

**TOWN BOARD MEETING**

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

**DATE:** January 21, 2026

**TIME:** 6:30 P.M. REGULAR MEETING

**FRANK DEMAYO, SUPERVISOR**

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

SHERRI KAVLESKI, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING**

**CORRESPONDENCE**

**INCOMING:**

1. Correspondence from the NYS Department of Environmental Conservation regarding the CFA Application #150355, Climate Smart Communities, Swan Lake Wastewater Treatment Plant Upgrade.
2. Correspondence from the Village of Liberty Code Enforcement Officer regarding dumpsters.
3. Email correspondence regarding NYMIR Helixintel Webinar.

**OUTGOING:**

1. Email correspondence sent by Supervisor DeMayo to the NYS Department of Environmental Conservation regarding the Climate Smart Communities, Swan Lake WWTP Upgrade.
2. Correspondence from the Finance Director regarding Golden Park Apartments PILOT agreement.
3. Correspondence from the Finance Director regarding Belmont Development/ Liberty Village PILOT agreement.

**NEW BUSINESS**

1. Motion to approve SEQR Short form for the Parksville O&W Rail Trail Connection.

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**OUR MISSION STATEMENT**

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



2. Motion authorizing the Town Clerk to advertise for bids for the Swan Lake Wastewater Treatment Plant Recirculation Pump repair once bid specifications are complete.
3. Motion directing the Town Attorney to prepare a Capital Reserve resolution for the Loomis WWTP Clarifier repair contingent upon acceptable bids.
4. Motion directing the Town Attorney to prepare a Capital Reserve resolution for the Swan Lake STP Recirculation Pump repair contingent upon acceptable bids.
5. Motion authorizing the Supervisor to submit a grant application for the Municipal Partnership Grant from Sullivan 180 for up to \$5,000 for Townwide Beautification.
6. Motion approving the 2025 Budget transfers as submitted by the Finance Director.
7. Motion approving the following refuse collection licenses:
  - Spartan Mowing and Snowplowing, LLC. (1)
  - Rieber Carting, LLC (1)
8. Motion approving the following monthly reports:
  - Town Clerk's Report 12/25
  - Revenue & Expense Summary 12/25
  - Supervisor's Report 12/25
9. Motion accepting the following minutes as submitted by the Town Clerk:
  - End of Year Mtg. 12/30/25
  - Re-organizational Mtg. 1/5/26
  - Worksession Mtg. 1/5/26
  - Reg. Monthly Mtg. 1/5/26
10. Motion to approve the following audit:
  - January, 2026 Abstract Claims #1 to #110 totaling \$442,676.96.
  - December, 2025 General Ledger Abstract Claims #380 to #423 totaling \$583,425.88.

## **DISCUSSION**

1. HR Onboarding Procedure
2. HR Forms
3. Walnut Mountain Pavilion and Bathroom.
4. Building Department fees review.

## **OLD BUSINESS**

### **UNDER REVIEW**

## **OUR MISSION STATEMENT**

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

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1. Quotes for tree removal at Town Hall.

**IN PROGRESS**

1. Illegal dumping of garbage.
2. Walnut Mt. Pavilion.
3. Solar Moratorium in the Commercial Industrial Zone.

**PUBLIC PARTICIPATION**

**BOARD DISCUSSION**

**EXECUTIVE SESSION**

**ADJOURN**

**OUR MISSION STATEMENT**

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**Department of  
Environmental  
Conservation**

KATHY HOCHUL  
Governor

AMANDA LEFTON  
Commissioner

DEC 23 2025

Frank Demayo, Town Supervisor  
Town of Liberty  
120 North Main Street  
Liberty, NY 12754

Re: CFA Application #150355, Climate Smart Communities, Swan Lake WWTP Upgrade.

Dear Supervisor Demayo:

Thank you for applying to the Climate Smart Communities (CSC) Grant Program through the 2025 Consolidated Funding Application.

The New York State Department of Environmental Conservation (DEC) has completed its review of applications. I regret to inform you that the proposal referenced above was determined to be ineligible due to ineligible match. State and federal funds, which includes the CWSRF, cannot be used as match.

Please note that if your application was submitted to additional funding programs, it may still be eligible for funding under one or more of those programs.

I thank you for your interest in the CSC grant program and hope that we will have opportunities to collaborate with you on climate change actions in the future. If you have any questions or would like to request a debriefing, please contact CSC grant program staff at [cscgrants@dec.ny.gov](mailto:cscgrants@dec.ny.gov) or (518) 402-8448.

Sincerely,

Carolyn Fraioli  
Assistant Director

cc: Laurie Dutcher, Town Clerk  
David Ohman, Delaware Engineering



**supervisordemayo townofliberty.org**

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**From:** supervisordemayo townofliberty.org  
**Sent:** Tuesday, December 30, 2025 8:25 AM  
**To:** 'cscgrants@dec.ny.gov'  
**Cc:** dfagnani@delawareengineering.com; dohman@delawareengineering.com; John Brust; n.rusin townofliberty.org  
**Subject:** CFA Application 150355, Climate Smart Communities, Swan Lake WWTP Upgrade  
**Attachments:** NYSDEC Town of Liberty 12-29-2025.pdf

Good Morning,

The Town of Liberty was extremely disappointed to learn that the Climate Smart Communities grant application (CFA #150355) for upgrades to the Swan Lake WWTP was deemed ineligible due to the anticipated source of matching funds. After a thorough review of the Request for Applications (RFA), nowhere in the document does it state that CWSRF loan funds are ineligible as a match.

As I am sure you are aware, CWSRF are not grants but loan funds that must be paid back with interest through user fees levied on sewer district users. With a bond resolution already in place, the Town could easily finance the matching fund portion from another lender. At the very least, the Town of Liberty should have been given an opportunity to clarify or confirm that it would be able to produce the required match from another eligible source. At the end of the day, the required match represents roughly 1% of the total estimated project cost of \$40 million. The Town of Liberty should have been given the benefit of the doubt, and the application should have been moved on for technical scoring. If the project scored well and was deemed worthy of a grant award, the exact source of the required match could have been resolved post-award during the contract administration phase.

We respectfully request a debriefing to be scheduled at your convenience. An alternative contact is my cell phone, (845) 796-6081.

Thank you for your consideration and a Happy and Blessed New Year to all.

Sincerely,

Frank DeMayo

Town of Liberty - Supervisor



**Marisol Torrens**  
NYS Certified Code Enforcement  
Building Department  
[mtorrens@libertyvillageny.org](mailto:mtorrens@libertyvillageny.org)



167 N. Main St.  
Liberty NY 12754  
845-292-2250 ext.117

December 19, 2025

Dear Village of Liberty Property Owners and Tenants,

This letter is to remind all residential homeowners, commercial property owners, and storefront owners and renters that it is **their responsibility** to properly maintain all dumpster areas, trash can pick up locations, and driveways so they remain **free of snow, ice, and any other hazardous conditions** in accordance with **Village Code Section 35-3 Sub- Section B.**

*"Collectors will not be required to enter the premises where there is an unleashed dog or to set out material to which a path through the snow has not been shoveled."*

These areas must be kept safe and accessible at all times to prevent injuries to sanitation workers and to avoid damage to Village sanitation equipment.

If dumpster areas or trash can pick up locations are **not properly cleared**, the Sanitation Department **will not collect garbage**. Sanitation crews cannot safely move heavy dumpsters that are stuck in snow or ice, nor can they walk on icy surfaces to retrieve trash cans that are frozen to the ground or buried under snow and ice.

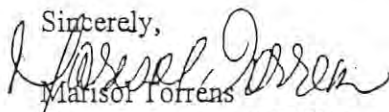
If garbage is not collected due to failure to comply with this maintenance requirement, the property owner will be **charged for an emergency second-round garbage pickup**, in accordance with **Village Code Section 35-12**. Also, penalties will be issued in accordance with **Village Code Section 35-13**.

Your cooperation is necessary to ensure the safety of Village employees and the continued operation of sanitation services during winter conditions.

If you have any questions, please contact my office at 845-292-2250 ext.117

Thank you for your attention and cooperation.

Sincerely,

  
Marisol Torrens  
Code Enforcement Officer  
Village of Liberty





## TOWN OF LIBERTY

*A Great Place to Work, Live and Play*

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

[cgerow@townofliberty.org](mailto:cgerow@townofliberty.org)

(845) 292-5772 (p)

(845) 292-1310 (f)

January 8, 2026

David A. Carlen  
Norwich Corporation  
135 Berkeley Street  
Newton, MA 02465

RE: Golden Park Apartments PILOT Agreement

Dear Mr. Carlen:

As per the PILOT Agreement dated February 9, 2016, Golden Park Apartments LLC (LLC) shall make annual payments in lieu of taxes (PILOT) in the initial amount of \$340.00 per dwelling unit (pro-rated for the year in which the HDFC acquires the fee title interest on the Property), on or before January 31<sup>st</sup> of the following year which amount shall increase two percent (2%) annually, but in no event greater than any rent increase approved by New York Homes and Community Renewal, U.S. Department of Housing and Urban Development or any other applicable governmental authority regulating Project rentals.

Furthermore, Golden Park Apartments shall deliver to the Town Tax Assessor before March 1<sup>st</sup> of each year a statement from the chief financial officer setting forth any rent increase approved since the immediately preceding March 1<sup>st</sup>.

Based on this agreement, the 2026 PILOT payment of \$51,197.77 is due no later than January 31, 2026.

Please call this office at the above number if you have any further questions.

Thank you.

Sincerely,

Cheryl Gerow

Cc: Frank DeMayo, Supervisor

### **Our Mission Statement**

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





## TOWN OF LIBERTY

*A Great Place to Work, Live and Play*

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

[c.gerow@townofliberty.ny.us](mailto:c.gerow@townofliberty.ny.us)

(845) 292-5772 (p)

(845) 292-1310 (f)

January 8, 2026

MARG NY Holdings, LLC  
ATTN: Bob Margolis  
1375 Piccard Dr #375  
Rockville MD 20850

RE: Belmont Development/Liberty Village LP PILOT Agreement

Dear Mr. Margolis:

As per the PILOT Agreement dated March 30, 2021, Belmont Development Corporation shall make annual payments in lieu of taxes (PILOT) as per Section 3 and Schedule A of the attached Amended and Restated Tax Exemption Agreement within thirty (30) days of its due date.

Based on this agreement, the 2026 PILOT payment from Belmont Development Corporation in the amount of \$5,627.94 is due by January 31, 2026.

In the event Belmont Development Corporation defaults in payment, the Town of Liberty will pursue all remedies available to it under the terms of this agreement and applicable law.

Please call this office at the above number if you have any further questions.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cheryl Gerow".

Cheryl Gerow  
Director of Finance

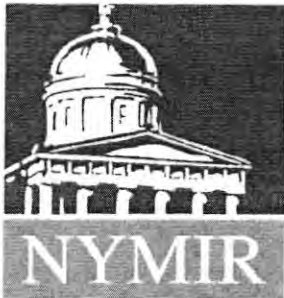
Cc: Frank DeMayo, Supervisor

### **Our Mission Statement**

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municipal service that promotes the highest standard of life for our community.*



**From:** NYMIR <syoumans@wrightinsurance.com>  
**Sent:** Wednesday, January 14, 2026 8:15 AM  
**To:** supervisordemayo townofliberty.org  
**Subject:** Discover Your Free Maintenance Management Tool from HelixIntel



## **Maintenance is challenging - but managing it doesn't have to be.**

HelixIntel hosts a webinar exclusively for NYMIR members to introduce your new, no-cost access to our maintenance management platform. HelixIntel is a streamlined Computerized Maintenance Management System (CMMS) built to help maintenance teams stay organized, reduce downtime, and eliminate paperwork.

Even better, HelixIntel is completely **free** through your NYMIR membership.

**Date:** February 11th

**Time:** 9:00 AM EST

### **Why attend?**

Get a hands-on look at how HelixIntel makes it easy to:

- Manage equipment, supplies, and inventory across locations
- Streamline work orders and preventive maintenance
- Improve asset performance and reduce unexpected failures

Whether you're still relying on spreadsheets or simply looking to simplify operations, this webinar will show how your municipality can benefit at no cost.





30 Jay St., Suite 200  
Schenectady, NY 12305  
(518) 874-4211 | [altago.com](http://altago.com)

04/02/2025

Barrett Ouimette  
Regional Real Estate  
NYSDOT Region 9  
44 Hawley St. #604  
Binghamton, NY 13901

RE: Use and Occupancy Permit, Parksville Trail Connection Project, Town of Liberty, Sullivan County, New York; PIN RT24.15

Dear Mr. Ouimette:

On behalf of the Town of Liberty, please find the enclosed electronic copy of the Use and Occupancy Plan which illustrates the temporary and proposed features and their square footage impacts associated with the Sullivan O&W Parksville Trail Connection Project (PIN RT24.15) that reside within the New York State Department of Transportation (NYSDOT) Right-of-Way.

The proposed Parksville Trail Connection includes the construction of approximately 1,390 feet of multi-use trail to be constructed by Fall 2027. The proposed trail alignment will connect trail users from the existing Parksville Rail Trail Trailhead parking lot to the existing O&W rail bed northwest of Fox Mountain Rd. The alignment will follow Parksville Road (Old Route 17), cross Fox Mountain Road at the intersection of Fox Mountain Road and Parksville Road (Old Route 17), travel parallel to Fox Mountain Road until the trail meets a tributary to the Little Beaver Kill. A proposed bridge will carry the multi-use trail over the tributary to the Little Beaver Kill. From the end of the proposed bridge, the multi-use trail turns to the northwest and continues until it connects to the existing Sullivan O&W Rail Trail.

For the portion of the trail extension west of the proposed bridge (10+50.00 – 15+88.27), the Town of Liberty is in the process of receiving a Right-of-Way conveyance from NYSDOT. The portion of the trail extension for which a use and occupancy permit is being applied for is composed of stone dust and begins at the eastern end of the proposed bridge, after the termination of the abutment, and runs to the end of the project (Sta. 15+88.27 to Sta. 24+40.00).

Given that the trail is vertically separated and traverses under the NY Route 17 (Future I-86), the placement of the proposed trail will be located outside of the recommended clear zone for vehicles traveling on the highway. In addition, the Little Beaver Kill runs between the Fox Mountain trail segment and the highway. These natural geographic features separate trail users from unintentionally entering the highway, therefore, there is no anticipated impact to the highway or the traveling public because of the trail.

The Parksville side path segment of the trail connection will follow Fox Mountain Road on the northwest side of Fox Mountain Road under the NY Route 17 (Future I-86) eastbound and westbound bridges. The trail will be separated from the roadway by at least 5'-0" in accordance with the AASHTO Guide for the Development of Bicycle Facilities and the NYSDOT Highway Design Manual. There are concrete bridge pillars that support the NY Route 17 bridges located adjacent to the proposed stone dust trail alignment. The separation between the trail edge and the bridge concrete pillars for the westbound Route 17 travel lanes is a minimum of 2' and is a minimum of 25' for the Route 17 eastbound travel lanes. The relatively flat terrain adjacent to Fox Mountain Road under the bridge means there will be minimal grading required, therefore no impact to the existing supporting structure of the bridges is anticipated.





30 Jay St., Suite 200  
Schenectady, NY 12305  
(518) 874-4211 | [altago.com](http://altago.com)

In addition to the physical trail being located within the NYSDOT right-of-way, each segment includes additional features to be placed within the right-of-way including the following:

- **Cross-culvert and end sections:** There is an existing drainage culvert that carries water from an existing stormwater detention basin constructed as part of the Route 17 bridge replacement project to the tributary to the Little Beaver Kill. The proposed trail alignment is proposed to be constructed in between the existing culvert discharge and tributary to the Little Beaver Kill, requiring a culvert extension, new end section, and stone drainage apron. As the new end section will be placed approximately 48' away from the current end section, there is no anticipated impact to the functionality of Fox Mountain Road. The culvert extension will follow the existing pipe slope and will match the current pipe capacity therefore there is no anticipated impact to the stormwater detention basin's functionality.
- **ADA Compliant Trail crossing:** Trail users will cross Fox Mountain Road via a proposed trail crossing. The crossing will include high-visibility pavement markings, trail crossing signage, concrete curb ramps, cast iron detectable warning units and a concrete splitter island. The crossing will be designed in accordance with the NYSDOT PSAP guidance, the NYSDOT Highway Design Manual, and as per PROWAG.

In addition to the newly placed features, existing guiderail at the intersection of Fox Mountain Road and Parksville Road (Old Route 17) will need to be modified to accommodate the trail crossing at Fox Mountain Road.

The total square footage of permanent features to reside within the ROW and the temporary impacts because of proposed grading during construction are as follows:

- Permanent Facility Impacts = 12,423 SF
- Temporary impacts = 11,998 SF

As noted above, the proposed trail is not anticipated to negatively impact the traveling public of either NY Route 17 or Fox Mountain Road. Therefore, we request your consideration of granting a Use and Occupancy permit to the Town of Liberty for this proposed shared use trail connection. Thank you for your assistance in accommodating this request.

Please contact us via phone at 518-880-9177 for any additional items that may be required for the permit. We look forward to hearing from you.

Sincerely,

Kristie Di Cocco  
Alta Planning + Design, Inc.

Cc: N. Rusin, Town of Liberty  
F. DeMayo, Town of Liberty  
H. Jacksy, Sullivan County







# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. 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.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Parksville O&W Rail Trail Connection Project			
Project Location (describe, and attach a location map): Parksville Rail Trail Trailhead near intersection of Fox Mountain Road and Old Rt. 17 in the Town of Liberty, Sullivan County, NY			
Brief Description of Proposed Action: The project proposes to construct an extension of the Parksville Rail Trail which includes a stone dust trail, asphalt trail, a pedestrian bridge over a tributary to the Little Beaver Kill. The project also involves the transfer of land ownership from the NYS Dept. of Transportation to the Town of Liberty. The project work will include: - installation of a new crosswalk and pedestrian signing/stripping - installation of a pedestrian bridge over a tributary to the Little Beaver Kill - construction of an asphalt shared use trail from Fox Mountain Road to the original O&W Railroad Bed - construction of a stone dust trail adjacent to Fox Mountain Road - modification to the parking lot of the Parksville Rail Trail trailhead The railroad bed beyond the project limits extending to the Town of Rockland/Liberty boundary has no work proposed, but the land ownership will be transferred from State to Town.			
Name of Applicant or Sponsor: Frank DeMayo, Town of Liberty		Telephone: 845-292-5110 E-Mail: <a href="mailto:supervisordemayo@townofliberty.org">supervisordemayo@townofliberty.org</a>	
Address: 120 North Main St			
City/PO: Liberty		State: NY	Zip Code: 12754
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval: NYSDOT Highway Work Permit, NYSDOT Use and Occupancy Permit, NYSDEC SPDES Permit		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		28.76 acres	
b. Total acreage to be physically disturbed?		1.3 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			



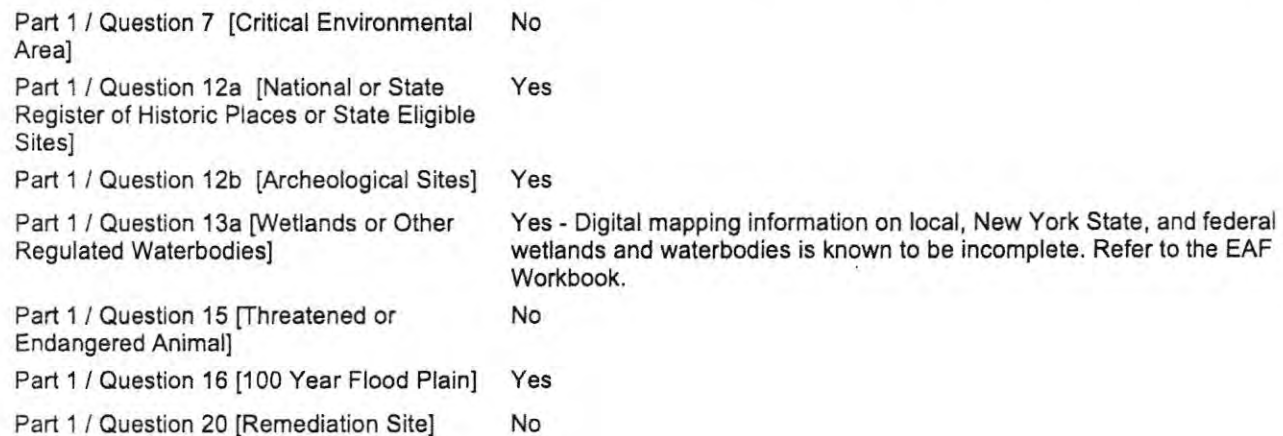
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: N/A _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
_____			
_____			



14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? The Northern Long-Eared Bat and Monarch Butterfly have been previously identified within the proposed project area	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The current drainage system consists of surface runoff which is conveyed to roadside swales and a stormwater detention basin that includes an existing culvert to convey water to the tributary of the Little Beaver Kill. This culvert will be extended for new grading limits. All other drainage will be handled through surface runoff or collection of trailside swales that follow existing outfall drainage patterns.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		



Tuesday, December 30, 2025 11:17 AM





Project:

Date:

***Short Environmental Assessment Form***  
***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>



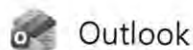
Agency Use Only [If applicable]	
Project:	
Date:	

### Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Town of Liberty	
Name of Lead Agency	Date
Frank DeMayo	Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)





## Liberty (T) January 21, 2026 Town Board Meeting Handout

From Dan Fagnani <dfagnani@delawareengineering.com>

Date Tue 1/13/2026 10:57 AM

To supervisordemayo townofliberty.org <supervisordemayo@townofliberty.org>

Cc Laurie Dutcher, Town Clerk, CMC, RMC <l.dutcher@townofliberty.org>; Cheryl Gerow, Director of Finance <c.gerow@townofliberty.org>; Ken Klein <ken@kenkleinlaw.net>; d.knack townofliberty.org <d.knack@townofliberty.org>; dohman@delawareengineering.com <dohman@delawareengineering.com>

Hi Frank and Laurie,

Could you add the following items to the Town agenda for consideration at the 1/21 meeting:

### **Swan Lake WWTP Recirculation Pump Repair**

- Consider authorizing the Town Clerk to advertise for bidding once bid specs are complete for the Swan Lake STP Recirculation Pump Repair

We worked with Cheryl and Laurie to develop the tentative bid and award schedules for the Loomis Clarifier Repair and Swan Lake STP Recirculation Pump Repair projects as follows.

Loomis Clarifier Repair		Swan Lake STP Recirculation Pump Repair	
01/05/26	Town authorization to go to bid - Complete	-	-
01/16/26	Bid Specs Available/out to bid	-	-
01/21/26	Authorize the Town Attorney to prepare a draft resolution for public notice for use of capital reserve funds (optional, see below)	01/21/26	Town authorization to go to bid and authorize the Town Attorney to prepare a draft resolution for public notice for use of capital reserve funds (optional, see below)
-	-	01/27/26	Bid Specs Available/out to bid
02/06/26	Bids due	02/20/26	Bids due
02/11/26	Award recommendation to Town (for 2/18/25 meeting)	02/25/26	Award recommendation to Town (for 3/2/25 meeting)
02/18/26	Adopt resolution to award contingent upon processing of Capital Reserve funds, and adopt the resolution for public notice for the use of capital reserve fund	03/2/26	Adopt resolution to award contingent upon processing of Capital Reserve funds, and adopt the resolution for public notice for the use of capital reserve fund

To condense the schedule for these two projects as much as possible, we think that it might make sense at this meeting to authorize the Town Attorney to prepare draft resolutions for public notice - with a blank for the award amount - for the use of capital reserve funds for both of these projects, contingent upon acceptable bids. Then at the following meetings



(2/18/26 for the Loomis Clarifier and 3/2/26 for the Swan Lake Recirculation Pump) the Board can adopt the resolution to award the project and then adopt the resolution for public notice for the use of capital reserve funds with the final amount.

Our spec typically says that bids may be held by the Owner for a period not to exceed 45 days for the purpose of reviewing the bids and investigating qualifications. We have increased this to 90 days for the purpose of finalizing Town funding.

If you agree, please also add the following items to your agenda for the 1/21 meeting:

**Loomis WWTP Clarifier Pump Repair**

- Consider authorizing the Town Attorney to prepare a draft resolution for public notice for the use of capital reserve funds for the Loomis WWTP Clarifier Repair, contingent upon acceptable bids.

**Swan Lake STP Recirculation Pump Repair**

- Consider authorizing the Town Attorney to prepare a draft resolution for public notice for the use of capital reserve funds for the Swan Lake STP Recirculation Pump Repair, contingent upon acceptable bids.

Please let me know if you have any questions.

Thanks,



**DAVE OHMAN, P.E.**  
**PRINCIPAL**

55 South Main Street | Oneonta, NY 13820

607.432.8073 x 302 (office)

607.643.1356 (mobile)

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



## 2025 Budget Transfers

Account		To (+)	From (-)
A 1110.4	Court Contractual	\$ 1,421.00	
A 1110.2	Court Equipment		\$ 750.00
A 1220.4	Supervisor Contractual	\$ 57.00	
A 1355.1	Assessor Personnel		\$ 57.00
A 1620.4	Building Contractual	\$ 5,818.00	
A 1670.4	Central Printing Contractual	\$ 25.00	
A 1680.4	Data Processing Contractual	\$ 1,795.00	
A 3510.4	Dog Control Contractual	\$ 233.00	
A 5132.4	Town Barn Contractual	\$ 2,474.00	
A 5182.4	Street Lights Contractual	\$ 1,431.00	
A 6772.2	Senior Center Equipment		\$ 417.00
A 6772.4	Senior Center Contractual	\$ 25.00	
A 7020.4	P&R Admin Contractual	\$ 227.00	
A 7110.4	Parks Contractual	\$ 1,107.00	
A 7111.4	Part Concession Personnel	\$ 55.00	
A 7140.4	Play and Rec Personnel		\$ 255.00
A 7150.4	Pool Contractual	\$ 169.00	
A 7312.4	Day Camp Contractual		\$ 994.00
A 7550.4	Celebrations Contractual	\$ 1,000.00	
A 8510.4	Community Beautification Contract.		\$ 2,500.00
A 8810.4	Cemetaries Contractual		\$ 4,000.00
A 9060.8	Medical Insurance		\$ 6,864.00
Total:		\$ 15,837.00	\$ 15,837.00

Account			
B 3620.2	Building Dept Equipment		\$ 67.00
B 3620.4	Building Dept Contractual	\$ 48.00	
B 9050.8	Unemployment	\$ 19.00	
TOTAL:		\$ 67.00	\$ 67.00

Account			
DA 5120.4	Bridge Contractual		\$ 1,118.00
DA 5130.1	Machinery Personnel		\$ 7,500.00
DA 5130.2	Machinery Equipment	\$ 1,594.00	
DA 5130.4	Machinery Contractual	\$ 12,239.00	
DA 5140.4	Brush/Weed Contractual		\$ 2,191.00
DA 5142.1	Snow Removal Personnel		\$ 4,000.00
DA 5142.4	Snow Removal Contractual	\$ 976.00	
TOTAL:		\$ 14,809.00	\$ 14,809.00

Account		To (+)	From (-)
MO 8110.2	Water and Sewer Equipment	\$ 669.00	
MO 8110.4	Water and Sewer Contractual		\$ 669.00
MO 9050.8	Water and Sewer Unemployment	\$ 3,735.00	
MO 9060.8	Water and Sewer Medical Insurance		\$ 3,735.00





# TOWN OF LIBERTY

**A GREAT PLACE TO WORK, LIVE AND PLAY**

RECEIVED

NOV 25 2025

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

Laurie Dutcher, Town Clerk, CMC, RMC  
120 North Main Street  
Liberty, NY 12754

Phone 845-292-5110  
Fax 845-292-1310

[Ldutcher@townofliberty.org](mailto:Ldutcher@townofliberty.org)

## APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE

License expires the 31st day of December following the Date of Issue

NAME OF APPLICANT: Spartan Mowing and Snowplowing LLC

ADDRESS: PO Box 186, Roscoe NY, 12776

TELEPHONE: 845 701 2400

VEHICLE: 2018 Mack Granite 64 713

A-NAME OF OWNER: Vasilios Hondromangas

B-MAKE OF VEHICLE: Mack

C-LICENSE PLATE#: 55 372-NG

D-BODY TYPE: E-REGISTRATION#: Roll Off Truck/Container

NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org)

IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.

I CERTIFY THAT I AM FAMILIAR WITH THE GARBAGE AND REFUSE ORDINANCE OF THE TOWN OF LIBERTY AND THE RULES AND REGULATIONS APPLYING TO THE TOWN REFUSE AREA AND GARBAGE DUMP AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREOF.

SIGNATURE OF APPLICANT

Page 1 | 2

## MISSION STATEMENT

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





TOWN OF LIBERTY  
NEW YORK

**A GREAT PLACE TO WORK, LIVE AND PLAY**

SWORN TO BEFORE ME THIS 25<sup>th</sup> DAY OF November 2025

**SARA SPRAGUE**  
Notary Public, State of New York  
Qualified in Sullivan County  
No. 01SP6169490

Commission expires on June 25, 2027

Sara Sprague (alvarez)

NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

11/25/25

DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

[Signature]

CODE ENFORCEMENT OFFICER

1/9/2026

DATE

APPLICATION APPROVED BY THE TOWN BOARD

\_\_\_\_\_

DATE

LICENSE ISSUED

\_\_\_\_\_

DATE

LICENSE # 1142

RATE SCHEDULE:

PICK UP TRUCK / 1 TON OR OVER.....\$ 50.00    PACKER / CONTAINER TRUCK.....\$100

**MISSION STATEMENT**

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





# TOWN OF LIBERTY

**A GREAT PLACE TO WORK, LIVE AND PLAY**

RECEIVED

DEC 29 2025

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

Laurie Dutcher, Town Clerk, CMC, RMC  
120 North Main Street  
Liberty, NY 12754

Phone 845-292-5110  
Fax 845-292-1310

[ldutcher@townofliberty.org](mailto:ldutcher@townofliberty.org)


## APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE

License expires the 31st day of December following the Date of Issue

NAME OF APPLICANT: Rieber Carting LLC  
ADDRESS: Po Box 394 Rock Hill NY 12775  
TELEPHONE: F 845 807 4277  
VEHICLE: #014  
A-NAME OF OWNER: R Michael Hill Properties Thru LLC  
B-MAKE OF VEHICLE: 2024 mack  
C-LICENSE PLATE#: 8440 NF 46028 NG  
D-BODY TYPE: E-REGISTRATION#: Domp  
NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE? Rieber Carting LLC  
PLEASE EMAIL PICTURES OF EACH VEHICLE TO s.sprague@townofliberty.org

IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.

I CERTIFY THAT I AM FAMILIAR WITH THE GARBAGE AND REFUSE ORDINANCE OF THE TOWN OF LIBERTY AND THE RULES AND REGULATIONS APPLYING TO THE TOWN REFUSE AREA AND GARBAGE DUMP AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREOF.

  
SIGNATURE OF APPLICANT

Page 1 | 2

## MISSION STATEMENT

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





# TOWN OF LIBERTY

**A GREAT PLACE TO WORK, LIVE AND PLAY**

SWORN TO BEFORE ME THIS 9<sup>th</sup> DAY OF December, 2025

Rachel Jack Brey

NOTARY PUBLIC

RACHEL JACK BREY  
Notary Public, State of New York  
Sullivan County Clerk's No. 2040  
Commission Expires Nov. 29, 202

APPLICATION & LICENSE FEE RECEIVED

12/9/25

DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

[Signature]

12-30-2025

CODE ENFORCEMENT OFFICER

DATE

APPLICATION APPROVED BY THE TOWN BOARD

\_\_\_\_\_

DATE

LICENSE ISSUED

\_\_\_\_\_

DATE

LICENSE # 1141

RATE SCHEDULE:

PICK UP TRUCK / 1 TON OR OVER.....\$ 50.00

PACKER / CONTAINER TRUCK.....\$100

## 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	Refuse Collection	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:		\$2,545.50	
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



## EXPENSE SUMMARY

---

FUND NAME	BUDGET AS MODIFIED	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	P.O. BALANCE	UNENCUMBERED UNEX.BALANCE
GENERAL FUND - TOWNWIDE	3,689,591.18	468,159.75	3,561,538.29	.00	128,052.89
TOWN - OUTSIDE VILLAGE	618,016.00	69,526.33	446,810.35	.00	171,205.65
COMMUNITY DEVELOPMENT BLOCK GRANTS	.00	.00	.00	.00	.00
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	1,791,597.01	479,888.65	1,700,051.50	.00	91,545.51
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1	1,373,994.00	92,170.21	1,301,050.72	.00	72,943.28
HIGHWAY CHIPS FUND	664,186.85	.00	664,186.85	.00	.00
WATER AND SEWER OPERATIONAL FUND	1,043,596.54	133,260.37	972,840.83	.00	70,755.71
TOTAL SEWER DISTRICTS	1,053,010.07	127,393.62	909,493.44	.00	143,516.63
TOTAL WATER DISTRICTS	1,577,621.10	204,480.19	1,426,459.03	.00	151,162.07
GRAND TOTALS.....	11,811,612.75	1,574,879.12	10,982,431.01	.00	829,181.74



## REVENUE SUMMARY

---

FUND NAME	BUDGET AS MODIFIED	CURRENT RECEIPTS	Y-T-D RECEIPTS	UNCOLLECTED BALANCE
GENERAL FUND - TOWNWIDE	3,285,791.18	52,377.38	3,258,680.05	27,111.13
TOWN - OUTSIDE VILLAGE	493,016.00	67,627.35	511,191.70	18,175.70-
COMMUNITY DEVELOPMENT BLOCK GRANTS	.00	.00	.00	.00
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	1,609,597.01	.00	1,642,927.62	33,330.61-
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1	1,280,294.00	1,125.36	1,291,993.28	11,699.28-
HIGHWAY CHIPS FUND	664,186.85	616,478.72	664,186.85	.00
WATER AND SEWER OPERATIONAL FUND	1,043,596.54	165,831.00	975,978.54	67,618.00
TOTAL SEWER DISTRICTS	857,257.00	15,660.13	974,221.10	116,964.10-
PRESIDENTIAL EST. - SEWER EASE RESERVE	.00	.00	602.16	602.16-
TOTAL WATER DISTRICTS	1,460,621.10	148,457.32	1,577,817.18	117,196.08-
GRAND TOTALS.....	10,694,359.68	1,067,557.26	10,897,598.48	203,238.80-





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

Name	Bank	Account #	Current Total
General Fund	Key Bank	*183	\$ 779,198.04
Highway Fund	Key Bank	*191	\$ 1,437,232.07
Capital Reserve Fund	TD Banknorth	*521	\$ 360,972.24
Capital Reserve Fund	Wayne Bank	*701	\$ 212,079.51
Street Light Districts	CHB	*555	\$ 20,239.71
Water and Sewer Fund	Key Bank	*205	\$ 766,516.39
Trust and Agency	Key Bank	*744	\$ 339,694.21
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	\$ -
		<b>TOTAL:</b>	<b>\$ 3,915,932.17</b>

Key Bank Treasury Bills:			\$ 8,344,697.25
Catskill Hudson Bank CD			-
Jeff Bank CD			\$ -
TD Banknorth CD			\$ 239,300.18
		<b>TOTAL CD:</b>	<b>\$ 8,583,997.43</b>



## TOWN BOARD MEETING MINUTES

**Date:** December 30, 2025

**Time:** 2:00 p.m.

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

**Present:** Supervisor Frank DeMayo, Councilmember Dean Farrand, Councilmember Vincent McPhillips, Councilmember John Lennon, Councilmember Elect Sherri Kavleski, Finance Director Cheryl Gerow.

PLEDGE OF ALLEGIANCE

### CALL TO ORDER

---

The meeting was called to order by Supervisor DeMayo at 2:00 p.m., followed by the Pledge of Allegiance.

### END OF YEAR VOUCHERS

The Town Board approved the following year-end vouchers:

Voucher #2168 to #2266 in the amount of \$973,030.32

Motion by: Councilmember Dean Farrand

Second by: Councilmember John Lennon

4 Ayes CARRIED

### APPROVAL OF YEAR-END BUDGET TRANSFERS

The Town Board approved the End-of-Year budget transfers and modifications as submitted by the Finance Director.

Budget Modification		
A 1982.4	\$10,930.00	
A 3082		\$10,930.00
Creekside Park Grant (Guiderail)		
A 7111.4	\$6,000.00	
A 2002		\$6,000.00
Adjust expenses for additional revenues		
A 1962.4	\$5,500.00	
A 3062		\$5,500



Municipal Partnership Grant		
A 1978.41	\$76,479.50	
A 1978.43	\$11,673.24	
A 1978.44	\$23,464.44	
A 3078		\$111,617.18
Restore NY Grant		
A 1986.4	\$120,000.00	
A 3086		\$120,000.00
Growing Souls Grant		

Motion by: Councilmember John Lennon  
Second by: Councilmember Dean Farrand  
4 Ayes CARRIED

#### 2025 BUDGET TRANSFERS

The Town Board approved the following 2025 Budget Transfers as submitted by the Finance Director:

Account		To (+)		From (-)
A 1220.1	Supervisor Personnel		1,283.00	
A 1220.2	Supervisor Equipment			500.00
A 1220.4	Supervisor Contractual		110.00	
A 1310.1	Finance Personnel		1,168.00	
A 1410.1	Town Clerk Personnel		917.00	
A 1620.1	Building Personnel		1,638.00	55
A 1620.2	Building Equip			3,000.00
A 1620.3	Building Capital Outlay			10,000.00
A 1620.4	Building Contractual		29,422.00	
A 1620.478	Building-Major Repairs		8,180.00	
A 1670.4	Central Printing Contractual	S	844.00	
A 1680.2	Data Processing Equipment			3,000.00



A 1680.4	Data Processing Contractual		20,064.00	
A 1910.4	General Liability Insurance	S	2,742.00	
A 1920.4	Municipal Association Dues			1,306.00
A 1930.4	Judgements and Claims		12,975.00	
A 1990.4	Contingency			S 25,000.00
A 3310.4	Signs Contractual			200.00
A 3310.41	Signs Contractual		200.00	
A 3310.42	Signs Contractual Carryover			2,800.00
A 3510.1	Dog Control Personnel		1,495.00	
A 3510.2	Dog Control Equipment		479.00	
A 3510.4	Dog Control Contractual		733.00	
A 5010.4	Supt of Hwy Contractual			1,500.00
A 5132.2	Town Barn Equipment		246.00	
A 5132.4	Town Barn Contractual		10,443.00	
A 5182.4	Street Lights Contractual		4,041.00	
A 6672.4	Programs for Aging Contractual	S	101.00	1,250.00
A 6773.4	Senior Programs Contractual			
A 7020.1	P&R Admin Personnel		360.00	
A 7020.2	P&R Admin Equipment			1,000.00
A 7020.4	P&R Admin Contractual		559.00	
A 7110.1	Parks Personnel	S	7,429.00	
A 7110.2	Parks Equipment			2,200.00
A 7110.4	Parks Contractual		17,534.00	
A 7111.1	Concession Personnel			1,892.00
A 7111.2	Concession Equipment			500.00
A 7111.4	Concession Contractual			2,200.00
A 7140.1	Play and Rec Personnel		2,692.00	
A 7140.4	Play and Rec Contractual			1,600.00
A 7150.1	Pool Personnel			21,650.00
A 7150.2	Pool Equipment		1,575.00	
A 7150.4	Pool Contractual			1,000.00



A 7310.4	Youth Football Contractual			3,000.00
A 7312.1	Day Camp Personnel		3,881.00	
A 7550.4	Celebrations Contractual		2,621.00	
A 9010.8	Retirement		8,302.00	
A 9050.8	Background/Drug Testing		1,020.00	5
A 9060.8	Medical Insurance			59,456.00
		M		
Total:			143,054.00	143,054.00

Account		To (+)		From (-)
MO 1910.4	General Liability Insurance		515.00	
MO 9010.8	Retirement		3,208.00	
MO 9060.8	Medical Insurance			3,723.00
S1 8110.4	Loomis Sewer Contractual			655.00
S1 9901.9200	Loomis Sewer Dist Transfer		655.00	
S2 8110.4	Swan Lake Sewer Contractual			3,778.25
S2 8110.41	Swan Lake Sewer Dist to Dist		65.00	
S2 9901.9200	Swan Lake Dist Transfers		2,592.00	
S4 8110.4	Youngs Hill Sewer Contractual			535.00
S4 9901.9200	Youngs Hill Sewer Dist Transfers		535.00	
S7 8110.2	Infirmiry Rd Sewer Equipment		3,557.00	
S7 8110.4	Infirmiry Rd Sewer Contractual			3,557.00
S7				
W1 8310.4	Loomis Water Contractual			\$ 449.00
W1 9901.9100	Loomis Water Dist Transfers			
W1 9901.9200	Loomis Water Dist Transfers		449.00	
W2 8310.4	Ferndale Water Contractual			855.00
W2 9901.9200	Ferndale Water Dist Transfers		855.00	
W3 8310.4	Stevensville Water Contractual			5,881.00
W3 8311.4	Sherwood Well Contractual		3,470.00	



W3 9901.9200	Stevensville Water Dist Transfers		2,411.00		
W4 8310.4	WSS Water Contractual				238.00
W4 9901.9200	WSS Water Dist Transfers		238.00		
W4 9901.9400	WSS Water Dist Transfers				
W5 8310.4	Indian Lake Contractual				527.00
W5 9901.9200	Indian Lake Dist Transfers		527.00		
W5 9901.9300	Indian Lake Dist Transfers		127.00		
W5 9901.9500					127.00
		5			
W6 9901.9300	Cold Spring Dist Transfers		127.00		
W6 9901.9500	Cold Spring Dist Transfers				127.00
W7 9901.9300	Route 55 Dist Transfers		127.00		
W7 9901.9500	Route 55 Dist Transfers				127.00
		5			
X2 9710.6	Debt Service		1,121.25		

Motion by: Councilmember John Lennon  
Second by: Councilmember Dean Farrand  
4 Ayes CARRIED

#### **APPROVAL OF PARTS FOR HYDRANTS FOR WATER & SEWER**

The Town Board approved the purchase of stock parts for hydrants for the Water & Sewer Department in the amount of \$3,003.75.

Motion by: Councilmember John Lennon  
Second by: Supervisor Frank DeMayo  
4 Ayes CARRIED

#### **APPROVAL OF UNUSED VACATION TIME**

The Town Board approved the following carryover vacation time:

- Sara Alvarez                      21 hours
- Tammy Wilson                    77 hours
- Cheryl Gerow                    107 hours



- Joan Redington 70 hours
- Denise Curry 3.5 hours

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

4 Ayes CARRIED

### **ADJOURNMENT**

The meeting was adjourned at 7:50 p.m.

Motion by: Councilmember Vincent McPhillips

Second by: Councilmember John Lennon

4 Ayes CARRIED

Respectfully submitted,

Sara Sprague,  
Deputy Town Clerk



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
PLACE: SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754  
JANUARY 5, 2026  
6:30 P.M.

At the Re-organizational Meeting of the Town Board of the Town of Liberty held on January 6, 2026, at the Senior Center, 119 North Main Street, Liberty, New York, the following were present:

**PLEDGE OF ALLEGIANCE**

**PRESENT:**

Supervisor Frank DeMayo  
Councilmember Dean Farrand  
Councilmember Vincent McPhillips  
Councilmember Bruce Davidson  
Councilmember Sherri Kavleski

**RECORDING SECRETARY:**

Town Clerk Laurie Dutcher

**ALSO PRESENT:**

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

**TIME AND PLACE OF MEETINGS**

The Town Board does hereby set the location and time for the Town Board, Planning Board and Zoning Board meetings for the year 2026. The meetings will be held at the Liberty Senior Center, 119 North Main Street, Liberty, NY 12754.

The meeting schedules are as follows:

**1-26 TOWN BOARD MEETINGS:**

1st Monday of the Month -	Monthly Work Session Mtg.	10:00 a.m.
1 <sup>st</sup> Monday of the Month -	Town Board Mtg.	6:30 p.m.
3rd Monday of the Month -	Town Board Mtg.	6:30 p.m.



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
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JANUARY 5, 2026  
6:30 P.M.

(When a regularly scheduled meeting falls on a holiday, the meeting will take place on the following Wednesday.)

**PLANNING BOARD MEETINGS:**

1st Tuesday of the Month – 7:00 p.m.

(In the event of inclement weather, the Planning Board will meet on the following Thursday.)

**ZONING BOARD MEETINGS:**

3rd Tuesday of the Month – 7:00 p.m.

Motion: Councilmember Dean Farrand  
Seconded: Supervisor Frank DeMayo  
5 AYES Carried

**2-26 DESIGNATION OF OFFICIAL NEWSPAPER**

The Town Board does hereby designate the Sullivan County Democrat as the Town of Liberty's official newspaper for 2026.

Motion: Councilmember Vincent McPhillips  
Seconded: Councilmember Bruce Davidson  
5 AYES Carried

**3-26 DESIGNATION OF CUSTODIAL & DEPOSITORY BANKS**

The Town Board does hereby designate the following custodial banks for the Town of Liberty for 2026 as follows:

Custodial Banks

- M&T Bank (for Jeff Bank)
- Federal Home Loan Bank of Pittsburg (for TD Bank)
- Bank of New York Mellon (for M&T Bank)
- FHN Financial (for Wayne Bank)
- Bank of New York (for Key Bank)

Depository Banks

- Jeff Bank
- Key Bank
- TD Bank
- M&T Bank



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
PLACE: SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754  
JANUARY 5, 2026  
6:30 P.M.

- Wayne Bank

Motion: Councilmember Vincent McPhillips  
Seconded: Councilmember Sherri Kavleski  
5 AYES Carried

**4-26 SUPERVISOR'S APPOINTMENTS**

- Budget Officer for a 1-year term-Cheryl Gerow

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

**5-26 MILEAGE RATE**

The Town Board hereby sets the mileage reimbursement rate, based on the IRS reimbursement rate, for the year 2026 at 72.5 cents per mile.

Motion: Councilmember Dean Farrand  
Seconded: Supervisor Frank DeMayo  
5 AYES Carried

**6-26 APPOINTMENT OF DOG CONTROL OFFICER**

The Town Board of the Town of Liberty does hereby appoint Joanne Gerow as Town of Liberty Dog Control Officer for a term expiring on 12/31/2026.

Motion: Councilmember Dean Farrand  
Seconded: Supervisor Frank DeMayo  
5 AYES Carried

**7-26 ZONING CHAIRMAN APPOINTED**

The Town Board does hereby appoint Robert Werlau as Zoning Board Chairman for a term expiring on 12/31/2026.

Motion: Councilmember Vincent McPhillips  
Seconded: Councilmember Sherri Kavleski  
5 AYES Carried



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
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6:30 P.M.

**8-26 APPOINTMENT OF ZONING BOARD MEMBER**

The Town Board does hereby appoint Robert Werlau as a Zoning Board member for a term expiring on 12/31/2029.

Motion: Councilmember Dean Farrand  
Seconded: Councilmember John Lennon  
5 AYES Carried

**9-26 RE-APPOINTMENT OF ZONING BOARD MEMBER GENE BURNS**

The Town Board does hereby re-appoint Gene Burns for a term expiring on 12/31/2030.

Motion: Councilmember Dean Farrand  
Seconded: Councilmember Sherri Kavleski  
5 AYES Carried

**10-26 APPOINTMENT OF (2) ALTERNATE ZONING BOARD MEMBERS**

The Town Board does hereby appoint the following as Planning Board Alternate members for a term expiring December 31, 2026:

- Brad Colbert
- Abraham Weberman

Motion: Councilmember Vincent McPhillips  
Seconded: Supervisor Frank DeMayo  
5 AYES Carried

**11-26 PLANNING BOARD CHAIRMAN APPOINTED**

The Town Board does hereby appoint Lynn Dowe as Planning Board Chairman for a term expiring on 12/31/2026.

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

**12-26 RE-APPOINTMENT OF PLANNING BOARD MEMBER**

The Town Board does hereby re-appoint John VanEtten as a Planning Board Member for a term expiring on 12/31/2030.



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
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JANUARY 5, 2026  
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Motion: Councilmember Dean Farrand  
Seconded: Supervisor Frank DeMayo  
5 AYES Carried

**13-26 APPOINTMENT OF (2) ALTERNATE PLANNING BOARD MEMBERS**

The Town Board does hereby appoint the following as Planning Board Alternate members for a term expiring December 31, 2026:

- Mordachi Heimlich
- Kascper Sandelewski

Motion: Councilmember Dean Farrand  
Seconded: Councilmember John Lennon  
5 AYES Carried

**APPOINTMENT TO PARKS & RECREATION BOARD-TABLED**

**14-26 RE-APPOINTMENT TO THE BOARD OF ASSESSMENT REVIEW**

The Town Board does hereby re-appoint Diane Silver as a member of the Board of Assessment Review for a term expiring on December 31, 2030.

Motion: Councilmember Vincent McPhillips  
Seconded: Councilmember Sherri Kavleski  
5 AYES Carried

**RE-APPOINTMENT TO THE SULLIVAN COUNTY FIRE ADVISORY BOARD-WAS  
PREVIOUSLY APPOINTED**

- Donald Sherwood

**15-26 APPOINTMENT OF EMPLOYEE COMMITTEE MEMBERS**

- Town Hall (2) Dawn Bilacione
- Parks & Rec (1) Kathy Dworesky
- Water & Sewer (2) Wayne Banks / Dylan Peters
- Highway (3) Steven Schroeder / Andrew Bivins / Michael O'Brien

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



TOWN OF LIBERTY RE-ORGANIZATIONAL MEETING  
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**VOUCHER QUARTERLY REVIEW**

**1<sup>st</sup> and 3<sup>rd</sup> Quarter** -Sherri & Dean

**2<sup>nd</sup> & 4<sup>th</sup> Quarter** Vince & Bruce

**16-26 LIASONS**

- |   |                               |
|---|-------------------------------|
| • Highway / Water & Sewer                 | Councilmember Bruce Davidson  |
| • Finance / Park & Recreation             | Councilmember Bruce Davidson  |
| • Assessor / Building / Planning / Zoning | Councilmember Dean Farrand    |
| • Town Clerk / Court / Dog Control        | Councilmember Sherri Kavleski |

Motion: Councilmember Dean Farrand  
Seconded: Councilmember John Lennon  
5 AYES Carried

**ADJOURN**

The Town Board adjourned the Re-organizational Meeting at 6:40 p.m.

Motion: Councilmember Vincent McPhillips  
Seconded: Councilmember Dean Farrand  
5 AYES Carried

Respectfully submitted,

Laurie Dutcher, Town Clerk



## Town Department Head Work Session

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

---

### Call to Order

The meeting was called to order by Supervisor DeMayo, with New Year greetings extended to all present.

### Introductions

The Board welcomed **Robin Quick**, newly appointed **Acting Assessor**.

### Administrative Reminder

Department Head reports are due **by noon on the Wednesday prior to the meeting**. Members were reminded that timely submission is required, as several reports were missing this month.

### New Business

### Reflections and Acknowledgements (2025)

Bruce provided year-end reflections and expressed appreciation to staff and department heads for their efforts during 2025, highlighting the following:

- **DPW (Matt):** Commended for creating and executing a departmental plan, completing staffing, and developing a five-year capital plan.
- **Facilities/Operations (Damon):** Recognized for developing the department's first capital budget and identifying longstanding infrastructure needs.
- **Finance (Tammy):** Congratulated on becoming Department Head and praised for leadership on OpenGov implementation and workflow development.
- **Parks & Recreation (James):** Applauded for identifying \$20,000–\$25,000 in budget savings without reducing services; optimism expressed for 2026 initiatives.
- **Town Clerk/Front Office (Sara):** Thanks for showing up every day and keeping it open.
- **Court (Denise):** Thanked her and said that the new judge is singing her praises, you are keeping them in line, and you're keeping our court in order. Bruce stated that without her insight, we would never have known how to put judgments together. Now working on a workflow to enable the Town to collect on those judgments.
- **Highway/Parks Support (Mitch):** Acknowledged for taking on additional duties and meeting operational demands.



## Town Department Head Work Session

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- **Budget & Finance Support (Cheryl):** Credited with providing critical insight and financial planning that prevented a significant budget gap.
- **Animal Control (Joanne):** Thanked her for caring for and collecting our animals and treating them nicely; future coordination anticipated.

Bruce also thanked the Board for its guidance and support throughout the year.

---

### Town Board Goals

The Board reviewed the proposed Town goals provided by the Supervisor, noting that additions may be made. Key areas include:

- Capital infrastructure planning
  - Department-specific operational goals
  - Smart Growth planning to ensure intentional and sustainable development
- 

### Operational Goals

#### Transparency & OpenGov

- OpenGov implementation is nearing completion.
- Partial go-live scheduled for the current week.
- Budget data to be published once the fiscal year is closed; remaining changes are cosmetic.

#### Workflow Improvements

- Department-wide workflow adjustments to be implemented.
- Demonstrations to be provided later in the meeting.

#### Human Resources

- Recruitment, interviewing, and HR processes have been upgraded.
- Additional updates pending legal review, expected within the coming weeks.



## **Town Department Head Work Session**

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### **Procurement & Vendor Management**

- Implementation of a voucher system and vetted vendor list.
- Goal to establish a list of approximately 100 qualified vendors with proper insurance and credentials.
- Discussion of blanket purchase orders to reduce administrative burden for minor expenses.

### **Buildings & Grounds**

- Development of work order tracking and preventive maintenance schedules through OpenGov.

### **Training & Professional Development**

- Department Heads requested to provide input on desired training specific to their departments.
- Potential topics include leadership, financial training, and other skill-based sessions.
- Opportunity for guest speakers and monthly training agendas.

### **Reporting & Oversight**

- Department quarterly progress reports to align with KPIs.
- Board liaisons to meet with departments at least six times annually.
- KPIs to be integrated into Town operations.

### **Budgeting & Grants**

- Monthly budgeting workshops to begin in February using departmental worksheets.
  - Continued identification and pursuit of grant opportunities.
- 

### **Revenue Overview**

Bruce reviewed major Town revenue sources:

- Tax collection



## **Town Department Head Work Session**

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- Grant awards (supporting operating and capital budgets)
- Departmental fee collection
- Operating budget cost savings

Noted that approximately \$50,000 in potential grant funding has already been identified for Parks & Recreation, pending awards.

---

### **Budget Framework Overview**

The three components of the municipal budget were reviewed:

1. **Operating Budget:** Annual costs to run each department
2. **Capital Budget:** Long-term planning for future needs and reserves
3. **Appropriated Budget:** Taxpayer funds legally allocated to cover budget gaps

Inflation (CPI) was discussed, with recent rates estimated between 2.2%–2.8%, emphasizing its impact on budgeting and long-term planning.

---

### **Inflation, Investment Income, and Budgeting Philosophy**

#### **Inflation Rate Discussion**

Bruce explained that the inflation (CPI) rate reflects the rising cost of goods and services, including groceries, utilities, rent, and other living expenses. Maintaining budgets within inflationary limits helps ensure employees can continue to meet their financial obligations without placing additional burden on taxpayers.

#### **Investment Income**

Investment income was discussed as a critical revenue source. Cheryl was commended for strong performance in managing Town investments, generating consistent returns despite market challenges, and contributing positively to Town revenues.

#### **Raises, Efficiency, and Tax Impact**



## Town Department Head Work Session

**Date:** January 5, 2026

**Time:** 10:00 a.m.

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Bruce emphasized that the Board's primary resistance to raises is the desire to avoid increasing property taxes. He outlined a strategy whereby departments could justify raises through efficiency, KPI performance, surplus generation, grant acquisition, and cost savings—rather than relying on tax increases.

---

### Key Performance Indicators (KPIs)

Bruce reviewed the Town's KPI framework, noting that KPIs are **proactive management tools**, not disciplinary measures. KPIs will be reviewed quarterly to allow for real-time course correction rather than year-end reaction.

### Core KPI Areas

Departments will be evaluated (generally on a 1–10 scale) in the following areas:

- Alignment with Town **core values** and **mission statement**
- Operating, capital, and appropriated budget forecasting
- Grant identification and utilization (short- and long-term)
- Operating efficiencies and workflow optimization (including OpenGov)
- Safety compliance and staff training
- Asset management and maintenance
- Workforce development and HR compliance
- Regular departmental meetings and goal-setting
- Monthly reporting and forecasting
- Compliance with state, county, and Town codes
- Record keeping and regulatory compliance (e.g., DEC requirements)
- Community service delivery, transparency, and public safety
- Complaint resolution and customer satisfaction (Net Promoter Score)
- Professional courtesy and public engagement

It was emphasized that KPI scoring is intended to identify bottlenecks, resource gaps, or process issues and support departments in improving performance.

---

### Raises and Budget Surplus Strategy



## Town Department Head Work Session

**Date:** January 5, 2026

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Bruce reiterated that departments demonstrating efficiency, KPI success, and surplus generation can make a stronger case for raises without requiring additional taxpayer funding.

---

### Budget Gap Clarification Discussion

A question was raised regarding the terminology “**operational budget gap**” used in prior meeting minutes, specifically referencing a \$100,000 figure that was publicly misinterpreted.

Key points clarified:

- An **operational budget gap** refers to the amount of taxpayer funding required to balance a department’s operating budget.
- It does **not** mean a department is over budget or mismanaged.
- Board members acknowledged that public misunderstanding can arise from wording and agreed that clearer language should be used in future minutes and reports.

The Board reaffirmed that the Town is shifting from a **reactive** to a **proactive** management approach, focusing on identifying issues early and addressing them constructively.

---

### Public Communication and Budget Terminology

Further discussion emphasized the need for clear, consistent public communication regarding budgeting terminology, particularly the phrase “**operational budget gap.**”

Key points noted:

- All Town departments operate with an operational budget gap funded by taxpayer appropriations; this is normal and expected in municipal government.
- The Finance Department was noted as the only department generating positive revenue, though municipalities are not intended to operate for profit.
- Misinterpretation of technical budget terms by the public, particularly when taken out of context, can create unnecessary concern.



## Town Department Head Work Session

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- Board members discussed the possibility of issuing a public-facing explanatory statement and noted that the forthcoming **public budget book** will provide clarity by clearly displaying operating, capital, and appropriated budgets.

It was reiterated that:

- There will **always** be a gap between operating and appropriated budgets.
  - The identified \$100,000 figure represents the taxpayer-supported portion of the operating budget, not a departmental deficit or mismanagement.
- 

### Intermunicipal Cost Sharing and Grant Opportunities

Discussion included opportunities to reduce operational budget gaps through:

- Cost-sharing with other municipalities utilizing Town facilities
- Ensuring external users are paying their fair share to reduce the taxpayer burden

Significant grant opportunities were highlighted, including New York State funding for animal-related services. It was noted:

- Approximately \$10 million in state funding is available statewide
- Comparable organizations have received awards up to \$500,000
- Grant eligibility considerations include property ownership structure
- Both municipal and partnership application pathways may be viable

Further discussion and planning meetings were agreed upon to evaluate these opportunities.

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### Transparency and Records Access

Commitment to transparency was reaffirmed, including openness to:

- Providing access to records and systems as appropriate
- Responding to inquiries regarding operations, finances, and compliance



## Town Department Head Work Session

**Date:** January 5, 2026

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### PRESENT:

Supervisor Frank DeMayo, Councilmember Dean Farrand, Councilmember Vincent McPhillips, Councilmember Sherri Kavleski, Councilmember Bruce Davidson, Deputy Town Clerk Sara Alvarez, Court Manager Denise Curry, Building Dept. Head Tammy Wilson, Highway Superintendent Matt DeWitt, Water & Sewer Foreman Damon Knack, Dog Control Officer Joanne Gerow, Finance Director Cheryl Gerow, Park & Recreation Director James Guara, and Acting Assessor Robin Quick.

### Call to Order

The meeting was called to order by Supervisor DeMayo, with New Year greetings extended to all present.

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### Workflow Improvements



## **Town Department Head Work Session**

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### Transparency and Records Access



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Commitment to transparency was reaffirmed, including openness to:

- Providing access to records and systems as appropriate
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---

### OpenGov Workflow Training

#### Vendor Management Workflows

It was explained that vendors will be required to submit all necessary documentation—such as workers’ compensation, insurance certificates, and other compliance materials—through OpenGov workflows before being approved as **Liberty-approved vendors**. Renewals (e.g., towing permits) will be handled digitally, eliminating paper submissions and follow-up requests.

#### Court, Legal, and Enforcement Applications

The potential use of workflows was discussed for court-related processes, including judgment letters and fine collection. Workflow automation would help ensure that required steps are completed, reduce missed actions, and improve collection outcomes. It was noted that legal mandates unique to court operations would be reviewed before implementation.

#### Interdepartmental Reviews and Approvals

Workflows will require responses from all relevant departments (e.g., Highway, Water & Sewer) before permits can advance. Departments will have defined response timelines, improve accountability and coordination, while allowing input on reasonable review periods.

#### Benefits of Workflow Automation

Key benefits highlighted included:

- Prevention of missed steps or incomplete applications
- Reduced redundancy and re-entry of data
- Improved applicant accountability



## **Town Department Head Work Session**

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- Faster permit processing times
- Reduced municipal liability through documented compliance
- Enhanced transparency and audit trails

### **Assessment and Revenue Coordination**

Significant coordination between the Building and Assessing Departments was discussed. New workflows will:

- Trigger assessments at key construction milestones (e.g., 25%, 50%, 75%)
- Notify the Assessor upon issuance of Certificates of Occupancy or Compliance
- Ensure timely and accurate assessments to support fair tax collection

### **Access Controls and Transparency**

- All departments will have **view access** to workflows for transparency.
- Administrative permissions will be limited to department heads and designated staff.
- Public access will be provided where required by statute, with other records evaluated on a case-by-case basis.

### **Forms and Digitization**

Existing departmental forms will be digitized rather than recreated. Forms will be fillable, usable in the field via tablets or laptops, and stored centrally. This reduces errors, eliminates duplicate data entry, and improves record retention.

### **Planning Board and Special Use Permits**

A Special Use Permit workflow is scheduled to go live imminently. Key elements include:

- Mandatory completion of all required fields prior to submission
- Automatic rejection or return of incomplete applications
- Built-in checks for violations, infrastructure capacity, utility load reports, escrow accounts, and studies (traffic, water, noise, septic)
- Departmental notifications and required responses tracked within the system
- Applicant certification of accuracy



## Town Department Head Work Session

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

The workflow ensures applications are complete **before** Planning Board review, reducing delays, repeat hearings, and administrative burden.

### Applicant and Public Benefits

The system creates a permanent, historical record of submissions, protecting both applicants and the Town by verifying what was submitted and when. Applicants benefit from clearer requirements and fewer delays, while the Town benefits from efficiency, compliance, and reduced risk.

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### OpenGov Confidentiality, FOIL Sensitivity, and Public Recordkeeping

Additional discussion addressed confidentiality controls within OpenGov:

- Records and fields can be designated as **internal-only** versus **external/public-facing** using visibility toggles.
- Sensitive personal information (e.g., phone numbers on licenses), investigative materials, litigation-related records, and other protected information may be restricted to internal users and regulatory bodies as appropriate.
- When uncertainty exists regarding disclosure, staff will consult the Town Attorney and adjust visibility settings as needed (settings can be changed later).
- Public hearing participation and public comments will be uploaded to the applicable record where appropriate to support accurate historical documentation and address recurring public concerns regarding hearing notice and attendance.

It was noted that the Town may temporarily enable or disable new features during rollout as issues are identified and corrected.

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### Technology and Administrative Updates

#### Microsoft 365

Bruce noted that updated Microsoft 365 training content is available, including new materials on Teams, Word, PDFs, and document uploading. Department Heads were encouraged to review these resources as needed.



## Town Department Head Work Session

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

### Email Disclaimers

Department Heads were reminded to ensure that required legal disclaimers are included on Town email accounts.

### HR Onboarding and Training Tracker

An HR onboarding tracker and training workflow document were distributed. Bruce summarized that:

- Department Heads must participate in onboarding and required training steps.
- Documentation will be required through the probationary period.
- The process is intended to protect both the Town and Department Heads by ensuring expectations, training, and performance documentation are clearly recorded.

Updates from the Town Attorney related to HR documentation were noted as pending.

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## Safety, Security, and Facilities

### Highway Department Building Public Access

A request was raised to evaluate whether the Highway Department building should be designated as **non-public access** due to safety concerns. The Highway Superintendent reported incidents of aggressive behavior toward staff and expressed concern about employees being alone during storms or after hours.

Key points discussed:

- The Board and staff generally agreed there is limited need for in-person public access at the Highway facility because transactions and permitting are handled elsewhere.
- Interim measures were discussed, including keeping exterior doors secured, closing bay doors when appropriate, and providing posted contact information for service requests.
- Security camera installation was referenced as an ongoing effort.



## **Town Department Head Work Session**

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

- Department Heads were encouraged to complete and file **incident reports** following safety incidents to ensure proper documentation and protection of staff and the Town.

### **Complaint Intake and Liability Considerations**

Discussion noted that formalizing complaint intake (including potential OpenGov-based requests) may require alignment with Town Code and legal guidance, particularly regarding:

- acknowledgment timelines
- documentation of notice and potential liability implications once a complaint is documented

Staff agreed that workflow design should incorporate these requirements where applicable.

### **Court Facility Heating Issue**

The Court reported continued heating problems, with courtroom temperatures reported as low and disruptive to court operations. Discussion included:

- potential causes (including previously identified pipe exposure/insulation issues)
- interim measures (electric heaters were discussed; propane heaters were rejected)
- the need for a reliable, permanent corrective action

### **Town Hall Security and Door Access Controls**

The Court and staff raised concerns about staff safety when working alone and the need for consistent door-locking practices. Items discussed:

- ensuring exterior/front doors remain secured when appropriate
- clarifying responsibility for locking doors when staff depart
- exploring electronic locks, timed latches, and access control systems (codes/fobs/app access)
- inclusion of safety features such as cameras and panic buttons as part of the broader security plan



## Town Department Head Work Session

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

### Proactive Operations and Culture

Staff reiterated the Town's goal for 2026 to be a pivotal year in shifting from reactive to proactive operations, including:

- using KPIs as tools for performance improvement and planning
- addressing issues earlier in the year to avoid late-year surprises
- encouraging department heads to raise concerns promptly rather than allowing issues to fester

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### Executive Session and Adjournment

The meeting concluded with directions for attendees to report downstairs briefly (approximately five minutes) regarding executive session coordination.

The meeting was then **adjourned**.

At this point in the meeting, the Deputy Town Clerk believed that the board was going into Executive Session.

**The board did not go into Executive Session; they had a meeting for (1) hour and (9) minutes without a clerk being present.**

The Supervisor provided the following as to what was discussed during that time:

The Board had a discussion with the Dog Control Officer about the following:

- Meaning of a budget gap
- Submittal of other town agreements with CARE and associated insurance certificates naming the Town of Liberty as additional insured
- Options for covering operational costs at CARE facility with other Towns paying a fair share
- Liberty Dog identification on vouchers
- Possible options for training of Dog Control Officers under a CARE program
- Scheduled a meeting with councilmen Farrand and Davidson for Thursday, January 8, 2026 at 10:00am at the CARE facility to discuss OpenGov work flows and to review of CARE data



## **Town Department Head Work Session**

**Date:** January 5, 2026

**Time:** 10:00 a.m.

**Location:** Senior Center, 119 North Main Street, Liberty, NY

ADJOURN

The Town Board adjourned the meeting the meeting was adjourn at 1:09.

Motion: Councilmember Vincent McPhillips

Second: Supervisor Frank DeMayo

*Respectfully submitted,*

Sara Alvarez,

Deputy Town Clerk



## TOWN OF LIBERTY – REGULAR TOWN BOARD MEETING MINUTES

**Date:** January 5, 2026

**Time:** 6:30 PM

**Location:** Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

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### **PRESENT:**

Supervisor Frank DeMayo, Councilmember Dean Farrand, Councilmember Vincent McPhillips, Councilmember Sherri Kavleski, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Town Attorney Kenneth Klein, Confidential Secretary Nick Rusin, and Finance Director Cheryl Gerow.

### **ABSENT:**

### **PLEDGE OF ALLEGIANCE**

#### **Call to Order**

The regular meeting of the Town Board of the Town of Liberty was called to order by Supervisor DeMayo at 6:30 PM.

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### **NEW BUSINESS**

#### **17-26 INCOMING AND OUTGOING CORRESPONDENCE**

The Town Board hereby accepts all incoming and outgoing correspondence as presented.

**Motion by:** Councilmember Dean Farrand

**Second by:** Supervisor Frank DeMayo

5 Ayes CARRIED

#### **18-26 AUTHORIZATION FOR (3) WATER & SEWER DEPT. EMPLOYEES TO OBTAIN CDL LICENSES**

The Town Board hereby authorizes (3) three Water & Sewer employees to obtain CDL licenses at a cost of \$1,550.00 per person for a total of \$4,650.00.

**Motion by:** Councilmember Vincent McPhillips

**Second by:** Councilmember Dean Farrand

5 Ayes CARRIED



TOWN OF LIBERTY – REGULAR TOWN BOARD MEETING MINUTES

**Date:** January 5, 2026

**Time:** 6:30 PM

**Location:** Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

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**19-26 SUPERVISOR AUTHORIZED TO EXECUTE AGREEMENT W/ HUMANE SOCIETY OF MIDDLETOWN**

The Town Board authorizes the Supervisor to execute an agreement with the Humane Society of Middletown.

**Motion by:** Councilmember Dean Farrand

**Second by:** Supervisor Frank DeMayo

5 Ayes CARRIED

**20-26 APPROVAL OF THE 12/15/25 MINUTES**

The Town Board approves the 12/15/25 minutes as submitted by the Town Clerk.

**Motion by:** Councilmember Dean Farrand

**Second by:** Councilmember Bruce Davidson

5 Ayes CARRIED

**20-26 APPROVAL OF SALARY INCREASE FOR TAMMY WILSON**

The Town Board approved a salary increase in the amount of \$3,000 for Tammy Wilson, effective as of the date of her title change, 11/17/25.

**Motion by:** Councilmember Dean Farrand

**Second by:** Councilmember Sherri Kayleski

**NO:** Councilmember Vincent McPhillips

4 Ayes CARRIED

**21-26 SUPERVISOR AUTHORIZED TO EXECUTE AGREEMENT W/ NORTHSTAR LIFTS AND QUALITY ELEVATOR INSPECTIONS**

The Town Board authorized the Supervisor to execute maintenance and inspection agreements with Northstar Lifts, LLC and Quality Elevator Inspections.

**Motion by:** Supervisor Frank DeMayo

**Second by:** Councilmember Bruce Davidson

5 Ayes CARRIED



## TOWN OF LIBERTY – REGULAR TOWN BOARD MEETING MINUTES

**Date:** January 5, 2026

**Time:** 6:30 PM

**Location:** Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

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### 22-26 APPROVAL OF TOWING LICENSES

The Town Board approves the following towing licenses:

- Better Service, Inc. (2)
- Prestige Towing & Recovery (4)
- Summit Auto (2)

**Motion by:** Councilmember Bruce Davidson

**Second by:** Councilmember Vincent McPhillips

5 Ayes CARRIED

### 23-26 APPROVAL OF REFUSE COLLECTION LICENSES

The Town Board approves the (10) ten refuse collection licenses for On Time Disposal, Inc.

**Motion by:** Councilmember Dean Farrand

**Second by:** Councilmember Bruce Davidson

5 Ayes CARRIED

### 24-26 AUTHORIZATION FOR TOWN CLERK TO ADVERTISE FOR THE LOOMIS WWTP CLARIFIER REPAIR

The Town Board authorizes the Town Clerk to advertise for the Loomis Wastewater Treatment Plant Clarifier when the documents become available.

**Motion by:** Councilmember Dean Farrand

**Second by:** Supervisor Frank DeMayo

5 Ayes CARRIED

### OLD BUSINESS

1. ~~Shipping Containers~~ Told to remove
2. ~~Fence In/Fence Out~~ Told to remove
3. Quotes for tree removal at Town Hall. The Supervisor has not gotten the quotes back yet.



## TOWN OF LIBERTY – REGULAR TOWN BOARD MEETING MINUTES

**Date:** January 5, 2026

**Time:** 6:30 PM

**Location:** Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

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### **PUBLIC PARTICIPATION**

MENACHEM STEINBERG

I'm speaking up today to express the Jewish community's concern about the steering committee selection process. With Liberty's growing and vibrant Jewish community in all parts of Town and Village, we believe it's essential to have a representative on the committee to ensure our voices are heard and our interests are considered.

We also suggest considering a member from the Hispanic community to bring diverse perspectives to the table. Forming a subcommittee may not achieve true inclusion, as they wouldn't be privy to the full range of conversations and thoughts throughout the process. A seat at the steering committee table is what truly matters.

Thank you for your attention to this matter. We're eager to see our community's diversity reflected in the decision-making process.

On behalf of the entire Jewish community in Liberty,  
Manny Steinberg

### **BOARD COMMENTS**

Councilmember Vincent McPhillips – Nothing to report.

Councilmember Sherri Kavleski- Nothing to report.

Supervisor Frank Deayo – Nothing to report.

Councilmember Dean Farrand – Best Work Session Mtg. today.

Councilmember Bruce Davidson – Happy, Healthy New Year.

### **EXECUTIVE SESSION**

The Town Board went into Executive Session at 6:57 p.m. to discuss personnel -Dog Control Officer.



## TOWN OF LIBERTY – REGULAR TOWN BOARD MEETING MINUTES

**Date:** January 5, 2026

**Time:** 6:30 PM

**Location:** Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

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**Motion by:** Supervisor Frank DeMayo

**Second by:** Councilmember Dean Farrand

5 Ayes CARRIED

### 25-26 OUT OF EXECUTIVE SESSION

The Town Board went into Executive Session at 7:22 p.m.

**Motion by:** Councilmember Vincent McPhillips

**Second by:** Councilmember Dean Farrand

5 Ayes CARRIED

### ADJOURN

The Town Board adjourned the meeting at 7:22 p.m.

**Motion by:** Supervisor Frank DeMayo

**Second by:** Councilmember Bruce Davidson

5 Ayes CARRIED



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
1	1194	INTERNAL REVENUE SERVICE						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9030 8	P	83.10	67064	83.10
2	7023	DELTA DENTAL OF NEW YORK						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8	P	201.00	26010200	201.00
3	110	NYSE&G						
LOOMIS WATER DISTRICT		Contractual		W1 8310 4	P	615.98	67066	
FERNDAL WATER DISTRICT		Contractual		W2 8310 4	P	516.19		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4	P	1,256.89		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4	P	116.94		
ROUTE 55 WATER DISTRICT		Contractual		W7 8310 4	P	409.20		2,915.20
4	1096	CHARTER COMMUNICATIONS						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	190.56	67069	190.56
5	4417	CLEARFLY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4	P	127.40	67070	
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1220 4	P	32.20		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1310 4	P	31.85		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1330 4	P	16.10		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4	P	31.85		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1410 4	P	31.85		
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	619.56		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1680 4	P	16.10		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4	P	100.08		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 6772 4	P	24.73		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7020 4	P	76.76		
TOWN - OUTSIDE VILLAGE		Contractual		B 3620 4	P	47.95		
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	37.23		1,193.66
6	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	190.38	67067	190.38
7	3038	CONSTELLATION ENERGY SVC OF NY						
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4	P	406.92	67067	
ROUTE 55 WATER DISTRICT		Contractual		W7 8310 4	P	386.65		793.57
8	5403	CHARTER COMMUNICATIONS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7020 4	P	110.00	67068	110.00
9	658	VERIZON WIRELESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7020 4	P	40.32	67065	
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	37.30		77.62
10	110	NYSE&G						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	288.07	67066	
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	63.93		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7111 4	P	69.09		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4	P	50.16		471.25
11	110	NYSE&G						
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4	P	47.37	67066	
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4	P	1,165.76		1,213.13



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
12	110	NYSE&G						
		GENERAL FUND - TOWNWIDE	Contractual	A 5182 4	P	1,184.85	67066	
		FERNDAL LIGHT DISTRICT	Contractual	L1 5182 4	P	418.64		
		SWAN LAKE LIGHT DISTRICT	Contractual	L2 5182 4	P	1,188.51		
		W.S.S. LIGHT DISTRICT	Contractual	L3 5182 4	P	496.04		
		PARKSVILLE LIGHT DISTRICT	Contractual	L4 5182 4	P	399.43		
		LOCH SHELDRAKE ROAD LIGHT DISTRICT	Contractual	L5 5182 4	P	407.45		4,094.92
13	575	ADVANCED AUTO PARTS						
		WATER AND SEWER OPERATIONAL FUND	Contractual	MO 8110 4	P	184.42		184.42
14	575	ADVANCED AUTO PARTS						
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5130 4	P	23.74		23.74
15	2225	SULLIVAN COUNTY LABS						
		S. L. / BRISCOE CONSOLIDATED SEWER	Contractual	S2 8110 4	P	59.00		
		STEVENSVILLE WATER DISTRICT	Contractual	W3 8310 4	P	39.00		
		COLD SPRING ROAD WATER DISTRICT	Contractual	W6 8310 4	P	264.00		362.00
16	180	ALL STEEL AND ALUMINUM						
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5130 4	P	287.80		287.80
17	5235	AMERICAN EXPRESS						
		GENERAL FUND - TOWNWIDE	CONTRACTUAL	A 1680 4	P	35.44		35.44
18	5235	AMERICAN EXPRESS						
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5130 4	P	165.71		
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5142 4	P	245.97		411.68
19	5235	AMERICAN EXPRESS						
		GENERAL FUND - TOWNWIDE	CONTRACTUAL	A 7110 4	P	187.24		187.24
20	5235	AMERICAN EXPRESS						
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Equipment	DA 5130 2	P	286.99		
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5130 4	P	930.84		1,217.83
21	5235	AMERICAN EXPRESS						
		GENERAL FUND - TOWNWIDE	Contractual	A 1010 4	P	16.99		
		GENERAL FUND - TOWNWIDE	CONTRACTUAL	A 1220 4	P	24.83		
		GENERAL FUND - TOWNWIDE	Contractual	A 1480 4	P	58.90		100.72
22	5070	AMTHOR'S						
		HIGHWAY FUND - TOWNWIDE - HWY 3 & 4	Contractual	DA 5130 4	P	2,442.68		2,442.68
23	2048	APPLIED LOGIC CORP.						
		GENERAL FUND - TOWNWIDE	CONTRACTUAL	A 1680 4	P	1,743.30		1,743.30
24	8119	ATLAS SECURITY SERVICES, INC						
		GENERAL FUND - TOWNWIDE	CONTRACTUAL	A 1110 4	P	944.60		944.60
25	368	BADGER METER INC						
		FERNDAL LIGHT DISTRICT	Contractual	W2 8310 4	P	21.72		
		STEVENSVILLE WATER DISTRICT	Contractual	W3 8310 4	P	21.71		
		INDIAN LAKE WATER DISTRICT	Contractual	W5 8310 4	P	21.71		
		ROUTE 55 WATER DISTRICT	Contractual	W7 8310 4	P	21.71		86.85



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
26	3117	BOLD GOLD MEDIA GROUP						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7550 4	P	1,000.00		1,000.00
27	1740	CAMPBELL FREIGHTLINER						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	222.17		222.17
28	100	CARGILL INCORPORATED						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4	P	24,199.76		24,199.76
29	7231	CASELLA						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	5.47		5.47
30	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		Contractual		A 1670 4	P	146.22		146.22
31	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		Contractual		A 1670 4	P	64.63		64.63
32	3038	CONSTELLATION ENERGY SVC OF NY						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4	P	2,204.93		
FERNDAL WATER DISTRICT		Contractual		W2 8310 4	P	308.81		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4	P	978.10		3,491.84
33	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND - TOWNWIDE		Contractual		A 5182 4	P	246.03		246.03
34	3038	CONSTELLATION ENERGY SVC OF NY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4	P	56.68		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7150 4	P	74.80		131.48
35	860	COUNTY PETROLEUM PRODUCTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	139.00		139.00
36	4224	CTS MOBILITY						
WATER AND SEWER OPERATIONAL FUND		Equipment Purchase		MO 8110 2	P	668.16		668.16
37	7206	DAVIS VISION INC						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8	P	277.95		277.95
38	7032	DELAWARE ENGINEERING, D.P.C.						
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4	P	1,313.75		1,313.75
39	7032	DELAWARE ENGINEERING, D.P.C.						
GENERAL FUND - TOWNWIDE		EPA Grant		A 1987 41	P	2,942.00		
GENERAL FUND - TOWNWIDE		County Grant		A 1987 42	P	735.50		3,677.50
40	1972	DOWSER WATER						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	43.91		43.91
41	6028	ENDICOTT COMM INC						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	439.67		439.67
42	517	HOME DEPOT CREDIT SERVICES						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Equipment		DA 5130 2	P	1,306.84		1,306.84



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
43	1223	I ZAKARIN & SONS						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	291.03		291.03
44	2700	JACOB BILLIG, ESQ						
TOWN - OUTSIDE VILLAGE		Contractual		B 1420 4	P	3,125.00		3,125.00
45	1510	KRISTT CO.						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	247.56		247.56
46	1608	KLEIN & SONS LOGGING, INC.						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5140 4	P	1,084.64		1,084.64
47	1499	MIRABITO ENERGY PRODUCTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4	P	949.05		949.05
48	138	NYS UNEMPLOYMENT INSURANCE						
TOWN - OUTSIDE VILLAGE		Employee Benefit		B 9050 8	P	9.46		
WATER AND SEWER OPERATIONAL FUND		Emp Benefit		MO 9050 8	P	2,905.00		2,914.46
49	7184	NORTH EAST PARTS GROUP, LLC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	239.95		239.95
50	7184	NORTH EAST PARTS GROUP, LLC						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	660.78		660.78
51	7184	NORTH EAST PARTS GROUP, LLC						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	826.11		826.11
52	7184	NORTH EAST PARTS GROUP, LLC						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	655.78		655.78
53	110	NYSE&G						
INFIRMARY ROAD SEWER DISTRICT		Contractual		S7 8110 4	P	302.54		302.54
54	110	NYSE&G						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	45.59		45.59
55	4107	PN FIRE & BURGLAR ALARM CO., INC..						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 3510 4	P	232.50		232.50
56	4316	POLSINELLO LUBRICANTS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	1,812.56		1,812.56
57	1969	PRESTIGE TOWING & RECOVERY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	3,659.56		3,659.56
58	3307	RESNICK ENERGY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4	P	2,043.42		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5142 4	P	4,301.13		6,344.55
59	3307	RESNICK ENERGY						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	970.48		970.48
60	3307	RESNICK ENERGY						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	579.90		579.90



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
61	3152	RIEBER CARTING LLC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4	P	323.08		323.08
62	3152	RIEBER CARTING LLC						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4	P	403.85		403.85
63	160	SCHMIDTS WHOLESALE, INC.						
LOOMIS WATER DISTRICT		Contractual		W1 8310 4	P	429.11		
FERNDAL WATER DISTRICT		Contractual		W2 8310 4	P	429.11		
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4	P	429.10		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4	P	429.11		
INDIAN LAKE WATER DISTRICT		Contractual		W5 8310 4	P	429.11		
COLD SPRING ROAD WATER DISTRICT		Contractual		W6 8310 4	P	429.10		
ROUTE 55 WATER DISTRICT		Contractual		W7 8310 4	P	429.11		3,003.75
64	1251	STAPLES ADVANTAGE						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	55.98		55.98
65	1360	STARK TECH SERVICES LLC						
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4	P	3,568.40		3,568.40
66	1881	SWAN LAKE SEWER # 1						
LOOMIS SEWER DISTRICT		Contractual		S1 8110 4	P	2,340.00		2,340.00
67	5318	THOMPSON SANITATION						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	950.00		950.00
68	461	TOWN OF LIBERTY						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	404.04		404.04
69	1056	TRACTOR SUPPLY CO CREDIT PLAN						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	93.89		93.89
70	420	TRADING POST - LIBERTY						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	54.76		54.76
71	1277	UDIG NY INC						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	40.00		40.00
72	4032	VILLAGE OF LIBERTY WATERWORKS						
GENERAL FUND - TOWNWIDE		Contractual		A 1620 4	P	307.59		307.59
73	130	VERIZON						
FERNDAL WATER DISTRICT		Contractual		W2 8310 4	P	221.06		
W.S.S. WATER DISTRICT		Contractual		W4 8310 4	P	73.69		294.75
74	130	VERIZON						
STEVENSVILLE WATER DISTRICT		Contractual		W3 8310 4	P	147.37		147.37
75	643	VERIZON SELECT SERVICES INC.						
S. L. / BRISCOE CONSOLIDATED SEWER		Contractual		S2 8110 4	P	2.26		2.26
76	4032	VILLAGE OF LIBERTY WATERWORKS						
INFIRMARY ROAD SEWER DISTRICT		Contractual		S7 8110 4	P	22,090.99		22,090.99



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
77	2600	DONNA WAINMAN						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4	P	69.10		69.10
78	1902	WEX BANK						
WATER AND SEWER OPERATIONAL FUND		Contractual		MO 8110 4	P	1,583.45		1,583.45
79	1937	WEX BANK						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 7110 4	P	527.02		527.02
80	1941	WEX BANK						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1355 4	P	39.61		39.61
81	1912	BILLIG, LOUGHLIN & SILVER, LLP						
TOWN - OUTSIDE VILLAGE		Contractual		B 1420 4	P	1,330.00		1,330.00
82	5235	AMERICAN EXPRESS						
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	205.19		205.19
83	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 5132 4	P	7.97		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Contractual		DA 5130 4	P	58.81		66.78
84	1510	KRISTT CO.						
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1110 4	P	349.00		349.00
85	9062	ACCESS PLUS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--TELEPHONE		A 1110 411		78.00		
GENERAL FUND - TOWNWIDE		CONTRACTUAL--TELEPHONE		A 1620 411		302.61		
GENERAL FUND - TOWNWIDE		UTILITIES--TELEPHONE		A 7110 411		78.00		
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--TELEPHONE		MO 8110 411		78.00		536.61
86	575	ADVANCED AUTO PARTS						
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--VEHICLE MAINTENAN		MO 8110 471		71.76		71.76
87	2225	SULLIVAN COUNTY LABS	17285					
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--WATER SAMPLES		MO 8110 477		267.00		
LOOMIS SEWER DISTRICT		CONTRACTUAL--LAB TESTING		S1 8110 477		286.00		
S. L. / BRISCOE CONSOLIDATED SEWER		CONTRACTUAL--LAB TESTING		S2 8110 477		294.00		847.00
88	5235	AMERICAN EXPRESS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--SUPPLIES		A 1330 48		30.91		
GENERAL FUND - TOWNWIDE		CONTRACTUAL--SUBSCRIPTIONS		A 1410 422		74.79		
GENERAL FUND - TOWNWIDE		CONTRACTUAL--SUPPLIES		A 1410 48		44.98		
GENERAL FUND - TOWNWIDE		CONTRACTUAL		A 1460 4		151.29		301.97
89	1320	ASSOCIATION OF TOWNS						
GENERAL FUND - TOWNWIDE		Contractual		A 1920 4		1,500.00		1,500.00
90	368	BADGER METER INC	17284					
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--SUPPLIES		MO 8110 48		1,260.00		1,260.00
91	650	TOWN OF BETHEL TAX COLLECTOR						
GENERAL FUND - TOWNWIDE		TOWN OF BETHEL TAXES		A 1950 41		1,602.54		1,602.54
92	20	CATSKILL-DELAWARE PUB.						
GENERAL FUND - TOWNWIDE		LEGAL NOTICES		A 1670 41		160.17		160.17



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
93	829	COOPER ARIAS, LLP						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--AUDITORS		A 1320 41		7,500.00		7,500.00
94	7206	DAVIS VISION INC						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		277.95		277.95
95	5012	LAURIE DUTCHER, TAX COLLECTOR						
GENERAL FUND - TOWNWIDE		LIBERTY TOWN TAXES		A 1950 45		765.38		
GENERAL FUND - TOWNWIDE		CONTRACTUAL--TAXES		A 5132 45		3,207.51		3,972.89
96	2815	FALLSBURG LUMBER						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--REPAIRS/MAINTENAN		A 1620 47		81.94		81.94
97	1931	FALLSBURG TAX COLLECTOR						
GENERAL FUND - TOWNWIDE		FALLSBURG TOWN TAXES		A 1950 44		499.05		499.05
98	822	MARSHALL & SWIFT/BOECKH, LLC						
GENERAL FUND - TOWNWIDE		CONTRACUTAL--SUBSCRIPTIONS		A 1355 422		688.20		688.20
99	7184	NORTH EAST PARTS GROUP, LLC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--VEHICLE MAINTENAN		A 1355 471		179.69		179.69
100	232	STATE OF NY DEPT. OF CIVIL SERVICE						
GENERAL FUND - TOWNWIDE		Emp. Benefit		A 9060 8		46,948.75		
TOWN - OUTSIDE VILLAGE		Empl. Benefit		B 9060 8		5,335.09		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefit		DA 9060 8		20,273.32		
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1		Emp. Benefits		DB 9060 8		16,005.26		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits		MO 9060 8		18,139.28		106,701.70
101	1919	NYS GOVERNMENT FINANCE OFFICERS						
GENERAL FUND - TOWNWIDE		CONTRACTUAL-MEMBERSHIP DUES		A 1310 421		190.00		190.00
102	7424	OPENGOV, INC						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--OPEN GOV		A 1680 452		47,860.90		
TOWN - OUTSIDE VILLAGE		ADDITIONAL SERVICES		B 3620 493		5,982.61		
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--OPEN GOV		MO 8110 452		5,982.61		59,826.12
103	4221	PITNEY BOWES BANK RESERVE ACCOUNT						
GENERAL FUND - TOWNWIDE		Contractual		A 1670 4		3,000.00		3,000.00
104	5020	STEVENSVILLE WATER DIST.						
INDIAN LAKE WATER DISTRICT		CONTRACTUAL--DISTRICT TO DISTRW5		8310 419		462.00		462.00
105	2016	SULLIVAN COUNTY PARTNERSHIP						
GENERAL FUND - TOWNWIDE		Contractual		A 1920 4		595.00		595.00
106	420	TRADING POST - LIBERTY						
GENERAL FUND - TOWNWIDE		CONTRACTUAL--VEHICLE MAINTENAN		A 7110 471		7.96		7.96
107	420	TRADING POST - LIBERTY						
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--SUPPLIES		MO 8110 48		87.03		87.03
108	2669	SUNY ULSTER						
WATER AND SEWER OPERATIONAL FUND		CONTRACTUAL--CONTINUING EDUCATMO		8110 426		7,020.00		7,020.00



VOUCHER#	VENDOR#	CLAIMANT NAME/ADDRESS	PO #	ACCOUNT	ENC	AMOUNT	CHECK#	CHECK AMOUNT
109	380	PAYROLL ACCOUNT						
GENERAL FUND - TOWNWIDE		Pers. Ser.	A 1010 1			1,310.32	26011400	
GENERAL FUND - TOWNWIDE		Per. Ser.	A 1110 1			8,839.98		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 1220 1			4,782.86		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 1310 1			3,517.55		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 1355 1			3,675.00		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 1410 1			4,463.86		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 3510 1			1,634.28		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 5010 1			4,840.66		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 7020 1			3,944.31		
GENERAL FUND - TOWNWIDE		Per. Ser.	A 7110 1			2,342.71		
GENERAL FUND - TOWNWIDE		Per. Services	A 7140 1			56.88		
TOWN - OUTSIDE VILLAGE		Per. Ser.	B 3620 1			4,032.64		
TOWN - OUTSIDE VILLAGE		Per. Ser.	B 8020 1			375.00		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Per. Ser.	DA 5130 1			7,068.47		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Per. Ser.	DA 5142 1			46,389.00		
WATER AND SEWER OPERATIONAL FUND		Per. Ser.	MO 8110 1			19,157.24		116,430.76
110	1227	FIRST NATL. BANK OF JEFFERSONVILLE						
GENERAL FUND - TOWNWIDE		Emp. Benefit	A 9030 8			2,930.77	26011401	
TOWN - OUTSIDE VILLAGE		Emp. Benefit	B 9030 8			334.97		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefits	DA 9030 8			539.15		
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4		Emp. Benefits	DA 9030 8			3,500.04		
WATER AND SEWER OPERATIONAL FUND		Emp. Benefits	MO 9030 8			1,441.72		8,746.65
							442,676.96 **	



	ACCOUNT	ENC	AMOUNT
GENERAL FUND - TOWNWIDE			
Contractual	A 1010 4	P	16.99
CONTRACTUAL	A 1110 4	P	1,421.00
CONTRACTUAL	A 1220 4	P	57.03
CONTRACTUAL	A 1310 4	P	31.85
CONTRACTUAL	A 1330 4	P	16.10
CONTRACTUAL	A 1355 4	P	140.56
CONTRACTUAL	A 1410 4	P	31.85
Contractual	A 1480 4	P	58.90
Contractual	A 1620 4	P	4,488.48
Contractual	A 1670 4	P	210.85
CONTRACTUAL	A 1680 4	P	1,794.84
EPA Grant	A 1987 41	P	2,942.00
County Grant	A 1987 42	P	735.50
CONTRACTUAL	A 3510 4	P	232.50
CONTRACTUAL	A 5132 4	P	2,474.55
Contractual	A 5182 4	P	1,430.88
CONTRACTUAL	A 6772 4	P	24.73
CONTRACTUAL	A 7020 4	P	227.08
CONTRACTUAL	A 7110 4	P	1,106.50
CONTRACTUAL	A 7111 4	P	69.09
CONTRACTUAL	A 7150 4	P	181.64
CONTRACTUAL	A 7550 4	P	1,000.00
Emp. Benefit	A 9030 8	P	83.10
Emp. Benefit	A 9060 8	P	478.95
			19,254.97 *
Pers. Ser.	A 1010 1		1,310.32
Per. Ser.	A 1110 1		8,839.98
CONTRACTUAL--TELEPHONE	A 1110 411		78.00
Per. Ser.	A 1220 1		4,782.86
Per. Ser.	A 1310 1		3,517.55
CONTRACTUAL-MEMBERSHIP DUES	A 1310 421		190.00
CONTRACTUAL--AUDITORS	A 1320 41		7,500.00
CONTRACTUAL--SUPPLIES	A 1330 48		30.91
Per. Ser.	A 1355 1		3,675.00
CONTRACTUAL--SUBSCRIPTIONS	A 1355 422		688.20
CONTRACTUAL--VEHICLE MAINTENAN	A 1355 471		179.69
Per. Ser.	A 1410 1		4,463.86
CONTRACTUAL--SUBSCRIPTIONS	A 1410 422		74.79
CONTRACTUAL--SUPPLIES	A 1410 48		44.98
CONTRACTUAL	A 1460 4		151.29
CONTRACTUAL--TELEPHONE	A 1620 411		302.61
CONTRACTUAL--REPAIRS/MAINTENAN	A 1620 47		81.94
Contractual	A 1670 4		3,000.00
LEGAL NOTICES	A 1670 41		160.17
CONTRACTUAL--OPEN GOV	A 1680 452		47,860.90
Contractual	A 1920 4		2,095.00
TOWN OF BETHEL TAXES	A 1950 41		1,602.54
FALLSBURG TOWN TAXES	A 1950 44		499.05
LIBERTY TOWN TAXES	A 1950 45		765.38
Per. Ser.	A 3510 1		1,634.28
Per. Ser.	A 5010 1		4,840.66
CONTRACTUAL--TAXES	A 5132 45		3,207.51
Per. Ser.	A 7020 1		3,944.31
Per. Ser.	A 7110 1		2,342.71
UTILITIES--TELEPHONE	A 7110 411		78.00



	ACCOUNT	ENC	AMOUNT	
GENERAL FUND - TOWNWIDE				
CONTRACTUAL--VEHICLE MAINTENAN	A 7110 471		7.96	
Per. Services	A 7140 1		56.88	
Emp. Benefit	A 9030 8		2,930.77	
Emp. Benefit	A 9060 8		47,226.70	
				158,164.80 *
				177,419.77 **
TOWN - OUTSIDE VILLAGE				
Contractual	B 1420 4	P	4,455.00	
Contractual	B 3620 4	P	47.95	
Employee Benefit	B 9050 8	P	9.46	
				4,512.41 *
Per. Ser.	B 3620 1		4,032.64	
ADDITIONAL SERVICES	B 3620 493		5,982.61	
Per. Ser.	B 8020 1		375.00	
Emp. Benefit	B 9030 8		334.97	
Empl. Benefit	B 9060 8		5,335.09	
				16,060.31 *
				20,572.72 **
HIGHWAY FUND - TOWNWIDE - HWY 3 & 4				
Equipment	DA 5130 2	P	1,593.83	
Contractual	DA 5130 4	P	12,239.38	
Contractual	DA 5140 4	P	1,084.64	
Contractual	DA 5142 4	P	29,695.91	
				44,613.76 *
Per. Ser.	DA 5130 1		7,068.47	
Per. Ser.	DA 5142 1		46,389.00	
Emp. Benefits	DA 9030 8		4,039.19	
Emp. Benefit	DA 9060 8		20,273.32	
				77,769.98 *
				122,383.74 **
HIGHWAY FUND - TOWN OUTSIDE VILLAGE-HWY1				
Emp. Benefits	DB 9060 8		16,005.26	
				16,005.26 *
				16,005.26 **
FERNDAL LIGHT DISTRICT				
Contractual	L1 5182 4	P	418.64	
				418.64 *
				418.64 **
SWAN LAKE LIGHT DISTRICT				
Contractual	L2 5182 4	P	1,188.51	
				1,188.51 *
				1,188.51 **
W.S.S. LIGHT DISTRICT				
Contractual	L3 5182 4	P	496.04	
				496.04 *
				496.04 **
PARKSVILLE LIGHT DISTRICT				
Contractual	L4 5182 4	P	399.43	
				399.43 *
				399.43 **



	ACCOUNT	ENC	AMOUNT	
LOCH SHELDRAKE ROAD LIGHT DISTRICT				
Contractual	L5 5182 4	P	407.45	407.45 *
				407.45 **
WATER AND SEWER OPERATIONAL FUND				
Equipment Purchase	MO 8110 2	P	668.16	
Contractual	MO 8110 4	P	2,935.35	
Emp Benefit	MO 9050 8	P	2,905.00	6,508.51 *
Per. Ser.	MO 8110 1		19,157.24	
CONTRACTUAL--TELEPHONE	MO 8110 411		78.00	
CONTRACTUAL--CONTINUING EDUCAT	MO 8110 426		7,020.00	
CONTRACTUAL--OPEN GOV	MO 8110 452		5,982.61	
CONTRACTUAL--VEHICLE MAINTENAN	MO 8110 471		71.76	
CONTRACTUAL--WATER SAMPLES	MO 8110 477		267.00	
CONTRACTUAL--SUPPLIES	MO 8110 48		1,347.03	
Emp. Benefits	MO 9030 8		1,441.72	
Emp. Benefits	MO 9060 8		18,139.28	53,504.64 *
				60,013.15 **
LOOMIS SEWER DISTRICT				
Contractual	S1 8110 4	P	7,676.44	7,676.44 *
CONTRACTUAL--LAB TESTING	S1 8110 477		286.00	286.00 *
				7,962.44 **
S. L. / BRISCOE CONSOLIDATED SEWER				
Contractual	S2 8110 4	P	3,835.80	3,835.80 *
CONTRACTUAL--LAB TESTING	S2 8110 477		294.00	294.00 *
				4,129.80 **
INFIRMARY ROAD SEWER DISTRICT				
Contractual	S7 8110 4	P	22,393.53	22,393.53 *
				22,393.53 **
LOOMIS WATER DISTRICT				
Contractual	W1 8310 4	P	1,045.09	1,045.09 *
				1,045.09 **
FERNDALDE WATER DISTRICT				
Contractual	W2 8310 4	P	1,496.89	1,496.89 *
				1,496.89 **
STEVENSVILLE WATER DISTRICT				
Contractual	W3 8310 4	P	2,872.17	2,872.17 *
				2,872.17 **



	ACCOUNT	ENC	AMOUNT	
W.S.S. WATER DISTRICT				
Contractual	W4 8310 4	P	619.74	619.74 *
				619.74 **
INDIAN LAKE WATER DISTRICT				
Contractual	W5 8310 4	P	450.82	450.82 *
CONTRACTUAL--DISTRICT TO DISTR	W5 8310 419		462.00	462.00 *
				912.82 **
COLD SPRING ROAD WATER DISTRICT				
Contractual	W6 8310 4	P	693.10	693.10 *
				693.10 **
ROUTE 55 WATER DISTRICT				
Contractual	W7 8310 4	P	1,246.67	1,246.67 *
				1,246.67 **
				442,676.96 ***

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
380	1145	SULLIVAN COUNTY SHIELDS DATE: 12/02/25	A 400	150.00	3193	150.00
381	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/03/25	TP 10	77,241.91	25120302	77,241.91
382	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 12/03/25	TP 10	27,410.00	25120303	27,410.00
383	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 12/03/25	TP 10	10,693.40	25120304	10,693.40
384	758	TOWN OF LIBERTY DATE: 12/03/25	TP 10	634.49	69307	634.49
385	758	TOWN OF LIBERTY DATE: 12/03/25	TP 10	557.70	63908	557.70
386	758	TOWN OF LIBERTY DATE: 12/03/25	TP 10	285.97	69309	285.97
387	2009	SULLIVAN COUNTY SUPPORT COLLECTION DATE: 12/03/25	TP 10	707.36	69310	707.36
388	1920	N.Y.S. INCOME TAX BUREAU DATE: 12/30/25	TW 21	4,761.19	25120305	4,761.19
389	310	USCM/ NORTHEAST DATE: 12/03/25	TW 28	2,480.13	25120306	2,480.13
390	3222	FINCA SEREMOS LLC DATE: 12/04/25	A 400	100.00	3194	100.00
391	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/09/25	TP 10	19,261.00	25120902	19,261.00
392	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 12/09/25	TP 10	5,583.86	25120903	5,583.86
393	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 12/09/25	TP 10	991.14	25120904	991.14
394	1920	N.Y.S. INCOME TAX BUREAU DATE: 12/09/25	TW 21	893.64	25120905	893.64
395	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/15/25	TP 10	81,254.44	25121503	81,254.44
396	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 12/15/25	TP 10	36,794.42	25121504	36,794.42
397	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 12/15/25	TP 10	6,825.14	25121505	6,825.14
398	1920	N.Y.S. INCOME TAX BUREAU DATE: 12/15/25	TW 21	6,825.14	25121506	6,825.14



GL VOUCH#	VEND#	CLAIMANT NAME/ADDRESS	ACCOUNT	AMOUNT	CHECK#	CHECK AMOUNT
399	3155	BERGER ENGINEERING AND SURVEYING DATE: 11/25/25	TA 95	3,200.00	1960	3,200.00
400	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/17/25	TP 10	82,752.25	25121702	82,752.25
401	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/17/25	TP 10	29,359.97	25121703	29,359.97
402	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 12/17/25	TP 10	11,018.38	25121704	11,018.38
403	2009	SULLIVAN COUNTY SUPPORT COLLECTION DATE: 12/17/25	TP 10	707.36	69408	707.36
404	1920	N.Y.S. INCOME TAX BUREAU DATE: 12/17/25	TW 21	5,103.08	25121705	5,103.08
405	310	USCM/ NORTHEAST DATE: 12/17/25	TW 28	2,379.33	25121706	2,379.33
406	758	TOWN OF LIBERTY DATE: 12/17/25	TP 10	634.49	69405	634.49
407	758	TOWN OF LIBERTY DATE: 12/17/25	TP 10	557.70	69406	557.70
408	758	TOWN OF LIBERTY DATE: 12/17/25	TP 10	285.97	69407	285.97
409	930	GLENN SMITH, PE, INC. DATE: 12/22/25	TA 95	1,670.55	1961	1,670.55
410	930	GLENN SMITH, PE, INC. DATE: 12/22/25	TA 95	743.00	1962	743.00
411	703	STATE COMPTROLLER DATE: 12/29/25	A 690	16,632.00	3199	16,632.00
412	4042	VILLAGE OF LIBERTY DATE: 12/29/25	A 690	25.00	3200	25.00
413	1770	EMPLOYEES OF THE TOWN OF LIBERTY DATE: 12/29/25	TP 10	87,720.01	25122902	87,720.01
414	1227	FIRST NATL. BANK OF JEFFERSONVILLE DATE: 12/29/25	TP 10	32,534.95	25122903	32,534.95
415	285	PAYROLL TRUST & AGENCY ACCOUNT DATE: 12/29/25	TP 10	12,497.47	25122904	12,497.47
416	758	TOWN OF LIBERTY DATE: 12/29/25	TP 10	634.49	69463	634.49
417	758	TOWN OF LIBERTY DATE: 12/29/25	TP 10	557.70	69462	557.70



GL VOUCH#	VEND#	CLAIMANT NAME/ADDRESS	ACCOUNT	AMOUNT	CHECK#	CHECK AMOUNT
418	758	TOWN OF LIBERTY DATE: 12/29/25	TP 10	285.97	69464	285.97
419	2009	SULLIVAN COUNTY SUPPORT COLLECTION DATE: 12/29/25	TP 10	707.36	69465	707.36
420	1920	N.Y.S. INCOME TAX BUREAU DATE: 12/29/25	TW 21	6,207.49	25122905	6,207.49
421	310	USCM/ NORTHEAST DATE: 12/29/25	TW 28	2,566.87	25122906	2,566.87
422	578	AFLAC NEW YORK DATE: 12/29/25	TW 29	1,093.56	25122907	1,093.56
423	5012	LAURIE DUTCHER, TAX COLLECTOR DATE: 12/30/25	A 210	100.00	3199	100.00
						583,425.88 **

ACCEPTED/APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

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

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
COUNCILPERSON

\_\_\_\_\_  
COUNCILPERSON

\_\_\_\_\_  
COUNCILPERSON

\_\_\_\_\_  
COUNCILPERSON



	ACCOUNT	AMOUNT	
GENERAL FUND - TOWNWIDE			
Petty Cash	A 210	100.00	
Refundable Deposits	A 400	250.00	
Clearing Account	A 690	16,657.00	
			17,007.00 *
			17,007.00 **
TRUST AND AGENCY			
Escrow account	TA 95	5,613.55	
			5,613.55 *
			5,613.55 **
PAYROLL ACCOUNT			
Payroll	TP 10	528,494.90	
			528,494.90 *
			528,494.90 **
PAYROLL WITHHOLDING			
N.Y.S. Income Tax	TW 21	23,790.54	
PEBSO - Deferred Compensation	TW 28	7,426.33	
AFLAC Contributions	TW 29	1,093.56	
			32,310.43 *
			32,310.43 **
			583,425.88 ***





# TOWN OF LIBERTY

N E W Y O R K

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

---

## **HR Department Onboarding Procedure Overview**

### Recruitment:

Job posting must include the town's mission statement, vision statement, core values, pay band and job description. Civil Service process to be followed, including canvassing candidates from an approved competitive list and assuring minimum qualifications are met for non-competitive positions.

Interviewing process is broken down to three sections with HR and the Department Head present.

- Cultural interview
- Operational interview
- Core value interview

### Onboarding HR responsibilities

- Town Board approval, contingent upon drug testing and background check
- Offer letter
- Employee legal packet
- Drug testing and background check, if applicable
- Training schedule
- Week one daily meetings with HR during training
- After week one progress report, meeting with department head
- Set-up workspace, if needed
- Set-up email, if needed
- Handoff to Department Head

### Onboarding Department Head responsibilities

- Daily meeting for first week
- Weekly progress reports for next three weeks
- Monthly progress reports for the next five months
- Probation meeting report indicating pass fail
- Town Board approval if probation extension is needed past six months

---

### **Our Mission Statement**

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





## TOWN OF LIBERTY

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

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

2410008 Town of Liberty T.S. 1.1

(845) 292-5772 (p)

(845) 292-1310 (f)

### Acknowledgment of Receipt

As part of my condition of employment, I, \_\_\_\_\_, "Employee" acknowledge that I have received, read, understand and signed the below stated written agreements and policies between the Town of Liberty ("Employer") and myself **I have received and signed for the following (IF APPLICABLE):**

- ☐ 2025 Form W-4
- ☐ Drivers License Protection Release
- ☐ Emergency Contact
- ☐ Form IT-2104 Employee's Withholding Allowance Certificate Year 2025
- ☐ Introductory & Probation Period Policy
- ☐ Direct Deposit Enrollment Form
- ☐ Background Check Authorization Form
- ☐ USCIS Form I-9
- ☐ Town of Liberty \_\_\_\_\_ Job Description
- ☐ Protective Footwear Policy
- ☐ Non Mandatory Training Course & Exam Fee Agreement
- ☐ Certification Renewal Agreement
- ☐ Acknowledgement of Receipt
- ☐ Drug Testing and Consent Release
- ☐ New York State Employees Retirement System Affidavit
- ☐ Social Media Use Policy

I have also provided:

☐ Copy of my Driver's License ☐ Copy of my Social Security Card **OR** ☐ Copy of my Passport

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Acknowledgment

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Liberty NY 12754

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

### FEDERAL DRIVER PRIVACY PROTECTION ACT

I \_\_\_\_\_ authorize my employer and/or potential employer Town of Liberty to obtain my motor vehicle record from New York State Department of Motor Vehicles. The record may contain personal information including but not limited to child support and/or alimony payments as well as information on driving violations and accidents.

In addition to this initial request, as long as I am an employee of the Town of Liberty, I further authorize all additional requests for Motor Vehicle Record be submitted and reviewed as needed as sole purpose of my continued evaluations and eligibility standards under the State and Federal regulatory compliance standards.

\_\_\_\_\_  
Name on Driver's License

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
License Issue Date

\_\_\_\_\_  
License State

\_\_\_\_\_  
License Expiration Date

I affirm that this request is in line with provisions with Section 391.23 of the Federal Motor Carrier Regulation, Section 604 and Section 607 of the Fair Credit Reporting Act Public Law No. 91-508 and certify that it is used for permissible purpose as defined by the "Act" and information obtained will only be used for that purpose.

I fully certify that if the applicant named below is denied employment based on the information received, I will identify the source to the candidate in accordance with 615(a) of the FCRA.

\_\_\_\_\_  
Signature of Employee/Potential Employee      Date

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## TOWN OF LIBERTY

*A Great Place to Work, Live and Play*

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

[cg@townofliberty.org](mailto:cg@townofliberty.org)

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

### Emergency Contact Form

Employee Name: \_\_\_\_\_

Primary Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Secondary Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

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### Introductory & Probation Period Policy

New employees are on an introductory period (also referred to as probationary period) during their first six months of employment. This introductory period is effective on the employee's first day of employment. **During the introductory period you will be presented with status reports.** The status reports evaluate your work performance, review areas of concern, recognize needs of additional training as necessary and provide positive feedback.

At the conclusion of the six-month introductory period, a six-month review status report is completed. This report will determine your probationary status that may include extension or termination.

The introductory period provides you time to be able to determine if your new job is suitable for you. This period provides the opportunity for the Town of Liberty and the employee to decide if it is a good working relationship for both parties.

Time off is not permitted during your probationary period unless approved by the Department Head or Town Supervisor. The completion of the introductory period does not guarantee employment for any period of time because you are an at-will-employee both during and after your introductory period.

As part of my condition of employment I, \_\_\_\_\_, ("Employee") acknowledge that I have received, read and understand the above stated Town of Liberty ("Employer") Introductory & Probation policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

#### Disclosure

Town of Liberty. (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

Partners in Safety will prepare or assemble the background reports for the Company. Partners in Safety is located and can be contacted at 800 Route 17M, Middletown, NY 10940, (845) 341-0515, [www.partnersinsafety.com](http://www.partnersinsafety.com)

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

#### Authorization:

I hereby authorize the Town of Liberty to obtain the consumer reports described about me.

---

Applicant Signature

---

Date

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### **Protective Footwear Policy**

The purpose of this Policy is to ensure the safety of our employees by providing a reimbursement program for employees to purchase quality protective footwear which meet or exceeds current OSHA standards.

All employees working in the Town of Liberty in a Working Supervisor, Laborer or HMEO position is required to wear safety shoes in the performance of their jobs.

The Town of Liberty will supply an allowance to each employee for up to \$300 each year for the purchase of OSHA approved safety boots. The allowance is provided with the understanding that if the employee resigns within six months of regular employment, whether voluntarily or involuntarily, the amount reimbursed for the boots by the Town of Liberty will be charged to the employee and will be withheld from the Employee's next paycheck following the date of resignation or termination.

I, \_\_\_\_\_ Employee, acknowledge that I have received, read and understand the above stated Town of Liberty (Employer) Protective Footwear policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Non Mandatory Training Course & Exam Fee Agreement**

If the Employee resigns before the completion of four years of employment following, whether voluntary or involuntary, the cost of the training course and exam fees will be charged to the employee on a pro-rated basis based on the following schedule:

Less than one year of completed service: 100%

Minimum of one year of completed service but less than two years of completed service: 75%

Minimum of two years of completed service but less than three years of completed service: 50%

Minimum of three years of completed service but less than four years of completed service: 25%

More than four years of completed service: 0%

These fees will be withheld from the Employee's next paycheck following the date of resignation or termination. In the event such fees exceed the paycheck amount, the Employee's final paycheck will not be processed until the balance owed has been received by the Finance Office.

IN WITNESS WHEREOF, Town of Liberty ("Employer") and the \_\_\_\_\_ ("Employee") have executed this agreement on the Date of:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer Representative

Supervisor or HR Manager

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Liberty NY 12754

(845) 292-5772 (p)  
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### Certification Renewal Agreement

As part of my condition of employment, I \_\_\_\_\_ ("Employee") agree that Town of Liberty ("Employer") will pay the fee for my recertification.

If the Employee resigns **before** the anniversary of the recertification expiration date whether voluntarily or involuntarily the cost of the **renewal or any other costs associated with the addition of a new category since beginning employment**, will be pro-rated based on the following schedule:

Less than one year of completed service: 100%

Minimum of one year of completed service but less than two years of completed service: 75%

Minimum of two years of completed service but less than three years of completed service: 50%

Minimum of three years of completed service but less than four years of completed service: 25%

More than four years of completed service: 0%

These fees will be withheld from the Employee's next paycheck following the date of resignation or termination. In the event such fees exceed the paycheck amount, the Employee's final paycheck will not be processed until the balance owed has been received by the Finance Office.

IN WITNESS WHEREOF, Town of Liberty ("Employer") and \_\_\_\_\_  
("Employee") have executed this agreement on the Date of \_\_\_\_\_

Signature \_\_\_\_\_ (Employer)

Date \_\_\_\_\_

Signature \_\_\_\_\_ (Employee)

Date \_\_\_\_\_

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### Driver's License Release of Information

Please complete this form if you are required to maintain a driver's license as a condition of your employment with the Town of Liberty.

Name: \_\_\_\_\_

(Please print name as it appears on your Driver's License)

Address: \_\_\_\_\_

\_\_\_\_\_

Drivers License #: \_\_\_\_\_

State of License: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By completing and signing this form, I understand that the Town of Liberty has the right to place my name on the NYS Division of Motor Vehicle License Event Notification Service. I understand that this service will inform the Town of Liberty Finance Office as to the status of my driver's license which will include any accidents, license expirations, endorsements, convictions, license restorations, suspensions/revocations and completion of the point insurance reduction course.

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Liberty NY 12754

(845) 292-5772 (p)

(845) 292-1310 (f)

### Federal Motor Carrier Safety Administration Query Consent Form

#### Driver's License Release of Information

Please complete this form if you are required to maintain a Commercial Driver's License as a condition of your employment with the Town of Liberty.

Name: \_\_\_\_\_

(Please print name as it appears on your Driver's License)

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of License: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By completing this form, I understand that the Town of Liberty has the right to place my name in the Federal Motor Carrier Safety Administration database on a yearly basis. I understand that this database will notify the Town of Liberty of any alcohol or drug violations that have been placed against my Commercial Driver's License.

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20 North Main Street  
Liberty NY 12754

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

### Town of Liberty Pre-Employment Drug Testing Consent and Release Form

I hereby consent to submit to a urinalysis test as required by the Town of Liberty in the selection process of applicants for employment, for the purpose of screening for illegal drugs. I agree that Partners in Safety, the collection site, may collect a specimen for this test and forward it to Laboratory Corporation of America (Lab Corp.) for analysis.

I further agree to and hereby authorize the release of the results to the designated Medical Review Officer (MRO) for interpretation prior to the results being released to my prospective employer. I agree to hold harmless my prospective employer and its agents including the collection site and MRO from any liability arising, in whole or in part, out of the collection laboratory of the information in connection with the company's consideration of my application for employment. I further agree that a reproduced copy of this pre-employment consent and release from shall have the same effect as the original.

I further acknowledge that I may be subject to random unannounced drug testing throughout my employment which is in accordance to the rules set forth in the Town of Liberty Personnel Policy and Procedure Manual.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release from is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Printed Name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

#### Permission for Drug Testing

If under the age of 18, signature of parent or guardian is required

By my signature below, I hereby give my permission for \_\_\_\_\_, my child/ward, to submit to any and all forms of drug testing (such as urinalysis, breath and/or blood test) as a condition of summer employment with the Town of Liberty in accordance with the Town of Liberty's Comprehensive Drug-Free Workplace Policy and Procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

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Liberty NY 12754

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

### **Town of Liberty Affidavit for New York State Employees Retirement System**

I, \_\_\_\_\_ am a (full)(part) time employee of the Town of Liberty hired on \_\_\_\_\_, 20\_\_\_\_ in the \_\_\_\_\_ Department for the position of \_\_\_\_\_.

I (am)(am not) an active member of the New York State and Local Retirement System. If I am an active member, my current New York State Retirement number is \_\_\_\_\_.

I have been advised of the benefits offered by the Town of Liberty to me as an employee by becoming a member of the New York State Employees Retirement System.

I (do)(do not) wish to become a member of the New York State Employees Retirement System. If I wish to become a member of the New York State Retirement System, I have completed and notarized the attached membership application.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

### **Our Mission Statement**

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## TOWN OF LIBERTY

*A Great Place to Work, Live and Play*

### **HR Department Onboarding Procedure Overview**

#### **Recruitment:**

Job posting must include the town's mission statement, vision statement, core values, pay band and job description. Civil Service process to be followed, including canvassing candidates from an approved competitive list and assuring minimum qualifications are met for non-competitive positions.

The interviewing process is broken down into three sections with HR and the Department Head present.

- Cultural interview
- Operational interview
- Core value interview

#### **Onboarding HR responsibilities**

- Town Board approval, contingent upon drug testing and background check
- Offer letter
- Employee legal packet
- Drug testing and background check, if applicable
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- Set-up workspace, if needed
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## TOWN OF LIBERTY

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### **Key Point Indicators for Department Supervisor Evaluation.**

Is department aligned with town core values and mission statement?

Operational efficiency:

- Engaged in operating, capital, and appropriate budgeting and forecasting
- Grant fund utilization both short and long term
- Safety compliance and technical training for staff and frequency (workflows and efficiency)
- Asset management
- Workforce development and town human resource compliance
- Compliance with town code procurement policies
- Attendance for day-to-day operations and departmental meetings
- Monthly departmental reporting and forecasting
- Compliance with all state, county, and town codes.
- Record keeping compliance

Community service:

- Providing timely services
- Transparency
- Public safety
- Complaint resolution
- Satisfaction rate

#### **Our Mission Statement**

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5. Personnel representing the Town of Liberty via social media outlets shall do the following
  - a. Conduct themselves at all times as representatives of the Town of Liberty and, accordingly, shall adhere to all Town of Liberty rules of conduct and observe conventionally accepted protocols of proper decorum
  - b. Identify themselves as personnel of the Town of Liberty
  - c. Not conduct political activities or private business.
6. Employees shall observe and abide by all copyright, trademarked and service mark restrictions in posting material to electronic media

B. Personal Use of Social Media - Precautions and Prohibitions

- I. All Town of Liberty personnel shall abide by the following when using social media for their own personal use:
  - a. The Town of Liberty personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Town for which loyalty and confidentiality are important, impede the performance of duties, impair harmony among co-workers, or negatively affect the public perception of the Town of Liberty
  - b. personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without the expressed authorization of the Town Board, or their designee. Municipal policies such as workplace violence and harassment apply to all postings in addition to any HIPPA regulations, collective bargaining and confidentiality requirements.
  - c. Use speech involving themselves or other Town of Liberty personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
  - d. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
  - e. Town of Liberty personnel shall not post, transmit, or otherwise disseminate any information to their personal social media accounts while on duty regardless if from a Town of Liberty computer or other personally owned device without the expressed authorization of the Town Board or their designee.
  - f. Town of Liberty personnel thus sanctioned are subject to discipline up to and including termination. Personnel will not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Town of Liberty without expressed authorization of the Town Board or their designee.
  - g. Reporting Violations - Any employee becoming aware of or having knowledge of a social media posting or of any website or web page in violation of the provision



of this policy has an obligation to notify his or her supervisor immediately for follow-up action.

C. Use of Social Media in the employment process

Pre-employment screening for job applicants via social media should be conducted by designated individuals. The designated individual should be distinct from the individual(s) involved in the interview process. Designated person shall access only information accessible to the general public. Only lawful consideration will be used in making employment considerations.

D. Records Management

Any items posted on a social media site will be kept in accordance with applicable laws such as Freedom of Information Laws, Records Retention and other laws.

E. Americans with Disabilities Act

Any social media site maintained by the municipality shall comply with the Americans with Disabilities Act.





## TOWN OF LIBERTY

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120 North Main Street  
Liberty NY 12754

(845) 292-5772 (p)

(845) 292-1310 (f)

### Social Media Use Policy

Effective Date: \_\_\_\_\_

#### I. PURPOSE

The Town of Liberty endorses the secure use of social media to communicate information to the public on emergencies, service updates and general information relating to the goals of the municipality. Social Media sites may not be used as an official channel of communication. Inquiries from the public should be directed to the appropriate official(s).

This policy establishes the Town of Liberty's position on the utility and management of social media and provides guidance on its management, administration, and oversight. In addition, this policy recognizes the personal use of social networking sites by employees, and identifies prohibited activities by employees on such social media sites. This policy is not meant to address one form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Town of Liberty also recognizes the role that these tools play in the personal lives of some personnel. The personal use of social media can have bearing on personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by personnel.

#### II. DEFINITIONS

- a. Designated Official - Individual appointed by the Town Board to maintain and provide oversight on all or designated social media sites
- b. Page: The specific portion of a social media website where content is displayed and made by an individual or individuals with administrator rights.
- c. Post: Content an individual shares on a social media site or the act of publishing content on a site.

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municipal service that promotes the highest standard of life for our community.*



- d. Profile: Information that a user provides about himself or herself on a social networking site.
- e. Social Media: A category of internet-based resources that integrate user generated content with user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixie), photo-and-video- sharing sites (Flickr, YouTube, wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- f. Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- g. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

### III. POLICY

It is the policy of the Town of Liberty that official use of social media systems will be strictly regulated and used consistent with applicable laws and that any personnel, to include the personal use of social media by both sworn and civilian personnel, be compliant with all sections of the Town of Liberty.

### IV. PROCEDURE

#### A. Social Media Presence and Use Guidelines

- 1. All Town of Liberty social media sites or pages shall be approved by the Town Board or their designee and shall be administered by Assistant Systems Operator/Director of Finance.
  - a. Where possible, each social media page(s) shall include an introductory statement that clearly specifies the purpose and scope of the Town of Liberty's presence on the website.
  - b. Where possible, the page(s) should link to the Town of Liberty's official website.
  - c. Social media page (s) shall be designed for target audience(s) such as Town of Liberty community and residents.
- 2. Where possible, social media pages shall clearly indicate they are maintained by the Town of Liberty and shall have Town of Liberty contact information prominently displayed.
- 3. Social media content shall adhere to applicable laws, regulations, and policies, including all Town of Liberty information technology and records management policies
- 4. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Town of Liberty
  - a. Pages shall clearly indicate that any content posted or submitted for postings is subject to public disclosure.
  - b. The municipality retains the right to delete comments that are not in accordance with the entities social media purpose. The designated official shall only delete comments after consultation with the municipal official(s).



**From:** Dean Farrand  
**Sent:** Thursday, January 15, 2026 2:57 PM  
**To:** supervisordemayo townofliberty.org; Dean Farrand; Vince McPhillips; Bruce Davidson; sherrik@hvc.rr.com  
**Subject:** Accessory Building Permit Fees  
**Attachments:** Accessory Permits 24-25.xls; Chapter A152 - proposed fees - Accessory buildings.doc

Folks,

I have asked Tammy to begin reviewing fees in the building department. She has done so and this first one is the fee schedule for residential accessory structures. Included is the applicable code fee schedule existing versus proposed. And then two spreadsheets 2024 and 2025 depicting the permits issued each year. Each spreadsheet describes the project, cost, square footage and the existing permit fee versus the proposed permit fee.

Dean R. Farrand  
Council member

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	A	B	C	D	E	F	G	H	I	J
1	2024 Accessory Structure Permits									
2	Permit #	owner name	SBL	location	issue date	description of work	Permit fee	Valuation	Sq. footage	New fee
3	24-007	Mathew Herfield	23-1-121.1	149 Clements Rd	11/31/2024	to construct pole barn with open interior and a wrap around porch	\$410.00	\$350,000.00	7,800	\$6,240.00
4	24-016	Arion Greenfield	40-1-1.4	192 Kelly Bridge Rd	11/26/2024	to construct a concrete gazebo	\$34.45	\$30,000.00	289	\$231.20
5	24-021	Cindy Farms Inc	43-1-102	160 Heine Rd	11/31/2024	to construct a pool house with a bathroom	\$46.25	\$5,000.00	525	\$420.00
6	24-052	Benjamin Colebrook	26-1-43.2	154 Old Loomis Rd	3/18/2024	to remove existing shed and replace with 24' X 34' workshop	\$60.80	\$120,000.00	616	\$662.80
7	24-057	Joseph Vincent Smith	46-1-30.8	248 Lt. J.G. Brander Hwy	4/26/2024	to construct a 35' X 40' detached garage	\$90.00	\$30,000.00	1,400	\$1,120.00
8	24-065	Gregory Lyden	23-1-121.3	160 Clements Rd	4/4/2024	to construct a 35' X 30' metal storage building no electric	\$72.50	\$29,000.00	1,050	\$840.00
9	24-066	Nicholas Alan Ernich	15-1-38.1	898 Dahlia Rd	4/4/2024	to construct a 20' X 16' storage shed (constructed prior to permit)	\$72.00	\$5,000.00	320	\$256.00
10	24-093	Ivring Russell Living Trust	37-1-49.7	261 Radcliff Rd	5/8/2024	to construct a 40' X 80' pole barn	\$180.00	\$20,000.00	3,200	\$2,560.00
11	24-123	Louis Fornatio	14-1-21.8	6317 State Route 55	6/18/2024	to remove shed and replace with 30' X 30' garage	\$65.00	\$70,000.00	900	\$720.00
12	24-133	Tina Potts	31 A-1-2.1	37 Mickey Rd	7/9/2024	to install a 13' X 32' shed / game room	\$81.60	\$12,500.00	416	\$332.80
13	24-144	Acewyn Brust	8-1-11.29	205 Tinzman Rd	7/19/2024	to install a 10' X 20' pre-fab storage shed, no electric	\$30.00	\$6,426.00	200	\$50.00
14	24-145	Eric Feigenbaum	38-1-38.1	110 White Sulphur Rd	7/24/2024	to install a 10' X 20' pre-fab storage shed	\$30.00	\$5,000.00	200	\$50.00
15	24-152	Castrese Longobardi	13-1-32	144 Castle Hill Rd	7/24/2024	to convert a mobile home into storage building with no living space NO ELECTRIC TO THE MOBILE	\$135.20	\$2,000.00	952	\$761.60
16	24-160	La Asociacion De Estudios	32-4-5.1	64 Boyd Rd	8/6/2024	to install a 12' X 16' storage shed	\$29.60	\$7,000.00	192	\$48.00
17	24-190	Breezy Hill Holdings LLC	6-1-2.2	44 Breezy Hill Rd	9/6/2024	to install a 12' X 30' storage shed	\$38.00	\$12,000.00	360	\$288.00
18	24-192	Orest Zaploteksky	37-1-6.8	367 Twin Bridge Rd	9/6/2024	to construct a garage (to close out permit #16-042 & #20-084)	\$175.50	\$6,000.00	768	\$614.40
19	24-193	Bryce DeReynier	2-1-1-22	97 Mullen Rd	9/9/2024	to construct a 1 car garage (constructed in 2018)	\$38.75	\$0.00	375	\$300.00
20	24-195	Cory Kavleak	30-1-87.7	15 Twin Bridge Rd	9/16/2024	to construct a 30' X 30' pole barn	\$65.00	\$12,000.00	900	\$720.00
21	24-196	Michael Huber	38-1-23.1	129 Mendons Rd	9/10/2024	to construct a barn	\$130.00	\$200,000.00	2,200	\$1,760.00
22	24-221	Christopher Dierich	32-3-30.2	3140 State Route 52	10/25/2024	to construct a 16' X 24' one car garage NO ELECTRIC	\$58.40	\$43,825.00	384	\$307.20
23	24-242	John Johnson	27-3-2	19 Lewis St	11/25/2024	to convert an existing mobile home into a storage building (no electric)	\$95.00	\$4,830.00	550	\$440.00
24										
25							\$17,938.05	\$921,581.00		\$18,772.00



2025 Accessory Structure Permits									
permit #	owner_name	SBL	location	issue_date	description_of_work	Permit fee	Valuation	Sq. footage	New fee
25-005	Indian Sunday LLC	11.-1-21.3	124 Fox Mountain Rd	1/6/2025	to construct a 1 car garage with electric car charging station, office and a 1/2 bathroom	\$65.55	\$150,000.00	911	\$728.80
25-100	Maple Brook Proper	1.-1-14.11	375 Breezy Hill Rd	5/19/2025	to construct a 24' X 24' two car garage	\$48.80	\$25,000.00	576	\$460.80
25-132	Nicholas Collins	37.-1-37.4	133 Steiglitz Rd	7/8/2025	to construct a 30' X 60' garage	\$110.00	\$30,000.00	1,800	\$1,404.00
25-140	Michael Huber	38.-1-23.1	129 Menderis Rd	7/21/2025	to construct a gate house at driveway entrance	\$27.80	\$9,000.00	156	\$39.00
25-146	Dominick DiViesti	8.-1-23.1	232 Tanzman Rd	11/26/2025	to construct a 7 car garage with refrigerator room (work completed prior to permit)	\$570.00	\$125,000.00	3545	\$2,836.00
25-147	Dominick DiViesti	8.-1-23.1	232 Tanzman Rd	11/26/2025	to construct a shooting shed (work completed prior to permit)	\$150.00	\$15,000.00	350	\$280.00
25-180	Kody A. O. Viele	17.-1-9.2	174 Benton Hollow Rd	9/15/2025	to construct a foundation only for proposed 3 car garage	\$71.00	\$20,000.00	1020	\$816.00
25-191	John Mark Roynon	1.-1-1	581 Breezy Hill Rd	10/1/2025	to construct a studio / office	\$32.80	\$150,000.00	256	\$204.80
25-192	John Mark Roynon	1.-1-1	581 Breezy Hill Rd	10/1/2025	to construct a utility shed	\$26.00	\$50,000.00	120	\$30.00
25-205	Sandra Krato	46.-1-56.5	311 Lt. J. G. Brender Hwy	10/29/2025	to construct a 10' X 20' greenhouse	\$30.00	\$3,000.00	200	\$50.00
25-214	Liberty Properties LLC	36.-1-61.4	376 Ferndale-Loomis Rd	12/5/2025	to construct a pergola (completed prior to permit)	\$98.00	\$3,000.00	580	\$464.00
25-215	Liberty Properties LLC	36.-1-61.4	376 Ferndale-Loomis Rd	12/5/2025	to construct a dome on platform deck (completed prior to permit)	\$96.40	\$10,000.00	564	\$451.20
25-216	Liberty Properties LLC	36.-1-61.4	376 Ferndale-Loomis Rd	12/5/2025	to construct a 20' X 20' gazebo (completed prior to permit)	\$80.00	\$5,000.00	400	\$320.00
25-221	Jasmine Lynn	23.-1-38.2	6017 State Route 55	11/20/2025	to construct a 2 car garage with photo studio and deck	\$126.75	\$65,000.00	2,135	\$1,708.00
						<b>\$1,533.10</b>	<b>\$660,000.00</b>		<b>\$9,792.60</b>



**Chapter A152**  
**FEES**

Ch. 60, Building Construction and Fire Prevention Administration, Art. I, Building Permits and Certificates of Occupancy	
<b>Residential construction</b>	
Accessory buildings and garages	\$25 for first 100 square feet, plus \$5 for each additional 100 square feet or portion thereof; minimum fee \$25
Accessory buildings greater than 144 sq. ft. and up to 200 sq. ft.	0.25 per square foot
Accessory buildings and garages over 200 sq. ft.	0.80 per square foot