



TOWN OF LIBERTY
NEW YORK

A GREAT PLACE TO WORK, LIVE AND PLAY

TOWN BOARD MEETING

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

DATE: 11/17/25

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. Copy of the Upper Delaware River Network Newsletter.
2. Copy of the 10/1/25 Parks & Recreation Board Meeting Minutes.
3. Cub Scout Pack 1717 Scouting for Food Drive Announcement.
4. Correspondence from the Devany Estates, LLC regarding SEQRA and Lead Agency.

OUTGOING:

1. Copy of thank you letter to Shimon Newmark of Camp Agudah.

NEW BUSINESS

1. Motion to approve the following monthly reports:
 - Town Clerk's Report 10/25
 - Revenue & Expense Report 10/25
 - Supervisor's Report 10/25
2. Motion to approve the following audit:
 - October, 2025 Abstract Claims #1856 to #1979 totaling \$966,729.90.
 - September, 2025 General Ledger Abstract Claims #325 to #350 totaling \$322,339.02.
 - September, 2025 Post Audit Claims #1825 to #1855 totaling \$318,871.44..
3. Motion approving the following minutes as submitted by the Town Clerk:
 - 10/6/25 Work session Mtg.
 - 10/8/25 Budget Work session 1

MISSION STATEMENT

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



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- 10/9/25 Budget Work session 2
 - 10/14/25 Budget Work session 3
 - 10/21/25 Budget Work session 4
 - 10/22/25 Budget Work session 5
 - 11/3/25 Dept. Head Work session
 - 11/6/25 Bid Opening -Armed Security Services
 - 11/6/25 Bid Opening- Janitorial Services
4. Motion authorizing the Highway Department to send the 2002 Blaw Know Paver out to bid.
 5. Motion to offer the Acting Assessor Position to Robin Quick.
 6. Motion to hire Alan McGinnis as part-time Clerk for Water & Sewer.
 7. Motion to change the title of Tammy Wilson to Department Head.
 8. Motion to consider an emergency expenditure for an estimated amount of \$8,900.00 to replace the tank in the boiler room at Town Hall to bring heat back online, effective November 10, 2025.
 9. Motion to set Pest Control Services bid for 12/4/25 at 11:00 a.m. at the Town Clerk's Office, 120 North Main Street, Liberty, NY.
 10. Motion to approve the contract renewal for Davis Vision.
 11. Motion to purchase a 2026 Dodge Ram Utility truck from the Water and Sewer Major Equipment Capital Reserve Fund at a maximum amount of \$76,000.

DISCUSSION

OLD BUSINESS

UNDER REVIEW

1. Shipping Containers
2. Fence In/Fence Out

IN PROGRESS

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

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PUBLIC PARTICIPATION

Jean Dermer-Veteran's Hometown Heroes Flages.

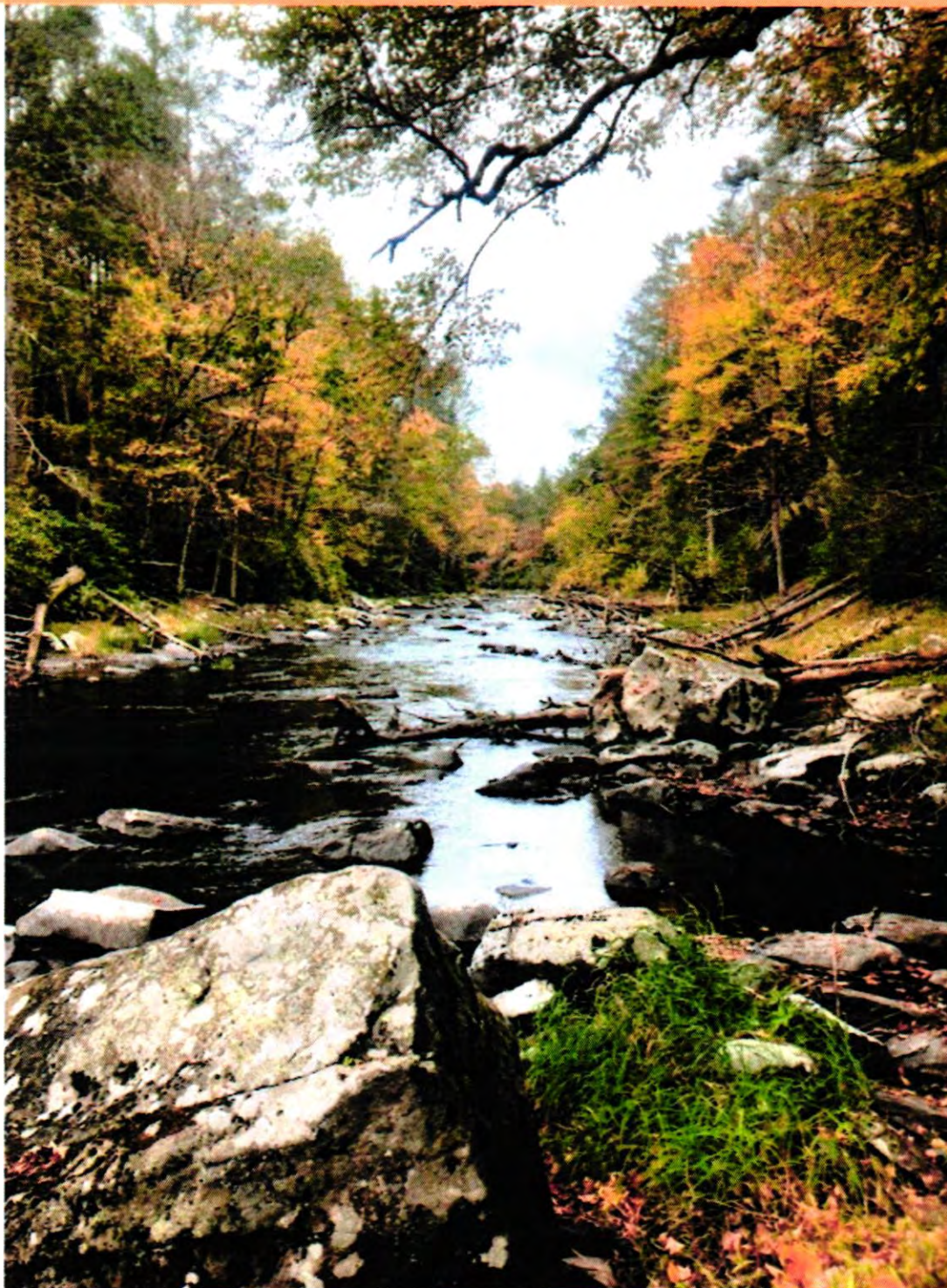
BOARD DISCUSSION

EXECUTIVE SESSION

ADJOURN

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Upper Delaware River (UDR) Network Newsletter

November 2025 Edition



Before and After of the Oquaga Creek Restoration Project

Featured Watershed Partner - Town of Liberty

In this newsletter we are featuring UDR Network member the Town of Liberty. Thanks for everything you do!

The Town of Liberty is proud to be engaged with the activities of the Friends of the Upper Delaware River Network and their sensitivity to the many important assets the Upper Delaware provides for environmental and economic development initiatives.

The Town of Liberty is currently involved with an upgrade to its Swan Lake Sewer Plant and, with its partner Delaware Engineering, the design will significantly improve the quality of the effluent that flows into the Middle Mongaup River which eventually finds its way into the Delaware River. Additionally, the plant headworks is being relocated out of the floodplain which will effectively eliminate the possibility of contamination of the river in the event of a catastrophic flooding event.

Additionally, the Town will be updating its Comprehensive Plan and will keep a keen eye on zoning, codes and development within the

watershed areas that eventually feed into the Delaware. Planners are very aware of the detrimental effects excessive runoff can create to tributaries flowing into the Delaware and our planning efforts will be sure to address the potential waterway warming and pollutant dangers that uncontrolled runoff can create.

Many thanks are extended to the Friends of the Upper Delaware and the Upper Delaware River Network for their good work in protecting this pristine resource for all to savor and enjoy.



Highlights from the Town of Liberty

Thanks for taking a moment to read the UDR Network Watershed Newsletter! We hope it helps you gain a broader understanding of all the work happening in the watershed and provides you with an opportunity to meet new partners, learn new strategies, and identify opportunities to strengthen your watershed work!

If there is an activity or event that your organization would like featured in the next newsletter, please email info@fudr.org. To learn more about the UDR Watershed Network, visit our website <https://www.udrwatershed.org>.

-The UDR Watershed Network Team



Meeting Minutes October 1, 2025

PRESENT: John Ballard, Jillian Trinidad, Jena Schwartz, Kathy Dworetzky, Felix Colon, Mitch Juron

ABSENT: Sam Atkins, James Guara

1. **Call to Order:** John Ballard called the meeting to order at 5:30 PM.
2. **Pledge of Allegiance.**
3. **Recognize the Public:** No public to recognize
4. **Reading and Approval of Minutes:** Reading of minutes waived. Jena Schwartz made a motion to approve This was seconded by Jillian Trinidad .
5. **Department Reports:**
 - A) **Director's Report** – James Guara was absent. Felix Colon will touch on key points in his report.
 - B) **Park Supervisor's Report** – We are in the process of closing the parks down We will be leaving the garbage containers out and picnic tables down while weather is still nice. We are continuing to paint field for soccer and football. We are trying to reclaim the beautification of the Parksville and White Sulphur Springs cemeteries are continuing our additional mowing locations. We have a volunteer group with Lisa Lyons who will be on Walnut Mountain this Sunday to clear the interpretive trail and the Walnut Mountain House foundation. The Borscht belt signage has been installed diagonal from the old Fiddles location in Parksville. We have put in our capital improvement Budget to blacktop the pavilion and driveway in Walnut Mountain and also repairing the Tennis Courts at Hanofee Park. Mitch has gotten a quote for the repair.
 - C) **Recreation Supervisor's Report** – We are working on the implementation of a new program with OpenGov for electronic registration for all programs and permits. Currently day camp and swim lessons have been entered and we are working out the kinks on these before entering other forms. A budget work session has been scheduled for 10/9 at 10:00 am. We have requested an estimate to have the electric repaired in the office. The Fall Festival was a success. John Ballard complimented the staff who did a great job with this event. The Halloween Parade is scheduled for October 25th. We are in discussions of holding a haunted hayride at Walnut Mountain. We are looking for many volunteers to make this possible . We

raised almost \$3000. In Krispie Kreme sales. Jena discussed with a few football parents about possibly having a fundraising committee. A discussion was held regarding the best ways to advertise our programs and events.

D) **Revenue Report:** Looks Good.

6. **Old Business:**

A) **P&R Board BBQ**

B) **Fall Festival** – Discussed in Recreation Supervisor's report.

C) **Capital Improvement Budget**– Discussed in Park Supervisor's report

7. **New Business:**

A) **Krispie Kreme Sales** - Discussed in Recreation Supervisor's report.

B) **Closing Down Parks** – discussed in Park Supervisor Report

8. **Announcements:** Our next meeting will be Wednesday, November 5, 2025 at 5:30 p.m. in the senior center. Kathy will put an advertisement in the newspaper for our vacant board seat..

9. **Adjournment** – Jillian Trinidad made a motion to adjourn the meeting at 5:53 p.m. This was seconded by Jena Schwartz. Meeting adjourned.

Join Cub Scout Pack 1717

Chartered by the WSSFD in our

SCOUTING FOR FOOD DRIVE

Help us come together as a community to help those in need. All donations will be distributed to help those within the Liberty & Sullivan West school districts.



Items needed: canned chicken, tuna, stew & meats, cereal, rice, canned fruits & vegetables, shelf stable & powdered milk, peanut butter, shelf stable microwaveable meals, pasta, canned soup, canned beans. No outdated food please. For more information call Nancy at 292-2683.

Collection boxes located at:

Town of Liberty Town Hall, Town of Callicoon Town Hall, EEA Security Services (Liberty), Double D Sourdough & Cuppie Cakes (Jeffersonville), White Sulphur Springs Inn, The Cacklin' Hen (Youngsville), Pit Stop (WSS), Shiny Nail Salon (Liberty), Roling V in Livingston Manor and Liberty, Hectors Inn (Bethel), WSS UMC, Market Fair at Sullivan Mall on Nov 22 and 23 and Rourke Law (Liberty)

Items collected until December 15th.

TOWN OF LIBERTY PLANNING BOARD

Lynn Dowe, Chair
120 North Main Street
Liberty, New York 12754
(845) 292-8511



To: Interested or Involved Agencies

Town of Liberty Town Board
120 N. Main Street
Liberty, NY 12754

N.Y.S. Dept. of Environmental Conservation
Commissioners Office
50 Wolf Road
Albany, NY 12233

N.Y.S. Dept. of Environmental Conservation
Division of Environmental Permits
Region 3
21 So. Putt Corners Road
New Paltz, NY 12561

Sullivan County Dept. of Planning And
Economic Development
Sullivan County Government Center
100 North Street
Monticello, NY 12701

N.Y.S. Dept. of Health
90 Crystal Run Road, Suite 200
Middletown, NY 10941-7102

Sullivan County Dept. of Public Works
Sullivan County Government Center
100 North Street
Monticello, NY 12701

Delaware River Basin Commission
P.O. Box 7360
25 State Police Drive
West Trenton, NJ 08628

SEQRA DECLARATION
NOTICE OF INTENT TO SERVE AS LEAD AGENCY



From: Town of Liberty Planning Board
Lynn Dowe, Chair
120 North Main Street
Liberty, NY 12754

Date: November 5, 2025

Subject: **Devany Estates - Devany Road – Subdivision, Site Plan and Special Use Permit Review – Lead Agency Determination**

The Planning Board of the Town of Liberty ("Planning Board") has received an Application and Long EAF Part 1, from Devany Estates LLC (the "Applicant") for approval to develop a 33-acre site as a Residential Cluster Development with 34 Duplexes (68 Homes), a Community Center and 2 Pools (the "Proposed Action").

The Planning Board has determined that the Proposed Action is a Type 1 action with respect to the New York State Environmental Quality Review Act (SEQRA).

Under the applicable standards of Title 5 NYCRR Section 617.6(b), the Planning Board has concluded that it is the appropriate agency to serve as Lead Agency in the review of the Proposed Action and hereby declares its intent to serve as the Lead Agency with regard to this Proposed Action.

This notification is being sent to interested and involved agencies with the request that you consent to the Planning Board serving as Lead Agency. In the event that you, as an interested or involved agency, do not agree with the Planning Board's designation as Lead Agency, you may follow the procedures outlined in NYCRR 617.6(b)(5).

This notice is being mailed on November 6, 2025. Your agreement or disagreement with the Town Planning Board serving as Lead Agency is requested on or before December 8, 2025. Please send your response to the Planning Board Chair, Lynn Dowe at the above address.

In accordance with the provisions of SEQRA and its implementing regulations, if no response is received from your agency by December 8, 2025, it will be assumed that you are in agreement with the designation of the Planning Board as Lead Agency and on that basis the Planning Board would automatically assume the role of Lead Agency.

Enclosed with this Notice are Part 1 of the Long EAF and the application which has been submitted by the Applicant, and from to respond to this Notice.

If you have any questions or comments, please contact Lynn Dowe, Planning Board Chair, 120 North Main Street, Liberty, New York 12754. Phone (845) 292-8511.

STATE OF NEW YORK
TOWN OF LIBERTY
COUNTY OF SULLIVAN

LEAD AGENCY:

Town of Liberty Planning Board

NAME OF PROPOSED

PROJECT: Devany Estates

**RESPONSE TO TOWN OF LIBERTY PLANNING BOARD LEAD
AGENCY NOTICE REGARDING THE DEVANY ESTATES PROJECT**

On behalf of _____, I _____
acknowledge receipt of the Lead Agency Notice for the Devany Estates Project ("Project").

The aforementioned agency hereby: (PLEASE CHECK ONE)

☐ CONSENTS to the Town of Liberty Planning Board serving as Lead Agency for the Project's review and requires no further information regarding the proceedings for the Project.

☐ CONSENTS to the Town of Liberty Planning Board serving as Lead Agency for the Project's review and requests that the undersigned receive notification of SEQRA determinations, proceedings and hearings for the Project.

☐ DOES NOT CONSENT to the Town of Liberty Planning Board serving as Lead Agency for the Project's review and wishes to serve as Lead Agency. To contest Lead Agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6 (b)(5).

Date: _____

Agency Name: _____

Representative: _____
Signature

Print Signer's Name

Please mail response to:

Lynn Dowe, Planning Board Chair
Town of Liberty
120 North Main Street
Liberty, New York 12754

Full Environmental Assessment Form
Part 1 - Project and Setting

RECEIVED

NOV 10 2025

**TOWN OF LIBERTY
TOWN CLERK'S OFFICE**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Devany Estates LLC		
Project Location (describe, and attach a general location map): 270 Devany Road, Swan Lake, NY 12783		
Brief Description of Proposed Action (include purpose or need): Proposed action is to construct a residential development consisting of 68 dwelling units, a community building, and pool.		
Name of Applicant/Sponsor: Devany Estates LLC		Telephone: 845-642-5825
		E-Mail: eli@greenheightsconstruction.com
Address: 173 Kearsing Pkwy		
City/PO: Monsey	State: NY	Zip Code: 10952
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, ☒ Yes ☐ No or Village Board of Trustees	Town Of Liberty Town Board, Transportation Corp	January 2026
b. City, Town or Village Planning Board or Commission ☒ Yes ☐ No	Town Of Liberty Planning Board, Site Plan Approval	October 28, 2024
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☒ No		
d. Other local agencies ☒ Yes ☐ No	Town Road Drive Entrance Permit	April 2026
e. County agencies ☒ Yes ☐ No	Sullivan County Planning GML 239 Review	Completed, August 4, 2025
f. Regional agencies ☐ Yes ☒ No		
g. State agencies ☒ Yes ☐ No	NYSDEC-SPDES Permit, NYSDEC-WWTP NYSDEC-SWPP Permit, NYSDOH-Water Supply	July 2025, December 2025
h. Federal agencies ☐ Yes ☒ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☒ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☒ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☒ No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☒ No	
- If Yes, complete sections C, F and G. - If No, proceed to question C.2 and complete all remaining sections and questions in Part 1	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☒ Yes ☐ No	
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☒ No	
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☒ No	
If Yes, identify the plan(s): _____ _____ _____	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☒ No	
If Yes, identify the plan(s): _____ _____ _____	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☒ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

ZONING DISTRICT: R1 - LOW DENSITY RESIDENTIAL

b. Is the use permitted or allowed by a special or conditional use permit? ☒ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☒ No
If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? Liberty Central School District

b. What police or other public protection forces serve the project site?

New York State Police Troop F

c. Which fire protection and emergency medical services serve the project site?

Swan Lake Fire Department, Sullivan County EMS system: Empress EMS

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Residential

b. a. Total acreage of the site of the proposed action? 33.02 acres

b. Total acreage to be physically disturbed? 20.27 acres

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 33.02 acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☒ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☒ Yes ☐ No

If Yes,
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

Residential

ii. Is a cluster/conservation layout proposed? ☒ Yes ☐ No

iii. Number of lots proposed? 68

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☒ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated 2
- Anticipated commencement date of phase I (including demolition) 6 month year
- Anticipated completion date of final phase month 2 year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? ☒ Yes ☐ No If Yes, show numbers of units proposed.			
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u> <u>Multiple Family (four or more)</u>
Initial Phase	_____	68	_____
At completion of all phases	_____	68	_____

g. Does the proposed action include new non-residential construction (including expansions)? ☐ Yes ☒ No If Yes,	
i. Total number of structures _____ ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☒ Yes ☐ No If Yes,	
i. Purpose of the impoundment: <u>Stormwater detention ponds where used to reduce the flow off site due to increased impervious.</u> ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☒ Other specify: <u>surface runoff from the site.</u> iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: <u>1.04</u> million gallons; surface area: <u>0.47</u> acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) ☐ Yes ☒ No If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☒ No If yes, describe. _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? ☐ Yes ☐ No ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☒ Yes ☐ No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): <u>the project will be discharging sewer effluent into the previously mapped wetland</u>	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:
Less than 0.01 acres for the effluent pipe and gravel - See site plans

iii. Will the proposed action cause or result in disturbance to bottom sediments? ☐ Yes ☒ No
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☒ No
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☒ Yes ☐ No
 If Yes:

i. Total anticipated water usage/demand per day: 29,920 gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☒ No
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☒ No
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☒ No
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

Existing 2 Wells Onsite

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: 45.89 gallons/minute.

d. Will the proposed action generate liquid wastes? ☒ Yes ☐ No
 If Yes:

i. Total anticipated liquid waste generation per day: 45,000 gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

Sanitary Sewage From Residential Homes

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☒ No
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

• Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ If Yes: • Describe extensions or capacity expansions proposed to serve this project: _____	☐ Yes ☐ No ☐ Yes ☐ No
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____	
If Yes: • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____	
The process is the 3-stage bardenpho. Anaerobic-anoxic-aeration-clarification- followed by tertiary sand filters.	
West branch of Mongaup tribs; B(t)	
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____	
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____	
☒ Yes ☐ No	
If Yes: i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or <u>6.43</u> acres (impervious surface) _____ Square feet or <u>33.02</u> acres (parcel size) ii. Describe types of new point sources, ditches, pipes, swales, and curbs. _____ iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____	
Stormwater runoff will be directed to management facilities such as detention ponds to reduce the flows leaving the site.	
• If to surface waters, identify receiving water bodies or wetlands: _____ DEC-delineated freshwater wetland (LW-29) • Will stormwater runoff flow to adjacent properties? _____	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____	
☒ Yes ☐ No	
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____	
☐ Yes ☒ No	
If Yes, identify: i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____	
☐ Yes ☒ No	
If Yes: i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)	

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☒ No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☒ No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☒ No

If Yes:

i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend
☐ Randomly between hours of _____ to _____

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? ☐ Yes ☐ No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? ☐ Yes ☐ No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐ Yes ☐ No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No

l. Hours of operation. Answer all items which apply.

i. During Construction:	ii. During Operations:
• Monday - Friday: _____	• Monday - Friday: _____
• Saturday: _____	• Saturday: _____
• Sunday: _____	• Sunday: _____
• Holidays: _____	• Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? If yes: i. Provide details including sources, time of day and duration: _____	☐ Yes ☒ No
ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Describe: _____	☐ Yes ☐ No
n. Will the proposed action have outdoor lighting? If yes: i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: Street Lighting - Dark sky compliant	☒ Yes ☐ No
ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Describe: _____	☐ Yes ☒ No
o. Does the proposed action have the potential to produce odors for more than one hour per day? If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____	☐ Yes ☒ No
p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? If Yes: i. Product(s) to be stored _____ ii. Volume(s) _____ per unit time _____ (e.g., month, year) iii. Generally, describe the proposed storage facilities: _____	☐ Yes ☒ No
q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? If Yes: i. Describe proposed treatment(s): _____	☐ Yes ☒ No
ii. Will the proposed action use Integrated Pest Management Practices?	☐ Yes ☒ No
r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? If Yes: i. Describe any solid waste(s) to be generated during construction or operation of the facility: • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste: • Construction: _____ • Operation: _____ iii. Proposed disposal methods/facilities for solid waste generated on-site: • Construction: _____ • Operation: _____	☐ Yes ☐ No

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☒ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☒ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☒ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- ☐ Urban ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☒ Rural (non-farm)
☒ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	0.00	6.43	+6.43
• Forested	24.91	4.64	-20.27
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)	0.00	13.84	+13.84
• Agricultural (includes active orchards, field, greenhouse etc.)	0.00	0.00	0.00
• Surface water features (lakes, ponds, streams, rivers, etc.)	0.00	0.00	0.00
• Wetlands (freshwater or tidal)	8.11	8.11	0.00
• Non-vegetated (bare rock, earth or fill)	0.00	0.00	0.00
• Other Describe: _____			

Page 10 of 13

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☒ No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ +/- 9 feet

b. Are there bedrock outcroppings on the project site? ☐ Yes ☒ No
If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site:

WuB	54.9 %
MrB	10.9 %
MrA	8.8 %

d. What is the average depth to the water table on the project site? Average: _____ 6 feet

e. Drainage status of project site soils: ☐ Well Drained: _____ % of site
☐ Moderately Well Drained: _____ % of site
☒ Poorly Drained 100 % of site

f. Approximate proportion of proposed action site with slopes: ☒ 0-10%: _____ 96 % of site
☒ 10-15%: _____ 2 % of site
☒ 15% or greater: _____ 2 % of site

g. Are there any unique geologic features on the project site? ☐ Yes ☒ No
If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☒ Yes ☐ No

ii. Do any wetlands or other waterbodies adjoin the project site? ☒ Yes ☐ No

If Yes to either i or ii, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☒ Yes ☐ No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name West Branch Mongaup and tribs, Seg 1401-0061 Classification B (T)
- Lakes or Ponds: Name _____ Classification PSS
- Wetlands: Name _____ Approximate Size 35 acres
- Wetland No. (if regulated by DEC) LW-29

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☒ No
If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? ☐ Yes ☒ No

j. Is the project site in the 100-year Floodplain? ☐ Yes ☒ No

k. Is the project site in the 500-year Floodplain? ☐ Yes ☒ No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☒ No
If Yes:
i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site:		
Whitetail Deer _____ Gray Squirrels _____	Raccoon _____ Coyote _____	Turkey _____ Porcupine _____
n. Does the project site contain a designated significant natural community? ☐ Yes ☒ No		
If Yes:		
i. Describe the habitat/community (composition, function, and basis for designation): _____		
ii. Source(s) of description or evaluation: _____		
iii. Extent of community/habitat:		
• Currently: _____ acres		
• Following completion of project as proposed: _____ acres		
• Gain or loss (indicate + or -): _____ acres		
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☒ No		
If Yes:		
i. Species and listing (endangered or threatened): _____		

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☒ No		
If Yes:		
i. Species and listing: _____		

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☒ No		
If yes, give a brief description of how the proposed action may affect that use: _____		

E.3. Designated Public Resources On or Near Project Site		
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☒ No		
If Yes, provide county plus district name/number: _____		
b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☒ No		
i. If Yes: acreage(s) on project site? _____		
ii. Source(s) of soil rating(s): _____		
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☒ No		
If Yes:		
i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature		
ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____		

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☒ No		
If Yes:		
i. CEA name: _____		
ii. Basis for designation: _____		
iii. Designating agency and date: _____		



TOWN OF LIBERTY PLANNING BOARD CHECKLIST FOR SPECIAL USE PERMIT APPLICATIONS

COMPLETE SUBMISSION PACKET INCLUDES:

- ☒ 10 COPIES OF COMPLETED APPLICATION
- ☒ 10 COPIES OF FULL DETAILED SITE PLAN
- ☒ 10 COPIES OF SHORT FORM EAF/LONG FORM EAF
(ENVIRONMENTAL ASSESSMENT FORMS ARE AVAILABLE ON
THE DEC WEBSITE – www.dec.ny.gov/eafmapper/)
- ☒ 10 COPIES OF OWNERS AUTHORIZATION
- ☒ PDF. FORMAT OF SITE PLAN EMAILED TO PB SECRETARY
- ☒ APPLICABLE FEES PAID

**ALL PAPERWORK MUST BE RECEIVED BY THE PLANNING BOARD SECRETARY NO
LATER THAN TEN (10) DAYS PRIOR TO ANY GIVEN MEETING – NO EXCEPTIONS!!**



TOWN OF LIBERTY

PLANNING BOARD

SPECIAL USE PERMIT APPLICATION

Amended Application

No.: _____ Date: _____

Fee Paid: _____ Site Plan: _____ Zone: _____
Long Form E.A.F. Filed: _____ Short Form E.A.F. Filed: _____
Owners Authorization Signed & Filed: _____

APPLICANT: Devany Estates, LLC

MAILING ADDRESS: 173 Kearsing Pkwy, Monsey, NY 10952

TELEPHONE: Business: 845-642-5825 Home: _____

PRESENTED BY: Keystone Associates, Architects, Engineers & Surveyors, LLC

MAILING ADDRESS: 58 Exchange Street, Binghamton, NY 13901

TELEPHONE: Business: (607) 722-1100 Home: _____

PROPERTY OWNER: Elimelech Ravitz Swan Lake Gardens LLC

MAILING ADDRESS: 173 Kearsing Pkwy 173 Wallabout Street
Monsey, NY 10952 Brooklyn, NY 11206

TELEPHONE: Business: 845-642-5825 Home: _____

THIS SPECIAL USE PERMIT IS REQUESTED TO:

Approve Site Plan For a Cluster Development Which includes 2 Single Family Dwellings, 35 Two Family Dwellings (Total of 72 Dwellings), 2 Pools, 1 Community Building.

This Project is in The R-1 Zoning. R-1 District Reg under Special Uses Allows For "Single-/two family conservation developments

Included In This Submission - Survey, Site Plan, Short EAF, Wetlands Report, Wetlands Map Signed By the DEC. and Flow Tests for the 2 Existing Wells

NIDA J SHARIF
Notary Public - State of New York
No. 01SH6438127
Qualified in Rockland County
My Commission Expires 08/08/2011



TOWN OF LIBERTY PLANNING BOARD
PROPERTY OWNER'S AUTHORIZATION
SPECIAL USE PERMIT

DATE: 4/23/2025

(I, We) Elimelech Ravitz / Swan Lake Gardens (Owner / Owners) of the
property, tax map Section 46 Block 1 Lot 25.6, 25.8, 25.12
described in the application filed by: Devany Estates, LLC
with the Town of Liberty Planning Board do
HEREBY, authorize the applicant to file for a special use permit with
my full knowledge and acceptance.

Signature
(Owner / Owners)

State of New York}

County of Rockland }ss:

Sworn to me this 25 day of April, 2025

Notary Public

NIDA J SHARIF
Notary Public - State of New York
No. 01SH6438127
Qualified in Rockland County
My Commission Expires 08/08/2026



TOWN OF LIBERTY

N E W Y O R K

A Great Place to Work, Live and Play

Office of the Supervisor

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

October 29, 2025

Shimon Newmark
Agudath Israel of America, (Camp Agudah)
42 Broadway, 14th Floor
New York, NY 10004

Dear Shimon,

I hope this note finds you well and rested from the busy camp season.

I write you today in humble adoration for your continued generosity to the Town of Liberty. Your generous donation of the file cabinets and furnishings for the Building Department and Assessor offices have completely transformed the office spaces and provide much needed filing space for the voluminous paperwork generated by these departments. It is amazing how they fit perfectly into the spaces and provide a warm and welcoming environment by the neutral colors which match the interior décor.

I also thank you for your generous contribution to the July 4th fireworks display this summer. We had an amazing crowd of residents and visitors view the spectacular display thanks to you and those who participated in the funding of the event.

Here's to extending my blessings to you and the entire community for a safe, healthy and fulfilling season ahead and, as always we look forward to working with you on our collective efforts in Liberty.

Sincerely yours,

Frank

Our Mission Statement

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

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	6	14.80	
	Marriage License	Marriage License Fee	7	122.50	
	TOWN CLERK	EZ Pass	10	250.00	
		Marriage Certificate	14	140.00	
		Misc	7	16.00	
		Notary Fees	30	60.00	
		Sub-Total:		\$603.30	
A2544	Dog Licensing	Female, Spayed	4	36.00	
		Female, Unspayed	3	37.50	
		Male, Neutered	5	45.00	
		Male, Unneutered	2	25.00	
	SENIOR	SENIOR	4	-20.00	
		Sub-Total:		\$123.50	
A2545	Dog	Redeemed Dog	1	75.00	
		Sub-Total:		\$75.00	
A3510.4	Dog	Reimbursement Of Expenses	1	25.00	
		Sub-Total:		\$25.00	
B2770	Building Fees	Building Inspections Multi Family	1	80.00	
		Building Permit	21	8,938.20	
		Commercial Establishment Inspections	2	150.00	
		Fire Inspections	1	75.00	
		Municipal Search	12	1,200.00	
			Sub-Total:		\$10,443.20
Total Local Shares Remitted:				\$11,270.00	
Amount paid to:	Ny State Dept. Of Health			157.50	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			24.00	
Amount paid to:	NYS Environmental Conservation			253.20	
Total State, County & Local Revenues:		\$11,704.70	Total Non-Local Revenues:		\$434.70

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

REVENUE SUMMARY

FUND NAME	BUDGET AS MODIFIED	CURRENT RECEIPTS	Y-T-D RECEIPTS	UNCOLLECTED BALANCE
GENERAL FUND - TOWNWIDE	3,023,322.00	50,099.45	3,157,825.33	134,503.33-
TOWN - OUTSIDE VILLAGE	493,016.00	10,416.24	403,832.07	89,183.93
COMMUNITY DEVELOPMENT BLOCK GRANTS	.00	.00	.00	.00
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	1,609,597.01	10,314.71	1,627,455.58	17,858.57-
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1	1,280,294.00	5,219.86	1,287,969.92	7,675.92-
HIGHWAY CHIPS FUND	644,000.00	.00	47,708.13	596,291.87
WATER AND SEWER OPERATIONAL FUND	1,043,596.54	.00	678,666.54	364,930.00
TOTAL SEWER DISTRICTS	857,257.00	53,636.55	951,556.45	94,299.45-
TOTAL WATER DISTRICTS	1,460,621.10	41,450.82	1,401,040.11	59,580.99
GRAND TOTALS.....	10,411,703.65	171,137.63	9,556,054.13	855,649.52

EXPENSE SUMMARY

FUND NAME	BUDGET AS MODIFIED	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	P.O. BALANCE	UNENCUMBERED UNEX. BALANCE
GENERAL FUND - TOWNWIDE	3,427,122.00	340,974.96	2,717,414.47	34,725.66	674,981.87
TOWN - OUTSIDE VILLAGE	618,016.00	39,500.33	343,684.52	.00	274,331.48
COMMUNITY DEVELOPMENT BLOCK GRANTS	.00	.00	.00	.00	.00
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	1,791,597.01	81,310.20	1,043,171.38	30,415.29	718,010.34
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1	1,373,994.00	126,446.97	968,908.27	458.79	404,626.94
HIGHWAY CHIPS FUND	644,000.00	453,857.32	664,186.85	.00	20,186.85-
WATER AND SEWER OPERATIONAL FUND	1,043,596.54	64,862.97	716,416.65	6,484.71	320,695.18
TOTAL SEWER DISTRICTS	1,054,131.32	58,821.67	708,507.29	17,708.53	327,915.50
TOTAL WATER DISTRICTS	1,577,621.10	46,785.63	1,135,942.28	9,955.35	431,723.47
GRAND TOTALS.....	11,530,077.97	1,212,560.05	8,298,231.71	99,748.33	3,132,097.93



Town of Liberty
Supervisor's Report
October-25
Bank Account Reconciliation

Name	Bank	Account #	Current Total
General Fund	Key Bank	*183	\$ 442,598.17
Highway Fund	Key Bank	*191	\$ 798,145.78
Capital Reserve Fund	TD Banknorth	*521	\$ 149,404.89
Capital Reserve Fund	Wayne Bank	*701	\$ 170,850.95
Street Light Districts	CHB	*555	\$ 26,304.69
Water and Sewer Fund	Key Bank	*205	\$ 652,298.37
Trust and Agency	Key Bank	*744	\$ 344,690.48
Central Checking	Key Bank	*183	\$ -
Health Insurance	Jeff Bank	*993	\$ -
Payroll Account	Jeff Bank	*310	\$ -
Payroll Withholding	Jeff Bank	*174	\$ -
NYS CDBG	Key Bank	*418	\$ -
Grant Account	Key Bank	*212	\$ -
		TOTAL:	\$ 2,575,293.33

Key Bank Treasury Bills:			\$ 10,970,400.14
Catskill Hudson Bank CD			-
Jeff Bank CD			\$ -
TD Banknorth CD			\$ 239,300.18
		TOTAL CD:	\$ 11,209,700.32

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1856	7124	FINEHAND SIGNS						
GENERAL FUND	- TOWNWIDE	Contractual		A 1967 4		4,850.00	66799	4,850.00
1857	4417	CLEARFLY						
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1110 4		127.40	66797	
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1220 4		32.20		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1310 4		31.85		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1330 4		16.10		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1355 4		31.85		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1410 4		31.85		
GENERAL FUND	- TOWNWIDE	Contractual		A 1620 4		618.99		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 1680 4		16.10		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 5132 4		100.08		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 6772 4		24.73		
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 7020 4		76.76		
TOWN - OUTSIDE VILLAGE		Contractual		B 3620 4		47.95		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		37.23		1,193.09
1858	5403	CHARTER COMMUNICATIONS						
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 7020 4		110.00	66798	110.00
1859	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 7150 4		94.61	66796	94.61
1860	3038	CONSTELLATION ENERGY SVC OF NY						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		1,983.30	66796	1,983.30
1861	110	NYSE&G						
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 7110 4		106.01	66794	
GENERAL FUND	- TOWNWIDE	CONTRACTUAL		A 7111 4		154.52		260.53
1862	110	NYSE&G						
INFIRMARY ROAD SEWER DISTRICT		Contractual		S7 8110 4		31.08	66794	31.08
1863	130	VERIZON						
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		147.37	66795	147.37
1864	7023	DELTA DENTAL OF NEW YORK						
GENERAL FUND	- TOWNWIDE	Emp. Benefit		A 9060 8		378.40	25110400	378.40
1865	380	PAYROLL ACCOUNT						
GENERAL FUND	- TOWNWIDE	Pers. Ser.		A 1010 1		1,455.92	25110500	
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 1110 1		9,717.14		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 1220 1		5,279.27		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 1310 1		2,700.60		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 1355 1		6,613.59		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 1410 1		4,870.95		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 3510 1		1,780.85		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 5010 1		4,968.24		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 7020 1		6,363.07		
GENERAL FUND	- TOWNWIDE	Per. Ser.		A 7110 1		3,892.43		
GENERAL FUND	- TOWNWIDE	Per. Services		A 7140 1		230.50		
TOWN - OUTSIDE VILLAGE		Per. Ser.		B 3620 1		4,052.80		
TOWN - OUTSIDE VILLAGE		Per. Ser.		B 8020 1		412.50		
HIGHWAY FUND	- TOWNWIDE - HWY 3 & 4	Per. Ser.		DA 5130 1		4,671.40		

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Per. Ser.		DA 5142 1		32,599.92		
WATER AND SEWER OPERATIONAL FUND		Per. Ser.		MO 8110 1		18,936.73		108,545.91
1866	1227	FIRST NATL. BANK OF JEFFERSONVILLE						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9030 8		3,585.44	25110501	
TOWN - OUTSIDE VILLAGE		Emp. Benefit		E 9030 8		339.32		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefits		DA 9030 8		355.78		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefits		DA 9030 8		2,450.02		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits		MO 9030 8		1,426.77		8,157.33
1867	575	ADVANCED AUTO PARTS	17141					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		210.07		210.07
1868	575	ADVANCED AUTO PARTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		360.02		360.02
1869	2225	SULLIVAN COUNTY LABS						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		34.00		34.00
1870	139	ALL GAS & WELDING SUPPLY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		60.00		60.00
1871	5235	AMERICAN EXPRESS	17213					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7550 4		359.44		359.44
1872	5235	AMERICAN EXPRESS	17211					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 6772 4		429.05		429.05
1873	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7140 4		40.00		40.00
1874	5183	AMERICAN PETROLEUM	17143					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4		21.01		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		346.26		
RESERVE HIGHWAY FACILITY		Capital Outlay		HB 5132 3		2,678.08		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		769.65		3,815.00
1875	8900	ASTRO CHEMICALS, INC						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		2,604.00		2,604.00
1876	8119	ATLAS SECURITY SERVICES, INC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4		94.46		94.46
1877	8119	ATLAS SECURITY SERVICES, INC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4		755.68		755.68
1878	368	BADGER METER INC						
FERNDALDE WATER DISTRICT		Contractual		W2 8310 4		21.71		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		21.71		
INDIAN LAKE WATER DISTRICT		Contractual		W5 8310 4		21.72		
ROUTE 55 WATER DISTRICT		Contractual		W7 8310 4		21.71		86.85
1879	850	SULLIVAN MATERIALS	17144					
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Contractual		DB 5110 4		442.68		442.68

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1880	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1220 4		77.00		77.00
1881	825	COOK BROTHERS TRUCK PARTS	17146					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		554.79		554.79
1882	825	COOK BROTHERS TRUCK PARTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		293.27		293.27
1883	2993	CREDIT BUREAU OF MONTICELLO, INC.						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1220 4		9.64		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1310 4		9.64		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4		9.64		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1410 4		9.64		
TOWN - OUTSIDE VILLAGE		Contractual		B 3620 4		9.64		
TOWN - OUTSIDE VILLAGE		Contractual		B 8020 4		9.65		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		9.65		67.50
1884	7206	DAVIS VISION INC						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		277.95		277.95
1885	1417	DECKER CONTRACTORS	17142					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		1,963.50		1,963.50
1886	7022	DELAWARE VALLEY FARM & GARDEN						
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Contractual		DB 5110 4		162.50		162.50
1887	7023	DELTA DENTAL OF NEW YORK						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		438.24		438.24
1888	1454	E & B CONSTRUCTION	17188					
W.S.S. WATER DISTRICT		Contractual		W4 8310 4		600.00		600.00
1889	572	ERTS MECHANICAL						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 3510 4		305.00		305.00
1890	64	52 AUTO WORKS, INC	17191					
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		2,412.90		2,412.90
1891	64	52 AUTO WORKS, INC						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		173.58		173.58
1892	3011	PAESANOS PIZZA						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		54.00		54.00
1893	3013	PARTNERS IN SAFETY, INC.						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9050 8		435.00		435.00
1894	4221	PITNEY BOWES BANK RESERVE						
GENERAL FUND - TOWNWIDE		ACCOUNT		A 1670 4		3,000.00		3,000.00
1895	4107	PN FIRE & BURGLAR ALARM CO., INC..						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		150.00		150.00
1896	3307	RESNICK ENERGY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4		2,738.93		2,738.93

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1897	3152	RIEBER CARTING LLC	17145					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		323.08		323.08
1898	160	SCHMIDTS WHOLESALE, INC.	17183					
W.S.S. WATER DISTRICT		Contractual		W4 8310 4		1,185.20		1,185.20
1899	280	SHOPRITE SUPERMARKETS, INC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7550 4		25.95		25.95
1900	8086	STANDARD LIFE INSURANCE COMP OF NY						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		356.66		
TOWN - OUTSIDE VILLAGE		Empl. Benefit		B 9060 8		40.53		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefit		DA 9060 8		154.01		
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Emp. Benefits		DB 9060 8		121.59		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits		MO 9060 8		137.81		810.60
1901	1360	STARK TECH SERVICES LLC	17194					
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		618.46		
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4		516.44		
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		916.41		
INFIRMARY ROAD SEWER DISTRICT		Contractual		S7 8110 4		516.44		
FERNDAL WATER DISTRICT		Contractual		W2 8310 4		516.44		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		741.05		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8311 4		679.46		4,704.70
1902	8015	SULLIVAN CO. SEPTIC SERVICE	17215					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		1,485.00		1,485.00
1903	1757	TAM ENTERPRISES	17195					
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		6,171.75		6,171.75
1904	5175	TOLLS BY MAIL						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5010 4		23.30		23.30
1905	4509	TOWN OF LIBERTY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 3510 4		1,250.00		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		600.00		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		4,170.00		6,020.00
1906	420	TRADING POST LIBERTY	17187					
LOOMIS WATER DISTRICT		Contractual		W1 8310 4		44.99		
FERNDAL WATER DISTRICT		Contractual		W2 8310 4		44.99		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		44.99		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4		44.99		
INDIAN LAKE WATER DISTRICT		Contractual		W5 8310 4		44.99		
COLD SPRING ROAD WATER DISTRICT		Contractual		W6 8310 4		44.99		
ROUTE 55 WATER DISTRICT		Contractual		W7 8310 4		44.99		314.93
1907	420	TRADING POST - LIBERTY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		153.31		153.31
1908	420	TRADING POST - LIBERTY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		23.77		23.77
1909	420	TRADING POST - LIBERTY						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		19.58		19.58

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1910	4032	VILLAGE OF LIBERTY WATERWORKS						
YOUNGSHILL SEWER DISTRICT		Contractual		S4 8110 4		5,747.21		5,747.21
1911	1600	WECHSLER POOL AND SUPPLY CO	17190					
STEVENSVILLE WATER DISTRICT		Contractual		W3 8311 4		504.00		504.00
1912	7148	SUNSOREE YOUNG						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4		236.08		236.08
1913	7023	DELTA DENTAL OF NEW YORK						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		292.00	25110700	292.00
1914	643	VERIZON SELECT SERVICES INC.						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		1.84	66801	1.84
1915	110	NYSE&G						
GENERAL FUND - TOWNWIDE		Contractual		A 5182 4		1,108.28	66800	
FERNDAL LIGHT DISTRICT		Contractual		L1 5182 4		398.34		
SWAN LAKE LIGHT DISTRICT		Contractual		L2 5182 4		1,124.79		
W.S.S. LIGHT DISTRICT		Contractual		L3 5182 4		476.82		
PARKSVILLE LIGHT DISTRICT		Contractual		L4 5182 4		385.48		
LOCH SHELDRAKE ROAD LIGHT DISTRICT		Contractual		L5 5182 4		390.36		3,984.07
1916	110	NYSE&G						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4		50.40	66800	50.40
1917	110	NYSE&G						
INFIRMARY ROAD SEWER DISTRICT		Contractual		S7 8110 4		210.18	66800	210.18
1918	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND - TOWNWIDE		Contractual		A 5182 4		113.10	66802	113.10
1919	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4		133.67	66802	133.67
1920	5406	CHARTER COMMUNICATIONS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		140.00	66803	140.00
1921	9062	ACCESS PLUS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4		78.00	66804	
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		309.69		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		78.00		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4		75.42		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		78.00		619.11
1922	575	ADVANCED AUTO PARTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		217.71		217.71
1923	2225	SULLIVAN COUNTY LABS						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		234.00		
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4		254.00		
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		262.00		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		39.00		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4		513.00		1,302.00

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1924	8122	ALLEGIANCE TRUCKS BINGHAMTON	17150					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		1,279.58		1,279.58
1925	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		Contractual		A 1010 4		16.99		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1220 4		24.83		
GENERAL FUND - TOWNWIDE		Contractual		A 1480 4		58.90		100.72
1926	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1410 4		93.56		
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		20.62		114.18
1927	5235	AMERICAN EXPRESS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		41.61		41.61
1928	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4		477.00		477.00
1929	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1310 4		18.99		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1680 4		64.67		83.66
1930	2048	APPLIED LOGIC CORP.						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1680 4		2,130.70		2,130.70
1931	2038	ARKEL MOTORS INC	17149					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		1,763.98		1,763.98
1932	368	BADGER METER INC						
YOUNGSHILL SEWER DISTRICT		Contractual		S4 8110 4		43.42		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4		43.43		86.85
1933	7231	CASELLA						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		449.40		449.40
1934	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		Contractual		A 1670 4		533.13		533.13
1935	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1220 4		275.00		275.00
1936	825	COOK BROTHERS TRUCK PARTS	17153					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		CO INC Contractual		DA 5130 4		585.77		585.77
1937	825	COOK BROTHERS TRUCK PARTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		CO INC Contractual		DA 5130 4		142.48		142.48
1938	6100	C R YAUN PLUMBING	17155					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		2,347.70		2,347.70
1939	5298	EDWARD PORTER						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4		415.00		415.00
1940	1972	DOWSER WATER						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		59.91		59.91

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1941	1972	DOWSER WATER						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		52.90		52.90
1942	6028	ENDICOTT COMM INC						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		171.96		171.96
1943	572	ERTS MECHANICAL	17077					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		25,638.69		25,638.69
1944	2815	FALLSBURG LUMBER						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		68.78		68.78
1945	2700	JACOB BILLIG, ESQ						
TOWN - OUTSIDE VILLAGE		Contractual		B 1420 4		3,125.00		3,125.00
1946	1465	FLEETPRIDE						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		176.89		176.89
1947	2315	MITCHELL JURON						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		225.00		225.00
1948	1474	KIMBALL MIDWEST	17148					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		1,009.27		1,009.27
1949	1609	KENNETH KLEIN						
GENERAL FUND - TOWNWIDE		Contractual		A 1420 4		5,500.00		5,500.00
1950	1510	KRISTT CO.						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		242.56		242.56
1951	1873	LOOMIS WATER DISTRICT						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		193.05		193.05
1952	1499	MIRABITO ENERGY PRODUCTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4		592.17		592.17
1953	681	MONTICELLO BLACKTOP CORP.	17154					
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Contractual		DB 5110 4		175,539.96		175,539.96
1954	232	STATE OF NY DEPT. OF CIVIL SERVICE						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		43,025.10		
TOWN - OUTSIDE VILLAGE		Empl. Benefit		B 9060 8		4,889.22		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefit		DA 9060 8		18,579.02		
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Emp. Benefits		DB 9060 8		14,667.65		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits		MO 9060 8		16,623.33		97,784.32
1955	1910	N.Y.STATE & LOCAL RETIREMENT SYSTEM						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9010 8		191,397.36		
TOWN - OUTSIDE VILLAGE		Emp. Benefit		B 9010 8		21,749.70		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefits		DA 9010 8		82,648.86		
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Emp. Benefits		DB 9010 8		65,249.10		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits		MO 9010 8		73,948.98		434,994.00
1956	7184	NORTH EAST PARTS GROUP, LLC	17147					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		512.79		512.79

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1957	7184	NORTH EAST PARTS GROUP, LLC						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		461.54		461.54
1958	387	PETTY CASH						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 6772 4		13.75		13.75
1959	1730	PITNEY BOWES BANK INC PURCHASE PWR						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		578.43		578.43
1960	8024	QUILL						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7020 4		142.23		142.23
1961	3307	RESNICK ENERGY						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4		2,276.37		2,276.37
1962	3307	RESNICK ENERGY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4		5,042.55		5,042.55
1963	3152	RIEBER CARTING LLC	17151					
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		403.85		403.85
1964	3152	RIEBER CARTING LLC						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4		323.08		323.08
1965	1171	SAM'S CLUB / GEMB						
GENERAL FUND - TOWNWIDE		Contractual		A 7310 4		41.92		41.92
1966	160	SCHMIDT'S WHOLESALE, INC.	17197					
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		313.68		313.68
1967	2782	SKINNERS SERVICE CENTER	17152					
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		1,192.11		1,192.11
1968	1251	STAPLES ADVANTAGE						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4		116.18		116.18
1969	1757	TAM ENTERPRISES	17199					
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4		660.00		660.00
1970	461	TOWN OF LIBERTY						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		139.86		139.86
1971	420	TRADING POST - LIBERTY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4		114.29		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7550 4		19.99		134.28
1972	420	TRADING POST - LIBERTY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4		73.74		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4		219.12		
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Contractual		DB 5110 4		101.04		393.90
1973	420	TRADING POST - LIBERTY						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4		14.98		14.98
1974	8034	U & W FENCE CO	17301					
GENERAL FUND - TOWNWIDE		Contractual		A 1982 4		10,930.00		10,930.00

VOUCHER ABSTRACT
MUNICIPALITY: TOWN OF LIBERTY

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1975 STEVENSVILLE WATER DISTRICT	1600	WECHSLER POOL AND SUPPLY CO	17200	W3 8310 4		716.40		716.40
1976 WATER AND SEWER OPERATIONAL FUND	1902	WEX BANK	Contractual	MO 8110 4		1,677.03		1,677.03
1977 GENERAL FUND - TOWNWIDE	1937	WEX BANK	CONTRACTUAL	A 7110 4		649.92		649.92
1978 GENERAL FUND - TOWNWIDE	1941	WEX BANK	CONTRACTUAL	A 1355 4		21.65		21.65
1979 WATER AND SEWER OPERATIONAL FUND S. L. / BRISCOE CONSOLIDATED SEWER	340	W.W. GRAINGER, INC	17198	MO 8110 4 S2 8110 4		167.68 144.93		312.61
								966,729.90 **

GENERAL FUND - TOWNWIDE

	ACCOUNT	ENC	AMOUNT
Pers. Ser.	A 1010 1		1,455.92
Contractual	A 1010 4		16.99
Per. Ser.	A 1110 1		9,717.14
CONTRACTUAL	A 1110 4		1,171.72
Per. Ser.	A 1220 1		5,279.27
CONTRACTUAL	A 1220 4		418.67
Per. Ser.	A 1310 1		2,700.60
CONTRACTUAL	A 1310 4		60.48
CONTRACTUAL	A 1330 4		16.10
Per. Ser.	A 1355 1		6,613.59
CONTRACTUAL	A 1355 4		797.23
Per. Ser.	A 1410 1		4,870.95
CONTRACTUAL	A 1410 4		135.05
Contractual	A 1420 4		5,500.00
Contractual	A 1480 4		58.90
Contractual	A 1620 4		4,309.47
Contractual	A 1670 4		3,533.13
CONTRACTUAL	A 1680 4		2,211.47
Contractual	A 1967 4		4,850.00
Contractual	A 1982 4		10,930.00
Per. Ser.	A 3510 1		1,780.85
CONTRACTUAL	A 3510 4		1,555.00
Per. Ser.	A 5010 1		4,268.24
CONTRACTUAL	A 5010 4		23.30
CONTRACTUAL	A 5132 4		6,145.00
Contractual	A 5182 4		1,221.38
CONTRACTUAL	A 6772 4		467.53
Per. Ser.	A 7020 1		6,363.07
CONTRACTUAL	A 7020 4		328.99
Per. Ser.	A 7110 1		3,892.43
CONTRACTUAL	A 7110 4		29,368.66
CONTRACTUAL	A 7111 4		154.52
Per. Services	A 7140 1		230.50
CONTRACTUAL	A 7140 4		40.00
CONTRACTUAL	A 7150 4		769.10
Contractual	A 7310 4		41.92
CONTRACTUAL	A 7550 4		405.38
Emp. Benefit	A 9010 8		191,397.36
Emp. Benefit	A 9030 8		3,585.44
Emp. Benefit	A 9050 8		435.00
Emp. Benefit	A 9060 8		44,768.35

362,588.70 *

362,588.70 **

TOWN - OUTSIDE VILLAGE

Contractual	B 1420 4		3,125.00
Per. Ser.	B 3620 1		4,052.80
Contractual	B 3620 4		57.59
Per. Ser.	B 8020 1		412.50
Contractual	B 8020 4		9.65
Emp. Benefit	B 9010 8		21,749.70
Emp. Benefit	B 9030 8		339.32
Empl. Benefit	B 9060 8		4,929.75

34,676.31 *

34,676.31 **

	ACCOUNT	ENC	AMOUNT	
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4				
Per. Ser.	DA 5130 1		4,671.40	
Contractual	DA 5130 4		9,104.77	
Per. Ser.	DA 5142 1		32,599.92	
Contractual	DA 5142 4		8,373.65	
Emp. Benefits	DA 9010 8		82,648.86	
Emp. Benefits	DA 9030 8		2,805.80	
Emp. Benefit	DA 9060 8		18,733.03	
				158,937.43 *
				158,937.43 **
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1				
Contractual	DB 5110 4		176,246.18	
Emp. Benefits	DB 9010 8		65,249.10	
Emp. Benefits	DB 9060 8		14,789.24	
				256,284.52 *
				256,284.52 **
RESERVE HIGHWAY FACILITY				
Capital Outlay	HB 5132 3		2,678.08	
				2,678.08 *
				2,678.08 **
FERNDAL LIGHT DISTRICT				
Contractual	L1 5182 4		398.34	
				398.34 *
				398.34 **
SWAN LAKE LIGHT DISTRICT				
Contractual	L2 5182 4		1,124.79	
				1,124.79 *
				1,124.79 **
W.S.S. LIGHT DISTRICT				
Contractual	L3 5182 4		476.82	
				476.82 *
				476.82 **
PARKSVILLE LIGHT DISTRICT				
Contractual	L4 5182 4		385.48	
				385.48 *
				385.48 **
LOCH SHELDRAKE ROAD LIGHT DISTRICT				
Contractual	L5 5182 4		390.36	
				390.36 *
				390.36 **
WATER AND SEWER OPERATIONAL FUND				
Per. Ser.	MO 8110 1		18,936.73	
Contractual	MO 8110 4		10,694.56	
Emp. Benefits	MO 9010 8		73,948.98	
Emp. Benefits	MO 9030 8		1,426.77	
Emp. Benefits	MO 9060 8		16,761.14	
				121,768.18 *
				121,768.18 **

	ACCOUNT	ENC	AMOUNT	
LOOMIS SEWER DISTRICT				
Contractual	S1 8110 4		770.44	770.44 *
				770.44 **
S. L. / BRISCOE CONSOLIDATED SEWER				
Contractual	S2 8110 4		12,441.31	12,441.31 *
				12,441.31 **
YOUNGSHILL SEWER DISTRICT				
Contractual	S4 8110 4		5,790.63	5,790.63 *
				5,790.63 **
INFIRMARY ROAD SEWER DISTRICT				
Contractual	S7 8110 4		757.70	757.70 *
				757.70 **
LOOMIS WATER DISTRICT				
Contractual	W1 8310 4		44.99	44.99 *
				44.99 **
FERNDAL E WATER DISTRICT				
Contractual	W2 8310 4		583.14	583.14 *
				583.14 **
STEVENSVILLE WATER DISTRICT				
Contractual	W3 8310 4		2,684.20	
Contractual	W3 8311 4		1,383.46	4,067.66 *
				4,067.66 **
W.S.S. WATER DISTRICT				
Contractual	W4 8310 4		2,386.62	2,386.62 *
				2,386.62 **
INDIAN LAKE WATER DISTRICT				
Contractual	W5 8310 4		66.71	66.71 *
				66.71 **
COLD SPRING ROAD WATER DISTRICT				
Contractual	W6 8310 4		44.99	44.99 *
				44.99 **
ROUTE 55 WATER DISTRICT				
Contractual	W7 8310 4		66.70	66.70 *
				66.70 **

ACCOUNT ENC AMOUNT

966,729.90 ***

TO THE SUPERVISOR:

I certify that the vouchers listed above were audited by the _____ TOWN BOARD _____ and allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount opposite his name. Claims # _____ to claims # _____ audited on _____. Claims # _____ to claims # _____ audited on _____. All other claims were authorized under Blanket Resolution adopted by the Town Board on February 11, 1988.

DATE

TOWN CLERK

APPROVED AND ORDERED PAID THIS _____ day of _____, _____

SUPERVISOR

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

GL VOUCH#	VEND#	CLAIMANT NAME/ADDRESS	ACCOUNT	AMOUNT	CHECK#	CHECK AMOUNT
325	7221	YANIRA WILSON DATE: 10/02/25	A 400	100.00	3183	100.00
326	2506	MARISOL JUAREZ-SMITH DATE: 10/02/25	A 400	100.00	3184	100.00
327	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 10/08/25	TP 10	77,759.90	25100802	77,759.90
328	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 10/08/25	TP 10	26,418.70	25100803	26,418.70
329	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 10/08/25	TP 10	10,688.50	25100804	10,688.50
330	758	TOWN OF LIBERTY DATE: 10/08/25	TP 10	778.76	69062	778.76
331	758	TOWN OF LIBERTY DATE: 10/08/25	TP 10	557.70	69063	557.70
332	758	TOWN OF LIBERTY DATE: 10/08/25	TP 10	285.97	69064	285.97
333	2009	SULLIVAN COUNTY SUPPORT COLLECTION DATE: 10/08/25	TP 10	707.36	69065	707.36
334	1920	N.Y.S. INCOME TAX BUREAU DATE: 10/08/25	TW 21	4,588.17	25100805	4,588.17
335	310	USCM/ NORTHEAST DATE: 10/08/25	TW 28	2,432.47	25100806	2,432.47
336	930	GLENN SMITH, PE, INC. DATE: 10/17/25	TA 95	460.60	3185	460.60
337	703	STATE COMPTROLLER DATE: 10/17/25	A 690	25,592.00	3186	25,592.00
338	4042	VILLAGE OF LIBERTY DATE: 10/17/25	A 690	700.00	3187	700.00
339	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 10/22/25	TP 10	77,438.53	25102202	77,438.53
340	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 10/22/25	TP 10	26,455.31	25102203	26,455.31
341	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 10/22/25	TP 10	10,682.69	25102204	10,682.69
342	758	TOWN OF LIBERTY DATE: 10/22/25	TP 10	778.76	69123	778.76
343	758	TOWN OF LIBERTY DATE: 10/22/25	TP 10	557.70	69124	557.70

GL VOUCH#	VEND#	CLAIMANT NAME/ADDRESS	ACCOUNT	AMOUNT	CHECK#	CHECK AMOUNT
344	758	TOWN OF LIBERTY DATE: 10/22/25	TP 10	285.97	69125	285.97
345	2009	SULLIVAN COUNTY SUPPORT COLLECTION DATE: 10/22/25	TP 10	707.36	69126	707.36
346	1920	N.Y.S. INCOME TAX BUREAU DATE: 10/22/25	TW 21	4,592.55	25102205	4,592.55
347	310	USCM/ NORTHEAST DATE: 10/22/25	TW 28	2,449.36	25102206	2,449.36
348	578	AFLAC NEW YORK DATE: 10/23/25	TW 29	1,184.74	25102301	1,184.74
349	1910	N.Y.STATE & LOCAL RETIREMENT SYSTEM DATE: 10/28/25	TW 18	6,123.93	25102801	6,123.93
350	758	TOWN OF LIBERTY DATE: 10/30/25	HX 202	39,911.99	25103001	39,911.99
						322,339.02 **

ACCEPTED/APPROVED THIS _____ DAY OF _____,

CLAIMS FROM # _____ TO # _____ TOTALING: \$ _____

 SUPERVISOR

 COUNCILPERSON

 COUNCILPERSON

 COUNCILPERSON

 COUNCILPERSON

	ACCOUNT	AMOUNT	
GENERAL FUND - TOWNWIDE			
Refundable Deposits	A 400	200.00	
Clearing Account	A 690	26,292.00	26,492.00 *
			26,492.00 **
RESERVE - SWAN LAKE SEWER			
Cash from EFC	HX 202	39,911.99	39,911.99 *
			39,911.99 **
TRUST AND AGENCY			
Escrow account	TA 95	460.60	460.60 *
			460.60 **
PAYROLL ACCOUNT			
Payroll	TP 10	234,103.21	234,103.21 *
			234,103.21 **
PAYROLL WITHHOLDING			
Retirement	TW 18	6,123.93	
N.Y.S. Income Tax	TW 21	9,180.72	
PEBSO - Deferred Compensation	TW 28	4,881.83	
AFLAC Contributions	TW 29	1,184.74	21,371.22 *
			21,371.22 **
			322,339.02 ***

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	AMOUNT	CHECK#
1825	7023	DELTA DENTAL OF NEW YORK		331.0025101700	
1826	5404	CHARTER COMMUNICATIONS		119.99	66757
1827	8111	CHARTER COMMUNICATIONS		119.99	66776
1828	110	NYSE&G		1,065.78	66680
1829	110	NYSE&G		855.31	66680
1830	110	NYSE&G		3,211.09	66680
1831	110	NYSE&G		319.51	66680
1832	658	VERIZON WIRELESS		75.98	66698
1833	380	PAYROLL ACCOUNT		108,734.5625102200	
1834	1227	FIRST NATL. BANK OF JEFFERSONVILLE		8,171.7625102201	
1835	7421	GROWING SOULS INC		40,000.00	66785
1836	3069	CORNELL COOPERATIVE EXTENSION		45,220.00	66784
1837	7421	GROWING SOULS INC		34,774.00	66786
1838	1912	BILLIG, LOUGHLIN & SILVER, LLP		3,920.00	66783
1839	7023	DELTA DENTAL OF NEW YORK		330.0025102400	
1840	7199	NYS EFC		63,600.0025102700	
1841	658	VERIZON WIRELESS		37.99	66789
1842	658	VERIZON WIRELESS		304.96	66789
1843	658	VERIZON WIRELESS		31.26	66789
1844	658	VERIZON WIRELESS		77.62	66789
1845	130	VERIZON		832.85	66788
1846	110	NYSE&G		86.79	66787
1847	110	NYSE&G		1,589.01	66787
1848	110	NYSE&G		2,199.24	66787
1849	110	NYSE&G		681.70	66787
1850	3038	CONSTELLATION ENERGY SVC OF NY		462.36	66791
1851	3038	CONSTELLATION ENERGY SVC OF NY		304.77	66791
1852	3038	CONSTELLATION ENERGY SVC OF NY		136.15	66791

PRG-AP0090 REPORT AS OF 11/03/25
RUN TIME 12.27.31 DATE 11/03/25

VOUCHERS PAID POST AUDIT APPROVAL
MUNICIPALITY: TOWN OF LIBERTY

PAGE 2

VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	AMOUNT	CHECK#
1853	3038	CONSTELLATION ENERGY SVC OF NY		1,037.21	66791
1854	1096	CHARTER COMMUNICATIONS		190.56	66790
1855	5407	CHARTER COMMUNICATIONS		44.00	66792
				318,871.44 **	

POST AUDIT ACCEPTED/APPROVED THIS _____ day of _____,

CLAIMS FROM #: _____ TO #: _____ TOTALING : _____

SUPERVISOR

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

Town of Liberty-Work Session Meeting

Date: 10/6/25

Time: 10:00 a.m.

Location: Senior Citizen Center, 119 North Main Street, Liberty, NY 12754

This meeting focused on the implementation and utilization of a collaborative tool for town management, with an emphasis on using Microsoft Teams for communication and OpenGov for budgeting and project planning. The discussion highlights the setup of channels for different departments to facilitate information sharing and collaboration. The meeting also covers the importance of creating a five-year capital budget plan to manage future needs, such as equipment and building maintenance, and the necessity of planning for financial shortfalls. Participants discuss the potential for using grants to offset costs and the need for better organization and communication to ensure the town's economic health. The meeting concludes with a call for department heads to actively participate in the budgeting process and utilize the tools provided for efficient management.

Adjourn

Respectfully submitted,

Sara Alvarez, Deputy Town Clerk



TOWN OF LIBERTY

N E W Y O R K

A Great Place to Work, Live and Play

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) –

Our Mission Statement

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

	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



TOWN OF LIBERTY

N E W Y O R K

A GREAT PLACE TO WORK, LIVE & PLAY

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					

MISSION STATEMENT

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



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

(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.

Our Mission Statement

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

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

Town of Liberty –Budget Work Session Summary

Date: 10/8/25

Time: 2:00 p.m

Place: Senior Citizens Center, 119 North Main Street, Liberty, NY 12754

Attendees: Supervisor Frank DeMayo, Councilmember Vincent McPhillips, Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Finance Director Cheryl Gerow.

Code Enforcement and Permitting

- Discussion revealed inconsistencies within local code chapters — notably between Chapter 60 and Chapter 147 (building vs. zoning).
- Some code language conflicts (permits required vs. not required) date back to 1987 revisions.
- Noise ordinance enforcement identified as problematic — in code but lacking an enforceable mechanism.
- Recommended reactivation of the past 2015–2019 review draft for code modernization to resolve conflicting definitions.
- Board agreed to coordinate with prior attorney notes to reissue code correction proposal.

Constable and Dog Control

- Constable contractual line (\$1,000) eliminated due to non-use in recent years.
- Dog Control Officer reported savings through shared shelter operations with other towns.
- Town benefits from shared facility (CARE) with neighboring municipalities; Liberty incurs no cost for dog food (\$700/month).
- Town saved \$11,800 annually from waived dog disposition fees due to **CARE** agreement.
- DCO emphasized maintaining cooperation between towns to preserve cost efficiency.

- Noted operational budget gap (\$100K) including salary, benefits, and maintenance — under review for mitigation strategies.

Sewer Districts

Clarifier System – RB1 & RB2

- Clarifier failure attributed to improper installation; bolts not torqued or epoxied properly.
- Decision: repair preferred over replacement (\$48K repair vs. \$98K full replacement).
- Estimated cost: \$48K repair + \$14K parts already owned (~\$62K total).
- Repair to follow bidding process per auditor guidance; permissive referendum planned for fund transfer.

Loomis Sewer District

- District includes ~87 units (Mountain View, Cherry Lane, etc.) with current rate of \$564/unit.
- Capital balance: \$100K; post-repair, will retain \$53K.
- Board to increase annual capital contribution from \$3K to \$10–15K to rebuild reserve.
- Older 1980s infrastructure (control panels, pumps) slated for replacement via grant pursuit.
- CDBG grant application suggested; supervisor to coordinate with program administrator (Mark).

Swan Lake Sewer District

- Sludge press highly effective in cutting hauling costs; \$30K line reduced to \$15K.
- Press operation cost averages \$25K/month for 3-month cycles; reserve funds are maintained for maintenance downtime.
- Electrical costs remain high; \$2K increase recommended for upcoming budget year.
- Maintain a minimum \$1M capital reserve floor for future facility maintenance post-rebuild.

Water Districts

- Ferndale, Stevensville, Sherwood, White Sulphur, and Indian Field all reviewed for maintenance and electrical usage.

- Increase electrical budgets \$2K–\$3K due to consistent overages and pump operation cycles.
- Install radio telemetry controls at Ferndale and Loomis to replace unreliable phone-line alerts (\$25K–\$30K).
- Reservoir and main replacements noted as future capital needs; funding to be sought through grants.
- White Sulphur: add missing line items for meter parts and tank cleaning (\$4,000 addition).

Chemical Procurement & Cost Control

- Chemical costs (chlorine, caustic soda) have sharply increased year-over-year.
- All districts must compile 24 months of usage and cost data to establish a realistic bid baseline.
- Bulk delivery limited by 55-gallon drum capacity; bid specs to reflect small-container requirements.
- Explore piggybacking off NYS contracts to stabilize pricing and improve purchasing power.

Financial Adjustments Summary

Line Item	Rationale	Adjustment
Sludge Hauling – Swan Lake	Reduced hauling via press	Decrease \$30,000 → \$15,000
Electric (Multiple Districts)	Overages across systems	Increase \$2,000 each
Loomis Sewer Capital	Emergency reserves	Increase contribution to \$10–15K
Chemicals	Price volatility	Gather usage data & bid annually
Equipment Upgrades	Aging infrastructure	Apply for CDBG/State funding

Grants & Long-Term Planning

- Supervisor to contact CDBG administrator to assess eligibility for Loomis Water/Sewer upgrades.
- Capital reserve maintenance: maintain $\geq$ \$1M for future plant and infrastructure stability.
- Develop 10-year capital plan with lifecycle scheduling for each district.
- Apply for water fund and infrastructure support grants as available.

Final Action Items

1. Contact auditors regarding clarifier repair and bid compliance process.
2. Prepare permissive referendum for capital fund transfer (clarifier).
3. Recalculate district rates post-adjustments.
4. Compile 24 months of chemical usage/cost data for bid creation.
5. Add missing budget lines (meter parts, tank cleaning) as needed.
6. Pursue CDBG/State grant funding for water and sewer infrastructure.
7. Maintain a capital baseline of \$1M minimum for sewer systems.

ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laurie Dutcher,

Town Clerk

Town of Liberty – Budget Workshop Minutes

Date: October 9, 2025

Location: Senior Citizens Center, 119 North Main Street, Liberty, NY 12754

Meeting Type: Budget Workshop

Attendees: Supervisor Frank DeMayo, Councilmember Vincent McPhillips, Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Finance Director Cheryl Gerow, Park & Recreation Director James Guara, Highway Superintendent Matt DeWitt.

Parks & Recreation

- **Program Break-Even Policy:** Each program's expense budget will be set to align with projected program revenue (fees + sponsorships) to target **net-zero** results, excluding town-wide admin overhead.
- **Fee Schedule:** Previously approved fee increases must be reflected in 2026 revenue projections. Staff will reconcile all program budgets in OpenGov, ensuring **revenue drives allowable expenses**.
- **Labor Controls:** Overtime and staffing to be actively scheduled (e.g., shift swaps for weekend programs). Greater use of vetted volunteers; Parks Board to focus on **volunteer pipeline** and community liaison role (PTA, library, civic groups).
- **Concessions:** Reduce staffing (one position removed), limited operating windows, leaner SKUs. Explore **RFP for third-party concessionaire** (or seasonal vendor) to convert losses into site-rent revenue.
- **Pool:** Remove \$3,000 vacuum from O&M; instead, contribute **\$1,000/year for 3 years** to capital for future replacement. **Cancel unused pool phone line** (\$950 savings). Put chlorine and common chemicals out to **joint bid** with the Water/Sewer department for scale pricing; if unfavorable, piggyback on the **State bid**.
- **SWIMS Grant:** Pursue NYS **SWIMS** grant for pool repair/rebuild; secure professional assessment (scope, cost, and urgency) to support application.
- **Senior Programming:** Coordinate with Library and community partners to rebuild participation; consider evidence-based programs (walking clubs, book-trail, etc.).

Numbers Noted (Illustrative from working papers):

- Parks O&M deficit pressure remains; revised fee expense models to be returned by staff.

- Fireworks funded via appeals; keep **\$5,000** Town contribution with a targeted **\$6,000** donation goal.

Highway Department

Signage & Assets

- No budget increase for signs; priority on speed and stop signs. Full sign inventory with GPS to follow as OpenGov asset modules expand (to include culverts/bridges mapping).

Superintendent's Office & Garage (Admin/Facility)

- **Salary:** Request for **\$10,000** adjustment (based on 4-year cycle).
- **Utilities & Services:** Electricity, heating fuel, and hauling increased.
- **Garbage Removal:** Weekly pickup line increased from **\$8,600** → **\$10,000**; Fall/Spring clean-up dumpsters remain ≈ **\$6,000**.
- **Lawn Mowing:** Reduced from **\$3,100** → **\$1,500** based on actuals.
- **Garage Doors (20 total):** Move to a **planned maintenance contract** and **phased replacements**; evaluate energy-efficiency grants; track costs in capital plan.
- **Debt Service Reinvestment:** Highway barn debt service savings to stay within the **Highway Building Capital Reserve** for facility reinvestment (gutters, snow-stops, doors, etc.).

Bridges & Culverts

- Annual **\$40,000** allocation continues (2025 rollover noted). Strategy: replace small town-owned bridges with **large culverts (≥4 ft)** to reduce lifecycle costs; coordinate with County engineers for sizing. Superintendent to provide counts (Town vs. County bridges) for sales-tax discussions.

Machinery & Shop

- Fund stable; purchases via **OGS/state bid** wherever practicable. Uniform/clothing allowances per CBA reflected in the correct lines.

Snow & Ice Control

- **+\$72,742** in salary costs (contractual). Testing optimized **sand/salt mixes** to reduce truck hours, fuel, and wear—while maintaining service windows (3–3.5 hr goal for first pass). Heated barn reduces idling.

Road Improvements (CHIPs-adjacent local work)

- **Request:** +\$50,000 increase to offset construction inflation (~22% since 2020) and limit reliance on outside paving. Town paving is performed in-house wherever feasible; contractors are reserved for peak constraints.
- Continue full road prep (ditching, culverts, shoulders, trees) **before** paving to extend service life.

Capital Equipment Plan (Highway)

- **Annual ask:** +\$50,000 (total reserve to **\$203,000**).
 - Fleet valuation **\$3.2M (vehicles) + \$2.8M (equipment)**.
 - **Past-life units:** 10 vehicles + 5 equipment (per schedule).
 - Fleet strategy: consolidate from **11 → 7 tandems** over time; retain some singles/one-tons for dead ends and support roles.
 - Surplus sales via **Auctions International**; proceeds to **Highway Capital Reserve**.
-

RECESS

The meeting was recessed until 10/14/25 at 2:00 p.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk

Town of Liberty- Budget Workshop Meeting Minutes

Date: October 14, 2025

Time: 2:00 p.m.

Location: Senior Citizens Center, 119 North Main Street, Liberty, NY 12754

Attendees: Supervisor Frank DeMayo, Councilmember Vincent McPhillips, Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Finance Director Cheryl Gerow.

Call to Order

The meeting was reconvened from a previous recess to continue discussion on the 2025 Budget and related matters.

Vehicle Repair Quotes – 2011 Chevy Silverado

- Reviewed three quotes;
- White Sulphur Garage was incomplete (missing belt) and likely higher once complete.
- Thalman's appeared least expensive based on scope and pricing.
- 52 Auto Works was recommended due to the fastest available timeline.

Vehicle Repair – 2011 Chevy Silverado

The Town Board does hereby authorize repairs to the Water & Sewer 2011 Chevy Silverado by 52 Auto Works in the amount of \$2,473.51

Motion: Supervisor Frank DeMayo

Second: Councilmember John Lennon

5 AYES Carried

Sludge Removal Quotes

- Tam Enterprises quoted \$0.21/gal.
- Windriver Environmental quoted \$0.44/gal.

Sludge Removal

The Town Board does hereby accept the low quote from Tam Enterprises in the amount of \$0.21/gal.

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

Order of Departmental Budget Review

1. Finance Department
 2. Supervisor
 3. Clerk/Assessor
-

Finance Department Report

- Year-to-date interest income of approximately \$483,000 enabled additional appropriations to the budget.

Supervisor's Office Budget

- No significant changes aside from salary adjustments reflecting step increase and longevity pay.
- Minor variations attributed to prior step increases and standard adjustments.

Clerk's Office & Tax Collection Budget

- Requested first raise in **20** years due to workload growth and **First Class Town** status (population 10,385; parcels increased from 6,300 to 6,408).
- Revenues (to-date this year): \$39,000 total; \$10,500 interest; \$28,192 penalties; \$1,044 second notice fees; \$200 bad check fees.
- Operational costs: Postage at \$0.78; tax software (referred to as 'Allen Tunnel') increased from \$1,800 to \$1,900.

Additional Clerk/Tax Collection Notes

- Tax software platform: Towns reverted to the prior system in 2024. Clerk refers to the platform as 'Allen Tunnel.'
- Fees: State-capped fees (e.g., bad check fee \$20; notary fee \$2) limit revenue options. Interest and penalty rates are standard and not adjustable locally.

- New/expanded revenue streams: Notary services (started July 2023: \$602 in 2023; \$1,216 in 2024; \$566 YTD 2025) and E-ZPass sales (\$3.50 margin per unit; 78 units sold YTD).
- Dog licenses: Count declined from 900 (2010) to 300 currently. Letters were sent for renewals, but additional follow-ups are limited due to postage costs.
- Refuse collection & towing licenses: Current fees (e.g., \$50 per pickup; \$100 per packer for refuse; towing \$100 per truck) may warrant review; enforcement by plate recommended. Potential under-licensing identified (e.g., single license used across multiple vehicles/containers).
- Comparative fee study: Clerk to survey neighboring towns (e.g., Fallsburg, Thompson) and report back with recommendations.
- Banking services: M&T Bank lockbox in Buffalo processes ~80% of mailed tax payments and mails receipts at no charge, yielding substantial savings (float captured by bank acknowledged).

Software

- BAS and related software cost increases noted; modest line adjustments made.

Dog Licensing Compliance

- Prior enumeration increased compliance temporarily; counts drop without sustained follow-up.
-

Assessor's Office Budget

- Proposed copier lease removed; Assessor to share existing multi-function copiers across departments with cost-share for usage.
- Vehicle maintenance increased (tires/brakes \$2,500) to avoid premature vehicle replacement.
- Conferences: Summer and Fall conferences (\$1,600 and \$1,700).
- Subscriptions: Includes Marshall & Swift book and Thomson Reuters Law references; further detail provided in OpenGov itemization.
- Newspaper/obituaries: Discussion on discontinuing a \$300 annual 'Democrat' paper subscription for the Assessor's office; online obituary searches deemed sufficient.
- Appraisals: One appraisal approved at \$7,500 to date for the year; more possible.

Certified Mail Cost Recovery (Building Department)

- Applicants currently reimbursed for certified mailing postage; proposal to add labor/materials surcharge via workflow automation to fully recover costs.
-

Budget Adjustments & Vouchers

- Board identified \$16,000 in chargeback expenses that can be paid in the current fiscal year to reduce taxes next year.

Payment of 2026 Chargebacks

The Town Board does hereby authorize the payment of 2026 chargebacks in the amount of \$15,777.01 to be paid from 2025 budget monies.

Motion: Supervisor Frank DeMayo

Second: Councilmember Dean Farrand

5 AYES Carried

Executive Session

The Town Board does hereby go into Executive Session at 3:45 to discuss personnel.

Motion: Supervisor Frank DeMayo

Second: Councilmember Dean Farrand

5 AYES Carried

Out of Executive Session

The Town Board does hereby come out of Executive Session at .

Motion:

Second:

5 AYES

RECESS

The Town Board recesses the meeting until 10/21/25 at 2:00 p.m.

Respectfully Submitted,

Laurie Dutcher, Town Clerk

Town of Liberty – Budget Workshop Meeting Minutes

Date: October 21, 2025

Time: 2:00 PM

Location: Senior Citizens Center, 119 North Main Street, Liberty, NY 12754

Attendees: Supervisor Frank DeMayo, Councilmember Vincent McPhillips, Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Finance Director Cheryl Gerow

Budget Overview

The meeting convened to continue the review of the 2025 tentative budget. The focus was on achieving compliance with the 2% tax cap and finalizing capital fund allocations.

- Highlights:
 - Additional cuts totaling \$76,000 had already been made.
 - To reach the cap, a total of \$90,000 in reductions was needed.
 - Discussion centered on selective reductions in capital funding without undermining essential operations.
-

Proposed Adjustments

- Parks Capital: Reduced by \$5,000, maintaining \$11,000 (\$5,000 more than usual plus an extra \$1,000 for vacuum equipment).
- Town Barn: Reduced to \$50,000, still \$45,000 above the typical annual amount.
- Town Hall: No reduction proposed.
- Dog Control: Funding removed.
- Assessor's Office Equipment: Reduced from \$1,400 to \$500, retaining funds for replacement monitors.

These cuts result in an estimated \$90,000 decrease, bringing the projected tax increase to approximately 3%, remaining below the 2% cap threshold when adjusted for state calculations.

Fiscal Planning and Oversight

Board members agreed that:

- Capital fund balances remain healthy; temporary reductions are manageable.
 - The Town will implement monthly operating budget reviews with department heads.
 - A structured budget monitoring plan will be developed before year-end to guide 2026 planning.
 - Key Performance Indicators (KPIs) will be introduced for department heads, incorporating budget compliance and grant-seeking as performance metrics.
-

Long-Term Strategy

Supervisor and board members discussed:

- Leveraging operational grants to replenish capital funds.
- Conducting continuous monitoring rather than year-end corrections.
- Improving assessments, workflows, and permitting systems to enhance revenue and efficiency.

Goal: Rebuild \$20 million in capital needs over time through disciplined financial management.

Scheduling and Procedural Items

- Next Workshop: Scheduled for tomorrow at 2:00 PM to finalize the preliminary budget and accept the tentative budget for public hearing.
 - Public Hearing: Set for Thursday, November 6, at 6:00 PM, with sewer district hearings (five minutes each) preceding the general budget hearing.
 - Publication: Budget notice to be submitted to the Democrat newspaper by Friday.
-

Additional Department Matters

- Planning Board Compensation: Member raised the issue of raises for Planning Board members; the board acknowledged the request.
 - Narratives: Departments and the Town Board will finalize written narratives for inclusion in the public budget book.
-

Executive Session

A motion was made and seconded to enter executive session to discuss employee matters. Motion carried unanimously.

Out of Executive Session

The Town Board came out of Executive Session at 2:55 p.m

Motion: Councilmember John Lennon

Seconded: Supervisor Frank DeMayo

5 AYES CARRIED

Accept Resignation of Assessor

The Town Board does hereby accept the resignation of Sunsoree Young effective 11/4/25. The Board agreed to a final paycheck including 150 hours of vacation and sick time through 11/3/25 (9) days.

Motion: Councilmember Dean Farrand

Second: Supervisor Frank DeMayo

5 AYES CARRIED

Adjournment

The meeting was recessed until the next day at 2:00 PM.

Motion: Supervisor Frank DeMayo

Seconded: Councilmember John Lennon

5 AYES CARRIED

Respectfully submitted,

Laurie Dutcher

Town Clerk

Town of Liberty – Budget Workshop Meeting Minutes

Date: October 22, 2025

Time: 2:00 PM

Location: Senior Citizens Center, 119 North Main Street, Liberty, NY 12754

Attendees: Supervisor Frank DeMayo, Councilmember Vincent McPhillips, Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Finance Director Cheryl Gerow

Budget Overview

The meeting convened to continue the review of the **2025 tentative budget**. The focus was on achieving compliance with the **2% tax cap** and finalizing capital fund allocations.

Highlights:

- Additional cuts totaling **\$76,000** had already been made.
- To reach the cap, a **total of \$90,000 in reductions** was needed.
- Discussion centered on selective reductions in capital funding without undermining essential operations.

Proposed Adjustments

Capital Reductions Discussed:

- **Parks Capital:** Reduced by **\$5,000**, maintaining \$11,000 (\$5,000 more than usual plus an extra \$1,000 for vacuum equipment).
- **Town Barn:** Reduced to **\$50,000**, still \$45,000 above the typical annual amount.
- **Town Hall:** No reduction proposed.
- **Dog Control:** Funding removed.
- **Assessor's Office Equipment:** Reduced from \$1,400 to **\$500**, retaining funds for replacement monitors.

These cuts result in an estimated **\$90,000 decrease**, bringing the projected **tax increase to approximately 3%**, remaining below the 2% cap threshold when adjusted for state calculations.

Fiscal Planning and Oversight

Board members agreed that:

- Capital fund balances remain healthy; temporary reductions are manageable.
 - The Town will implement **monthly operating budget reviews** with department heads.
 - A structured **budget monitoring plan** will be developed before year-end to guide 2026 planning.
 - Key Performance Indicators (KPIs) will be introduced for department heads, incorporating **budget compliance and grant-seeking** as performance metrics.
-

Long-Term Strategy

Supervisor and board members discussed:

- Leveraging **operational grants** to replenish capital funds.
 - Conducting **continuous monitoring** rather than year-end corrections.
 - Improving assessments, workflows, and permitting systems to enhance revenue and efficiency.
 - Goal: Rebuild \$20 million in capital needs over time through disciplined financial management.
-

Scheduling and Procedural Items

- **Next Workshop:** Scheduled for **tomorrow at 2:00 PM** to finalize the preliminary budget and accept the tentative budget for public hearing.
 - **Public Hearing:** Set for **Thursday, November 6, at 6:00 PM**
-

Additional Department Matters

- **Narratives:** Departments and the Town Board will finalize written narratives for inclusion in the **public budget book**.
-

Executive Session

The Town Board went into Executive Session at 2:21 p.m.

Motion: Supervisor Frank DeMayo

Seconded: Councilmember Bruce Davidson

5 AYES Carried

Adjournment

The meeting was adjourned at **2:30 PM**.

Respectfully submitted,

Laurie Dutcher

Town Clerk

TOWN OF LIBERTY- WORK SESSION MEETING MINUTES

Date: November 3, 2025

Time: 10:00 AM

Location: Senior Citizens' Center, 119 North Main Street, Liberty, NY 12754

ATTENDANCE

Present:

Councilmember Dean Farrand, Councilmember Vincent McPhillips, Councilmember John Lennon, Councilmember Bruce Davidson, Sara Sprague Deputy Town Clerk, Court Manager Denise Curry, Park & Recreation Director James Guara, Tammy Wilson, Finance Director Cheryl Gerow, Sherri Kavleski, Manny, Ari.

Absent:

Supervisor Frank DeMayo, Highway Superintendent Matt DeWitt, Water & Sewer Supervisor Damon Knack, Dog Control Officer Joanne Gerow

CALL TO ORDER

The meeting was called to order by Councilmember Dean Farrand at 10:00 a.m.

DEPARTMENT HEAD REPORTS

No questions were raised regarding the department head reports.

MICROSOFT TEAMS DEMONSTRATION

Councilmember Bruce Davidson provided an overview of the Town's Microsoft Teams platform. Department heads can access their designated Teams with one click. The 'Department Head' Team includes folders for:

- Budget and Capital
- Human Resources
- Parks & Recreation Board Agendas and Minutes
- Planning Board Agendas and Minutes
- Town Board Agendas and Meeting Packets

The Teams platform was established to promote collaboration and improve communication among departments. Department heads were encouraged to log in regularly and review posted materials.

DISCUSSION – RUMORS & COMMUNICATION

Clarification was made regarding a recent staff resignation. It was confirmed that the employee resigned voluntarily and was not terminated. Members were reminded to verify

information directly with the Town Board and avoid responding to unconfirmed rumors circulating in the community.

GRANT INITIATIVE

Park & Recreation Director James Guara presented a new initiative to actively pursue available grants. Several grant opportunities were distributed, representing potential funding of approximately \$100,000. James and Kathy will lead the grant application process and collaborate with other staff as needed. The Board emphasized the importance of securing grants to offset departmental expenses and strengthen future budgets. Members commended the initiative as an important step toward improving fiscal efficiency.

BUDGET PRESENTATION OVERVIEW

Councilmember Davidson presented an overview of the Town's budget structure and processes:

- Operating Budget: Covers daily departmental operations.
- Capital Budget: Plans for long-term or major purchases (e.g., vehicles, buildings, or equipment).
- Appropriated Budget: The official, adopted town budget that allocates funds for operations.

Department heads were reminded to focus on Key Performance Indicators (KPIs) such as labor management, cost control, and grant success. A clear understanding of each budget type will improve the accuracy of future appropriations and departmental planning. The presentation will be reviewed in greater detail at a future meeting when all department heads are present.

LONG-TERM PLANNING

The Board discussed the need for five-year financial and capital planning to prevent last-minute budget challenges. Department heads are expected to forecast long-term needs and identify opportunities for grants, cost savings, and operational efficiencies. Workflows will be developed to track progress and accountability across departments.

BUILDING HEATING ISSUES

Court Manager Denise Curry raised ongoing concerns regarding inadequate heat in the upstairs offices of the municipal building. It was noted that:

- The furnace was temporarily out of service due to a fuel shortage.
- Even when operational, the upper floor remains significantly colder than the lower floor. Employees are frequently required to wear coats indoors due to the low temperatures.

Discussion followed regarding possible solutions:

- Adding a separate heating zone for the upper floor.
- Installing additional split units (heating and cooling).
- Requesting estimates from Arts or TZ Heating & Cooling for both options.

Approximate cost estimates:

- Mini-split units: \$30,000
- Full zoning upgrade: \$100,000

The Board agreed that the issue must be resolved before the next winter season. Staff will contact Ert's for updated estimates and evaluate capital budget funding options.

OTHER BUSINESS

The Board discussed the need to reduce duplication of work and streamline operations through efficient workflows. Starting in January, department head meetings will include individual budget discussions. Each department will report on efforts to manage operating budgets, pursue grants, and improve financial efficiency.

ADJOURNMENT

With no further business to discuss, the work session adjourned at approximately 10:45 a.m.

Respectfully submitted,

Sara Sprague

Deputy Town Clerk

	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	17			188
Permits Completed / Closed	11	11	27	8	26	18	12	19	19	22			173
Fire Inspections Performed	5	4	10	6	7	11	10	0	3	4			60
Complaints Open	5	5	11	14	9	4	8	12	14	14			96
Complaints Complied / Closed	6	7	10	11	8	7	19	11	6	20			105
Appearance Tickets issued	0	0	2	3	5	0	1	5	6	2			24
Planning Board Applications	3	4	4	2	0	3	6	2	2	2			28
Planning Board Approvals	0	5	2	4	2	0	1	1	0	1			16
Zoning Board Applications	0	0	0	0	0	0	0	0	0	0			0
Zoning Board Approvals	0	0	0	0	0	0	0	0	0	0			0
Municipal Searches	11	18	14	16	25	14	18	16	24	12			168



TOWN OF LIBERTY
NEW YORK

A GREAT PLACE TO WORK, LIVE & PLAY

TOWN OF LIBERTY JUSTICE COURT

	Sept 2025	Oct 2025	Nov 2025	Dec 2025		
V&T APPEARANCES	145	130				
CRIMINAL APPEARANCES	367	291				
ORDINANCE APPEARANCES	39	34				
CIVIL APPEARANCES	21	13				
TOTAL FINES COLLECTED	\$62,101.00	\$56,377.02				
TOTAL FINES TO TOWN	\$36,009.00	not available				
TOTAL FINES TO VILLAGE	\$700.00	not available				

MISSION STATEMENT

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



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

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

DATE: October 31, 2025
TO: Supervisor DeMayo and Town Board Members
RE: October Monthly Report for Work Session

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

1. Attended three (3) meetings with OpenGov and finalized agreement with them
2. Canvassed candidates for Account Clerk position for the Water and Sewer Department. Interviews will begin after deadline for applications are received
3. Attended various work sessions for the 2026 Tentative Budget. Accepted the 2026 Tentative Budget as the 2026 Preliminary Budget and scheduled public hearing
4. Submitted payment request to EFC for Swan Lake Sewer. Total requested and pending receipt of last request to date is \$716,523.25
5. Sent out bid proposals for Janitorial Services and Armed Security Guard Services.
6. Attended webinar/training for FuelMaster System
7. Advertised for Assessor position on Indeed and the NYS Assessors Association website
8. All other daily duties and responsibilities

Our Mission Statement

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

Liberty Parks and Recreation Department Head Report

October 2025

The Parks and Recreation Department is currently going through the annual budget process. As part of this, we were asked to make significant budget cuts, including the Recreation position. While these reductions were difficult, we were able to make the necessary adjustments with the goal of continuing to provide valuable community services.

We would like to take this opportunity to recognize and thank Felix Colon, our Recreation Supervisor, for his hard work and dedication to the department. His last day will be October 30, 2025. We wish him the very best in his future endeavors.

As we move into the colder months, Parks is preparing for winter operations, which includes shutting down water lines at the parks and storing equipment. This will also be the final pay period for our seasonal park staff.

On the Recreation side, we are transitioning into winter programming, which will include—but is not limited to—Indoor Walking, Youth Basketball, and Indoor Pickleball. Planning has also begun for our holiday decorating efforts throughout the community.

In light of the budget reductions, we are actively pursuing park-related grant opportunities to help offset funding losses and continue to enhance our facilities and programs for the community.

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



TOWN OF LIBERTY
N E W Y O R K
A Great Place to Work, Live and Play

WATER & SEWER DEPARTMENT

120 NORTH MAIN ST

LIBERTY, NY 12754

Department Head Report

October/2025

Overview

The Town of Liberty Water & Sewer has been busy with the usual jobs for this time of the year:

1. Replaced water service line across Rt 52 to the W S S Inn.
2. Dug and replaced 5 broken curb boxes and rods.
3. Black topped all dig jobs before winter.
4. Had all generators serviced at pump stations and sewer plants.
5. Prepared all buildings and pits for winter.
6. Pumped septic tanks that were scheduled to be pumped this year.
7. Doing GPS work in all districts.
8. Painting lines in all districts.

Our Mission Statement

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

Summary/upcoming

Working on getting prices to rebuild pumps at Swan Lake Sewer Plant.

Sewer main study and camera work in Swan Lake with Delaware Engineering.

Working on getting proposals to install mixers and anode rods in Ferndale Tank and a radio system to eliminate phone lines.

Town of Liberty

Bid Opening Minutes

Date: November 6, 2025

Location: Town Hall, 120 North Main Street, Liberty, NY

Subject: Armed Security Services Bid Opening

Purpose

The meeting was held to open and review the submitted bid for Armed Security Services for the Town of Liberty, as specified in the Request for Proposal (RFP).

Attendance

Town Representatives:

- Laurie Dutcher, Town Clerk

-Sara Alvarez, Deputy Town Clerk

Bidder Present:

- Scott F. Perry, Vice President, Atlas Security Services, Inc.

Bids Received

The Town received one (1) bid submission in response to the RFP for Armed Security Services. The bid was opened and reviewed at the meeting.

Bidder: Atlas Security Services, Inc.

Representative: Scott F. Perry

Title: Vice President

Phone: 845-742-6987

Email: sperry@atlassecurityservices.us

Date Submitted: November 6, 2025

Proposed Cost

Service	Cost per Hour
Armed Security Services	\$47.23

Discussion

- The proposal from Atlas Security Services, Inc. was properly signed and dated by Vice President Scott F. Perry.
- The company acknowledged acceptance of all RFP terms and conditions.
- The proposal met submission requirements and was received before the bid deadline.
- No additional bids were received for this category.

Adjournment

The bid concluded at 11:03 a.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk

Town of Liberty- Bid Opening Minutes

Date: November 6, 2025

Location: Town Hall, 120 North Main Street, Liberty, NY

Subject: Janitorial Services Bid Opening

Purpose

The purpose of this meeting was to open and review submitted bids for janitorial services for multiple Town of Liberty facilities, as outlined in the Request for Proposal (RFP).

Attendance

Town Representatives:

- Laurie Dutcher, Town Clerk
- Sara Alvarez, Deputy Town Clerk

Bidders Present:

Bids Received

The Town received one (1) bid submission in response to the RFP for janitorial services. The proposal was opened and reviewed at the meeting.

Bidder: Integrated Maintenance Solutions, Inc.

Representative: Frank Reynolds

Phone: 845-277-3588

Email: frank.reynolds@tmisco.com

Proposed Monthly Costs

Facility / Location	Service Frequency	Proposed Cost per Month
Town Hall, 120 N. Main St.	Mon, Wed, Fri (min. 3 days/week)	\$1,978.12
Senior Center (Upstairs), 119 N. Main St.	Mon–Fri (min. 5 days/week)	\$941.96

Parks & Recreation (Downstairs), 119 N. Main St.	Mon, Wed, Fri (min. 3 days/week)	\$706.47
Highway Department, 2751 State Route 52	Fridays (1 day/week)	\$282.59
Total Monthly Cost		\$3,909.14

Discussion

- Bid documents were reviewed for completeness and signature verification.
- The proposal from Integrated Maintenance Solutions, Inc. was signed and dated November 6, 2025, by Frank Reynolds.
- The terms and conditions outlined in the RFP are acknowledged as accepted by the bidder.
- No additional bids were received as of the submission deadline.

Adjournment

The bid concluded at 10:02 a.m.

Respectfully submitted,

Laurie Dutcher, Town Clerk

From: Dana Austin <libertydpw@townofliberty.org>
Sent: Monday, November 10, 2025 2:37 PM
To: Laurie Dutcher, Town Clerk, CMC, RMC <l.dutcher@townofliberty.org>
Subject: Agenda

Can you please put on the agenda for us to send our 2002 Blaw Know paver out bid.

Dana Austin

Town of Liberty
Highway Department
Senior Account Clerk
845-292-4172

Confidentiality Notice: This e-mail message, including attachments is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message and attachments. DO NOT forward it to a third party without the written consent of the sender. The Town of Liberty is a public entity; consequently, this e-mail may be subject to disclosure under the Freedom of Information Law. Thank you.



TOWN OF LIBERTY
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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: November 17, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: Pest Control Services RFP/Bid

Attached is a Request for Bid/Proposal for Pest Control Services.

Please approve the attached specifications and set the bid date for December 4, 2025.

Thank you.

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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)

REQUEST FOR BID/PROPOSAL

For

Pest Control Services

ISSUE DATE November 21, 2025

DUE DATE: December 4, 2025

TIME: 11:00 AM

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

All bids must be clearly marked and sealed, RFP for Pest Control Services, and delivered to:

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

The quote must be received in person or by mail no later than the date and time indicated above.

Faxed and emailed quotes WILL NOT be accepted.

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REQUEST FOR BID/PROPOSAL

The Town of Liberty (Town) is seeking Requests for Proposals for Pest Control Services from qualified and experienced pest management businesses for the following locations for the treatment of all insects, small domesticated and non-domesticated animals and rodents.

- Town Hall, 120 North Main Street, Liberty NY
- Parks and Recreation, 119 North Main Street, Liberty NY (Upstairs Senior Center and Downstairs Offices)
- Highway Department, 2751 State Route 52, Liberty, NY

The Town reserves the right to reject any/or all bids/proposals.

SCOPE OF SERVICES

The following specifications are intended to cover Pest Control Services:

1. Contractor will furnish all necessary labor, materials, and equipment to perform work and labor required herein in an expeditious, substantial, and skilled workmanlike manner on a monthly basis and "on-call" basis at all locations listed above
2. A detailed monthly inspection report for each location shall be provided to c.gerow@townofliberty.org
3. Contractor shall provide a copy of the Commercial Pesticide Applicator Certificate for every Contractor's representative who will perform on-site service
4. Examples of services that may be required under contract: troubleshooting to identify and remedy infestations and monthly pest control
5. When so requested, the Contractor shall provide service within twenty-four (24) hours, unless notified that an emergency exists which requires immediate attention to keep a facility in operation. In the event of an emergency, service shall be provided within two (2) hours.
6. If non-emergency service is not provided within twenty-four (24) hours after direct verbal or telephone notification from the Town, or if emergency service is not provided within two (2) hours after direct verbal or telephone notification from the Town representative, the Town has the right to secure the same service from another source.
7. The Supervisor, or other designated representative shall be the final authority on whether standards have been met.

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8. The contractor shall clearly mark all work areas that may reasonably be expected to endanger health and safety. Technician will provide such signs, markers, cones and barricades within reason as required to identify all work areas and minimize dangers.
9. Contractor shall practice acceptable safety precautions so as not to harm any persons or property while performing services under this RFP or any resulting contract. Contractors shall follow industry safety standards and use only industry approved safety equipment in accordance with the manufacture's specifications in the performance of all duties.

SCOPE OF WORK

1. The Contractor will conduct monthly routine visual inspections of pest prone areas for signs of active pest infestations and for conditions that are conducive to attracting or harboring pests. If treatment is required for any included pests, the technician shall treat the infested area(s), outside of regular work hours if needed.
2. Pesticide application shall be according to need and not by schedule.
3. The Contractor shall adequately suppress indoor populations of rats, mice, ants, winged termite swarmers emerging indoors, incidental/occasional invaders entering from out-of-doors, cockroaches, flies, ground beetles, bees, bed bugs, wasps, millipedes, centipedes, spiders, sow bugs, pill bugs, clover mites and any other arthropod pests not specifically excluded from the contract.
4. The Contractor shall perform routine pest control services that do not adversely affect occupant health. No sprays or dusts may be applied when the immediate area to be treated is occupied.
5. When it is necessary to perform work outside of regular work hours (8:00 AM – 4:00 PM, Monday through Friday), the Contractor shall notify the Supervisor at (845) 292-5111 at least twenty-four (24) hours in advance.

SPECIFICATIONS

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work.
2. All fieldwork shall be performed by or under the direct supervision of a qualified technician.
3. The Contractor will ensure that employees comply with all applicable Town of Liberty, New

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York State and Federal regulations and practices with respect to work performed on Town sites.

4. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
5. Provide all inspections, permits, warranties affiliated with requested scope of work
6. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The Town may choose to **Require the Contractor to rectify the deficiency within 48 hours or may withhold payment.**
7. Report any damage, or potential hazard, involving Town property immediately to the Town of Liberty Supervisor at (845) 292-5111.
8. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect the public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
9. Incidents, altercations, or accidents involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
10. The contractor will coordinate with the Department requesting services 48 hours prior to the scheduling date of work is to be performed.
11. All company vehicles must have signage identifying the Company.
12. All proposals shall be made on a per location basis and itemized by location and/or facility on the attached bid form. Proposals shall be at prevailing wage (if applicable) and will be accepted based upon the LOWEST TOTAL bid for all locations.

INVOICING

The contractor shall submit an invoice on a monthly basis.

Invoices shall indicate (at a minimum) the contract year, Town Property Address and certified payroll for prevailing wage with the Town of Liberty Vendor Certification form attached.

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PREVAILING WAGES

The CONTRACTOR agrees that every person employed in or about the work contemplated by this contract shall be paid not less than the prevailing rate of wages, as per PRC # 2025901061 which can be found at

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1596273> and

provided with not less than the prevailing supplements as provided by Section 220 of the Labor Law of the State of New York:

SUBCONTRACTORS

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

ASSIGNMENT

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

INSURANCE

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

TERMINATION

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

The bid amounts shall be effective January 1, 2026 until December 31, 2026. The awarded bid cannot be substituted by another contractor.

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

The successful bidder must submit a certified payroll with each monthly invoice certifying prevailing wage has been paid to the employee.

FEE PROPOSAL

- Bidder's Rates shall be a flat rate per month, per location effective for the duration of the Contract Term.
- Prices below must be all inclusive, including insurance, supplies and prevailing wage.

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BID/PROPOSAL REFERENCE SHEET

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

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

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BID/PROPOSAL

Location	Cost per Month
Town Hall, 120 North Main Street	
Senior Center (upstairs) 119 North Main Street	
Parks and Recreation (downstairs) 119 North Main Street	
Highway Department, 2751 State Route 52	
TOTAL:	

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

Representative Signature

Company Name

Print Name

Title

Telephone Number

E-mail address

Date

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NON-COLLUSION BID/PROPOSAL CERTIFICATE

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

The undersigned hereby certifies:

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

Date: _____

Name of Company: _____

Address: _____

By: _____

Title: _____

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Town of Liberty Vendor Certification

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

☐

I certify that all labor included in this invoice was paid at the prevailing wage rate.

I will provide the Town of Liberty with a Certified Payroll with my invoice.

☐

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

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

Invoice Amount

Signature

Title

Date

Company Name

Street Address

City, State, Zip Code

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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: November 3, 2025
TO: Town Board Members
RE: Davis Vision Contract Renewal

Please approve the attached contract renewal for the Town of Liberty Employees and Retirees vision insurance through Davis Vision.

The rates remain unchanged from the previous four-year contract and will remain the same until December 31, 2029.

Attached is also a copy of the benefits provided under the plan.

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DavisVision[®]

By  **MetLife**

October 21, 2025

Cheryl Gerow
Town of Liberty
120 North Main Street
Liberty, NY 12754

MetLife
200 Park Place
New York, NY 10166

Re: Town of Liberty
Davis Policy # 039801

Dear Cheryl,

We would like to thank you and your client for your continued support. We are excited to continue to provide for your client's vision benefits needs and look forward to continuing to provide the highest level of service you would expect from us.

Town of Liberty's policy underwritten by Metropolitan Life Insurance Company (MLIC) will renew effective January 1, 2026.

We are pleased to inform you that your current rates will remain in place for an additional four year(s):

Current Plan	Employee Only	Employee + Spouse	Employee + Children	Employee + Family
Current Rates	\$3.55	\$7.10	\$7.46	\$10.39
New Rates under MLIC	\$3.55	\$7.10	\$7.46	\$10.39

Rate Period: January 1, 2026 – December 31, 2029

MetLife is honored to partner with you, and we appreciate the trust you have placed in us. We look forward to working with you, your client, and their employees. Should you have any questions or need more information please contact me.

Thank you,

Sammi Lee Curtis

Regional Sr. Client Services Administrator
Samantha.Curtis@versanthealth.com

U.S. Business Intermediary and Producer Compensation Notice

Metropolitan Life Insurance Company, Metropolitan Tower Life Insurance Company, and Metropolitan General Insurance Company (collectively herein called "MetLife"), enters into arrangements concerning the sale, servicing and/or renewal of MetLife group insurance and certain other group-related products ("*Products*") with brokers, agents, consultants, third party administrators, general agents, associations, and other parties that may participate in the sale, servicing and/or renewal of such products (*each an "Intermediary"*). MetLife may pay your Intermediary compensation, which may include, among other things, base compensation, supplemental compensation and/or a service fee. MetLife may pay compensation for the sale, servicing and/or renewal of products, or remit compensation to an Intermediary on your behalf. Your Intermediary may also be owned by, controlled by or affiliated with another person or party, which may also be an Intermediary and who may also perform marketing and/or administration services in connection with your products and be paid compensation by MetLife.

Base compensation, which may vary from case to case and may change if you renew your products with MetLife, may be payable to your Intermediary as a percentage of premium or a fixed dollar amount. MetLife may also pay your Intermediary compensation that is based upon your Intermediary placing and/or retaining a certain volume of business (*number of products sold or dollar value of premium*) with MetLife. In addition, supplemental compensation may be payable to your Intermediary for eligible Products. Under MetLife's current supplemental compensation plan (SCP), the amount payable as supplemental compensation may range from 0% to 8% of premium. The supplemental compensation percentage may be based on one or more of: (1) the number of products sold through your Intermediary during a one-year period, or other defined period; (2) the amount of premium or fees with respect to products sold through your Intermediary during a one-year period; (3) the persistency percentage of products inforce through your Intermediary during a one-year period; (4) the block growth of the products inforce through your Intermediary during a one-year period; (5) premium growth during a one-year period; or (6) a flat amount, fixed percentage or sliding scale of the premium for products as set by MetLife. The supplemental compensation percentage will be set by MetLife based on the achievement of the outlined qualification criteria and it may not be changed until the following SCP plan year. As such, the supplemental compensation percentage may vary from year to year, but will not exceed 8% under the current supplemental compensation plan.

The cost of supplemental compensation is not directly charged to the price of our products except as an allocation of overhead expense, which is applied to all eligible group insurance products, whether or not supplemental compensation is paid in relation to a particular sale or renewal. As a result, your rates will not differ by whether or not your Intermediary receives supplemental compensation. If your Intermediary collects the premium from you in relation to your products, your Intermediary may earn a return on such amounts. Additionally, MetLife may have a variety of other relationships with your Intermediary or its affiliates, or with other parties, that involve the payment of compensation and benefits that may or may not be related to your relationship with MetLife (*e.g., insurance and employee benefits exchanges, enrollment firms and platforms, sales contests, consulting agreements, participation in an insurer panel, or reinsurance arrangements*).

More information about the eligibility criteria, limitations, payment calculations and other terms and conditions under MetLife's base compensation and supplemental compensation plans can be found on MetLife's Website at

www.metlife.com/business-and-brokers/broker-resources/broker-compensation. Questions regarding Intermediary compensation can be directed to ask4met@metlifeservice.com, or if you would like to speak to someone about Intermediary compensation, please call (800) ASK 4MET. In addition to the compensation paid to an Intermediary, MetLife may also pay compensation to your representative. Compensation paid to your representative is for participating in the sale, servicing, and/or renewal of products, and the compensation paid may vary based on a number of factors including the type of product(s) and volume of business sold. If you are the person or entity to be charged under an insurance policy or annuity contract, you may request additional information about the compensation your representative expects to receive as a result of the sale or concerning compensation for any alternative quotes presented, by contacting your representative or calling (866) 796-1800.

Non-U.S. Coverage

When providing you with information concerning an eligible group insurance policy issued or proposed to your affiliate or subsidiary outside the United States by a MetLife affiliate or by other locally licensed insurers that are members of the MAXIS Global Benefits Network (MAXIS GBN), New York insurance law requires the

person providing the information to be licensed as an insurance broker. In this capacity, the information provided to you will only be on behalf of such insurers and not on behalf of MetLife or any other insurer that is not a member of MAXIS GBN. Please note that while MetLife is a member of MAXISGBN and is licensed to transact insurance business in New York, the other MAXIS GBN member insurers are not licensed or authorized to do business in New York. The group insurance policies they issue are for coverage outside the United States and are governed by the laws of the country they were issued in. These policies have not been approved by the New York Superintendent of Financial Services, are not subject to all of the laws of New York, and are not protected by the New York State Guaranty Fund.

L0622023530[exp0823][All States][DC, GU, MP, PR, VI]



DavisVision®

Vision plan benefits for Town of Liberty

Copays

Exam	\$10
Lenses	\$25

Services/frequency

Exam	12 months
Frame	24 months
Lenses	12 months
Contact lenses	12 months

(based on date of service)

Benefits through Davis Vision National network

	In-network	Out-of-network
Exam (ophthalmologist)	Covered in full	Up to \$40 retail
Exam (optometrist)	Covered in full	Up to \$40 retail
Frames	\$130 retail allowance	Up to \$50 retail
Exclusive collection frame ¹ (fashion / designer / premier level)	Covered in full	Up to \$50 retail
Lenses (standard) per pair		
Single vision	Covered in full	Up to \$40 retail
Bifocal	Covered in full	Up to \$60 retail
Trifocal	Covered in full	Up to \$80 retail
Lenticular	Covered in full	Up to \$100 retail
Polycarbonate for dependent children	Covered in full	Not covered
Contact lenses ²	\$130 retail allowance	Up to \$105 retail
Evaluation, fitting & follow up care (standard & specialty)	15% discount	Not covered
Medically necessary contact lenses	Covered in full	Up to \$225 retail

Co-pays apply to in-network benefits only

¹ Collection is available at most participating independent provider offices. Collection is subject to change. Collection is inclusive of select torics and multifocals.

² Contact lenses are in lieu of eyeglass lenses and frames benefit

Discount features

Discounts on covered materials³

These discounts apply to the glasses and contacts that are covered under the vision benefits.

Frames:	20% off amount over allowance
Conventional contacts	15% off amount over allowance

Lens type*	Member out-of-pocket ³
Scratch coat	\$15
Ultraviolet coat	\$12
Tints, solid or gradient	\$15
Polycarbonate (adults)	\$40
Blue light filtering	\$15
Digital single vision	\$30
Progressive lenses	
Standard/Premium/Ultra/Ulimate	\$55 / \$110 / \$150 / \$225
Anti-reflective coating	
Standard/Premium/Ultra/Ulimate	\$50 / \$70 / \$85 / \$120
Polarized lenses	\$75
Plastic photochromic lenses	\$80
High Index (1.67 / 1.74)	\$80 / \$120
Scratch protection plan	
Single vision/multifocal lenses	\$20 / \$40

* The above table highlights some of the most popular lens type and is not a complete listing. This table outlines member out-of-pocket costs³ and are not available for premium/upgraded options unless otherwise noted.

³Not all providers participate in Superior Vision Discounts, including the member out-of-pocket features. Call your provider prior to scheduling an appointment to confirm if he/she offers the discount and member out-of-pocket features. The discount and member out-of-pocket features are not insurance. Discounts and member out-of-pocket are subject to change without notice and do not apply if prohibited by the manufacturer. Lens options may not be available from all Superior Vision providers/all locations.

Disclaimer: All final determinations of benefits, administrative duties, and definitions are governed by the Certificate of Insurance for your vision plan. Please check with your Human Resources department if you have any questions.

davisvision.com

(800) 782-1799

Discounts on non-covered exam, services and materials³

Exams, frames, and prescription lenses:	30% off retail
Retinal imaging:	\$39 maximum out-of-pocket

Laser vision correction (LASIK)³

Laser vision correction (LASIK) is a procedure that can reduce or eliminate your dependency on glasses or contact lenses. This corrective service is available to you and your eligible dependents at a special discount (20-50%) with your Davis Vision plan. Contact QualSight LASIK at (877) 201-3602 for more information.

Hearing discounts³

A National Hearing Network of hearing care professionals, featuring Your Hearing Network, offers Davis Vision members discounts on services, hearing aids and accessories. These discounts should be verified prior to service.

All allowances are retail; the member is responsible for paying the provider directly for all non-covered items and/or any amount over the allowances, minus available discounts. These are not covered by the plan.



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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: October 21, 2025
TO: Ken Klein
FROM: Cheryl Gerow
RE: Reserve Fund Resolution

Please prepare the necessary resolutions and legal notices for expenditures from the Reserve—Water and Sewer Major Equipment Capital Fund for the purchase of a 2026 Dodge Ram Utility truck. The maximum amount to be expended from the Capital Reserve Fund is \$76,000.00

Could you please have this ready for the November 3, 2025 meeting.

Thank you.

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Do NOT forward it to a third party without the written consent of the sender. The Town of Liberty is a public entity; consequently, this email may be subject to disclosure under the Freedom of Information Law.

From: Jean Dermer <jdermer1@hvc.rr.com>
Sent: Monday, October 27, 2025 9:41 AM
To: Laurie Dutcher, Town Clerk, CMC, RMC <l.dutcher@townofliberty.org>
Subject: Next Meeting

Hi Laurie,

Can you tell me when the next 2 town meetings are? Depending on the date, I will need to get on the agenda on one or the other. The Subject will be the Veterans - Hometown Heroes Flags.

Thanks!

Jean

Jean Dermer
Associate Broker
Barbanti Group Real Estate
LICENSE #10301218112
845-796-8946 Mobile
17 North Main Street
Liberty, NY 12754
845-292-2800 Office
845-292-2805 Fax
jdermer1@hvc.rr.com

About me!

Standard Operating Procedure (SOP)

NYS Agency Disclosure

NYS Anti-Discrimination Disclosure

NYS Audio Recording Disclosure

Personal referrals are an important source of my business. The highest compliment I can receive is your referral to anyone you know looking to buy or sell real estate.

Confidentiality Notice: This message and any attachments are intended exclusively for the person or entity to which it is addressed. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, kindly notify the sender immediately by e-mail and delete all copies of the message.