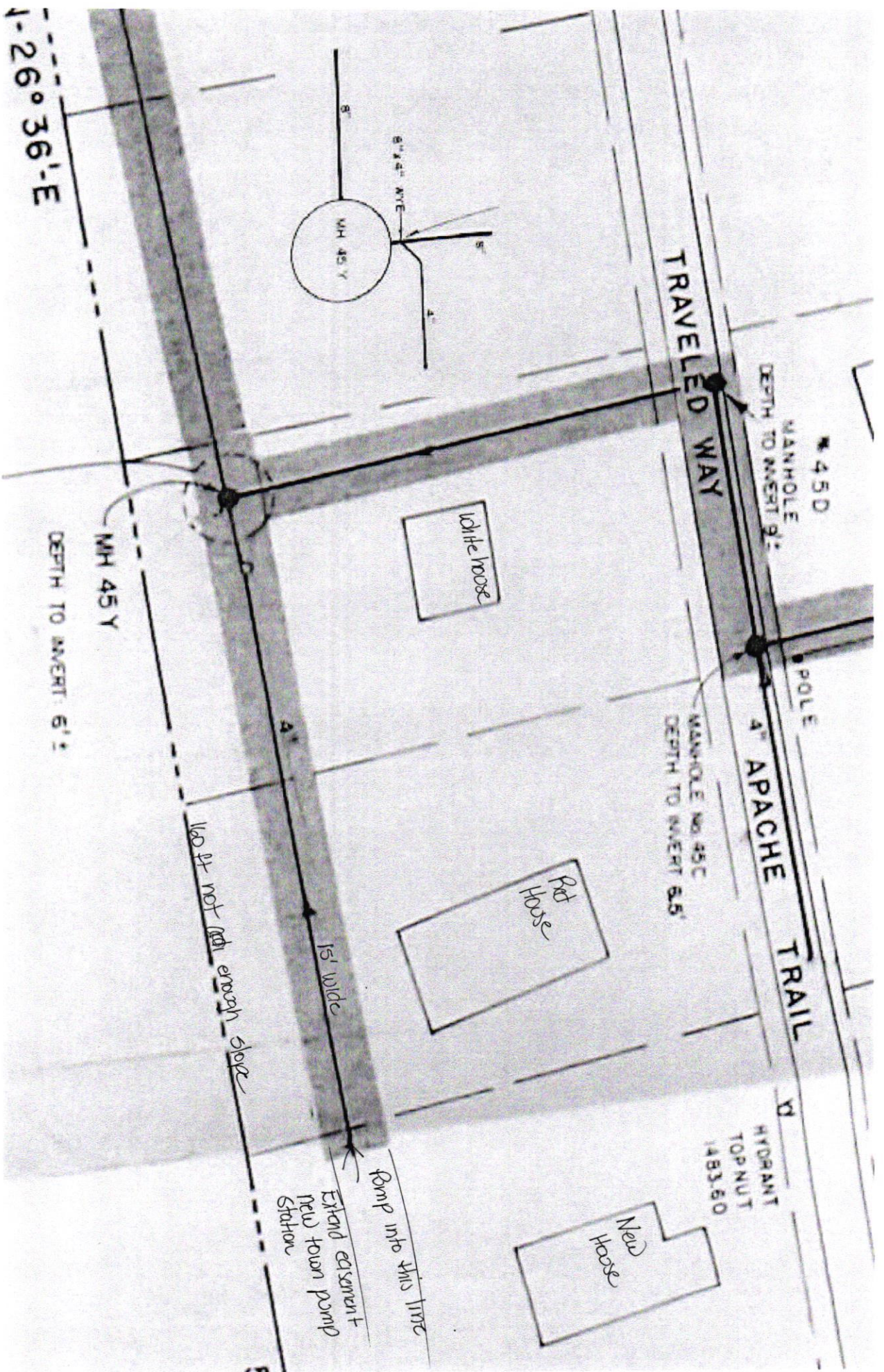
Town Clerk

Date





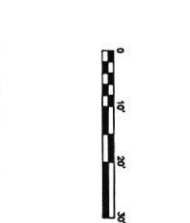
1-26° 36'-E



Extend easement  
new town pump  
station  
Pump into this line

HYDRANT  
TOPNUT  
1483.50





**NOTE**

1. Project field notes to be kept on file and available for review.

2. All work shall be done in accordance with the latest edition of the New York State Engineering and Professional Surveying Laws and Regulations.

3. The Engineer shall be responsible for the accuracy of the information furnished by the client and for the accuracy of the work performed.

4. The Engineer shall not be responsible for the accuracy of the information furnished by the client if it is not verified by the Engineer.

5. The Engineer shall not be responsible for the accuracy of the information furnished by the client if it is not verified by the Engineer.

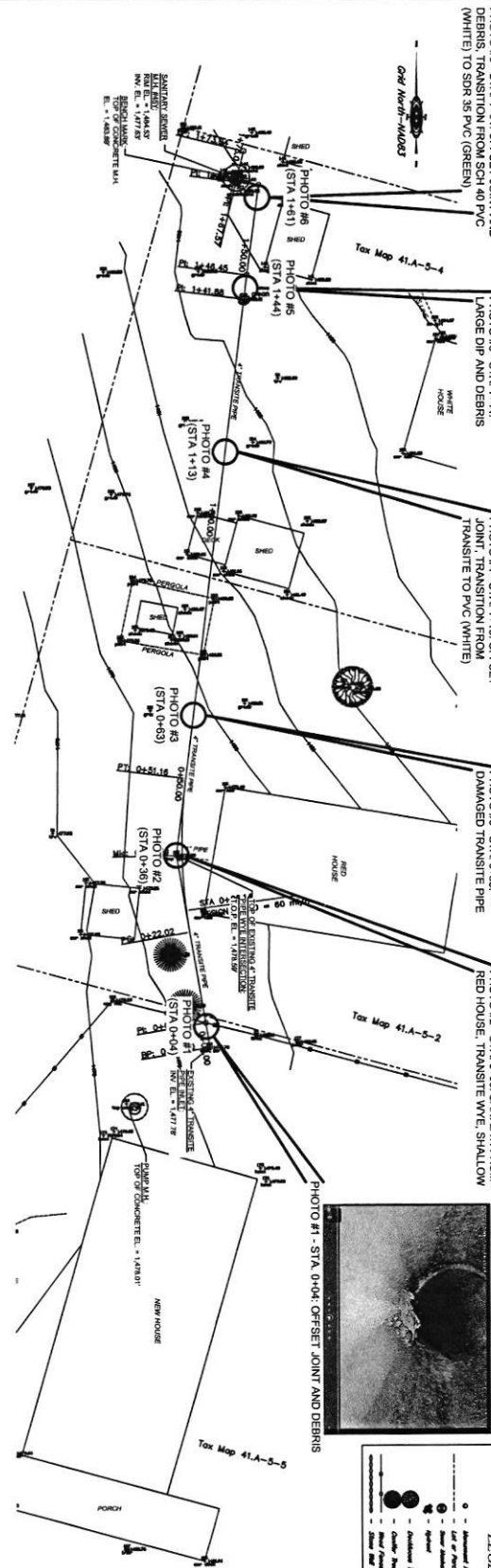
6. The Engineer shall not be responsible for the accuracy of the information furnished by the client if it is not verified by the Engineer.

7. The Engineer shall not be responsible for the accuracy of the information furnished by the client if it is not verified by the Engineer.

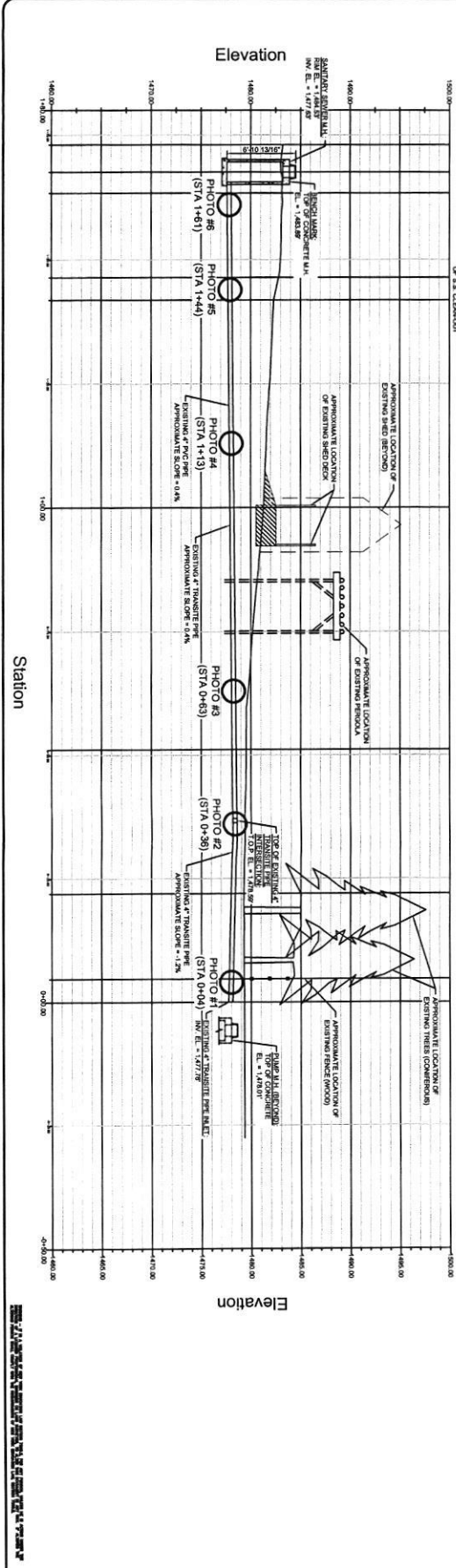
8. The Engineer shall not be responsible for the accuracy of the information furnished by the client if it is not verified by the Engineer.

**LEGEND**

○ Sanitary Sewer  
● Lat or Storm Sewer (Specify - optional)  
— Existing Sewer  
— Proposed Sewer  
— Existing Pipe  
— Existing Manhole  
— Existing Valve  
— Existing Structure  
— Existing Building  
— Existing Road  
— Existing Waterway  
— Existing Utility  
— Existing Structure  
— Existing Building  
— Existing Road  
— Existing Waterway  
— Existing Utility

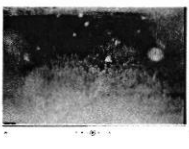
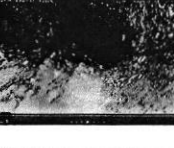


Profile View of Indian Lake Sewer Alignment



Town of Liberty  
Swan Lake WWTP  
DRAFT Indian Lake Sewer Summary of Options and Issues

Last Revised 04/30/2025

| Options                                                                                                                                                                                                                                                                                                                 | Cons (Issues)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Pros                                                                                                                                                                                                       | Things to do                                                                                                                                                               | Estimated Cost                                                                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Existing Sanitary Sewer Main                                                                                                                                                                                                                                                                                            | Existing Sanitary Sewer +/- 165 LF of 4" Transite and PVC<br><br>4 FT - Offset joint and debris<br>36 FT - Sanitary Lateral from Red House, Transite Wye, shallow<br>63 FT - Damaged Transite pipe<br>113 FT - Offset joint, transition from transite to PVC (white)<br>144 FT - Large dip and debris<br>161 FT - Offset joint and debris, transition from Sch 40 PVC (white) to SDR 35PVC (green)<br>165 FT - Wye/Tee into Sanitary Main from Apache Trail<br><br>Can't clean or camera from MH #45Y<br>Shallow slopes<br>Sewer backups<br>Damaged sewer main<br>Possible frost and root damage<br>Offset joints<br>Standing water<br>Difficult to access easement area with required equipment<br>Ground obstructions in easement area<br>Does not meet 1055 | <br>                                   | <br> | <br> |  |
|                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                            |                                                                                                                                                                            |                                                                                                                                                                            |  |
| Sanitary Sewer                                                                                                                                                                                                                                                                                                          | 1 Repair Damaged Sections of the Existing 4" Sanitary Sewer from New House to Sanitary Main from Apache Trail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                            |                                                                                                                                                                            |                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                                                         | Does not resolve all sewer issues<br>Issue remain in existing sanitary main<br>Mostly old sewer main                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Less expensive<br>Complete work using Town forces<br>May be completed quickly                                                                                                                              | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 2A New 4" Sanitary Sewer from New House to MH #45Y<br>Does not resolve all sewer issues<br>May not be technically feasible/Meet 1055<br>Issue remain in existing sanitary main<br>More expensive<br>Can't complete with Town forces<br>Public bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | New sewer main                                                                                                                                                                                             | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 2B New 8" Sanitary Sewer from New House to MH #45Y<br>Does not resolve all sewer issues<br>May not be technically feasible/Meet 1055<br>Issue remain in existing sanitary main<br>More expensive<br>Can't complete with Town forces<br>Public bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | New sewer main<br>Requires less slope                                                                                                                                                                      | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
| Town Owned PS & FM, & Sanitary Sewer                                                                                                                                                                                                                                                                                    | 3A New Pump Station and Force Main from New House to Existing MH #45Y, Existing 4" Sanitary Sewer from Red House to MH #45Y to Remain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                            |                                                                                                                                                                            |                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                                                         | Does not resolve all sewer issues<br>Issue remain in existing sanitary main<br>New PS will require a new electrical services and easement<br>Two active sewer mains in easement<br>Red house may still have sewer backups<br>More expensive<br>Can't complete with Town forces<br>Public Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Technically feasible<br>Can be installed by horizontal drilling                                                                                                                                            | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 3B New Pump Station and Force Main from New House to a New MH Behind the Red House (Inside of Existing 4" PVC Sanitary Sewer), and New Sanitary Sewer 4" or 8" to MH #45Y<br>May not be technically feasible/Meet 1055 (gravity from Red House to MH #45Y)<br>New PS will require a new electrical services and easement<br>New MH may be very shallow<br>More expensive<br>Public Bid<br>New PS is near the Red House                                                                                                                                                                                                                                                                                                                                         | Technically feasible (FM)<br>Can be installed by horizontal drilling                                                                                                                                       | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 3C New Sanitary Sewer from Red House to New Pump Station Behind New House, and FM to Existing MH #45Y<br>Best Option<br>New PS will require a new electrical services and new easement<br>More expensive<br>Public Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Technically feasible<br>Provides greater design flexibility<br>Can be installed by horizontal drilling<br>PS is near the New House                                                                         | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 3D New Sanitary Sewer from Red House to New Pump Station Behind New House, and FM to Existing MH #45C on Apache Trail<br>3rd Best Options<br>May not be able to get to MH#45C by horizontal drilling<br>New PS will require a new electrical services and new easement<br>New sewer easements on Apache Trail beyond existing MH #45C will be required<br>Water on Apache Trail (Horiz and Vert Separation)<br>More expensive<br>Public Bid                                                                                                                                                                                                                                                                                                                    | Technically feasible<br>Provides greater design flexibility<br>Can be installed by horizontal drilling<br>New PS is not near the Red House                                                                 | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 3E New Sanitary Sewer from Red House to New Pump Station Behind New House and FM to a New MH #?? Apache Trail<br>2nd Best Option<br>New PS will require a new electrical service and new easement<br>New sewer easements on Apache Trail beyond existing MH #45C will be required<br>Water on Apache Trail (Horiz and Vert Separation)<br>More expensive<br>Public Bid                                                                                                                                                                                                                                                                                                                                                                                         | Technically feasible<br>Provides greater design flexibility<br>Can be installed by horizontal drilling<br>New PS is not near the Red House                                                                 | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
| Owner PS and FM                                                                                                                                                                                                                                                                                                         | 4A Owner Pump Station and Force Main to Existing MH #45Y, Existing 4" Sanitary Sewer from Red House to MH #45Y to Remain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                            |                                                                                                                                                                            |                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                                                         | Does not resolve all sewer issues<br>Issue remain in existing sanitary main                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Technically feasible<br>Can be installed by horizontal drilling<br>Town does not own the PS & FM<br>No new electrical services/easement<br>PS is not near the Red House<br>Less expensive<br>No public bid | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                         | 4B Owner Force Main to a Existing MH #45C on Apache Trail, Existing 4" Sanitary Sewer from Red House to MH #45Y to Remain<br>Does not resolve all sewer issues<br>Issue remain in existing sanitary main<br>May not be able to get to MH#45C by horizontal drilling<br>New sewer easements on Apache Trail beyond existing MH #45C will be required<br>Water on Apache Trail (Horiz and Vert Separation)                                                                                                                                                                                                                                                                                                                                                       | Technically feasible<br>Town does not own the PS & FM<br>No new electrical services/easement<br>PS is not near the Red House<br>Less expensive<br>No public bid                                            | TBD                                                                                                                                                                        | TBD                                                                                                                                                                        |  |
| 4C Owner Force Main to a New MH #??, Existing 4" Sanitary Sewer from Red House to MH #45Y to Remain<br>Does not resolve all sewer issues<br>Issue remain in existing sanitary main<br>New sewer easements on Apache Trail beyond existing MH #45C will be required<br>Water on Apache Trail (Horiz and Vert Separation) | Technically feasible<br>Can be installed by horizontal drilling<br>Town does not own the PS & FM<br>No new electrical services/easement<br>PS is not near the Red House<br>Less expensive<br>No public bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TBD                                                                                                                                                                                                        | TBD                                                                                                                                                                        |                                                                                                                                                                            |  |

**TOWN OF LIBERTY**  
**MONTHLY WORKSESSION**  
SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754  
**DATE:** 4/7/25  
**TIME:** 10:00 A.M.

The Town Board held their Monthly Worksession on 4/7/25.

**PRESENT:**

Supervisor Frank DeMayo  
Councilmember Dean Farrand  
Councilmember John Lennon  
Councilmember Bruce Davidson

**ABSENT:**

Councilmember Vincent McPhillips

**RECORDING SECRETARY:**

Town Clerk Laurie Dutcher

**ALSO PRESENT:**

Denise Curry Court Manager  
Matt DeWitt Highway Superintendent  
Cheryl Gerow Finance Director  
Joanne Gerow Dog Control Officer  
James Guara Park & Recreation Director  
Damon Knack Water & Sewer Foreman  
Tammy Wilson Building Dept.  
Sunsoree Young Assessor

**SUMMARY**

This meeting included a comprehensive discussion on system upgrades, software updates, and budgeting processes within a town's administrative framework. The conversation highlights ongoing efforts to implement OpenGov software for enhanced budgeting and planning, with meetings scheduled throughout the first three quarters. Microsoft 365 training is underway, with teams being set up for improved communication among board members. The finance department is transitioning from discovery to mapping for the charter of accounts, while the building department is advancing to the next phase of its project. The transcript also covers the use of Teams for collaboration, showcasing how different departments are utilizing channels for contracts, financial management, and shared services policies. The importance of collecting data points for budgeting and project management is emphasized, with examples provided on how departments can track expenses and stay within budget. Additionally, the transcript touches on HR training, safety protocols, and the need for updated emergency preparedness plans. The



**TOWN OF LIBERTY**  
**MONTHLY WORKSESSION**  
SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754  
**DATE:** 4/7/25  
**TIME:** 10:00 A.M.

town is working on standardizing vendor lists and procurement policies to ensure cost-effective services. Overall, the transcript reflects a focus on technological integration, data-driven decision-making, and inter-departmental collaboration to streamline operations and improve efficiency.

The Worksession was adjourned at 10:54 a.m.

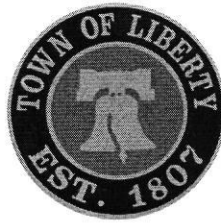
Motion: Supervisor Frank DeMayo

Second: Councilmember John Lennon

4 AYES Carried

Respectfully submitted,

Laurie Dutcher, Town Clerk



Assessor's Office

Department Head Report

March 2025

Deeds received

Town Deeds - 43

Village Deeds – 13

Combination/Splits received

Combination: 4

Splits: 5

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

Processed splits and merges that were received from the County

Processing exemptions

Preparing for Tentative Roll

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) –

[illegible]

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

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

1. Submitted Workers Compensation Claim
2. Met with the Employee Relations Committee
3. Submitted NYS Annual Financial Report
4. Attended eleven (11) meetings with OpenGov and reviewed accuracy of data entered by them
5. Attended meetings with the County and outside vendors regarding the Building/Assessor Relocation along with discussing necessary equipment and materials needed
6. Attended webinar with NYS Association of Towns regarding discounts through Business Amazon Prime and activated the program.
7. Began preparing RFP's for miscellaneous services
8. Met with NYMIR regarding Advanced Disaster Recovery for the Town
9. All other daily duties and responsibilities

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

**RECEIVED  
MAR 31 2025  
TOWN OF LIBERTY  
TOWN CLERK'S OFFICE**

**March Executive Summary:**

- Spring came early this year and we are removing plowing and sanding equipment to prepare for construction season. We started our annual maintenance projects anticipating blacktop plants to open mid April. We received an updated quote for the fuel accountability system, still seeking cost saving measures to get system operational. The Spring thaw accelerated poor conditions on some of our Town roads which in turn changes our maintenance schedule for all Town roads.

**Improvements/Maintenance:**

- 6 days trimming trees and brush – Huschke, Tanzman, Revonah Hill, Stafford
- 16 days of cold patching – Shore, Twin Bridge, Walnut Mountain, Cross Farm, Old Monticello, Ferndale Loomis, Stieglitz, Breezy Hill, Tanzman
- Ditching:

|                       |        |
|-----------------------|--------|
| 1. Taylor Road        | 2 days |
| 2. Huschke Road       | 5 days |
| 3. Parksville Highway | 1 day  |
| 4. Denman Road        | 4 days |
| 5. Cross Farm Road    | 2 days |
| 6. Stieglitz Road     | 2 days |
| 7. Revonah Hill       | 1 day  |
| 8. Tanzman Road       | 1 day  |
| 9. Ferndale Loomis    | 9 days |
- Repaired spring soft spots with millings - Huschke, Old Monticello, Radcliff, Denman, Ward, Old State, Marx

**Winter:**

- Wednesday, March 5: 7AM – 3:30PM, salt/sand
- Cleaned up downed trees from storm on Sunday, March 23 – Lake Marie, Corrigan, Benton Hollow

**Facilities:**

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – received new quote

**Equipment/Vehicles:**

- 2 days maintenance and cleaning of winter equipment
- Finished service on summer equipment
- Transmission out of truck #12 Dodge

**Misc:**

- Spring Clean up will be held April 8, 9, 10
- Received final CHIPS payment of \$558,692.29



119 North Main Street, Liberty New York 12754

**Town of Liberty Parks and Recreation Department**  
**Department Head Report**  
**Submitted by: James Guara, Director**  
**To: Liberty Town Board**  
**Date: 04/2/25**

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## **Overview**

The Town of Liberty Parks and Recreation Department is actively engaged in a variety of recreational programs and maintenance efforts to enhance community engagement and improve public spaces. Despite delays due to weather conditions, the transition to outdoor pickleball is in progress with a permit extension submitted. Our baseball/softball clinic is seeing strong participation, while the walking program concluded with lower-than-expected engagement, prompting a review of future improvements. The Men's Softball League is generating excitement as registrations continue, and efforts are underway to enhance the Women's Soccer League. Summer camp planning is well underway, with a limited number of spots still available and the hiring process in progress. Senior Chair Yoga Classes are scheduled, and preparations are in place for upcoming events like the Interscholastic NICA Mountain Bike Race and the annual Easter Egg Hunt. On the maintenance side, we are addressing necessary repairs, hiring seasonal maintenance staff, improving parking areas, and conducting spring clean-ups. Additionally, phase one of the Parks and Recreation Building Construction Merger Project has been completed, allowing the department to pivot toward summer park preparations, while phase two is set to commence. Furthermore, the county and towns have been approved for the NY Swims Grant, with an estimated \$3,000.00 in funding. These funds will be utilized for trainings and materials to enhance aquatic programming and safety initiatives.

We are also working with Lisa Lyons and Ruth on the Mountain House Project at Walnut Mountain, an effort to bring history alive and educate the public through informative signs and benches. Additionally, we are teaming up with the Liberty Lions Club to enhance various projects within the park. Our Parks and Recreation team had the privilege of attending a demonstration with Open.Gov, which we believe will be a valuable asset to our department, allowing us to better serve the public.

Additionally, we are currently working with Eagle Scout member Matthew Lutz on his project, which involves creating a new detailed trail map for Hanofee Park and installing new trail markers to improve navigation and accessibility for park visitors.

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## **Recreational Programs & Events**

- **Pickleball Extension**: Due to inclement weather, the transition to outdoor pickleball has been delayed. A permit extension has been submitted to accommodate this adjustment.
  - **Baseball/Softball Clinic**: The baseball/softball clinic has officially commenced, with enthusiastic participation from attendees. Coaches are dedicated to enhancing skill development.
  - **Walking Program**: The walking program has concluded; however, participation levels were lower than expected. We will assess the program structure for potential improvements.
  - **Men's Softball League**: Registration remains open, and teams are forming with great enthusiasm. The league is scheduled to commence next month.
  - **Women's Soccer**: Plans are in progress to enhance the women's soccer league. We are currently gauging interest and finalizing logistics for an anticipated start date soon.
  - **Summer Camp Planning**: Preparations for the upcoming summer camp season are in full swing. The application and interview process for staff is underway, ensuring a well-organized and successful program. We have a capacity of approximately 60 spots available.
  - **Senior Chair Yoga Classes**: Scheduled sessions will be held on April 2nd and April 16th, providing senior residents with structured physical activity opportunities.
  - **Interscholastic NICA Mountain Bike Race**: The race is scheduled to take place at Walnut Mountain Park on April 13th and April 27th.
  - **Easter Egg Hunt**: Scheduled for April 12th, 2025, at 11:00 AM on the Elementary School field.
  - **Seasonal Summer Staff**: The hiring process is currently underway to recruit qualified individuals for summer positions.
  - **Day Camp Permits**: We are in the process of securing necessary permits from the State Department of Health.
-

## **Parks Maintenance**

- **Building Repair Maintenance Project**: Ongoing efforts continue to address necessary repairs across park facilities to ensure functionality and safety.
  - **Staff Interviews/Hiring**: The hiring process for seasonal maintenance positions is currently in progress.
  - **Parking Area Repairs**: Repairs and improvements are being planned and implemented to enhance accessibility across various park locations.
  - **Spring Clean-Up**: Seasonal maintenance efforts, including landscaping and facility upkeep, are underway at all parks and Town Hall in preparation for the upcoming peak season.
- 

## **Parks and Recreation Building Construction Merger Project**

Phase one of the Parks and Recreation portion of the project has been completed. The department is now shifting focus to preparing the parks for the summer season. This transition allows phase two of the project to commence.

Project Financial Overview:

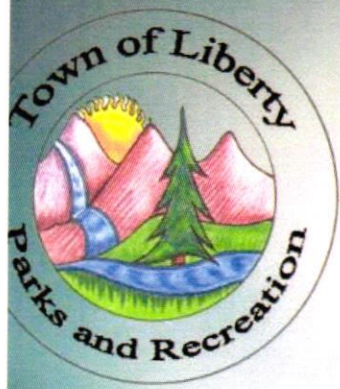
- Total Labor: \$2,864.67
  - Total Materials: \$1,077.64
- 

## **Conclusion**

The Parks and Recreation Department remains committed to enhancing community programs, maintaining parks and facilities, and fostering recreational opportunities for residents of all ages. We will continue to evaluate participation levels, address community needs, and ensure timely project completion. As we transition into the summer season, our focus will be on optimizing programming, completing necessary maintenance, and supporting upcoming community events.

We appreciate the ongoing support from the Town Board and look forward to a productive season ahead.



The background of the poster is a vibrant, slightly blurred photograph of a grassy field. In the foreground, several colorful Easter eggs (yellow, blue, white, and orange) are scattered among the blades of grass. A white Easter bunny with pink-tipped ears is visible in the lower right corner, peeking out from behind a small white cloud-like shape.

# FREE EASTER EGG HUNT!

**12 APRIL 2025 | 11 AM**

**LIBERTY ELEMENTARY SCHOOL  
FIELD**

0-2 years old  
3-4 years old  
5-6 years old  
7-8 years old

Starts at 11 Am  
Bring your children to see the Easter  
bunny and win gifts



# **Go Nutz At Walnut Mountain XC**

**Walnut Mountain**

**Liberty NY**

**NICA New York Event**



**Open Category:**

**Middle School 6-8 Grade**

**High School 9-12 Grade**

**Sunday April 13th 2025**  
**Youth Mountain Bike Race**

**To Register: Email [jason@newyorknuth.org](mailto:jason@newyorknuth.org) for invitation to sign up.**

| Account#                              | Account Description                       | Fee Description                   | Qty                       | Local Share |         |
|---------------------------------------|-------------------------------------------|-----------------------------------|---------------------------|-------------|---------|
| A1255                                 | Conservation                              | Conservation                      | 2                         | 1.66        |         |
|                                       | Marriage License                          | Marriage License Fee              | 1                         | 17.50       |         |
|                                       | Permits                                   | Junk Yard                         | 2                         | 500.00      |         |
|                                       |                                           | Peddlers License                  | 1                         | 150.00      |         |
|                                       | TOWN CLERK                                | EZ Pass                           | 8                         | 200.00      |         |
|                                       |                                           | Marriage Certificate              | 5                         | 50.00       |         |
|                                       |                                           | Misc                              | 1                         | 4.00        |         |
|                                       |                                           | Notary Fees                       | 16                        | 32.00       |         |
|                                       |                                           | Returned Check Fee                | 1                         | 20.00       |         |
|                                       | Sub-Total:                                |                                   |                           | \$975.16    |         |
| A1620.4                               | Central Printing & Mailing                | Photo Copies                      | 444                       | 111.00      |         |
| Sub-Total:                            |                                           |                                   | \$111.00                  |             |         |
| A1670.4                               | Building Fees                             | Certified Mailings                | 2                         | 202.44      |         |
| Sub-Total:                            |                                           |                                   | \$202.44                  |             |         |
| A2544                                 | Dog Licensing                             | Female, Spayed                    | 6                         | 54.00       |         |
|                                       |                                           | Female, Unspayed                  | 2                         | 25.00       |         |
|                                       |                                           | Male, Neutered                    | 9                         | 81.00       |         |
|                                       |                                           | Male, Unneutered                  | 1                         | 12.50       |         |
|                                       | SENIOR                                    | SENIOR                            | 2                         | -10.00      |         |
|                                       | Sub-Total:                                |                                   |                           | \$162.50    |         |
| A2545                                 | Dog                                       | Redeemed Dog                      | 1                         | 75.00       |         |
| Sub-Total:                            |                                           |                                   | \$75.00                   |             |         |
| B2115                                 | Building Fees                             | Special Use                       | 6                         | 1,800.00    |         |
| Sub-Total:                            |                                           |                                   | \$1,800.00                |             |         |
| B2770                                 | Building Fees                             | Building Inspections Multi Family | 1                         | 90.00       |         |
|                                       |                                           | Building Permit                   | 23                        | 34,364.30   |         |
|                                       |                                           | Fire Inspections                  | 5                         | 350.00      |         |
|                                       |                                           | Municipal Search                  | 13                        | 1,300.00    |         |
|                                       | Sub-Total:                                |                                   |                           | \$36,104.30 |         |
| Total Local Shares Remitted:          |                                           |                                   |                           | \$39,430.40 |         |
| Amount paid to:                       | Ny State Dept. Of Health                  |                                   |                           | 22.50       |         |
| Amount paid to:                       | NYS Ag. & Markets for spay/neuter program |                                   |                           | 24.00       |         |
| Amount paid to:                       | NYS Environmental Conservation            |                                   |                           | 28.34       |         |
| Total State, County & Local Revenues: |                                           | \$39,505.24                       | Total Non-Local Revenues: |             | \$74.84 |

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

1/1/2025 - 4/3/2025

## Balancing Report Town Of Liberty

Page 1 of 1  
4/3/2025  
User: Laurie65

Warrant \$15,515,530.30  
Adjustments (\$26,330.34)  
STAR Savings \$0.00  
Adjusted Warrant \$15,489,199.96

Full Payments \$12,580,417.75  
Partial Payments \$207,136.69  
Direct to County \$0.00 *(NOT deposited in the bank)*

**Tax Collected \$12,787,554.44** Collected 82.56%

Tax - Direct \$12,787,554.44  
Service Charges \$0.00  
Surcharges \$0.00  
Misc Collected \$9.59  
Penalties \$27,154.95  
2nd Notice Fees \$970.00  
Bad Check Fee Paid \$180.00  
**Net Deposit \$12,815,868.98**  
Not Collected \$2,701,645.52

Direct To County \$0.00  
Direct Penalties \$0.00  
**Total Direct \$0.00**

Credit \$1,201,176.22  
Cash \$309,261.59  
Check \$11,305,431.17  
**Total Deposit \$12,815,868.98**

## Payment Statistics

### Town Of Liberty

User: Laurie65

1/1/2025 - 4/3/2025

| Paid Where | Payment Count | Percentage | Total Tax         |
|------------|---------------|------------|-------------------|
| Counter    | 1416          | 23.84      | (\$2,934,808.19)  |
| Escrow     | 1064          | 17.91      | (\$2,732,211.08)  |
| Internet   | 604           | 10.17      | (\$1,196,277.97)  |
| Mail       | 2856          | 48.08      | (\$5,924,257.20)  |
|            | 5940          |            | (\$12,787,554.44) |

Total Full Payments: 5416

Total Partial Payments: 65

#### Total Number of Cash, Check and Credit Card Payments

|                  |      |                   |
|------------------|------|-------------------|
| Cash Payments:   | 240  | (\$309,261.59)    |
| Check Payments:  | 5090 | (\$11,305,429.29) |
| Credit Payments: | 614  | (\$1,201,176.22)  |

*Categories may overlap because some people may have paid with a combination of cash, check and credit.*

TOWN OF LIBERTY  
WATER & SEWER DEPARTMENT  
120 NORTH MAIN STREET  
LIBERTY, NY 12754  
Phone: (845) 292-5620  
Fax : (845) 292-3041

**Department Head Report**

March /2025

**Overview**

The Town of Liberty Water & Sewer continues with daily required maintenance in both departments. This month we cut trees, located leaks and shut them off. Took off the winter water bleeders, painted pump stations, started putting on meters due to warmer weather approaching. We have started servicing equipment for mowing and doing spring clean-up weather permitting. DRBC & DEC yearly water reports have been done. Also made repairs to a recirculation pump and the fiberglass pipe in ditch #2. The jet vac was picked up after being repaired.

**Summary/upcoming**

1. Currently the guys are exercising and flushing main valves and what ever else comes up during the day.
2. Wayne and I have been working with Delaware Engineering to prepare bid sheets for the repair of the clarifier in Loomis and the sewer main in Indian lake.
3. I have put together a list of training videos from Neo-gov for us to watch for safety and to better ourselves at our daily duties.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.  
(Not all prohibited bases apply to all programs.)

To file a complaint, write USDA, Director, Office of Civil Rights,  
Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410  
Or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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: June 2, 2025

TO: Supervisor DeMayo and Town Board Members

FROM: Cheryl Gerow

RE: Badger Pump Meter Reader

Please approve the attached quote from Schmidt's Wholesale for the emergency replacement of a Badger Pump Meter Reader to the Sherwood Well as the meter has stopped working accurately.

The cost will be disbursed among Loomis Water, Ferndale Water, Stevensville Water, Indian Lake Water and Route 55 Water.



Proposed by:  
Schmidt's Wholesale, Inc.  
150 Jefferson Street  
Monticello, NY 12701  
Tel: 845.794.5900  
TSprague@schmidtswholesale.com

Client:  
TOWN OF LIBERTY WATER &  
SEWER  
4722 ROUTE 55  
SWAN LAKE, NY 12783

Customer PO:

**Quote**  
Q207931  
05/28/2025

| Item | Qty | Description | Net | Total |
|------|-----|-------------|-----|-------|
|------|-----|-------------|-----|-------|

E-SERIES



|   |    |                                                                                                                                                                                  |           |            |
|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
| 1 | EA | 6"X18" BADGER E-SERIES G2 ULTRASONIC LEAD FREE BRONZE<br>METER READING IN GALLONS, FIRE SERVICE APPLICATION,<br>PRESSURE SENSOR, 10FT LEAD, TWIST TIGHT CONNECTOR<br>SP*00114154 | 5824.8479 | \$5,824.85 |
|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|



|   |    |                                     |         |         |
|---|----|-------------------------------------|---------|---------|
| 2 | EA | 6" FLG ACCESSORY KIT<br>47011056044 | 34.5307 | \$69.06 |
|---|----|-------------------------------------|---------|---------|

E-SERIES Total: **\$5,893.91**

ALL DELIVERIES & PICK UPS  
MUST BE SIGNED FOR. DO NOT  
RELEASE MATERIALS WITHOUT A  
SIGNATURE.

Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

|             |            |
|-------------|------------|
| Merchandise | \$5,893.91 |
| Misc Charge | \$0.00     |
| Freight     |            |
| Tax         | \$0.00     |
| Total       | \$5,893.91 |