



# TOWN OF LIBERTY

N E W Y O R K

*A GREAT PLACE TO WORK, LIVE AND PLAY*

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## TOWN BOARD MEETING

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

DATE: AUGUST 4, 2025

TIME: 6:30 P.M. REGULAR MEETING

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 NOON THE WEDNESDAY BEFORE THE MEETING.**

## PLEDGE OF ALLEGIANCE

## CORRESPONDENCE

### INCOMING:

1. Correspondence from PERMA informing the Town of a grant award for a DPW Work Zone Kit worth \$2,500.
2. Correspondence from Nancy Levine regarding the Swan Lake Footbridge.
3. Correspondence from NYS Homes and Community Renewal informs the Town that it has met the requirements to maintain its status as a Pro-Housing Community for 2025.
4. Dispatch reports from Sullivan County 911 for April & May EMS, Fire, and Law Enforcement.
5. Email from the NYS Division of Cemeteries regarding a complaint received about the Old Liberty Cemetery.
6. Correspondence from the Finance Director to Delaware River Solar regarding the decommissioning agreement for the Kelly Bridge Project.
7. Report from Delaware Engineering.
8. Correspondence from the NYS DEC regarding Cross Farm Road School.

### OUTGOING:

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## MISSION STATEMENT

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



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1. Correspondence from Supervisor DeMayo regarding the follow-up on a request to modify EFC Funding Agreement (C3-5370-01-01 & -00).

## NEW BUSINESS

1. Motion approving the updated schedule of compliance for the Swan Lake Wastewater Treatment Plant NOV.
2. Motion to approve the calibration of meters in the Swan Lake, Loomis, and Infirmary Road Sewer Districts at a cost of \$2,975.00, as quoted by Tam Enterprises.
3. Motion approving the 7/21/25 minutes as submitted by the Town Clerk.

## DISCUSSION

1. Update on Growing Souls.
2. Town Cemetery Maintenance.
3. Water & Sewer Permit Applications.
4. O&W Rail Trail and Sonoma Falls.
5. Footbridge in Swan Lake.

## OLD BUSINESS

### UNDER REVIEW

1. Shipping Containers
2. Fence In/Fence Out

### IN PROGRESS

1. Illegal dumping of garbage.
2. Delaware Town/Village Water Sewer Study.
3. Walnut Mt. Pavilion.
4. Solar Moratorium in the Commercial Industrial Zone.

## PUBLIC PARTICIPATION

## BOARD DISCUSSION

## EXECUTIVE SESSION

## ADJOURN

## MISSION STATEMENT

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



**PERMA Grant Disbursement Agreement**

Grantee: **Sullivan County Self-Insured Workers Compensation Plan**  
Town of Liberty

Applicant Name: Laurie Dutcher

Permanent Rep: Josh Potosek

As part of PERMA's return of equity dividend program, the PERMA Board of Directors has set aside funding for grants and other programs that focus on reinvesting in members safety initiatives in an effort to improve the overall performance of the PERMA pool. Your request has been reviewed and **congratulations, you have been selected to receive the following grant:**

Grant Awarded: **DPW Work Zone Kit**

Value : **\$ 2,500.00**

**Disbursement of grant items are contingent on the following:**

- Compliant with all terms and conditions of the Receipt and Release.

**RECEIPT AND RELEASE**

Sullivan County Self-Insured Workers Compensation Plan ("MEMBER") acknowledges the receipt of from PERMA:

- One Work Zone Safety Kit (supplied by Admar)

The MEMBER agrees to utilize this equipment properly and for its' intended use in accordance with any PESH and PERMA standards.

PERMA gives no warranty, express or implied, as to description, quality, merchantability, fitness for any particular purpose, productiveness, or any other matter, of the equipment. PERMA shall not be responsible for their proper use, maintenance, and service. The member is responsible for any costs related to maintenance.

The equipment is the property of the member and the member agrees to fully and forever discharge and release (hold harmless) PERMA and its affiliates, and their respective partners, agents, operators, managers, employees, and representatives ("Released Parties") from any and all claims for any injury, disability, damages, liabilities, expenses and/or causes of action, attributable or relating in any manner to use, operation, or maintenance of the aforesaid equipment, with the exception of what may be covered under workers' compensation law.

This Release and Waiver of Liability agreement will be governed by and interpreted in accordance with the laws of the State of New York. This release will not waive any rights of the member or its employees' right to claim possible workers' compensation benefits for injuries arising out of and in the course of employment.

Thank you for your continued membership, commitment to safety and congratulations on your grant!

  
Mary Beth Woods  
Executive Director

  
Christian Summers  
Director of Risk Management

cc: Robert B Poitras Jr. DBA Signal Risk Management - Robert Poitras (bob@signalriskmanagement.com)

*updated 9.2024*





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**Congratulations! You have been awarded a grant from PERMA- DPW Work Zone Kit**

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**From** notifications@origamirisk.com <notifications@origamirisk.com>

**Date** Wed 7/30/2025 7:59 AM

**To** l.dutcher@townofliberty.org <l.dutcher@townofliberty.org>

**Cc** bob@signalriskmanagement.com <bob@signalriskmanagement.com>; Joshua.Potosek@sullivanny.gov <Joshua.Potosek@sullivanny.gov>

 1 attachment (108 KB)

grant disbursement letter.pdf;

Sullivan County Self-Insured Workers Compensation Plan  
Town of Liberty

On behalf of the Public Employer Risk Management Association (PERMA), congratulations on being selected as one of the winners of the 2025 Work Zone Equipment Grant Package Competition!

Your department has been awarded a complete Work Zone Safety Kit, which includes cones, safety vests, work zone signs, stop-slow paddles, hard hats, whistles, sign stands, and other essential materials to support the creation of a safe and effective work zone. This award, valued at over \$2,500, is funded through the PERMA Return of Member Equity (RoME) program as part of our ongoing INTERVENTION safety initiative.

We understand the unique challenges public works and highway departments face, particularly when essential equipment is lost, damaged, or unavailable due to funding or staffing constraints. This kit is designed to help you maintain high safety standards while continuing to serve your community with excellence.

PERMA is proud to support members like you, who prioritize worker safety and demonstrate leadership in public service. We are committed to providing the tools, resources, and training needed to foster a culture of safety and reduce workplace injuries.

Once again, congratulations on receiving this valuable equipment. If you have any questions or would like additional resources, please feel free to contact me at [estarrowicz@perma.org](mailto:estarrowicz@perma.org) or visit our website at [www.perma.org](http://www.perma.org).

Sincerely,  
**Ed Starowicz**  
Public Works Risk Management Specialist



Tel: (518)220-1111 | (888)737-6269

F: (877)737-6232 | [perma.org](http://perma.org)

Public Employer Risk Management Association, Inc.  
PO Box 12250, Albany, NY 12212



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**Footbridge**

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**From** NANCY LEVINE <swanlakeny@gmail.com>

**Date** Wed 7/30/2025 4:34 PM

**To** l.dutcher townofliberty.org <l.dutcher@townofliberty.org>

**Cc** Cora Anne Edwards <cora.edwards.libertyny@gmail.com>; Michael Edwards <edwarmi@hotmail.com>; Tim <tjelandscape@gmail.com>; Paul Edelstein <paul@efbpilaw.com>; w.s.dept townofliberty.org <w.s.dept@townofliberty.org>

Laurie, please send to the board. Thank you.

To the town board:

Thank you for making the initial steps towards a sustainable resolution to the problem of the footbridge. The temporary blockade seems to be serving the purpose of keeping pedestrians off.

I understand that the owner of lake, who also owns the dam and the footbridge, is putting up a Ketcham fence with the green braiding through that fence and the fence that surrounds the water pipe running across the area. We are happy to hear that this fence will be a visual improvement, however, as you know, the bridge is rapidly deteriorating and there is an active sewer pipe under the bridge that carries the sewage from Briscoe Road. We would like clarification as to the next step. The entire footbridge needs to be repaired, replaced or removed, while allowing access for the fire department.

I hope that this is on the agenda to be discussed at the next board meeting. A plan needs to be acted upon now, due to the seriousness of this issue. Well over a year has passed since it was first brought to the supervisor's attention, and I do not believe that another year can pass without remedying the problem, rather than just spending money on a temporary measure.

Thank you for your attention to this matter. We greatly appreciate your efforts to resolve this ongoing issue.

Nancy Levine



KATHY HOCHUL  
Governor

## Homes and Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

June 13, 2025

Town of Liberty  
Attention: Mr. Frank DeMayo  
120 North Main Street  
Liberty, New York 12754

Dear Frank DeMayo,

We are writing to inform you that you have met the requirements necessary to maintain your municipality's status as a Pro-Housing Community for 2025. The Town of Liberty will continue to be able to access the \$650 million in State discretionary funding programs that is available exclusively to Pro Housing Communities.

This is an exciting time for the Pro Housing Community program. Governor Hochul's Enacted FY2026 Budget contains a new \$100 million Pro-Housing Supply Infrastructure Fund to assist with critical infrastructure projects necessary to create new housing, such as sewer and water infrastructure upgrades. The budget also contains \$5 million to assist communities to design and adopt pro-housing policies such as master plans, zoning text updates, and streamlined permitting procedures. These proposals will continue to support the State's partnership with communities like yours.

We are excited that you have chosen to stay committed to the Pro-Housing Communities Program and we look forward to our continued partnership to ensure that all New Yorkers have access to a safe, affordable, equitable place to live.

Sincerely,

A handwritten signature in black ink, appearing to read "RuthAnne Visnauskas".

RuthAnne Visnauskas  
Commissioner/CEO





# 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 Reaction	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
Inaccessible/Entrapment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Facilities	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



## Sullivan County 911 Communications EMS Dispatch Report May 2025



Ambulance Agencies	Jeffersonville	Cochecton	Livingston Manor	Lumberland	Mountaindale	Tusten	Neversink	Rock Hill	Roscoe/ Rockland	Bethel	Woodbourne	Mamakating	Highland EMS	Upper Delaware	Grahamsville	Catskill Hatzolah	Empress	County EMS	Total
Call Type																			
Abdominal Pain	0	1	6	0	1	0	4	0	0	5	0	4	1	0	1	0	23	14	60
Allergic Reaction	0	0	1	0	0	0	1	0	0	1	0	0	1	0	1	0	4	4	13
Animal Bite	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Assault/Sexual Assault	0	0	1	2	0	0	1	0	0	0	0	1	1	0	2	0	15	5	28
Back Pain	0	0	1	0	0	0	0	0	0	1	0	5	0	1	0	0	6	1	15
Breathing Problems	4	1	5	0	5	2	3	3	0	9	2	12	2	0	0	4	47	48	147
Burns / Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Cardiac Arrest	1	0	1	0	0	0	0	0	0	2	0	3	0	1	0	0	7	10	25
Cardiac Problem	0	0	1	0	1	0	1	1	0	1	0	2	1	0	2	0	13	10	33
Chest Pain	3	0	3	1	0	0	0	2	1	3	0	2	1	0	0	1	37	13	67
Choking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Diabetic	0	0	1	0	1	1	0	0	1	0	0	3	1	1	0	0	7	6	22
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	1	0	0	0	1	0	0	0	0	0	0	0	0	1	1	0	4
Fall	4	1	8	2	6	2	3	8	1	10	3	10	7	4	3	5	62	33	172
Headache	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	3	7
Heat/Cold Emergencies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Hemorrhage/Laceration	0	0	0	1	1	0	0	0	0	5	0	2	0	0	0	0	9	11	29
Inaccessible/Entrapment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Facilities	0	0	7	0	0	0	4	1	2	1	1	1	0	0	0	0	67	13	97
Mental Emergencies	1	1	3	1	0	1	1	1	0	2	2	3	1	1	2	0	34	7	61
MVA	0	2	1	2	1	2	3	2	3	5	2	6	0	3	1	1	29	24	87
Overdose	0	1	4	0	0	0	0	0	0	1	1	3	0	0	0	0	15	8	33
Poisoning/HAZMAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	4
Seizures	2	2	2	0	0	0	2	0	0	3	1	1	2	0	0	1	16	15	47
Sick Person (Gen. Ill)	2	2	7	7	4	4	10	7	2	18	3	32	11	6	5	5	137	63	325
Stab/GSW	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	3	7
Stroke(CVA)	0	0	1	0	0	0	0	0	0	2	0	0	1	0	1	0	7	5	17
Trauma	0	1	4	0	0	0	1	2	1	2	0	1	0	1	1	1	9	9	33
Unconscious/Fainting	0	0	4	1	0	1	1	0	1	5	0	7	1	1	0	1	29	20	72
Unknown Medical	2	0	1	0	2	5	0	1	0	4	2	5	0	0	1	1	16	5	45
Mutual Aid	0	2	1	7	1	2	1	15	4	10	9	4	1	2	7	0	74	0	140
Standby	1	0	2	6	0	0	1	0	2	1	0	3	6	1	2	0	1	3	29
Agency Totals	21	14	66	30	23	21	38	43	18	92	26	110	38	23	29	21	675	335	1623



All data accurate  $\pm 2\%$



## Sullivan County 911 Communications

Fire Dispatch Report  
May 2025

	Departments																																		Total								
	Beaumont Valley	Bloomington	Cathoon	Cathoon Center	Charyville	Forestburgh	Grahamville	Hackles	Highland Lake	Hortonville	Huffville	Jaffersville	Kearns Lake	Kennel Lake	Lake Huntington	Lane	Liberty	Livingston Manor	Long Eddy	Loth Shieldale	Lumberford	Mantoloking	Mearnsdale	Nearnsburg	Nerensink	North Branch	Rock Hill	Roscoe Rockland	Smithwood	Union Valley	Valley Forge	Woodbourne	Woodbridge	Wurtsboro	Youngville	Yulan							
Call Types																																											
Activated Alarm	2	1	3	1	1	3	1	1	1	0	5	2	3	2	0	0	0	0	0	5	7	45	2	0	2	2	5	1	5	1	0	0	0	0	0	0	0	0	0	0	3	139	
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		
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	
Brush 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	
Cellar Pump Out	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	0	0	0	0	
CO Detector	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	
Drowning/Water Rescue	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	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	
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	
HAZMAT	0	2	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	
Investigation	0	2	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	0	0	0	0	
LJ	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	
Medical	0	0	3	4	0	7	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	0	
Miscellaneous	0	0	1	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	0	
MVA	0	8	1	0	1	0	0	0	0	1	0	0	0	1	0	0	1	5	0	1	1	3	16	0	1	1	0	3	0	0	1	1	0	2	0	1	0	0	0	0	0	0	
Mutual Aid	1	8	2	2	0	0	2	2	9	4	0	1	1	0	0	0	4	1	1	0	0	6	1	0	4	3	0	5	2	0	7	2	0	1	2	0	1	0	4	2	0	1	
Odor of Gas/Gas Leak	0	3	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	
Public Service Call	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	
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	
Structural/French 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	
Structure Fire	0	2	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	
Traffic/Fire Police	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	
Tree/Wires/Pole	1	2	1	0	1	0	0	0	2	0	0	4	0	1	1	3	0	1	3	0	0	3	6	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	
Vehicle Fire	0	2	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	
Total Fire Dispatches	4	27	11	7	2	11	7	3	12	6	6	7	6	4	2	12	26	9	2	12	26	118	4	17	7	2	15	5	6	20	9	2	6	11	10	7	12	20	4	7	487		

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 Person/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
<b>Totals</b>	<b>268</b>	<b>708</b>	<b>111</b>	<b>239</b>	<b>118</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>1493</b>



## Sullivan County 911 Communications

### Law Enforcement Activity Report

### May 2025



	Sheriff	NYSP	LPD	MPD	FPD	WPD	EnCon	DEC	NYC DEP	NPS	Totals
Assist EMS	23	52	19	39	11	3	0	0	0	0	147
Assist Fire	4	15	3	13	5	2	3	0	2	1	48
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	4	1	0	0	0	0	0	0	0	6
P-105 Animal	1	8	1	2	0	0	0	0	1	0	13
P-106 Assault/Sexual Assault	2	1	1	0	2	0	0	0	0	0	6
P-107 Assist Other Agency	3	7	3	2	1	1	0	0	0	0	17
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	2	3	0	0	1	0	0	0	0	0	6
P-111 Damage/Vandalism/Mischief	0	0	0	0	1	0	0	0	0	0	1
P-112 Deceased Person	0	0	0	0	0	0	0	0	0	0	0
P-113 Disturbance	29	51	11	24	11	1	0	0	0	0	127
P-114 Domestic Violence	32	65	5	19	13	0	0	0	0	0	134
P-115 Driving Impaired	0	2	1	0	0	0	0	0	0	0	3
P-116 Drugs	0	0	1	0	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	1	5	0	3	1	0	0	0	0	0	10
P-120 Indecency/Lewdness	0	1	0	0	0	0	0	0	0	0	1
P-121 Mental Disorder	11	15	7	13	2	0	0	0	0	0	48
P-122 Miscellaneous	1	15	0	2	0	0	0	0	0	0	18
P-123 Missing/Found Person	2	3	0	1	1	0	0	0	0	0	7
P-124 Officer Needs Assistance	2	12	1	0	3	0	0	0	0	0	18
P-125 Public Svc	5	18	0	1	2	2	0	0	0	0	28
P-126 Robbery/Carjacking	0	0	0	0	0	0	0	0	0	0	0
P-127 Suicidal Person/Att Suicide	1	2	0	3	0	0	0	0	0	0	6
P-128 Supplemental	4	41	0	0	1	1	1	0	1	0	49
P-129 Susp/Wanted Pers/Veh	4	5	1	4	1	0	0	0	0	0	15
P-130 Theft (Larceny)	2	5	2	2	1	0	0	0	1	0	13
P-131 MVA	42	90	5	6	8	2	0	0	5	0	158
P-132 Traffic Violation/Hazard	16	71	1	5	5	0	0	0	0	0	98
P-133 Trespassing/Unwanted	8	7	0	9	1	1	0	0	0	0	26
P-134 Unknown Problem	5	19	4	5	3	0	1	0	1	0	38
P-135 Weapons/Firearms	3	3	0	1	1	0	0	0	0	0	8
P-Abandoned Call	57	87	23	40	37	4	0	0	2	0	250
P-Responder Safety	0	0	0	0	0	0	0	0	0	0	0
Transfers	56	109	19	47	20	N/A	N/A	N/A	N/A	N/A	251
<b>Totals</b>	<b>317</b>	<b>716</b>	<b>109</b>	<b>241</b>	<b>132</b>	<b>17</b>	<b>5</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>1551</b>



**TOWN OF LIBERTY**  
NEW YORK

***A Great Place to Work, Live and Play***

Cheryl Gerow, Director of Finance  
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Liberty NY 12754

[c.gerow@townofliberty.org](mailto:c.gerow@townofliberty.org)

(845) 292-5772 (p)

(845) 292-1310 (f)

July 30, 2025

Delaware River Solar, LLC  
ATTN: Peter Dolgos  
33 Irving Place #1090  
New York NY 10003

Also via email to [assetmgmt@generatecapital.com](mailto:assetmgmt@generatecapital.com) and [alyssa.krugen@generatecapital.com](mailto:alyssa.krugen@generatecapital.com)

RE: Kelly Bridge Road Solar Project Decommissioning Agreement

Dear Mr. Dolgos:

As per the Decommissioning Agreement between the Town of Liberty and NY Liberty I, LLC ("Owner") dated June 5, 2017, on each anniversary date of the issuance of the building permit for the project, Owner agrees to deposit an additional 2.5% of the then existing amount in the Decommissioning Account on the Anniversary Date as described in the attached Schedule I.

The building permit for this project was issued on August 21, 2018. Please submit the additional deposit of \$3,131.00 to the above address by August 21, 2025.

Thank you.

Sincerely,

Cheryl Gerow

Cc: Frank DeMayo, Supervisor  
Tammy Wilson, Planning Board Secretary

**Our Mission Statement**

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



## DELAWARE ENGINEERING, D.P.C.

55 South Main Street  
Oneonta, New York 13820

Tel: 607.432.8073 / Fax: 607.432.0432  
DelawareEngineering.com

### Town of Liberty, NY August 4, 2025 Town Board Meeting Update on Projects

#### 1. *Swan Lake WWTP Upgrade*

##### Key Status Updates and Items for Board Review and Consideration:

- SPDES Permit and PER under review by NYSDEC and NYSEFC
- An updated PFA Modification Request package (to the September 2024 request package) was submitted to NYSEFC on 7/17/25
- 2025 NYS CFA Funding Round deadline for applications was 7/31/25
- Two applications were submitted through the 2025 CFA to bridge the funding gap for the SL WWTP Upgrade, requesting a total of \$12M
  - WQIP up to \$10M
  - CSC up to \$2M
- 2025 NYS CFA Funding Round Award announcements anticipated in December 2025
- The Town met with Syracuse University Environment Finance Center and USDA to discuss additional funding opportunities

##### Critical Items Planned for the to Keep Moving the Project Forward

- Resume design (e.g., plans and specifications and Basis of Design Report), anticipated to be completed by October 2025

##### Project Funding/Financing Overview:

- Project Budget Overview
  - Proposed Project Budget = \$40 M
  - Current Project Funding = \$11.4M
  - Other Funding = \$ 0M (other funding opportunities e.g., WQIP, USDA-RD, & Enhanced. WIIA, etc. under review)
  - Town Portion = \$28.6M (loan, may go down with other Funding)
- Additional Funding Request – NYSDEC WQIP & CSC
  - 2025 NYS CFA Funding Round deadline for applications was 7/31
  - Two applications were submitted through the 2025 CFA to bridge the funding gap for the SL WWTP Upgrade, requesting a total of \$12M
    - WQIP up to \$10M for project that improve water quality, promote flood risk reduction, restoration, and enhanced flood and climate resiliency
    - CSC up to \$2M for reducing future flood-risk, including by relocating or retrofitting critical infrastructure (new headworks)
  - 2025 NYS CFA Funding Round Award announcements anticipated in December 2025
  - On 1/15/25 a meeting was held with NYSDEC WQIP Program Staff to discuss the project
    - The project scored well as a General WWTP Upgrade project
    - This project scored a total of 69 out of 115 points possible (Fallsburg was funded in 2024 with a total score of 75)
    - This project only scored 5 out of 40 points possible for Performance Measures for the 2024 program goals (disinfection, phosphorus reduction, watershed implementation, CSO, SSO, removal of onsite, septic systems, etc.).
    - Program goals can change each application year
    - There may be up to 5 points that the Town can gain for Climate Resilience. The Town is currently considering working though process to be a Climate Smart Community
    - 2025 scoring criteria is now available and does not appear to have changed since

28 Madison Avenue Ext.  
Albany, NY 12203  
518.452.1290

223 Main Street  
Goshen, NY 10924  
845.615.9232

548 Broadway  
Monticello, NY 12701  
854.791.7777

16 East Market Street  
Red Hook, NY 12571  
518.452.1290

14-20 Willett Avenue, #202  
Port Chester, NY 10573  
914.939.0380



## DELAWARE ENGINEERING, D.P.C.

2024

- Delaware continues to work with the Town seek additional funding to mitigate rate impacts prior to commencement of debt services/loan repayments in 2027-2028 (3-4 years out)
- On 7/16/25 the Town team met with Syracuse University Environmental Finance Center (SU-EFC) and USDA to discuss additional funding opportunities
- Delaware intends to continue to work with the Town and SU-EFC and USDA to seek more funding
- Request to Modify an EFC Funding Agreement
  - An updated PFA Modification Request package (to the September 2024 request package) was submitted to NYSEFC on 7/14/25
    - The Town met with NYSEFC on July 8, 2025 to discuss the Project Finance Agreement (PFA) Modification request that was submitted in September 2024. The Town was asked to advise NYSEFC of any updates or changes to the September 2024 package. In response to NYSEFC's request the letter and several attachments were updated.
    - The only substantial change to the package was related to the Anticipated Project schedule (no cost change). The revised package provided an updated Anticipated Project Schedule, updated status of the 202B and Bond Resolution, and Cash Flow Projection. We also included the original September 2024 Modification Request Package for reference.
- Status of the March 2025 pause on the NYSEFC disbursements pending
  - Current Project Financing Agreement = \$18M
  - A draft unsigned Request to Modify an EFC Funding Agreement form and updated cost estimate on SRF Budget Form showing current and proposed budget increase to \$40M and an upgrade capacity increase from 0.686 to 0.960 MGD upgrade, as well as questions related to ER and design review schedule, was submitted to NYSEFC on 6/28/24. Comments, and responses to questions were as follows:
    - The Town needs to sign the PFA mod request, the schedule extension needs to be included, and it should be submitted to the CWapply email address at the bottom of the form
    - EFC will need a new engineering report as soon as DEC confirms SPDES limits
    - EFC will coordinate with DEC to confirm who will be the lead agency for review and approval of the revised engineering report, BODR, plans and specifications.
    - EFC and/or DEC will not approve the revised ER/P&S until the new permit is finalized
    - EFC can start reviewing the design once draft permit limits are issued for public comment, but no review will be considered final until the final SPDES permit issued. Please check with DEC on their approval process.
  - The final Request to Modify for a \$40M upgrade, signed by the Town Supervisor, including schedule and other additional information, was submitted to NYSEFC on September 17, 2024
  - NYSEFC is reviewing to evaluate possible opportunities for funding the additional amount
  - Based on a call with NYSEFC on 11/7/24, a PFA for the revised project cost can't be issued until the PER Amendment is approved, which is contingent upon draft/final SPDES permit limits
- FFY 2025 IUP / Updated PFA for the Updated \$40M Project Budget/FFY 2026 IUP
  - The Final Intended Use Plan (IUP) for clean water projects became effective on October 1, 2024.
  - This project is listed on the annual list with a Total Cost of \$40M, and is eligible for short term financing in FFY 2025 (October 2024 – September 2025), pending PFA Modification Request Approval (see Request to Modify an EFC Funding Agreement, above)
  - Project Listing Update System (PLUS) update is not needed for this project since it has a closed financing. (Confirmed with NYSEFC on 3/5/25).

### Moving the WWTP Upgrade Project Forward

- Professional Services Work
  - Information Session Regarding Swan Lake Waste Water Treatment Plant Upgrades was held on 5/28 @ 6:30 pm at the Swan Lake Fire House
  - At the June 3, 2024 meeting the Town agreed to a project budget of \$40M and a plant flow capacity capable of 960,000 gpd (maximum potential WWTP buildout using the existing oxidation ditches)

### DELAWARE ENGINEERING, D.P.C.

- **Final comprehensive NY-2A Application Form package and PER Package were submitted to NYSDEC and NYSEFC on 5/9/25**
- Resume design (e.g., plans and specifications and Basis of Design Report), to be completed by October 2025
- Preliminary Engineering Report (PER) Amendment No. 1:
  - At the March 17, 2025 meeting the Town Board resolve to accept the Preliminary Engineering Report Amendment No. 1 (last revised March 10, 2025) for the Swan Lake WWTP upgrade, with a total project budget of up to \$40M and a plant flow capacity of up 960,000 gpd
  - Complete PER package No. 1 and Final comprehensive NY-2A Application Form package were submitted to NYSDEC Permits on 5/9/25
- SPDES Permit/NY-2A Application for Flow Expansion
  - **Final comprehensive NY-2A Application Form package including a detailed response to the Notice of Incomplete Application, and complete PER Package was submitted to NYSDEC Permits and NYSEFC on 5/9/25**
  - NYSDEC SPDES Permit is under review (assumed 6-month process)
  - **We believe that NYSDEC Permits is almost done writing the permit, and will be contacting the Town soon to review the draft permit**
  - NYSEFC and NYSDEC will not review the engineering report documents or design until NYSDEC issues the draft permit to the Town for public comment
  - Notice of Incomplete Application received on June 3, 2024
  - Conference call with NYSDEC on June 21, 2024 focusing on outfall location
    - The current outfall location and receiving waterbody (West Branch Mongaup River), which has been in place since 1984, is not the outfall location and receiving waterbody (tributary to the West Branch Mongaup) in the existing permit.
      - Affects Water Quality analysis and may affect discharge limits
  - A response to notice of incomplete application (NOIA) and was submit to NYSDEC with the final comprehensive NY-2A Form application package
  - **Delaware River Basin Commission (DRBC)**
    - The proposal is to expand the Swan Lake WWTP treatment capacity from 0.425 MGD to 0.96 MGD, the project constitutes a material change from that currently described in the Delaware River Basin Commission Comprehensive Plan (CP) and thereby requires modification of the CP in accordance with 18 CFR 401.8 of the DRBC Rules of Practice and Procedure
    - The purpose is to update the CP from when this project was last approved in 1986
    - At the 7/7/25 meeting the Town Board authorized the Town Supervisor to sign the DRBC Applicant's Statement – Application Fee Form and Director of Finance to issue a check for the Application Review Fee in the amount of \$639
    - **The DRBC Application Form and check were mailed and email to DRBC on 7/10/25**
- Project Schedule (updated July 10, 2025)
  - The Anticipated Project Schedule based on completion of design prior to draft effluent limits which are anticipated to be provided by NYSDEC in December 2025
  - A summary of the detailed schedule is as follows:



## DELAWARE ENGINEERING, D.P.C.

Task/Milestone	Timeframe Start to Complete	Date/Timeframe (A) / (T)
Design Completion (intermittent)	15-months	July 2024 – October 2025 (T)
NYSEFC Request to Modify an Existing PFA	Completed	September 2024 (A)
202(b) Process & Bond Resolution	Completed	February 2025 (A)
Submit Final SPDES NY-2A Items	Completed	May 2025 (A)
Submit Preliminary Engineering Report	1-3 months	May 2025 (A)
Review & consider revising Schedule of Rates	12-months	January 2025 – December 2025 (T) Pending RCAP Recommendations
NYSDEC SPDES Permit Technical Review	6-months*	June – November 2025 (T)
WQIP CFA 2025 Application	2-months	June – July 2025 (T)
Enhanced Public Participation (Env. Justice)	2-3 months	August – October 2025 (T)
Complete Design	1-month	October 2025 (T)
NYSDEC SPDES Permit Draft Limits	1-month*	December 2025 (T)
NYSDEC SPDES Public Notice	1-2 months*	December 2025 – January 2026 (T)
NYSDEC & NYSEFC PER and Design Rev.	2-4 months*	December 2025 – March 2026 (T)
NYSDEC SPDES Permit Finalized	1-2 months*	February – March 2026 (T)
Anticipated WQIP Award Announcement	3-months	January – March 2026 (T)
NYSDEC & NYSEFC PER Approval	1-month*	April 2026 (T)
NYSDEC & NYSEFC Design Approval	1-month*	May 2026 (T)
NYSEFC Revised PFA Approval Memo	1-2 months*	May – June 2026 (T)
Authorization to go to Bid from Town	1-month	July 2026 (T)
Close on Revised SRF Financing	1-2 months*	July – August 2026 (T)
Bidding	1-months	July 2026 (T)
Review Bids, Funding, and Revised Budget	1-month	August 2026 (T)
Town GO/NO GO	1-month	August 2026 (T)
Award	1-month	August 2026 (T)
Notice to Proceed	1-2 months*	September – October 2026 (T)
Construction	18-months	November 2026 – April 2028 (T)
Substantial Completion	1-month	March 2028 (T)
Construction Completion	1-month	April 2028 (T)
Revised Schedule of Rates is effective	1-month	August 2028 (T)
NYSEFC Long Term Loan Closing	1-month*	April 2029 (T)

\* Gray shading denotes regulatory processes. Estimated timeframes for action, or review and approval periods subject to change. All subsequent anticipated dates shall be revised as necessary once regulatory approvals are obtained.

- On-site Under Ground Fuel Tanks

- **Nothing new this month**

- NYSDEC is seeking backfees for each 5-year period that each tank was active. Based on the fee schedule, capacity of tanks 1 and 2 was 1,500 gal, the back fee charges would be \$100 every five years from 1986 to 2011 or approximately \$500. From 2011 to present we are looking at \$300 for every five years or approximately \$900 for a total back fee charge of approximately \$1,400 – NYSDEC confirmed that fee is \$1,400
  - At the August 5, 2024 meeting the Town Board Authorize the Town Supervisor to sign the PBS Application Form, and for the Town Director of Finance to issue a check payable to NYSDEC for \$1,400 for the existing underground fuel stage tank registration application

### DELAWARE ENGINEERING, D.P.C.

- Delaware picked up check from Cheryl and Application Form from the Town Supervisor and send into NYSDEC along with the tank registration application form
- **Need to confirm with NYSDEC that the remaining section of the registration forms are properly completed**
- **Final PBS Application and Application Fee will be submitted to NYSDEC**
- Subcontract Work
  - Mechanical/HVAC Design Review – Jade Stone (MWBE) – Subcontract pending
    - Retaining a MWBE firm to provide mechanical/HVAC design review
    - Peer review of HVAC design

## 2. *Swan Lake WWTP NYSDEC SPDES Permit Notice of Violation (NOV)*

### Key Status Updates and Items for Board Review and Consideration:

- Review the status of the NOV Work and Updated NOV Schedule of Compliance (Draft 7/30/25)
- Recommend Board resolve to accept the 7/30/25 version of the SOC as is or with Board comments

### Notice of Violation (NOV)

- A technical meeting was held with NYSDEC on 6/25/25 to review the status of proposed NOV work
- The meeting was productive – many questions were addressed and a general framework for moving forward was established
- NYSDEC has requested updated proposal and schedule for corrective actions, to service as a revision to the February 2025 NOV Response and SOC
- At this time, enforcement related to the NOV is being handled informally (i.e., not part of Consent Order or a SPDES permit condition), and NYSDEC has not initiated a formal enforcement action. This seems to be the case since the Town is voluntarily working to address non-compliance and the WWTP upgrade is planned
- Accordingly, the updated NOV Response and SOC will not be formally approved by NYSDEC, and will be reviewed and managed under the current NOV enforcement process
- On 6/30/25 a follow up meeting was held with WWTP Staff, W&S Dept. Liaison, and Town Supervisor to review temporary staffing and bar rack modification for rag removal.
- Based on the 6/30/25, at this time the Town is planning moving ahead with the following items (see in more detail and status updates below)
  - A. **INTERIM PROGRESS REPORT – As planned, On-going, next due 10/1/25**
  - B. **SCREENINGS AND RAGS**
    - 1. Interim Improved Screenings Collection
      - a. Hire Additional Temporary Staff – **As planned, On-going by the Town**
      - b. Modification to the Existing Bar Rack – **Reviewing temporary solutions for this season**
    - 2. New Mechanical Screen – **On hold**
    - 3. Sewer Use Ordinance – **As Planned, On-going**
  - C. **FLOW**
    - 1. Confirm Accuracy of Flow Meters – **Proceed as Planned, On-going**
    - 2. Improve Enforcement of Flow Metering of Large Contributors – **As Planned, On-going**
  - D. **PROCESS PERFORMANCE**
    - 1. Provide More Aeration
      - a. Run up to 3 existing blowers as needed – **As Planned, In Place**
  - E. **SLUDGE WASTING**



## DELAWARE ENGINEERING, D.P.C.

1. **Conduct Temporary Dewatering – As Planned, In Place**
  2. **Additional Liquid Sludge Disposal – As Planned, In Place**
- **Attached is the Updated NOV Schedule of Compliance (Draft 7/30/25) for review and comment**
  - **This response should to go back to NYSDEC ASAP**
  - **The Town needs to review, provide comment and/or agree to the draft SOC**
  - **Recommend the Town Board resolve to accept the 7/30/25 version of the SOC as is or with Board comments**
  - **Contingent upon Town direction to do so, an updated letter and schedule for corrective actions, as a revision to the February 2025 NOV Response and SOC, can be prepared and provided to the Town for review and comment**
  - **Once the Town agrees, or if there are no comments within 3 days, the updated NOV Response letter and SOC can be submitted to NYSDEC**
  - On December 20, 2024 NYSDEC the Town received a Notice of Violation letter for the Swan Lake WWTP Annual Compliance Inspection
  - A NOV technical meeting was held on Wednesday 1/15/2025, and NYSDEC will be expecting in the form of a written response by Friday 2/14/25:
    - A proposal for dealing with screenings and rag removal at the Swan Lake SD STP and a commitment to a schedule for corrective actions so the facility may meet its permitted effluent limits during the summer of 2025
  - The Department also expects the development of a revised Sewer Use Law that states a method for limiting rag generation with a control measure at sources, prior to discharge at the plant
  - On February 10, 2025 Delaware Engineering requested that the Department consider granting the Town a two-week extension for the response to the NOV from 2/14 to 2/28
  - NYSDEC approved this request and an extension to 2/28
  - Delaware met with the Town on January 30, 2025 and February 19, 2025 to review NOV Items and Discuss the Plan forward
  - At the February 19, 2025 meeting, the Town agreed to move forward with the following options:
  - On February 24, 2025 Delaware met with NYSDEC to go over the proposed plan
  - Delaware submitted the draft NOV Response package for Town review on 2/26/25
  - The Town's NOV Response package was submitted to NYSDEC Region 3 – including Draft Schedule of Compliance – on February 28, 2025 deadline, and requested that the Department review the package, and then set up a meeting to discuss Department comments so that a final SOC can be agreed upon

### **NOV Work Status Update**

- A. **INTERIM PROGRESS REPORT – As planned, On-going**
  1. **Complete 6/25/25**
  2. **Next update due 10/1/25**
- B. **SCREENINGS AND RAGS**
  1. **Interim Improved Screenings Collection**
    - a. **Hire Additional Staff – Town in the process interviewing for new temporary laborers**
      - NYSDEC requested detail about hiring additional staff to assist with cleaning at the manual bar rack if and when rags become an issue in the Updated NOV Response
      - Existing staff are notable to pay more attention to rags
      - Current work shifts are M–F 6:30AM to 2:30PM and rotating weekends 4-5 hours/day
      - Need more coverage M-F between 4:00PM and 6AM and more on weekends to better control rags
      - **Hiring of temporary staff to improve rag removal recommended**
      - Proceed now to advertise to hire 2 or more staff – cover Friday – Monday better and some added M-F hours – get more staff on board ASAP
      - Draft job listing/advertisement for temporary/Part Time Laborers to rake and handle rags in process – draft sent to the Town on 7/1/25
      - Cost matrix for additional temporary employees drafted and sent to the Town on 7/1/25
      - **Interviews are in progress by the Town**

## DELAWARE ENGINEERING, D.P.C.

- b. Modification to the Existing Bar Rack – **Reviewing temporary solutions for this season**
  - Get temporary removable device to reduce spacing in the initial bar rack in place ASAP
  - **DEDPC provided detail on a temporary bar rack modification on to Damon on 7/11/25**
  - We understand that Damon contacted three vendors to obtain proposals from three (3) vendors to field measure and confirm measurements/fabrication details, and fabricate the temporary bar rack, one quote was received:
    - Liberty Iron Works – \$
    - GQ Machining – Declined to respond
    - DC Fabrication – Never returned call
  - Recommend proceeding with issuing a PO to Liberty Iron Works to field measure and confirm measurements/fabrication details, and fabricate the temporary bar rack
  - Recommend Town staff installing the new temporary bar rack once additional staffing is available to rake the racks
  - Plan to submit to DEC as we go and don't wait for their OK before doing it
2. New Mechanical Screen – **Consider delaying to see results from Manual Improved Screening**
  - a. Delay proceeding with design for mechanical screen until after we see results of summer 2025 rags removal work with the goal to spend some more \$ on temporary staffing/more or different shift hours for existing staff for 3-4 months and not spend \$XXX,XXX on a mechanical screen that will not be needed after the upgrade
3. Sewer Use Ordinance – **As Planned, On-going**
  - Delaware provided a draft SUO language for the rag control local law we developed using the existing flow monitoring code for users greater than 3,000 gpd average for Town review/revision/finalization on 7/10/25

### C. FLOW

1. Confirm Accuracy of Flow Meters – **As Planned, On-going**
  - At the March 17, 2025 meeting the Town Board authorized the Town Director of Finance to issue a *Purchase Order to Cyclops Process Equipment* for work associated for the *Swan Lake WWTW Notice of Violation*, for the installation and configuration of a vendor supplied temporary doppler meter (and 1-month rental), and Town owned doppler meter to *Confirm the Accuracy of the Flow Meters*, at a cost of \$2,600
  - **Flow meter onsite work completed 4/30/2025**
  - **Rental meter set up to record for the month of May 2025**
  - **Data analysis is under way with Town and flow meter vendor**
  - **Vendor believes that the permanent mag meter is accurate and should be used for reporting to NYSDEC**
2. Improve Enforcement of Flow Metering of Large Contributors – **As Planned, On-going**

### D. PROCESS PERFORMANCE

1. Provide More Aeration
  - a. Run up to 3 existing blowers as needed – **As Planned, In Place, if/as needed**

### E. SLUDGE WASTING

1. Conduct Temporary Dewatering – **As Planned, In Place, if/as needed**
  - **Temporary Sludge Dewatering Services began in June 2025**
  - **Operators running the temporary belt process on an as needed basis**
  - At the April 7, 2025 meeting, the Town Board resolve to:
    - Accept the and authorize the Town Supervisor to sign the 3/21/25 MSD Environmental Services proposal for Temporary Sludge Dewatering Services for future use and consideration



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- Authorize the Town Director of Finance to issue a purchase order to MSD Environmental Services for Mobilization and Demobilization, Startup Assistance and Training, and up to four (4) months of Trailer Mounted Press Rental, with a total not to exceed cost of up to \$101,750, including MSD Environmental Services for Temporary Sludge Dewatering, Bid Summary & Proposal, and Customer (Town) Certificate of Insurance
- Authorize the Town Supervisor and Clerk to execute the necessary paperwork (e.g., certificate of insurance, invoices, etc.)
- Contract with MSD Environmental Services fully executed on 5/9/25
- A new circuit breaker for the old panel was required in order to allow the temporary dewatering to hook up and operate.
- Due to the age of the panel, sourcing was extremely limited and time sensitive
- Delaware worked with a vendor to purchase and supply the breaker and completed the installation work to allow for belt press operation by 6/10/25
- Water Treatment Chemical (WTC) for Temporary Sludge Dewatering
  - The WTC for temporary sludge dewatering (StaFlocc8837) is onsite and approved for use
  - Water Treatment chemicals needed for the Temporary Sludge Dewatering starting June 2025
  - A Water Treatment Chemical (WTC) Form for the chemical that will be used with the temporary sludge dewatering press was submitted to NYSDEC for review and approval on 3/31/25
  - NYSDEC issued a WTC Authorization Letter for StaFlocc8837 at the Swan Lake WWTP
  - It is estimated that 8 gallons will be used each day the press is operated
  - Based on running 2x per week at 8 gallons per day they may use up to four 55-gallon drums during the summer
  - Cost per drum is pending, anticipate that chemical will end up costing the Town \$5,000 or less
  - Based on the estimated volume and cost of the chemical, less than \$10,000, but greater than or equal to \$3,000, Town procurement requires a verbal RFP and proposals from three vendors
  - At the May 5, 2025 meeting the Town Board resolved to:
    - Accept the 4/3/25 Slack Chemical proposal – lowest cost - for the water treatment chemical StaFlocc8837 for the Temporary Sludge Dewatering

### 2. Additional Liquid Sludge Disposal – As Planned, In Place, if/as needed

- Operators can also contact TAM to remove liquid sludge if/as needed
- Bid/Award complete for dewatered and/or liquid sludge in April 2025
- Ready to use TAM Enterprises, Inc. as needed
- At the April 7 meeting, the Town Board resolved to:
  - Accept the 3/21/25 TAM Enterprises, Inc. proposal for Sludge Disposal Service for future use and consideration
  - Authorize the Town to issue a notice of intent to accept services, as needed, including Bid Sheet
  - Authorize the Town Supervisor and Clerk to execute the necessary paperwork (e.g., invoices, etc.)

### 3. Swan Lake WWTP USEPA SPDES Permit Notice of Violation (NOV)

#### **Key Status Updates and Items for Board Review and Consideration:**

- Nothing new this month

#### **Status Update**

- Response letter to the Swan Lake WWTP received Notice of Significant Non-compliance was submitted to USEPA on May 2, 2025
- On 4/4/25 the Swan Lake WWTP received Notice of Significant Non-compliance for from the USEPA Region 2
- At the April 7, 2025 meeting the Town Board resolved to authorize Delaware Engineering to provide engineering services to assist the Town to prepare a response to the Swan Lake WWTP USEPA Notice of Significant Non-compliance in accordance with the 2025 General Services Agreement

### 4. Swan Lake Sewer System Evaluation/I/I EPG Study

#### **Key Status Updates and Items for Board Review and Consideration:**

- Cleaning and CCTV field work could occur in August 2025, but may be delayed until Fall 2025
- Working with Town W&S and Highway Departments to have Town staff provide flagging operations, instead of a subcontractor

#### **Project Status**

- Grant Agreement Pending (see Project Funding below)
- Target areas for CCTV work identified
- Subcontract with CCTV subcontractor executed
  - SCDPW Work Permit executed on 5/5/25

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- System component inventory of targeted areas is under way

### **Project Funding**

- All required checklist items submitted to NYSEFC on 8/16/2024
- Town Grant Agreement with NYSEFC is pending
- Grant Agreements expected 2-3 months following acceptable Scoping Call Outline (see below)
- Engineering Agreement with the Town was reviewed by NYSEFC and approved on 3/5/25
- A Scoping Call was held on 12/3/24 to review project outline with NYSEFC
  - EFC requested an update to the Project Scope to identify target areas in system and to include a map of said areas.
  - The updated scope and map were submitted to EFC on 12/16/24
  - On January 24, 2025 NYSEFC followed up on the Scoping Call Outline asking Delaware to confirm whether flow monitoring will be done as part of this study, and if so, identify the areas being monitored
  - NYSEFC is in the process of reviewing the documents submitted for the Town's Swan Lake engineering study.
  - It was noticed that the application mentions flow monitoring, but the scope included in the Engineering Agreement does not
  - EFC asks for information like this to make sure the Town remains eligible for future studies
  - On 3/3/25 Delaware response to NYSEFC to confirm:
    - No flow monitoring will be done as part of this study
    - The application provided examples of the technologies that could be employed to investigate sources and causes of I&I. The list was not meant to be either exhaustive nor necessarily representative of the technologies that will be utilized on this project
    - In the case of Swan Lake, the Town has identified areas suspected of high levels of infiltration and have decided that the use of CCTV will be adequate for investigating the condition of the pipe
- At the October 5, 2024 meeting the Town Board resolved to agree to set aside \$60,000 to pay for all cost up front, prior to reimbursement

### **Anticipated Project Schedule**

- The anticipated schedule is as follows:

• Adopt Board Resolutions .....	March 23, 2023 (A)
• Submit NYSCFA EPG Funding Application .....	August 11, 2023 (A)
• Award Announcement .....	February 15, 2024 (A)
• Award Letter received by Town .....	February 16, 2024 (A)
• Authorize the Town Clerk to publish the legal notice for RFQ .....	March 4, 2024 (A)
• Deadline to submit an executed Award Acceptance Form .....	March 8, 2024 (A)
• EPG Checklist of Supporting Documentation received by Town .....	March 13, 2024 (A)
• Provide update to Town Board .....	April 1, 2024 (A)
• Town adopts updated Board Resolutions and Plan of Finance .....	May 6, 2024 (A)
• RFQ for A/E Procurement .....	May - August 2024 (T/A)
○ Provide Legal Notice to the Town .....	May 6, 2024 (A)
○ Provide RFQ to the Town .....	May 9, 2024 (A)
○ Publication of the legal notice .....	May 10, 2024 (A)
○ Deadline to submit RFQ/SOQ .....	June 6, 2024 (A)
○ Provide Scoring, Award, & Procurement Documents to Town .....	by June 25, 2024 (A)
○ Town Clerk to distribute and Board to review RFQ/SOQs .....	June 10 - 14, 2024 (A)
○ Town Board to score RFQ/SOQ and select firm (at Board meeting) .....	July 1, 2024 (A)
○ Engineering Contract Submitted to Town .....	July 31, 2024 (A)
○ Execute Agreement with selected firm (at Board meeting) .....	August 5, 2024 (A)
• Submit EPG Checklist & Supporting Documentation .....	August 21, 2024 (A)
• Deadline to submit EPG Checklist Supporting Documentation .....	August 31, 2024 (A)
• Local Funding Needed (\$60,000) .....	November 2024 (A)
• Complete I/I Engineering Report .....	November 2024 - April 2026 (T)
• Field Work (CCTV & Investigations) .....	December 2024 - July 2025 (T)
• Execute Grant Agreement (GA) .....	by May 30, 2025 (T)
• Town Review of the I/I Engineering Report .....	May 2026 (T)
• Submit the I/I Engineering Report to NYSEFC .....	by May 30, 2026 (T)
• New project listing deadline for the FFY 2026 IUP (PER) & SRF Application .....	May 30, 2026 (A)
• Deadline to Submit Report to NYSEFC (18 Months from execution of GA) ...	September 2026 (A)



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- Grant Agreement Expiration (3 years after Grant Agreement is Executed) ..... TBD (A)

- I&I work and reporting is anticipated to occur between October 2024 – May 2026 (T)

**I&I Study Engineering Work Status Update**

- Have base system map from 2023 EPA Administrative Compliance Order Sanitary Sewer O&M
- Subcontract with cleaning and CCTV Subcontractor (Arold Construction Company, Inc.) executed on 4/9/2025. \$4,250/day for cleaning and CCTV inspection and \$3,500/day for a traffic control crew to perform flagging operations
- Cleaning and CCTV field work could occur in August 2025, but may be delayed until Fall 2025
- Working with Town W&S and Highway Departments to have Town staff provide flagging operations, instead of a subcontractor
  - The budget for cleaning and CCTV is \$20,000
    - If the Town can provide traffic control, Arold would be able to do 4-5 days of cleaning and CCTV inspection
    - If the Town is unable to provide traffic control, Arold would only be able to do 2 days of cleaning and CCTV inspection
  - We are working with other firms to provide pricing for traffic control services, but at this time, it does not appear that there will be significant savings
- Sullivan County DPW Work Permit executed on 5/5/25
- Developing system component inventory (e.g. mains, manholes, and pump station) for the targeted areas
- Continuing to summarize WWTP flows and precipitation
- More work pending
- All checklist items were submitted to NYSEFC on 8/22/24
- Engineering Agreement is under review by NYSEFC
- Based on the 2/16/24 Award Notification Letter, the Village must enter into a Grant Agreement by September 30, 2024. More recent correspondence with NYSEFC indicates that a Grant Agreement will be executed in November 2024 and initial funds (\$12,500) will be available in December 2024
- Town needs a plan to have funds in place to pay for all services (\$60,000), until grant is fully disbursed
- The EPG Grant Program is an expenditures reimbursement program
- Overall, the goal is to develop an I&I report to do a capital project that is funded by State (SRF & WIIA) and Federal (BIL) funds
- SRF & BIL application deadline is May 30, 2024 (Financing applications, and new project listing deadline) and WIIA application deadline is typically June-July
- This next funding application will be the last for the BIL funding
- Note, funding for this project is being provided through NYSEFC and the Town is required to commit matching funds equal to 20% (\$10,000) of the grant award
- Grant Payments to the Town, with invoices and cost documentation, are as follows.
  - 25% of grant amount (\$12,500) upon Execution of Grant Agreement
  - 25% of grant amount (\$12,500) upon Engineering Report Submittal
  - 50% of grant amount (\$25,000) upon Engineering Report Acceptance
- Excerpt from 2023 EFG Grant Summary:  
Grant Payments  
Grants are disbursed in three or more payments based on the municipality's progress toward completion of an approvable engineering report. The municipality will receive the first disbursement in the amount of 25% of the total grant amount as an advance payment upon execution of the Grant Agreement with EFC. The second disbursement in the amount of 25% of the total grant amount will be made to the municipality when an approvable engineering report has been submitted for review. Note invoices and cost documentation is needed at this time. The third and final disbursement will be made once the engineering report has been accepted as complete by EFC/DEC and the remaining invoices have been submitted.

**5. Loomis WWTP Clarifier Repair****Key Status Updates and Items for Board Review and Consideration:**

- Repair work is anticipated to be complete in Summer 2025

**Request for Proposals (RFP) Award**



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- At the April 7, 2025 meeting, the Town Board resolve to:
  - Accept the 3/28/25 Koester Associates, Inc. proposal for the Loomis WWTP Clarifier Repair
  - Authorize the Town Director of Finance to issue a Purchase Order to Koester Associates, Inc., awarding the Loomis WWTP Clarifier Repair Work for a price of \$14,286.25, including Bid Sheet and Proposal
  - Authorize the Town Supervisor and Clerk to execute the necessary paperwork (e.g., purchase order, invoices, etc.)
- Town funds are in place, final PO to Koester Associates is in progress
- Delaware notified Koester that the Town approved this expenditure last month, and requested that Koester start processing by ordering the required parts and materials in advance of the PO on 4/16/25
- Koester has started processing this order; status update requested on 5/23 – no response yet**
- Repair work is anticipated to be complete in Summer 2025**

#### Status Update

- The Phase 1 clarifier (Kelly Engineering, installed in 2013-2014) needs some repair work (current offline)
- If an issue were to occur with the second clarifier, the facility would violate the SPDES permit for TSS, BOD, Phosphorus, etc., and would have to submit a Non-Compliance Event Form, and could receive a Notice of Violation (NOV) with enforcement action
- One quote received +/- \$15K from Clarifier vendor (e.g., bearing, oil seal, flange bearing, torque tube, steady shaft, fastener, etc.). Actual scope of work and full description of services not detailed
- Town procurement requires for all estimated public works contracts of:
  - \$3K<\$X<\$10K verbal RFP and proposals from three (3) vendors
  - \$10K<\$X<\$35K written RFP and proposals from three (3) vendors
  - >\$35K <; formally bid pursuant to General Municipal Law § 103
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- The Town agreed to the 2025 General Services agreement in place at the January 6, 2025 meeting
- RFP Award complete, Parts and Materials are processing
- PO, submittals, clarifier repair work, onsite observation, and other engineering during construction is pending

#### Engineering

- At the March 17, 2025 meeting, the Town Board authorized Delaware to provide the proposed engineering services work required for the Loomis WWTP Clarifier repair, on a time and materials basis, under the 2025 General Services Agreement
- The anticipated scope of engineering services work required to complete the Loomis WWTP Clarifier Repair, generally includes the following:**
  - Refine the scope of work with clarifier manufacturer/vendor and plant staff – **Complete**
  - Package vendor supplied Shop Drawings and Submittal information (or develop upgrade drawings, plan and section, 2-4 sheets) if sufficient data is missing – **Complete**
  - Develop draft RFP including project background, scope, response requirements (site visit optional), payment/compensation (prevailing state wage rates), schedule, insurances, questions, and upgrade drawing – **Complete**
  - Review RFP with Town W&S Dept. and distributed to 3 vendors – **Complete**
  - Review and Summarize responses – Not required
  - Provide recommendation or award for Town Board consideration – **Complete**
  - Coordinate PO with Town Director of Finance – **Complete**
  - Review submittals, requests for payment, etc. – Pending
  - Up to 4 site visits by a construction inspector for onsite observation
  - Up to 1 site visit by an engineer/project manager for engineering during construction
  - Other?

### 6. Indian Lake Sanitary Sewer Main Repair (Swan Lake Sanitary Collection System)

#### Key Status Updates and Items for Board Review and Consideration:

- Nothing new this month**
- No further action planned by DEDPC without Town direction**

#### Status Update

- A sanitary sewer main (+/-150) is failing and shallow and/or negative slope

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- Sewer main slopes and depths in this area are known to be shallow
- W&D Dept. believe that the main is comprised from shallow depth and freeze thaw cycles
- It appears from historic drawings that there is an existing easement, however there are trees, fences and porches over top of the main
- A contractor provided a quote to replace the sanitary sewer main that exceeded \$35K, and didn't include dealing with the obstructions, and depending on the final scope, it is very likely that This work likely will need to be publicly bid
- Delaware made a preliminary site visit, and plans come up with options for Town consideration
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- The Town agreed to the 2025 General Services agreement in place at the January 6, 2025
- Damon met with the Town Supervisor and the Town has directed Delaware to begin this critical work
- Town attorney confirmed Town easements on 3/11/25
- Met onsite with W&S Dept., Supervisor, and J. Lennon on 4/14/25 to refine the technical problems and options
- **Reviewed options to address this issue at the 5/5/25 Town Department Head meeting**
- **Delaware notified the owner's engineer on 5/7/25 that the Town recommends that the applicant proceed with the plan for sanitary sewer service as set forth in the October 2024 drawings by Rielly Engineering**
- **Follow up call and email with Mike Rielly on 5/22/25**
- **Implementation of recommended plan is pending with the Owner**
- **No further action planned by DEDPC without Town direction**

### Engineering

- At the March 17, 2025 meeting the Town Board authorized Delaware to complete the proposed engineering services work required for the *Indian Lake Sewer Replacement*, on a time and materials basis, under the *2025 General Services Agreement*
- The scope of engineering services work required to complete the Indian Lake Sewer Repair, generally includes the following:
  - Conduct preliminary site visits - Complete
  - Review CCTV work and documents with W&S Dept. and define possible options, impacts to properties, and finalize scope of work – Complete
  - Communications with Town to refine the technical problems and options to address – Continuing
  - Topographical survey of the area by Regen, LLC on 4/17/25 – Complete
  - Develop a profile of the existing sanitary sewer – Complete
  - Reviewed options to address this issue at the 5/5/25 Town Department Head meeting
  - Delaware notified the owner's engineer on 5/7/25 that the Town recommends that the applicant proceed with the proposed plan for sanitary sewer service
  - Follow up call and email with Mike Rielly on 5/22/25
  - **Implementation of recommended plan is pending with the Owner**
  - **No further action planned by DEDPC without Town direction**
  - Develop upgrade drawings (plan and profiles, 2-4 sheets) based on existing infrastructure (no new site survey) (Regen, LLC \$2,500 or DE w/ Trimble)
  - Develop draft RFP including project background, scope, response requirements (site visit optional), payment/compensation (prevailing state wage rates), schedule, insurances, questions, and upgrade drawing, for public bidding
  - Review bid document with Town W&S Dept.
  - Coordinate with Town Clerk on response schedule
  - Develop Advertisement for Bid and Coordinate with Town Clerk for publication for public bidding
  - No approvals required? Not an Extension
  - Provide final bid documents to Town Clerk for distribution
  - Review and Summarize responses
  - Provide recommendation or award for Town Board consideration
  - Coordinate PO with Town Director of Finance
  - Review submittal, request for payment
  - Up to 6 site visits by a construction inspector for onsite observation
  - Up to 2 site visits by an engineer/project manager for engineering during construction
  - Other?



## DELAWARE ENGINEERING, D.P.C.

### 7. *Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing*

#### **Key Status Updates and Items for Board Review and Consideration:**

- **Nothing new this month**

#### **Status Update**

- **Under review with Damon**
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- The Town agreed to the 2025 General Services agreement in place at the January 6, 2025 meeting

#### **Background**

- The barrier that protects the waterline crossing from traffic traveling south-east on the Ferndale Loomis Road (Steep Grade) has been struck by larger vehicles three times since 2021. See photos and plan (attached)
- In the most recent event, the impact moved the barrier so that it is now touching the piping, and may have moved the vertical section of waterline out of alignment. It appears that the barrier may be cast around the vertical segment of pipe. See detail on plan (attached)
- **In its current state it seems stable but it might break the line if it sustains another impact**
- The Town Highway Department has worked with the County to place "Steep Grade" signs at the top of the Ferndale Loomis Road
- Damon and Cheryl have asked us to work with the Town to provide a recommendation for repair and get costs/proposals to complete the repairs, that will be submitted to the insurance company of the business/motorist at fault
- The nearby County bridge and guidrails sustained significant damage in the two recent events, the County wishes to repair the bridge structure and replace the guidrail this season before the traffic in that area increases
- At this time, the recommended repair would be to isolate and shut down the crossing, demo existing barrier, and install a new barrier that is similar to the existing (due to limited space). It is unlikely that the work required to complete repair (demo existing and cast new barrier) will be able to be completed without shutting down the line, and would be without service, for possibly up to a month
- Need to review and confirm with the Town Water & Sewer Dept:
  - What needs to be done to shut that line down?
  - Can temporary service be installed (e.g., hydrant to hydrant) at/near the bridge?
  - Is there a secondary supply?
  - If no secondary supply, how long can this line be down for?
- The County is considering the possibility of working with the Town to complete the necessary repairs through an intermunicipal agreement (IMA) with the Town, but may ultimately decline considering the close proximity to the Town's waterline

### 8. *Liberty Business Park (Old Rte 17 Corridor Development Project)*

#### **Key Items for Board Review and Consideration at this meeting:**

- Town team new responding to EPA documentation requests
- Delaware reviewing A/E contract scope and costs

#### **Funding**

- Total Project Cost: \$24,028,000
  - Scope: Upgrades to the existing water and sewer infrastructure along the old Route 17 corridor
- Funding Secured
  - **\$20M Fast NY Grant (state)** – Approved for design, construction, and utility infrastructure work
    - A conference call was held with ESD on 11/13/24
      - After board approval, all FAST NY projects must go through ESD's public hearing process and subsequently be approved by the Public Authorities Control Board (estimated time frame of 60 days)
      - Payments will be made as frequently as quarterly, pro-rata according to ESD's share of the project, on a cost-incurred basis
      - Need to complete SEQR, SHPO, SGIS
    - There is a one percent (1%) non-reimbursable commitment fee assessed to all awardees based on the grant amount awarded (\$200,280). The commitment fee will be due when the applicant executes documents required for processing the award, following approval by ESD Directors

**DELAWARE ENGINEERING, D.P.C.**

- This award shall terminate two calendar years from the date of this letter if the project has not commenced
- The federal funding can be used for the match requirement
- **\$1 USEPA STAG CWSRF/Congressionally Directed Spending (CDS) Grant (federal)**
  - A conference call was held with EPA on 10/3/24
  - The cost share requirement will be 20% of the total cost of the project plus the additional 80% from the Community Grant (\$1,000,000 (80%) + \$250,000 community match (20%) to total \$1,250,000 million)
  - The match can be any other source of funds except other federal dollars
  - Require National Environmental Policy Act (NEPA) review
  - **Town team new responding to EPA documentation requests**
  - **On 7/28/25 USEPA requested an updated Work plan to a different format and Budget Narrative to clearly display contractual costs, as shown in the sample Work Plan**
  - **Update to work plan is under way and will be resubmitted ASAP**
  - **A/E Procurement documentation rrequest, See engineering services below**

**Engineering**

- At the February 3, 2025 meeting the Town Board determined through the required RFQ process that Delaware Engineering is the most highly qualified firm to provide the required A/E services, and that Supervisor, Frank DeMayo is hereby authorized to enter into contract negotiations and execute a Professional Services Agreement with said firm
- Delaware reviewing A/E contract scope and costs
- It is anticipated that a Professional Services Agreement for the engineering associated with the Liberty Business Park (Old Route 17) Corridor Infrastructure Upgrades will be submitted to the Town for consideration soon
- Working through funding agency requirements and finances
- **On 7/28/25 USEPA requested architectural and engineering services procurement documents to confirm that they contain the requirements to be funded by this Community Grant, including:**
  - **Bid Notice – Complete**
  - **Proof of Advertisement – Complete**
  - **Lowest Bid Package – Complete**
  - **Bid Tabulation – Complete**
  - **Awarded contracts – Pending Town Approval**
- **Delaware and the Town worked to compile the A&E Procurement documents that are available and the Town submitted to USEPA on 7/29/25, and will follow up with Awarded Contract following execution**
- RFQ is required
- Delaware developed a draft RFQ and sent to the Town Supervisor for review on 12/5/24
- At the December 2, 2024 meeting the Town Board authorized the Town Clerk to advertise for Professional Services Request for Qualifications for engineering services work associated with the Liberty Business Park (Old Route 17 Corridor) Infrastructure Upgrades, contingent upon approval from USEPA and Town choosing the dates for publication and for responses
- The Town Supervisor sent the draft RFQ to the USEPA to confirm that all requirements are present on 12/6/24
- USEPA conducted their review of the RFQ and confirmed that all of their requirements had been met on 12/9/24
- Delaware finalized the RFQ and legal notice and sent to the Town for advertisement in the NYS Contract Reporter, and Sullivan County Democrat with a due date of 1/22/25
  - The RFQ was advertised the Contract Reporter on 12/23/24
  - The RFQ will be advertised on in the Sullivan County Democrat on 1/3/25
- Responses to the RFQ/Statement of Qualifications (SOQs) submitted to the Town on 1/22/25
- The Town Clerk distributed all responses to the Supervisor and all Board members at the February 3, 2025 meeting

**DELAWARE ENGINEERING, D.P.C.****9. Basketball Court by Skate Park****Key Items for Board Review and Consideration at this meeting:**

- Revised conceptual plan was provided to the Town on 7/10/25 and is currently under review

**Status Update**

- Site/topographic survey complete on 5/29/25
- Draft/conceptual plan prepared and reviewed with the Town on 6/12/25
- Based on that meeting, conceptual plan being revised to rotate the new facility 90 degrees to mitigate site development costs
- Revised conceptual plan was provided to the Town on 7/10/25 and is currently under review

**10. Attachments**

- Swan Lake WWTP
  - Updated NOV Schedule of Compliance (Draft 7/30/25)

**11. Items Discussed or Reviewed at Meeting but not distributed with this package:**

- None

Liberty (T) TBM Handout 08-04-25.docx  
Enclosures





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**3-4836-00362/00001 (PS3) NOIA #3 - Cross Farm Road School**

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**From** Hart, Ellen M (DEC) <Ellen.Hart@dec.ny.gov>

**Date** Thu 7/31/2025 11:52 AM

**To** breslev42@gmail.com <breslev42@gmail.com>; shabsimzrahi@gmail.com <shabsimzrahi@gmail.com>

**Cc** Cherish, Roshan X (DEC) <roshan.cherish@dec.ny.gov>; Richard Perkins <rperkins@delta-eas.com>; Manny | Fast Build <manny@fastbuildinc.com>; Fraatz, Michael R (DEC) <Michael.Fraatz@dec.ny.gov>; l.dutcher townofliberty.org <l.dutcher@townofliberty.org>

 2 attachments (1 MB)

DEP-24-1.pdf; \_NYSDEC\_PPP\_Template.docx;

The Department of Environmental Conservation (DEC or Department) has reviewed your application for an Article 17, Titles 7 & 8 P/C/I SPDES permit for a surface water discharge of 15,000 gallons per day (gpd) of treated sanitary waste with an outfall the flows to a Tributary to East Branch Mongaup River (WIN: D-10, Class B) associated with the construction and operation of the proposed 1,000-student Cross Farm Road School in the Town of Liberty, Sullivan County.

The application is incomplete. Please submit the following information and/or address the following comments and add revision dates as appropriate for a complete application.

**SPDES**

1. At this time, there are no additional technical comments related to the information that has been submitted for the SPDES application.

**State Environmental Quality Review Act (SEQR)**

2. In accordance with the State Environmental Quality Review Act (SEQR), an application is not complete until a properly completed environmental assessment form has been submitted, and if warranted, a lead agency has been established, and a negative declaration or a conditioned negative declaration has been filed or a draft environmental impact statement has been accepted by the lead agency. The Department is in receipt of the negative declaration. Please submit the remaining required documents.

**Environmental Justice Siting Law (EJSL)**

3. As you may know, the Environmental Justice Siting Law (EJSL) took effect December 30, 2024. The EJSL requires DEC to incorporate environmental justice into the consideration of certain Uniform Procedures Act (UPA) permits; applicable permits include SPDES permits. Additional information, including draft guidance, can be found on DEC's website at the following links: The Environmental Justice Siting Law (<https://dec.ny.gov/environmental-protection/environmental-justice/the-environmental-justice-siting-law>) and Proposed Amendments to 6 NYCRR Part 617 (<https://dec.ny.gov/>)

regulatory/regulations/proposed-emergency-recently-adopted-regulations/state-environmental-quality-review-act-regulatory-revisions).

This project site is located within a Disadvantaged Community (DAC). The applicant must prepare an existing burden analysis. The existing burden analysis must consider all relevant pollution impacts on the DAC under the basic statutory provisions of the EJSI, such as impacts from sewage discharge, odors, traffic and overall air quality. DEP 24-1, "Permitting and Disadvantaged Communities Under The Climate Leadership And Community Protection Act" can be referenced to prepare this analysis. The basic analysis outline described in Section V.6 of DEP 24-1, for greenhouse gases and co-pollutant emissions may be used in evaluating the existing burden from other relevant pollution impacts within the DAC. An existing burden analysis pursuant to the EJSI is required for a complete application.

### **Environmental Justice**

4. Based on the most recently available data, the facility is located adjacent to a Potential Environmental Justice (EJ) Area. As the project has been determined to be a major action, includes a SPDES permit, and is located adjacent to a Potential EJ Area, it is therefore subject to the provisions of DEC Commissioner Policy (CP) 29, Environmental Justice and Permitting (<https://dec.ny.gov/regulatory/guidance-and-policy-documents/commissioner-policy-29-environmental-justice-and-permitting>).

Section V "Procedures," Subsection D, of CP-29 requires the submission of a written Enhanced Public Participation Plan (EPPP) to ensure public participation during the application review process. Your EPPP must focus on the community potentially affected by the proposed project, inform interested stakeholders about the proposed action and, also, outline and describe a program of activities that provide opportunities for public participation in the DEC environmental permit review process. Public participation in the DEC environmental permit review process means a program of activities that provides opportunities for stakeholders to be informed about and involved in the review of a proposed action.

Please review the guidance pertaining to CP-29 and EPPP preparation outlined below. Once you have prepared your draft EPPP, please submit to the Department for review.

- For additional information and guidance please visit: <https://dec.ny.gov/get-involved/environmental-justice/related-policy-regulations>.
- Please see the attached "NYSDEC PPP Template" document which you can use in preparing the above-requested plan.

The application will be considered incomplete until all requested information is provided. The Department may have further comments on the submitted materials. If you have any questions, please feel free to contact me.

Thank you,

**Ellen Hart**

*She/Her/Hers*

Environmental Analyst, Division of Environmental Permits

**New York State Department of Environmental Conservation**

21 South Putt Corners Road, New Paltz, NY 12561

P: (845) 224-2328 | F: (845) 255-4659 | [ellen.hart@dec.ny.gov](mailto:ellen.hart@dec.ny.gov)

[www.dec.ny.gov](http://www.dec.ny.gov) |   



*Office of the Supervisor*

**Frank DeMayo**  
Supervisor

**Town of Liberty Government Center**  
120 North Main Street • Liberty, New York 12754

supervisordemayo@townofliberty.org

www.townofliberty.org

TEL: 845-292-5111

FAX: 845-292-1310

July 10, 2025

Jonathan Amos  
Environmental Engineer I  
NYS Environmental Facilities Corporation  
625 Broadway  
Albany, NY 12207

RE: Town of Liberty  
Swan Lake WWTP Upgrade  
CWSRF Project No. C3-5370-01-01 & -00

Subject: Follow-Up to Request to Modify an EFC Funding Agreement (C3-5370-01-01 & -00)

Dear Mr. Amos:

As a follow-up to the July 8, 2025 Teams meeting with NYSEFC, we are providing an updated anticipated schedule and updates to the modification request sent on September 17, 2024 (attached for reference).

**Request to Modify an EFC Funding Agreement:**

**Reason(s) for Request: Unchanged from 9/17/24 letter; repeated below.**

The primary reason for this request is to address increased construction costs and the need for additional funds. Estimated project costs have increased post-pandemic from \$18M to \$40M. Additionally, the Town desires to increase design plant capacity from 0.686 MGD to 0.960 MGD to allow for full build-out and to accommodate on-going and future development. This proposed increase in design flow would result in a relatively small additional cost to the project (significantly less than the increase associated with inflation and price escalation), assuming that upgrade recommendations similar to those set forth in the PER are used.

**Efforts to Resolve the Need for the Modification: Unchanged from 9/17/24 letter; repeated below.**

The scope of the upgrade cannot be reduced. All planned upgrades are necessary for compliance with anticipated SPDES permit limits and for proper plant operation. Other funding sources are not currently committed and the cost increase greatly exceeds the local funding capacity. Without financing assistance, the estimated project cost is projected to result in rates of greater than 5% of the local MHI.

**Plans to Limit or Avoid Additional Modifications:**

The Town has submitted the SPDES NY-2A permit application, completed the 202b process including passing a \$40 M bond resolution. Utilizing the plan set forth in the attached updated schedule, the Town intends to move forward with the project with no further modifications.

**Current Project Schedule:**

The Anticipated Project Schedule has been updated and is attached (updated July 2025). Portions of the attached schedule are contingent upon regulatory review by NYSDEC. Please share any of these materials with relevant NYSDEC personnel, if deemed appropriate by NYSEFC.

Please provide any comments on the schedules to the Town and Delaware Engineering. If required, the request to modify will be amended to address such comments.

**Budget: Unchanged from 9/17/24 letter and attachments.****Use of Remaining Funds:**

An updated cash flow and anticipated draw schedule has been prepared and is attached.

The Town requests NYSEFC advise as soon as possible regarding the hold on disbursement requests for engineering services costs. Specifically, when will the hold be released, or if not released, what is the basis for the hold and items needed to release the hold.

Please advise whether costs to date that remain unpaid, as well as remaining design costs, will be reimbursed by NYSEFC. That is, the Town needs to be assured that costs for the design will be reimbursed or we may consider delaying further design work.

Based on the updated Anticipated Project Schedule (attached), it is estimated that the additional funds from the modified PFA will be needed in July or August 2026 (T), following award of construction contracts.

Note that all funds used up to the point of construction contract award will be for engineering services and will come from PFA # C3-5370-01-00. Following award of construction contracts, funds from the modified PFA # C3-5370-01-01 will begin to be requested (in conjunction with remaining PFA # C3-5370-01-00 funds for engineering during construction services).

**Additional Supporting Information:****Affordability:**

The Town is scheduled to have RCAP conduct a review of the sewer use charges in the near future. This could facilitate modifications to the user rate structure and impacts. However, a completion date is not yet available.

As such, rate impacts set forth in the September 2024 package (and repeated below) remain the most applicable at this time.

The Town currently charges Swan Lake Sewer District customers for both operation and maintenance (O & M) costs and capital costs incurred by the sewer district. Each property in the district is assigned units for both O & M and Capital, and a customer's bill is based on the sum of the O & M units multiplied by the current O & M rate plus the capital units multiplied by the current capital rate.

O & M units associated with each property are based on that property's water usage. Capital units are assigned based on road frontage and the number and type of structures on the property parcel.

The current PFAs for this project are based on a budget of \$18M and a design plant flow capacity of 0.686 MGD. The project funding package currently includes a \$4.5M WIIA grant (25% of current estimated project costs), an \$11.4M BIL grant (50% of current estimated project costs), and \$6.6M in BIL hardship financing (0% interest loan). It is estimated that the annual cost to rate payers for accounts with one (1) capital unit and (1) O & M unit would be increased by \$287 (34%) for a post-project total rate of \$1,128/year (2.2% of the local MHI).



As described on the 'Request to Modify' form, the estimated construction prices for the project have increased dramatically post-pandemic. The current estimated project cost of \$40M is primarily the result of these price increases. Assuming the grant amounts (WIIA and BIL) remain unchanged, and assuming the amount of BIL hardship financing can be increased to the maximum of \$25M and can be supplemented by \$3.6M of BIL subsidized rate financing (2.625% interest loan), the estimated annual cost to rate payers for accounts with one (1) capital unit and (1) O & M unit would be increased by \$805 (86%) for a post-project total rate of \$1,739/year (3.3% of the local MHI).

Many district customers have more than 1 capital unit, with the majority of the accounts in the district (63%) being assigned between 1.25 and 1.75 capital units. Some accounts are assigned significantly more units than this. The table below summarizes the estimated rate impact to sewer district customers for the current and proposed project and for various ranges of capital units.

Project	Budget	Grants	BIL Hardship/ Subsidized Financing	O&M Rate	Capital Rate	Total Rate	\$ Change	% Change	% Local MHI
Current <sup>1</sup>	-	-	-	\$829	\$105	\$934	-	-	1.8%
Current <sup>2</sup>	-	-	-	\$829	\$131	\$960	-	-	3.3%
Current Project <sup>1</sup> (0.686 MGD)	\$18M	\$11.4M	\$6.6M (HS)	\$854	\$274	\$1,128	\$287	34%	2.2%
Desired Project <sup>1</sup> (0.960 MGD)	\$40M	\$11.4M	\$28M (\$25M HS. \$3.6M Sub.)	\$854	\$885	\$1,739	\$805	86%	3.3%
Desired Project <sup>2</sup> (0.960 MGD)	\$40M	\$11.4M	\$28M (\$25M HS. \$3.6M Sub.)	\$854	\$1,106	\$1,960	\$1,000	110%	3.8%

<sup>1</sup> One (1) O&M Unit and one (1) Capital Unit

<sup>2</sup> One (1) O&M Unit and up to one and a quarter (1.25) Capital Units (34% of accounts in the district)

Based on the Town's formula for calculating capital units, some single-family homes in the district could have as many as 10.25 capital units assigned to their account. The capital rate for such users is estimated to increase by as much as \$9,000 per year, based on the current estimated project cost of \$40M.

Note that all rate impacts shown in the above table assume a combination of no-interest and subsidized interest financing. If the Town must seek funding from other institutions without the possibility of no-interest or subsidized interest financing, the impact to rate payers would increase even more dramatically than described above.

#### Other Potential Sources of Funding:

The Town is in the process of applying for a NYSDEC WQIP grant. Our application in 2024 was not selected for award. We have conducted a debrief with NYSDEC and will be submitting an application requesting up to \$10 M (the maximum) in grants on/before the July 31, 2025 deadline.

The Town has a Microsoft Teams meeting planned for July 17, 2025 with representatives from Syracuse University and USDA RD to discuss possibilities to co-fund this project. The Town is proceeding to set up an account with RD Apply. This will provide the Town access to USDA RD funding materials.

Overall, the Town has a goal of securing \$10-15 M in additional grant funds or other non-loan contributions.

**Request for Reevaluation of BIL Grant Award:**

We understand for the 7/8/2025 meeting that NYSEFC will not be re-evaluating this for BIL Grant award.

**Extension Request for PFA:**

Based on the current anticipated schedule, the Town requests that the PFAs time be extended to April 2029. This should provide adequate time to close the project following completion of construction. The 9/17/24 package requested extension to May 2028.

On behalf of the Town of Liberty and the Swan Lake sewer district, thank you very much for your time and consideration while reviewing this request.

Please contact myself at (845) 292-5111 or via email at [supervisordemayo@townofliberty.org](mailto:supervisordemayo@townofliberty.org) or Dave Ohman, of Delaware Engineering, at (607) 432-8073, or via email at [dohman@delawareengineering.com](mailto:dohman@delawareengineering.com), if you have any questions or require additional information.

Respectfully Submitted,

TOWN OF LIBERTY, NY



Frank DeMayo  
Town Supervisor

CC (w/enc all via email):

Jack Spath, NYSEFC  
Monica Cook, NYSEFC  
Ashton Meriam, NYSEFC  
Micaela Cesta, NYSEFC  
Harry Nelson, P.E., NYSEFC  
Cheryl Gerow, Finance Director, Town of Liberty  
Laurie Dutcher, Clerk, Town of Liberty  
Damon Knack, Water and Sewer Department Foreman, Town of Liberty  
Dean Farrand, Town of Liberty  
Bruce Davidson, Town of Liberty  
John Lennon, Town of Liberty  
Vince McPhillips, Town of Liberty  
Matt Smith, Municipal Solutions, Inc.  
Dave Ohman, P.E., Delaware Engineering, D.P.C.  
Dan Fagnani, P.E., Delaware Engineering, D.P.C.

Enclosures

- Request to Modify an EFC Funding Agreement (Updated July 2025)
- Anticipated Project Schedule (Updated July 2025)
- Anticipated Project Schedule and Cash Flow Projection (Updated July 2025)
- September 17, 2024 (original) Modification Request Package



Outlook

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**Liberty (T) August 4, 2025 Town Board Meeting Agenda Items**

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**From** Dan Fagnani <dfagnani@delawareengineering.com>

**Date** Wed 7/30/2025 11:41 AM

**To** l.dutcher townofliberty.org <l.dutcher@townofliberty.org>

**Cc** supervisordemayo townofliberty.org <supervisordemayo@townofliberty.org>; n.rusin townofliberty.org <n.rusin@townofliberty.org>; dohman@delawareengineering.com <dohman@delawareengineering.com>

 1 attachment (173 KB)

Swan Lake WWTP December 2024 NOV Updated Schedule of Compliance 07-30-25.pdf;

Hi Laurie,

Could you add the following items to your agenda for the 8/4 meeting:

- Swan Lake WWTP NOV- Updated Schedule of Compliance – Resolve to accept the 7/30/25 version of the SOC as is or with Town comments

Please let me know if you have any questions.

Thanks,



**DANIEL FAGNANI, P.E.**  
**PROJECT ENGINEER**

55 South Main Street | Oneonta, NY 13820

607.432.8073 x309 (office)

607.316.3977 (mobile)

[dfagnani@delawareengineering.com](mailto:dfagnani@delawareengineering.com)

Outfalls	Compliance Action	Possible Completion	July 2025 Proposed Compliance Date	Remarks/Comments
001	A. INTERIM PROGRESS REPORT The permittee shall provide a status update on items listed below every 3 months starting July 1, 2025		4/1, 7/1, 10/1, 1/1 <b>7/1/25 Completed at 6/25/25 NYSDEC Tech. Mtg.</b>	Next update due by 10/1/25
	B. RAGS AND SCREENINGS			
	1. <u>Interim Improved Screenings Collection</u>			
	a. Seek to hire additional staff to perform additional cleaning of coarse and fine bar racks	8/1/2025	8/15/2025 contingent upon being able to hire more staff	
	b. Reduce spacing of coarse bar rack from 2-1/4" OC/2" Clear to 1" OC/3/4" Clear – <b>contingent upon being able to hire more staff</b>	7/18/2025	-	
	i. Three (3) Quotes	7/1/2025 to 7/18/2025	8/1/2025	
	ii. Modification to Bar Rack	8/1/2025 to 8/31/25	8/31/2025	
	iii. Eng Letter Report/Design to NYSDEC	10/1/2025 w/ Interim Report	10/1/2025	
	iv. NYSDEC Approval	12/1/2025	12/1/2025	
	2. <u>New Mechanical Screen</u> New mechanical screen installed in the influent channel in place of the existing coarse bar rack	2/15/2026	None	Consider delay proceeding with design for mechanical screen until after we see results of summer 2025



Outfalls	Compliance Action	Possible Completion	July 2025 Proposed Compliance Date	Remarks/Comments
	a. Eng Letter Report/Design to NYSDEC b. NYSDEC Approval c. Bidding/Award d. Installation Complete  3. <u>Update Sewer Use Law</u> Add requirements for improved source control of screenings and rags	4/18/2025 5/16/2025 7/4/2025 10/31/2025  10/30/2025	12/31/2025	Need to proceed soon draft new local law and proceed to enact it
	C. FLOW  1. <u>Confirm Accuracy Of Flow Meters</u> a. Check calibration of new mag meter; provide/install 2 <sup>nd</sup> Doppler meter on Influent PS header; install 1 <sup>st</sup> Doppler meter by new mag meter. Record all meter flow readings – summarize data b. Prepare initial data summary and submit data to the Department in 2025 with the 10/1/25 Interim Report c. Continue to monitor with 2 meters and summarize and submit data to the Department in 2025 with 1/1/2026 and 4/1/2026 Interim Reports	9/1/2025  10/1/2025  On-going	10/1/2025	

3



**TOWN OF LIBERTY**  
N E W Y O R K

***A Great Place to Work, Live and Play***

Cheryl Gerow, Director of Finance  
120 North Main Street  
Liberty NY 12754

[c.gerow@townofliberty.org](mailto:c.gerow@townofliberty.org)

(845) 292-5772 (p)  
(845) 292-1310 (f)

DATE: August 4, 2025  
TO: Town Board Members  
RE: Meter Calibration

The attached quotes have been received for the calibration of meters at the Swan Lake Sewer District, Loomis Sewer District and Infirmary Road Sewer District.

Tam Enterprises quoted a total of \$2,770 and Cyclops Process Equipment quoted \$2,975.

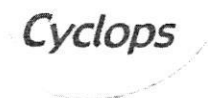
Please approve Tam Enterprises as the lowest quote received.

Thank you.

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**Our Mission Statement**

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



## Process Equipment

PO Box 495  
Baldwinsville, NY 13027  
(315) 638-8121  
www.cyclopsprocessequipment.com

**ADDRESS**

Town of Liberty  
Town of Liberty  
120 N. Main St.  
Liberty, NY 12754

**SHIP TO**

Town of Liberty  
120 N. Main St.  
Liberty, NY 12754

**ESTIMATE # 2499SW****DATE 07/28/2025****SALES REP**

Shannon

**PROJECT NAME**

Calibration

PUL-CAL	On-site open channel flowmeter calibration service to include evaluation of primary flow element condition, transducer location, establishment of flowmeter zero distance, confirmation of correct instrument programming, calibration report, and travel expenses by Cyclops Process Equipment personnel.	1	0.00	0.00
CYC-SVC	Flow verification of mag meters and chart recorders	1	0.00	0.00
Project	Project total	1	2,975.00	2,975.00

Delivery: 2 - 4 Weeks

**SUBTOTAL**

2,975.00

**TAX**

0.00

\*Delivery is estimated and subject to change based on current production schedules and availability of materials.

**TOTAL****\$2,975.00**

Freight: Shipping via UPS, Ppd & Added to Invoice, unless otherwise specified.

Terms: Net 30 Days

Please email your inquiries to:  
spryce@cyclops4water.com

Accepted By

Accepted Date

Thank you for your business!



114 Hartley Road  
Goshen NY 10924



P: (845) 294-8882  
F: (845) 294-8883

Quote

Customer Town of Liberty  
120 North Main Street  
Liberty NY 12754

Date Estimate #  
07/30/2025 6545

PO #:

Description	Unit	Quantity	Rate	Amount
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- Sewer Districts

TAM Enterprises Inc. is pleased to quote the following:

Flow Meter Certification/Calibration @ \$215.00/unit	6 unit		215.000	\$1290 <sup>00</sup>
Chart Recorder Certification/Calibration @ \$185.00/unit	8 unit		185.000	\$1480 <sup>00</sup>

\* Pricing based on all units being done in (1) day

Districts to include:

- Infirmary - (2) Flow Meter (2) Chart Recorders
- Loomis - (2) Flow Meter (1) Chart Recorder
- Swan Lake - (2) Flow Meter (5) Chart Recorders

Notes

Customer Signature \_\_\_\_\_  
Accepted By : \_\_\_\_\_

Subtotal	\$0.00
Sales Tax:	0.00
Quote Total	\$0.00

24 Hour Emergency Service - Certified Backflow Prevention Technician - Hydro Vacuum Excavation - Pump Station Installation & Maintenance  
High Pressure Water Jetting - Video Inspection of Underground Lines - Installation of Water & Sewer Lines -Clearing of Catch Basins  
Man Hole Rehabs - Sewer & Water Plant Rehabs - Confined Space Entry - Pipe Lining Services - Soil Remediation Services  
Pipe Location Services - Wet Taps - Inset-A-Valves - Industrial Tank Pumping - Excavation Services - Emergency Sewer By-Pass Pumping

www.tamenterprises.com

TOWN OF LIBERTY BOARD MEETING  
119 NORTH MAIN STREET, LIBERTY, NY 12754  
DATE: 7/21/25

At the Regular Meeting of the Town Board of the Town of Liberty held on 7/21/2025 at 6:30 p.m., the following were present:

**PRESENT:**

Councilmember Dean Farrand  
Councilmember Vincent McPhillips  
Councilmember John Lennon  
Councilmember Bruce Davidson

**ABSENT:**

Supervisor Frank DeMayo  
Councilmember Vincent McPhillips

**RECORDING SECRETARY:**

Town Clerk Laurie Dutcher

**ALSO PRESENT:**

Town Attorney Kenneth Klein  
Finance Director Cheryl Gerow  
Confidential Secretary Nick Rusin

**PLEDGE OF ALLEGIANCE**

**MEETING SUMMARY**

The Town of Liberty Monthly Meeting covered a variety of motions and resolutions, including the approval of monthly reports, audit claims, and minutes from previous meetings. The board discussed setting bids for cleanup, trash removal, and auditing services, as well as adopting a resolution for the Swan Lake Wastewater Treatment Plant upgrade. A significant portion of the meeting involved public participation, where residents expressed concerns about local events, zoning issues, and public safety. The board addressed questions regarding the progress of a basketball court project funded by grants and donations. The meeting concluded with plans to enter into an executive session.

**CORRESPONDENCE**

**INCOMING:**

1. Thank you, correspondence, from the WSS Community Beautification.
2. Correspondence from the NYS Department of Agriculture and Markets regarding the Humane Society of Middletown's Municipal Shelter Inspection Report.

TOWN OF LIBERTY BOARD MEETING  
119 NORTH MAIN STREET, LIBERTY, NY 12754  
DATE: 7/21/25

3. Correspondence from the Sullivan County Agriculture & Farmland Protection Board regarding a public hearing on property in the Town of Liberty recommended it to be included in the Agricultural District.
4. Park & Recreation Board minutes of 6/5/25.
5. Copy of the 2025 Mid-Year Investment Report submitted by the Finance Director.

OUTGOING:

1. Correspondence sent by Supervisor DeMayo in support of Sullivan County's application for Smart Growth Community Planning Program Grant.

**169-25            ACCEPTANCE OF INCOMING CORRESPONDENCE**

The Town Board accepts the incoming correspondence.

Motion: Councilmember John Lennon  
Second: Bruce Davidson  
3 AYES   Carried

**170-25            ACCEPTANCE OF OUTGOING CORRESPONDENCE**

The Town Board accepts the incoming correspondence.

Motion: Councilmember John Lennon  
Second: Bruce Davidson  
3 AYES   Carried

**NEW BUSINESS**

**171-25            APPROVAL OF THE MONTHLY REPORTS**

- Town Clerk's Report            6/25
- Revenue & Expense Report    6/25
- Supervisor's Report            6/25

Motion: Councilmember John Lennon  
Second: Bruce Davidson  
3 AYES   Carried

**172-25            APPROVAL OF AUDITS**

The Town Board does hereby approve the audit as follows:

- July, 2025 Abstract Claims #987 to #1191 totaling \$811,182.48



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- June, 2025 General Ledger Abstract Claims #152 to #180 totaling \$269,166.14
- June, 2025 Post Audit Claims #950 to #986 totaling \$270,969.36

Motion: Councilmember Dean Farrand  
Second: Bruce Davidson  
3 AYES Carried

**173-25            APPROVAL OF MINUTES**

The Town Board approved the following minutes as submitted by the Town Clerk:

- 7/7/25 Worksession Mtg.
- 7/7/25 Reg. Monthly Mtg.

**Motion:** Councilmember Dean Farrand  
**Second:** Bruce Davidson  
**3 AYES** Carried

**174-25            BID SET FOR CLEAN-UP AT 334 OLD LOOMIS RD.-8/14/25**

The Town Board does hereby set a bid date for Clean-up at 334 Old Loomis Rd., Liberty, NY, on 8/14/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty, NY.

**Motion:** Councilmember John Lennon  
**Second:** Bruce Davidson  
**3 AYES** Carried

**175-25            POLITICAL ACTIVITIES PROHIBITED IN TOWN PUBLIC PARKS**

The Town Board does hereby amend Town Code subsection 109-11 B to explicitly add an item (21) to subsection 119-11 - Rules of Conduct. This addition will firmly prohibit political solicitation, political demonstrations, protests, and rallies in designated public parks. Furthermore, the same prohibition will be incorporated into the Park Pavilion Reservation Form under Rules, Item 6.

**Motion:** Councilmember John Lennon  
**Second:** Bruce Davidson  
**3 AYES** Carried

**176-25            JOINT FUEL BID SET-8/14/25**

The Town Board does hereby set a bid date for the Joint Fuel Bid on 8/14/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty, NY.

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**Motion:** Councilmember John Lennon  
**Second:** Bruce Davidson  
**3 AYES** Carried

**177-25 TRASH REMOVAL BID SET-8/14/25**

The Town Board does hereby set a bid date for Trash Removal on 8/14/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty, NY.

**Motion:** Councilmember John Lennon  
**Second:** Bruce Davidson  
**3 AYES** Carried

**178-25 RFP SET FOR AUDITING SERVICES-8/14/25**

The Town Board does hereby set a bid date for Trash Removal on 8/14/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty, NY.

**Motion:** Councilmember John Lennon  
**Second:** Bruce Davidson  
**3 AYES** Carried

**179-25 NYS CLIMATE SMART COMMUNITIES GRANT PROGRAM**

**WHEREAS,** Town of Liberty hereby requests financial assistance from the New York State Climate Smart Communities Grant Program pursuant to Environmental Conservation Law Article 54, Title 15.

**WHEREAS,** Town of Liberty certifies that it has identified \$500,000 of matching funds through NYSEFC financing pursuant to the requirements of Environmental Conservation Law Article 54 Title 15.

**THEREFORE, BE IT RESOLVED,** that Town of Liberty hereby authorizes Frank DeMayo, Supervisor of the Town of Liberty, to act on its behalf in submittal of an application through the Consolidated Funding Application for \$2,000,000 to be used for the Swan Lake WWTP Upgrade Headworks Relocation Project.

Adopted this 21st day of July, 2025.

**Motion:** Councilmember Dean Farrand  
**Second:** Councilmember Bruce Davidson  
**3 AYES** Carried

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**180-25        PURCHASING**

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Senior Center, 119 North Main Street, Liberty, New York, in said Town, on the 21<sup>st</sup> day of July, 2025, at 6:30 p.m., prevailing time.

The meeting was called to order by Deputy Supervisor Farrand and upon roll being called, the following were:

PRESENT:        Deputy Supervisor Dean Farrand

                    Councilmember John Lennon

                    Councilmember Bruce Davidson

ABSENT:        Supervisor Frank DeMayo

                    Councilmember Vincent McPhillips

The following resolution was introduced by Councilmember John Lennon, who moved its adoption, and seconded by Councilperson Bruce Davidson, to wit:

**BE IT RESOLVED**, that Chapter 34 of the Code of the Town Liberty entitled "Purchasing" is hereby amended as follows:

1.        §34-3(A)(1) is hereby amended to read: "Less than \$20,000, but greater than or equal to \$2,000, must have written quotations from at least three vendors and attached to the purchase order and voucher. All purchases must be approved by the Town Board prior to purchase."
2.        §34-3(A)(2) is hereby amended to read: "Less than \$2,000 is left to the discretion of the purchaser."
3.        §34-3(B) is hereby amended to read: "If the purchase was due to any emergency and no other quotation was received, the emergency must be documented on the purchase order and fall in the guidelines of the definition of an emergency set forth in §34-3(I) below."



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4. §34-3(D) is hereby amended to read: "Although each department head is responsible for his or her own purchasing, it must be approved by finance department."
5. §34-3(F)(2) is hereby amended to read: Less than \$10,000, but greater than or equal to \$2,000, require a verbal RFP and proposals from three vendors attached to the purchase order."
6. §34-3(F)(3) is hereby amended to read: "Less than \$2,000 is left to the discretion of the department head with the approval of the finance department."
7. §34-3(I) is hereby added to read: "For purposes of this chapter, the determination of the dollar value of a purchase shall be the cumulative amount of all items purchased for a single purpose or related purposes. Purchases of multiple goods or services shall not be made separately for the purpose of avoiding the applicable dollar value limitations established by this chapter."
8. §34-3(J) is hereby added to read: "For purposes of this chapter, an emergency shall exist in the event of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town, require immediate action which cannot await compliance with the procedures set forth in this chapter. The determination as to whether an emergency exists shall be made by the Town Supervisor."
9. §34-4 is hereby amended to read: "The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification (best value) providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. The best value policy will allow governments the ability to purchase products and services that may not be the lowest in price but due to factors such as product like or quality may provide a cheaper long-term solution. The basis for best value award must be objective, and written documentation must be attached to the voucher for the purchase that used this policy. If a contract is awarded to a professional services contractor, the contractor must estimate each project (project budgeting) for Town Board approval. The Town Board will establish a "not to exceed" clause with respect to the amount budgeted and approved."

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10. §34-7(A) is hereby amended to read: "Acquisition of professional legal services.
11. §34-10 is hereby amended to read: "A purchase order must be issued for every purchase of \$200 or more for any one department and be approved by the finance department."

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

Supervisor Frank DeMayo	voting	ABSENT
Councilperson Dean Farrand	voting	AYE
Councilperson Vincent McPhillips	voting	ABSENT
Councilperson John Lennon	voting	AYE
Councilperson Bruce Davidson	voting	AYE

The resolution was thereupon declared duly adopted.

**181-25        ELECTRICAL BID AWARDED**

The Town Board does hereby award the Electrical Bid to Ross Electric & Generators LLC, located at 431 Twin Bridge Rd., Ferndale, NY 12734

**Motion:** Councilmember John Lennon

**Second:** Councilmember Bruce Davidson

**3 AYES** Carried

**182-25        PLUMBING/HVAC BID AWARDED**

The Town Board does hereby award the Plumbing/HVAC Bid to T. Halpin Mechanical Corp /DBA/ Erts Mechanical.

**Motion:** Councilmember John Lennon

**Second:** Councilmember Dean Farrand

**3 YES** Carried

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**183-25      A LOCAL LAW AMENDING CHAPTER 147 OF THE CODE OF THE TOWN OF  
LIBERTY, SULLIVAN COUNTY, NEW YORK, ENTITLED "ZONING" TO ELIMINATE  
THEREFROM PROVISIONS ALLOWING FOR PLANNED UNIT DEVELOPMENTS**

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Senior Center, 119 North Main Street, Liberty, New York, in said Town, on the 21<sup>st</sup> day of July, 2025, at 6:30 p.m., prevailing time.

The meeting was called to order by Deputy Supervisor Dean Farrand and upon roll being called, the following were:

PRESENT:      Deputy Supervisor Dean Farrand

Councilmember John Lennon

Councilmember Bruce Davidson

ABSENT:      Supervisor Frank DeMayo

Councilmember Vincent McPhillips

The following resolution was introduced by Councilmember Bruce Davidson, who moved its adoption, and seconded by Councilmember John Lennon to wit:

**BE IT RESOLVED**, that introductory Local Law No. 4 of the Year 2025 entitled "A local law amending Chapter 147 of the Code of the Town of Liberty, Sullivan County, New York, entitled "Zoning" to eliminate therefrom provisions allowing for Planned Unit Developments" is hereby introduced before the Town Board of the Town of Liberty, County of Sullivan, State of New York; and

**BE IT FURTHER RESOLVED**, that copies of the aforesaid local law be laid upon the desk of each member of the Town Board; and



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**BE IT FURTHER RESOLVED**, that the Town Board hereby determines the aforesaid local law to be a Type I Action pursuant to the regulations promulgated under the State Environmental Quality Review Act for which a full environmental assessment form shall be completed; and

**BE IT FURTHER RESOLVED**, that the Town Board hereby designates itself as Lead Agency for purposes of environmental review of the aforesaid local law pursuant to the regulations promulgated under the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Town Board hold a public hearing on the aforesaid local law at the Town of Liberty Senior Center, 119 North Main Street, Liberty, New York, at 6:15 p.m., prevailing time, on August 4, 2025; and

**BE IT FURTHER RESOLVED**, that the Town Clerk publish or cause to be published a public notice in the Sullivan County Democrat, of such public hearing at least five (5) days prior thereto.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

Supervisor Frank DeMayo	voting	ABSENT
Councilperson Dean Farrand	voting	AYE
Councilperson Vincent McPhillips	voting	ABSENT
Councilperson John Lennon	voting	AYE
Councilperson Bruce Davidson	voting	AYE

The resolution was thereupon declared duly adopted.

**184-25      APPROVAL TO PURCHASE POSTERS W/ CORE VALUES**

The Town Board does hereby authorize the purchase of core value posters in an amount not to exceed \$60.

**Motion:** Councilmember Dean Farrand

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**Second:** Councilmember Bruce Davidson  
**3 YES** Carried

**185-25 EXECUTIVE SESSION**

The Town Board does hereby go into Executive Session to discuss the following:

- Potential Litigation
- Employee Relations Negotiations

**Motion:** Councilmember Bruce Davidson  
**Second:** Councilmember John Lennon  
**3 YES** Carried

**DISCUSSION**

**KATHY ABERMAN**

Kathy Aberman expressed her concerns about an event honoring Congressman John Lewis that was held in Liberty. She noted that their celebration, meant to recognize Lewis's legacy as a civil rights fighter, faced threats from the Town of Liberty just 48 hours prior, with warnings of demonstrations and police action if the event was deemed political. Ms. Aberman questioned why celebrating voting rights and civil rights could be considered political. She highlighted the ongoing attacks on diversity, equity, and inclusion and concluded by emphasizing that the citizens of Liberty deserve clarity on the town's response to their event.

**PASTOR DOUGLAS BOWMAN**

Pastor Douglas Bowman, a resident of Liberty, expressed his frustration at a public meeting regarding the denial of permission for an event celebrating a historic black figure who fought for voting rights. He questioned the decision to refuse this celebration while permitting other events, such as gun shows and political fundraisers, in the same park. Mr. Bowman emphasized the importance of recognizing all people as equal and urged the authorities to reconsider their actions and provide an explanation for their decision. He concluded by stating he would continue to attend future meetings to voice his concerns.

**ELLEN BINGHAM**

Ellen Bingham expressed serious concerns during a meeting about safety and community issues resulting from the conversion of a residential property at 181 Huschke Road into a commercial space, specifically a school. She noted a significant increase in incidents involving unattended children in the area, including groups of 20 to 30 children playing outside late at night, which poses a safety risk. One of her son's friends had a negative experience when rocks were thrown at his car by these children. Bingham highlighted a recent birthday party where parents reported similar issues of children playing unsupervised in the streets, causing traffic disruptions. Despite her repeated reports on these matters, she feels local authorities are not taking adequate action.

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She mentioned a conversation with Frank, who allegedly downplayed the situation, claiming he was unaware of the issues. Moreover, Ms. Bingham addressed concerns about litter in the area, noting that residents have been taking initiative to clean up garbage, yet the problem persists. She noted that officials have suggested that the litter problem stems from transient visitors, but she believes that property owners should be held responsible for their guests and any resulting litter. Bingham raised questions regarding the legality of the property's conversion into a school and whether proper permissions were granted for such a change. She also mentioned ongoing traffic issues due to construction and damaged roads in the area, exacerbating safety concerns. Ultimately, she called for urgent action to ensure the safety of children and residents and better management of garbage in the community, as well as a review of the developments taking place at the property in question.

**RASHAD KIRK**

Rashad Kirk, the owner of a barber shop on Main Street, addressed a meeting to inquire about the status of a basketball court being built for kids near the skate park. He mentioned he had heard third-hand information about funding, possibly from a grant, being allocated for the project. Rashad attended the meeting hoping to get clarification on the matter, particularly in the absence of the mayor, who he expected would provide information.

**NICK RUSIN CONFIDENTIAL SECRETARY**

Nick discussed funding received for the construction of a public basketball court located next to the skate park off Darby Lane. Approximately a year and a half to two years ago, they received a total of \$190,000 in donations, which included \$100,000 from Sullivan 180 and an additional \$90,000 from Properties, a non-profit entity.

**PASTOR DOUGLAS BOWMAN**

Pastor Douglas A. Bowman raises concerns about the slow progress on a project funded by significant donations. He questions a representative regarding the status of the project and its perceived importance, particularly to communities of color.

Nick Rusin suggested discussing the issue privately later, indicating that the topic is not suitable for the current public discussion.

**Councilmember Dean Farrand** interjects to remind Bowman that the meeting format doesn't typically allow for back-and-forth dialogue.

**Bruce Davidson** discussed a project involving funding from both private individuals and the CDC (Community Development Corporation) to reduce costs. Shifting the project's management to the CDC is expected to provide better financial efficiency. There has been ongoing collaboration and fundraising, combining public and private resources, with a focus on ensuring adequate funding for all necessary aspects, including legal defense.

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**OLD BUSINESS**

**UNDER REVIEW**

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

**IN PROGRESS**

1. Solar moratorium in the Commercial Industrial Zone.
2. Illegal dumping of garbage
3. Delaware Town/Village Water Sewer Study
4. Walnut Mt. Pavilion
5. Indian Lake Sewer Plan
6. Human Resource (HR)

**PUBLIC PARTICIPATION**

**BOARD DISCUSSION**

**Councilmember Vincent McPhillips-ABSENT**

**Councilmember John Lennon-**

Emphasized that during public discussions, the goal is to listen to the public's input without engaging in back-and-forth dialogue. They encourage attendees to share their thoughts, which will be considered later. If individuals have further questions or need clarification, they can reach out to board members via email or phone. Overall, the focus is on allowing public participation without extended debate.

**Supervisor Frank DeMayo-ABSENT**

**Councilmember Dean Farrand-**

A representative named Shimas from Camp Aguda informed the building department about an 18,000 square foot office filled with furniture and filing cabinets. Rich inspected the items recently and found some that could be useful. Shimas mentioned that transporting the items would cost about \$2,000, which he's willing to split. There was a discussion about the need for filing cabinets and how finding a space for the items would be the main challenge. The speaker is suggesting they consider this opportunity but isn't expecting a decision right away.

**Councilmember Bruce Davidson-**



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The discussion revolved around the purchasing process, emphasizing the need to address potential questionable situations. The discussion focuses on the purchasing process and the importance of addressing potential issues. They highlight the need for clear intentions and avoiding open-ended agreements to prevent unexpected costs, suggesting that they cap expenditures and/set limits to avoid financial surprises.

**185-25            EXECUTIVE SESSION**

The Town Board does hereby go into Executive Session at 7:41 p.m. to discuss:

1. Personnel-Board of Assessment Chair
2. Employee Relations Negotiations

**Motion:**            Councilmember Dean Farrand  
**Seconded:**       Councilmember John Lennon  
3 AYES              Carried

**186-25            OUT OF EXECUTIVE SESSION**

The Town Board does hereby come out of Executive Session at 7:41 p.m.

**Motion:**            Councilmember John Lennon  
**Seconded:**       Councilmember Bruce Davidson  
3 AYES              Carried

**187-25            ALLOW DAVID EUGENE ANTHONY TO VOLUNTEER SHOULD PARK & REC CHOOSE HIM**

The Town Board voted to allow David Eugene Anthony to volunteer at Park & Rec should they choose him.

**Motion:**            Councilmember John Lennon  
**Seconded:**       Councilmember Bruce Davidson  
3 AYES              Carried

**ADJOURN**

The Town Board does hereby adjourn the meeting at 8:31 p.m.

**Motion:**            Councilmember John Lennon  
**Seconded:**       Councilmember Bruce Davidson  
3 AYES              Carried

Respectfully submitted,  
Laurie Dutcher, Town Clerk

**supervisordemayo townofliberty.org**

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**From:** Rosario, Jessica (DOS) <Jessica.Rosario@dos.ny.gov>  
**Sent:** Thursday, July 24, 2025 8:44 PM  
**To:** supervisordemayo townofliberty.org  
**Cc:** Rosario, Jessica (DOS); Seelman, Michael (DOS); Sean Huebsch  
**Subject:** INQR-2025-01364, 53-016 Liberty Cemetery (forward to Town)  
**Attachments:** Re: INQR-2025-01364, 53-016 Liberty Cemetery (f/u for photo of area in question); Liberty cemetery ; Liberty cemetery

Good day Town Supervisor Frank DeMayo,

The New York State Department of State, Division of Cemetery has received a complaint about the lawn upkeep of the Liberty Old Cemetery from Sean Huebsch, who can be reached at 845 798 6299 or via email at [iceman6299@netscape.net](mailto:iceman6299@netscape.net). Mr. Huebsch is also copied on this email.

Mr. Sean Huebsch's concern pertains to the cemetery lot situated across from the Liberty Cemetery, specifically referred to as the Liberty Town Cemetery (Liberty Old Cemetery), located at: 41.79798, - 74.74067.

During an inspection on 7/24/2025, Councilman Dean Farrand confirmed that the parcel at 41.79798, - 74.74067 is under the control and custody of the Town of Liberty.

Given that the Liberty Old Cemetery falls under the jurisdiction of the Town of Liberty, the Liberty Cemetery board is not responsible for its maintenance. Therefore, I respectfully direct Mr. Sean Huebsch's concern to the Supervisor of Liberty.

Thank you for your time and attention in this matter.

Respectfully,

Jessica E. Rosario

Investigator I, Division of Cemeteries  
44 Hawley Street, rm 1507  
Binghamton, NY 13901  
Office Hours: 7am – 3pm  
Dir. 607-721-8756  
Mobile: 607-591-0520  
[Jessica.Rosario@dos.ny.gov](mailto:Jessica.Rosario@dos.ny.gov)

[www.dos.ny.gov](http://www.dos.ny.gov)

**supervisordemayo townofliberty.org**

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**From:** Jessica Weiss <growingsoulorg@gmail.com>  
**Sent:** Tuesday, July 29, 2025 5:37 AM  
**To:** Colleen Monaghan  
**Cc:** supervisordemayo townofliberty.org; Jennifer Porter  
**Subject:** Re: Conclusion of CCE's Site Hosting Role in Sullivan Catskills Zero Waste Food Security Expansion Project

Thank you for this information Colleen. Frank, please know there is nothing that The Town of Liberty needs to do as far as changing the scope of services is concerned, growingSOUL will work out all of the details that are entailed with changing host sites with DEC.

The Vermicomposting and EarthDefender curriculum pieces can be completed at the growingSOUL headquarters in Smallwood, and our zero waste food recovery efforts are mainly conducted through The Catskills Food Hub with CCE Orange and local Passey Farms providing fresh produce for distribution. We have been working with the Town of Highland getting them funded to create a dedicated food security kitchen for future efforts for the Food Security Coalition. We are currently waiting for their formal health department recertification and commercial licensing to begin processing. The DEC is aware of this change of scope for the future, and we already completed the 200 in-kind days of kitchen time at CCE noted in the match.

Once the Q6-9 invoice has been reimbursed to the Town of Liberty by DEC, we will continue the process for invoices Q10 and Q11 which should be completed September 30 to match the dates where CCE is providing in-kind hosting space.

Once the payments for Q6-9 and Q10 have been reimbursed to the Town, we will be able to finish paying our curriculum writing staff and vermicomposting staff to build our vermicompost system this summer. That work will be billed as Q11. That will also mark the completion of this contract with the Town of Liberty and will fulfill all of the grant requirements.

Thank you both so much for your patience in this process with the new DEC portal and grant manager. It has been an honor to serve the county with a new youth engagement program through EarthDefenders and play a vital role in collaboratively building up our food security system through zero-waste and reciprocal best practices.

**Jessica Weiss**  
**301-JESSICA(537-7422)**  
**[www.growingSOUL.org](http://www.growingSOUL.org)**

- \*2020 City of NY Mayoral Service Recognition Program Recipient
- \*2016 Food Recovery Collaboration Award
- \*2015 Silver Spring Impact Civic Momentum Award
- \*2014 Greater Olney Civic Association Community Engagement Award
- \*2013 Appointment to Solid Waste Advisory Committee by County Executive Isiah Leggett
- 2011 Co-founded the Montgomery County Food Council

\* a conscientious zero waste carbon footprint \*

On Jul 25, 2025, at 5:03 PM, Colleen Monaghan <cm638@cornell.edu> wrote:

Hello Frank and Jessica,

After careful evaluation of our current and future organizational capacity, we write to formally notify you that CCE Sullivan will be unable to continue serving as the host site for the Sullivan Catskills Zero Waste Food Security Expansion Project beyond September 30, 2025, the expiration date of our current Agreement with growingSOUL. All equipment, supplies, and materials associated with the project must be fully vacated from CCE Sullivan's premises by October 30, 2025.

We recommend that the Town of Liberty and project partners pursue a formal change in the project's scope of work with the New York State Department of Environmental Conservation (DEC), identifying an alternative host location(s) within the County to continue implementation of the following project deliverables:

1. Vermicomposting and Worm Wrangling Bin
2. HORSE anaerobic digester operations and associated demonstration efforts
3. Food recovery, processing, and distribution activities

This recommendation is made in light of several important factors:

1. **Organizational Capacity and Mission Realignment:** Due to the evolving nonprofit funding landscape, CCE Sullivan is undergoing necessary internal restructuring. This includes narrowing our focus to core mission-aligned activities and reducing commitments that significantly strain limited staff and facilities resources.
2. **Increased Site Liability and Oversight Limitations:** The presence of project-related equipment and supplies, particularly those not under active CCE management, raises concerns about liability, safety, and ongoing



maintenance demands that we can no longer support with our reduced capacity.

**3. Implementation Barriers:**

- a. Upon testing and review, the Catskills Kitchen Food Business Incubator facility is not suitable for the community foods component of the project, particularly with respect to waste management infrastructure, storage, and food distribution risk mitigation.
- b. The scale and scope of storage and maintenance requirements for the full suite of project components, as well as dedicated in-kind office space, exceed the spatial and operational capacity of our campus and staff, resulting in additional maintenance responsibilities for already overburdened employees, and unanticipated, unsustainable added time, effort, and costs associated with custodial services, waste removal, pest control, and storage.
- c. CCE Sullivan's streamlined farmers market and pantry operations do not produce a significant volume of food waste to feed the HORSE, nor do we have the appropriate storage, registration, or permits to recover, transport, or process food waste from off-site.

**CCE Sullivan submitted our invoice (attached) to project partners via email on March 25, 2025 for youth education and outreach services rendered under the project, and are able to provide facilities and staff match documentation through September 30, 2025. Our finance manager is out right now. We will send match backup (looks to be at least \$7k+ per quarter by quick calculation) upon her return.**

Cornell Cooperative Extension Sullivan County (CCE Sullivan) is proud to have contributed to the collaborative efforts of the Sullivan Catskills Zero Waste Food Security Expansion Project, particularly through our support of youth environmental education and outreach using growingSOUL's Earthdefenders curriculum framework.

Through co-developed programming, facilities support, and project-based learning opportunities, we have fulfilled the following deliverables as noted in the grant:

1. Brought developmentally appropriate hands-on learning experiences using growingSOUL's Earthdefenders curriculum outline and framework to every school district in the County and municipal summer camps, reaching more than 10,000 youth and their families, utilizing paid CCE Sullivan staff (invoice submitted)

2. Created, hosted, and will continue to host, the Sullivan Catskills Food Security Coalition with invested community based stakeholders at the Extension Education Center, in-kind
3. Built, maintain, cultivate, and harvest a raised kitchen garden at the Extension Education Center, which provides fresh produce and herbs for nutrition and food safety outreach and education, as well as provides supplemental fresh produce for community food pantries, in-kind
4. Provided office and greenhouse space for growingSOUL's operations and supplies, in-kind
5. Provided space on the Extension Education Center property for the HORSE, including upgrading the facility's electrical capacity, as a shared expense, in-kind
6. Provided growingSOUL with resources and referrals to state and local Departments of Health, NYS Department of Ag & Markets, and the Regional Food Bank to determine licensing and production requirements to process fresh and recovered food for community distribution through food pantries and soup kitchens, regulations around production and distribution of freeze dried fresh and recovered produce, and the requirements for bringing HORSE produced 2ndHelpings to market
7. Provided use of the Catskills Kitchen Food Business Incubator as a test kitchen for food storage, recipe testing, food preparation, and storage (on site and at the Catskills Food Hub), in-kind.

We remain deeply grateful for the opportunity to collaborate on innovative and inspiring approaches to environmental sustainability, food security, and youth development in Sullivan County. We are especially appreciative of the partnership that enabled the creation and delivery of an environmental science curriculum and related outreach initiatives that have benefited schools and youth across every district in the County.

CCE Sullivan wishes the Town of Liberty, growingSOUL, and all project partners continued success as the project enters its next phase.

Sincerely,

**Colleen Monaghan**  
*Executive Director*  
**Cornell Cooperative Extension**  
**Sullivan County**  
845-798-1258  
845-292-6180 ext. 106

[sullivanccce.org](http://sullivanccce.org) | [cm638@cornell.edu](mailto:cm638@cornell.edu)

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<Letter\_growingSOUL 7.25.25.pdf>

<Letter\_T. Liberty 7.25.25.pdf>

<Town of Liberty Invoice - ARInvoice INV - 2025-03-25T121714.773.pdf>

<CCE SUL\_gS\_executed 4.23.pdf>

Current water permit.

**WATER PERMIT APPLICATION**                      **PERMIT NO.** \_\_\_\_\_  
**TO THE TOWN BOARD OF THE TOWN OF LIBERTY:**

The undersigned hereby makes application to be supplied with water from the system of the \_\_\_\_\_ Water District at his premises situate on the \_\_\_\_\_ side of road known as \_\_\_\_\_

The undersigned does hereby agree to observe and comply with all ordinances, rules and regulations which have been or may hereafter be adopted, applicable to said District. A fee of \$ \_\_\_\_\_ is paid herewith.

The undersigned does hereby agree to pay immediately upon completion of tap and connections, the actual cost of labor performed and materials furnished; and also agrees to pay all water costs and charges which have been or may hereafter be established.

\_\_\_\_\_/ \_\_\_\_\_  
DATED    APPLICANT'S SIGNATURE

\*\*\*\*\*  
\*

**TO THE SUPERINTENDENT OF THE \_\_\_\_\_ WATER DISTRICT**

This is to certify  
that \_\_\_\_\_  
has made written application to be supplied with water from the \_\_\_\_\_ Water District System at his premises situated on the side of road known as:

\_\_\_\_\_ and has paid the fee of \$ \_\_\_\_\_ with such application.  
Permit is therefore granted to \_\_\_\_\_

\_\_\_\_\_ to have tap and connections to the system made.

\_\_\_\_\_



CURRENT WATER and  
SEWER ~~and~~ fees

DATED WATER & SEWER FOREMAN

**FEES**

**Rates for service charges to consumers inside and outside water districts and water improvement areas are to be as follows:**

Meter installation	\$30.00
Meter Removal	\$30.00
Tap on main/connecting service pipes/curb cock and box rates, in addition to actual cost of labor and materials:	
Tap w/ 5/8" inch meter	\$90.00
Tap w/ 3/4" inch meter	Minimum \$275 plus labor, equipment and any added non-standard material
Tap w/ 1" inch meter	Minimum \$375 plus labor, equipment and any added non-standard material
Tap w/1 1/2" inch meter	Minimum \$750 plus labor, equipment and any added non-standard material
Tap w/ 2" inch meter	Minimum \$1,100 plus labor, equipment and any added non-standard material
Call-out for Water & Sewer Dept.  (After hours for problems that are Not the Town's fault)	Billable hours (minimum 4 hours) times number of personnel plus materials and equipment.
Sewer Hook Ups	As determined by the Wastewater Treatment Plant Operator
Inspections	Billable Hours-minimum 1 hour

**District**

Inside district rate	\$5.35 per 1,000 gallons
Minimum rate	\$21.40 per month (\$64.20 per cycle)
Outside district rate	\$8.80 per 1,000 gallons
Minimum rate	\$35.20 per month (\$105.60 per cycle)

**Indian Lake Water District**

Inside district rate	\$5.35 per 1,000 gallons
Minimum rate	\$21.40 per month (\$64.20 per cycle)
Outside district rate	\$7.35 per 1,000 gallons
Minimum rate	\$29.40 per month (\$88.20 per cycle)

**Youngs Hill Sewer District**

One rate applies (rate set by Village of Liberty)	\$8.36 per 1,000 gallons
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**Cold Spring Water District**

One rate applies	\$12 per 1,000 gallons
Minimum rate (rate set by Village of Liberty)	\$48 per month (\$144 per cycle)

**Sale of water from Stevensville Water District to other districts**

One rate applies	\$2.75 per 1,000 gallons
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Rates for service charges to consumers inside and outside water districts and water improvement areas are to be as follows:

Meter installation	\$30
Meter removal	\$30

Tap on main, connecting service pipes and installing curb cock and box, plus actual cost of labor and services:

Tap with 5/8 inch meter	\$90
Tap with 3/4 inch meter	\$90
Tap with 1 inch meter	\$175
Tap with 1 1/2 inch meter	\$400
Tap with 2 inch meter	\$550
Any tap over 2 inches [Added 6-20-2011]	As determined by the Water and Wastewater Treatment Plant Operator
For 3/4 inch service connection only [Added 6-20-2011]	\$600 (flat rate)

**Sewer permits**

Permits	\$15, plus labor and materials
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Summer surcharge \$1.25 per 1,000 gallons usage

~~Summer surcharge~~~~\$4.25 per 1,000 gallons usage  
over 100,000 gallons~~Call-out for Water and Sewer  
Department (after hours for prob-  
lems which are not Town's fault)\$150 for the first hour plus cur-  
rent labor rates for additional  
time plus materials

Delinquent water and sewer bills

After 30 days

10% penalty

After 60 days

Additional 10% penalty

Turning water meter off or on

\$30

Meter profile for non-single-  
family residences

\$150

[ Added 1-6-2020 by Res. No.  
1-2020 ]

- [1] *Editor's Note: The former entries for "flood letter," "Town Map," "County map," "Zoning book," and "Subdivision book," which immediately followed this entry, were removed with Code Supplement No. 3 pursuant to the direction of the Town.*
- [2] *Editor's Note: The former entries for "junk dealer license," "Town Code book," and "Town Code supplements," which immediately followed this entry, were removed with Code Supplement No. 3 pursuant to the direction of the Town.*

# Proposed Water Permit Application

## PERMIT NO. \_\_\_\_\_

A fee for services by the Town of Liberty, including but not limited to work associated with the hook up to the water system and inspections during construction, shall be in accordance with Chapter A152-1 Fees of the Town Code of the Town of Liberty, the amount of \$\_\_\_\_\_ paid herewith this application. The undersigned does hereby agree to pay immediately upon completion of connection, any additional fees as determined by the Water Plant Operator. the actual cost of labor performed and materials furnished; and also agrees to pay all water costs which have been or may hereafter be established.

APPLICANT'S SIGNATURE

\*\*\*\*\*

WATER PLANT OPERATOR OR DESIGNATED SIGNOR:



Proposed Sewer  
Permit Application

**SEWER PERMIT APPLICATION  
TO THE TOWN BOARD OF THE TOWN OF LIBERTY:**

**PERMIT NO.** \_\_\_\_\_

The undersigned hereby makes application to be supplied with sewer service from the system of the \_\_\_\_\_ Sewer District at the premises situate on the \_\_\_\_\_ side of road known as \_\_\_\_\_.

The undersigned does hereby agree to observe and comply with all ordinances, rules and regulations which have been or may hereafter be adopted, applicable to said District including any State and/or Federal regulations.

All installations must be constructed in accordance with applicable stamped engineered drawings and, upon completion, the engineer must certify that the work has been constructed in accordance with the plans submitted as part of this application.

A fee for services by the Town of Liberty, including but not limited to work associated with the hook up to the sewer system and inspections during construction, shall be determined by the Wastewater Treatment Plant Operator. The undersigned does hereby agree to pay immediately upon completion of connection, the actual cost of labor performed and materials furnished; and also agrees to pay all sewer costs which have been or may hereafter be established.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\*\*\*\*\*

TO THE SUPERINTENDENT OF THE \_\_\_\_\_ SEWER DISTRICT

This is to certify that \_\_\_\_\_ has made written application to be connected to the \_\_\_\_\_ Sewer District System at the premises situated on the side of road known as \_\_\_\_\_

and has agreed to pay the associated fees as identified in this application.

Permit is therefore granted to \_\_\_\_\_ to have tap and connections made.

DATED: \_\_\_\_\_

WASTEWATER TREATMENT PLANT OPERATOR OR DESIGNATED SIGNOR:

\_\_\_\_\_