



TOWN OF LIBERTY

N E W Y O R K

DEPARTMENT HEAD/WORKSESSION MEETING

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

DATE: December 2, 2024

TIME: 6:30 P.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

SHERRI KAVLESKI, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

INCOMING:

1. Correspondence from Nancy Levine regarding Town employee Mitch Juron and his outstanding work.
2. Correspondence from the NYS Homes and Community Renewal regarding the Town of Liberty becoming certified as a Pro-Housing Community.
3. Notification from the Liberty Joint Fire Department regarding activated fire alarms during the month of October for the Village and Town of Liberty.

OUTGOING:

1. Correspondence sent by the Supervisor to the Town of Liberty Fire Chiefs regarding the appointment to the Sullivan County Fire Advisory Board.

DEPARTMENT HEAD REPORTS

ASSESSOR

BUILDING

COURT

DOG CONTROL-No report

FINANCE

HIGHWAY

PARK & RECREATION

TOWN CLERK

WATER & SEWER-No report



TOWN OF LIBERTY

N E W Y O R K

DELAWARE ENGINEERING

NEW BUSINESS

1. Motion authorizing the Town Clerk to advertise for Professional Services Request for Qualifications for engineering services work associated with the Liberty Business Park (Old Route 17 Corridor) Infrastructure Upgrades.
2. Motion authorizing the Supervisor to execute agreement with the Humane Society of Middletown for the calendar year 2025.
3. Motion approving a refuse collection license for Taylor-Montgomery, LLC, 350 Neelytown Rd., Montgomery for the 2025 calendar year.
4. Motion approving the following minutes as submitted by the Town Clerk:
 - Dept. Head / Worksession Mtg. 11/4/24
 - Reg. Monthly Mtg. 11/18/24
5. Motion appointing Donald Sherwood to the Sullivan County Fire Advisory Board for the 2025 calendar year.
6. Motion scheduling the Comprehensive Plan Training Session on 12/10/24 at 6:30 p.m. at the Senior Center, 119 North Main Street, Liberty, NY.
7. Motion setting the Year-End meeting for 12/30/24 at Town Hall, 120 North Main Street, Liberty at 3:30 p.m.
8. Motion setting the Re-organizational meeting for 1/6/24 at 6:30 p.m. at the Senior Center, 119 North Main Street, Liberty.

DISCUSSION

1. Patrick Kelly zone change request.
2. ARPA Funds

OLD BUSINESS

UNDER REVIEW

1. Training & Recommendations policy- Planning & Zoning
2. Shipping Containers
3. Fence In/Fence Out
4. Solar
5. Update of Comprehensive Plan

IN PROGRESS



TOWN OF LIBERTY

N E W Y O R K

1. Converting and moving the Building Department and the Assessor's Office to the Park & Recreation Building.
2. Fines
3. Illegal dumping of garbage
4. Delaware Town/Village Water Sewer Study
5. Walnut Mt. Pavilion
6. Zoning change request from KBSL Holdings, Inc.

PUBLIC PARTICIPATION

BOARD DISCUSSION

EXECUTIVE SESSION

ADJOURN

November 14, 2024

To the Liberty Town Board:

I would like to bring your attention to a stellar employee of the town, Mitch Juron.

As Mitch Juron's former teacher many years ago, I would like to take credit for his strong work ethic, but alas, what I remember about Mitch's year in fourth grade was all the laughter he provided for his classmates and for me.

I haven't seen Mitch other than in Swan Lake, but I can tell you this man is constantly working. He has taken on the responsibility of overseeing the park and other areas maintained by Parks and Rec, and nothing goes unnoticed. He goes above and beyond to make sure that the grounds are clean and neat looking, and most of the time, Mitch is the one doing the work himself, especially before and after the season.

It is obvious that he takes pride in his work, as evidenced by the many things he does, both small and large. If everyone had his work ethic, the world would certainly be a better place.

Sincerely,

Nancy Levine



Homes and Community Renewal

Division of Housing
and Community
Renewal

KATHY HOCHUL

Governor

RUTHANNE VISNAUSKAS

Commissioner/CEO

November 18, 2024

Town of Liberty
Attention: Mr. Frank DeMayo
120 North Main Street
Liberty, New York 12754

Dear Frank DeMayo,

Thank you for submitting the Town of Liberty's application to New York's Pro-Housing Communities Program. We are delighted to inform you that we have completed the review of your application and the Town of Liberty has been certified as a Pro-Housing Community.

The housing shortage that faces New Yorkers affects residents of all ages and income levels, and the urgent need to take action to address the issue is only growing. In New York State, rents have risen 40 to 60 percent since 2015 and home prices have risen 50 to 80 percent. More than half of New York renters are rent-burdened, meaning that they pay more than 30 percent of their income on rent – the second-highest rate in the nation. Here at HCR, we understand the nexus between supply and affordability. In order to achieve true equity of opportunity and to erase the gaps in access to health, education, and wealth-building, we must guarantee that people have a choice as to where they live and raise their families. So much of the housing progress we have made and want to make is dependent on the support of municipalities like yours who are on the front lines helping families fight for housing that meets their needs.

As a certified Pro-Housing Community, the Town of Liberty will now be eligible to apply for various discretionary funding programs with up to \$650 million in funding available. Please be on the lookout for additional details about how to maintain your certification for calendar year 2025.

We are excited that the Town of Liberty has chosen to join the Pro-Housing Communities Program and we look forward to continuing to work with the Town of Liberty to ensure that all New Yorkers have access to a safe, affordable, equitable place to live.

Sincerely,

RuthAnne Visnauskas
Commissioner/CEO



Liberty Joint Fire District
Liberty Fire Department
256 Sprague Ave., Suite 5
Liberty, NY 12754



Richard (Dick) Martinkovic
Chairman

Commissioners:
Matt Johnstone
Sue Huggler
John Desrochers
David Cross

Treasurer:
Patrick Galloway
Secretary:
Deana Fritz:
District Administrator:
James Simon

10/2024

To: LJFD board of fire commissioners/ Town of Liberty/Village of Liberty
Re: Activated fire alarms in the LJFD for the month of October 2024

Town of Liberty:

10/16/2024: #95 Twin Bridge Road. Alarm activated from coffee maker.
10/19/2024: #82 West Street. Alarms activated do to system malfunction.
10/20/2024: #820 Tanzman Road. Alarm activated due to cooking.

Village of Liberty:

10/01/2024: #5 Liberty Commons Barton Road. Alarm activated due to smoking.
10/10/2024: #16 Valley View apartments #22 Buckley Street. CO alarm activated due to malfunction.
10/15/2024: #10 Vista Drive. Alarm activated due to system malfunction.
10/15/2024: #58 Sullivan Ave McDonald's. Alarm activated due to smoke from cooking.
10/23/2024: #456 North Main Street. Alarm activated due to fire drill.

Respectfully submitted,

James Simon
LJFD Administrator.

Office of the Supervisor



Frank DeMayo
Supervisor

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

Nick Rusin
Confidential Secretary

supervisordemayo@townofliberty.org

www.townofliberty.org

TEL: 845-292-5111

n.rusin@townofliberty.org

Fax: 845-292-1310

January 11, 2023

Chief Beat Birrer
Liberty Joint Fire District
256 Sprague Avenue
Liberty, NY 12754

Chief Eric Bradley
White Sulphur Springs Fire Department
PO Box 86
White Sulphur Springs, NY 12787

Chief Tim Erronimous
Swan Lake Fire Department
52 Stanton Corners Road
PO Box 177
Swan Lake, NY 12783

RE: Appointment to the Sullivan County Fire Advisory Board

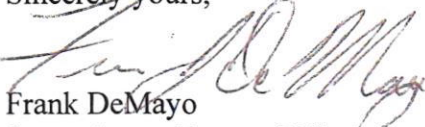
Dear Fire Chiefs:

The Town Board of the Town of Liberty ("Board") requests that you collectively recommend an appointment for representation on the Sullivan County Fire Advisory Board, in writing via letter or email, by December 16, 2024. The current representative is Donald Sherwood. Donnie has expressed his interest in continuing as the Fire Advisory representative for the Town of Liberty.

You may email me or Laurie Dutcher at L.dutcher@townofliberty.org or submit a letter to be received at the Town Office no later than December 16, 2024.

As always, thank you for your service to the community.

Sincerely yours,


Frank DeMayo
Supervisor – Town of Liberty



Assessor's Office

Department Head Report

November 2024

Deeds received

Town - 58

Village – 12

Combination: none

Splits: none

Data Entry, deeds, permits, valuation etc.....

Continuing preparation for Town & County tax bill

11 Small Claims Assessment review

1 – stipulation

8 – dismissal/withdrawn

2 – hearing decision no change

New clerk Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) – work scheduled

Town of Liberty Justice Court

	24-Aug	24-Sep	24-Oct	24-Nov
V&T Appearances	180	145	125	0
Criminal Appearances	262	270	433	288
Ordinance Appearances	0	11	9	17
Civil Appearances	24	13	18	16
Total Fines Collected	\$59,956.00	<u>\$62,397.00</u>	\$71,366.00	not available
Total Fines to Town	<u>\$27,786.00</u>	<i>not available</i>	<u>\$41,126.00</u>	<i>not available</i>
Total Fines to Village	<u>\$465.00</u>	<i>not available</i>	\$295.00	<i>not available</i>

	2024 Building Department Monthly Report												
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Permits Issued	15	22	20	17	25	17	37	19	19	18	17		226
Permits Completed / Closed	26	11	16	12	9	14	16	20	14	24	10		172
Fire Inspections Performed	1	0	0	4	12	22	10	11	8	5	4		77
Complaints Open	9	3	11	17	2	18	13	9	5	10	10		107
Complaints Complied / Closed	41	16	7	8	9	7	8	9	7	19	23		154
Appearance Tickets issued	0	0	10	0	8	14	0	0	0	0	0		32
Planning Board Applications	4	0	3	3	0	1	3	3	2	4	1		24
Planning Board Approvals	2	3	1	3	0	1	2	4	1	0	3		20
Zoning Board Applications	0	1	0	0	0	0	0	0	0	0	0		1
Zoning Board Approvals	0	0	1	0	0	0	0	0	0	0	0		1
Municipal Searches	15	18	25	17	23	10	19	19	18	23	9		196

Town of Liberty Finance Office
120 North Main Street
Liberty, NY 12754
(845) 292-5772
c.gerow@townofliberty.org

DATE: November 30, 2024
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: November Monthly Report

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

1. Submitted final payment request to EFC for Stevensville Water. Total requested and received to date is \$1,872,189.06
2. Worked with County IT on numerous occasions and resolved issues
3. Supplied Auditors with year-end information and scheduled pre-audit
4. Notified Retirees of dental insurance and vision insurance cost if they choose to opt-in
5. Began preparation for year end
6. Scheduled open enrollment for employees for the AFLAC and met with representative
7. Requested open enrollment meeting with Deferred Compensation for employees
8. Attended various zoom meetings and had discussions regarding OpenGov
9. All other daily duties and responsibilities

**TOWN OF LIBERTY  
HIGHWAY DEPARTMENT  
DEPARTMENT HEAD REPORT  
Matthew DeWitt, Highway Superintendent  
November 2024**

**Improvements/Maintenance:**

- Ditched
  1. Menderis – 4 days
  2. Barton – 6 days
- Culvert Replacement
  - Menderis - 1
- Hand hot patched – HySaNa, Barton
- Grade gravel roads - Menderis
- In house millings paved – Cross Farm, Marx
- Crusher run driveways to meet new blacktop on Fox Mountain
- Grader millings paved – Menderis
- 2 days of cutting and chipping trees from wet snow storm

**Winter:**

- Friday, November 22, 3AM – 3:30PM heavy wet snow. 10” in Parksville, 2” in Ferndale
- Saturday, November 23, 5AM – 9AM, salt/sand

**Facilities:**

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – requesting quotes

**Equipment/Vehicles:**

- All vehicles have been readied for winter operations
- All non snow removal equipment has been cleaned and stored inside



119 NORTH MAIN STREET  
LIBERTY, NEW YORK 12754

## **Parks and Recreation Report**

### **Recreation**

Youth football and cheerleading juniors won the championship  
Youth Basketball sign ups open practice and games start in January playing games in Tri-Valley  
Senior Bingo on Wednesdays  
Adult Indoor Walking  
Adult indoor Pickle ball  
First annual Co-ed Turkey Bowl Flag football tournament 11/30,12/1(Canceled)  
Decorating for the Tree Lighting on Dec 7<sup>th</sup> at 6pm

### **Parks**

Set for winter  
Pool changing room showers plumbing, walls, paint and tile work.  
Installing new Cabinet/countertop for Indoor pavilion  
Painted back of outdoor pavilion from repair.  
Preparing to service equipment and ready snow removal equipment.  
Installed new dog waste basket at the parks

Working on a plan for Pickle ball/ tennis courts.

| Account#                                         | Account Description                       | Fee Description                     | Qty | Local Share        |
|--------------------------------------------------|-------------------------------------------|-------------------------------------|-----|--------------------|
| A 2590                                           | Highway Fees                              | Road Access Permit                  | 1   | 50.00              |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$50.00</b>     |
| A1255                                            | Conservation                              | Conservation                        | 10  | 35.98              |
|                                                  | Marriage License                          | Marriage License Fee                | 3   | 52.50              |
|                                                  | Permits                                   | Refuse Collection                   | 1   | 100.00             |
|                                                  | TOWN CLERK                                | EZ Pass                             | 4   | 100.00             |
|                                                  |                                           | Marriage Certificate                | 1   | 10.00              |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$298.48</b>    |
| A1670.4                                          | Building Fees                             | Certified Mailings                  | 5   | 813.96             |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$813.96</b>    |
| A2544                                            | Dog Licensing                             | Female, Spayed                      | 7   | 63.00              |
|                                                  |                                           | Male, Neutered                      | 7   | 63.00              |
|                                                  |                                           | Male, Unneutered                    | 1   | 12.50              |
|                                                  |                                           | Purebred Licenses                   | 1   | 25.00              |
|                                                  | SENIOR                                    | SENIOR                              | 4   | -20.00             |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$143.50</b>    |
| A2545                                            | Dog                                       | Redeemed Dog                        | 1   | 75.00              |
|                                                  |                                           | Redeemed Dog 3                      | 2   | 600.00             |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$675.00</b>    |
| B2770                                            | Building Fees                             | Building Permit                     | 16  | 20,808.80          |
|                                                  |                                           | Fire Inspections                    | 3   | 1,705.00           |
|                                                  |                                           | Municipal Search                    | 9   | 900.00             |
|                                                  |                                           | <b>Sub-Total:</b>                   |     | <b>\$23,413.80</b> |
|                                                  |                                           | <b>Total Local Shares Remitted:</b> |     | <b>\$25,394.74</b> |
| Amount paid to:                                  | Ny State Dept. Of Health                  |                                     |     | 67.50              |
| Amount paid to:                                  | NYS Ag. & Markets for spay/neuter program |                                     |     | 41.00              |
| Amount paid to:                                  | NYS Environmental Conservation            |                                     |     | 617.02             |
| <b>Total State, County &amp; Local Revenues:</b> | <b>\$26,120.26</b>                        | <b>Total Non-Local Revenues:</b>    |     | <b>\$725.52</b>    |

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

## **I.dutcher townofliberty.org**

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**From:** Dan Fagnani <dfagnani@delawareengineering.com>  
**Sent:** Tuesday, November 26, 2024 2:16 PM  
**To:** supervisorordemayo townofliberty.org  
**Cc:** c.gerow townofliberty.org; I.dutcher townofliberty.org; Vince McPhillips; Dean Farrand; j.lennon townofliberty.org; Sherri Kavleski; Bruce Davidson; Helen Budrock; John Peterson; Margery K. Merzig - Keough Consulting (keough\_consulting@yahoo.com); Mark Blauer - Blauer Associates (mblauer@evenlink.com); Jeff Francisco; n.rusin townofliberty.org; w.s.dept townofliberty.org; d.knack townofliberty.org; Joe Gollin; Dennis Bacon; Matthew R. Smith - Municipal Solutions, Inc. (mrsmith@municipalsolution.com); Cheryl DeCarr; Cory Dame; Kaitlyn Stephany; w.banks townofliberty.org; dohman@delawareengineering.com; Amanda VanEtten  
**Subject:** Dept Head/Town Board Meeting December 2, 2024 Handout  
**Attachments:** Liberty (T) TBMtg handout 12-02-24.pdf

Hi Frank and all,

Dave is out of the office today, so I am sending our project update handout for the December 2 meeting and associated items are attached for board information and review. Dave plans to be there on Monday for the meeting.

### **Key Items for Board Review and Consideration at this meeting:**

#### ***Swan Lake WWTP:***

- Review critical items to keep the project moving forward
- NY-2A SPDES permit application process proceeding with a flow of 0.96 MGD; working on response to June 3, 2024 NYSDEC Notice of complete application, including revised Preliminary Engineering Report (PER) Amendment
- **Revising the MPR and PER, with a budget of \$40M with a plant flow capacity of 960,000 gpd**
- Final PBS Application and Application Fee will be submitted to NYSDEC following the final NY-2A and PER Amendment

#### **Critical Items for the December 16, 2024 Town Board Meeting to Keep Moving the Project Forward**

- On or before **December 11, 2024**
  - **Submit Revised Map Plan & Report to Town Board & BC** and receive resolution for publication of public hearing notice from Bond Counsel, with the public hearing to be scheduled for **the 1/6/25 Town Board meeting** (for 202B proceedings)
- **December 16, 2024 – Town Board Meeting**
  - Handout and review the revised MPR (based on PER Amendment No. 1 with a project budget of \$40M and a plant flow capacity of 960,000 gpd) to reaffirm the Town's plan, and recommended and agree to schedule for 202B proceedings
  - **Town to resolve accept the Map Plan & Report** for the increase or improvement of the facility (§ 202-B) and **schedule a public hearing for the 1/6/24 Town Board meeting**

#### ***Swan Lake Sewer System Evaluation/I/I Engineering Planning Grant (EPG):***

- Grant Agreement pending
- NYSEFC has scheduled a scoping call with the Town, on December 5, 2024 at 1:30 PM

#### ***Stevensville***

- Working with Town to address NYSEFC unspent proceeds

***Liberty Business Park (Old Rte 17 Corridor Development Project)***

- **Consider authorization for the Town Clerk to advertise for Professional Services Request for Qualifications for engineering services work associated with the Liberty Business Park (Old Route 17 Corridor) Infrastructure Upgrades**

More detail on the above provided in the meeting handout - attached

***Attachments:***

- Meeting Handout

If anyone has any questions before the meeting, please contact Dave on his cell at 607-643-1356.

**Frank/Nick:**

We will forward 8X via Fed Ex tonight for distribution to Town staff as needed.

Best to you all,



**DANIEL FAGNANI, P.E.**

**PROJECT ENGINEER**

55 South Main Street | Oneonta, NY 13820

607.432.8073 x309 (office)

607.316.3977 (mobile)

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





# DELAWARE ENGINEERING, D.P.C.

55 South Main Street  
Oneonta, New York 13820

Tel: 607.432.8073  
Fax: 607.432.0432

## Town of Liberty, NY December 2, 2024 Town Board Meeting Update on Projects

### 1. CDBG Grant Project Phase 10 – White Sulphur Springs Boyd Road

#### Key Items for Board Review and Consideration at this meeting:

- None

#### Substantial Completion

- All construction contracts closed out and all contractors have been paid
  - Watermain Replacement – Tweedie
  - Boyd Road Reconstruction – Poley Paving

#### Engineering Services

- As-Builts (Record Drawings) preparation has been completed
- As-Builts (Record Drawings) and the previously submitted Engineer's Certification of Project Completion were submitted to NYSDOH on 9/6/24 via email (and to Town Water and Sewer Dept. and Highway Dept. which were copied on this email)
- Hardcopies of the As-Builts (Record Drawings) are were provided to the Town Water and Sewer Dept. (Watermain Replacement) and Highway Dept. (Boyd Road Reconstruction) and Town Clerk (Watermain Replacement and Boyd Road Reconstruction) on 11/4/24

### 2. Swan Lake WWTP Upgrade

#### Key Items for Board Review and Consideration at this meeting:

- Review critical items to keep the project moving forward

#### Critical Items for the December 16, 2024 Town Board Meeting to Keep Moving the Project Forward

- On or before December 11, 2024
  - Submit Revised Map Plan & Report to Town Board & BC and receive resolution for publication of public hearing notice from Bond Counsel, with the public hearing to be scheduled for the 1/6/25 Town Board meeting (for 202B proceedings)
- December 16, 2024 – Town Board Meeting
  - Handout and review the revised MPR (based on PER Amendment No. 1 with a project budget of \$40M and a plant flow capacity of 960,000 gpd) to reaffirm the Town's plan, and recommended and agree to schedule for 202B proceedings
  - Town to resolve accept the Map Plan & Report for the increase or improvement of the facility (§ 202-B) and schedule a public hearing for the 1/6/24 Town Board meeting, not less than ten (10) nor more than twenty (20) days from the date that the notice is given, and deadline to submit written public comments to the Town of 1/22/25

#### Critical Items Planned for the to Keep Moving the Project Forward

- On or before December 18, 2024
  - Town Clerk to forward Notice of Hearing – provided by Bond Counsel – to the Town

- paper for publishing on 12/20/24
- On or before **December 20, 2024**
  - Delaware to submit complete NY-2A Application Form & PER Amendment
  - Notice of Hearing (hearing to occur on 1/6/25) appears in the Town's official paper on 12/20/24
- **January 6, 2025 – Town Board Meeting (for Public Hearing)**
  - **Town holds a public hearing** on the proposed project and to the increase or improvement of the facility (§ 202-B) for a 0.960 MGD facility and \$40M upgrade - 5:30 PM @ the SL Fire Dept. or Senior Center
- **January 22, 2025 – Town Board Meeting (202B and BR)**
  - Deadline to submit written public comments on WWTP Upgrade to the Town ends
  - **Town to review final public comments from the 1/6/25 public hearing**
  - **Town to make determination in the public interest to complete the proposed improvements** (NY Town Law § 202-B Increase or Improvement of Facilities) and submit certified copy of the order to hold the hearing
  - **Town to consider adopting a Bond Resolution for the project**

**Project Funding/Financing Overview:**

- Current Project Budget Overview
  - Current Project Budget = \$18 M
  - Current Project Funding = \$11.4M (63%)
  - Town Portion = \$ 6.6M (0% interest loan)
- Proposed Project Budget Overview
  - Proposed Project Budget = \$40 M
  - Current Project Funding = \$11.4M
  - Other Funding = \$ 0M (other funding opportunities e.g., WQIP, USDA-RD, & Enhanced. WIIA, etc. under review)
  - Town Portion = \$28.6M (loan, may go down with other Funding opportunities)
- **Additional Funding Request – NYSDEC WQIP**
  - **Application submitted on 7/31/24 requesting up to \$10M in grant funding.**
  - Awards typically announced near the end of the year
- Request to Modify an EFC Funding Agreement
  - **Nothing new this month**
  - Current Project Financing Agreement = \$18M
  - A draft/unsigned Request to Modify an EFC Funding Agreement form and updated cost estimate on SRF Budget Form showing current and proposed budget increase to \$40M and an upgrade capacity increase from 0.686 to 0.960 MGD upgrade, as well as questions related to ER and design review schedule, was submitted to NYSEFC on 6/28/24. Comments, and responses to questions were as follows:
    - *The Town needs to sign the PFA mod request, the schedule extension needs to be included, and it should be submitted to the CWapply email address at the bottom of the form*
    - *EFC will need a new engineering report as soon as DEC confirms SPDES limits*
    - *EFC will coordinate with DEC to confirm who will be the lead agency for review and approval of the revised engineering report, BODR, plans and specifications.*



## DELAWARE ENGINEERING, D.P.C.

- EFC and/or DEC will not approve the revised ER/P&S until the new permit is finalized
  - EFC can start reviewing the design once draft permit limits are issued for public comment, but no review will be considered final until the final SPDES permit issued. Please check with DEC on their approval process.
  - The final Request to Modify for a \$40M upgrade, signed by the Town Supervisor, including schedule and other additional information, was submitted to NYSEFC on September 17, 2024
  - NYSEFC is reviewing to evaluate possible opportunities for funding the additional amount
  - Status update requested on 10/28/24
  - Based on a call with NYSEFC on 11/7/24, a PFA for the revised project cost can't be issued until the PER Amendment is approved, which is contingent upon draft/final SPDES permit limits
- FFY 2025 IUP / Updated PFA for the Updated \$40M Project Budget
    - The Final Intended Use Plan (IUP) for clean water projects became effective on October 1, 2024.
    - This project is listed on the annual list with a Total Cost of \$40M, and is eligible for short term financing in FFY 2025 (October 2024 – September 2025), pending PFA Modification Request Approval (see Request to Modify an EFC Funding Agreement, above)

### Moving the WWTP Upgrade Project Forward

- Professional Services Work
  - Information Session Regarding Swan Lake Waste Water Treatment Plant Upgrades was held on 5/28 @ 6:30 pm at the Swan Lake Fire House
  - At the June 3, 2024 meeting the Town agreed to a project budget of \$40M and a plant flow capacity capable of 960,000 gpd (maximum potential WWTP buildout using the existing oxidation ditches)
  - Delaware is proceeding with preparation of the revised Schedule, Map Plan Report (MPR), PH Presentation, & Revised Engineering Report (ER); with a project \$40M upgrade and a plant flow capacity of 960,000 gpd
  - See *Critical Items Planned for Next Month Meeting to Keep Moving the Project Forward* and *Critical Items to Keep Moving the Project Forward* above
- SPDES Permit
  - Continuing work on NYSDEC SPDES Permit Application (NY-2A) for a facility upgrade and expansion with a plant flow capacity of 960,000 gpd, including PER Amendment
  - Notice of Incomplete Application received on June 3, 2024
    - SPDES Permit
      - General Comments from NOI Application cover letter
        - SPDES Outfall Location
          - Incorrect outfall location in the current permit
          - Revise NY-2A to reflect current outfall location
          - Provide easements for all non-Town owned property
        - Stream Disturbance
          - Upgraded outfall pipe will require a Stream Disturbance Permit
        - Freshwater Wetlands
          - No nearby wetlands currently
          - NYSDEC is amending freshwater wetlands regulations, effective 01/01/25
          - NYSDEC may reevaluate our jurisdiction for the proposed project at a later time.
        - State Environmental Quality Review (SEQR)

## DELAWARE ENGINEERING, D.P.C.

- Appears to be an Unlisted action
  - Short Environmental Assessment Form is required
- Uniform Procedures
  - New applications processed pursuant to Uniform Procedures regulations
  - Major Action, will require a 30-day public comment period
- Community Risk and Resiliency Act (CRRA)
  - Requirement to demonstrate that the applicant has considered future physical climate risk due to sea-level rise, storm surge and flooding
- Technical Comments
  - General Corrections – Minor corrections required
  - NY-2A – Minor corrections/additional information required
  - Additional Submittals - Revision Required
    - Topographic Map
    - Conditional Exclusion Certification Form
    - Consideration of Future Physical Climate Risk Form
- Stream Disturbance, Freshwater Wetlands, SEQ, Uniform Procedures, and Community Risk and Resiliency Act (CRRA)
- Conference call with NYSDEC on June 21, 2024 focusing on outfall location
  - The current outfall location and receiving waterbody (West Branch Mongaup River), which has been in place since 1984, is not the outfall location and receiving waterbody (tributary to the West Branch Mongaup) in the existing permit.
  - Affects Water Quality analysis and may affect discharge limits
- Plan Forward
  - Delaware has prepared the response to notice of incomplete application (NOIA) and will submit to NYSDEC with PER Amendment, **on or before December 20, 2024**
  - NYSDEC will do the Water Quality review based on actual/current outfall location to provide draft limits to Delaware/Town
- Project Schedule (updated November 26, 2024)
  - The Anticipated Project Schedule (detailed), attached, based on completion of design prior to draft effluent limits which are anticipated to be provided by NYSDEC in June 2025
  - A summary of the detailed schedule is as follows:

| Task/Milestone                           | Timeframe Start to Complete | Date/Timeframe (A) / (T)          |
|------------------------------------------|-----------------------------|-----------------------------------|
| WQIP CFA Application                     | Completed                   | July 2024 (A)                     |
| Design Completion                        | 12-months                   | July 2024 – June 2025 (T)         |
| NYSEFC Request to Modify an Existing PFA | Completed                   | September 2024 (A)                |
| Submit Final SPDES NY-2A Items           | 1-2-month                   | December 2024 – January 2025 (T)  |
| Submit Preliminary Engineering Report    | 1-2-month                   | December 2024 – January 2025 (T)  |
| 202(b) & Bond Resolution                 | 4-months                    | November 2024 – February 2025 (T) |
| WQIP Award Announcement                  | 3-months                    | December 2025 – February 2024 (T) |
| NYSDEC SPDES Permit Technical Review     | 6-months*                   | January 2024 – June 2025 (T)      |
| NYSDEC SPDES Permit Draft Limits         | 1-month*                    | June 2025 (T)                     |
| NYSDEC SPDES Public Notice               | 1-2 months*                 | June – July 2025 (T)              |
| NYSDEC & NYSEFC PER and Design Rev.      | 2-4 months*                 | July – October 2025 (T)           |
| NYSDEC SPDES Permit Finalized            | 1-2 months*                 | August – September 2025 (T)       |
| NYSDEC & NYSEFC PER Approval             | 1-month*                    | September 2025 (T)                |
| NYSDEC & NYSEFC Design Approval          | 1-months*                   | October 2025 (T)                  |
| NYSEFC Revised PFA Approval Memo         | 1-2 months*                 | November– December 2025 (T)       |
| Authorization to go to Bid from Town     | 1-month                     | December 2025 (T)                 |



## DELAWARE ENGINEERING, D.P.C.

|                                |             |                                  |
|--------------------------------|-------------|----------------------------------|
| Bidding/Award                  | 2 months    | December 2025 – January 2026 (T) |
| Close on Revised SRF Financing | 1-2 months* | January – February 2026 (T)      |
| Notice to Proceed              | 1-2 months* | February – March 2026 (T)        |
| Construction                   | 18 months   | March 2026 – August 2027 (T)     |
| Substantial Completion         | 1 month     | July 2027 (T)                    |
| Construction Completion        | 1 month     | August 2027 (T)                  |
| NYSEFC Long Term Loan Closing  | 1 month*    | May 2028 (T)                     |

\* Gray shading denotes regulatory processes. Estimated timeframes for action, or review and approval periods subject to change. All subsequent anticipated dates shall be revised as necessary once regulatory approvals are obtained.

- On-site Under Ground Fuel Tanks

- **Nothing new this month**
- **NYSDEC is seeking backfees for each 5-year period that each tank was active.** Based on the fee schedule, capacity of tanks 1 and 2 was 1,500 gal, the back fee charges would be \$100 every five years from 1986 to 2011 or approximately \$500. From 2011 to present we are looking at \$300 for every five years or approximately \$900 for a total back fee charge of approximately \$1,400 – NYSDEC confirmed that fee is \$1,400
- At the August 5, 2024 meeting the Town Board Authorize the Town Supervisor to sign the PBS Application Form, and for the Town Director of Finance to issue a check payable to NYSDEC for \$1,400 for the existing underground fuel stage tank registration application
- Delaware picked up check from Cheryl and Application Form from the Town Supervisor and send into NYSDEC along with the tank registration application form
- Need to confirm with NYSDEC that the remaining section of the registration forms are properly completed
- Final PBS Application and Application Fee will be submitted to NYSDEC, following the final NY-2A and PER Amendment

- Subcontract Work

- **Nothing new this month**
- **Mechanical/HVAC Design Review – Jade Stone (MWBE)**
  - Retaining a MWBE firm to provide mechanical/HVAC design review
  - Peer review of HVAC design
  - Subcontract pending

### 3. *Stevensville Water Project*

#### Key Items for Board Review and Consideration at this meeting:

- Working with Town to address NYSEFC unspent proceeds

#### Funding

- All invoices paid
- NYSEFC is finalizing the project and will submit an Unspent Proceeds letter

#### Engineering Services

- As-builts (Record Drawings) being prepared
- Construction certification planned to go out to NYSDOH with as-builts (record drawings) in December 2024

### 4. *Economic Development Water and Sewer Infrastructure Capacity Planning Study*

- An update of the report was provided to the Town, and to the Village Mayor, Clerk and Dave

## DELAWARE ENGINEERING, D.P.C.

B. on 6/8/24

- A joint Village-Town meeting was held on June 25, 2024
- Final draft report for review finalized and is anticipated to be submitted to the Town on 10/29/24, and was discussed at the 11/18/24 Town Board Meeting
- Meeting with the Village proposed

### 5. *Swan Lake Sewer System Evaluation/I/I EPG Study*

#### **Key Items for Board Review and Consideration at this meeting:**

- Review status

#### **Project Funding**

- Grant Agreement pending
- NYSEFC has scheduled a scoping call with the Town, on December 5, 2024 at 1:30 PM as the next step toward closing a grant agreement. The purpose of the call is to discuss the engineering report scope proposed in the agreement attached and the schedule. Outstanding items that still need to be submitted to enter into a Grant Agreement with EFC will also be reviewed
- NYSEFC requested that complete the highlighted sections of the Scoping Call Outline and return it to [EPG@efc.ny.gov](mailto:EPG@efc.ny.gov) no later than Thursday, December 5, 2024 prior to the call
- The outline was forwarded to the Town Supervisor to be emailed to [EPG@efc.ny.gov](mailto:EPG@efc.ny.gov)
- At the October 5, 2024 meeting the Town Board resolved to agree to set aside \$60,000 to pay for all cost up front, prior to reimbursement

#### **Professional Services Request for Qualifications for Engineering**

##### **Request for Qualifications**

- Completed July 1, 2024; selected Delaware Engineering, D.P.C. for work

##### **Contract Execution and Negotiation**

- Contract executed with Delaware Engineering on August 5, 2024
- The Executed Engineering Agreement and Architectural/Engineering Procurement Certification submitted to NYSEFC on August 21, 2024 for review and approval
- Engineering Agreement is under review by NYSEFC
- At the August 5, 2024 meeting the Town Board resolve to:
  - Authorize the Town Supervisor to execute Delaware Engineering, D.P.C.'s Professional Services Agreement for engineering/professional associated with the Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Study (EPG #128719), for a total not to exceed cost of \$60,000,
  - Authorize the Town Supervisor sign the Certification for Architectural/ Engineering Services Procurement (NYSEFC from) for the Professional Services Agreement with Delaware Engineering, D.P.C. dated 7/31/24 for engineering/professional associated with the Sanitary Sewer Collection System Inflow & Infiltration (I&I) Study (EPG #128719)

#### **Anticipated Project Schedule**

- The anticipated schedule is as follows:

|                                                              |                       |
|--------------------------------------------------------------|-----------------------|
| Adopt Board Resolutions                                      | March 23, 2023 (A)    |
| Submit NYCFA EPG Funding Application                         | August 11, 2023 (A)   |
| Award Announcement                                           | February 15, 2024 (A) |
| Award Letter received by Town                                | February 16, 2024 (A) |
| Authorize the Town Clerk to publish the legal notice for RFQ | March 4, 2024 (A)     |
| Deadline to submit an executed Award Acceptance Form         | March 8, 2024 (A)     |
| EPG Checklist of Supporting Documentation received by Town   | March 13, 2024 (A)    |
| Provide update to Town Board                                 | April 1, 2024 (A)     |
| Town adopts updated Board Resolutions and Plan of Finance    | May 6, 2024 (A)       |
| RFQ for A/E Procurement                                      | May August 2024 (T/A) |
| ○ Provide Legal Notice to the Town                           | May 6, 2024 (A)       |
| ○ Provide RFQ to the Town                                    | May 9, 2024 (A)       |



## DELAWARE ENGINEERING, D.P.C.

|                                                                                   |                                |
|-----------------------------------------------------------------------------------|--------------------------------|
| • Publication of the legal notice.....                                            | May 10, 2024 (A)               |
| • Deadline to submit RFQ/SOQ.....                                                 | June 6, 2024 (A)               |
| • Provide Scoring, Award, & Procurement Documents to Town.....                    | by June 25, 2024 (A)           |
| • Town Clerk to distribute and Board to review RFQs/SOQs.....                     | June 10 – 14, 2024 (A)         |
| • Town Board to score RFQ/SOQ and select firm (at Board meeting).....             | July 1, 2024 (A)               |
| • Engineering Contract Submitted to Town.....                                     | July 31, 2024 (A)              |
| • Execute Agreement with selected firm (at Board meeting).....                    | August 5, 2024 (A)             |
| • Submit EPG Checklist & Supporting Documentation.....                            | August 21, 2024 (A)            |
| • Deadline to submit EPG Checklist Supporting Documentation.....                  | August 31, 2024 (A)            |
| • Local Funding Needed (\$60,000) .....                                           | November 2024 (A)              |
| • Complete I/I Engineering Report .....                                           | November 2024 – April 2025 (T) |
| • Field Work (CCTV & Investigations) .....                                        | November 2024 (T)              |
| • Execute PFA .....                                                               | by January 31, 2025 (T)        |
| • Town Review of the I/I Engineering Report .....                                 | May 2025 (T)                   |
| • Submit the I/I Engineering Report to NYSEFC.....                                | by May 30, 2025 (T)            |
| • New project listing deadline for the FFY 2026 IUP (PER) & SRF Application ..... | May 30, 2025 (A)               |
| • WIIA Application Deadline .....                                                 | June – July 2025 (A)           |
| • Deadline to Complete I/I Engineering Report (2-year period) .....               | September 2026 (A)             |

- I&I work and reporting is anticipated to occur between October 2024 – May 2025 (T)

### I&I Study Engineering Work Status Update

- Have base system map from 2023 EPA Administrative Compliance Order Sanitary Sewer O&M Procedures
  - Plan to solicit subcontractors to provide cleaning and CCTV inspection services
  - Working with Damon to develop a list of target areas for cleaning and CTV inspection services
  - Continuing to summarize WWTP flows and precipitation
  - More work pending
- 
- All checklist items were submitted to NYSEFC on 8/22/24
  - Engineering Agreement is under review by NYSEFC
  - Based on the 2/16/24 Award Notification Letter, the Village must enter into a Grant Agreement by September 30, 2024. More recent correspondence with NYSEFC indicates that a Grant Agreement will be executed in November 2024 and initial funds (\$12,500) will be available in December 2024
  - Town needs a plan to have funds in place to pay for all services (\$60,000), until grant is fully disbursed
  - The EPG Grant Program is an expenditures reimbursement program
  - Overall, the goal is to develop an I&I report to do a capital project that is funded by State (SRF & WIIA) and Federal (BIL) funds
  - SRF & BIL application deadline is May 30, 2024 (Financing applications, and new project listing deadline) and WIIA application deadline is typically June-July
  - This next funding application will be the last for the BIL funding
  - Note, funding for this project is being provided through NYSEFC and the Town is required to commit matching funds equal to 20% (\$10,000) of the grant award
  - Grant Payments to the Town, with invoices and cost documentation, are as follows.
    - 25% of grant amount (\$12,500) upon Execution of Grant Agreement
    - 25% of grant amount (\$12,500) upon Engineering Report Submittal
    - 50% of grant amount (\$25,000) upon Engineering Report Acceptance
  - Excerpt from 2023 EFG Grant Summary:  
**Grant Payments**  
 Grants are disbursed in three or more payments based on the municipality's progress toward completion of an approvable engineering report. The municipality will receive the first disbursement in the amount of 25% of the total grant amount as an advance payment upon execution of the Grant Agreement with EFC. The second disbursement in the amount of 25% of the total grant amount will be made to the municipality when an approvable engineering report has been submitted for review. Note invoices and cost documentation is needed at this time. The third and final disbursement will be made once the engineering report has been accepted as complete by EFC/DEC and the remaining invoices have been submitted.

### **6. Lead & Copper Rule Revisions service line inventory requirements**

- The Town submitted the LSL Inventory on October 10, 2024
- On 11/20/24 NYSDOH emailed the Town, indicating that the **Town of Liberty's lead service line inventory project (DWSRF# 19592) is listed in the current Intended Use Plan, and was checking to see if the Town's LSL inventory project is still needed or if it**

can be withdrawn

- Delaware responded to NYSDOH on 11/21/24 indicating that, unless the Town has any objections, that the project could be withdrawn from the IUP

## **7. *Sherwood-Roth Booster Pump Replacement***

### **Key Items for Board Review and Consideration at this meeting:**

- Electrical work complete; warranty in process
- From the pictures installation looks acceptable
- Formal report and O&M manual is pending

### **Construction Status Update**

- Electrical Upgrade Work (for manufacturer's warranty) awarded to Eastern Electric Contracting at the 8/5/24 Board meeting for the bid price of \$15,150
- Electrical Upgrade Work completed on 10/3/24
- Photos of work for manufacturer's warranty submitted to the manufacturer's representative and Wittcon on 10/23/24
- Status update on warranty paperwork requested on 11/15/24
- Electrical work complete; warranty in process
- From the pictures installation looks acceptable.
- Formal report and O&M manual is pending
- Construction (pump installation) was completed on 5/21; startup occurred on 5/30/24
  - Startup tech's report indicating no ground and confirming Xylem-Goulds requirement for warranty purposes
- At the July 15, 2024 meeting the Town Board authorized
  - The Water & Sewer Dept. Supervisor to solicit quotes, from a minimum of three contractors, for work to provide proper NEC compliance grounding to both Sherwood Roth booster pumps systems, and
  - Due to the need to have work done in a timely manner, authorize work to be awarded to the lowest responsible responder at the discretion of the Town Supervisor and Water & Sewer Dept. Supervisor, up to a maximum of \$20,000 (Town threshold for going out to bid).
- Delaware prepared an RFP for the scope of work to solicited quotes for the Sherwood Roth Booster Pump Electrical Upgrades to send to electrical contractors, with responses due by 3 PM on July 24, 2024.
- Two quotes were received:
  - Eastern Electric Contracting - \$15,100
  - Ross Electric - \$12,852.00 (contractor did not fill out provided bid sheet or schedule as requested, and is considered a bid informality)
- The Town has the option waive any informalities and award to either contractor
- Damon would prefer to award to Eastern Electric Contracting
- At the August 5, 2024 meeting the Town resolve to:
  - Award of the Sherwood Roth Booster Pump Electrical Upgrade work to Eastern Electric Contracting at a bid price of \$15,150 based on their 7/24/24 response
  - Authorize the Town Director of Finance to issue a purchase order for this work and send to Eastern Electrical Contracting

## **8. *Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing***

### **Key Items for Board Review and Consideration at this meeting:**

- Review status
- Consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement

### **Status Update**

- Under review with Damon
- If the Town desires Delaware to proceed any further, we recommend that the Town consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement



Background

- The barrier that protects the waterline crossing from traffic traveling south-east on the Ferndale Loomis Road (Steep Grade) has been struck by larger vehicles three times since 2021. See photos and plan (attached)
- In the most recent event, the impact moved the barrier so that it is now touching the piping, and may have moved the vertical section of waterline out of alignment. It appears that the barrier may be cast around the vertical segment of pipe. See detail on plan (attached)
- **In its current state it seems stable but it might break the line if it sustains another impact**
- The Town Highway Department has worked with the County to place "Steep Grade" signs at the top of the Ferndale Loomis Road
- Damon and Cheryl have asked us to work with the Town to provide a recommendation for repair and get costs/proposals to complete the repairs, that will be submitted to the insurance company of the business/motorist at fault
- The nearby County bridge and guiderails sustained significant damage in the two recent events, the County wishes to repair the bridge structure and replace the guiderail this season before the traffic in that area increases
- At this time, the recommended repair would be to isolate and shut down the crossing, demo existing barrier, and install a new barrier that is similar to the existing (due to limited space). It is unlikely that the work required to complete repair (demo existing and cast new barrier) will be able to be completed without shutting down the line, and would be without service, for possibly up to a month
- Need to review and confirm with the Town Water & Sewer Dept:
  - What needs to be done to shut that line down?
  - Can temporary service be installed (e.g., hydrant to hydrant) at/near the bridge?
  - Is there a secondary supply?
  - If no secondary supply, how long can this line be down for?
- The County is considering the possibility of working with the Town to complete the necessary repairs through an intermunicipal agreement (IMA) with the Town, but may ultimately decline considering the close proximity to the Town's waterline

**9. Loomis Clarifier Repair**

**Key Items for Board Review and Consideration at this meeting:**

- Review status
- Consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement

**Status Update**

- The Phase 1 clarifier (Kelly Engineering, installed in 2013-2014) needs some repair work
- One quote received +/- \$15K (e.g., bearing, oil seal, flange bearing, torque tube, steady shaft, fastener, etc.)
- Town procurement requires three (3) quotes (\$5K < \$\$\$ < \$20K)
- **If the Town desires Delaware to proceed any further, we recommend that the Town consider to agree to retain Delaware to assist with work as time and materials basis with a budget under the General Services Agreement**

**10. Liberty Business Park (Old Rte 17 Corridor Development Project)**

**Key Items for Board Review and Consideration at this meeting:**

- Review status
- **Consider authorization for the Town Clerk to advertise for Professional Services Request for Qualifications for engineering services work associated with the Liberty Business Park (Old Route 17 Corridor) Infrastructure Upgrades**

**Funding**

- Total Project Cost: \$24,028,000
  - Scope: Upgrades to the existing water and sewer infrastructure along the old Route 17 corridor
- Funding Secured
  - **\$20M Fast NY Grant (state)** – Approved for design, construction, and utility infrastructure work
    - A conference call was held with ESD on 11/13/24
      - After board approval, all FAST NY projects must go through ESD's public hearing process and subsequently be approved by the Public Authorities

## DELAWARE ENGINEERING, D.P.C.

- Control Board (estimated time frame of 60 days)
    - Payments will be made as frequently as quarterly, pro-rata according to ESD's share of the project, on a cost-incurred basis
    - Need to complete SEQR, SHPO, SGIS
  - There is a one percent (1%) non-reimbursable commitment fee assessed to all awardees based on the grant amount awarded (\$200,280). The commitment fee will be due when the applicant executes documents required for processing the award, following approval by ESD Directors
  - This award shall terminate two calendar years from the date of this letter if the project has not commenced
  - The federal funding can be used for the match requirement
- **\$1 USEPA STAG CWSRF/Congressionally Directed Spending (CDS) Grant (federal)**
    - A conference call was held with EPA on 10/3/24
    - The cost share requirement will be 20% of the total cost of the project plus the additional 80% from the Community Grant (\$1,000,000 (80%) + \$250,000 community match (20%) to total \$1,250,000 million)
    - The match can be any other source of funds except other federal dollars
    - Require National Environmental Policy Act (NEPA) review

### Engineering

- RFQ is required
- Delaware has developed a draft RFQ and sent to the Town Supervisor for review
- The Town should send the draft RFQ USEPA to confirm that all requirements are present
- Once approved by USEPA, the Town should choose the dates for publication and for responses
- **Therefore, we recommend that the Town:**
  - **Consider authorization for the Town Clerk to advertise for Professional Services Request for Qualifications for engineering services work associated with the Liberty Business Park (Old Route 17 Corridor) Infrastructure Upgrades, contingent upon approval from USEPA and Town choosing the dates for publication and for responses**

### Background

- In 2018 the *Sullivan County Partnership for Economic Development* contracted with *Delaware Engineering, D.P.C.*, in conjunction with *Mathes Public Affairs*, to create an Economic Development Study of the Old Route 17 Corridor, from the Village of Liberty to the Village of Monticello, to act as the foundation for grant applications to advance the establishment of market ready and shovel ready sites for private sector investment that drives jobs and economic prosperity
- In 2021 the *Sullivan County Partnership for Economic Development* asked *Delaware Engineering, D.P.C.*, developed a scope and cost to extend water and sewer capabilities to the Business Park 1 (total estimated project cost of \$18M)
- In 2023 the *Sullivan County Division of Planning, Community Development and Environmental Management*, used Delaware Engineering, D.P.C.'s 2021 estimate to apply for Interior and Environment- Clean Water CDS, Drinking Water CDS funds the *Other Cost from the 2021 Delaware Engineering* estimate for Project Design to advance critical water and sewer infrastructure upgrades in the Sullivan County Town of Liberty to resolve existing water quality issues and allow for up to 1.4 million square feet of new commercial/ industrial development
  - **This effort was awarded a \$1 EPA STAG CWSRF/Congressionally Directed Spending (CDS) Grant**
- In 2024 the *Sullivan County Partnership for Economic Development* asked Delaware Engineering, D.P.C. to update the 2021 estimate to upgrade water and sewer capabilities to Business Park 1 (total estimated project cost of \$24M) to apply for Fast NY Grant for design, construction, and utility infrastructure work Business Park 1
  - **This effort was awarded a \$20M Fast NY Grant**

### **11. Attachments**

- None

### **12. Items Discussed or Reviewed at Meeting but not distributed with this package:**

- None



142 Bloomingburg Road  
Middletown, New York 10940

Tel: 845-361-1861

Fax: 845-361-5881



Open Daily  
12 Noon - 4pm

adoptmhs@gmail.com

[www.middletownhumanesociety.com](http://www.middletownhumanesociety.com)

October 30, 2024

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

Dear Supervisor:

We are pleased to extend our services to you for 2025.

As you may know, the Humane Society of Middletown has gone to great lengths to increase significantly adoption of animals received from your town/city to permanent, loving families. In addition, we have improved the quality of life for the animals at the Humane Society while they await their new families. We appreciate your support, and hope that the Humane Society will continue to provide your residents with a source of affordable rabies vaccinations. Residents can learn more about Humane Society activities and services, as well as the loving animals that are available for adoption, by going to our website, [www.middletownhumanesociety.com](http://www.middletownhumanesociety.com).

If the enclosed agreement meets with your approval, kindly sign it and return an executed contract at your earliest convenience to the attention of Martha Gale, Financial Administrator at the above address.

If you have any questions, now or at any time, please do not hesitate to contact us.

Very truly yours,

A handwritten signature in blue ink that reads "Marlene K. Freehill".

Marlene K. Freehill  
President  
Board of Directors

Enclosure

Humane Society of Middletown  
142 Bloomingburg Road  
Middletown, NY 10940  
(845) 361-1861  
Fax (845) 361-5881

**Agreement between the Town of Liberty and the Humane Society of Middletown, Inc. for the period beginning January 1, 2025 and ending December 31, 2025.**

The Humane Society of Middletown, Inc. agrees to accept any dog brought to our shelter by your Animal Control Officer (ACO), or Dog Control Officer (DCO), from your municipality space permitting.

The dogs, in accordance with New York State Agricultural law, must be held for the legal holding period, after which they may be put up for adoption if not claimed by the owner. If said dogs are not claimed or adopted, they may be humanely euthanized.

If the Shelter must hold a dog beyond the legal holding time for your municipality because of a pending court case, bite case, etc., we will charge your municipality \$25.00 per diem, per dog. We can only hold up to three (3) animals for your municipality when the animals are seized by an ACO/DCO in the event of a cruelty case.

When leaving a dog that the DCO/ACO believes may be dangerous, the dog must be kept in the outside only part of the ACO/DCO pen and follow the agreed upon protocol. Written information must be given to the shelter or the shelter manager that clearly communicates that the animal may be dangerous.

Since we do not have a veterinarian on premises, we are unable to accept any animal with suspected mange, rabies, distemper, parvovirus or an injury that requires immediate medical attention. These animals will have to be taken to a veterinarian by your ACO/DCO for treatment or euthanasia. Any resulting bills for these animals will be paid directly to the veterinarian by your Town/City.

If the Humane Society assists your municipality due to the unavailability of your animal control officer or police department, your municipality will be billed an additional fee of \$100.00.

The municipality will pay a fee of \$300.00 per dog delivered to the Society.

The municipality will pay a fee of \$75.00 per cat delivered to the Society.

A flat rate of \$100.00 will be charged for each dog delivered DOA.

A flat rate of \$50.00 will be charged for each cat delivered DOA.

The Humane Society will send out vouchers once a month. A record of the disposition of the dogs from the prior month will be sent out by the end of the month.

Humane Society of Middletown, Inc.

By



Board President

Date

Municipality Supervisor

Date



RECEIVED

NOV 25 2024

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

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

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

1. NAME OF APPLICANT: TAYLOR - MONTGOMERY, LLC
2. ADDRESS: 350 NEELYTOWN RD MONTGOMERY, NY 12549
3. TELEPHONE: 845-457-4021
4. VEHICLE
  - A-NAME OF OWNER: TAYLOR - MONTGOMERY, LLC
  - B-MAKE OF VEHICLE: MACK - R11
  - C-LICENSE PLATE #: NYS 13624 PF
  - D-BODY TYPE: ROLL-OFF
  - E-REGISTRATION#: 1M2AG11C46M043574

5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?  
MICHAEL C. BAEHREL 88 WEAVER ST. MONTGOMERY, NY 12549

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 [Signature]

SWORN TO BEFORE ME THIS 22 DAY OF November 2024



NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

DATE November 22, 2024

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

CODE ENFORCEMENT OFFICER [Signature]

DATE 11/25/24

APPLICATION APPROVED BY THE TOWN BOARD

DATE \_\_\_\_\_

LICENSE ISSUED

DATE \_\_\_\_\_

LICENSE # 1092

**RATE SCHEDULE:**

PICK UP TRUCK / 1 TON OR OVER.....\$ 50.00      PACKER / CONTAINER TRUCK.....\$100.00

**TOWN OF LIBERTY BOARD MEETING**  
**PLACE: SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754**  
**DATE: 11/04/24**  
**TIME: 6:30PM**

At the Department Head/Worksession Meeting the following were present:

**PRESENT:**

Supervisor Frank DeMayo  
Councilmember Dean Farrand  
Councilmember Vincent McPhillips  
Councilmember John Lennon  
Councilmember Sherri Kavleski

**ABSENT:**

**RECORDING SECRETARY:**

Town Clerk Laurie Dutcher  
Town Attorney Kenneth Klein

**ALSO PRESENT:**

Town Attorney Kenneth Klein  
Confidential Secretary Nick Rusin  
Finance Director Cheryl Gerow  
Highway Superintendent Matt DeWitt  
Matt McPhillips

**PLEDGE OF ALLEGIANCE**

**PRESENTATION:** Matt McPhillips of NYSEG gave a short presentation regarding Smart Meters.

**CORRESPONDENCE**

**INCOMING:**

1. Copy of the Town of Liberty Parks & Recreation October 1, 2024 minutes.
2. Correspondence from the Sullivan County Agriculture & Farmland Protection Board.
3. Correspondence from the NYS Empire State Development regarding Track C FAST NY Grant.
4. Email from Mary-Ellen Seitelman regarding water withdrawals and sewer processing.

**OUTGOING:**

**-24 ACCEPTANCE OF INCOMING CORRESPONDENCE**

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The Town Board of the Town of Liberty does hereby accept the incoming correspondence.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       | X      |        | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        |        | X      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**DEPARTMENT HEAD REPORTS**

**-24 APPROVAL OF DEPARTMENT HEAD REPORTS**

The Town Board of the Town of Liberty does hereby accept the Department Head reports as submitted.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       | X      |        | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        |        | X      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**ASSESSOR**

Deeds received

Town - 11

Village – 1

Combination: none

Splits: none

Data Entry, deeds, permits, valuation etc.....

Preparing to send roll for Town & County tax bill

Kevin (data collector) - work scheduled

Brad (data collector) – work scheduled

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**CEO/BUILDING DEPARTMENT**

| 2024                         | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|------------------------------|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| Permits Issued               | 15  | 22  | 20  | 17    | 25  | 17   | 37   | 19  | 19   | 18  |     |     | 191   |
| Permits Completed/<br>Closed | 26  | 11  | 16  | 12    | 9   | 14   | 16   | 20  | 14   | 24  |     |     | 138   |
| Fire Inspections Performed   | 1   | 0   | 0   | 4     | 12  | 22   | 10   | 11  | 8    | 5   |     |     | 68    |
| Complaints Open              | 9   | 3   | 11  | 17    | 2   | 18   | 13   | 9   | 5    | 10  |     |     | 87    |
| Complaints Closed            | 41  | 16  | 7   | 8     | 9   | 7    | 8    | 9   | 7    | 19  |     |     | 112   |
| Appearance Tickets issued    | 0   | 0   | 10  | 0     | 8   | 14   | 0    | 0   | 0    | 0   |     |     | 32    |
| Planning Board Applications  | 4   | 0   | 3   | 3     | 0   | 1    | 3    | 3   | 2    | 4   |     |     | 19    |
| Planning Board Approvals     | 2   | 3   | 1   | 3     | 1   | 3    | 2    | 4   | 1    | 0   |     |     | 17    |
| Zoning Board Applications    | 0   | 1   | 0   | 0     | 0   | 0    | 0    | 0   | 0    | 0   |     |     | 1     |
| Zoning Board Approvals       | 0   | 0   | 1   | 0     | 0   | 0    | 0    | 0   | 0    | 0   |     |     | 1     |
| Municipal Searches           | 15  | 18  | 25  | 17    | 23  | 10   | 19   | 19  | 18   | 23  |     |     | 164   |

**COURT-No report**

| 2024                   | Jan | Feb      | Mar      | Apr           | May           | June          | July          | Aug         | Sept          | Oct | Nov | Dec |
|------------------------|-----|----------|----------|---------------|---------------|---------------|---------------|-------------|---------------|-----|-----|-----|
| V&T Appearances        | N/R | 65       | 123      | 145           | 156           | 114           | 0             | 180         | 145           | N/R |     |     |
| Criminal Appearances   |     | 258      | 244      | 283           | 297           | 244           | 295           | 262         | 270           |     |     |     |
| Ordinance Appearances  |     | 13       | 1        | 19            | 3             | 22            | 10            | 0           | 11            |     |     |     |
| Civil Appearances      |     | 12       | 14       | 20            | 15            | 21            | 18            | 24          | 13            |     |     |     |
| Total Fines Collected  |     | \$51,816 | \$53,369 | \$67,072.50   | \$60,768.00   | \$63,914.00   | \$60,779.00   | \$59,956.00 | \$62,397.00   |     |     |     |
| Total Fines to Town    |     | \$23,814 | \$21,481 | Not available | Not available | Not available | Not available | \$27,786.00 | Not available |     |     |     |
| Total Fines to Village |     | \$265    | \$400    | Not available | Not available | Not available | Not available | \$465.00    | Not available |     |     |     |

**DCO- No report**

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**FINANCE**

1. Accepted the 2025 Preliminary Budget as the 2025 Adopted Budget.
2. Canvassed candidates for Clerk position in the Assessor's Office
3. Submitted payment request to EFC for Swan Lake Sewer. Total requested and received to date is \$636,868.92
4. Submitted payment request to EFC for Stevensville Water. Total requested and received to date is \$1,818,022.64
5. Returned the p/t Senior Account Clerk list for the Water and Sewer Department as no responses received. Requested p/t Account Clerk list and canvassed candidates.
6. Researched and began making changes for Microsoft 365 Business Secure Professional for employees
7. Researched NYS Bids for the purchase of computers
8. All other daily duties and responsibilities

**HIGHWAY**

**Improvements/Maintenance:**

- Ditched
  1. Lily Pond – 7 days
  2. Menderis – 5 days
  3. Devaney – 3 days
  4. Cross Farm – 2 days
- Culvert Replacement
  1. Lily Pond – 6 pipes, 100' of 5' pipe
- Road sweeping – Lily Pond, Doughty, Lenape Lake
- Hand hot patched – Old Monticello, Twin Bridge, Walnut Mountain, Willi Hill, East Hill, Cutler, Lenape Lake
- Grade gravel roads - Cross Farm, Menderis
- In house paved (patch paved) – Lenape Lake, Doughty
- Contracted paving – Fox Mountain, Lily Pond
- Crusher run driveways to meet new blacktop on Fox Mountain
- Installed 300' of 18' culvert on Old Loomis
- Millings paved West Lily Pond

**Facilities:**

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – requesting quotes

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**Equipment/Vehicles:**

- 2014 Mack is at Gabriella for engine repair
- 2013 Freightliner was delivered

**Misc:**

- Fall clean-up was held

**PARK & RECREATION**

**Recreation**

Youth football juniors made the playoff's

Kids in the kitchen two classes left

Youth Basketball sign ups open practice and games start in January playing games in Tri-Valley

Senior Bingo on Wednesdays

Senior Luncheon was a success

Adult Indoor Walking Program has started in the High School

Adult indoor Pickle ball has started in the Middle School Gym on Tuesdays and Thursdays

First annual Co-ed Turkey Bowl Flag football tournament 11/30,12/1

Holiday event/Christmas Tree Lighting Dec 7th. Decorations starting soon.

Halloween Parade was success

Guided hike with Lisa Lyons was good

**Parks**

Mowing

Trimming limbs and trees

Transitioning to leaf removal

Prepping parks for winter

Draining water at Hanofee

Storing picnic table and garbage cans for the season.

Took down sports net's

Pool changing room showers plumbing, walls, paint and tile work.

Installing new Cabinet/countertop for Indoor pavilion

Painted back of outdoor pavilion from repair.

Preparing to service equipment and ready snow removal equipment.

Working on a detailed maintenance/service log book

Working on a plan for Pickle ball/ tennis courts.

**TOWN CLERK**

|              |                    |   |   |
|--------------|--------------------|---|---|
| Highway Fees | Road Access Permit | 0 | 0 |
|--------------|--------------------|---|---|

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|                   |                                      |    |          |
|-------------------|--------------------------------------|----|----------|
| Conservation      | Conservation                         | 6  | 16.85    |
| Marriage Licenses | Marriage Licenses                    | 7  | 122.50   |
| Permits           | Refuse Collection                    | 0  | 0        |
|                   | Sewer Permit                         | 0  | 0        |
|                   | Towing Licenses                      | 0  | 0        |
|                   | Firework Permit                      | 0  | 0        |
|                   | Peddler's Permit                     | 0  | 0        |
| Small Sales       | EZ Pass                              | 6  | 150.00   |
|                   | Notary Fees                          | 68 | 136.00   |
|                   | Marriage Certificate                 | 3  | 30.00    |
|                   | Photocopies                          | 0  | 0        |
|                   | Misc (Returned Check Fee)            | 0  | 0        |
| Building          | Certified Mailings                   | 0  | 0        |
| Dog Licensing     | Female, Spayed                       | 4  | 36.00    |
|                   | Female, Unspayed                     | 2  | 25.00    |
|                   | Male, Neutered                       | 7  | 63.00    |
|                   | Male, Unneutered                     | 4  | 50.00    |
|                   | Purebred                             | 1  | 25.00    |
|                   | Senior                               | 1  | -5.00    |
|                   | Exempt Dogs                          | 1  | 0        |
|                   | Replacement Tags                     | 0  | 0        |
|                   | Boarding Fees                        | 0  | 0        |
|                   | Redeemed Dog (1)                     | 2  | 150.00   |
|                   | Redeemed Dog (2)                     | 0  | 0        |
|                   | Redeemed Dog (3)                     | 0  | 0        |
|                   | Reimbursement of Expenses            | 2  | 50.00    |
| Building          | Variance                             | 0  | 0        |
|                   | Lot Improvement                      | 0  | 0        |
|                   | Special Use                          | 1  | 300.00   |
|                   | Junk Yard                            | 0  | 0        |
|                   | Subdivision                          | 0  | 0        |
|                   | Building Inspections Public Assembly | 0  | 0        |
|                   | Building Permit                      | 22 | 5,670.60 |
|                   | Commercial Establishment Inspection  | 1  | 75.00    |
|                   | Fire inspectors                      | 4  | 285.00   |
|                   | Municipal search                     | 23 | 2,300.00 |
|                   | Reimbursement of Expenses            | 0  | 0        |
|                   | Firework Permit                      | 0  | 0        |



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**WATER & SEWER**

1. Everyone has been busy with the usual. We have been pumping septic tanks, taking off meters, fixing broken hydrants and curb boxes and finished painting lines in all districts.
2. Dylan, Joan and I finished the copped lead service line inventory and submitted it to the Dept. of Health before the due date.
3. Eastern Electrical came and installed the new breakers and grounding wires for the Sherwood booster motor. We are waiting on Fleet for the ok to run the motor.
4. We picked up the new truck ordered in 2023 on Monday October 28, 2024.
5. On October 16<sup>th</sup>, we installed a new 1" water tap and service line for a new business in White Sulphur Springs.
6. We have used the new vac trailer 3 times so far and it is working great.
7. Any other items that may arise prior to meeting.

**DELAWARE ENGINEERING**

Town of Liberty, NY  
November 4, 2024  
Update on Projects

- *CDBG Grant Project Phase 10 – White Sulphur Springs Boyd Road*

**Key Items for Board Review and Consideration at this meeting:**

- None

**Substantial Completion**

- All construction contracts closed out and all contractors have been paid
  - Watermain Replacement – Tweedie
  - Boyd Road Reconstruction – Poley Paving

**Engineering Services**

- As-Builts (Record Drawings) preparation has been completed
- As-Builts (Record Drawings) and the previously submitted Engineer's Certification of Project Completion were submitted to NYSDOH on 9/6/24 via email (and to Town Water and Sewer Dept. and Highway Dept. which were copied on this email)
- Hardcopies of the As-Builts (Record Drawings) are anticipated to be provided to the Town Water and Sewer Dept. (Watermain Replacement) and Highway Dept. (Boyd

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Road Reconstruction) and Town Clerk (Watermain Replacement and Boyd Road Reconstruction) on 11/4/24

- *Swan Lake WWTP Upgrade*

**Key Items for Board Review and Consideration at this meeting:**

- Review critical items to keep the project moving forward

**Critical Items Planned for the *Next Town Board Meeting* to Keep Moving the Project Forward**

- On or before **November 8, 2024**
  - Delaware to submit complete NY-2A Application Form
- TBD
  - **Submit Revised Map Plan & Report to Town Board & BC** and receive resolution for publication of hearing notice from Bond Counsel, to be scheduled for a **special Town Board meeting** (for 202B proceedings) **date TBD**
- **TBD – Town Board Meeting (to accept Map Plan & Report)**
  - Town to resolve **accept the Map Plan & Report** for the increase or improvement of the facility (§ 202-B) and call for/schedule a public hearing for a **special Town Board meeting** (for 202B proceedings) (**date TBD**), not less than ten (10) nor more than twenty (20) days after such determination, **and deadline to submit written public comments on WWTP Upgrade to the Town end on (TBD)**

**Critical Items to Keep Moving the Project Forward**

- **TBD – Special Town Board Meeting (for Public Hearing)**
  - **Town holds a special Town Board meeting for the public hearing** on the proposed

project and to the increase or improvement of the facility (§ 202-B) for a 0.960 MGD facility and \$40M upgrade - 5:30 PM @ the SL Fire Dept. or Senior Center

- **TBD – Town Board Meeting (202B and BR)**
  - Town to review final public comments from the (TBD) **Special Town Board meeting for the public hearing**
  - Town to make determination in the public interest to complete the proposed improvements (NY Town Law § 202-B Increase or Improvement of Facilities) and submit certified copy of the order to hold the hearing
  - Town to consider adopting a Bond Resolution for the project using package - provided by Bond Counsel

**Project Funding/Financing Overview:**

- Current Project Budget Overview
  - Current Project Budget = \$18 M
  - Current Project Funding = \$11.4M (63%)
  - Town Portion = \$ 6.6M (0% interest loan)
- Proposed Project Budget Overview
  - Proposed Project Budget = \$40 M
  - Current Project Funding = \$11.4M

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- Other Funding = \$ 0M (other funding opportunities e.g., WQIP, USDA-RD, & Enhanced. WIIA, etc. under review)
- Town Portion = \$28.6M  
(loan, may go down with other Funding opportunities)
- **Additional Funding Request – NYSDEC WQIP**
  - **Application submitted on 7/31/24 requesting up to \$10M in grant funding.**
  - Awards typically announced near the end of the year
- **Request to Modify an EFC Funding Agreement**
  - **Nothing new this month**
  - Current Project Financing Agreement = \$18M
  - A draft/unsigned Request to Modify an EFC Funding Agreement form and updated cost estimate on SRF Budget Form showing current and proposed budget increase to \$40M and an upgrade capacity increase from 0.686 to 0.960 MGD upgrade, as well as questions related to ER and design review schedule, was submitted to NYSEFC on 6/28/24. Comments, and responses to questions were as follows:
    - *The Town needs to sign the PFA mod request, the schedule extension needs to be included, and it should be submitted to the CWapply email address at the bottom of the form*
    - *EFC will need a new engineering report as soon as DEC confirms SPDES limits*
    - *EFC will coordinate with DEC to confirm who will be the lead agency for review and approval of the revised engineering report, BODR, plans and specifications.*
    - *EFC and/or DEC will not approve the revised ER/P&S until the new permit is finalized*
    - *EFC can start reviewing the design once draft permit limits are issued for public comment, but no review will be considered final until the final SPDES permit issued. Please check with DEC on their approval process.*
  - **The final Request to Modify for a \$40M upgrade, signed by the Town**

Supervisor, including schedule and other additional information, was submitted to NYSEFC on September 17, 2024

- NYSEFC is reviewing to evaluate possible opportunities for funding the additional amount
- Status update requested on 10/28/24
- **FFY 2025 IUP / Updated PFA for the Updated \$40M Project Budget**
  - The Final Intended Use Plan (IUP) for clean water projects became effective on October 1, 2024.
  - This project is listed on the annual list with a Total Cost of \$40M, and is eligible for short term financing in FFY 2025 (October 2024 – September 2025), pending PFA Modification Request Approval (see Request to Modify an

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EFC Funding Agreement, above)

**Moving the WWTP Upgrade Project Forward**

- Professional Services Work
  - Information Session Regarding Swan Lake Waste Water Treatment Plant Upgrades was held on 5/28 @ 6:30 pm at the Swan Lake Fire House
  - At the June 3, 2024 meeting the Town agreed to a project budget of \$40M and a plant flow capacity capable of 960,000 gpd (maximum potential WWTP buildout using the existing oxidation ditches)
  - Delaware is proceeding with preparation of the revised Schedule, Map Plan Report (MPR), PH Presentation, & Revised Engineering Report (ER); with a project \$40M upgrade and a plant flow capacity of 960,000 gpd
  - See ***Critical Items Planned for Next Month Meeting to Keep Moving the Project Forward*** and ***Critical Items to Keep Moving the Project Forward*** above
- SPDES Permit
  - Continuing work on NYSDEC SPDES Permit Application (NY-2A) for a facility upgrade and expansion with a plant flow capacity of 960,000 gpd, including PER Amendment
  - Notice of Incomplete Application received on June 3, 2024
    - SPDES Permit
      - General Comments from NOI Application cover letter
        - SPDES Outfall Location
          - Incorrect outfall location in the current permit
          - Revise NY-2A to reflect current outfall location
          - Provide easements for all non-Town owned property
        - Stream Disturbance
          - Upgraded outfall pipe will require a Stream Disturbance Permit
        - Freshwater Wetlands
          - No nearby wetlands currently
          - NYSDEC is amending freshwater wetlands regulations, effective 01/01/25
          - NYSDEC may reevaluate our jurisdiction for the proposed project at a later time.
        - State Environmental Quality Review (SEQR)
          - Appears to be an Unlisted action
          - Short Environmental Assessment Form is required
        - Uniform Procedures
          - New applications processed pursuant to Uniform Procedures regulations
          - Major Action, will require a 30-day public comment period
        - Community Risk and Resiliency Act (CRRA)
          - Requirement to demonstrate that the applicant has considered future physical climate risk due to sea-level rise, storm surge and flooding
      - Technical Comments
        - General Corrections – Minor corrections required
        - NY-2A – Minor corrections/additional information required
        - Additional Submittals - Revision Required
          - Topographic Map
          - Conditional Exclusion Certification Form
          - Consideration of Future Physical Climate Risk Form
    - Stream Disturbance, Freshwater Wetlands, SEQR, Uniform Procedures, and Community Risk and Resiliency Act (CRRA)
  - Conference call with NYSDEC on June 21, 2024 focusing on outfall location
    - The current outfall location and receiving waterbody (West Branch

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Mongaup River), which has been in place since 1984, is not the outfall location and receiving waterbody (tributary to the West Branch Mongaup) in the existing permit.

- Affects Water Quality analysis and may affect discharge limits
- Plan Forward
  - Delaware has prepared the response to notice of incomplete application (NOIA) and will submit to NYSDEC with PER Amendment, **on or before November 8, 2024**
    - Cover letter – In process
    - Complete 2A Application – Signed by Supervisor
    - WTCs – Signed by WWTP Operator
    - No Exposure Certification (from stormwater) – Signed by Supervisor
    - Supplemental Information Form (Future Physical Climate Risk) – Signed by Supervisor
    - PER Amendment – In process
  - NYSDEC will do the Water Quality review based on actual/current outfall location to provide draft limits to Delaware/Town
- Project Schedule (updated October 30, 2024)
  - The Anticipated Project Schedule (detailed), attached, based on completion of design prior to draft effluent limits which are anticipated to be provided by NYSDEC in April 2025
  - A summary of the detailed schedule is as follows:

| Task/Milestone                           | Timeframe Start to Complete | Date/Timeframe (A) / (T)          |
|------------------------------------------|-----------------------------|-----------------------------------|
| WQIP CFA Application                     | Completed                   | July 2024 (A)                     |
| Design Completion                        | 9-months                    | July 2024 – April 2025 (T)        |
| NYSEFC Request to Modify an Existing PFA | Completed                   | September 2024 (A)                |
| Submit Final SPDES NY-2A Items           | 1-month                     | October – November 2024 (T)       |
| Submit Preliminary Engineering Report    | 1-month                     | October – November 2024 (T)       |
| 202(b) & Bond Resolution                 | 4-months                    | September – December 2024 (T)     |
| WQIP Award Announcement                  | 3-months                    | December 2025 – February 2024 (T) |
| NYSDEC SPDES Permit Technical Review     | 6-months*                   | November 2024 – April 2025 (T)    |
| NYSDEC SPDES Permit Draft Limits         | 1-month*                    | April 2025 (T)                    |
| NYSDEC SPDES Public Notice               | 1-2 months*                 | April – March 2025 (T)            |
| NYSDEC & NYSEFC PER and Design Rev.      | 2-4 months*                 | May – August 2025 (T)             |
| NYSDEC SPDES Permit Finalized            | 1-2 months*                 | June – July 2025 (T)              |
| NYSDEC & NYSEFC PER Approval             | 1-month*                    | July 2025 (T)                     |
| NYSDEC & NYSEFC Design Approval          | 1-months*                   | August 2025 (T)                   |
| NYSEFC Revised PFA Approval Memo         | 1-2 months*                 | September – October 2025 (T)      |
| Authorization to go to Bid from Town     | 1-month                     | October 2025 (T)                  |
| Bidding/Award                            | 2 months                    | October – November 2025 (T)       |
| Close on Revised SRF Financing           | 1-2 months*                 | November – December 2025 (T)      |

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|                               |             |                                  |
|-------------------------------|-------------|----------------------------------|
| Notice to Proceed             | 1-2 months* | December 2025 – January 2026 (T) |
| Construction                  | 18 months   | January 2026 – June 2027 (T)     |
| Substantial Completion        | 1 month     | May 2027 (T)                     |
| Constriction Completion       | 1 month     | June 2027 (T)                    |
| NYSEFC Long Term Loan Closing | 1 month*    | May 2028 (T)                     |

\* Gray shading denotes regulatory processes. Estimated timeframes for action, or review and approval periods subject to change. All subsequent anticipated dates shall be revised as necessary once regulatory approvals are obtained.

- On-site Under Ground Fuel Tanks
  - **Nothing new this month**
    - NYSDEC is seeking backfees for each 5-year period that each tank was active. Based on the fee schedule, capacity of tanks 1 and 2 was 1,500 gal, the back fee charges would be \$100 every five years from 1986 to 2011 or approximately \$500. From 2011 to present we are looking at \$300 for every five years or approximately \$900 for a total back fee charge of approximately \$1,400 – NYSDEC confirmed that fee is \$1,400
    - At the August 5, 2024 meeting the Town Board Authorize the Town Supervisor to sign the PBS Application Form, and for the Town Director of Finance to issue a check payable to NYSDEC for \$1,400 for the existing underground fuel stage tank registration application
    - Delaware picked up check from Cheryl and Application Form from the Town Supervisor and send into NYSDEC along with the tank registration application form
    - Need to confirm with NYSDEC that the remaining section of the registration forms are properly completed
    - Final PBS Application and Application Fee will be submitted to NYSDEC, following the final NY-2A and PER Amendment
- Subcontract Work
  - **Nothing new this month**
  - Mechanical/HVAC Design Review – Jade Stone (MWBE)
    - Retaining a MWBE firm to provide mechanical/HVAC design review
    - Peer review of HVAC design
    - Subcontract pending
- *Stevensville Water Project*

**Key Items for Board Review and Consideration at this meeting:**

- Working with Town to address NYSEFC unspent proceeds

**Funding**

- The Town received correspondence from NYSEFC on **Unspent Proceeds (\$34,860.08)** for the Town of Liberty DWSRF Project No. DW-18284 on 10/4/24  
Outstanding invoices include:
  - **Hawkins Delafield & Wood LLP (Bond Counsel) – \$11,000**



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- Final invoice submitted to the Town Finance Dept. on 10/16/24
- Disbursement request for these funds is in process
- **Delaware Engineering, D.P.C. (Planning Phase Services) - \$15,000**
  - Invoiced and PD, but not yet requested for disbursement. Invoices submitted to the Town Finance Dept. on 10/10/24
  - Disbursement request for these funds is in process
- **Delaware Engineering, D.P.C. (Engineering Design Services) – \$8,859.20**
  - Final invoice (\$2,163.45) submitted to the Town Finance Dept. on 10/29/24.
  - To be included in final disbursement request pending approval at the

November 18, 2024.

- Engineering Services Contract Task 8 – Subcontract Services will have \$6,695.79 that will remain un-invoiced. It is likely that these unspent proceeds will be applied to the pricing
- The Town Supervisor returned the form confirming status of “**Project No. D0-18284 is not complete.** The Town anticipates submitting a disbursement request by **December 31, 2024**”. (less than three months from October 04, 2024), and return the form on 10/15/24, before the 10/18/24 deadline
- Final disbursement requests pending approval of Delaware Engineering’s final invoice pending approval at the November 18, 2024 meeting.

**Engineering Services**

- As-builts (Record Drawings) being prepared
  - Construction certification planned to go out to NYSDOH with as-builts (record drawings) in November 2024
  - **Final invoice submitted to the Town Finance Dept. on 10/30/24**
  - Engineering Services Contract Task 8 – Subcontract Services will have \$6,695.79 that will remain un-invoiced.

**Construction Contracts**

- **Contract TL2-E-2017 – Electrical.**
  - All work completed and paid out.
- **Contract TL2-G-2017 – General**
- All work complete and paid out
- ***Economic Development Water and Sewer Infrastructure Capacity Planning Study***
  - An update of the report was provided to the Town, and to the Village Mayor, Clerk and Dave B. on 6/8/24
  - A joint Village-Town meeting was held on June 25, 2024
  - Final draft report for review finalized and is anticipated to be submitted to the Town on 10/29/24
  - Meeting with the Village proposed



TOWN OF LIBERTY BOARD MEETING  
PLACE: SENIOR CENTER, 119 NORTH MAIN STREET, LIBERTY, NY 12754  
DATE: 11/04/24  
TIME: 6:30PM

- *Swan Lake Sewer System Evaluation/I/I EPG Study*

**Key Items for Board Review and Consideration at this meeting:**

- Consider agreeing to set up and fund an account with \$60,000 this month, until grant is fully reimbursed, in order for our work to proceed, to be able to apply for SRF/WIIA (state) and BIL (federal) funding in May 2025

**Project Funding**

- All checklist items were submitted to NYSEFC on 8/22/24
- Engineering Agreement is under review by NYSEFC
- NYSEFC should be contacting the Town to schedule a scoping call as the next step toward closing a grant agreement. The purpose of the call is to discuss the engineering report scope proposed in the agreement attached and the schedule. Outstanding items that still need to be submitted to enter into a Grant Agreement with EFC will also be reviewed
- Based on the 2/16/24 Award Notification Letter, the Village must enter into a Grant Agreement by September 30, 2024. More recent correspondence with NYSEFC indicates that a Grant Agreement will be executed in November 2024 and initial funds (\$12,500) will be available in December 2024
- Town needs a plan to have funds in place to pay for all services (\$60,000), until grant is fully disbursed
- The EPG Grant Program is an expenditures reimbursement program
- **Engineering Planning work is on hold until the Town agrees to fund an account to pay for all cost up front, prior to reimbursement**
- Overall, the goal is to develop an I&I report to do a capital project that is funded by State (SRF & WIIA) and Federal (BIL) funds
- SRF & BIL application deadline is May 30, 2024 (Financing applications, and new project listing deadline) and WIIA application deadline is typically June-July
- This next funding application will be the last for the BIL funding
- Note, funding for this project is being provided through NYSEFC and the Town is required to commit matching funds equal to 20% (\$10,000) of the grant award
- Grant Payments to the Town, with invoices and cost documentation, are as follows.
  - 25% of grant amount (\$12,500) upon Execution of Grant Agreement
  - 25% of grant amount (\$12,500) upon Engineering Report Submittal
  - 50% of grant amount (\$25,000) upon Engineering Report Acceptance

**TOWN OF LIBERTY BOARD MEETING**  
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- Excerpt from 2023 EFG Grant Summary:  
**Grant Payments**

Grants are disbursed in three or more payments based on the municipality's progress toward completion of an approvable engineering report. The municipality will receive the first disbursement in the amount of 25% of the total grant amount as an advance payment upon execution of the Grant Agreement with EFC. The second disbursement in the amount of 25% of the total grant amount will be made to the municipality when an approvable engineering report has been submitted for review. Note invoices and cost documentation is needed at this time. The third and final disbursement will be made once the engineering report has been accepted as complete by EFC/DEC and the remaining invoices have been submitted.

- **The Town needs to expend/incur costs to complete work before the Town can get reimbursed for the balance beyond the initial 25% of grant amount (\$12,500) disbursed upon Execution of Grant Agreement**
- **In order for the Engineering Planning work to proceed, and to be able to apply for SRF/WIIA (state) and BIL (federal) funding next May, we recommend that the Town agrees to set up and fund an account for \$60,000 this month.**

**Professional Services Request for Qualifications for Engineering**

**Request for Qualifications**

- Completed July 1, 2024; selected Delaware Engineering, D.P.C. for work

**Contract Execution and Negotiation**

- **Contract executed with Delaware Engineering on August 5, 2024**
- **The Executed Engineering Agreement and Architectural/Engineering Procurement Certification submitted to NYSEFC on August 21, 2024**
- Engineering Agreement is under review by NYSEFC
- At the August 5, 2024 meeting the Town Board resolve to:
  - Authorize the Town Supervisor to execute Delaware Engineering, D.P.C.'s Professional Services Agreement for engineering/professional associated with the Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Study (EPG #128719), for a total not to exceed cost of \$60,000,
  - Authorize the Town Supervisor sign the Certification for Architectural/ Engineering Services Procurement (NYSEFC from) for the Professional Services Agreement with Delaware Engineering, D.P.C. dated 7/13/24 for engineering/professional associated with the Sanitary Sewer Collection System Inflow & Infiltration (I&I) Study (EPG #128719)
- Note, funding for this project is being provided through NYSEFC and the Town is required to commit matching funds equal to 20% (\$10,000) of the grant award.
- Grant Payments to the Town, with invoices and cost documentation, are as follows.
  - 25% of grant amount (\$12,500) upon Execution of Grant Agreement
  - 25% of grant amount (\$12,500) upon Engineering Report Submittal
  - 50% of grant amount (\$25,000) upon Engineering Report Acceptance

**TOWN OF LIBERTY BOARD MEETING**  
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- Excerpt from 2023 EFG Grant Summary:  
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- **Town needs a plan to have funds in place to pay for all services (\$60,000), until grant is fully disbursed**
- Excerpt from 2023 EFG Grant Summary:  
**Grant Payments**

Grants are disbursed in three or more payments based on the municipality's progress toward completion of an approvable engineering report. The municipality will receive the first disbursement in the amount of 25% of the total grant amount as an advance payment upon execution of the Grant Agreement with EFC. The second disbursement in the amount of 25% of the total grant amount will be made to the municipality when an approvable engineering report has been submitted for review. Note invoices and cost documentation is needed at this time. The third and final disbursement will be made once the engineering report has been accepted as complete by EFC/DEC and the remaining invoices have been submitted.

### Anticipated Project Schedule

- The anticipated schedule is as follows:

|                                                                |          |
|----------------------------------------------------------------|----------|
| 23, 2023 (A)                                                   |          |
| Submit NYSCFA EPG Funding Application                          | August   |
| 11, 2023 (A)                                                   |          |
| Award Announcement                                             | February |
| 15, 2024 (A)                                                   |          |
| Award Letter received by Town                                  | February |
| 16, 2024 (A)                                                   |          |
| Authorize the Town Clerk to publish the legal notice for RFQ   | March    |
| 4, 2024 (A)                                                    |          |
| Deadline to submit an executed Award Acceptance Form           | March    |
| 8, 2024 (A)                                                    |          |
| EPG Checklist of Supporting Documentation received by Town     | March    |
| 13, 2024 (A)                                                   |          |
| Provide update to Town Board                                   | April    |
| 1, 2024 (A)                                                    |          |
| Town adopts updated Board Resolutions and Plan of Finance      | May      |
| 6, 2024 (A)                                                    |          |
| RFQ for A/E Procurement                                        | May      |
| August 2024 (I/A)                                              |          |
| Provide Legal Notice to the Town                               | May      |
| 6, 2024 (A)                                                    |          |
| Provide RFQ to the Town                                        | May      |
| 9, 2024 (A)                                                    |          |
| Publication of the legal notice                                | Adopt    |
| Board Resolutions                                              |          |
| March May 10, 2024 (A)                                         |          |
| Deadline to submit RFQ/SOQ                                     | June     |
| 6, 2024 (A)                                                    |          |
| Provide Scoring, Award, & Procurement Documents to Town        | by June  |
| 25, 2024 (A)                                                   |          |
| Town Clerk to distribute and Board to review RFQs/SOQs         | June 10  |
| 14, 2024 (A)                                                   |          |
| Town Board to score RFQ/SOQ and select firm (at Board meeting) | July     |
| 1, 2024 (A)                                                    |          |
| Engineering Contract Submitted to Town                         | July     |
| 31, 2024 (A)                                                   |          |
| Execute Agreement with selected firm (at Board meeting)        | August   |
| 5, 2024 (A)                                                    |          |
| Submit EPG Checklist & Supporting Documentation                | August   |
| 21, 2024 (A)                                                   |          |
| Deadline to submit EPG Checklist Supporting Documentation      | August   |
| 31, 2024 (A)                                                   |          |

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- Local Funding Needed (\$60,000)..... November 2024 (T)
  - Complete I/I Engineering Report ..... November 2024 (T)
  - Field Work (CCTV & Investigations)..... November 2024 (T)
  - Execute PFA .....by December 31, 2024 (T)
  - Town Review of the I/I Engineering Report..... May 2025 (T)
  - Submit the I/I Engineering Report to NYSEFC ..... by May 30, 2025 (T)
  - New project listing deadline for the FFY 2026 IUP (PER) & SRF Application ..... May 30, 2025 (A)
  - WIIA Application Deadline ..... June – July 2025 (A)
  - Deadline to Complete I/I Engineering Report (2-year period) ..... September 2026 (A)
- I&I work and reporting is anticipated to occur October 2024 – May 2025 (T)

**I&I Study Engineering Work Status Update**

- Have base system map from 2023 EPA Administrative Compliance Order Sanitary Sewer O&M Procedures
  - Plan to solicit subcontractors provide cleaning and closed-circuit television (CCTV) inspection services, pending Town setting up \$60 account to fund the Engineering Planning work
  - Working with Damon to develop a list of target areas for CCTV work and Highlight/note locations of planned cleaning/CCTV work on the system map
  - Continuing to summarize WWTP flows and precipitation
  - More work pending
- ***Lead & Copper Rule Revisions service line inventory requirements, due October 2024***
  - **Town is taking the lead and is responsible for getting the work done**
  - The Town did not receive a grant for this work in 2024
  - The completed service line inventory template for your water system must be submitted to [LSLI.submission@health.ny.gov](mailto:LSLI.submission@health.ny.gov) no later than October 16, 2024
  - **The Town submitted the LSL Inventory on October 10, 2024**
  - Consumer notification (Tier 2, 30 days) of known/potential lead service line and associated reporting requirements must be made to consumers at locations where service line materials are declared as Lead, Galvanized Requiring Replacement, or Lead Status Unknown Service Line in the completed service line inventory template within 30 days
    - a. To comply with this provision, water systems must:
      - i. Provide initial notification to affected consumers by November 15, 2024.
      - ii. Provide the appropriate notification to new customers prior to or at the time service begins. repeat the notification annually until the service line is no longer lead, galvanized requiring replacement, or lead status unknown.
  - The water system must also complete *Reporting to states: Demonstrate that the water system delivered the notification and provide a copy of the notification and information materials to their states annually by July 1 for the previous calendar year.*
- ***Sherwood-Roth Booster Pump Replacement***

**Key Items for Board Review and Consideration at this meeting:**

- **Electrical work complete; warranty in process**

**Construction Status Update**

- Electrical Upgrade Work (for manufacturer's warranty) awarded to Eastern Electric Contracting at the 8/5/24 Board meeting for the bid price of \$15,150



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- Electrical Upgrade Work completed on 10/3/24
- Photos of work for manufacturer's warranty submitted to the manufacturer's representative and Wittcon on 10/23/24
  
- Construction (pump installation) was completed on 5/21; startup occurred on 5/30/24
  - Startup tech's report indicating no ground and confirming Xylem-Goulds requirement for warranty purposes
- At the July 15, 2024 meeting the Town Board authorized
  - The Water & Sewer Dept. Supervisor to solicit quotes, from a minimum of three contractors, for work to provide proper NEC compliance grounding to both Sherwood Roth booster pumps systems, and
  - Due to the need to have work done in a timely manner, authorize work to be awarded to the lowest responsible responder at the discretion of the Town Supervisor and Water & Sewer Dept. Supervisor, up to a maximum of \$20,000 (Town threshold for going out to bid).
- Delaware prepared an RFP for the scope of work to solicit quotes for the Sherwood Roth Booster Pump Electrical Upgrades to send to electrical contractors, with responses due by 3 PM on July 24, 2024.
- Two quotes were received:
  - Eastern Electric Contracting - \$15,100
  - Ross Electric - \$12,852.00 (contractor did not fill out provided bid sheet or schedule as requested, and is considered a bid informality)
- The Town has the option waive any informalities and award to either contractor
- Damon would prefer to award to Eastern Electric Contracting
- At the August 5, 2024 meeting the Town resolve to:
  - Award of the Sherwood Roth Booster Pump Electrical Upgrade work to Eastern Electric Contracting at a bid price of \$15,150 based on their 7/24/24 response
  - Authorize the Town Director of Finance to issue a purchase order for this work and send to Eastern Electrical Contracting
  
- ***Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing***

**Key Items for Board Review and Consideration at this meeting:**

- Review status
- Consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement

**Status Update**

- Under review with Damon
- **If the Town desires Delaware to proceed any further, we recommend that the Town consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement**

**Background**

- The barrier that protects the waterline crossing from traffic traveling south-east on the Ferndale Loomis Road (Steep Grade) has been struck by larger vehicles three times since 2021. See photos and plan (attached)
- In the most recent event, the impact moved the barrier so that it is now touching the piping, and may have moved the vertical section of waterline out of alignment. It appears that the barrier may be cast around the vertical segment of pipe. See detail on plan (attached)
- **In its current state it seems stable but it might break the line if it sustains another impact**
- The Town Highway Department has worked with the County to place "Steep Grade" signs at the top of the Ferndale Loomis Road
- Damon and Cheryl have asked us to work with the Town to provide a recommendation for repair and get costs/proposals to complete the repairs, that will be submitted to the insurance company of the business/motorist at fault
- The nearby County bridge and guiderails sustained significant damage in the two recent events, the County wishes to repair the bridge structure and replace the guiderail this season before the traffic in that area increases
- At this time, the recommended repair would be to isolate and shut down the crossing, demo existing barrier, and install a new barrier that is similar to the existing (due to limited space). It is unlikely that the work required to complete repair (demo existing and cast new barrier) will be able to be completed without shutting down the line, and would be without service, for possibly up to a month
  
- Need to review and confirm with the Town Water & Sewer Dept:
  - What needs to be done to shut that line down?
  - Can temporary service be installed (e.g., hydrant to hydrant) at/near the bridge?

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- Is there a secondary supply?
- If no secondary supply, how long can this line be down for?
- The County is considering the possibility of working with the Town to complete the necessary repairs through an intermunicipal agreement (IMA) with the Town, but may ultimately decline considering the close proximity to the Town's waterline

○ ***Loomis Clarifier Repair***

**Key Items for Board Review and Consideration at this meeting:**

- Review status
- Consider to agree to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement

**Status Update**

- The Phase 1 clarifier (Kelly Engineering, installed in 2013-2014) needs some repair work
- One quote received +/- \$15K (e.g., bearing, oil seal, flange bearing, torque tube, steady shaft, fastener, etc.)
- Town procurement requires three (3) quotes (\$5K < \$ < \$20K)
- **If the Town desires Delaware to proceed any further, we recommend that the Town consider to agree to retain Delaware to assist with work as time and materials basis with a budget under the General Services Agreement**

○ ***Attachments***

- None

○ ***Items Discussed or Reviewed at Meeting but not distributed with this package:***

- None

**NEW BUSINESS**

**-24 PAYMENT AUTHORIZED FOR THE PURCHASE OF (1) 2023 DODGE RAM FOR W&S**

The Town Board does hereby authorize payment for the purchase of (1) 2023 Dodge Ram for the Water & Sewer Department in the amount of \$77,505.09.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       |        |        | X   |         |    |
| Councilmember Vincent McPhillips | X      |        | X   |         |    |
| Councilmember John Lennon        |        | X      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24 APPROVAL OF THE SNOW AND ICE CONTRACT BETWEEN THE TOWN OF LIBERTY AND THE COUNTY OF SULLIVAN FOR THE PERIOD BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2027 AND AUTHORIZATION FOR THE SUPERVISOR TO EXECUTE**

**TOWN OF LIBERTY BOARD MEETING**  
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The following resolution was duly move by Councilmember Dean Farrand, seconded by Councilmember John Lennon and adopted:

RESOLVED, that pursuant to Highway Law Section 135-a providing for snow and ice control on County Roads with the Town, the Supervisor be and he is directed to execute a contract with the County of Sullivan for the Town to undertake and perform snow and ice control on County roads located in the Town for the period beginning July 1, 2024 – June 30, 2027 and any extensions thereof duly authorized as provided in such contract at the rates therein provided or hereafter approved.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       | x      |        | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        |        | x      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24 APPROVAL OF MINUTES AS SUBMITTED BY THE TOWN CLERK**

The Town Board does hereby approve the following minutes as submitted by the Town Clerk:

|                             |          |
|-----------------------------|----------|
| Regular Monthly Mtg.        | 9/16/24  |
| Public Hearing Intro. LL #5 | 10/7/24  |
| Dept. Head/Worksession Mtg. | 10/7/24  |
| Budget Hearings             | 10/21/24 |
| Regular Monthly Mtg.        | 10/21/24 |

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       |        | X      | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        | X      |        | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24 AUTHORIZATION TO SET UP AND FUND AN ACCOUNT FOR \$60,000 FOR PAYMENT OF SERVICES UNTIL SWAN LAKE SEWER SYSTEM EVALUATION I&I ENGINEERING PLANNING GRANT (EPG) IS FULLY DISBURSED**

The Town Board does hereby authorize the set up and fund an account for \$60,000 for payment of services until Swan Lake Sewer System Evaluation I&I Engineering Planning Grant (EPG) is fully disbursed.

|  | Motion | Second | Aye | Abstain | No |
|--|--------|--------|-----|---------|----|
|--|--------|--------|-----|---------|----|

**TOWN OF LIBERTY BOARD MEETING**  
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|                                  |   |   |   |  |   |
|----------------------------------|---|---|---|--|---|
| Supervisor Frank DeMayo          |   |   | X |  |   |
| Councilmember Dean Farrand       | X |   | X |  |   |
| Councilmember Vincent McPhillips |   |   |   |  | X |
| Councilmember John Lennon        |   | X | X |  |   |
| Councilmember Sherri Kavleski    |   |   | X |  |   |

**-24 MOTION AUTHORIZING THE HIRING OF OWEN TRASK AS A LABORER FOR THE HIGHWAY DEPARTMENT PENDING PRE-EMPLOYMENT TESTING**

The Town Board does hereby authorize the hiring of Owen Trask as a laborer for the Highway Department pending pre-employment testing.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       |        |        | X   |         |    |
| Councilmember Vincent McPhillips | X      |        | X   |         |    |
| Councilmember John Lennon        |        | X      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24 BETHEL RE-LEVIED WATER AND SEWER RENTS**

The Town Board of the Town of Liberty does hereby authorize the Supervisor of the Town of Bethel to transmit for presentation to the Sullivan County Legislature the following lists of properties against which there are past due water rents totaling \$16,792.15 owed to the Stevensville Water District and \$1,120.99 past due sewer rents owed to the Swan Lake-Briscoe Rd. Consolidated Sewer on November 4, 2024 and to request that said Board levy as re-levied water and sewer rents the sum specified against the property identified by section, block and lot number preceding the amount of arrears on the 2025 tax roll of the Town of Bethel.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          | X      |        | X   |         |    |
| Councilmember Dean Farrand       |        | X      | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        |        |        | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24 APPROVAL OF TOWN OF LIBERTY WATER & SEWER RE-LEVIES**

The Town Board does hereby approve the following Town of Liberty Water & Sewer Re-levies as submitted by the Water & Sewer Department:



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- Loomis Water District \$7,845.81
- Ferndale Water District \$60,282.41
- Indian Lake Water District \$3,676.72
- Cold Spring Water \$5,384.83
- Young's Hill Sewer District \$3,893.22
- Route 55 Water District \$55,441.11
- Stevensville Water District \$43,005.00
- Swan Lake/Briscoe Rd. Consolidated Sewer \$19,051.44
- Infirmary Sewer \$1,543.07
- White Sulphur Springs Water District \$16,407.53

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       | X      |        | X   |         |    |
| Councilmember Vincent McPhillips |        |        | X   |         |    |
| Councilmember John Lennon        |        | X      | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

**-24**

**DISCUSSION**

1. Camp HASC-Floating Zone- Sam Kahn of Camp Hasc would like to develop a medical center to provide comprehensive medical services, dental services, pediatric and internal medicine for the community at large. The process to do this would require a Floating Zone. The Supervisor suggested consulting with Peter Manning to find the best way to do this.
2. ARPA Funds-The Supervisor advised that the Town is looking to upgrade our software through OpenGov with ARPA funds. Looking at Permitting and Licensing. They will get some prices and see about doing a presentation. The Town has \$187,985.00 left in ARPA funds.
3. Pavilion at Walnut Mt. we received an extension until July, so no longer under the gun and will be able to look for more grant funds.

**UNDER REVIEW**

1. Drilled wells with a yield of less than 5 GPM.
2. Training & Recommendations policy- Planning & Zoning
3. Shipping Containers
4. Fence In/Fence Out
5. Solar

**TOWN OF LIBERTY BOARD MEETING**  
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**IN PROGRESS**

1. Converting and moving the Building Department and the Assessor's Office to the Park & Recreation Building.
2. Fines
3. Empty Lot in Parksville
4. Illegal dumping of garbage
5. Delaware Town/Village Water Sewer Study
6. Lead Service Line Inventory
7. Walnut Mt. Pavilion.
8. Swan Lake-Lake
9. Zoning change request from KBSL Holdings, Inc.

**PUBLIC PARTICIPATION**

**Elizabeth Greig-** Wanted an update on the Comprehensive Plan.

The Supervisor advised that they were looking for grants. He did say that they would like to start the steering committees very soon.

**Matt DeWitt**

Advised the board that with the change for the CDL licenses he would like to put together a policy to protect the Town if they are investing in the employees. Matt advised that during his interview some of the 19 to 22 year old have an issue with affording the cost of \$3,000. A short discussion followed.

**BOARD DISCUSSION**

Councilperson Vincent McPhillips

- Has had individuals reaching out to him regarding the school on Huschke Rd. and wanted to know what is going on with that.

The Supervisor advised that there will be a Planning Board meeting the following day and it is on the agenda.

- He advised that there had been a lot of emails going back and forth regarding the development on Kelly Bridge Rd. and that he didn't see it on the agenda.

The Supervisor advised that it would be on next meeting.

- Councilmember McPhillips advised that they all talk about wanting development and he advised that he is for Mr. Friedman and not the PUD. He believes that it is worth taking a look at it.

Councilmember John Lennon

**TOWN OF LIBERTY BOARD MEETING**  
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- Also speaking on Mr. Friedman I think that he misspoke. I think he still wants to develop and own the property. He feels that it's someplace between a hybrid which is a zoning change and some of the new PUD stuff.
- The Halloween parade was excellent.
- Everyone should go out and vote.

Councilmember Dean Farrand

- With the Comprehensive plan we have a research committee that he would like the board's permission to start sending out to people who would like to be a part of it. Would like to put it on the Town's website to start finding people that are non-biased and open minded on what we need to do.
- Nice parade.
- Encourages everyone to get out and vote

Councilmember Sherri Kavleski

- Would like to see how the deed restrictions would work for the Town.

Attorney Klein advised that they would have to negotiate and agree to the conditions and or restrictions and put that onto his zoning amendment.

Supervisor Frank DeMayo

- Get out to vote. Best to Bruce and Sherri.

**ADJOURN**

The Town Board does hereby adjourn the meeting at 7:18 p.m.

|                                  | Motion | Second | Aye | Abstain | No |
|----------------------------------|--------|--------|-----|---------|----|
| Supervisor Frank DeMayo          |        |        | X   |         |    |
| Councilmember Dean Farrand       |        |        | X   |         |    |
| Councilmember Vincent McPhillips |        | X      | X   |         |    |
| Councilmember John Lennon        | X      |        | X   |         |    |
| Councilmember Sherri Kavleski    |        |        | X   |         |    |

Respectfully submitted,

Laurie Dutcher, Town Clerk

TOWN OF LIBERTY BOARD MEETING  
119 NORTH MAIN STREET, LIBERTY, NY 12754  
DATE: 11/18/24  
TIME: 7:00 P.M.

At the Regular Meeting of the Town Board of the Town of Liberty held on 11/18/24 at 7:00 p.m., the following were present:

**PRESENT:**

Supervisor Frank DeMayo  
Councilmember Dean Farrand  
Councilmember John Lennon  
Councilmember Sherri Kavleski

**ABSENT:**

Councilmember Vincent McPhillips

**RECORDING SECRETARY:**

Town Clerk Laurie Dutcher

**ALSO PRESENT:**

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

**PLEDGE OF ALLEGIANCE**

**CORRESPONDENCE**

**INCOMING:**

1. Correspondence from the New York State Department of State regarding Notice of Determination of Discontinuance.
2. A copy of the Parks & Recreation minutes October 1, 2024.

**OUTGOING:**

**-24                    ACCEPTANCE OF INCOMING CORRESPONDENCE**

The Town Board of the Town of Liberty does hereby accept the incoming correspondence.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |



# TOWN OF LIBERTY BOARD MEETING

119 NORTH MAIN STREET, LIBERTY, NY 12754  
11/18/24

DATE:  
TIME: 7:00 P.M.

|                               |  |   |   |  |  |  |
|-------------------------------|--|---|---|--|--|--|
| Councilmember John Lennon     |  | X | X |  |  |  |
| Councilmember Sherri Kavleski |  |   | X |  |  |  |

## NEW BUSINESS

### -24 APPROVAL OF THE MONTHLY REPORTS

The Town Board does hereby approve the following monthly reports:

- Town Clerk's Report 10/24
- Revenue & Expense Report 10/24
- Supervisor's Report 10/24

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      |        | X      | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       | X      |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

### 283-24 APPROVAL OF AUDITS

The Town Board does hereby approve of the audits as follows:

- November, 2024 Voucher Abstract #1831 to #1991 totaling \$1,117,104.13.
- October, 2024 Post Audit Claims #1803 to #1830 totaling \$245,868.69.
- October, 2024 General Ledger Abstract Claims #338 to #366 totaling \$323,870.43.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         | X      |        | X   |         |    |        |
| Councilmember Dean Farrand      |        | X      | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

**TOWN OF LIBERTY BOARD MEETING**

119 NORTH MAIN STREET, LIBERTY, NY 12754  
11/18/24

DATE:  
TIME: 7:00 P.M.

**-24 RE-APPOINTMENT OF ABRAHAM LAX TO THE BOARD OF ASSESSMENT REVIEW FOR A TERM EXPIRING 9/30/2029**

The Town Board of the Town of Liberty does hereby re-appoint Abraham Lax to the Board of Assessment Review for a term expiring on 9/30/2029.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        | X      | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

**-24 APPROVAL OF THE 2024 MID-YEAR BUDGET TRANSFERS & MODIFICATIONS AS SUBMITTED BY THE THE FINANCE DIRECTOR**

The Town Board does approve of the 2024 mid-year budget transfers & modifications as submitted by the Finance Director.

| DA 4089           | \$50,000                                 |             |
|-------------------|------------------------------------------|-------------|
| <b>DA 5130.31</b> |                                          | \$50,000    |
|                   | 2013 FREIGHTLINER (ARPA FUNDS)           |             |
| <b>A 4089</b>     | \$15,014.88                              |             |
| <b>A 1680.41</b>  |                                          | \$15,014.88 |
|                   | MICROSOFT 365/EMAIL BACKUPS (ARPA FUNDS) |             |
| <b>B 4089</b>     | \$1,876.86                               |             |
| <b>B 3620.44</b>  |                                          | \$1,876.86  |
|                   | MICROSOFT 365/EMAIL BACKUPS (ARPA FUNDS) |             |
| <b>MO 4089</b>    | \$3,128.10                               | \$3,128.10  |
| <b>MO 8110.41</b> |                                          |             |
|                   | MICROSOFT 365/EMAIL BACKUPS (ARPA FUNDS) |             |
| <b>A 2705</b>     | \$1,000.00                               |             |
| <b>A 8510.4</b>   |                                          | \$1,000.00  |
|                   | DONATION FOR TREE                        |             |
| <b>A 2705</b>     | \$6,300.00                               |             |
| <b>A 7500.4</b>   |                                          | \$6,300.00  |
|                   | FIREWORKS DONATION                       |             |

**TOWN OF LIBERTY BOARD MEETING**

119 NORTH MAIN STREET, LIBERTY, NY 12754  
11/18/24

DATE:  
TIME: 7:00 P.M.

|                  |                                                                                                             |             |
|------------------|-------------------------------------------------------------------------------------------------------------|-------------|
| <b>DB 2706</b>   | \$15,000.00                                                                                                 |             |
| <b>DB 5110.4</b> |                                                                                                             | \$15,000.00 |
|                  | HAZARD MITIGATION/FERNDAL LOMIS ROAD SC SOIL & WATER DONATION                                               |             |
| <b>A 3068</b>    | \$13,758.41                                                                                                 |             |
| <b>A 1968.4</b>  |                                                                                                             | \$13,758.41 |
|                  | GOLDEN FEATHER/WALNUT PAVILION                                                                              |             |
|                  |                                                                                                             |             |
|                  | BUDGET TRANSFER FROM DA 9950.9 TO DA 5130.2 IN THE AMOUNT OF \$23,000 FOR THE PURCHASE OF 2001 CASE TRACTOR |             |

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        | X      | X   |         |    |        |
| Councilmember Dean Farrand      |        |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       | X      |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

**-24 ACCEPTANCE OF RESIGNATION OF WILL DEPAOLO FROM THE HIGHWAY DEPARTMENT**

The Town Board does hereby accept the resignation of Will DePaolo from the Highway Department effective 11/27/24

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        | X      | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

**-24 RESOLUTION CELEBRATING THE TOWN OF LIBERTY PARK & RECREATION JUNIOR LIBERTY WARRIORS BACK TO BACK CHAMPIONSHIPS AS THE HUDSON VALLEY YOUTH CHAMPIONS**

**RESOLUTION OF CONGRATULATIONS**

**WHEREAS**, the Town Board of the Town of the Town of Liberty wishes to Congratulate the **OUTSTANDING & UNPRESIDENTED** back to back Championships won by the Liberty Parks and Recreation Liberty Warriors Junior Football Team; and

**WHEREAS**, the Liberty Warriors Junior Football Team finished the season with a 8-1 record; and,

# TOWN OF LIBERTY BOARD MEETING

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11/18/24

DATE:  
TIME: 7:00 P.M.

**WHEREAS**, the Liberty Warriors Junior Football Team braved the heat, cold and rain throughout the season; and,

**WHEREAS**, the warriors unwavering dedication and teamwork throughout the season ignited the spirit of our community; and

**WHEREAS**, the Liberty Warriors Cheerleading team brought their passion & excitement energizing the players; and,

**WHEREAS**, the Town Board would also like to congratulate the following football coaches, Al White, Jason Grossman, David Anthony and Peter Owners the following Cheerleading coaches, Amanda Letohic, Aakeyah Anderson, and to thank them for their time and dedication to make the Warriors Junior Football Team a force to be reckoned with; and

**WHEREAS**, The Town Board would also like to give a big thanks to the Parks & Recreation Department for having a football program that has grown over the years to be what it has become;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Liberty does hereby congratulate the Football players, the Coaches and the Cheerleaders on being **UNDEFEATED AND SECURING THE HUDSON VALLEY YOUTH FOOTBALL CHAMPIONSHIP FOR THE SECOND YEAR IN A ROW.**

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      |        |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       | X      |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        | X      | X   |         |    |        |

## DISCUSSION

### SWAN LAKE DAM & BRIDGE

The Supervisor included the title search and a copy of the Swan Lake Dam Safety Inspection that was prepared for the Catskill Clean Water Fund. Supervisor DeMayo advised that they are going to try and get cooperation from the owner and he would be getting phone numbers from the Building Dept. to contact the property authorities.

### -24 SAM KAHN OF CAMP HASC TO PUT \$5,000 INTO ESCROW TO OFFSET COSTS ASSOCIATED WITH THE ZONING CHANGE REQUEST

The Town Board does hereby ask that Sam Kahn of Camp Hasc put \$5,000 into escrow with the Town of Liberty to offset costs associated the zoning change request.

|                            | Motion | Second | Aye | Abstain | No | Absent |
|----------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo    | X      |        | X   |         |    |        |
| Councilmember Dean Farrand |        | X      | X   |         |    |        |



TOWN OF LIBERTY BOARD MEETING

119 NORTH MAIN STREET, LIBERTY, NY 12754  
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TIME: 7:00 P.M.

|                                 |  |  |   |  |  |   |
|---------------------------------|--|--|---|--|--|---|
| Councilmember VincentMcPhillips |  |  |   |  |  | X |
| Councilmember John Lennon       |  |  | X |  |  |   |
| Councilmember Sherri Kavleski   |  |  | X |  |  |   |

- 24 APPROVAL FOR THE TOWN OF LIBERTY & VILLAGE OF LIBERTY TO HIRE PETER MANNING TO GIVE THE COMPREHENSIVE STEERING COMMITTEE A (2) HOUR TRAINING SESSION AND WILL SPLIT THE COST OF \$425.00 BETWEEN THE TOWN AND VILLAGE**

The Town Board does hereby authorize the hiring of Peter Manning to train the Comprehensive Steering Committee at a cost of \$425.00 for a (2) hour session and the Town of Liberty and the Village of Liberty will split the cost of \$212.50 each.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        | X      | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

- 24 TOWN ATTORNEY DIRECTED TO DRAW UP LOCAL LAW PUTTING A MORATORIUM ON SOLAR FARMS FARMS IN THE COMMERCIAL INDUSTRIAL DISTRICT**

The Town Board does hereby direct the Town Attorney to draw up a local law putting a moratorium on solar farms in the Commercial industrial District.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         | X      |        | X   |         |    |        |
| Councilmember Dean Farrand      |        | X      | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

- 24 SUPERVISOR AUTHORIZED TO EXECUTE CONTRACT, PENDING ATTORNEY REVIEW, TO PURCHASE (2) (2) MODULES FROM OPENGOV AT A COST OF \$157,125.12 TO BE PAID FOR FROM ARPA FUNDS**

The Town Board does authorize the Supervisor to execute a contract, pending attorney review, with OpenGov to purchase (2) modules at a cost of \$99,600 for Professional Services and a (1) year annual cost of \$57,525.12 for the first year, with an annual increase of 5% each year thereafter, for a total \$157,125.12 to be paid for from ARPA Funds.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      |        | X      | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       | X      |        | X   |         |    |        |

# TOWN OF LIBERTY BOARD MEETING

119 NORTH MAIN STREET, LIBERTY, NY 12754  
11/18/24

DATE:  
TIME: 7:00 P.M.

|                               |  |  |   |  |  |  |
|-------------------------------|--|--|---|--|--|--|
| Councilmember Sherri Kavleski |  |  | X |  |  |  |
|-------------------------------|--|--|---|--|--|--|

## -24 APPROVAL TO PURCHASE AN HP DESIGNJET T2600dr PS MAP PRINTER FROM KRISTT COMPANY AT AT A COST OF \$11,295.00 FROM ARPA FUNDS

The Town Board does hereby authorize the purchase of an HP Designjet T2600dr PS large map printer from Kristt Company for the Building Department at a cost of \$11,295.00 to be paid for from ARPA funds.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        | X      | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

### Patrick Kelly

Mr. Kelly submitted the following letter to the Town Board regarding his property:

November 14, 2024

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

Town of Liberty Supervisor, Council Members, & Town of Liberty Attorney Kenneth Klein.

My name is Patrick Kelly. I am the owner of two (2) commercial vacant land parcels on Exit Road in the Town of Liberty, NY on Exit 99/ Route 17 – Future I-86.

Parcel 1: 18-1-40.1 (IC) - Vacant Commercial  
Parcel 2: 18-1-40.2 (C) - Vacant Commercial

I have been placed in an awkward position and I am in need of your immediate help to bring about a resolution to a perceived zoning issue that has arisen for both of these parcels in recent days. The property has been listed for sale as 'commercial' property. At present there is an interested buyer who would like to purchase and then erect a commercial building on these two commercial properties to generate income and position the Town of Liberty to collect commercial tax revenue from them.

I seek resolution from the Town of Liberty Supervisor, Liberty Board Members, and Town Attorney to acknowledge that these two parcels are indeed commercial parcels and not a different designation. These two parcels, (18-1-40.1 & 18-1-40.2) abut neighboring commercial parcels along the Exit Road/ Exit 99 commercial corridor per the Town of Liberty Zoning maps.

I purchased both parcels in October of 2021 with representation of attorney Kenneth Klein, with the certainty they were listed and designated as 'commercial' lots. With due diligence, the transaction was completed and I assumed title of these two commercial parcels.

Please consider the following:

TOWN OF LIBERTY BOARD MEETING

119 NORTH MAIN STREET, LIBERTY, NY 12754  
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DATE:  
TIME: 7:00 P.M.

- I have maintained TITLE of these two parcels since October of 2021.
- I have paid commercial taxes on the property since 2021; Town of Liberty School Tax and Town & County Taxes.
- Per Chris Knapp of Sullivan County Real Property, both parcels have always been designated as 'commercial'.
- All commercial taxes paid in full since 2021.
- Per Rich Manly, Town of Liberty Building Inspector – Records reflect parcel 18-1-40.2 is labeled as “C”, Service Commercial. Parcel 18-1-40.1 is labeled as “IC”, Industrial Commercial.
- Per “Sunny”, Town of Liberty Assessor, both parcels are listed and taxed as commercial.
- Original MLS (2021) “for sale” MLS listing per Darlene O'Dell of Berkshire Hathaway: both properties listed as 'commercial'
- 2024' MLS record shows both parcels as 'commercial'
- The Town of Liberty Zoning maps have shown both parcels in commercial zone.
- New York State Department of Taxation & Finance - Tax Form: RP-5217-PDF, Real Property Tax Report, represents both parcels with “Property Class” designation as “330” - land in Commercial Area.
- Per Surveyor Tony Sciliano's survey map, September 16, 2021, identifies adjacent parcels. These parcels have commercial zoning designations.
- Per Section II: Land Use Goals - Liberty Comprehensive Plan 2016 - Commercial Land Uses

*“The Town of Liberty seeks to expand commercial opportunities that will maximize community benefits. The development should reflect the local factors of the area and recognize regional, town and neighborhood center opportunities. Commercial development should be directed to locations with infrastructure and setting appropriate for the scale and intensity of commercial activity consistent with the land use plan. Commercial development should contribute to and enhance the town’s character and identity and not result in adverse environmental impacts. Furthermore, development should complement the community’s needs and enhance the overall quality of life for Liberty residents.*

*The commercial areas are located along State Route 52 in the town to the East and West of the village and State Highway 17, both serve as major travel corridors through the town. This district is intended to provide for the development of commercial businesses and enterprises that serve the needs of Liberty residents as well as the traveling public.*

*The commercial districts largely have access to municipal services and utilities, allowing for future economic growth that takes advantage of this infrastructure investment. Where these services do not exist, they should be extended if feasible. Residential uses may be appropriate here with careful site plan design and the set aside of landscaped buffer areas to reduce potential conflicts between the commercial activities and the residential uses.”*

Respectfully, I am looking for assistance in *affirming* the designation of my two parcels as 'commercial', “C” or IC.” Most parties I have contacted and spoken to this past week at the Town of Liberty, identify and recognize the record designation to be 'Commercial'.

I will be attending the November 18<sup>th</sup> Monday evening Board meeting to speak directly to you. I will come prepared to discuss with you in person and answer any questions you may have.

If inclined, please contact me before the November 18<sup>th</sup> Board meeting to assist me in identify any steps that can be taken now or in the next few days.

Contact information: phone (845 701 2125) or email ([patrick@kellymasonryanddesign.com](mailto:patrick@kellymasonryanddesign.com))

Regards,

Town of Liberty  
Resident

TOWN OF LIBERTY BOARD MEETING  
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DATE: 11/18/24  
TIME: 7:00 P.M.

Patrick R Kelly

A lengthy conversation occurred and the end result was that he would go to the Assessor and ask for a lot improvement and then the board would consider a zoning change.

**PART-TIME CLERK FOR WATER & SEWER**

The Supervisor advised the Board that there were (3) applicants for the part-time Water and Sewer position and that he would be interviewing them at the Water & Sewer Office if anyone was interested in also being there. Councilmember Dean Farrand advised that he would like to be there.

**-24 AUTHORIZATION FOR THE SUPERVISOR TO EXECUTE THE RENUNCIATION OF DISPOSITION AGREEMENT CONCERNING THE DONATION OF LAND IN PARKSVILLE SBL# 2.-1-4.1 (326.16 ACRES) & SBL # 2.-1-4.3 (36.6 ACRES)**

The Town Board does hereby authorize the supervisor to execute the Renunciation of Disposition Agreement concerning the donation of land in Parksville SBL #2.-1-4.1 (326.16 ACRES) & SBL # 2.-1-4.3 (36.6 ACRES).

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        |        | X   |         |    |        |
| Councilmember Sherri Kavleski   |        | X      | X   |         |    |        |

**OLD BUSINESS**

**UNDER REVIEW**

1. Training & Recommendations policy- Planning & Zoning
2. Shipping Containers
3. Fence In/Fence Out
4. AIRBNB
5. Update of Comprehensive Plan

**IN PROGRESS**

1. Converting and moving the Building Department and the Assessor's Office to the Park & Recreation Building.
2. Fines (*Sent to KK 9/17/24*)
3. Solar



TOWN OF LIBERTY BOARD MEETING  
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4. Illegal dumping of garbage
5. Delaware Town/Village Water Sewer Study
6. Walnut Mt. Pavilion.

**PUBLIC PARTICIPATION**

**No one from the public had anything to say.**

**BOARD DISCUSSION**

**Councilmember Vincent McPhillips**

- Nothing to report

**Councilmember John Lennon**

- Nothing to report

**Supervisor Frank DeMayo**

- Nothing to report

**Councilmember Dean Farrand**

- Nothing to report

**Councilmember Sherri Kavleski**

- Nothing to report

**ADJOURN**

The Town Board does hereby adjourn the meeting at 7:56 p.m.

|                                 | Motion | Second | Aye | Abstain | No | Absent |
|---------------------------------|--------|--------|-----|---------|----|--------|
| Supervisor Frank DeMayo         |        |        | X   |         |    |        |
| Councilmember Dean Farrand      | X      |        | X   |         |    |        |
| Councilmember VincentMcPhillips |        |        |     |         |    | X      |
| Councilmember John Lennon       |        | X      | X   |         |    |        |
| Councilmember Sherri Kavleski   |        |        | X   |         |    |        |

Respectfully submitted,

Laurie Dutcher, Town Clerk



## SULLIVAN COUNTY FIRE ADVISORY BOARD


### Appointment Form

This Letter serves to advise

the Sullivan County Legislature that the Town of: LIBERTY nominates

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| Name:        | <u>DONALD SHERWOOD</u>                                             |
| Address:     | <u>157 BUSHVILLE / SWAN LAKE RD.</u><br><u>FERNDALE N.Y. 12734</u> |
| Home Phone:  | <u>845 292 6871</u>                                                |
| Buss. Phone: |                                                                    |
| E-Mail:      | <u>dkshrwd52@hotmail.com</u>                                       |
| Other:       | <u>CELL 914 466 5049</u>                                           |

To be our representative to the Sullivan County Fire Advisory Board for the year 2025.

Signed:  Supervisor, Town of: Liberty

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

Please Fax or Email form on or before December 31<sup>st</sup> to: Clerk of the Board to the Sullivan County Legislature

Fax #: 845-807-0447 Email: Annmarie.Martin@sullivanny.us

Mail: Fire Advisory Board Appointment  
Sullivan County Government Center  
100 North Street PO Box 5012  
Monticello, NY 12701-5012

Attn: AnnMarie

## **supervisordemayo townofliberty.org**

---

**From:** l.dutcher townofliberty.org  
**Sent:** Tuesday, November 26, 2024 10:19 AM  
**To:** supervisordemayo townofliberty.org  
**Subject:** FW: Board approval next steps...

**From:** Patrick Kelly [mailto:patrick@kellymasonryanddesign.com]  
**Sent:** Tuesday, November 26, 2024 8:52 AM  
**To:** l.dutcher townofliberty.org <l.dutcher@townofliberty.org>  
**Subject:** Board approval next steps...

Good morning.

Very happy Thanksgiving!

Please update me on the direction/schedule, approval, public meeting, etc... for the zoning change I requested from the Board at the last meeting.

I have forwarded a copy of the NY STATE DOT letter provided to me allowing egress from Exit Road.

I have put forth and signed the 'Request for Parcel Combination' with Sunsoree and forwarded to Frank.

Looking forward to an update.

Much appreciated.

Thanks,  
Patrick Kelly

Get [Outlook for iOS](#)

**supervisordemayo townofliberty.org**

---

**From:** Patrick Kelly <patrick@kellymasonryanddesign.com>  
**Sent:** Thursday, November 21, 2024 12:07 PM  
**To:** supervisordemayo townofliberty.org  
**Subject:** Kelly commercial property  
**Attachments:** Kelly driveway allowance.pdf

Frank.

Good afternoon.

Please see attached copy 'Kelly driveway allowance' pdf for your records.

I have filled out and signed the lot combination form. I am in possession of the attached allowance letter from NYS DOT.

Please let me know of the Town schedule moving forward for change of designation.

Much appreciated.

Patrick Kelly

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## Department of Transportation

**KATHY HOCHUL**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**ANDREW D. STILES, P.E.**  
Regional Director

November 21, 2024

Patrick Kelly  
375 Lake Marie Road  
Liberty, NY 12754

Dear Mr. Kelly,

New York State Department of Transportation (NYSDOT) has reviewed the property on Exit Road in Liberty, NY S-B-L No 18 – 1 – 40.2 and found that NYSDOT will allow a driveway to be built along the frontage of property.

This driveway shall be installed once a NYSDOT highway work permit has been issued. To request a highway work permit application please contact the NYSDOT Monticello office at 165 East Broadway Monticello NY 13827 at phone number (845)794-7450 or by contacting me, Cathy Niederriter at 44 Hawley Street Binghamton, NY 13901 and (607) 721-8082.

Sincerely,

**Cathy  
Niederriter**

Cathy Niederriter  
NYSDOT Region 9 Permit Engineer

Digitally signed by Cathy  
Niederriter  
Date: 2024.11.21 11:58:45  
-05'00'

Recovery Funds Summary as of 11/22/24

| Illegal Dumping   |                          |           |          |
|-------------------|--------------------------|-----------|----------|
| Amount requested: | \$                       | 12,057.36 |          |
| 5/31/2022         | Spray Wand               | \$        | 16.99    |
| 6/2/2022          | Plant Food               | \$        | 112.34   |
| 6/6/2022          | Emergency Lights         | \$        | 60.54    |
| 6/15/2022         | Signs for Truck          | \$        | 127.97   |
| 6/30/2022         | gas                      | \$        | 276.20   |
| 7/14/2022         | Trash                    | \$        | 27.10    |
| 7/31/2022         | gas                      | \$        | 202.85   |
| 8/2/2022          | Trash                    | \$        | 103.40   |
| 8/31/2022         | gas                      | \$        | 288.11   |
| 8/5/2022          | Water Pump               | \$        | 59.99    |
| 8/3/2022          | Safety Vests             | \$        | 23.98    |
|                   | 2022 Payroll             | \$        | 7,656.65 |
| 9/30/2022         | GAS                      | \$        | 288.11   |
|                   | Total 2022 Expenditures  | \$        | 9,244.23 |
| 4/30/2023         | Gas                      | \$        | 164.37   |
| 5/31/2023         | Gas                      | \$        | 282.31   |
| 8/16/2023         | Home Depot               | \$        | 64.03    |
|                   | 2023 Payroll             | \$        | 2,097.75 |
| 10/17/2023        | Trash                    | \$        | 28.80    |
| 11/28/2023        | Trash                    | \$        | 44.40    |
|                   | Total 2023 Expenditures: | \$        | 2,681.66 |
| 6/6/2024          | Vehicle Maintenance      | \$        | 131.47   |
|                   | Total 2024 Expenditures: | \$        | 131.47   |
|                   | Balance:                 | \$        | 0.00     |

| Cleanup of Used Tires |                          |           |           |
|-----------------------|--------------------------|-----------|-----------|
| Amount requested:     | \$                       | 23,432.81 |           |
| 4/11/2023             | Jeff Sanitation          | \$        | 5,477.00  |
|                       |                          | \$        | -         |
|                       | Total 2023 Expenditures: | \$        | 5,477.00  |
| 2/8/2024              | Mahantango               | \$        | 1,799.38  |
| 2/14/2024             | Mahantango               | \$        | 1,411.00  |
| 3/4 & 3/13/24         | Mahantango               | \$        | 1,577.23  |
| 3/22 & 3/29           | Mahantango               | \$        | 3,352.00  |
| 3/31/2024             | Kays Trucking            | \$        | 8,750.00  |
| 4/30/2024             | SC Treasurer             | \$        | 1,066.20  |
|                       | Total 2024 Expenditures: | \$        | 17,955.81 |
|                       | Balance:                 | \$        | -         |

Recovery Funds Summary as of 11/22/24

| Portable Concession Stand |    |   |  |
|---------------------------|----|---|--|
| Amount requested:         | \$ | - |  |
|                           | \$ | - |  |
|                           | \$ | - |  |
| Total Expenditures:       | \$ | - |  |
| Balance:                  | \$ | - |  |

| Infrastructure/Water Search |    |                 |  |
|-----------------------------|----|-----------------|--|
| Amount requested:           | \$ | 44,998.67       |  |
| 10/14/2022 Delaware Eng #1  | \$ | 520.00          |  |
| 11/17/2022 Delaware Eng #2  | \$ | 2,105.00        |  |
| 12/19/2022 Delaware Eng #3  | \$ | <u>4,386.25</u> |  |
| Total 2022 Expenditures:    | \$ | 7,011.25        |  |
| 1/19/2023 Delaware Eng #4   | \$ | 1,525.00        |  |
| 2/6/2023 Delaware Eng #5    | \$ | 405.00          |  |
| 3/13/2023 Delaware Eng #6   | \$ | 3,397.50        |  |
| 4/24/2023 Delaware Eng #7   | \$ | 6,007.99        |  |
| 5/15/2023 Delaware Eng #8   | \$ | 2,317.50        |  |
| 6/13/2023 Delaware Eng #9   | \$ | 3,075.00        |  |
| 7/13/2023 Delaware Eng #10  | \$ | 2,842.50        |  |
| 8/30/2023 Delaware Eng #11  | \$ | 285.00          |  |
| 9/29/2023 Delaware Eng #12  | \$ | 1,757.50        |  |
| 10/24/2023 Delaware Eng #13 | \$ | 105.00          |  |
| 11/22/2023 Delaware Eng #14 | \$ | 3,925.03        |  |
| 12/22/2023 Delaware Eng #15 | \$ | 6,675.00        |  |
| Total 2023 Expenditures:    | \$ | 32,318.02       |  |
| 2/20/2024 Delaware Eng #16  | \$ | 2,400.00        |  |
| 3/26/2024 Delaware Eng #17  | \$ | 1,760.00        |  |
| 6/19/2024 Delaware Eng #18  | \$ | 655.00          |  |
| 7/22/2024 Delaware Eng #19  | \$ | 854.40          |  |
| Total 2024 Expenditures:    | \$ | <u>5,669.40</u> |  |
| Balance:                    | \$ | -               |  |

| Chamber Funds       |    |          |  |
|---------------------|----|----------|--|
| Amount requested:   | \$ | 6,411.90 |  |
| 11/15/2023          | \$ | 6,411.90 |  |
|                     | \$ | -        |  |
| Total Expenditures: | \$ | 6,411.90 |  |
| Balance:            | \$ | -        |  |

Recovery Funds Summary as of 11/22/24

| WSS Grant Administration  |    |                 |                    |
|---------------------------|----|-----------------|--------------------|
| Amount requested:         | \$ | 45,000.00       |                    |
| 2/22/2022 Blauer Inv #1   | \$ | 3,800.00        |                    |
| 3/31/2022 Blauer Inv #2   | \$ | 5,000.00        |                    |
| 5/6/2022 Blauer Inv #3    | \$ | 3,800.00        |                    |
| 8/3/2022 Blauer Inv #4    | \$ | 700.00          |                    |
| 8/31/2022 Blauer Inv #5   | \$ | 600.00          |                    |
| 10/1/2022 Blauer Inv #6   | \$ | 400.00          |                    |
| 11/1/2022 Blauer Inv #7   | \$ | 600.00          |                    |
| 12/16/2022 Blauer Inv #8  | \$ | 600.00          |                    |
| 12/3/2022 Blauer Inv #9   | \$ | <u>1,600.00</u> |                    |
| Total 2022 Expenditures:  |    |                 | \$ 17,100.00       |
| 1/30/2023 Blauer Inv #10  | \$ | 1,000.00        |                    |
| 3/1/2023 Blauer Inv #11   | \$ | 1,000.00        |                    |
| 4/4/2023 Blauer Inv #12   | \$ | 1,800.00        |                    |
| 5/10/2023 Blauer Inv #13  | \$ | 1,200.00        |                    |
| 5/31/2023 Blauer Inv #14  | \$ | 800.00          |                    |
| 7/5/2023 Blauer Inv #15   | \$ | 2,400.00        |                    |
| 8/11/2023 Blauer Inv #16  | \$ | 2,600.00        |                    |
| 9/8/2023 Blauer Inv #17   | \$ | 1,600.00        |                    |
| 10/7/2023 Blauer Inv #18  | \$ | 3,000.00        |                    |
| 11/5/2023 Blauer Inv #19  | \$ | 3,800.00        |                    |
| 12/31/2023 Blauer Inv #20 | \$ | 3,000.00        |                    |
| Total 2023 Expenditures   |    |                 | \$ 22,200.00       |
| 1/31/2024 Blauer Inv #21  | \$ | 2,200.00        |                    |
| 3/10/2024 Blauer Inv #22  | \$ | 1,600.00        |                    |
| 4/1/2024 Blauer Inv #23   | \$ | 600.00          |                    |
| 5/13/2024 Blauer Inv #24  | \$ | 800.00          |                    |
| 6/16/2024 Blauer Inv #25  | \$ | 500.00          |                    |
| Total 2024 Expenditures:  |    |                 | \$ <u>5,700.00</u> |
| Balance:                  | \$ |                 | -                  |

| Misc              |    |        |        |
|-------------------|----|--------|--------|
| 12/15/2022 75" TV | \$ | 688.00 |        |
| Total:            | \$ |        | 688.00 |

| Highway Equipment        |    |            |              |
|--------------------------|----|------------|--------------|
| Amount requested:        | \$ | 132,000.00 |              |
| 5/10/2023 Gradall        | \$ | 82,000.00  |              |
| Total 2023 Expenditures: |    |            | \$ 82,000.00 |
| 10/22/2024 Freightliner  | \$ | 50,000.00  |              |
| Total 2024 Expenditures  |    |            | \$ 50,000.00 |
| Balance:                 | \$ |            | -            |



## Recovery Funds Summary as of 11/22/24

|                           |         |           |                  |
|---------------------------|---------|-----------|------------------|
| Water and Sewer Equipment |         |           |                  |
| Amount requested:         | \$      | 40,000.00 |                  |
| 7/9/2024                  | Jet Vac | \$        | <u>40,000.00</u> |
| Total Expenditures:       |         | \$        | 40,000.00        |
| Balance:                  |         | \$        | -                |

|                           |                 |           |           |
|---------------------------|-----------------|-----------|-----------|
| Parks and Recreation Shed |                 |           |           |
| Amount requested:         | \$              | 13,487.00 |           |
| 5/7/2012                  | Greys Woodworks | \$        | 13,487.00 |
| Total Expenditures:       |                 | \$        | 13,487.00 |
| Balance:                  |                 | \$        | -         |

|                              |                     |           |           |
|------------------------------|---------------------|-----------|-----------|
| Building/Assessor Relocation |                     |           |           |
| Amount requested:            | \$                  | 16,187.50 |           |
| 1/8/2024                     | Cirillo Arch Inv #1 | \$        | 10,984.38 |
| 3/1/2024                     | Cirillo Arch Inv #2 | \$        | 2,601.56  |
| 4/8/2024                     | Cirillo Arch Inv #3 | \$        | 2,601.56  |
| Total Expenditures:          |                     | \$        | 16,187.50 |
| Balance:                     |                     | \$        | -         |

|                                       |               |           |           |
|---------------------------------------|---------------|-----------|-----------|
| Microsoft 365/Email Backups/Computers |               |           |           |
| Amount requested:                     | \$            | 22,476.84 |           |
| 10/30/2024                            | Microsoft 365 | \$        | 17,729.28 |
|                                       | Email Backups | \$        | 2,290.56  |
| 11/8/2024                             | Computers     | \$        | 2,457.00  |
| Total Expenditures:                   |               | \$        | 22,476.84 |
| Balance                               |               | \$        | -         |

|                     |          |            |            |
|---------------------|----------|------------|------------|
| Open Gov            |          |            |            |
| Amount requested:   | \$       | 157,125.12 |            |
| 11/18/2024          | Open Gov | \$         | 157,125.12 |
| Total Expenditures: |          | \$         | 157,125.12 |
| Balance             |          | \$         | -          |

|                           |                 |          |          |
|---------------------------|-----------------|----------|----------|
| Parks and Recreation Pool |                 |          |          |
| Amount requested:         | \$              | 5,000.00 |          |
| 11/18/2024                | Lifeguard Store | \$       | 614.00   |
| 11/14/2024                | Rescue Tube     | \$       | 542.99   |
|                           | Changing Rooms  | \$       | 1,500.00 |
| Total Expenditures:       |                 | \$       | 2,656.99 |
| Balance                   |                 | \$       | 2,343.01 |

Recovery Funds Summary as of 11/22/24

|                             |              |
|-----------------------------|--------------|
| Building Department Printer |              |
| Amount requested:           | \$ 11,295.00 |
| Total Expenditures:         | \$ -         |
| Balance                     | \$ 11,295.00 |
| Misc                        |              |
| Amount requested:           | \$ 10,966.38 |
| Total Expenditures:         | \$ -         |
| Balance                     | \$ 10,966.38 |

|                                       |               |               |               | Budgeted      | Spent         | Balance      |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Totals:                               | 2022          | 2023          | 2024          |               |               |              |
| Total Requested:                      | \$ 541,126.58 |               |               |               |               |              |
| Illegal Dumping                       | \$ 9,244.23   | \$ 2,681.66   | \$ 131.47     | \$ 12,057.36  | \$ 12,057.36  | \$ -         |
| Tire Cleanup                          |               | \$ 5,477.00   | \$ 17,955.81  | \$ 23,432.81  | \$ 23,432.81  | \$ -         |
| Concession                            | \$ -          |               |               | \$ -          | \$ -          | \$ -         |
| Bldg/Assessor Relocation              |               |               | \$ 16,187.50  | \$ 16,187.50  | \$ 16,187.50  | \$ -         |
| Water Search                          | \$ 7,011.25   | \$ 32,318.02  | \$ 5,669.40   | \$ 44,998.67  | \$ 44,998.67  | \$ -         |
| Chamber Funds                         | \$ 6,411.90   |               |               | \$ 6,411.90   | \$ 6,411.90   | \$ -         |
| WSS Grant Adm                         | \$ 17,100.00  | \$ 22,200.00  | \$ 5,700.00   | \$ 45,000.00  | \$ 45,000.00  | \$ -         |
| Misc                                  | \$ 688.00     |               |               | \$ 688.00     | \$ 688.00     | \$ -         |
| Highway Equipment                     |               | \$ 82,000.00  | \$ 50,000.00  | \$ 132,000.00 | \$ 132,000.00 | \$ -         |
| WS Equipment                          | \$ -          | \$ -          | \$ 40,000.00  | \$ 40,000.00  | \$ 40,000.00  | \$ -         |
| PR Shed                               |               |               | \$ 13,487.00  | \$ 13,487.00  | \$ 13,487.00  | \$ -         |
| Microsoft 365/Email Backups/Computers |               |               | \$ 22,476.84  | \$ 22,476.84  | \$ 22,476.84  | \$ -         |
| Open Gov                              |               |               | \$ 157,125.12 | \$ 157,125.12 | \$ 157,125.12 | \$ -         |
| Parks and Recreation Pool             |               |               | \$ 2,656.99   | \$ 5,000.00   | \$ 2,656.99   | \$ 2,343.01  |
| Building Department Printer           |               |               |               | \$ 11,295.00  |               | \$ 11,295.00 |
| Misc                                  |               |               |               | \$ 10,966.38  |               | \$ 10,966.38 |
| TOTAL:                                | \$ 40,455.38  | \$ 144,676.68 | \$ 328,733.14 | \$ 541,126.58 | \$ 516,522.19 | \$ 24,604.39 |
| BALANCE:                              | \$ 500,671.20 | \$ 355,994.52 | \$ 27,261.38  |               |               |              |
| Total Spent:                          | \$ 513,865.20 |               |               |               |               |              |

\$ 13,309.39

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**From:** c.gerow townofliberty.org <[c.gerow@townofliberty.org](mailto:c.gerow@townofliberty.org)>

**Sent:** Tuesday, November 19, 2024 3:14:16 PM

**To:** supervisorordemayo townofliberty.org <[supervisorordemayo@townofliberty.org](mailto:supervisorordemayo@townofliberty.org)>; Dean Farrand <[dean.farrand@townofliberty.org](mailto:dean.farrand@townofliberty.org)>; Vince McPhillips <[vince.mcphillips@townofliberty.org](mailto:vince.mcphillips@townofliberty.org)>; j.lennon townofliberty.org <[j.lennon@townofliberty.org](mailto:j.lennon@townofliberty.org)>; Bruce Davidson <[bruce.davidson@townofliberty.org](mailto:bruce.davidson@townofliberty.org)>; Sherri Kavleski <[s.kavleski@townofliberty.org](mailto:s.kavleski@townofliberty.org)>

**Subject:** ARPA Funds

I am waiting for confirmation from Parks and Rec that they have purchased what was requested.

If I account for the printer and the items discussed, I believe you will have around \$15,000 left. Once I know the final cost of what Parks and Rec were to buy, I will let you know exactly what is left.

Cheryl Gerow  
Town of Liberty  
Director of Finance  
120 North Main Street  
Liberty NY 12754  
(P) 845-292-5772  
(F) 845-292-1310

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