



TOWN OF LIBERTY

N E W Y O R K

MONTHLY WORKSESSION MEETING

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

DATE: JUNE 2, 2025

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

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

Pledge of Allegiance

Department Head Reports

System Upgrades

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

Microsoft 365 Training-TEAMS

NeoGov training site and how it pertains to Human Resources

Departments

Safety Plan for each Department

Required documentation for insurance reporting

Vetting Vendors and Insurance requirements

Comp time for Department Heads

Roundtable discussion

Adjourn

| | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|
| Permits Issued | 22 | 9 | 23 | 28 | 17 | | | | | | | | 99 |
| Permits Completed / Closed | 11 | 11 | 27 | 8 | 26 | | | | | | | | 83 |
| Fire Inspections Performed | 5 | 4 | 10 | 6 | 7 | | | | | | | | 32 |
| Complaints Open | 5 | 5 | 11 | 14 | 9 | | | | | | | | 44 |
| Complaints Complied / Closed | 6 | 7 | 10 | 11 | 8 | | | | | | | | 42 |
| Appearance Tickets issued | 0 | 0 | 2 | 3 | 5 | | | | | | | | 10 |
| Planning Board Applications | 3 | 4 | 4 | 2 | 0 | | | | | | | | 13 |
| Planning Board Approvals | 0 | 5 | 2 | 4 | 2 | | | | | | | | 13 |
| Zoning Board Applications | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Zoning Board Approvals | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Municipal Searches | 11 | 18 | 14 | 16 | 25 | | | | | | | | 84 |

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

DATE: May 31, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: May Monthly Report for Work Session

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

1. Began processing seasonal employees (30 to date)
2. Sent letters to Town's regarding their participation in the 2025/2026 Joint Fuel Bid
3. Submitted Workers Compensation claim
4. Attended eleven (11) meetings with OpenGov and provided requested data
5. Set up Stripe Credit Card Account for OpenGov
6. Submitted Project Update through EFC for Swan Lake Sewer
7. Worked with County IT and resolved issues
8. Prepared RFP's/Bid specifications for Electrical Contracting and Plumbing Contracting
9. All other daily duties and responsibilities

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

May Executive Summary:

- Construction season is underway with vendors contracted for the outsourced work and inhouse construction continues between the rain drops. Received notice of our budget for CHIPS, PAVE NY, EWR and POP totaling \$723,081.15. Lily Pond Road pavement deficiencies being corrected as this is being written. Spring Clean-up was a success. Paver that was purchased has been delivered.

Improvements/Maintenance:

- 2 days cleaning up trees and brush from wind storm
- 17 days of hot patch – Murphy, Devaney, Ferndale Loomis, Old Monticello, Twin Bridge, Barton, Sunset Lake, Old Dahlia, Schoolhouse, Rolling Meadow
- 18 days of ditching – Revonah, Elk Point, Ward, Ferndale Loomis, Lenape Lake, Midway, East Hill, Loomis Village
- 4 days culvert replacement – Ferndale Loomis
- 7 days of sweeping –Route #'s 15, 16, 19
- Removed beaver dams on 6 different occasions – Midway, Lenape Lake, Willi Hill, Boyd
- Shoulder repair from landslide – Fox Mountain
- 3 days of catch basin and culvert cleaning from heavy rain and wind storms

Facilities:

- 2 days of cleaning and maintenance of highway facility
- Gutters need to be repaired – man cage acquired and hardware purchased for repairs
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – in progress

Equipment/Vehicles:

- Transmission out of truck #12 Dodge
- Truck #22 at Allegiance for DEF and electrical issues

Misc:

- Spring Clean-up: 9-30 yard containers were used

| Account# | Account Description | Fee Description | Qty | Local Share |
|---|----------------------------|--------------------------------------|----------------------------------|--------------------|
| A 2590 | Highway Fees | Road Access Permit | 1 | 100.00 |
| | | Sub-Total: | | \$100.00 |
| A1255 | Marriage License | Marriage License Fee | 6 | 105.00 |
| | Permits | Peddlers License | 1 | 100.00 |
| | TOWN CLERK | EZ Pass | 7 | 175.00 |
| | | Flood Letter | 1 | 10.00 |
| | | Marriage Certificate | 8 | 80.00 |
| | | Sub-Total: | | \$470.00 |
| A1620.4 | Central Printing & Mailing | Photo Copies | 1 | 0.25 |
| | | Sub-Total: | | \$0.25 |
| A1670.4 | Building Fees | Certified Mailings | 2 | 260.28 |
| | | Sub-Total: | | \$260.28 |
| A2544 | Dog Licensing | Exempt Dogs | 1 | 0.00 |
| | | Female, Spayed | 7 | 63.00 |
| | | Female, Unspayed | 4 | 50.00 |
| | | Male, Neutered | 16 | 144.00 |
| | | Male, Unneutered | 2 | 25.00 |
| | SENIOR | SENIOR | 2 | -10.00 |
| | | Sub-Total: | | \$272.00 |
| A2545 | Dog | Redeemed Dog | 1 | 75.00 |
| | | Sub-Total: | | \$75.00 |
| B2115 | Building Fees | Special Use | 1 | 300.00 |
| | | Sub-Total: | | \$300.00 |
| B2770 | Building Fees | Bldg Inspections Public Assembly | 1 | 75.00 |
| | | Building Permit | 20 | 8,917.50 |
| | | Commercial Establishment Inspections | 1 | 75.00 |
| | | Fire Inspections | 4 | 2,330.00 |
| | | Municipal Search | 20 | 2,000.00 |
| | | Sub-Total: | | \$13,397.50 |
| Total Local Shares Remitted: | | | | \$14,875.03 |
| Amount paid to: Ny State Dept. Of Health | | | | 135.00 |
| Amount paid to: NYS Ag. & Markets for spay/neuter program | | | | 41.00 |
| Total State, County & Local Revenues: | | \$15,051.03 | Total Non-Local Revenues: | \$176.00 |

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

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

Department Head Report

May/2025

Overview

The Town of Liberty Water & Sewer continues with daily required maintenance in both departments. This month we finished hydrants, repaired the clarifier valve in Loomis, installing meters for the season, removed beaver dams, cleaned the storm tank. All of the water mains have been flushed. The generators have been serviced. Fire extinguishers have had their annual inspection and service. The Sherwood and Roth wells have been cleaned.

Summary/upcoming

1. Subsurface Technologies needs to replace the pumps and motors on the Sherwood/Roth wells.
2. The repair on the clarifier in Loomis will be done.
3. Annual Water Quality reports have been submitted to the Dept. of Health for approval.

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.