



TOWN OF LIBERTY

NEW YORK

A GREAT PLACE TO WORK, LIVE AND PLAY

MONTHLY WORKSESSION MEETING

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

DATE: January 5, 2026

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD REPORTS

NEW BUSINESS

DISCUSSION:

TOWN GOALS 2026

TOWN INCOME

KEY POINT INDICATORS (KPI)

BUDGETING WORKSHEETS

CENTRAL FUELING

TRAINING :

OPENGOV WORKFLOWS

MS 365

HR DEPARTMENT TRACKER AND TRAINING COURSES

ADJOURN

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
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Liberty NY 12754

c.gerow@townofliberty.org

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(845) 2921310 (f)

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

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

1. Attended meeting with OpenGov to correct upload issues. Began completing “Stories” summary for the Town (information on the Town to be published online with the OpenGov data. Submitted help request for “Stories” tab as ran into issues with not being able to edit information or edit tables/charts that were created
2. Completed On-Board Training with Account Clerk. Began in-house training.
3. Sent out contract for Water Treatment and Pool Chemicals and Pest Control Services
4. Notified Employees of Health Insurance deductions for 2026
5. Processed Health Insurance Buyout, Longevity and three regular payrolls
6. Met with Cooper Arias and supplied various information to begin 2025 audit
7. Began year-end preparation
8. Prepped for beginning of year procedures
9. Submitted payment request to EFC for Swan Lake Sewer in the amount of \$2,403.02. Total requested and received to date is \$718,926.27
10. Began compiling information for form 1095C
11. 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.*

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Marriage License	Marriage License Fee	3	52.50
		Permits	16	1,550.00
	TOWN CLERK	Towing License	8	800.00
		EZ Pass	3	75.00
		Misc	2	4.00
		Notary Fees	32	64.00
		Sub-Total:		
A1670.4	Building Fees	Certified Mailings	1	302.76
		Sub-Total:		\$302.76
A2544	Dog Licensing	Female, Spayed	4	36.00
		Female, Unspayed	1	12.50
		Male, Neutered	8	72.00
		Male, Unneutered	2	25.00
		Replacement Tags	1	5.00
	SENIOR	SENIOR	2	-10.00
		Sub-Total:		\$140.50
A2545	Dog	Redeemed Dog	1	75.00
		Sub-Total:		\$75.00
A3510.4	Dog	Reimbursement Of Expenses	1	25.00
		Sub-Total:		\$25.00
B2115	Building Fees	Special Use	4	1,200.00
		Subdivision	1	400.00
		Sub-Total:		\$1,600.00
B2770	Building Fees	Building Permit	24	28,977.35
		Commercial Establishment Inspections	2	150.00
		Municipal Search	13	1,300.00
		Sub-Total:		\$30,427.35
			Total Local Shares Remitted:	\$35,116.11
Amount paid to: Ny State Dept. Of Health				67.50
Amount paid to: NYS Ag. & Markets for spay/neuter program				21.00
Total State, County & Local Revenues:		\$35,204.61	Total Non-Local Revenues:	
			\$88.50	

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
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