



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

*A GREAT PLACE TO WORK, LIVE AND PLAY*

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**MONTHLY WORKSESSION MEETING**

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

DATE: February 2, 2026

TIME: 10:00 A.M.

**FRANK DEMAYO, SUPERVISOR**

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

SHERRI KAVLESKI, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

**PLEDGE OF ALLEGIANCE**

**DEPARTMENT HEAD REPORTS**

OpenGov:

Budgeting, information collection forms and workflow

Human Resources:

Department policy and progressive discipline standards.

NeoGov:

Onboard training standards for each department.

MS 365:

New training videos

Round table discussion and collaboration.

**ADJOURN**

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**MISSION STATEMENT**

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

[illegible]

Town of Liberty  
**Permit Monthly Report**

01/01/2026 - 01/28/2026

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
<b>January</b>	<b>2026</b>					
26-002	01/05/2026	Joel Perlmutter	Add., Alter., & Repairs	57 Lizensk Ct SBL#: 40.-1-21.1/1202	\$105,000.00	\$1,065.00
26-003	01/05/2026	Walter Dobushak	Add., Alter., & Repairs	394 Old Loomis Rd SBL#: 35.A-1-9		\$130.00
26-004	01/05/2026	Congregation Chazon Yecheskal	Add., Alter., & Repairs	5373 State Route 55 SBL#: 36.-1-11	\$95,000.00	\$965.00
26-006	01/12/2026	Marianita Cajamarca Farez	Add., Alter., & Repairs	249 Cold Spring Rd SBL#: 23.-1-28	\$5,000.00	\$65.00
26-008	01/12/2026	Cuzins Realty, L.L.C.	Add., Alter., & Repairs	169-173 Clements Rd SBL#: 23.-1-113.1	\$375,000.00	\$3,765.00
26-007	01/12/2026	Margherita Guarnaccia	Add., Alter., & Repairs	1872 State Route 52 SBL#: 30.-1-19	\$3,000.00	\$45.00
26-001	01/12/2026	Ryszard Korzeniecki	Acc. Bldg. & Garages	359 Twin Bridge Rd SBL#: 37.-1-6.9	\$15,599.97	\$50.00
26-009	01/13/2026	Stacey Hollenbeck-Sanabria	Add., Alter., & Repairs	238 Old Loomis Rd SBL#: 35.-1-20.1	\$18,501.00	\$205.00
26-010	01/20/2026	Agudath Israel Youth	Comm. Additions	Ferndale-Loomis Rd (Building # 49) SBL#: 36.-1-60.1	\$100,000.00	\$867.00
26-012	01/21/2026	Victoria Smith	Add., Alter., & Repairs	210 Ahrens Rd SBL#: 13.A-1-9	\$5,193.24	\$75.00
26-013	01/28/2026	Zulema Young-Toledo	Add., Alter., & Repairs	128 Wilbur Klein Rd SBL#: 15.-1-23.2		\$75.00
<b>January 2026 Total:</b>					<b>\$722,294.21</b>	<b>\$7,307.00</b>
<b>Reporting Period Total:</b>					<b>\$722,294.21</b>	<b>\$7,307.00</b>

Town of Liberty  
**Completion Issued Report**

01/01/2026 - 01/28/2026

Contact Type: Applicant

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
22-187	2.-1-36.2	Certificate of Compliance	22-187	Lee Allison	71 Doughty Rd	01/19/2026
Acc. Bldg. & Garages # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
22-217	45.-4-18	Certificate of Compliance	22-217	Donald Bonds	1479 Briscoe Rd	01/27/2026
Add., Alter., & Repairs # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-058	41.-1-11	Certificate of Occupancy	24-058	Baisainu Inc.	Building #31 95/99 Devany Rd	01/15/2026
Res. One Family # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-170	36.-1-11	Certificate of Occupancy	24-170	Congregation Chazon Yecheskal	5373 State Route 55	01/09/2026
Res. Two Family # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
25-018	25.-1-5.2	Certificate of Occupancy	25-018	Akim Elanbassi	865 Fox Mountain Rd	01/14/2026
Add., Alter., & Repairs # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
25-107	33.-1-3	Certificate of Compliance	25-107	Jonathan Spencer	3340 State Route 52	01/08/2026
Miscellaneous # of CC/CO :Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
26-003	35.A-1-9	Certificate of Compliance	26-003	Walter Dobushak	394 Old Loomis Rd	01/09/2026
26-006	23.-1-28	Certificate of Compliance	26-006	Marianita Cajamarca Farez	249 Cold Spring Rd	01/27/2026
Add., Alter., & Repairs # of CC/CO :Issued : <u>2</u>						
<u><u>Grand Total: 8</u></u>						

Town of Liberty  
**Complaint By Status**

Opened: 1/1/2026 - 1/28/2026

Status: < All >

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Open</i>						
5252	01/02/26		7 Redwood Ln	45.-1-4.1	Building Without a Permit	Rachel Braun
5253	01/05/26		330 Chestnut St	28.-5-6	Garbage & Debris	Madhill Properties Corp
5254	01/09/26		357 Old Loomis Rd	35.-1-3	Burn/Dump of Solid Waste	PAAAK357 Inc
5255	01/13/26		3370 State Route 52	32.-2-26	Building Without a Permit	3370 Rt 52 Corp
5256	01/14/26		4 Post Rd	46.A-3-4	Building Without a Permit	Post Resort LLC
5257	01/21/26		79 Midway Rd	31.A-1-8.2	Building Without a Permit	Lionel Devaynes
<b>Complaint Status: Open</b>						<b>Total #: 6</b>
						<b>Grand Total: 6</b>

**Complaint By Status**

Closed: 1/1/2026 - 1/28/2026

Status: &lt; All &gt;

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Completed</i>						
4864	07/31/23	01/08/26	394 Old Loomis Rd	35.A-1-9	Building Without a Permit	Walter Dobushak
5154	07/11/25	01/14/26	5373 State Route 55	36.-1-11	Building Without a Permit	Congregation Chazon Yecheskal
5175	08/28/25	01/07/26	12-38 Heinle Rd/1165 Briscoe Rd	43.-1-14	Unsafe building	Hyland Resort, Inc.
5246	12/21/25	01/13/26	249 Cold Spring Rd	23.-1-28	Fire Calls / Prop. Maint.	Marianita Cajamarca Farez
5248	12/29/25	01/12/26	1426/1428 Briscoe Rd	45.-5-11	Junk Cars	Doreen Campione
5249	12/29/25	01/12/26	1426/1428 Briscoe Rd	45.-5-11	Garbage & Debris	Doreen Campione
<b>Complaint Status: Completed</b>						<b>Total #: 6</b>
						<b>Grand Total: 6</b>



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

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

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

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

DATE: January 31, 2026  
TO: Supervisor DeMayo and Town Board Members  
FROM: Cheryl Gerow  
RE: January Monthly Report

The following took place in the Finance Office for the month of January:

1. Closed out 2025 payroll, issued W2's and filed necessary year end reports for both the Town and Village
2. Opened 2026 payroll along with data entering various payroll changes (salary changes, vacation/sick/personal time, deduction changes)
3. Issued 1095C to employees for the Affordable Care Act and electronically filed with the IRS
4. Closed out 2025 Fiscal Year and did necessary work to open up 2026 Fiscal Year
5. Completed 2025 NYS Department of Labor Log of Work Related Injuries and notified Department Heads of mandatory reporting requirements for 2026
6. Worked on scheduling "BootMobile" to do a site visit for those employees requiring OSHA approved boots.
7. Completed Compensated Absence Report
8. Completed report on Health Insurance for Retirees
9. Submitted payroll information to county for 2026 Certification

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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.*

10. Established Hourly Billable Rates for the Water and Sewer Department
11. Issued 1099-misc to vendors and electronically filed forms
12. Submitted year-end information to auditor's and began supplying other requested information for 2025 audit
13. Completed 2025 Investment Report
14. Submitted renewal application for general liability insurance and provided various policies and manuals
15. Notified Golden Park Apartment and Belmont Management of their PILOT payment due by January 31, 2026.
16. All other daily duties and responsibilities



Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Marriage License	Marriage License Fee	3	52.50	
	Permits	Refuse Collection	16	1,550.00	
		Towing License	8	800.00	
	TOWN CLERK	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	2	150.00	
		Inspections			
		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