



TOWN OF LIBERTY

N E W Y O R K
A GREAT PLACE TO WORK, LIVE AND PLAY

MONTHLY WORKSESSION MEETING

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

DATE: October 6, 2025

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

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

Pledge of Allegiance

Department Head Reports

Microsoft Teams training on how to post and upload documents

OpenGov Capital and Project Budgeting training

Roundtable discussion on Town business

Adjourn

MISSION STATEMENT

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



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Assessor Office

119 N Main Street, Liberty, NY 12754

Department Head Report

September 2025

Deeds received

Town Deeds – 37 deeds received

Village Deeds – 12 deeds received

Combination/Splits received (These get processed mid-January)

Combination:

Splits:

Working on Omits and Proratas.

Working on as well as entering assessed value

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) –

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	2025 Building Department Monthly Report												
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Permits Issued	22	9	23	28	17	26	17	16	13				171
Permits Completed / Closed	11	11	27	8	26	18	12	19	19				151
Fire Inspections Performed	5	4	10	6	7	11	10	0	3				56
Complaints Open	5	5	11	14	9	4	8	12	14				82
Complaints Complied / Closed	6	7	10	11	8	7	19	11	6				85
Appearance Tickets issued	0	0	2	3	5	0	1	5	6				22
Planning Board Applications	3	4	4	2	0	3	6	2	2				26
Planning Board Approvals	0	5	2	4	2	0	1	1	0				15
Zoning Board Applications	0	0	0	0	0	0	0	0	0				0
Zoning Board Approvals	0	0	0	0	0	0	0	0	0				0
Municipal Searches	11	18	14	16	25	14	18	16	24				156



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TOWN OF LIBERTY JUSTICE COURT

	Sept 2025	Oct 2025	Nov 2025	Dec 2025		
V&T APPEARANCES	145					
CRIMINAL APPEARANCES	367					
ORDINANCE APPEARANCES	39					
CIVIL APPEARANCES	21					
TOTAL FINES COLLECTED	\$62,101.00					
TOTAL FINES TO TOWN	Not available					
TOTAL FINES TO VILLAGE	Not available					

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

c.gerow@townofliberty.org

(845) 2925772 (p)
(845) 2921310 (f)

DATE: September 30, 2025
TO: Supervisor DeMayo and Town Board Members
RE: September Monthly Report for Work Session

The following took place in the Finance Office in the month of September:

1. Attended six (6) meetings with OpenGov, provided numerous documents and updated various items within OpenGov for the Departments.
2. Advertised Part-Time Account Clerk on Indeed and directed interested candidates to the County to apply for the exam.
3. Prepared 27 Capital Project templates for all of the Departments
4. Submitted Workers Compensation claim
5. Prepared 2026 Tentative Budget and scheduled budget work session with Department Heads
6. Met with County IT and the following items were addressed:
 - a. Finalize the set-up of the Parks and Recreation computer.
 - b. Configured Parks and Recreation, Assessors Office and Building Department computers to allow remote access for when assistance is needed
 - c. Connected and installed "Guest" computer in the Building Department to allow residents to apply for permits through OpenGov
 - d. Finalized set-up of Code Enforcement Officer's computer
7. Received notification from EFC that further payment requests for Swan Lake Sewer would be honored. Total requested and received to date is \$676,611.26
8. Began drafting RFP's for Janitorial Services, Pest Control Services, Armed Security Guard Services and Water Treatment Chemicals.

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9. Contacted propane supplier off of the New York State Contract for services
10. Submitted reimbursement request for wages paid while employee out on disability
11. Submitted Requisition Request along with banking information to NYS EFC regarding the Swan Lake Sewer I & I Grant
12. Worked with BAS/IPS to install program on Code Enforcement Officer's computer
13. All other daily duties and responsibilities

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

September Executive Summary:

- Continuing maintenance and construction projects. A little behind schedule on in house paving due to long wait times at the blacktop facilities. Maintenance and preparedness on trucks for winter season has begun.

Improvements/Maintenance:

- 18 days of hand hot patch – Steiglitz, Breezy Hill, Anderson, Weiss, Hall Hill, Cooley Mountain, Lenape Lake, Shore, Muhlig, Mongaup, E. Mongaup, Cross Farm, Kelly Bridge
- 13 days of ditching – Shore, Cold Spring, Muhlig
- Removed beaver dams once – Midway, Lenape Lake, Willi Hill, Boyd
- 5 days grading gravel roads – Levine Lane, Hall Hill, Flynn
- 11 days of culvert replacement – Shore, Muhlig
- 4 days of mowing
- In house pave – Shore, Revonah Hill, Sky View Drive
- 13 days processing sand at gravel bank
- **Facilities:**
 - 1 days of cleaning and maintenance of highway facility
 - Moved aggregate/material around on lot to make room for location of new sand pile
 - Gutters need to be repaired
 - Parking lot needs repaving - on hold
 - Fuel system – after start up of fuel system it was discovered that the pulsars were not working. Pulsars have been ordered and will be installed once they have been received.

Equipment/Vehicles:

- Preparing for trucks and equipment for winter

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	10	31.03	
	Marriage License	Marriage License Fee	7	122.50	
	Permits	Refuse Collection	1	100.00	
	TOWN CLERK	EZ Pass	7	175.00	
		Marriage Certificate	8	80.00	
		Misc	9	18.00	
		Notary Fees	32	64.00	
			Sub-Total:	\$590.53	
A2544	Dog Licensing	Female, Spayed	7	63.00	
		Female, Unspayed	2	25.00	
		Male, Neutered	5	45.00	
		Male, Unneutered	4	50.00	
	SENIOR	SENIOR	3	-15.00	
				Sub-Total:	\$168.00
A3510.4	Dog	Reimbursement Of Expenses	1	25.00	
			Sub-Total:	\$25.00	
B2115	Building Fees	Lot Improvements	1	300.00	
		Special Use	1	300.00	
			Sub-Total:	\$600.00	
B2770	Building Fees	Building Permit	15	4,672.00	
		Fire Inspections	3	1,205.00	
		Municipal Search	24	2,400.00	
			Sub-Total:	\$8,277.00	
Total Local Shares Remitted:				\$9,660.53	
Amount paid to:	Ny State Dept. Of Health			157.50	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			30.00	
Amount paid to:	NYS Environmental Conservation			531.97	
Total State, County & Local Revenues:		\$10,380.00	Total Non-Local Revenues:		\$719.47

To the Supervisor:

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

Supervisor

Date

Town Clerk

Date