



# TOWN OF LIBERTY

N E W Y O R K

## TOWN BOARD MEETING

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

DATE: January 6, 2025

TIME: 6:15 P.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARING

Introductory Local Law No. 6 of 2024 entitled "A local law amending the Zoning Map of the Town of Liberty with respect to tax map parcel 18.-1-40.1."

### CORRESPONDENCE

#### INCOMING:

1. Correspondence from the Association of Towns for 2025.
2. Correspondence the NYS Department of Environmental Conservation regarding a notice of violation for the Swan Lake Sewage Treatment Plant- Annual Compliance Inspection.
3. Correspondence from the NYS Department of Transportation notifying the Town that the speed limit on White Sulphur Road has been reduced to 45 mph.
4. Correspondence from Sullivan County Paving & Construction, Inc. regarding Lily Pond Rd.
5. Correspondence from Catskill-Delaware Publications, Inc. asking the Town to name them as the Official Newspaper of the Town.
6. Correspondence from the NYS Department of Environmental Conservation regarding the Town's application for the 2024 Consolidated Funding Application (CFA) and the Water Quality Improvement Project (WQIP) Program.
7. Correspondence from Cornell Cooperative Extension regarding the Sullivan Fresh Community Cupboard.
8. Copy of article in the Sullivan County Democrat regarding Walnut Mt.

#### OUTGOING:

### NEW BUSINESS

1. Motion authorizing the following (2) employees to carry over unused vacation time to 2025:



# TOWN OF LIBERTY

N E W Y O R K

- 
- Sara Alvarez up to 5 days
  - Tammy Wilson up to 41 hours
2. Motion accepting the Map, Plan & Report (MPR) for the increase or improvement of the Facility (§202-B) for the Swan Lake Wastewater Treatment Plant upgrade, with a total project budget of \$40M and a flow capacity of up to 960,000 gpd.
  3. Motion setting a Public Hearing to consider the upgrade and improvement of the facilities of the Swan Lake Wastewater Treatment Plant on 1/22/25 at 6:45 p.m. at the Liberty Senior Citizen Center, 119 North Main Street, Liberty.
  4. Motion approving the 2025 General Engineering Services Agreement with Delaware Engineering.
  5. Motion approving the Planning Services Agreement with Peter Manning (Genius Loci Planning).
  6. Motion approving the following towing licenses:
    - On Time Disposal (12)
    - Raymond Houghtaling, Jr. (1)
    - Marty's Service, Inc. (3)
    - Prestige Towing & Recovery (3)
    - Better Service, Inc. (3)

## DISCUSSION

1. Board Question & Answer Worksession for the Swan Lake Wastewater Treatment Plant Upgrade.

## 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

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



# TOWN OF LIBERTY

N E W Y O R K

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5. Walnut Mt. Pavilion

PUBLIC PARTICIPATION

BOARD DISCUSSION

EXECUTIVE SESSION

ADJOURN

**TOWN OF LIBERTY**  
**NOTICE OF PUBLIC HEARING ON PROPOSED LOCAL LAW**

**PLEASE TAKE NOTICE** that there has been introduced before the Town Board of the Town of Liberty in the County of Sullivan and State of New York, introductory Local Law No. 6 of the Year 2024, entitled “A local law amending the Zoning Map of the Town of Liberty with respect to tax map parcel 18.-1-40.1.” The proposed local law would amend the Town of Liberty Zoning Map with respect to tax map parcel 18.-1-40.1, formerly identified as tax map parcels 18.-1-40.1 and 18.-1-40.2, comprised in total of approximately 13.02 acres, which is currently located within the R1 Residential District and adding it to the adjoining IC Industrial Commercial District.

The local law has been classified as a Type I Action pursuant to the regulations promulgated under the State Environmental Quality Review Act for which a Full Environmental Assessment Form shall be prepared.

A copy of the aforesaid local law is on file with the Town Clerk of the Town of Liberty, New York, where the same may be examined.

**PLEASE TAKE FURTHER NOTICE** that, pursuant to §20 of the Municipal Home Rule Law, a public hearing will be held on the aforesaid local law before the Town Board of the Town of Liberty, at the Liberty Senior Center, 119 North Main Street, Liberty, New York, at 6:15 p.m. prevailing time, on January 6, 2025, at which time all interested persons will be heard.

Dated: December 17, 2024

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**HON. LAURIE DUTCHER**, Town Clerk



# Association of Towns

*of the State of New York*

**Christopher A. Koetzle**  
*Executive Director*

**Sarah B. Brancatella**  
*Deputy Director*

**Kimberly A. Splain**  
*Chief Fiscal Officer*

**Kathleen N. Hodgdon**  
*Association Counsel*

**Lori A. Mithen-DeMasi**  
*Chief Counsel*

**Dana K. Campbell**  
*Counsel*

Dear Town Clerk:

PLEASE READ AT FIRST 2025 TOWN BOARD MEETING  
Contains Dated Material to be RETURNED

The 2025 Training School & Annual Meeting of the New York Association of Towns (NYAOT) will be held at the New York Marriott Marquis, February 16-19, 2025. This is NYAOT's premier training event attended by more than 1,000 town officials and exhibitors. Our 2025 meeting has new experiences and a new format that we believe will enhance the conference experience. For further information, including a copy of the tentative conference agenda, we encourage you to visit our website at [www.nytowns.org](http://www.nytowns.org). The following is a brief outline of events:

**INFORMATIONAL HEARING** Sunday afternoon, February 16.  
The informational hearing presents an opportunity to ask questions on NYAOT's Annual Budget. Please note that we are holding a separate session on January 23, 2025 at 11 a.m. via zoom to give members an opportunity to ask questions about our 2025 resolutions that make up our legislative platform. A link to register will be emailed and available on our website soon.

**GENERAL OPENING SESSION** Monday morning, February 17

**CONFERENCE CLASSES** Monday, February 17 – Tuesday, February 18

**ANNUAL MEETING (Official Delegates)** Tuesday morning,  
February 18

**INAUGURAL AWARDS DINNER (optional)** Tuesday evening,  
February 18

Information on the Annual Meeting and Delegates

NYAOT's Constitution and Bylaws (a copy of which is available at our website [www.nytowns.org](http://www.nytowns.org) under the Members section) provides that

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each member town in good standing may vote on the election of officers for NYAOT and our Legislative Priorities for 2025 at the Annual Meeting. Below is a series of Frequently Asked Questions:

*What does it mean to be a delegate at the NYAOT's Annual Meeting?*

Every year, NYAOT holds its Annual Meeting where members vote on different issues, including the election of NYAOT's president and vice presidents, and NYAOT's legislative platform. A delegate is, quite simply, the person the town designates to vote on behalf of the town at the business meeting. This year, the Annual Meeting will be held Tuesday, February 18 at 8 a.m.

*Who can be a delegate?*

Any officer, employee, or appointed representative of a member town in good standing at the time of the meeting.

*What does it mean to be a member in good standing?*

Any town that has paid its dues for the year 2025 BEFORE the Annual Meeting is a member in good standing.

*How does the town designate its delegate?*

The town board should adopt a resolution appointing an officer, employee, or representative to the position of delegate. The town can also designate an alternate delegate, who will assume delegate voting responsibilities if the delegate cannot vote for any reason. The town then fills out the Certificate of Designation and returns it to NYAOT by February 7, 2025 so that the Credentials Committee may review and establish a delegate's eligibility to vote.

A copy of the proposed 2025 Legislative Program for delegates to vote on was developed at a joint meeting of the Executive Committee and the Resolutions Committee and is attached for review. So that member towns and delegates have an understanding of the proposed resolutions prior to the Annual Meeting on Tuesday, February 18, 2025, as noted above, NYAOT will be holding an informational zoom session on January 23, 2025 at 11 a.m. You do not need to be designated as a delegate to attend, but we encourage all towns who plan to send a delegate to vote to have a representative participate in this call.

#### Other Information

The conference fee, together with other actual and necessary expenses of town officers and employees authorized by the town boards to attend, are a legal town charge under General Municipal Law § 77-b. Registration receipts will be issued. They should be retained by each town officer or employee attending and should be attached to claim vouchers presented to town boards for reimbursement of attendance expenses.

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*Deputy Director*

**Lori A. Mithen-DeMasi**  
*Chief Counsel*

**Dana K. Campbell**  
*Counsel*  
December 2024

**Kimberly A. Splain**  
*Chief Fiscal Officer*

**Kathleen N. Hodgdon**  
*Association Counsel*



Dear Town Clerk:

I'm writing to remind your town to assign a delegate (and an alternate) to attend our Annual Business Meeting with the purpose of electing the president, five vice presidents and voting on the Association's annual legislative platform. Assignments should be made to town officials who plan on attending the 2025 Training School and Annual Meeting, to be held at the New York Marriott Marquis, February 16-19, 2025.

**To assign your delegate:** The town board must adopt a resolution designating its delegate (and alternate). The alternate will assume delegate voting responsibilities if, the delegate cannot vote for any reason. After passing the resolution complete and submit the enclosed Certificate of Designation to us no later than **February 7, 2025**.

**Important dates for the delegate:** **NEW THIS YEAR**, NYAOT will be holding an informational session on January 23, 2025 at 11 a.m. via Zoom for members to ask questions about the proposed resolutions delegates will be voting on at the Annual Business Meeting on Tuesday, February 18, 2025. We believe this change will allow for more member engagement and provide a greater opportunity for members to evaluate how they should vote. A link to register for this zoom will be emailed to members and available on the website soon.

**A note about membership dues:** For a delegate to cast their vote at the Annual Business Meeting, your town's 2025 dues must be received in the office by February 7, 2025. We are unable to apply dues payments received by mail in our office after that date, no exceptions.

Kindest regards,

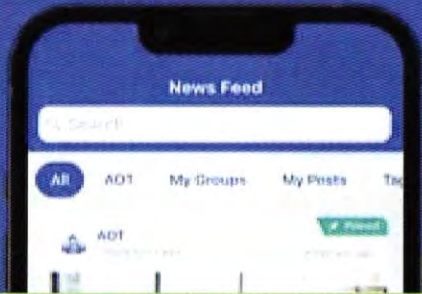
Christopher A. Koetzle  
Executive Director

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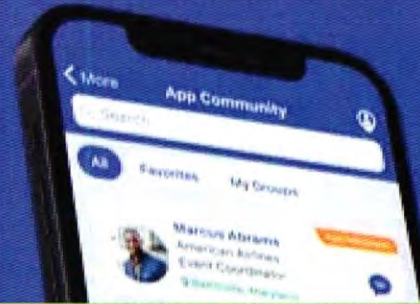
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Networking?  
There's an app for  
that!

# NYAOT Connect



Apple

Our new year-round app is now available wherever you get your apps. Stay on top of Association news and updates, live training event info, and network and interact with other town officials and fellow NYAOT members.

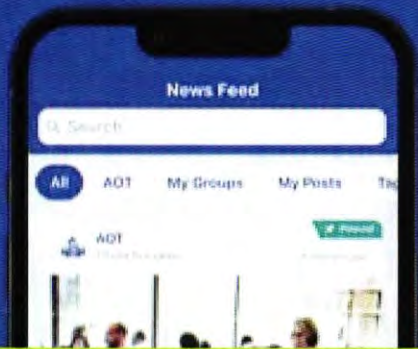
Your log in info is the same one you use to access our members only website, and it will keep you logged in until your password is changed.



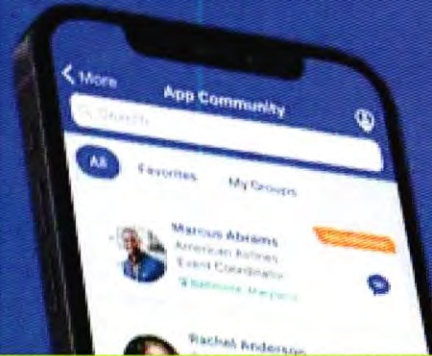
Android

For help with your username/password, please email [info@nytowns.org](mailto:info@nytowns.org)

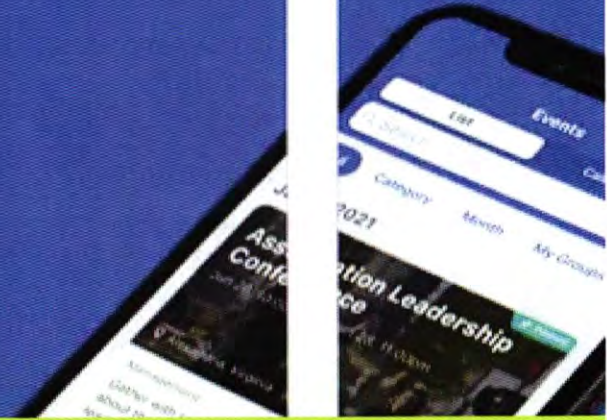
Stay informed with access to the latest news and announcements



Networking made easy



Be the first to know about new events



Event Registration & Agendas

Messaging

Digital Business Card

# In-App Features

## Stay Connected Year-Round

Use our app year-round to stay connected with fellow public town and local government officials and specialists from all over the state, or just up the road.

## Complete your Profile

Add your photo, title, location and contact info. Each profile has a digital business card you'll be able to use to easily share your contact info.

## Register/View Training

It's easier than ever to set your agenda for the training events you will be attending, see who else will be attending and get the most current news about your upcoming events. You can even bookmark your events to come back to later and register from right in the app! We're really making it easy, aren't we?!

## Read, Learn, Share

Our newsfeed is chock full of NYAOT news and updates you can search by keyword or tag and share with others or bookmark for quick access later.

## Expand your Network

Spread the word and watch our app community connect and grow. All NYAOT members are encouraged to join!



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*Chief Fiscal Officer*

**Kathleen N. Hodgdon**  
*Association Counsel*

**Lori A. Mithen-DeMasi**  
*Chief Counsel*

**Dana K. Campbell**  
*Counsel*

Dear Town Official:

As chair of the New York Association of Towns Nominating Committee, I am pleased to announce the committee's selections for the Executive Committee elected officers for the May 1, 2025 - April 30, 2026 term (enclosed).

The Executive Committee oversees NYAOT operations as its governing board, adopts the Association's budget and works on key legislative issues at the state and federal levels. These six town officials represent a variety of offices, geographic regions and town classifications. In addition, these six town officials have shown an interest in town government and the work of the New York Association of Towns.

The nominations will be voted on by the delegation to the Annual Business Meeting on Feb. 18, 2025.

Thank you for considering these nominations.

Sincerely,

Andrea Nilon  
Nominating Committee Chair

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# Nominees for 2025-2026 Association of Towns' Elected Officers



## *Nominee for President*



**Supervisor Michael  
Marinaccio**

Town of Dickinson, Broome  
County  
(Population: 5,100  
*Source: 2020 census*)

**1<sup>st</sup> Vice President Michael Marinaccio** is actively involved in the Association of Towns and his community. He currently serves on the AOT Executive and Resolutions committees. He is a regular participant of the Annual Meeting and other AOT-sponsored events. He has been serving as the Supervisor in the Town of Dickinson since 1997 and prior to that as Councilman. Supervisor Marinaccio is President of the Broome County Association of Towns and Villages, where he organizes legislative and educational events. In addition to his town service, he also serves as Chair of the Binghamton Metropolitan Transportation Study Policy Board. Michael is Past President of UNICO, an Italian/American Club Service Club and is currently serving as Chairman of the Board and is in line to become District Governor of UNICO National. Michael also serves on the Broome County Land Bank Advisory Committee.

## *Nominee for 1<sup>st</sup> Vice President*



**Town Clerk Tina Ward**

Town of Cobleskill, Schoharie  
County  
(Population 6,086  
*Source: 2020 census*)

**2<sup>nd</sup> Vice President Tina Ward** has served as town clerk in the Town of Cobleskill since 1992. She is passionate about town government and helping others through mentoring, training and education. She has taught classes at various Association of Towns' educational events and regularly attends the Annual Meeting. Tina believes the Association of Towns provides town officials with an effective voice before New York legislators and an

opportunity for town officials to have a resource to help them with their town responsibilities. She is a registered municipal clerk and has completed the training and education requirements for the Certified Municipal Clerk program, the Master Municipal Clerk program and the Association of Towns' Certified Town Official program. She is also a fellow in the International Institute of Municipal Clerks (IIMC) Athenian Leadership Society and served as the IIMC region 1 director for New York and New England. Tina is currently serving on the Executive Committee, the Resolutions Committee, Audit and Finance Committee and she chaired the Association's Bylaws Revision Committee. She also served as an officer of the New York State Town Clerks Association (NYSTCA), including as President from July 1, 2009 - June 30, 2013 and was voted *NYSTCA Clerk of the Year* in 2016. She also helped organize the Schoharie County Clerks Association. Tina also volunteers in her community, serving on several county committees, as the treasurer for a local cemetery association, the local county cooperative extension, the American Cancer Society, Catholic Charities, and the local historical society.

## *Nominee for 2<sup>nd</sup> Vice President*



**Town Board Member Lori Milne**

Town of Skaneateles, Onondaga  
County  
(Population 7,112  
*Source: 2020 census*)

**3<sup>rd</sup> Vice President Lori Milne** is a native of Skaneateles, New York, graduating from Skaneateles Central Schools and Cayuga Community College with a degree in accounting. In 1983, Lori was named deputy to the town tax collector for Skaneateles and was elected town tax collector in 1994. She is currently serving her first term on the town board. Lori's tenure with the Town of Skaneateles also included court clerk to the town justice in the 1970s and assessor clerk to three assessors from 1994 until 2010. In addition to her town service Lori has held various administrative positions within the Skaneateles

# Nominees for 2025-2026 Association of Towns' Elected Officers



Central School system, and currently serves as the school tax collector. Equipped with a need to get involved with things that need to be done, Lori has experience with several leadership and service organizations. Lori has served on both the Executive Committee and Resolutions Committee of the Association of Towns since 2009. Lori believes AOT is powerful voice for town officials in working with our state and federal leaders and provides excellent training and networking opportunities. Lori also serves on AOT's Audit and Finance Committee. She is currently a member of both the New York State and Onondaga County Association of Tax Receivers and Collectors, where she has served in various executive positions including president, vice president and secretary as well as on the Foundation Board of the Skaneateles Chamber of Commerce. She is also a parishioner of St. Mary's of the Lake Church, Chaplain of the Skaneateles American Legion Unit 0239 Auxiliary, a Master Gardner with Cornell Cooperative Extension, Skaneateles Garden Club, volunteer driver for local chapter of Meals on Wheels and active member of the Skaneateles Rod and Gun Club.

## *Nominee for 3<sup>rd</sup> Vice President*



### **Receiver of Taxes Holly Perlowitz**

Town of Ossining, Westchester County  
(Population 40,061  
*Source: 2020 census*)

**4<sup>th</sup> Vice President Receiver of Taxes Holly Perlowitz MBA, CPA**, the second-term tax receiver for the Town of Ossining in Westchester County, began her career in public accounting with Deloitte and then spent 26 years in banking with Emigrant Savings Bank, mostly running the bank's mortgage company operations and finance. Holly currently serves as the First Vice President of the New York State Association of Tax Receivers and Collectors (NYSATRC) and is an active member of the Westchester County Association of Tax Receivers. Holly is also

treasurer of the Ossining Microfund, an association established 17 years ago to provide interest-free emergency loans to local residents of the Town of Ossining. Previously, Holly served on the board of local affordable housing organizations. Holly lives in Ossining with her husband, with whom she has three adult children and two grandchildren. Holly is also actively involved in AOT and serves on the Executive Committee, Resolutions Committee, and the Audit and Finance Committee. Holly became active in AOT through AOT's tax collection training, where she found AOT's knowledge, accessibility, training and networking opportunities to be unmatched.

## *Nominee for 4<sup>th</sup> Vice President*



### **Town Supervisor Michael Cashman**

Town of Plattsburgh, Clinton County  
(Population 19,841  
*Source: 2020 census*)

**5<sup>th</sup> Vice President Town Supervisor Michael Cashman** was first elected to the town supervisor position in 2015 with 61 percent of the vote. He is passionate about his service to making the community a better place to live, work, play and invest in. While serving as Plattsburgh Town Supervisor, his focus has included a myriad things including infrastructure, economic development and numerous public/private partnerships to advance the town in a cost-effective manner. He has been tapped by various organizations to represent the region and his expertise on wide range of subject matters. Locally, he serves at the Chair of the Clinton County Supervisors Association and was tapped to join the Executive Committee of the Association of Towns. In June 2020, Michael was elected as the Chair of the New York State Commission on National and Community Service, which serves as the lead state entity responsible for networking volunteer resources and carrying out civic engagement initiatives as identified by the governor and collaborates with local, state and national

## Nominees for 2025-2026 Association of Towns' Elected Officers



volunteer agencies, government, and other public and private entities to achieve its mission. Michael has also served as a member of SUNY Plattsburgh's College Council since June 2022, an oversight and advisory body to the campus and to the president and senior administration of SUNY Plattsburgh. Michael proudly calls the Town of Plattsburgh his home along with his wife, Olivia, a veterinarian, and their dogs.

### *Nominee for 5<sup>th</sup> Vice President*



#### **Town Receiver of Taxes**

**Jillian Guthman, Esq.**

Town of Huntington, Suffolk  
County

(Population: 204,127

Source: 2020 Census)

**Executive Committee Member Jillian Guthman, Esq.** currently serves as the elected Receiver of Taxes and EEOC Officer in the Town of Huntington, Suffolk County. In her capacity as Receiver of Taxes, she serves her community with a focus on fiscal integrity and excellence in service. In her capacity as the EEOC Officer, she chairs hearings on employment discrimination and harassment complaints and oversees compliance and training. Prior to her service as the Receiver of Taxes, Jillian served as the Town's Director of Human Resources, where she supervised town employees and oversaw several town departments, including the Senior Division, Veterans Affairs Division, Women's Division, Minority Affairs Division and the Division for Persons with Disabilities. She also served in the town attorney's office, first as an assistant town attorney and then as a deputy town attorney where she managed the daily department duties and worked on a variety of legal issues including, land use, employment, contracts, torts, and legislation. She began her legal career in the New York City Corporation Counsel's Office, as a legal student specialist. She also served as an assistant district attorney in Suffolk County and the village attorney for the Village of Hempstead.

Jillian became involved with the Association of Towns more than 20 years ago when she was working in the Huntington Town Attorney's office. She enjoyed the networking opportunities to meet town officials and share ideas as well as the great source of information on town issues that the Association provided. Jillian joined the Association's Resolutions Committee in 2020 and the Executive Committee in 2022, where she continues to bring a member-focused perspective to AOT's work, services and administration.

She received a Bachelor of Arts degree in Psychology at St. John's University and a law degree from Touro College's Jacob D. Fuchsberg Law Center. She has practiced law for over 20 years. As a lifelong resident in the Town of Huntington, she currently resides in Melville with her daughter. Jillian is also the proud daughter of a Korean War Veteran and enjoys history and traveling.

**2025 BUDGET**  
**THE ASSOCIATION OF TOWNS**  
**OF THE STATE OF NEW YORK**

**REVENUE**

**MEMBERSHIP DUES** 980,000.00

**ANNUAL MEETING** 190,000.00

**INTEREST EARNINGS** 110,000.00

*FINANCE SCHOOL* 78,500.00

*HIGHWAY SCHOOL* 80,000.00

*NEWLY ELECTED SCHOOL* 15,000.00

*P&Z SCHOOL* 15,000.00

*PERSONNEL SCHOOL* 0.00

*WEBINARS*

**SPECIAL SCHOOLS** 188,500.00

**PUBLICATIONS** 58,000.00

*NYMIR* 775,000.00

*MEP* 5,000.00

*WCA* 792,828.00

**NYMIR/WCA/MEP** 1,572,828.00

**TOTAL REVENUE** 3,099,328.00

**2025 BUDGET**  
**THE ASSOCIATION OF TOWNS**  
**OF THE STATE OF NEW YORK**

**EXPENDITURES**

<i>BANK SERVICE CHARGE</i>	<i>6,000.00</i>
<i>INVESTMENT ADVISORY FEES</i>	<i>27,000.00</i>
<i>COMPUTER/NETWORK EXPENSE</i>	<i>10,000.00</i>
<i>CREDIT CARD FEES</i>	<i>14,000.00</i>
<i>LASERFICHE SYSTEM</i>	<i>2,494.00</i>
<i>LEGAL EXPENSE</i>	<i>0.00</i>
<i>MARKETING EXPENSE</i>	<i>7,500.00</i>
<i>OFFICE EXPENSES</i>	<i>10,000.00</i>
<i>ACCOUNTING</i>	<i>10,000.00</i>
<b>OFFICE EXPENSES</b>	<b>86,994.00</b>
<i>COMPUTER HARDWARE/SOFTWARE</i>	<i>80,000.00</i>
<i>OFFICE EQUIPT</i>	<i>2,500.00</i>
<i>EQUIPT RENATL/MAINTENANCE</i>	<i>15,000.00</i>
<b>OFFICE EQUIPT</b>	<b>96,500.00</b>
<b>RENT</b>	<b>140,589.00</b>
<b>GENERAL POSTAGE</b>	<b>11,000.00</b>
<b>TELEPHONE</b>	<b>11,000.00</b>
<b>PUBLICATIONS</b>	<b>223,000.00</b>
<b>SALARIES</b>	<b>1,352,350.00</b>
<b>NYS RETIREMENT</b>	<b>175,000.00</b>
<b>HEALTH INSURANCE</b>	<b>220,000.00</b>
<i>DISABILITY</i>	<i>1,000.00</i>
<i>LIBILITY</i>	<i>2,050.00</i>
<i>PAID FAMILY LEAVE INS.</i>	<i>5,000.00</i>
<i>WORKER'S COMP/PFL</i>	<i>2,500.00</i>
<b>INSURANCE OTHER</b>	<b>10,000.00</b>
<b>NATaT</b>	<b>40,000.00</b>
<b>ANNUAL MEETING</b>	<b>310,000.00</b>
<b>EXECUTIVE COMMITTEE</b>	<b>85,000.00</b>
<b>EXECUTIVE DIRECTOR EXPENSE</b>	<b>10,200.00</b>
<i>INFORMATION RESOURCE</i>	<i>45,000.00</i>
<i>PROFESSIONAL AFFILIATIONS</i>	<i>5,000.00</i>
<i>LOBBYING</i>	<i>85,000.00</i>
<i>MEETINGS/TRAVEL</i>	<i>15,000.00</i>
<i>TRAINING/EDUCATION</i>	<i>15,000.00</i>
<b>HEARINGS, MTGS, LOBBYING</b>	<b>165,000.00</b>
<b>NYMIR/WORKERS COMP.</b>	<b>1,500.00</b>
<i>FINANCE SCHOOL</i>	<i>67,500.00</i>
<i>HIGHWAY SCHOOL</i>	<i>74,695.00</i>
<i>NEWLY ELECTED SCHOOL</i>	<i>10,000.00</i>
<i>P&amp;Z SCHOOL</i>	<i>9,000.00</i>
<b>SPECIAL SCHOOLS</b>	<b>161,195.00</b>
<b>TOTAL EXPENDITURES</b>	<b><u><u>3,099,328.00</u></u></b>

# **RULES OF ORDER**

## **2025 ANNUAL MEETING**



*Pursuant to section 5 of Article III of the Constitution and Bylaws of the Association of Towns, the Executive Committee is charged with determining "the rules applicable to meetings of the Association." The Executive Committee has adopted the following Rules of Order for the Association's Business Session.*

### **ARTICLE I- PURPOSE**

Pursuant to Article III §5 of the Constitution and By-laws of the Association of Towns of the State of New York, the Association, duly convened, hereby finds that New York State is the most dynamic and diverse state in the Union, and that the Association brings together dedicated representatives from Town Government, the front line of service delivery across our state. In order that the will of the majority shall always be upheld and effectuated while the voice of the minority is heard and its rights are protected, and also so that civility, decorum and order shall prevail during of its annual meeting, the Association hereby adopts these rules.

### **ARTICLE II- APPLICABILITY**

These rules shall be in full force and effect during the Association's annual meeting held each February pursuant to the Article III of the Constitution and By-Laws, and shall be amended only by a resolution passed by a majority of delegates in a duly convened session.

### **ARTICLE III- PRESIDING OFFICER**

The President of the Association, or designee thereof, shall preside at the Association's annual meeting. If the President is not present or able to preside, then the First Vice President, or designee thereof, shall preside.

The Presiding Officer shall decide all questions of order, and rulings of the Presiding Officer shall not be the subject of debate. It shall require a majority of those delegates present to overrule the chair.

### **ARTICLE IV- ORDER OF BUSINESS**

The Association shall conduct its business in this sequence:

**a. Call to Order**

The Association shall convene at the time and place duly appointed and, upon a quorum of a majority of delegates from member towns being present, as noted by the Chair of the Credentials Committee, the President shall call the meeting to order and recite the Pledge of Allegiance.

**b. Credentials Report**

The Chair of the Credentials Committee or his or her designee shall present a report regarding the number and names of member towns represented at the meeting (2016 Bylaws, article 7, §2 (a))

**c. Executive Director Report**

The executive director shall present a report regarding the work of the Association of Towns.

**d. Treasurer's Report**

The treasurer shall present a report of the Association of Towns finances.

**e. Report of the Nominating Committee**

The Chair of the Nominating Committee or his or her designee shall present a report of the nominating committee setting forth the names of those town officers who they have nominated for the elective offices of president and the five vice presidents.

**f. Election of Officers**

Following acceptance of the report of the Nominations Committee, with any amendments thereto passed by a majority of Association delegates, the report shall be taken up as a single slate of candidates and voted upon.

**g. Adoption of Resolutions**

Only resolutions reported from the Resolutions Committee shall be presented to the Association for a vote. With respect to resolutions memorializing the New York State Legislature, Governor, State Agencies or the New York State Congressional Delegation to act on behalf of the Association, the Chair of the Resolutions Committee shall summarize each resolution as it is called up for action. No amendment of such resolution shall be in order except for typographical errors minor corrections designed to clarify its intent. Following the reading of each resolution, a delegate shall move the resolution which, if duly seconded, shall be approved or defeated by a majority of delegates present.

**h. Consideration of Revisions to the Bylaws**

Bylaws revisions duly reported from the Resolutions Committee and ripe for consideration by the delegates shall be presented and acted upon by the delegates.

**i. Other Business**

**j. Adjourn**

**ARTICLE V- DECORUM**

All Delegates shall maintain the highest standards of civility and decorum during the Annual Meeting. All debate shall be germane to the issue before the House. Debate shall be dignified and lacking in personal invective. A delegate rising to debate or present a paper, to give a notice, to make a motion or report, shall address the Presiding Officer and shall not proceed further until recognized by the Chair.

**ARTICLE VI – MOTIONS**

a. All motions shall be germane to the matter before the Association and must be duly seconded. When a question is before the Association, only the following motions, duly seconded, shall be in order, in the following preference:

- (1) For an adjournment.
- (2) For a quorum.
- (3) To lay on the table.
- (4) To commit to a standing committee.
- (5) To commit to a select committee.
- (6) To amend.

b. The motion to adjourn, or for a quorum call, or to lay on the table, shall be decided without debate, and shall always be in order.

## **ARTICLE VII – VOTING**

The Presiding Officer may ascertain the credentials of any person claiming to be an official delegate by a review of the Credentials Committee report as to the timely and proper filing of the delegate's Town's Certificate of Designation and payment by said town's membership dues for that year.

The Presiding Officer shall designate two or more official counters who may be called upon by the Presiding Officer to count votes as needed.

The following votes shall be necessary to decide all questions:

- Majority of Delegates - the adoption of all resolutions and the election of officers
- Majority of Delegates Present- all procedural motions
- Two-thirds of all Delegates - adoption or amendment of rules; amendment of the by-laws

Only Official Town Delegates may speak to and vote on matters brought up before the Association. Voting shall be taken by displaying an Official Voting Paddle, or as determined by the Presiding Officer.

The Presiding Officer shall announce the result of any vote.



**2025 Annual Meeting & Training School**  
**Feb. 16 - 19, 2025**  
**New York Marriott Marquis, NYC**

**ONLINE REGISTRATION OPEN NOW AT [WWW.NYTOWNS.ORG](http://WWW.NYTOWNS.ORG)**

1. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

### Member and non-member registration rates

*(registrations submitted after Jan. 24 will be processed at on-site rates)*

Member municipality, conference | \$150  
Non-member municipality, conference | \$175  
Non-municipality, company, conference | \$350

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### Attorney Continuing Legal Education (CLE)

*(Credit hours and rates - 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide transitional and non-transitional credit.)*

*Fee includes meeting registration.*

Member (early bird / regular / on-site) | \$435 / \$465 / \$500  
Non-member (early bird / regular / on-site) | \$460 / \$490 / \$525  
Non-municipality, company, conference (early bird / regular / on-site) | \$635 / \$665 / \$700

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### Don't forget to book your hotel room!

To reserve your room, visit <https://book.passkey.com/e/50888576>

Rooms with an asterisk (\*) next to them have limited availability. Group rate cut-off date is Friday, January 24, 2025.

**2024-2025 room rates are as follows:**

**Marquis Standard King/Double | \$317 regular rate (book between 11/1 and 1/24)**  
**Times Square View | \$419\***  
**Deluxe Suite | \$619\***  
**Premier One-Bedroom Suite | \$729\***

# What's New

## 2025 Annual Meeting & Training School Feb. 16 - 19, 2025 New York Marriott Marquis, NYC

### Add-on Experiences

This year, we are proud to be able offer attendees some additional networking and entertainment opportunities to take your full conference experience to the next level.

Please note that due to these changes, all attendees registering online must register themselves. If you need assistance with your member log-in credentials, please e-mail or call our offices at [info@nytowns.org](mailto:info@nytowns.org) or (518)465-7933.

1. Sunday, Feb. 16, 2025 at 8 p.m. AOT lands on Broadway at *The Great Gatsby*. **Limited seats available; ticket purchase required in addition to registration. Must register online to reserve a ticket.** Take advantage of a 52 percent group discount. Seats available in rear mezzanine rows A, B and C for \$69 per ticket (face value \$127.50 + service charge = \$144). Broadway Theatre, 1681 Broadway, New York, NY 10019. Run time: approximately 2.5 hours with one intermission.

Transport yourself to the opulent world of the 1920s as one of the greatest American novels hits the greatest American stage. Starring Jeremy Jordan (*Newsies*) as the eccentric and mysterious millionaire Jay Gatsby and Eva La Judica (*Hadestown*) as the enigmatic Daisy Buchanan, *The Great Gatsby* arrives on Broadway after a record-shattering, sold-out run at Paper Mill Playhouse. Directed by Marc Bruni (*Beautiful: The Carole King Musical*), this story of extravagance and longing features choreography by Dominique Kelley (*So You Think You Can Dance*), a book by Kait Kerrigan (*The Mad Ones*) and a jazz- and pop-influenced original score by Jason Howland (*Little Women*) and Nathan Tysen (*Paradise Square*). Don't miss the party — get tickets today to the musical that The New York Times calls “lush, bewitching, and dazzling!”

2. Monday, Feb. 17, 2025 Dine Around NY. Receive discounts and more at participating restaurants with your conference badge. No extra purchase required. Full list of participating restaurants and other details coming soon.
3. Tuesday, Feb. 18, 2025 Awards Reception and Dinner at the New York Marriott Marquis. Purchase for meal ticket required - \$80 per person. Join the Association for a sit-down awards presentation and reception to close out our 2025 Annual Meeting & Training School! All plated meals include salad, entrée and dessert. Dinner options include:
  - Herb Roast Chicken
  - Grilled Filet of Beef
  - Pan Roasted Salmon
  - Eggplant Cannelloni

### **BOOK your room in NYAOT's room block by Jan. 24, 2025**

- To reserve your room, visit <https://book.passkey.com/e/50888576>
- ***Vouchers are not an accepted form of payment.***
- Then, MAIL or FAX completed registration form with a check for the corresponding registration fee to:  
**Association of Towns, 150 State St., Albany, NY 12207 | Fax: (518)465-0724**

*Association of Towns Educational Series  
Registration Form*

FOR INTERNAL USE ONLY  
CHK # \_\_\_\_\_  
ORDER # \_\_\_\_\_



# TRAINING & CERTIFICATION FOR TOWN OFFICIALS

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**ONE REGISTRANT PER FORM**

EVENT: 2025 ANNUAL MEETING & TRAINING SCHOOL  
FEB. 16 - 19, 2025, NEW YORK MARRIOTT MARQUIS, 1535 Broadway, NYC, NY 10036

	Registration Type	Quantity (x)	Rate
Nov. 1 - Jan. 24	Member		\$150
	Non-member		\$175
	Non-municipality / company		\$350
	CLE member		\$465
	CLE non-member		\$490
	CLE non-municipality / company		\$665
	Accredited Justice Training		\$0
	Accredited and Elective Court Clerk Training		\$0
Meal tickets must be purchased ahead of time	OPTIONAL Meal Ticket Herb Roast Chicken		\$80
	OPTIONAL Meal Ticket Grilled Filet of Beef		\$80
	OPTIONAL Meal Ticket Pan Roasted Salmon		\$80
	OPTIONAL Meal Ticket Eggplant Cannelloni		\$80
<b>TOTAL ENCLOSED</b>			

## New York Marriott Marquis Group Arrival Form - 2025

**IMPORTANT NOTE: THIS FORM DOES NOT SECURE YOUR SLEEPING ROOM RESERVATION**

Name of Group: \_\_\_\_\_

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

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

Please Note: Hotel Check In time is 4pm. Any Group Arrivals prior to 4PM are NOT guaranteed ready rooms. Special Room Requests are NOT guaranteed 4PM check in. Hotel Check Out time is 11:00am. **Bus arrivals (10 people or more) check -in will take place on the 3<sup>rd</sup> floor.**

### Bus Arrival / Departure Information:

Bus Arrival Date \_\_\_\_\_

Bus Arrival Time \_\_\_\_\_

Bus Departure Date \_\_\_\_\_

Bus Departure Time \_\_\_\_\_

Name of Bus/Van/Shuttle Company: \_\_\_\_\_

Number of Bus/Van/Shuttle? \_\_\_\_\_

- Please call our Tour Captain/Manager on Duty # (347) 885-6351 on your Arrival Date 15 minutes prior to arrival at the Hotel.
- This will ensure that our Bell Staff is prepared for the group's bus/shuttle/van arrival.
- Bus Pick Up & Drop Off location is on 45<sup>th</sup> Street by Starbucks. New York City does not offer overnight Bus Parking.
- Please plan accordingly with your bus company.
- All luggage/bags need to be tagged with Guest Name Prior to Arrival at the Hotel.

**\*IMPORTANT:** Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes\*

Onsite Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Number of People: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ Estimated Number of Bags: \_\_\_\_\_

**The Porterage charge is mandatory for all groups (10 or more persons) that have a Bus, Van and/or Shuttle arrival at \$11.79 per bag/round trip, regardless if Bellman assistance is needed.**

Will you require guest assistance with luggage upon arrival: Yes or No

Date & Time \_\_\_\_\_

*Please note with bag delivery at check-in it will take up to 45 – 60 minutes for every 20 bags to be delivered to guestrooms by the bellman.*

Will you require a bag pull/pick-up at checkout: Yes or No

Date & Time \_\_\_\_\_

*Please note that checkout is at noon, and with a group bag pull/pick-up it will take 30 – 40 minutes for every 20 rooms to be assisted by the bellman.*

# VALET PARKING RATES 2025

## Registered Guests

(Overnight Charge 24 Hours Max)

Cars - \$70.00

SUV: Explorers, Mini-Vans, etc. - \$80.00

Oversized: F150's, Yukons, Suburbans, etc. - \$95.00

## Transient Parking (Hourly)

CARS: 3 HOURS Max \$45.00 12 HOURS max \$58.00

OVERSIZED: 3 HOURS Max \$55.00 12 HOURS max \$68.00

SUPERSIZED: 3 HOURS Max \$65.00 12 HOURS max \$83.00

No Vans, Limousines or Motorcycles

All Transients Over 12 Hours Fall Under Overnight Rates

18.375% N.Y.C. Parking Tax included

**Request for Taxpayer  
 Identification Number and Certification**  
 Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>CCMH TIMES SQUARE LLC</b>		
	<b>2</b>	Business name/disregarded entity name, if different from above. <b>NEW YORK MARRIOTT MARQUIS</b>		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>C</b> Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see Instructions) _____	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions . . . . . <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>1535 BROADWAY</b>	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code <b>NEW YORK, NY 10036</b>		
	<b>7</b>	List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
OR									
Employer identification number									
2	6		3	0	4	8	3	3	8

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>03/18/2024</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

# SUNDAY, FEBRUARY 16, 2025

## Informational Hearing on Proposed Resolutions

Christopher Koetzle, Executive Director; Lori Mithen-Demasi, General Counsel; Sarah Brancatella, Legislative Director and Counsel; and Katie Hodgdon, Counsel; New York Association of Towns

Sunday, February 16, 2025

2:00 p.m. – 5:00 p.m., Julliard/Imperial, 5th Floor

In this hearing, the Association of Towns' executive director, first vice president and legal staff will provide an overview of the proposed resolutions for the Association's 2025 Legislative Platform, to be voted on during the business meeting. Any questions or concerns regarding the resolutions will be addressed at this hearing.

# MONDAY, FEBRUARY 17, 2025

## Opening General Session

Monday, February 17, 2025

8:00 a.m. – 10:30 a.m., Broadway Ballroom, 6th Floor

Includes invited speakers.

## Session One, Day One

Core A: Cybersecurity

### **Justice Track**

Monday, February 17, 2025

10:00 a.m. - 10:50 a.m., Duffy/Columbia, 7<sup>th</sup> Floor

## Session One, Day One

Working Together for a Better New York: A Conversation with NYSAC, NYCOM and AOT

Monday, February 17, 2025

10:30 a.m. - 11:20 a.m., Imperial/Juilliard, 5th Floor

## Session One, Day One

Taking the Grants Journey: An Essential Guide to Funding Success

Monday, February 17, 2025

10:30 a.m. - 11:20 a.m., Belasco/Broadhurst 5th Floor

## Session One, Day One

Energy Pathway to Maximize IRA Tax Credit Monetization for Towns

Monday, February 17, 2025

10:30 a.m. – 11:20 a.m., Alvin/Carnegie, 5th Floor

## Session One, Day One

Valuing renewable energy projects and negotiating PILOTs

Monday, February 17, 2025

10:30 a.m. - 11:20 a.m., Booth/Edison, 5th Floor

## Session One, Day One

PFAS & Forever Chemicals in Wastewater: Future Regulations & Possible Funding For Compliance Mandates

Monday, February 17, 2025

10:30 a.m. - 11:20 a.m., Shubert Complex, 6th Floor

## Session One, Day One

Strategic Planning Best Practices

Monday, February 17, 2025

10:30 a.m. – 11:20 a.m., Majestic Complex, 6th Floor

## Session One, Day One

Fiscal Oversight Responsibilities of the Town Board

Monday, February 17, 2025

10:30 a.m. - 11:20 a.m., Empire Complex, 7th Floor

## Session One, Day One

Incentive Zoning

### **Continuing Legal Education Track**

Monday, February 17, 2025

10:30 a.m. – 11:20 a.m., Astor Ballroom, 7<sup>th</sup> Floor

## Session Two, Day One

Core A: Ethics I

### **Justice Track**

Monday, February 17, 2025

11:00 a.m. – 11:50 a.m., Duffy/Columbia, 7th Floor

## Session One, Day One

DNA

### **Court Clerk Track**

Monday, February 17, 2025

10:30 a.m. - 11:20 p.m., Harlem, 7th Floor

Session One, Day One  
Visualize, Manage, and Share Your Data for Enhanced  
Collaboration and Decision Making  
Monday, February 17, 2025  
10:30 a.m. – 11:20 p.m., Soho Complex, 7th Floor

Session Two, Day One  
The Future is Now: Managing the Talent Pipeline Amid the  
Changing Needs of the Workforce

Session Two, Day One  
Inside the Edgemont Village Incorporation Impact Study  
11:30 a.m. - 12:30 p.m., Belasco/Broadhurst, 5th Floor

Session Two, Day One  
Avoiding Insurance Pitfalls  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Alvin/Carnegie, 5th Floor

Session Two, Day One  
Housing and Economic Development in the Rural  
Adirondacks: Regulatory Impacts  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Booth/Edison, 5th Floor

Session Two, Day One  
Drinking Water Source Protection Program (DWSP2)  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Shubert Complex, 6th Floor

Session Two, Day One  
Local Government Regulation of Wireless Facilities IV  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Majestic Complex, 6th Floor

Session Two, Day One  
Fiscal Oversight Responsibilities of Town Officers and  
Employees Part 1  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Empire Complex, 7th Floor

Session Two, Day One  
Real Property Tax: Case and Statutory Law Update  
**Continuing Legal Education Track**  
Monday, February 17, 2025  
11:30 a.m. – 12:30 p.m., Astor Ballroom, 7<sup>th</sup> Floor

Session Two, Day One  
DWI  
**Court Clerks Track**  
Monday, February 17, 2025  
11:30 a.m. - 12:30 p.m., Harlem, 7th Floor

Session Two, Day One  
Speed Limit Reduction: How to Establish Safe Speeds in  
Your Community  
Monday, February 17, 2025  
11:30 a.m. – 12:30 p.m., Soho Complex, 7th Floor

Session Three, Day One  
Core A: Legislative Updates 2025  
**Justice Track**  
Monday, February 17, 2025  
12:00 p.m. - 1:00 p.m., Duffy/Columbia, 7th Floor

Session Lunch, Day One  
Workforce Development Summit: A Discussion with Key  
Players in the Industry  
Monday, February 17, 2025  
12:40 p.m. – 1:30 p.m., Astor Ballroom, 7<sup>th</sup> Floor

Session Three, Day One  
Employee Benefit Cost Trends and Options  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Imperial/Juilliard, 5th Floor

Session Three, Day One  
24/7 Citizen Service: Transforming Town Halls with AI  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Belasco/Broadhurst, 5th Floor

Session Three, Day One  
Building a Safer Town: Five Cybersecurity Tips for Meeting  
Compliance Requirements  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Alvin/Carnegie, 5th Floor

Session Three, Day One  
Exempt Entities Update under RPTL 420-a  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Booth/Edison, 5th Floor

Rising Property Values and the Impact Assessments Have on Municipal Finances  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Shubert Complex, 6th Floor

Session Three, Day One  
Towns Rule! The benefits of having home rule and the need to preserve it  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Majestic Complex, 6th Floor

Session Three, Day One  
Fiscal Oversight Responsibilities of Town Officers and Employees Part 2  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Empire Complex, 7th Floor

Session Three, Day One  
Dangerous Dogs  
**Court Clerk Track**  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Harlem, 7th Floor

Session Four, Day One  
Core A: Domestic Violence Law Updates and Hope Cards  
**Justice Track**  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Duffy/Columbia, 7th Floor

Session Three, Day One  
Collective Bargaining 101  
**Continuing Legal Education Track**  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Astor Ballroom, 7th Floor

Session Three, Day One  
I don't want another cemetery! - Cemetery Abandonment and the Changes in Cemetery Laws and Regulations Impacting Towns  
Monday, February 17, 2025  
2:00 p.m. - 2:50 p.m., Soho Complex, 7th Floor

Session Four, Day One  
Serving Those Who Serve: Employee Well Being in the Public Sector  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Imperial/Juilliard, 5th Floor

Session Four, Day One  
Getting Dirty: Using Infrastructure to lay the Foundation for Community Revitalization  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Belasco/Broadhurst, 5th Floor

Session Four, Day One  
NYS Homes & Community Renewal's Grant Sources  
Monday, February 19, 2024  
3:00 p.m. - 3:50 p.m., Alvin/Carnegie, 5th Floor

Session Four, Day One  
Washing Checks and (Not) Waiving Penalties: Hot Topics in Real Property Tax Collection  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Booth/Edison, 5th Floor

Session Four, Day One  
Unlock the Power of Clean Energy: Energy Efficiency, Electrification, Solar, Geothermal and More  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Shubert Complex, 6th Floor

Session Four, Day One  
Why Buy Thru NY: Benefits of Using OGS Centralized Contracts  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Majestic Complex, 6th Floor

Session Four, Day One  
Improving the Effectiveness of the Governing Boards' Audit of Claims  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Empire Complex, 7th Floor

Session Four, Day One  
Special Districts: 101 Town Special Improvement Taxing Districts  
**Continuing Legal Education Track**  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Astor Ballroom, 7th Floor

Session Five, Day One  
Core A: Current DWI Practice Examined  
**Justice Track**  
Monday, February 17, 2025  
3:00 p.m. - 3:50 p.m., Duffy/Columbia, 7th Floor

Session Four, Day One

Town Ordinances

**Court Clerk Track**

Monday, February 17, 2025

3:00 p.m. - 3:50 p.m., Harlem, 7th Floor

Session Four, Day One

Council of Governments Model: A Unique Way to Share Services

3:00 p.m. - 3:50 p.m., Soho Complex, 7th Floor

Session Five, Day One

Exploring Retiree Healthcare Solutions

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Imperial/Juilliard, 5th Floor

Session Five, Day One

Media Training for Towns

4:00 p.m. - 5:00 p.m., Belasco/Broadhurst, 5th Floor

Session Five, Day One

How Taking Climate Action Can also Save Your Town  
Money Department of Environmental Conservation Staff

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Alvin/Carnegie, 5th Floor

Session Five, Day One

AOT vs OSC (Tax Collection Potpourri)

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Booth/Edison, 5th Floor

Session Five, Day One

Solar Renewables: Implementation Models, Bill Credits and Energy Savings for Local Governments

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Shubert Complex, 6th Floor

Session Five, Day One

Ambulance Service in Rural New York State

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Majestic Complex, 6th Floor

Session Five, Day One

Ask the OSC Auditors

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Empire Complex, 7th Floor

Session Five, Day One

Parking Programs

**Court Clerk Track**

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Harlem, 7th Floor

Session Six, Day One

Core A: Animal Cruelty

**Justice Track**

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Duffy/Columbia, 7th Floor

Session Five, Day One

New York State Voting Rights Act: Are You Ready?

**Continuing Legal Education Track**

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Astor Ballroom, 7th Floor

Session Five, Day One

Local Leader's Toolkit for Attracting Housing Investment

Monday, February 17, 2025

4:00 p.m. - 5:00 p.m., Soho Complex, 7th Floor

## TUESDAY, FEBRUARY 18, 2025

General Session

Tuesday, February 18, 2025

8:00 a.m. - 10:00 a.m., Broadway Ballroom, 6th Floor

Includes invited speakers.

Session One, Day Two

Turning Plans into Action: Strategies for Effective Implementation

Tuesday, February 18, 2025

10:00 a.m. - 10:50 a.m., Imperial/Juilliard, 5th Floor

Session One, Day Two

Tourism in Your Town: How to Optimize Beneficial Outcomes and Add Vitality to Your Community

Tuesday, February 18, 2025

10:00 a.m. - 10:50 a.m., Belasco/Broadhurst, 5th Floor

Session One, Day Two  
Addressing Attendance Concerns  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Alvin/Carnegie, 5th Floor

Session One, Day Two  
Special Use Permits  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Booth/Edison, 5th Floor

Session One, Day Two  
Procurement Part 1 (Competitive Bidding and  
Procurement Policy)  
Tuesday, February 18, 2025  
10:00 a.m. - 10:50 a.m., Empire Complex, 7th Floor

Session One, Day Two  
Advanced Fiscal 2025  
**Court Clerk Track**  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Harlem, 7th Floor

Session One, Day Two  
Core B: Fiscal Review  
**Justice Track**  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Duffy/Columbia, 7th Floor

Session One, Day Two  
Astride Two Worlds: Ethical Considerations for  
Government Attorneys  
**Continuing Legal Education Track**  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Astor Ballroom, 7th Floor

Session One, Day Two  
PFAS Removal and Destruction for Water and  
Wastewater  
Tuesday, February 18, 2025  
10:00 a.m. – 10:50 a.m., Soho Complex, 7th Floor

Session Two, Day Two  
Community Solar the Right Way  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Imperial/Juilliard, 5th Floor

Session Two, Day Two  
Responsibilities and Legal Requirements of Building  
Code Enforcement: How It Can Benefit Your Community  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Belasco/Broadhurst, 5th Floor

Session Two, Day Two  
Employee Counseling and Progressive Discipline  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Alvin/Carnegie, 5th Floor

Session Two, Day Two  
Skills That Make Great Board Members  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Booth/Edison, 5th Floor

Session Two, Day Two  
Procurement Part 2 (Municipal Procurement Potpourri)  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Empire Complex, 7th Floor

Session Two, Day Two  
Americans with Disabilities Act Compliance Part 2  
**Court Clerk Track**  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Harlem, 7th Floor

Session Two, Day Two  
Core B: CPL 530.60 Modification of Securing Orders  
**Justice Track**  
Tuesday, February 18, 2025  
11:00 a.m. - 12:00 p.m., Duffy/Columbia, 7th Floor

Session Two, Day Two  
Diversity, Equity, Inclusion and Ethics In Real Property  
Taxation and Assessment  
**Continuing Legal Education Track**  
Tuesday, February 18, 2025  
11:00 a.m. – 12:30 p.m., Astor Ballroom, 7th Floor

Session Two, Day Two  
Municipal Infrastructure Funding Experience: Uncover  
Opportunities – Part 1  
Tuesday, February 18, 2025  
11:00 a.m. - 12:30 p.m., Soho Complex, 7th Floor

Session Three, Day Two  
Protecting the Integrity of the Courts: Cybersecurity and Ethics

**Court Clerk Track**

Tuesday, February 18, 2025  
12:00 p.m. – 1:00 p.m., Harlem, 7th Floor

Session Three, Day Two  
Ethics 2 – Local Connections, Meetings and Interactions with the Municipality

**Justice Track**

Tuesday, February 18, 2025  
12:00 p.m. – 1:00 p.m., Duffy/Columbia, 7th Floor

Lunch Summit, Day Two  
Renewable Energy Development and the Role of Local Governments

12:40 p.m. – 1:30 p.m., Empire Complex, 7th Floor

Session Three, Day Two  
Town Clerk Roundtable  
Tuesday, February 18, 2025

2:00 p.m. - 2:50 p.m., Imperial/Juilliard, 5th Floor

Session Three, Day Two  
Local Road Safety Plans  
Tuesday, February 18, 2025

2:00 p.m. - 2:50 p.m., Belasco/Broadhurst, 5th Floor

Session Three, Day Two  
Workplace Accommodations and the Interplay of Various State & Federal Statutes

Tuesday, February 18, 2025

2:00 p.m. - 2:50 p.m., Alvin/Carnegie, 5th Floor

Session Three, Day Two  
Subverting the Dominant Paradigm: Europe's Journey of Replacing "Predict and Provide" Thinking with just the Opposite and What It Can Teach Us

Tuesday, February 18, 2025

2:00 p.m. - 2:50 p.m., Booth/Edison, 5th Floor

Session Three, Day Two  
The Annual Financial Report- Filing with OSC and Common Errors

Tuesday, February 18, 2025

2:00 p.m. - 2:50 p.m., Empire Complex, 7th Floor

Session Four, Day Two  
Conduct in the Courts: Addressing Sexual Harassment and Bias

**Court Clerk Track**

Tuesday, February 18, 2025  
2:00 p.m. - 2:50 p.m., Harlem, 7th Floor

Session Four, Day Two  
Core B: Anti-Bias

**Justice Track**

Tuesday, February 18, 2025  
2:00 p.m. - 2:50 p.m., Duffy/Columbia, 7th Floor

Session Four, Day Two  
Practical Housing Code Compliance: How to Uphold Your Housing Code without Overburdening Your Residents

**Continuing Legal Education Track**

Tuesday, February 18, 2025  
2:00 p.m. - 2:50 p.m., Astor Ballroom, 7th Floor

Session Three, Day Two  
Municipal Infrastructure Funding Experience: Welcome to the Funder Games! Part 2

Tuesday, February 18, 2025

2:00 p.m. – 2:50 p.m., Soho Complex, 7th Floor

Session Four, Day Two  
Safety in Numbers: Building a Culture of Prevention and Protection

Tuesday, February 18, 2025

3:00 p.m. - 3:50 p.m., Imperial/Juilliard, 5th Floor

Session Four, Day Two  
When Should We Post Weight Limits Towns Roads

Tuesday, February 18, 2025

3:00 p.m. - 3:50 p.m., Belasco/Broadhurst, 5th Floor

Session Four, Day Two  
Joint Boards: Options for Intermunicipal Review Boards

Tuesday, February 18, 2025

3:00 p.m. - 3:50 p.m., Booth/Edison, 5th Floor

Session Four, Day Two  
Which Fund is it Anyway? - A/DA vs B/DB and more!

Tuesday, February 18, 2025

3:00 p.m. – 3:50 p.m., Empire Complex, 7th Floor

Session Five, Day Two  
Legislative Updates and Hope Cards  
**Court Clerk Track**  
Tuesday, February 18, 2025  
3:00 p.m. - 3:50 p.m., Harlem, 7th Floor

Session Five, Day Two  
Core B; Summary Proceedings Updates 2025  
**Justice Track**  
Tuesday, February 18, 2025  
3:00 p.m. - 3:50 p.m., Duffy/Columbia, 7th Floor

Session Four, Day Two  
Can I Delete That? Social Media, Public Officials and the  
First Amendment  
**Continuing Legal Education Track**  
Tuesday, February 18, 2025  
3:00 p.m. - 3:50 p.m., Astor Ballroom, 7th Floor

Session Four, Day Two  
Emergency Incident Command: Flexible Response to  
Dynamic Situations  
3:00 p.m. - 4:00 p.m., Soho Complex, 7th Floor

Q&A with the Association of Towns' Legal Staff  
Tuesday, February 18, 2025  
4:00 p.m. - 5:00 p.m., Imperial/Julliard, 5th Floor

Session Five, Day Two  
Agrivoltaics: Co-Locating Solar and Agriculture  
4:00 p.m. - 5:00 p.m., Belasco/Broadhurst, 5th Floor  
Session Five, Day Two  
Using Financial Reports for Effective Board Oversight &  
Decision Making  
Tuesday, February 18, 2025  
4:00 p.m. - 5:00 p.m., Empire Complex, 7th Floor

Session Six, Day Two  
Parking Program  
**Court Clerk Track**  
Tuesday, February 18, 2025  
4:00 p.m. - 5:00 p.m., Harlem, 7th Floor

Session Six, Day Two  
Summary Proceedings Updates 2025  
**Justice Track**  
Tuesday, February 18, 2025  
4:00 p.m. - 5:00 p.m., Duffy/Columbia, 7th Floor

Session Five, Day Two  
**Continuing Legal Education Track**  
The Anatomy of an Article 78 Proceeding  
Tuesday, February 18, 2025  
4:00 p.m. - 5:00 p.m., Astor Ballroom, 7th Floor



# 2025

## ***Proposed Legislative Program***

1. Preserve and Support Home Rule
2. Maintain and Increase Aid and Incentives to Municipalities Funding
3. Declare General Ambulance Service an Essential Service and Provide Service Funding
4. Increase the Salary Cap for Retired Public Officials Returning to Public Service
5. Reform Tier 6 of the New York State and Local Retirement System
6. Create a Dedicated Funding Source for Commercial Driver's License (CDL) Training
7. Amend Civil Service Rules to Create a More Efficient Hiring Process for Public Employers
8. Provide Towns with Negotiation Authority in PILOT Agreements that Impact Their Tax Base
9. Reform Inequities in the Real Property Tax Cap Formula
10. Support Highway, Bridge and Transportation Funding
11. Increase or Repeal the Tax Levy Limits for Highway Equipment Purchases
12. Provide All Towns with the Option to Set Speed Limits on Local Roads
13. Create a Dedicated Funding Program for Municipal Water and Sewer Infrastructure
14. Reform Public Service Law Article 8
15. Support Dedicated Funding for PFAS Testing, Remediation, and Prevention
16. Foster Opportunities for Smaller Scale Renewable Energy Development in Participating Towns
17. Provide Guidance and Resources for Battery Energy Storage Systems (BESS)

**Submitted for consideration to the Association of Towns Resolutions Committee**

***Michael Marinaccio, Town Supervisor, Town of Dickinson, Broome County  
First Vice President, Association of Towns, Chair of the Resolutions Committee***

# 2025 Proposed Resolutions

## *General Government*

### **Resolution No. 1 Preserve and Support Home Rule**

WHEREAS, the New York State Constitution grants broad home rule powers to local governments and places restrictions on the state Legislature in order to preserve these powers; and

WHEREAS, home rule authority encompasses a wide range of subjects, including but not limited to, the authority to: adopt, amend and repeal local laws in the exercise of a town's functions, powers and duties; share services with other local governments; levy and collect rents and penalties in a town; adopt, amend and repeal zoning regulations; and

WHEREAS, under *Municipal Home Rule Law and the Statute of Local Governments*, local governments' home rule powers must be liberally construed; and

WHEREAS, New York is one of many states across the country granting local governments home rule authority, and this authority should be recognized at the federal level; and

WHEREAS, the exercise of home rule powers allows local governments to meet the unique and diverse needs of local residents while also fostering citizen participation in government; and

WHEREAS, New York's diverse communities are best served by maintaining the principles of home rule, including those set forth in the state Constitution, Local Government Bill of Rights, Statute of Local Governments and the Municipal Home Rule Law; NOW THEREFORE BE IT

**RESOLVED**, that the Association of Towns calls on the Governor and the state Legislature to preserve and strengthen home rule; and BE IT FURTHER

**RESOLVED**, that the Association of Towns will oppose any state or federal initiative that would weaken or eliminate New York's long-standing tradition of home rule and local government authority.

#### **Background**

This resolution is routinely included in AOT's Legislative Program and looks to preserve and strengthen home rule and bolster the authority and autonomy town governments need to make local decisions and better serve town residents. Broadly defined, home rule is a way for the state to transfer a portion of its governmental powers to local governments by allowing them to manage their own affairs. Granted in 1963-64, over the years, various court case decisions and legislative enactments have eroded home rule authority, preempting towns from acting or making decisions on issues of local concern. Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

### **Resolution No. 2 Maintain and Increase Aid and Incentives to Municipalities Funding**

WHEREAS, the Aid and Incentives to Municipalities (AIM) Program is a source of unrestricted aid wherein revenue is redistributed and shared with towns, cities (except New York City), and villages in New York State; and

WHEREAS, unrestricted aid funded by the state demonstrates a strong partnership between local governments and the state and provides a way for the state to support to local governments and keep real property taxes down; and

WHEREAS, towns are required to comply with state mandates, such as the payment of prevailing wages for municipal projects, without any significant funding source; and

WHEREAS, the state included a much appreciated additional \$50 million in AIM funding in last year's budget; and

# 2025 Proposed Resolutions

WHEREAS, when adjusting for inflation, AIM funding should be funded at \$1.03 billion; NOW THEREFORE BE IT

**RESOLVED**, that the Association of Towns calls on the Governor and state Legislature to increase the state-funded AIM appropriations by \$210 million to account for the rate of inflation and increased costs borne by local governments.

## **Background**

Revenue sharing between New York State and local governments has taken various forms over the years, and when the Aid and Incentives to Municipalities (AIM) Program was established as part of the state budget in 2005-2006, its goal was an improved and streamlined way for the state to redistribute state revenue to towns, cities, and villages. AIM is the only general revenue sharing funding available to municipalities, meaning that a town can spend AIM funding it receives how it best sees fit. This resolution requests that AIM payments be funded to \$1.03 billion to account for inflation, which would be an approximate \$210 million increase over last year's level, including the \$50-million temporary increase. Questions or requests for additional information may be directed to New York Association of Towns (NYAOT) Deputy Director Sarah Brancatella.

## **Resolution No. 3**

### **Declare General Ambulance Service an Essential Service and Provide Service Funding**

WHEREAS, the emergency management system (EMS) in New York is in crisis due to declining volunteerism, lack of public funding, inadequate staffing, rising costs, insufficient insurance reimbursement, and rising call volumes, among other reasons; and

WHEREAS, towns currently have the option of contracting for ambulance services or becoming a provider itself; and

WHEREAS, many towns are having difficulty finding providers to contract with, or the cost of such contracts are increasing significantly; and

WHEREAS, safe, reliable treatment and transportation from trained individuals in emergency situations is necessary for public health; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) calls on the Governor and Legislature to declare general ambulance services an essential service in New York; and BE IT FURTHER

**RESOLVED**, that NYAOT calls on the Governor, Legislature, and state agencies to support ambulance service through dedicated funding and providing other forms of financial assistance, such as grants programs and increasing Medicaid reimbursements.

## **Background**

In 2023, the state issued a report titled *2023 Evidence Based EMS Agenda for the Future* (available at [https://www.health.ny.gov/professionals/ems/docs/february\\_2023\\_sustainability\\_tag.pdf](https://www.health.ny.gov/professionals/ems/docs/february_2023_sustainability_tag.pdf)) based on a 2021 report *EMS in Crisis, A New York State Perspective*. In the 2023 report, the recommendations from the state task force established key recommendations to support EMS including, but not limited to, declaring EMS an essential service (and a definition of what that means), creating a grant program to help providers improve response metrics, and having evidence-based Medicaid reimbursement rates. Other recommendations included authorizing and funding counties to facilitate EMS coordination, something that is consistent with the Office of the State Comptroller's report finding an increasing number of counties getting involved in EMS service (see <https://www.osc.ny.gov/files/local-government/publications/pdf/ems-report-2024.pdf>)

In 2024, legislation was introduced (A3392c/S4020c) that: declared EMS an essential service to which every New Yorker is entitled to receive in a reliable manner; ensured that EMS is provided pursuant to uniform state standards and that EMS practitioners and systems are properly trained; and required every municipality outside of New York City to ensure that EMS or General Ambulance Service (GAS) is provided, either acting individually, jointly or through the creation of new special districts, including new authority for counties to create special districts. NYCOM and NYSAC supported the bill, NYAOT issued a memorandum seeking modifications – specifically, clarification that a county-created ambulance district has the authority to levy taxes, clarification on overlapping districts, and funding for any mandates on local

# 2025 Proposed Resolutions

governments. The resolution is broader than the legislation, and mirrors legislative priorities of NYCOM and NYSAC asking for general ambulance service to be declared essential, as well as provide funding. Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

## *Workforce Development*

### **Resolution No. 4**

#### **Increase the Salary Cap for Retired Public Officials Returning to Public Service**

WHEREAS, many towns rely on the service of retired public officers and employees who rejoin the public workforce; and

WHEREAS, under Retirement and Social Security Law § 212, unless they are 65 or older, public retirees may only earn up to \$35,000 from post-retirement public employment without diminution of retirement earnings; and

WHEREAS, the retiree salary cap has not been increased since 2020, and does not keep pace with inflation; and

WHEREAS, towns are having difficulty filling vacancies in their workforces due, in part, to the inability to offer competitive salaries; and

WHEREAS, raising the retiree salary cap makes post-retirement work in towns more enticing while simultaneously allowing towns to employ experienced individuals at a reduced cost, thus saving taxpayer money; NOW THEREFORE BE IT

**RESOLVED**, that New York Association of Towns calls upon the Governor and the Legislature to amend state law to increase from \$35,000 and attach an annual cost of living (COLA) increase to the salary cap placed on retired public employees who continue their public service.

#### **Background**

As a way to keep property taxes down, many towns rely on retired public employees to provide local services and public protection. The state allows retirees to work for a participating employer in the retirement system, provided that their compensation does not exceed \$35,000 (Retirement and Social Security Law § 212). The salary limitations set forth in Retirement and Social Security Law §212 were increased annually between 1996 and 2004 to account for inflation, but has been changed only twice since then – once in 2007, and once in 2020 to its current rate of \$35,000. Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

### **Resolution No. 5**

#### **Reform Tier 6 of the New York State and Local Retirement System**

WHEREAS, Chapter 18 of the Laws of 2012 established Tier 6 of the New York State and Local Retirement System, which amends the retirement benefits of public employees who establish membership in a public employee retirement system on or after April 1, 2012; and

WHEREAS, reforms to Tier 6 have made jobs in the public sector less attractive and thus made it harder for the state and local governments to recruit and retain workers; and

WHEREAS, local government employees perform essential services in their communities; and

WHEREAS, it is critical for local governments to recruit and retain skilled qualified workers to maintain government operations; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and the Legislature to reform Tier 6 to develop cost-effective options to improve local government workforce development.

# 2025 Proposed Resolutions

## Background

Within New York State's retirement system, "Tier 5" refers to a pension plan for public employees who joined between Jan. 9, 2010, and March 31, 2012, while "Tier 6" applies to those who joined on or after April 1, 2012. Local government Tier 5 members pay 3 percent of their gross salary for all years they are employed by a public employer, whereas Tier 6 employees pay between 3 percent and 6 percent, depending on their income level. Additionally, Tier 5 members receive full retirement benefits starting at age 62, whereas Tier 6 members must wait until 63.

The Civil Service Employees Association (CSEA), which represents over 300,000 members in state and local governments, reports that local governments have lost nearly 28,000 positions between 2012 and 2023. It attributes this, in part, to Tier 6 not providing enticing enough benefits for people to join public service (see New York State Civil Service and Pensions Committee Testimony, October 11, 2023, available at [www.nysenate.gov/sites/default/files/admin/structure/media/manage/filefile/a/2023-10/csea.pdf](http://www.nysenate.gov/sites/default/files/admin/structure/media/manage/filefile/a/2023-10/csea.pdf)). On the other hand, others point to the money saved by Tier 6 and the financial onus reform would place on public employers (see e.g. [www.nysenate.gov/sites/default/files/admin/structure/media/manage/filefile/a/2023-10/empire-center-for-public-policy.pdf](http://www.nysenate.gov/sites/default/files/admin/structure/media/manage/filefile/a/2023-10/empire-center-for-public-policy.pdf)).

Finally, some Tier 6 reforms were included in the 2024-2025 state budget, including:

- Final average earnings: Tier 6 employees' pension benefits are now based on the average of their highest three years of earnings, instead of five years. This change applies to employees who retire on or after April 1, 2024 for the Police and Fire Retirement System and April 20, 2024 for the Employees' Retirement System.
- Overtime earnings: Overtime earnings are now excluded from pension contribution rates for two more years.

Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

## Resolution No. 6

### Create a Dedicated Funding Source for Commercial Driver's License (CDL) Training

WHEREAS, there is a shortage of commercial drivers in New York; and

WHEREAS, commercial drivers are essential employees in state and local government operations and perform critical functions to ensure roadways and highways are safe for travelers; and

WHEREAS, the state recently expanded the eligible pool of individuals that may obtain a Commercial Driver's License (CDL); and

WHEREAS, further action is needed to increase the number of CDL operators in the state and address the worker shortage at both the state and local government levels; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) calls on the Governor and Legislature to create a dedicated funding source to establish a Commercial Driver's License (CDL) training cost-reimbursement program for state and local government employees in New York State.

## Background

This is a new resolution. The state has acknowledged a severe shortage of commercial drivers and has taken legislative action to tackle this important issue. Specifically, in 2021, the state established a Class A young adult commercial driver's license (CDL) class, which expanded the pool of eligible drivers to include 18 - 20 year olds to operate tractor-trailers and other vehicles after taking the requisite training (see Chapter 618 of the Laws of 2021). In adopting the law, the state indicated that commercial drivers are the backbone of the state's economy and that it is increasingly difficult to recruit commercial drivers. While expanding the pool of eligible drivers is a step toward beginning to address the critical commercial driver shortage, local governments are still facing a shortage of eligible and properly trained drivers to deliver essential government services, including plow trucks and construction vehicles.

Obtaining the required training for a CDL is costly, with CDL Class A Commercial Truck Driver training classes totaling approximately \$7,000 for a 10-week training program at SUNY-Canton, deterring potential commercial drivers that would otherwise operate heavy machinery, but for the cost of the training. To this end, NYAOT believes

# 2025 Proposed Resolutions

that a dedicated funding stream that reimburses the costs associated with obtaining a CDL license to CDL drivers that thereafter engage in local or state government employment as a CDL license operator for a period of three years will both create jobs for CDL operators and reduce the driver shortage that is plaguing the industry. This is a straightforward and practical solution that will reverberate across the state. Questions or requests for additional information may be directed to Association Counsel Katie Hodgdon.

## Resolution No. 7

### Amend Civil Service Rules to Create a More Efficient Hiring Process for Public Employers

WHEREAS, many public sector employers are struggling to find qualified employees to fill positions; and

WHEREAS, towns must follow civil service rules and regulations on hiring; and

WHEREAS, the statutory framework and the civil service rules and regulations pose many unnecessary burdens to hiring qualified employees to do the work of the people; and

WHEREAS, amendments to civil service rules that could be easily implemented would alleviate some of these burdens without diminishing the quality of the public sector workforce; and

WHEREAS, amendments to civil service could include, but are not limited to, things like:

- making a provisional employee permanent if a test is not offered within nine months after an individual is provisionally appointed to a position; or if an exam is offered within nine months, the provisional appointee is scored on a pass/fail basis
- removing professions licensed by New York State from the competitive classification; NOW THEREFORE BE IT

**RESOLVED**, that the Association of Towns calls on the Governor and the state Legislature to amend civil service rules to make the hiring process easier for public employees by allowing provisional appointees to automatically become permanent employees after nine months if no exam is available in that time period and by declaring that professions licensed by New York State should not be classified as competitive.

#### Background

Public employers across the board are having difficulty filling vacant positions. NYAOT has worked with other organizations to identify civil service reforms that would not undermine union protections in order to ease some of the civil service hiring requirements that can be burdensome or thwart the ability to find candidates. These recommendations include:

#### 1. Transitioning from Provisional to Permanent Appointments

Municipalities may hire individuals on a provisional basis if a current list does not exist to fill the position. However, this creates a situation where individuals may be stuck as a provisional appointment for years, and they will lose their position if an eligible list gets released and they did not rank among the top 3. Putting a cap on the maximum timeframe for provisional status would help reduce: organizational impacts, job uncertainty for potential candidates and the costs of onboarding new staff, as well as increase the ability to recruit staff. Furthermore, allowing a provisional hire who has been successfully working in a position to take a test on a pass/fail basis would increase the chance that the organization could retain an employee successfully working in a position.

#### 2. Remove professions licensed by New York State from the competitive classification

Subjecting professions that require a license from New York State to a competitive examination to determine if they are qualified for a position is superfluous. The fact that an individual has a license from the state should sufficiently establish that a candidate meets or exceeds the minimum job qualifications.

Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

# 2025 Proposed Resolutions

## *Tax & Finance*

### **Resolution No. 8**

#### **Provide Towns with Negotiation Authority in PILOT Agreements that Impact Their Tax Base**

WHEREAS, the tax-exempt status of real properties shift the tax burden to non-exempt owners, increasing their real property tax liability; and

WHEREAS, Industrial Development Agencies (IDAs) have the ability to negotiate payment in lieu of taxes (PILOT) agreements on certain tax-exempt properties; and

WHEREAS, county IDAs comprised nearly 62 percent of IDA projects in 2022; and

WHEREAS, nearly \$854 million was collected through PILOT agreements in 2022; and

WHEREAS, town real property tax bases are impacted by county IDA agreements; and

WHEREAS, despite being an affected tax jurisdiction with impacts to their tax base, towns are often not consulted or considered when binding PILOT agreements are executed; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) requests legislative action to ensure that governing bodies of affected tax jurisdictions have the ability to approve agreements that impact the tax jurisdiction's real property tax base.

#### **Background**

This is a new resolution. In 2023, over \$1.82 billion of real property had tax-exempt status in its taxing jurisdiction, with more than half of the tax base exempt in a number of towns (see *Exemptions from Real Property Taxation in New York State: 2023 County, City, and Town Assessment Rolls*). The exempt status of real property shifts the real property tax burden to non-exempt owners, driving up real property taxes. To counter this, IDAs have the ability to negotiate PILOT agreements that govern properties with a qualifying project and provide financial payments and other incentives to "affected tax jurisdictions."

While towns are "affected tax jurisdictions" that fail to receive real property tax payments due to the tax-exempt status of a property engaged in a project overseen by an IDA (see Real Property Tax Law § IDA 854 [1]6), towns are excluded from or, at best, offered a symbolic seat at the table in negotiations with the IDAs and developers on projects, with counties determining the interests of all of the affected tax jurisdictions. Indeed, county IDAs comprised 61.8 percent of all active IDA projects in 2022 (see *Performance of Industrial Development Agencies in New York State*, May 2024), and all county tax-exempt projects impact the town tax base located within those counties.

The total tax exemptions for IDA projects in 2022 amounted to nearly \$2 billion in 2021, with real property tax exemptions representing \$1.7 billion of the total tax exemptions. This is a staggering amount of money that severely impacts the tax base in each of the jurisdictions the projects occur in, as the exempt status of properties naturally shifts the burden to the non-exempt property owners. Importantly, almost \$854 million was collected through PILOT agreements in 2022, an increase of nearly \$300 million from the \$555 million that was collected a decade prior in 2012 (see *Performance of Industrial Development Agencies in New York State*, May 2024). While PILOT agreements are intended to ameliorate the impact of the tax-exempt status of real properties, all impacted taxing jurisdictions do not have parity in the negotiating process, and consequently, are often bound by agreements that negatively impact their tax base. Accordingly, NYAOT requests the inclusion of language in the law that ensures that all governing bodies of affected tax jurisdictions approve agreements impacting the tax jurisdiction's real property tax base.

Questions or requests for additional information may be directed to Association Counsel Katie Hodgdon.

# 2025 Proposed Resolutions

## Resolution No. 9 Reform Inequities in the Real Property Tax Cap Formula

WHEREAS, the real property tax cap, which was designed to limit the property taxes levied by local governments to 2 percent or the rate of inflation, whichever is less, contains inequities that penalize towns; and

WHEREAS, New York State governs how towns raise revenue, and property taxes are a primary source of revenue for towns; and

WHEREAS, other sources of revenue have been stagnant while expenses and inflation continue to increase; and

WHEREAS, towns are required to include costs associated with infrastructure projects in their tax cap calculation, while other entities have the ability to exclude these costs; and

WHEREAS, towns are facing significant increases in healthcare market rates approved by the state; and

WHEREAS, local governments are unable to hire or retain employees to perform essential government services due to a variety of factors, including budgetary limitations; and

WHEREAS, towns are required to include improvement district costs in their tax cap calculation despite these districts being a separate taxing entity that provide essential services; and

WHEREAS, despite these inequities, the Property Tax Cap was made permanent in 2019; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) calls on the Governor and Legislature to adopt tax cap reforms to remedy inequities in the formula, including but not limited to, removing infrastructure project costs from the calculation, capping the inclusion of increased healthcare premium costs to 2 percent of such costs, excluding salary adjustments necessary for workforce development, and removing special improvement district costs from the tax cap calculation.

### Background

This resolution regularly appears on NYAOT's legislative priorities platform. The real property tax cap (General Municipal Law § 3-c), which established a limit on the annual growth of property taxes levied by local governments and school districts to 2 percent or the rate of inflation, whichever is less, was adopted in 2011 and made permanent in 2019. As responsible fiscal managers, local governments exercising their statutory authority to override the cap do so to meet a pressing or urgent need for their residents. Towns have consistently demonstrated that they will comply with the cap to the extent practicable; however, inequities in the formula remain that must be addressed.

NYAOT has identified simple adjustments that can be made to the tax cap formula that would remedy the inequities in the tax cap and allow towns and other local governments to implement the cap in a less deleterious manner. Specifically, towns are required to include infrastructure costs in their tax cap calculation. Conversely, school districts are not required to include these costs in their tax cap calculation because they are subject to referendum requirements and voter approval. However, most if not all town capital projects are also subject to referendum requirements, either via the financing process or through the reserve fund process (see General Municipal Law § 6-c, Town Law § § 81 & 220, and Local Finance Law § 35.00). Despite town infrastructure projects receiving voter approval through the referenda process, towns must include these costs in their tax cap calculation. This glaring inequity should be remedied to apply the exclusion of infrastructure costs for both school districts **and** local governments.

Additionally, health insurance costs continue to rise, with the Department of Public Service approving an 8.4 percent increase in premiums in small group markets in 2025, which many towns offer to their employees and officers. This increase, which is well over the 2 percent tax cap, is another example of how towns must strategize to stay beneath a cap that includes mandatory increases that far exceed that cap. Ultimately, this is a no-win situation that will result in the loss of essential governmental services. To counter this inequity, NYAOT believes that any insurance premium increases in excess of 2 percent of the prior year should be excluded from the tax cap calculation, enabling towns to continue to provide necessary healthcare coverage while staying within the tax cap.

Moreover, towns from across New York State are facing severe challenges in finding and retaining employees at all levels of government, from comptrollers and architects to maintenance equipment operators. Towns cannot compete with private sector wages, and tax cap limitations further restrict local governments from providing compensation

# 2025 Proposed Resolutions

packages that would attract employees. To curb this inequity, NYAOT requests that any costs associated with workforce development, including salary increases, be excluded from the tax cap calculation. This reform would benefit both local governments that need to fill critical positions and the residents that these jurisdictions serve, as a quality workforce ensures that government services are provided in a timely and efficient manner.

A final consideration for the tax cap is to exclude the costs associated with special improvement districts from the tax cap calculation, as these districts are a separate taxing entity that provide essential services. Including these costs in the tax cap calculation serves as a disincentive to take on needed projects and necessary updates, as they are often costly and require the override of the tax cap. Accordingly, excluding these improvement districts from the town's tax cap calculation will ensure that important projects are completed and provide equity to towns that are currently unfairly penalized with the inclusion of these costs in their tax cap calculation.

Questions or requests for additional information may be directed to Association Counsel Katie Hodgdon.

## *Highway & Transportation*

### **Resolution No. 10 Support Highway, Bridge and Transportation Funding**

WHEREAS, in 2022, the state approved a \$32.8 billion Five-Year NYSDOT Capital Plan, which will be in place SFY 2022-23 through 2026-27 and included funding for local roads and bridges; and

WHEREAS, New York State is scheduled to receive \$13.6 billion in federal funding through federal fiscal year 2026 pursuant to the Infrastructure Investment and Jobs Act (IIJA), which helps fund the Five-Year NYSDOT Capital Plan; and

WHEREAS, a safe and dependable transportation network is essential to protect users of New York's roads, bridges and mass transit and to encourage and sustain economic development; and

WHEREAS, studies of New York's extensive local road system continue to identify a multi-billion dollar shortfall in funding for local roads and bridges; and

WHEREAS, the National Highway Construction Cost Index continues to increase above the rate of inflation, thereby straining local resources to fund transportation projects; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) calls on the Governor and the Legislature to maintain, support, and increase funding for CHIPS, PAVE-NY, BridgeNY, Extreme Winter Recovery, POP, State Touring Routes and other transportation funding in the 2025-2026 State Budget and to continue to provide stable and sustainable long-term funding for local infrastructure.

#### **Background**

Predictable and reliable highway funding to repair, restore, and maintain local roads and bridges is crucial to ensure the safety of the traveling public, strengthen our economy, and lower property taxes. This resolution calls upon our state partners to continue to support local transportation funding for core programs like CHIPS and new programs like PAVE-NY, BridgeNY, Extreme Winter Recovery and POP.

Prior to the pandemic, the New York State Association of Town Highway Superintendents estimated that local governments should be receiving an additional \$1.3 billion annually in state highway funding to address need and usage patterns. This need is outpacing funding amounts; even with the increases from last year, more funding is necessary. There are more reports highlighting the state of New York's infrastructure and funding needs:

*Locally Owned Roads by the Numbers (OSC 2022): <https://www.osc.ny.gov/files/local-government/publications/pdf/locally-owned-roads-by-the-numbers.pdf>*

*The Condition of Locally Owned Bridges in New York State (OSC 2024): <https://www.osc.ny.gov/files/local-government/publications/pdf/the-condition-of-locally-owned-bridges-in-new-york-state.pdf>*

# 2025 Proposed Resolutions

*2022 Report Card for New York's Infrastructure (ASCE 2022): <https://infrastructurereportcard.org/state-item/new-york/>*

*New York Transportation by the Numbers (TRIP Reports 2024): <https://tripnet.org/research-news/?states=new-york>*

NYS DOT has posted individual allocation amounts and program details on its website: <https://www.dot.ny.gov/programs/chips/chips-budget>.

## **Infrastructure Investment and Jobs Act**

New York receives federal transportation funding for roads and bridges. Federal surface transportation funding was included in the federal Infrastructure Investment and Jobs Act, which was signed into law on Nov. 15, 2021, providing authorization for federal aid highway programs nationwide as follows: \$52.5 billion in FY 2022, increasing 2 percent every year, and reaching \$56.8 billion in FY 2026. More Information is available on the Federal Highway Administration website <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>

## **Five-Year NYSDOT Capital Plan and Funding**

The 2022-2023 state budget included \$32.8 billion for a new five-year DOT capital-funding plan, which will be in effect between state fiscal year 2023 through state fiscal year 2027 and includes annual funding recommendations (subject to state appropriation) as follows:

- CHIPS \$538.1 million annually
- Marchiselli \$39.7 million annually
- Extreme Winter Recovery \$100 million annually
- PAVE-NY \$150 million annually
- BridgeNY \$200 million annually
- State Touring Routes \$100 million annually
- Pave our Potholes (POP) \$100 million annually

## **Highway Funding in the Enacted 2024-2025 State Budget**

The Executive Budget proposed highway funding consistent with the Five-year Capital Plan, which would have resulted in a \$60 million decrease in CHIPS and a \$40 million decrease in State Touring Routes funding from the prior state fiscal year. The Legislature proposed some increases with the final state budget restoring funding at the same level as last year.

- CHIPS \$598.1 million
- Marchiselli \$39.7 million
- Extreme Winter Recovery \$100 million
- POP \$100 million
- PAVE-NY \$150 million
- BridgeNY \$200 million
- State Touring Routes \$140 million

Questions or requests for additional information may be directed to Chief Counsel Lori Mithen-DeMasi.

## **Resolution No. 11**

### **Increase or Repeal the Tax Levy Limits for Highway Equipment Purchases**

WHEREAS, Highway Law § 271 imposes a general \$60,000 limitation on a town's authority to levy taxes to fund certain

# 2025 Proposed Resolutions

highway equipment purchases; and

WHEREAS, the general limitation of \$60,000 was set in 1959 (see L 1959, ch. 551); and

WHEREAS, this levy limitation may only be increased by permissive referendum or special state legislation; and

WHEREAS, the various amendments to Highway Law § 271 providing different thresholds by town and county has led to a complex web of exceptions making compliance confusing; and

WHEREAS, this statutory levy limitation is not reflective of the current costs for modern highway equipment, with a single snowplow costing nearly three times as much as most towns may levy for highway equipment purchases annually; and

WHEREAS, town officials are residents of the towns that they serve and are good stewards of taxpayer resources; and

WHEREAS, towns maintain over 60,000 miles of town roads and thousands more miles through intermunicipal agreements or through contracts with New York State Department of Transportation; and

WHEREAS, modern highway equipment can ensure that towns may safely, economically and efficiently maintain New York's roads; and

WHEREAS, towns are subject to a general tax cap under General Municipal Law § 3-c, which was not in effect when the levy limit for highway equipment purchases was set in 1959; and

WHEREAS, many towns are forced to incur the expense of debt to fund needed highway equipment purchases or fund the cost of a referendum thereby costing property taxpayers more for the same equipment or delay purchasing highway equipment needed to ensure the safety of our roads and the efficiency of highway operations; NOW THEREFORE BE IT

**RESOLVED**, that the Association of Towns supports legislation amending or repealing Highway Law § 271 to authorize all towns to increase the amount of taxes they can levy annually without the expense of a referendum to purchase highway equipment.

## Background

Highway Law § 271(3)(a)(4) limits the amount of money that a town may levy and collect annually to fund purchases of "stone crushers, power rollers, motor trucks, scarifiers, concrete mixers, traction engines or road machines for grading and scraping, equipment, tools and other implements." Several reasons underscore the need for a change in this levy limit:

- **Outdated Threshold:** The \$60,000 cap was set nearly 70 years ago, long before modern highway equipment was designed. Today's vehicles and machines, such as snowplows, cost exponentially more. A snowplow truck can easily cost three times more than the annual cap allows.
- **Need for Safe Roads:** Towns are responsible for maintaining over 60,000 miles of local roads – a crucial task that requires modern equipment to perform safely and efficiently. Many towns also manage roads through intermunicipal agreements or contracts with the New York State Department of Transportation, which means these funding constraints impact more than just town highways.
- **Rising Costs of Equipment:** The increasing cost of highway equipment presents a financial burden for towns. To overcome the \$60,000 cap, some towns have resorted to special legislation or costly permissive referendums. In many cases, towns are forced to either delay vital purchases or take on debt to meet the equipment needs, ultimately costing taxpayers more.
- **The Tax Cap Complications:** On top of the \$60,000 limit, towns are also subject to a general property tax cap under General Municipal Law § 3-c. This tax cap, which was implemented decades after the highway equipment levy limit was established, adds another layer of financial complexity, further restricting the ability of towns to raise revenue for essential equipment.

There are numerous benefits to increasing or repealing the highway equipment purchase tax levy limitation, such as:

- **More Flexibility in Budgeting:** By removing or increasing the levy limit, towns would gain the flexibility to

# 2025 Proposed Resolutions

manage their highway equipment needs more effectively. They could allocate sufficient funds without having to go through the cumbersome process of special legislation or costly referendums.

- **Better Equipment for Public Safety:** With modern machinery, towns can perform road maintenance more efficiently, ensuring safer driving conditions for residents. From plowing snow in the winter to grading roads in the summer, having the right equipment is vital for public and worker safety.
- **Financial Efficiency:** Removing the highway equipment purchase tax levy cap would help towns avoid the need to incur additional debt or deal with the financial strain of a referendum. This would save taxpayer money in the long run, while also reducing delays in equipment purchases.
- **Fair and Updated Funding Mechanism:** The resolution would align the funding limits with the realities of modern equipment costs and the current tax environment. It reflects the need for towns to be able to maintain their roads without facing undue financial restrictions.

Questions or requests for additional information may be directed to Chief Counsel Lori Mithen-DeMasi.

## **Resolution No. 12 Provide All Towns with the Option to Set Speed Limits on Local Roads**

WHEREAS, in New York state, 55 mph is the statutory speed limit on all roads unless otherwise posted; and

WHEREAS, Vehicle and Traffic Law § 1643 authorizes all cities and villages, regardless of classification or population, to set speed limits on roads other than certain state highways; and

WHEREAS, Vehicle & Traffic Law § 1662-a authorizes only certain towns (i.e., suburban towns or those with over 50,000 in population, which is less than 10 percent of towns) to set speed limits on highways within a town other than state highways maintained by the state; and

WHEREAS, all other towns must submit a request through the county highway superintendent to the New York State Department of Transportation (DOT) requesting a lower speed limit be set on local roads within the town; and

WHEREAS, reducing speed limits on local highways is an effective way to limit the severity and frequency of accidents; and

WHEREAS, towns are concerned that it can take an extended period of time for DOT to process requests for speed limit reductions; and

WHEREAS, towns, as the entities in charge of highway maintenance and local traffic patterns, are well positioned to evaluate the areas where reducing the speed limit would be beneficial; and

WHEREAS, town officials are legally required to set speed limits based upon the same engineering standards and traffic investigation techniques that cities, villages and DOT must employ; NOW THEREFORE BE IT

**RESOLVED**, that the Association of Towns calls on the Legislature and Governor to amend Vehicle and Traffic Law § 1662-a so that all town boards have the option, via local law, to set speed limits within their jurisdictions pursuant to the requirements outlined in Vehicle and Traffic Law §1662-a.

### **Background**

This resolution periodically appears on AOT's legislative priorities. Currently, 55 miles per hour is the statutory speed limit on local roads unless otherwise posted (see Vehicle and Traffic Law § 1180-a [1]). All cities and villages, regardless of population, have the authority to set local speed limits (see Vehicle and Traffic Law § 1643), but only certain towns (suburban class towns, towns with populations exceeding 50,000 or towns with special state authorization) have the authority to reduce speed limits on local roads (see Vehicle and Traffic Law § 1662-a). Most towns do not have the authority to set local speed limits and instead are required to request the Department of Transportation consider a speed limit reduction (see Vehicle and Traffic Law § 1622).

This resolution requests a statutory amendment to allow towns not currently covered under Vehicle and Traffic Law §1662-a to adopt a local law to opt into setting speed limits on local roads instead of petitioning the Department

# 2025 Proposed Resolutions

of Transportation to consider a speed limit reduction. Municipalities with the authority to set speed limits on local roads must do so under the certification of a licensed professional engineer that specializes in traffic operations, which ensures that speed limits are properly set. In addition, towns that lack the staff or resources to comply with the required engineering certifications could continue to request speed limit reductions through the New York State Department of Transportation.

Questions or requests for additional information may be directed to Chief Counsel Lori Mithen-DeMasi.

## *Energy, Environment & Infrastructure*

### **Resolution No. 13**

#### **Create a Dedicated Funding Program for Municipal Water and Sewer Infrastructure**

WHEREAS, under the New York State constitution every person has a right to clean air, water, and a healthful lifestyle; and

WHEREAS, many municipalities own water and sewer systems, stormwater facilities and other infrastructure critical to ensuring this right; and

WHEREAS, much of this infrastructure was constructed decades ago and requires significant upgrades in addition to regular maintenance; and

WHEREAS, water and sewer systems are critical to support affordable housing development; and

WHEREAS, New York State currently provides application-based funding assistance on a case-by-case basis and low- to no-interest loans to fund improvements to local water and sewer infrastructure; and

WHEREAS, dedicated funding is conducive to long-term capital planning, a practice encouraged by the Office of the State Comptroller; and

WHEREAS, the state initiated the Consolidated Local Street and Highway Improvement Program in 1981, which provides consistent funding assistance for the maintenance of local roads and offers a successful model on how to distribute statewide assistance through a fair and equitable formula; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and Legislature to create a dedicated funding program for municipal water and sewer infrastructure using a fair and equitable formula to distribute funds annually to municipalities.

#### **Background**

This proposal was included in NYAOT's 2024 Legislative Priorities, and throughout the year there has been some progress. For example, a proposal creating a CHIPS-like dedicated water and sewer fund for municipalities funded at \$100 million was included in the Senate one-house budget proposal. Additionally, standalone legislation outlining this proposal carried in both houses to provide funding based on the total length and size of all pipelines and mains owned and operated by the municipality (S4350A/A3133A-A6155).

NYAOT has also been collaborating with our sister organizations at NYCOM and NYSAC on this initiative, which they also support.

New York's aging infrastructure is in dire need of updating and requires a significant financial investment. The Office of the State Comptroller reports that the estimated cost of necessary drinking water investments in New York range between \$22 billion and \$39 billion (see *Drinking Water Systems in New York: The Challenges of Aging Infrastructure*, February 2017), and the Department of Environmental Conservation has reported that it would cost \$36.2 billion over 20 years to repair, replace and update New York's aging wastewater infrastructure.

New York State principally provides funding for water, sewer and stormwater infrastructure through grants and low- to no-interest loans. In addition to these options, local governments would significantly benefit from a dedicated

# 2025 Proposed Resolutions

funding program similar to CHIPS that would provide annual funding towns could rely on, budget for, and incorporate into multiyear capital management plans. Finally, this proposal aligns with the 2021 amendment to New York's Constitution, which gives every person the right to clean air, water, and general health, as well as other state initiatives, like affordable housing development.

Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

## **Resolution No. 14 Reform Public Service Law Article 8**

WHEREAS, Public Service Law Article 8 contains the processes to site major renewable energy projects and major energy transmission facilities; and

WHEREAS, over the years, changes to these processes have eroded the home rule authority of host municipalities and their ability to engage fully in the siting process; and

WHEREAS, town officials are elected to represent the interests of New Yorkers and must be afforded a full opportunity to meaningfully participate in proceedings that have a significant impact in their community; and

WHEREAS, local laws are adopted with the best interest of the community overall in mind; and

WHEREAS, towns are critical partners to renewable energy development and energy transmission offering a unique and important perspective and should be treated as such under the law; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls upon the Governor and Legislature to amend Public Service Law Article 8 in the following ways: reinstate automatic adjudicatory hearings where host municipalities are parties as of right, and return to the standard previously used to determine the applicability of local laws to proposed projects.

### **Background**

In 2020, the process to site major renewable energy facilities was changed when the state adopted legislation as part of that year's budget removing the siting process from Public Service Law Article 10 and creating a new process under Executive Law § 94-c. Last March, the 2024-2025 New York State Budget included legislation commonly referred to as "The RAPID Act," which, among other things, changed the process to site major electronic transmission facilities to mirror the process for siting major renewable energy projects. It also moved the process to site major renewable energy projects from Executive Law § 94-c to Public Service Law Article 8 along with the process to site major electronic transmission facilities.

Prior law for the siting of major electronic transmission facilities and major renewable energy facilities automatically allowed host municipalities to be parties to the siting process, meaning towns could submit testimony, cross-examine witnesses of other parties, and file briefs in the case (see e.g. Public Service Law § 124 [1] [i]). Under the processes outlined in Public Service Law Article 8, a host municipality must overcome various hurdles be considered a party to the proceeding, and even then, a limited public hearing may be held rather than a full examination of the issues. Specifically, a host municipality must file a statement with the New York State Office of Renewable Energy Siting (ORES) regarding whether the proposed project complies with the municipality's applicable local laws. Where a municipality claims the proposed project does not, ORES may hold a public or an adjudicatory hearing on the issues presented. A public hearing under this process could be limited to the submission of public statements without the benefit of cross-examining witnesses.

Additionally, the standard used to determine if local laws should be overturned was changed. Previously, local laws could be overturned as part of the siting of major electronic transmission facilities if "as applied to the proposed facility such is unreasonably restrictive in view of the existing technology, or of factors of cost or economics, or of the needs of consumers whether located inside or outside of such municipality," (see Public Service Law § 126; see also Public Service Law § 168). However, Public Service Law Article 8 allows ORES to exempt an applicant from complying with municipal requirements when ORES determines the requirements are "unreasonably burdensome in view of the CLCPA targets, the environmental benefits" and "the public need for the proposed project," (Public Service Law § 140[5]). Local laws are adopted with the best interest of the community overall in mind, and environmental goals should not

# 2025 Proposed Resolutions

be the primary metric for determining whether carefully crafted local legislation should be overturned. Therefore, this resolution asks the Legislature to amend the Public Service Law Article 8 by reinstating that part of the process by which adjudicatory hearings are automatically held and host municipalities are parties to that as of right. It also asks that the standard to overturn local laws be reverted to the standard that was previously applied under Public Service Law Article 7 and Public Service Law Article 10.

## **Resolution No. 15 Support Dedicated Funding for PFAS Testing, Remediation, and Prevention**

WHEREAS, emerging contaminants and pollutants, such as per- and poly-fluoroalkyl substances (PFAS), are widely used in industrial and consumer products and pose significant threats to public health; and

WHEREAS, public water systems must comply with state and federal maximum contaminant levels (MCLs) by regularly monitoring for contaminants, notifying health departments and the public if MCLs are exceeded, and working with health departments on plans to bring water systems into compliance; and

WHEREAS, funding to assist municipalities on mandates related to PFAS are primarily awarded on a grant basis; and

WHEREAS, safe water systems are imperative to public health, economic development, affordable housing development, and virtually all parts of the community; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) supports the creation of a dedicated funding source to assist municipalities with testing and remediation requirements and preventative measures related to PFAS.

### **Background**

According to a 2024 analysis from the American Water Works Association (AWWA), drinking water treatment for PFAS alone will require more than \$40 billion in capital improvements over the next five years. PFAS have entered into public water systems and landfill leachate through no fault of local governments; however, municipalities are responsible for the cost of remediation efforts. New York has some of the nation's highest standards for PFAS testing and MCLs, and the Environmental Protection Agency recently adopted similar standards that expanded what types of PFAS must be tested for. While money is available through grants and lawsuit settlements with entities that contributed to PFAS contamination, in New York there is no dedicated fund for local governments to address this public health issue. This resolution supports funding for municipalities to treat, prevent, and test for PFAS in their communities.

## **Resolution No. 16 Foster Opportunities for Small-Scale Renewable Energy Development in Participating Towns**

WHEREAS, the New York State Climate Leadership and Community Protection Act (CLCPA) has a goal to generate at least 70 percent of its electricity from renewable energy sources by 2030 and achieve 100 percent zero-emission electricity by 2040; and

WHEREAS, renewable energy projects that are not under the jurisdiction of the Office of Renewable Energy Siting (ORES), such as community solar, are critical to helping the state achieve these goals; and

WHEREAS, state programs, like the Clean Energy Communities, could be used to foster smaller scale renewable energy development in towns that choose to participate; and

WHEREAS, additional resources, training opportunities, and incentives to those municipalities that want smaller scale renewable energy projects would support CLCPA goals; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and Legislature to use state programs and resources, like the Clean Energy Communities, to assist participating municipalities with smaller scale renewable energy development in their towns.

# 2025 Proposed Resolutions

## Background

Renewable energy projects with a nameplate capacity of under 25 megawatts are still subject to municipal zoning and other local laws. Local governments are still often viewed as having overly restrictive local laws hindering this development. Perhaps due to this fundamental misperception or misunderstanding of municipal zoning law, some parties suggest that preempting local government authority in relation to these projects is an avenue the state should pursue. This resolution advises that, rather than preemption, the state should use its resources, like the Clean Energy Communities program, to help train and educate town officials on smaller scale projects.

## **Resolution No. 17 Provide Guidance and Resources for Battery Energy Storage Systems (BESS)**

WHEREAS, energy storage systems play a critical roles in reaching New York State's CLCPA goals by dispatching stored energy when and where it is needed the most without relying on other, older forms of energy generating plants; and

WHEREAS, renewable energy developments continue to grow, thus warranting a greater need for energy storage systems; and

WHEREAS, various issues may arise around battery energy storage systems (BESS), such as the potential for fires or the release of toxic chemicals into surrounding soil and water; and

WHEREAS, towns are responsible for protecting the health, safety, and welfare of their residents; and

WHEREAS, guidelines and education on battery energy storage systems will help towns manage potential issues and create safe and practical permitting rules; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns (NYAOT) calls on the Governor, the Legislature, and state agencies to dedicate resources toward offering guidance and education to local elected officials on battery energy storage systems.

## Background

Battery energy storage systems are used in concert with renewable energy projects so that, for example, a building getting its energy needs from a solar system does not go without on a cloudy day. However, battery energy storage systems can present a number of issues, including concerns about toxic chemical runoffs, fire, and explosions. Additionally, there are special considerations for firefighters responding to situations at these systems (see *Considerations for Fire Service Response to Residential Battery Energy Storage System Incidents*, Dec. 4, 2023; International Association of Firefighters). Although NYSERDA has published a model local law and guidebook on battery energy storage systems, NYAOT has received a number of requests from member towns asking for more training and guidelines from the state on how to manage these concerns. As such, this resolution asks for more state resources to be dedicated to assisting local governments with battery energy storage systems.

# NOTES

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Region 3

21 South Putt Corners Road New Paltz, NY 12561

[www.dec.ny.gov](http://www.dec.ny.gov)

December 20, 2024

SENT VIA EMAIL ONLY

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

Supervisor Frank DeMayo & Town Board  
Town of Liberty  
120 North Main St.  
Liberty, NY 12754

**Re: Notice of Violation**  
Swan Lake Sewage Treatment Plant Annual Compliance Inspection  
County Road 14  
Town of Liberty, Sullivan County, NY  
**SPDES No.: NY0030252**

Dear Town Officials:

On July 16, 2024, a comprehensive compliance inspection of the above referenced facility was conducted by this Department to assess compliance with the State Pollutant Discharge Elimination System (SPDES) Permit and Article 17 of the Environmental Conservation Law (ECL). Please see the attached inspection report and note the unsatisfactory rating.

The facility SPDES permit requires continuous monitoring of the effluent flow rate. During the inspection it was noted that the effluent flow meter had malfunctioned, and flow metering errors were discovered following a review of monthly operating reports and daily data records. Please be aware, the permittee shall, at all times, properly operate and maintain all disposal facilities, which are installed or used by the permittee to achieve compliance with the conditions of the permit. Failure to do so is a violation of Title 6 of New York Codes, Rules, and Regulations (6 NYCRR) Part 750-2.8 and Article 17 of the ECL.

Since March of 2023, the facility has violated effluent limitations for Suspended Solids Percent Removal (4), Total Suspended Solids (5), Nitrogen, Ammonia [as NH<sub>3</sub>] (4), Carbonaceous Oxygen Demand Percent Removal (1), Fecal Coliform (4), Total Phosphorus (3), Ultimate Oxygen Demand (2), and Flow thru treatment plant (2). A table containing the list of violations is attached. Effluent limit exceedances are violations of the SPDES permit and Article 17 of the Environmental Conservation Law (ECL).

Additionally, it was noted that the facility is not currently staffed with a certified assistant operator. In accordance with 6 NYCRR Part 650, a wastewater treatment plant must at all times be under the responsible supervision of a chief operator or a certified assistant/shift operator. Failure to employ a certified assistant operator is a violation of 6

NYCRR 650 and Article 17 of the ECL. Please note that violations of the ECL may be subject to fines up to \$37,500 per violation per day.

The Department requires your virtual attendance at a technical meeting, currently scheduled for **11:00 AM on Wednesday January 15, 2025**. A meeting invitation will follow. Your cooperation in complying with your SPDES permit and Article 17 of the ECL is anticipated. If you have any questions, please feel free to contact me at (845) 256-3162 or at the following email address: [Stephen.Monteverde2@dec.ny.gov](mailto:Stephen.Monteverde2@dec.ny.gov).

Sincerely,

*Stephen Monteverde*

Stephen Monteverde  
Environmental Program Specialist 1

Cc: Manju Cherian, P.E., Regional Water Engineer, NYSDEC  
Wayne Banks, Facility Operator, Town of Liberty

Table 1: Effluent Parameter exceedances for SPDES No.: NY0030252

Parameter Desc	Statistical Base Short Desc	Monitoring Location Desc	Limit Unit Short Desc	Monitoring Period End Date	Limit Value	DMR Value
Solids, suspended percent removal	MO AV MN	Percent Removal	%	03/31/2023	85.	77.
Solids, suspended percent removal	MO AV MN	Percent Removal	%	04/30/2023	85.	79.
Nitrogen, ammonia, total [as NH3]	DAILY MX	Effluent Gross	mg/L	07/31/2023	8.	19.1
Coliform, fecal general	30DA GEO	Effluent Gross	#/100mL	08/31/2023	200.	1177.
Coliform, fecal general	7 DA GEO	Effluent Gross	#/100mL	08/31/2023	400.	1177.
Nitrogen, ammonia, total [as NH3]	DAILY MX	Effluent Gross	mg/L	08/31/2023	8.	18.4
Oxygen demand, ultimate	30DA AVG	Effluent Gross	mg/L	08/31/2023	113.	229.65
Phosphorus, total [as P]	30DAARME	Effluent Gross	mg/L	08/31/2023	1.	5.553
Solids, suspended percent removal	MO AV MN	Percent Removal	%	08/31/2023	85.	57.
Solids, total suspended	30DAARME	Effluent Gross	mg/L	08/31/2023	30.	119.5
Solids, total suspended	7DA ARME	Effluent Gross	mg/L	08/31/2023	45.	119.5
Phosphorus, total [as P]	30DAARME	Effluent Gross	mg/L	03/31/2024	1.	1.16
Solids, suspended percent removal	MO AV MN	Percent Removal	%	03/31/2024	85.	81.
Carbonaceous oxygen demand, % removal	MO AV MN	Percent Removal	%	04/30/2024	85.	84.
Flow, in conduit or thru treatment plant	30DAARME	Raw Sewage Influent	MGD	07/31/2024	.425	.489
Nitrogen, ammonia, total [as NH3]	DAILY MX	Effluent Gross	mg/L	07/31/2024	8.	10.2
Coliform, fecal general	30DA GEO	Effluent Gross	#/100mL	08/31/2024	200.	655.
Coliform, fecal general	7 DA GEO	Effluent Gross	#/100mL	08/31/2024	400.	655.
Flow, in conduit or thru treatment plant	30DAARME	Raw Sewage Influent	MGD	08/31/2024	.425	.45
Nitrogen, ammonia, total [as NH3]	DAILY MX	Effluent Gross	mg/L	08/31/2024	8.	24.2
Oxygen demand, ultimate	30DA AVG	Effluent Gross	mg/L	08/31/2024	113.	186.2
Phosphorus, total [as P]	30DAARME	Effluent Gross	mg/L	08/31/2024	1.	2.829
Solids, total suspended	30DAARME	Effluent Gross	mg/L	08/31/2024	30.	98.
Solids, total suspended	7DA ARME	Effluent Gross	mg/L	08/31/2024	45.	98.
Solids, total suspended	30DAARME	Effluent Gross	mg/L	09/30/2024	30.	31.2

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
DIVISION OF WATER  
MUNICIPAL WASTEWATER TREATMENT FACILITY INSPECTION**



Violations of 6 NYCRR Part 750 are subject to applicable civil, administrative, and criminal sanctions set forth in ECL Article 17 and as appropriate, the Clean Water Act.  
This form is a record of conditions which are observed in the field at the time of inspection and documentation of compliance with Part 750.

<b>Facility Name, Address, Phone Number(s):</b> Swan Lake STP, County Road 14, Liberty, NY 12754			
<b>Permittee Name, Address, Phone Number(s):</b> Town of Liberty, Town Hall, 120 North Main Street, Liberty, NY 12754			
<b>Permittee/LRP E-mail:</b> supervisorsdemayo@townofliberty.org	<b>Municipality (C/T/V):</b> Liberty	<b>County:</b> Sullivan	<b>SPDES Number:</b> NY 0030252 <b>DEC Region:</b> 03
<b>Inspector's Name and Title:</b> Stephen Monteverde, Environmental Engineering Technician 3			<b>Date:</b> 7/16/2024
<b>Facility Representative(s) and Company(ies):</b> Damon Knack, Town of Liberty Water and Sewer Foreman			<b>Time:</b> 11:30 AM
<b>Name and Class of Receiving Water:</b> Tributary to West Branch of the Mongaup River, Class B(T)			<b>Weather:</b> Sunny
<b>Inspection Type:</b> COMPREHENSIVE	ANNOUNCED	<b>Overall Inspection Rating:</b> UNSATISFACTORY	
<b>CODES:</b> S = Satisfactory M = Marginal U = Unsatisfactory F = Follow-up NR = Not Rated NA = Not Applicable NI = Not Inspected			

<b>A. Facility Description / General:</b>					<input type="checkbox"/> NI	<input type="checkbox"/> NA
<u>Rating</u>	<u>Item:</u>	<u>Comments</u>	<u>Citation/Reference</u>	<u>F</u>		
1. S	A copy of SPDES permit available on-site?	Yes.	Part 750-2.1			
S	(a) Permit valid or expired (Date if expired)?	Valid until 3/31/2026.	Part 750-2.1			
2. S	Are all outfall discharge points permitted?		Part 750-1.12			
3. NA	Notified DEC of new/modified discharges?		Part 750-1.12			
4. S	Housekeeping (Office/grounds/lab)?		Part 750-2.8			
5. U	Flow metering (Types/location/calibration)?	Meters calibrated on 5/5/2023. Effluent Magmeter needs replacement. TAM needs to calibrate the influent.	Part 750-2.5	✓		
6. S	Odor complaints/issue? (If any odor issues, dates/corrective actions)	None.	Part 750-2.8			
7. S	Noise complaints/issue? (If any noise issues, dates/corrective actions)	None.	Part 750-2.8			
8. S	WTCs used/records properly maintained?	Sodium aluminate for phosphorus removal.	Part 750-2.5			
9. NA	Nearby water supply(concerns)?		Part 750-2.8			
10. U	Other (Specify)?	Operations discovered a recording error with the effluent magmeter prior to the inspection.				✓

**Click Left Button to Clear the Form**

**B. Collection System / Pump Station:**

NI  NA

100 % Separate, 0 % Combined.

Population of collection system: 372 accounts

Miles of Pipe: 7.3

Number of pump stations in system: 9 including influent Bldg

Number pump stations inspected: 0

Rating	Item:		F
1. S	Sewer overflows upstream of the plant? If any CSO/SSO (List reason/location)	None.	Part 750-2.8
2. S	Unpermitted overflows/bypasses inside the plant since last inspection? (If any, list date/corrective action)	None.	Part 750-2.8
3. S	Date when overflow/bypass channel used?	None.	Part 750-2.8
4. NA	Any other in plant bypass designed for WWTP?		Part 750-2.8
	(a) List bypass frequency (Times per year).		Part 750-2.8
	(b) List average duration of bypass (Hours).		Part 750-2.8
5. S	CSO/SSO reported via NY-Alert/corrective action?	None.	Part 750-2.7
6. S	CSO/SSO routinely inspected?	None.	Part 750-2.8
7. M	Infiltration/Inflow (I/I) (Present)?	Some I/I in the summer from mobile home parks and bungalow colonies.	Part 750-2.9
8. M	I/I corrective actions? (TV/lining/sealing/replacement/inspections)	Bungalow colonies and MHPs metered to help push for I/I fix.	Part 750-2.9
9. S	Collection system inspection program?		Part 750-2.8
	(a) Pump station inspection program?		Part 750-2.8
10. S	BMP/Wet Weather Plan (Date/reviewed)?		Part 750-2.9
11. S	Sewer Use Ordinance (SUO) (Date/copy)?		Part 750-2.9
12. S	Are all pump stations operational? (Backup/SCADA/telemetry/monitoring)		Part 750-2.8
	(a) No. pumps operational (Dry/wet weather)?	All pumps are operational in the influent building. Storm catch basin can regulate flow.	Part 750-2.8
13. S	Backup/spare pumps/parts available?		Part 750-2.8
14. NA	Other (Specify)?		

<b>C. Industrial Waste/Pretreatment:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.		Mini program required by SPDES permit? _____	Part 750-2.9	
2.		Industrial waste discharge permits issued? _____	Part 750-2.9	
3.		Industrial waste accepted (Problems)? _____	Part 750-2.8	
4.		Outside septage accepted (Problems)? _____	Part 750-2.8	
5.		Monitoring reqd./available for hauled waste? _____	Part 750-2.5	
6.		Other (Specify)? _____		

<b>D. Preliminary/Primary Treatment:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.	S	Influent pumps/wet wells/SCADA? _____	Part 750-2.8	
	NA	(a) Corrosion observed? _____	Part 750-2.8	
2.	U	Screens/Comminutor? _____	Part 750-2.8	
		(a) No./type/cleaning method (Auto/manual)? _____	Part 750-2.8	✓
3.	S	Screenings/Grit removal (records)? _____	Part 750-2.5	
4.	S	Flow equalization present/needed? _____	Part 750-2.8	
5.	NA	Settling/Septic tanks? _____	Part 750-2.8	
6.	S	Sludge depth in primary clarifiers? _____	Part 750-2.8	
7.	NA	Condition of primary clarifier effluent? _____	Part 750-2.8	
8.	NA	Other (Specify)? _____		

<b>E. Secondary Biological Treatment:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.	NA	Fixed film/Suspended growth? _____ (Specify recycle rate)	Part 750-2.8	
2.	NA	Rotating Biological Contactors? _____ (Specify shaft weight/flow)	Part 750-2.8	
3.	S	Activated sludge/MBR/SBRs? _____	Part 750-2.8	

4.	S	Foaming/filamentous issues?	_____	Part 750-2.8
5.	NA	Stabilization Ponds/Lagoons?	_____	Part 750-2.8
6.	NA	Sand filter (recycle rate) ?	_____	Part 750-2.8
7.	S	Process control values?	Wasting is dependent on the rate of sludge to drying beds. Will waste as much as possible.	Part 750-2.8
8.	NA	Other(Specify)?	_____	

**F. Secondary Clarifier:**

NI  NA

<u>Rating</u>	<u>Item:</u>			<b>F</b>
1.	S	Foam/solids/grease present on surface?	None.	Part 750-2.8
2.	S	Tank/weir cleaning date & weir level?	Three weirs between oxidation ditches and clarifiers. Cleaned daily.	Part 750-2.8
3.	S	Denitrification/gas bubbles on surface?	None.	Part 750-2.8
4.	S	Sludge blanket depth & RAS/WAS rates?	Maintained at 8" to 12"	Part 750-2.8
5.	S	Scum arm condition?	Clean.	Part 750-2.8
6.	S	Secondary effluent quality?	Good.	Part 750-2.8
7.	S	Loss of solids reported/observed? Other	None.	Part 750-2.8
8.	NA	(Specify)?	_____	

**G. Tertiary Treatment:**

NI  NA

<u>Rating</u>	<u>Item:</u>			<b>F</b>
1.		Filtration (Specify type)?	_____	Part 750-2.8
2.		Microfiltration?	_____	Part 750-2.8
3.		Activated carbon adsorption?	_____	Part 750-2.8
4.		Nitrification?	_____	Part 750-2.8
5.		Denitrification?	_____	Part 750-2.8
6.		Post-aeration?	_____	Part 750-2.8
7.		Phosphorus removal?	_____	Part 750-2.8
8.		Other (i.e. Polishing ponds, Ammonia stripping, etc.) (Specify)?	_____	Part 750-2.8

<b>H. Disinfection:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.	NA	Chlorination/Dechlorination type (Gas/Liquid/Solid)? (Dose/feed pump settings)	_____	Part 750-2.8
2.	NA	Chlorine monitoring (Level)?	_____	Part 750-2.8
3.	S	Ultraviolet (UV) light (Setting)?	Two UV banks, followed by post aeration.	Part 750-2.8
4.	NA	Other (Specify)?	_____	

<b>I. Final Effluent:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.	NA	Polishing pond (Odor/foam/solids/algae)?	_____	Part 750-2.8
2.	S	Effluent quality (Odor/turbidity/color)?	Outfall is partially submerged during high flow.	Part 750-2.8
3.	S	Receiving water condition(Up/downstream)	Good.	Part 750-2.8
4.	S	Outfall sign at each discharge point?	_____	Part 750-1.12
5.	NA	Other (Specify)?	_____	

<b>J. Sludge Handling:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<u>Rating</u>	<u>Item:</u>		F
1.	S	Sludge disposal? (List name and loc. of disposal sites/hauler)	TAM hauls and removes sludge, permit# 3A-813. Liquid and dry removal.	Part 750-2.8
2.	S	Digestion (Functioning properly/type)?	Yes. Waste tank is decanted.	Part 750-2.8
3.	S	Sludge pumps?	Waste pumps to sludge holding tank.	Part 750-2.8
4.	S	Sludge Dewatering (Type)?	Sand drying beds. Three used during the summer.	Part 750-2.8
5.	S	Maintenance of sludge pumps ?	Self maintenance and budget for sludge tracking.	Part 750-2.8
6.	S	Records available for disposal practices?	All records maintained in on-site office.	Part 750-2.5
7.	NR	Other (Specify)?	~ 9 feet of sludge in the sludge holding tank.	

**K. Sampling Evaluation and Lab Information:**

NI  NA

Rating	Item:			F
1. S	Written sampling plan? (Plan being followed)?	Yes, posted.	Part 750-2.5	
2. NA	Need to modify sampling frequency/types? (Explain)		Part 750-2.5	
3. S	Samples collected at specified locations?	At influent bldg. (vault) and effluent before post aeration.	Part 750-2.5	
4. S	Adequate for representative sample?	Yes.	Part 750-2.5	
5. S	Automatic sampler used? (Condition)	Automatic sampler every 2 hours.	Part 750-2.5	
6. S	Type of samples collected (Grab/composite)?	All day, timed composite.	Part 750-2.5	
7. S	If composite, minimum of 8 grab samples?	Fecal Coliform is grab sample.	Part 750-2.5	
8. NA	Permittee ELAP certified? (If yes, provide ELAP certificate #)		Part 750-2.5	
9. S	Is the commercial laboratory ELAP certified? (List lab name, address and ELAP cert. #)	Sullivan County Labs. ID No.: 12081.	Part 750-2.5	
10. S	EPA-approved testing procedures followed?	Yes.	Part 750-2.5	
S	Testing done for all parameters as required?	Yes.	Part 750-2.5	
11. NA	WET (Whole Effluent Toxicity) testing?		Part 750-2.5	
12. S	Instrumentation calibrated & maintained?	Yes.	Part 750-2.5	
13. S	Daily calibration, log books maintained?	Yes.	Part 750-2.5	
14. S	Lab supplies are not expired? (Date if expired)	Lab supplies are good.	Part 750-2.5	
15. S	Are lab records retained at facility?	Yes.	Part 750-2.5	
16. S	Is process control testing performed? (Discuss target values)	Daily.	Part 750-2.5	
17. S	MLSS for day/week/month?	Daily logs available.	Part 750-2.8	
18. S	SVI for day/week/month?	Daily logs available.	Part 750-2.5	
19. S	Microscopic analysis of MLSS?	Sampled from oxidation ditch.	Part 750-2.5	
20. S	5/30 minutes settleometer (Day/week/month)?	Daily.	Part 750-2.5	
21. S	Monitoring records kept minimum 5 years?	Since 1984 and first years of plant activity.	Part 750-2.5	
22. S	Flow records maintained (Influent/effluent)?	For both influent and effluent.	Part 750-2.5	
23. NA	Other (Specify)			

<b>L. Operation and Maintenance (Additional Info.):</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<b>Rating</b>	<b>Item:</b>		<b>F</b>
1.	M	Preventive maintenance plan (Method)?	Regularly inspect manholes and document and report the removal of rags.	Part750-2.5
2.	S	Records of maintenance/repair cost maintained (Method)?	Maintenance records held in plant office.	Part750-2.5
3.	S	Spare parts inventory?	Yes.	Part750-2.8
4.	S	Current O&M manual?	Three versions of O&M manuals.	Part750-2.8
5.	S	O & M manual maintained?	Yes.	Part750-2.5
6.	S	Organizational chart for O & M staff?	Operator has list of specified duties for staff. Shortage of staff with operator certification.	Part750-2.5
7.	S	Alarm systems (List)?	Auto dial alarms on float system for pump stations. Goes to phone application.	Part750-2.8
8.	S	Back-up power (Exercised)?	Generator tested monthly. 15 minute tests.	Part750-2.8
9.	S	Unapproved bypass during power failure (If any, date/corrective action)	None.	Part750-2.8
10.	S	Written back-up power emergency plan?	No generator hook up at pump stations. Check sewer system during power failure.	Part750-2.8
11.	S	All required treatment units in service during back-up power use?	Yes. Pumps, blowers, and UVs.	Part750-2.8
12.	S	Hydraulic/organic overloads?	None.	Part750-2.8
13.	S	Schedule for removing critical equipment from service for routine maintenance?	Yes, lockout and tag out program on process units.	Part750-2.8
14.	S	Safety railings/gratings in place/good condition?	_____	Part 750-2.8
15.	S	Lights, ventilation operational (Wet wells)?	_____	Part 750-2.8
16.	S	As-built plans for collection system /WWTP?	_____	Part750-2.5
17.	NA	Other (Specify)?	_____	

<b>M. Staffing / Personnel Information:</b>				<input type="checkbox"/> NI <input type="checkbox"/> NA
	<b>Rating</b>			<b>F</b>
1.	S	Staffing adequate?	_____	Part 650
2.	S	Certification/grade adequate?	_____	Part 750-2.8 & Part 650
3.	S	Plant score and grade?	Grade 2A.	Part 750-2.8

4.	<input type="checkbox"/> S	Chief operator name, Grade, Cert. #, Exp?	Wayne Banks, 2A# 13181, Expires 2026.	& Part 650 Part 750-2.8 & Part 650	<input type="checkbox"/>
5.	<input type="checkbox"/> U	Asst. operator Name, Grade, Cert. #, Exp.?	New assistant operator needed.	Part 750-2.8 & Part 650	<input checked="" type="checkbox"/>
6.	<input type="checkbox"/> S	WWTP responsible for collection system?	Yes.	Part 650	<input type="checkbox"/>
7.	<input type="checkbox"/> S	Operators responsible for water supply?	Yes, 5 water districts.	Part 650	<input type="checkbox"/>
8.	<input type="checkbox"/> S	Is Chief Operator present at the WWTP as per required guideline?		Part 650	<input type="checkbox"/>
9.	<input type="checkbox"/> S	Is certified WWTP operator present at the plant as per required guideline?		Part 650	<input type="checkbox"/>

**N. Fiscal:**  NI  NA

How sewer rates are assessed (Flat vs metering)? 8 sewer meters on bungalows and MHPs. 7 pay \$0.01/gallon, 1 pays \$11.23/1,000 gallons. The rest is flat rate.  
 How is the plant budget developed? Town Board  
 Asset Management Plan (AMP)? Town Board      AMP Prepared/Date?      Plans to update AMP?  
 Is AMP used to assess/prioritize critical system components?

**Compliance Status (Orders, Schedules, etc.):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:**  
 Effluent flow recording errors discovered due to effluent magmeter device malfunction. A temporary magmeter was installed. Values recorded via the temporary magmeter more closely matched the influent ultrasonic meter. Effluent meter recorded 205,000 gpd versus the temporary meter, recording 532,000 gpd. The temporary magmeter will be used until the town approves a permanent, in-kind replacement device.  
 The Plant Operator will waste and decant as much as possible to maintain MLSS settling and reduce toxicity. Rag influx on weekends during the summer has resulted in overflows from influent channel into the flow equalization basin at the plant head works.

<input type="checkbox"/> Photographs attached: _____ <input type="checkbox"/> Attachments (graphs, diagrams, etc.): _____ <input type="checkbox"/> DMR Issues: _____ <input type="checkbox"/> SPRTK Issues: _____ <input type="checkbox"/> NetDMR Issues: _____	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><i>Stephen Monteverde</i></div> <div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 5px;"> <span>Stephen Monteverde</span> <span>12/20/2024</span> </div> <p>Inspector's Signature / Date</p>
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**Department of  
Transportation**

**RECEIVED**  
**DEC 26 2024**  
**TOWN OF LIBERTY**  
**TOWN CLERK'S OFFICE**

**KATHY HOCHUL**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

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

December 10, 2024

Mr. Edward McAndrew, P.E. Commissioner  
Sullivan County Government Center  
100 North Street  
PO Box 5012  
Monticello, NY 12701

Dear Commissioner McAndrew:

**RE: REQUEST FOR A SPEED LIMIT REDUCTION  
WHITE SULFUR ROAD CR 143  
TOWN OF LIBERTY, SULLIVAN COUNTY**

This is a follow up to our letter dated August 27, 2024. The Traffic Safety and Mobility Office (TSMO) has completed their review.

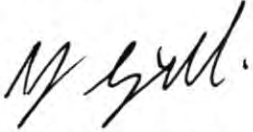
With such an extremely low traffic volumes on this road, conventional methods of identifying operating speeds could not be employed. Therefore, the review process included multiple trips within the limits requested, driving 5 MPH intervals, and identifying a speed that is reasonable and enforceable. This is a common method used for setting speed limits on low volume roads. After considering the roadside friction, development, physical features, and the geometry of the roadway, the engineer identified the appropriate speed limit as 45 MPH.

An Official Notice of Order 1148.15 (aw) has been generated and is enclosed with this response letter. It establishes 45 MPH on White Sulfur Road, CR 143, between Cutler Road, TR 57, and Cox Road, TR 69A, a distance of 1.0 +/- miles.

Sullivan County will be responsible for signing the new 45 MPH signs on White Sulfur Road, CR 143. The new speed limit signs must be installed in accordance with Title 17B of the New York State official Compilation of many Regulations (New York State Supplement to the National Manual on Uniform Traffic Control Devices). In addition, the county may want to review the warning signs on this road and upgrade as appropriate.

Thank you for your interest in and support of the transportation system. If you have any questions or need additional information, please feel free to contact me at (607) 721-8080.

Sincerely,



Tony Signorelli, P.E.  
Regional Traffic Engineer

RECEIVED  
DEC 26 2024  
TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

c: Laurie Dutcher, Town Clerk, Town of Liberty  
Dermot P. Dowd, L.S. Civil Engineer, Sullivan County

STATE OF NEW YORK - DEPARTMENT OF TRANSPORTATION  
TRAFFIC OPERATIONS BUREAU

RECEIVED  
DEC 26 2024  
TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

NOTICE OF ORDER

STUDY NO.: 924-0044

FILE: 48.15 -

TROOP: F

THE DEPARTMENT OF TRANSPORTATION HAS FILED AN ORDER WITH THE SECRETARY OF STATE WHEREBY:

SECTION: 11 48.15 SUBDIVISION: (aw) PARAGRAPH: \_\_\_\_\_

OF THE DEPARTMENT'S REGULATIONS IS  ADDED  AMENDED to read as follows:  REPEALED

45 MPH on White Sulfur Road, CR 143, between Cutler Road, TR 57, and Cox Road, TR 69A, a distance of 1.0 +/- miles.

The above order will be effective upon the installation, modification or removal of the necessary traffic control device (s) required by and conforming to the State Manual of Uniform Traffic Control Devices.

12/10/2024

(DATE)

APPROVED BY:

*Anthony Signorelli*  
**Anthony Signorelli, P.E.**

(SIGNATURE)

Regional Traffic Engineer

(TITLE)

DESCRIPTION:

COUNTY: Sullivan

LOCALITY: Town of Liberty

OTHER RELATED ACTIONS  NONE

\_\_\_\_\_  
(Identify)

cc:  CITY

VILLAGE

TOWN

COUNTY SUPT.

SHERIFF

STATE POLICE

PERMITTEE

\_\_\_\_\_ POLICE DEPARTMENT

REGION 9 TRAFFIC ENGINEER

OTHER \_\_\_\_\_

(Specify)



## Sullivan County Paving & Construction, Inc.

1936 State Route 17B  
White Lake, NY 12786  
845-250-4001 FAX 845-250-4398  
[www.mastenenterprises.com](http://www.mastenenterprises.com)

December 20, 2024

Matt Dewitt, Highway Superintendent  
Town of Liberty Highway Department  
2751 NY-52  
Liberty, NY 12754

RE: Lily Pond Rd

Dear Matt,

Sullivan County Paving warranties all work for 1 year from the date of placement. If an issue arises after that time, SCP and Town staff will analyze the issue and determine an appropriate resolution.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Bowdren", with a long horizontal flourish extending to the right.

Kenneth Bowdren  
President

# Catskill-Delaware Publications, Inc.

*"Celebrating more than 130 Years of Community Journalism"*

*Main Office:*

P.O. Box 308

5 Lower Main Street

Callicoon, N.Y. 12723

(845) 887-5200

Fax (845) 887-5386

*all the best!*

December 24, 2024

Dear Frank,

On behalf of the staff of the **Sullivan County Democrat** I would like to wish you and the entire Liberty Town Board a Happy and Healthy 2025. Much exciting news has taken place in Liberty – and Sullivan County – during 2024 and we look forward to much more to come. First, I would like to thank the town for its continued support and the wonderful working relationship the Democrat has enjoyed with your town for so many years.

As the Democrat begins its 134th year of publication we look forward to continued prosperity for our county's Main Streets and welcoming new business to our community. As Sullivan County's largest paid subscription newspaper, we will continue to cover the news of your township, our county and report on all of the happenings in our area.

We would also like you and the town board to please consider naming us your official town newspaper for the upcoming year, 2025. Your legal notices will get added exposure in our newspaper, thus helping you to save on bids and other town expenses by reaching a wider market. And, at no extra charge, we also put all of our legal notice publications on a fully-searchable website, [www.scdemocratonline.com](http://www.scdemocratonline.com), which can be accessed 24/7.

Being named as an official newspaper is a designation that we take very seriously and our newspaper offers the largest readership of any newspaper published in Sullivan County.

Not only do we strive to ensure that your public notices are printed accurately but we also go the extra mile to get them into print on your schedule, not ours. We realize how important these publications can be to the proper functioning of town and county business and our twice-weekly publishing schedule allows you the added flexibility of knowing that your public notices will be in on time and correct.

Our dedicated staff will help you with any questions you may have and our wide circulation means that your requests for bids and other proposals will get the largest readership possible in Sullivan County.

For 98 years my family has strived to make the Sullivan County Democrat the most trusted and reliable news source in Sullivan County and we hope that our promise to you has held true.

We truly appreciate your consideration on this matter and welcome any questions, concerns or comments you may have. Please feel free to call any of our helpful staff, any time you may need them.

Again, Happy and Healthy New Year!

Very truly yours,

*Fred Stabbert III*  
Fred Stabbert III  
Publisher

*Publisher of the*

**SULLIVAN COUNTY  
Democrat**

Printers ~ Publishers ~ Advertising Design  
Journals ~ Business Forms ~ Newsletters

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CONFIDENTIAL**

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water  
625 Broadway, Albany, New York 12233-3500  
P: (518) 402-8233 | F: (518) 402-9029  
[www.dec.ny.gov](http://www.dec.ny.gov)

December 18, 2024

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

Re: Water Quality Improvement Project Number 140237  
Liberty (T) WQIP Swan Lake

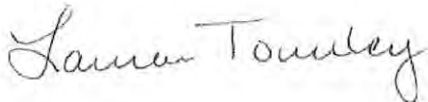
Dear Supervisor DeMayo:

Thank you for submitting your application through the 2024 Consolidated Funding Application (CFA) for the Water Quality Improvement Project (WQIP) Program.

The New York State Department of Environmental Conservation (DEC) has completed our review of applications for the WQIP program. Unfortunately, your proposal was not selected for funding. This does not pertain to potential funding awards from other agencies or programs and does not preclude you from applying for future CFA funding rounds.

We appreciate your effort toward improving water quality in New York State and look forward to working with you in the future to preserve our natural resources. If you are interested in discussing why your project was not funded this round, please contact WQIP Program staff no later than January 10, 2025 at [user.water@dec.ny.gov](mailto:user.water@dec.ny.gov).

Sincerely,



Lauren Townley  
Section Chief  
Water Assessment and Implementation  
Bureau of Water Assessment and Management

# Cornell Cooperative Extension

Cornell Cooperative Extension  
Sullivan County

64 Ferndale-Loomis Road  
Liberty, NY 12754  
845-292-6180  
sullivan@cornell.edu  
www.sullivancce.org



November 18, 2024

Dear Friend of Extension,

Since March of 2020, CCE Sullivan and Sullivan Allies Leading Together (SALT) have distributed enough groceries for more than a half a million meals, personal necessities, and nutrition education to folks from all walks of life across Sullivan County's 1,000 square miles to combat hunger and food insecurity through the **Sullivan Fresh Community Cupboard Mobile Food Pantry**.

With support from the Hudson Valley Food Bank and donors like you, we focus on a Farm to Food Pantry model, working to stock our pantry with local farm fresh goods such as yogurt, milk, meat, fruit and vegetables.

Reaching more than **700 FOLKS PER WEEK**, the **Sullivan Fresh Community Cupboard** has given folks a lifeline, a connection to each other and the larger community, and hope.

**We need your help to keep this program going!**

Please consider a generous contribution to help sustain the Sullivan Fresh Community Cupboard by mail, online at [www.sullivancce.org/donate](http://www.sullivancce.org/donate), or through the PayPal or Venmo QR Codes below. Please make checks payable to CCE Sullivan.

**Indicate Community Cupboard in the Note or Memo section of your payment method.**

**All contributions are tax deductible!**

Thank you, and we look forward to continuing to serve farmers, families, and young people in Sullivan County, during good times and bad, for decades to come.

With great thanks,

A handwritten signature in black ink that reads "Dara Smith".

Dara Smith  
President, Board of Directors

A handwritten signature in black ink that reads "Colleen Monaghan".

Colleen Monaghan  
Executive Director



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Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with DisAbilities.

# HOW TO BE A FRIEND

## TO OUR FARM TO FOOD PANTRY PROGRAM

The Sullivan Fresh Community Cupboard needs your help! Cornell Cooperative Extension Sullivan County and Sullivan Allies Leading Together (SALT) have distributed over 500,000 meals to neighbors across Sullivan County.



Best of all, we help support local farms by stocking our pantry with farm-fresh goods like yogurt, milk, meat, fruits, and vegetables.

## HELP YOUR NEIGHBOR. SUPPORT YOUR FARMER.

### SUPPORT ONE HOUSEHOLD IN NEED FOR:

- 1 Week: \$20
- 1 Month: \$85
- 1 Year: \$1,040



### SUPPORT COMMUNITY CUPBOARD OPERATIONS FOR:

- 1 Day: \$500
- 1 Week: \$2,500
- 1 Month: \$10,000

**NO AMOUNT IS TOO SMALL. EVERY DONATION MATTERS!  
PLEASE GIVE TODAY, JUST SCAN TO DONATE OR CONTACT US.**



**venmo**

**Cornell Cooperative Extension  
Sullivan County**

SullivanCCE.org/Donate  
Contact Alan at:  
sullivanfresh@cornell.edu

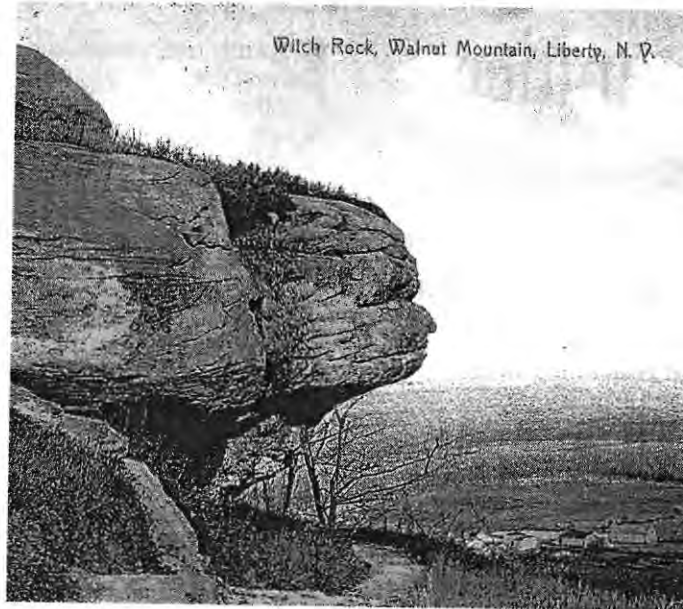


12/27/24

RETROSPECT

JOHN CONWAY

Walnut Mountain revisited



CONTRIBUTED PHOTO

A vintage postcard showing Witch Rock on Walnut Mountain in Liberty.

the Walnut Mountain House boasted it was “the highest summer house in the state of New York—not excepting any in the Catskills,” with magnificent views of up to 75 miles in any direction.

“It is said by those who have spent years of travel both in this country and Europe, that for extensive and varied scenery the view from Walnut Mountain cannot be excelled,” the O&W Railway’s “Summer Homes” vacation guide claimed in 1888.

The view from the hotel was apparently matched only by that from nearby Witch Rock, or Witch Head Rock, which became one of the most visited—and most photographed-- locations in the region.

Not long after the demise of the hotel operation, an eclectic physician from New York City, Victor von Unruh, proposed to purchase the property to erect a sanitarium from which he could administer his controversial treatment for tuberculosis, which

used Echinacea and Inula Helenium. After months of discussions, the Liberty Town Board finally squashed the proposal in January of 1917, and von Unruh headed elsewhere.

Following a brief, and

ultimately unsuccessful, stint as a skiing venue in the 1930s, the mountain became the site of the proposed Mystic Mountain/ Wonder Mountain project, a Disneyland knock-off that was originally slated to open

in the summer of 1961. The project was the victim of the vagaries in the economy and despite being resurrected a number of times, was never built.

Currently, Walnut Mountain comprises a 279-acre town park with historic carriage roads and mountain biking trails of more recent vintage. The hotel is long gone, but its foundation remains, as does Witch Rock, and with the help of Lisa Lyons and Ruth Huggler, the summit may once again rank among the most visited locations in the region.

The pair have been working for several years now on creating a self-guided walking tour to show off the historic mountain, and they have recently unveiled a display at the Liberty Museum & Arts Center, at 46 South Main Street in the village to promote the project.

The display has been placed in the Museum window and is lighted, so it can be enjoyed even when the Museum is not open. Visitors to the Museum can also pick up a trail map that shows the location of the hotel and the foundation.

“We hope visitors might catch the history bug and want to help the research team fill in missing details,” noted Ms. Lyons, who operates Morgan Outdoors on Main Street in Hurleyville. “This effort is part of an interpretive panel project

underway with the Town of Liberty.”

Ms. Huggler has become the lead researcher on the project, after discovering her own personal connection to the mountain.

“Lisa has led numerous hikes on Walnut Mountain because it’s such a great spot for recreation,” she said. “She encourages people to sign up for email notifications when she’s about to lead another hike, and so the subject came up when she was planning another one. It was October 2021. I mentioned my family photo of the workers who had built the hotel. Lisa had already thought of adding interpretive panels to the trails by then, and she was eager to connect more history with the location. We agreed that a project describing the Walnut Mountain House and its era in Liberty would add interest to the park’s trails. Liberty Parks & Recreation was already aware of Lisa leading successful hikes there, so naturally adding them and the town to the concept of a project was the next step.”

For more information about the project, and to learn about upcoming hikes at the location, call Liberty Parks and Recreation at (845) 292-7690 or Lisa Lyor at Morgan Outdoors (845) 693-4181.

John Conway is the Sullivan County Historian. Email him at [jconway52@hotmail.com](mailto:jconway52@hotmail.com).

is one of the most massive natural attractions in Sullivan County, and over the years played a number of significant roles in our history. Among other things, it has been the site of a large Silver Age resort, proposed site of a facility using an innovative approach to treating tuberculosis, the site of the organized ski operation in Sullivan County, and the proposed site of a gargantuan amusement park that was said to be the savior of a hard-hit economy. Walnut Mountain in Liberty, and largely thanks to the efforts of a couple of early buffs, it is back in the picture once again.

Dr. Holmes opened his Walnut Mountain House in Liberty in 1887, and it quickly became one of the iconic sights of the Silver Age, offering guests “a modern style of architecture, with sleeping rooms, and heated with gas, hot and cold water, etc.” Built at 1,000 feet above tide-water,”

**TOWN CLERK'S OFFICE**

120 NORTH MAIN STREET  
LIBERTY, NEW YORK 12754  
[s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org)

**MEMO**

**TO:** Supervisor DeMayo & Town Board Members  
**From:** Sara Alvarez  
**Re:** Vacation Time  
**Date:** December 26, 2024

At this time, I am requesting to carry over <sup>upto</sup> 5 unused vacation days to 2025.

Thank you,

*Sara Alvarez*  
Sara Alvarez

**TOWN OF LIBERTY  
BUILDING DEPARTMENT**

**120 NORTH MAIN STREET  
LIBERTY, NEW YORK 12754**

TEL: (845) 292-8511

FAX: (845) 292-2562

**MEMO**

**TO:** Supervisor DeMayo & Town Board Members

**FROM:** Tammy Wilson

**RE:** Vacation time

**DATE:** December 23, 2024

At this time, please accept my request to carry over up to 41 hours unused vacation time to 2025.

Thank You.



**Town of Liberty, NY  
January 6, 2025 Town Board Meeting  
Update on Projects**

**1. Swan Lake WWTP Upgrade**

**Key Items for Board Review and Consideration at this meeting (January 6, 2024):**

- **Review and consider accepting the revised Map Plan & Report document (last revised December 2024 and distributed on December 11, 2024), with a budget of \$40M with a plant flow capacity of 960,000 gpd**

**§ 202-B Proceedings/Map Plan & Report (MPR)**

- **Review the revised MPR (based on PER Amendment No. 1) for the Swan Lake WWTP Upgrade, with a total project budget of \$40M and a plant flow capacity of up to 960,000 gpd (last revised and distributed on December 11, 2024)**
  - Based on the June 3, 2024 Town Board meeting, the Town agreed to a total project budget of up to \$40M and a plant flow capacity capable of serving up to 960,000 gpd (maximum potential WWTP buildout using the existing oxidation ditches)
  - Delaware has prepared a **MPR, for the Swan Lake WWTP Upgrade, with a total project budget of up to \$40M and a plant flow capacity of up to 960,000 gpd**, and forwarded to the Town, based on the upgrade plan agreed upon as the June 3, 2024 meeting
  - **Any comments or desired revisions?**
- **Consider accepting the MPR for the increase or improvement of the facility (§ 202-B), for the Swan Lake WWTP upgrade, with a total project budget of up to \$40M and a plant flow capacity of up 960,000 gpd**
  - **If acceptable as presented, or if acceptable with changes noted at this meeting, we recommend that the Town Board resolve to accept the MPR as presented (or acceptable with changes noted) at the January 6, 2024 meeting**
    - **If no changes are desired, the MPR should be posted on the Town website**
    - **If changes are designed, Delaware will revise and an resubmit to the Town, and the revised MPR should be posted on the Town website**

**Public Hearing (PH)**

- **Consider adopting order to call for a public hearing, for the Swan Lake WWTP Upgrade, for the 1/22/25 Town Board meeting, and deadline to submit written public comments to the Town of 2/3/25**
  - Attached is a revised order to calling for a public hearing, with the public hearing to be scheduled for the 1/22/25 Town Board meeting submitted by Bond Counsel
  - Review order to call for a public hearing info attached from Bond Counsel
  - **Utilize the attached resolution to schedule a public hearing with formal notice to the increase or improvement of the facility (§ 202-B)**

**Preliminary Engineering Report Amendment No. 1 (December 2024):**

- Delaware has prepared a **PER Amendment No. 1** (last revised and distributed on December

11, 2024), for the Swan Lake WWTP Upgrade, with a total project budget of up to \$40M and a plant flow capacity of up to 960,000 gpd, and forwarded to the Town, based on the upgrade plan agreed upon as the June 3, 2024 meeting

- **Review PER Amendment No. 1 for the Swan Lake WWTP Upgrade, with a total project budget of \$40M and a plant flow capacity of up to 960,000 gpd (last revised and distributed on December 11, 2024)**
- **Continue to receive and address Town Board comments**
- **Continue to address public comments when directed to do so by the Town**
- **PER Amendment No. 1 will be finalized to address Town Board comments, and public comments that will be reviewed at the February 3, 2025 Town Board meeting (public comment period ends 2/3/25), that the Town requests to be addressed, and resubmit to the Town**

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

**§ 202-B Proceedings/MPR & PH**

- **On or before January 8, 2025**
  - Town Clerk to forward Notice of Hearing – provided by Bond Counsel – to the Town paper for publishing on 1/10/25 (no later than January 12, 2025)
- **January 10, 2025**
  - Notice of Hearing (hearing to occur on 1/22/25) appears in the Town's official paper on 1/10/25
  - Town to post the revised MPR on the Town website (On or before January 10, 2025)
- **On or before January 15, 2025**
  - **If changes are desired, Delaware will revise the MPR and resubmit to the Town, and the revised MPR should be posted on the Town website**
  - **Delaware to provide the PH presentation to the Town, and should be posted on the Town website**
- **January 22, 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 for a 0.960 MGD facility and \$40M upgrade - 6:45 PM @ the Senior Center
  - The PH handout, a brief power point (15-20 slide) about the project, is currently being refined, and will be provided soon for board review
  - If okay, the PH should be posted on the Town website
- **On or before January 29, 2025 – Town Board Meeting**
  - Get Bond Resolution from Bond Counsel and forward to the Town
- **February 3, 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 1/22/25 public hearing**
  - **Town to consider making a determination in the public interest to complete the proposed improvements** and submit certified copy of the order to hold the hearing
  - **Town to consider adopting a Bond Resolution for the project**

**Preliminary Engineering Report Amendment No. 1 (December 2024):**

- **On or Before February 12, 2025**
  - Continue to address Town Board comments, and public comments when

## DELAWARE ENGINEERING, D.P.C.

- 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
  - **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 **Key Items for Board Review and Consideration at this meeting** and **Critical Items to Keep Moving the Project Forward** above

directed to so by the Town

- **PER Amendment No. 1** will be finalized to address Town Board comments, and public comments that will be reviewed at the February 3, 2025 Town Board meeting (public comment period ends 2/3/25), that the Town requests to be addressed, and resubmit to the Town
- **February 19, 2025 – Town Board Meeting (Accept PER Amendment No. 1)**
  - Consider accepting the **PER Amendment No. 1**, for the Swan Lake WWTP upgrade, with a total project budget of up to \$40M and a plant flow capacity of up 960,000 gpd
- **On or before February 28, 2025**
  - Delaware to submit complete NY-2A Application Form & **PER Amendment No. 1** to the regulatory agencies for review and to allow NYSDEC to officially proceed with the permit review

**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.
  - On 12/23/24 the Town received a letter regarding the Consolidated Funding Application (CFA) for the 2024 Water Quality Improvement Project (WQIP) program
    - **Unfortunately, the referenced application was not selected for WQIP funding.**
    - **If the Town interested in discussing why your project was not funded this round, contact WQIP program staff no later than January 10, 2025 at [user.water@dec.ny.gov](mailto:user.water@dec.ny.gov).**
  - On 12/26/24 the Town Supervisor contacted NYSDEC and indicated that the Town is interested in discussing the reason(s) why our project was not funded this round for the WQIP Program, and requested some dates for availability to schedule a meeting and NYSDEC confirmed receipt of the Town’s request and have added the Town to their list of debriefing requests and will contact the Town soon to schedule a date and time to discuss the Town’s application
  - **Date and time for meeting is pending**
- **Delaware plans to continue to work with the Town seek additional funding** to mitigate rate impacts prior to commencement of debt services/loan repayments in 2027-2028 (3-4 years out)

## DELAWARE ENGINEERING, D.P.C.

- 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. **Submittal of the application is pending Town acceptance of the PER Amendment No. 1 (December 2024) in order to submit to NYSDEC.**
  - 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 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 February 28, 2025**
    - **Need revised PER, accepted by the Town to do this**
    - NYSDEC will do the Water Quality review based on actual/current outfall location to provide draft limits to Delaware/Town
  - **Notice of Violation (NOV) Letter (December 2024)**
    - **On December 20, 2024 NYSDEC the Town received a Notice of Violation** letter for the Swan Lake WWTP Annual Compliance Inspection
    - A meeting invitation for a virtual, technical call (for 11:00 am on Wednesday 1/15/2025) has been scheduled
    - Delaware plans to attend this call

**DELAWARE ENGINEERING, D.P.C.**

- Project Schedule (updated December 11, 2024)
  - The Anticipated Project Schedule based on completion of design prior to draft effluent limits which are anticipated to be provided by NYSDEC in July 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 – July 2025 (T)
NYSEFC Request to Modify an Existing PFA	Completed	September 2024 (A)
Submit Final SPDES NY-2A Items	1-3 month	December 2024 – February 2025 (T)
Submit Preliminary Engineering Report	1-2 month	December 2024 – February 2025 (T)
202(b) & Bond Resolution	4 months	November 2024 – February 2025 (T)
WQIP Award Announcement	3 months	December 2024 – February 2025 (T)
NYSDEC SPDES Permit Technical Review	6-months*	March – August 2025 (T)
NYSDEC SPDES Permit Draft Limits	1-month*	September 2025 (T)
NYSDEC SPDES Public Notice	1-2 months*	September – October 2025 (T)
NYSDEC & NYSEFC PER and Design Rev.	2-4 months*	November 2025 – February 2025 (T)
NYSDEC SPDES Permit Finalized	1-2 months*	November – December 2025 (T)
NYSDEC & NYSEFC PER Approval	1-month*	January 2026 (T)
NYSDEC & NYSEFC Design Approval	1-months*	February 2026 (T)
NYSEFC Revised PFA Approval Memo	1-2 months*	February – March 2026 (T)
Authorization to go to Bid from Town	1-month	April 2026 (T)
Bidding/Award	2 months	May – June 2026 (T)
Close on Revised SRF Financing	1-2 months*	April – May 2026 (T)
Notice to Proceed	1-2 months*	June – July 2026 (T)
Construction	18 months	August 2026 – January 2028 (T)
Substantial Completion	1 month	December 2027 (T)
Construction Completion	1 month	January 2028 (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

2. *Stevensville Water Project*

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

- None

**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

3. *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, and was discussed at the 11/18/24 Town Board Meeting
- Meeting with the Village proposed

4. *Swan Lake Sewer System Evaluation/I/I EPG Study*

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

- **Review status**

**Project Status**

- Grant Agreement Pending (see Project Funding below)
- Target areas for CCTV work identified
- Subcontract with CCTV subcontractor pending
- System component inventory of targeted areas is under way

**Project Funding**

- All required checklist items submitted to NYSEFC on 8/16/2024
- **Grant Agreement from NYSEFC is pending**
- **Grant Agreements expected 2-3 months following acceptable Scoping Call Outline (see below)**
- **Engineering Agreement is under review by NYSEFC**
- **A Scoping Call was held on 12/3/24 to review project outline with NYSEFC**
  - EFC requested an update to the Project Scope to identify target areas in system and to include a map of said areas.
  - The updated scope and map were submitted to EFC on 12/16/24

**DELAWARE ENGINEERING, D.P.C.**

- 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

**Anticipated Project Schedule**

- The anticipated schedule is as follows:
  - Adopt Board Resolutions ..... March 23, 2023 (A)
  - Submit NYSEFC 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)
    - 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 subcontractor cleaning and CCTV inspection services; need to figure out traffic control and bypass pumping
- Developing system component inventory (e.g. mains, manholes, and pump station) for the targeted areas
- 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.

**5. 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 12/5/24 confirmed that the Town completed and submitted the inventory and that the project could be removed from the IUP**

**6. Sherwood-Roth Booster Pump Replacement**

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

- None

**Construction Status Update**

- Project is complete
- Formal report and O&M manual, and warranty provided by Xylem-Goulds on 12/2/24

**7. General Engineering Services Contract for 2025**

- Forwarded to the Town for consideration on December 30, 2024 under separate cover.
- Review & consider for approval & execution at the January 6, 2025 meeting
- Delaware will provide/perform work as directed by the Town on a time and expenses basis, from January 1, 2025 thru December 31, 2025
- **The 2025 contract remains the same as 2024 (and previous years) except that the calendar year has changed to 2024 and a 2025 rate schedule has been attached.**
- Our description of services (Item 1. on page 1 of the contract) remains "A representative of Delaware Engineering, D.P.C. will perform/provide engineering services assigned by the Town Board, Planning Board, or Town staff as agreed to in advance by the Town Board".
- This contract allows Delaware to be a resource that can be accessed by the Town on an as needed basis, typically for small work items and eliminates the need to develop a specific contract for all work. Work requested by the Town under this contract will be itemized on monthly invoices with an explanation of work conducted for each work item.
- Work for significant capital projects is anticipated to continue to be done by distinct contracts with set/agreed upon fees.
- **Entering into this contract in no way limits the Town's ability to retain any firm they desire for any work.**
- **If the Town finds the contract acceptable as provided, and desires for Delaware to be able to provide services on an as needed basis as agreed to in advance by the Board, then we recommend that the Board resolve to authorize the Town Supervisor to execute the General Services contract dated December 30, 2024.**
- **Near term/priority projects to consider under the General Services Agreement (see Items 9, 9, 10, & 11 below)**
  - Devaney Road Development Engineering
  - Loomis WWTP Clarifier Repair
  - Ferndale Loomis Road Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing

- o Indian Lake Sanitary Sewer Main Repair (Swan Lake Sanitary Collection System)
- o Other?

8. *Devaney Road Development Engineering*

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

- **Consider authorizing Delaware Engineering to provide engineering services associated with the Devaney Road Development for services provided in 2024 and going forward in 2025 Engineering under the 2025 General Services Agreement, and reimbursed to the Town through the escrow account**

**Status Update**

- In June-July 2024 Delaware had numerous discussions with Developer, Delta Engineers and Town about the planned development and water supply facilities, and conducted a flow review/data summary on the Stevensville water system to determine available system capacity for the development
  - o The Town requested \$5,000 in escrow to complete this work
- At the July 1, 2024 meeting the Town agreed to the development with certain restrictions and conditions on water usage
- On 12/16/24 the Town received the final plans from the Developer/Delta Engineering
- Delaware received a request form the Town Supervisor to review the plans and correspond with Delta, under the escrow account
- Delaware estimates that at least \$10,000 will be required to cover 2024 work and complete the review
- Work can be completed under the 2025 General Services Agreement on a time and materials basis with a budget of \$10,000.
- If we believe that work will exceed this budget, Delaware will notify the Town.

**We recommend that the Town agrees to:**

- o **Authorize Delaware Engineering to provide engineering services associated with the Devaney Road Development for services provided in 2024 and going forward in 2025 under the 2025 General Services Agreement, and reimbursed to the Town through the escrow account**

9. *Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing*

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

- **Review status**

**Status Update**

- **Under review with Damon**
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- **Delaware will get the 2025 General Services agreement in place at the January 2025 meeting (see 2025 General Services agreement, above) and will provide the Town with a scope and a not to exceed budget for consideration next month**

**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 time 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

## DELAWARE ENGINEERING, D.P.C.

### 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 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 developed a draft RFQ and sent to the Town Supervisor for review on 12/5/24
- At the December 2, 2024 meeting the Town Board authorized 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
- The Town Supervisor sent the draft RFQ to the USEPA to confirm that all requirements are present on 12/6/24
- USEPA conducted their review of the RFQ and confirmed that all of their requirements had been met on 12/9/24
- **Delaware finalized the RFQ and legal notice and sent to the Town for advertisement in the NYS Contract Reporter, and Sullivan County Democrat with a due date of 1/22/25**
  - **The RFQ was advertised the Contract Reporter on 12/23/24**
  - **The RFQ will be advertised on in the Sullivan County Democrat on 1/3/25**

### *13. Attachments*

- Order to call for a public hearing and associated materials (December 30, 2024 Hawkins Email Package)

- 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

#### *10. Loomis Clarifier Repair*

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

- Review status

##### **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)
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- **Delaware will get the 2025 General Services agreement in place at the January 2025 meeting (see 2025 General Services agreement, above) and will provide the Town with a scope and a not to exceed budget for consideration next month**

#### *11. Indian Lake Sanitary Sewer Main Repair (Swan Lake Sanitary Collection System)*

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

- Review status

##### **Status Update**

- A sanitary sewer main (+/-150) is failing and causing raw sewage surface
- Sewer main slopes and depths in this area are known to be shallow
- W&D Dept. believe that the main is comprised from shallow depth and freeze thaw cycles
- There is an existing easement, however there are trees, fences and porches over top of the main
- A contractor provided a quote to replace the sanitary sewer main that exceeded \$35K, and didn't include dealing with the obstruction, and depending on the final scope, it is very likely that This work likely will need to be publicly bid
- Delaware plans to make a site visit, and come up with options for Town consideration
- At the December 16, 2024 meeting the Town agreed to retain Delaware to assist with work on a time and materials basis with a not to exceed budget under the General Services Agreement
- **Delaware will get the 2025 General Services agreement in place at the January 2025 meeting (see 2025 General Services agreement, above) and will provide the Town with a scope and a not to exceed budget for consideration next month**

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

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

- None
- RFQ Process underway

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

- General Engineering Services Contract for 2025
- Liberty (T) Swan Lake WWTP Upgrade Map, Plan, & Report (December 2024)
- Liberty (T) Swan Lake WWTP Upgrade Eng. Report Amendment No. 1 (December 2024)

Liberty (T) TBM Handout 01-06-25.docx  
Enclosures

At a regular meeting of the Town Board of the Town of Liberty, in the County of Sullivan, New York, held at the Town Hall, 120 North Main Street, Liberty, New York, on the 6th day of January, 2025.

PRESENT:

Hon. Frank DeMayo, Supervisor  
Dean Farrand , Councilmember  
Vincent McPhillips, Councilmember  
John Lennon, Councilmember  
Bruce Davidson, Councilmember

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In the Matter

of the

Increase and Improvement of Facilities of the Swan Lake/Briscoe Road Consolidated Sewer District, in the Town of Liberty, in the County of Sullivan, New York, pursuant to Section 202-b of the Town Law

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Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

ORDER CALLING FOR A PUBLIC  
HEARING TO BE HELD ON  
JANUARY 22, 2025

WHEREAS, the Town Board of the Town of Liberty (herein called the "Town"), in the County of Sullivan, New York, on behalf of the Swan Lake/Briscoe Road Consolidated Sewer District, in the Town (herein called the "District"), has caused Delaware Engineering, engineers duly licensed by the State of New York (the "Engineer"), to prepare a preliminary map, plan and report for the increase and improvement of facilities of the District, consisting of the construction of improvements to the Wastewater Treatment Plant facilities, including related and ancillary work and engineering, legal and other costs, as further described in the revised

map, plan and report dated December 11, 2024; and said map, plan and report have been filed with the Town Board and the cost thereof has been estimated to be \$40,000,000; and said map, plan and report are available for inspection during regular business hours at the office of the Town Clerk;

Now, therefore, be it

ORDERED, that a meeting of the Town Board of the Town be held at the Town of Liberty Senior Citizens Center, 119 North Main Street, Liberty, New York, on the 22nd day of January, 2025 at 6:45 P.M. (Prevailing Time) to consider said increase and improvement of facilities of the District and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it,

FURTHER ORDERED, that the Town Clerk publish at least once in the "*Sullivan County Democrat*," hereby designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of such public hearing certified by said Town Clerk, in substantially the form attached hereto as Exhibit A, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing.

DATED: January 6, 2025

TOWN BOARD OF THE TOWN OF LIBERTY

(SEAL)

The adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:

Supervisor Frank DeMayo	voting_____
Councilmember Dean Farrand	voting_____
Councilmember Vincent McPhillips	voting_____
Councilmember John Lennon	voting_____
Councilmember Bruce Davidson	voting_____

The Order was declared adopted.

\* \* \* \* \*

## **supervisordemayo townofliberty.org**

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**From:** Dave Ohman <dohman@delawareengineering.com>  
**Sent:** Monday, December 30, 2024 12:07 PM  
**To:** supervisordemayo townofliberty.org  
**Cc:** Vince McPhillips; Dean Farrand; j.lennon townofliberty.org; Bruce Davidson; ken@kenkleinlaw.net; Dan Fagnani; Cheryl DeCarr; c.gerow townofliberty.org  
**Subject:** General Services Contract for 2025  
**Attachments:** Liberty (T) General Eng Services Contract 12-30-24 combined.pdf

Hi Frank and all,

Attached is our 2025 general engineering services contract for Town consideration. The contract is scheduled to be in place for the calendar year.

The 2024 contract has been modified to change the date of service from 2024 to 2025 and an updated (2025) rate schedule has been attached. All other contract terms are the same as previous years.

As in past years, this contract allows Delaware to be a resource that can be accessed by the Town on an as needed basis, as approved in advance by the Town Board. This in no way limits the Town's ability solicit or retain services from other firms.

Work requested by the Town under this contract will be itemized on monthly invoices with an explanation of work conducted for each work item.

We look forward to continuing working with the Town to address Town needs.

Please advise if any changes are desired.

We will include copies of this along with the Jan 6 meeting handout that will be Fed Ex'd later today, and will include this as a discussion item in our meeting handout for Board consideration.

Please contact me at 607-432-8073 if you have any questions.

Best to you all,



**DAVE OHMAN, P.E.**  
PRINCIPAL  
55 South Main Street | Oneonta, NY 13820  
607.432.8073 x 302 (office)  
607.643.1356 (mobile)  
[dohman@delawareengineering.com](mailto:dohman@delawareengineering.com)



## DELAWARE ENGINEERING, D.P.C.

55 South Main Street  
Oneonta, New York 13820

Tel: 607.432.8073  
Fax: 607.432.0432

December 30, 2024

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

Re: General Engineering Services Contract for 2025

Dear Frank:

Enclosed for Town Board consideration is our proposed 2025 general engineering services contract. The contract is scheduled to be in place for the calendar year.

The date of service has been changed from 2024 to 2025 and an updated (2025) rate schedule has been attached. All other contract terms are the same as that executed in 2017-2024.

This contract allows Delaware to be a resource that can be accessed by the Town on an as needed basis, as approved in advance by the Town Board. Work requested by the Town under this contract will be itemized on monthly invoices with an explanation of work conducted for each work item.

We look forward to continuing working with the Town to address Town needs.

If the enclosures are acceptable to the Town, please endorse the signature page (p. 3) and return one copy to our office for our files.

Please contact me at 607-432-8073 if you have any questions, or if you require any changes to the attached contract.

Respectfully,

**DELAWARE ENGINEERING, D.P.C**

Dave Ohman, P.E.

Enclosures

CC: Ken Klein, Town Attorney (w/enclosures)  
Nick Rusin, Town Supervisor's Confidential Secretary (w/enclosures)  
Cheryl DeCarr, Delaware Engineering (w/enclosures)

**CONTRACT FOR GENERAL ENGINEERING SERVICES  
BETWEEN  
THE TOWN OF LIBERTY, NEW YORK  
AND  
DELAWARE ENGINEERING, D.P.C.**

***THIS AGREEMENT*** made the \_\_\_th day of January 2025, by and between the TOWN OF LIBERTY, NEW YORK, located at 120 N. Main Street, Liberty, New York 12754 (herein referred to as Town), and DELAWARE ENGINEERING, D.P.C., having a place of business at 55 South Main Street, Oneonta, New York 13820 (herein referred to as Engineer).

***WHEREAS***, the Town wishes to retain the services of Delaware Engineering, D.P.C., for a period commencing **January 1, 2025**, until **December 31, 2025**, and thereafter on an annual basis by mutual agreement of the parties.

***NOW THEREFORE***, it is agreed before the parties that:

1. A representative of Delaware Engineering, D.P.C., will provide/perform engineering services assigned by the Town Board, Planning Board, or Town staff as agreed to in advance by the Town Board.
2. Delaware Engineering, D.P.C., shall attend up to one (1) Board meeting per month and provide an update on the status of engineering and capital projects to the Town Board.
3. For work which has been assigned to Delaware, Delaware shall review mail and other related items, review and discuss Town issues with Town Officials and Staff and other affected parties, and perform services as deemed necessary by the Town Board.
4. Delaware shall be compensated for services on a time and expense basis at rates shown in the attached rate schedule for the respective level(s) of personnel performing the work, subcontract services provided or direct expenses incurred.
5. Delaware will provide invoices on not more frequently than a monthly basis. Separate tasks will be identified on the invoice for each work item/project to facilitate cost

tracking. A cover letter will be provided with an explanation of work performed for each task.

6. The Town can establish an account in the amount of \$ \_\_\_\_\_ to provide funding for work or utilize funds from existing or new accounts. This budget can be modified by the Town if needed.

7. Capital Projects and Additional Services

It is agreed that during the period of employment by the Town, Delaware Engineering, D.P.C., shall make available additional services to the Town related to capital projects or other work beyond the basic contract budget or scope. It is agreed that such services will be provided to the Town at the rates shown in the attached rate schedule or for an agreed upon fee.

Should it be necessary to hire subcontractors for services connected with the engineering services provided herein it is agreed that those subcontractors' fees shall be passed through to the Town with no surcharge or mark-up of any kind to the Town, unless otherwise agreed to with the Town.

Additional services provided by Delaware Engineering, D.P.C., whether they be capital projects, time over and above the basic Contract, subcontracts or direct expenses, shall be approved by the Town prior to the issuance of an invoice for additional services. A contract amendment can be provided to the Town to summarize the additional work and costs.

8. Parties further agree that should modifications of this Contract be necessary, by reason of reorganization of the Town Departments or for other good cause, the parties will negotiate in good faith to conform this Contract to the needs of both parties.

9. This Contract shall continue without modifications unless notice is given by the Engineer to the Town by ordinary mail of that party's intention to terminate this Contract within thirty (30) days. The Town may terminate this Contract within five (5) days notice.

10. Attachments

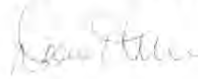
- 2025 Rate Schedule
- Standard Terms and Conditions

*IN WITNESS WHEREOF*, the parties have hereunto set their hands this \_\_\_\_<sup>th</sup>  
day of January 2025.

**TOWN OF LIBERTY, NEW YORK**

**DELAWARE ENGINEERING, D.P.C.**

By: \_\_\_\_\_  
Town Supervisor

  
By: \_\_\_\_\_  
Dave Ohman, P.E., Principal

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

Date: December 30, 2024

**Attachments**

Liberty (T) 2025 General Eng Services 12-30-2024 doc

**2025  
HOURLY RATE SCHEDULE**

<b>Personnel</b>	<b>Rate</b>
Admin, Billing Clerk, Project Coordinator	\$90 - \$110
Communications	\$165 - \$185
Designer, Technician, Construction Inspector I	\$100 - \$125
Designer, Technician, Construction Inspector II	\$130 - \$155
Designer, Technician, Construction Inspector III	\$155 - \$175
Designer, Technician, Construction Inspector IV	\$175 - \$205
Engineer/Scientist/Planner I	\$115 - \$135
Engineer/Scientist/Planner II	\$135 - \$170
Engineer/Scientist/Planner III	\$175 - \$200
Engineer/Scientist/Planner IV	\$200 - \$230
Principal Engineer/Scientist/Planner	\$230 - \$260

**Reimbursable Expenses:**

1. Mileage @ Federal Rate
2. Travel Expenses (Lodging, Meals) @ Federal Per Diem Rate
3. Telecommunications @ Cost
4. FedEx, UPS, US Postal, Courier @ Cost
5. Subcontract Management @ Cost plus 10%
6. Other allowable costs @ Cost (Plan Reproductions, Photographs, etc.)

**1. STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the Services are performed. Professional services are not subject to, and ENGINEER can not provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by CLIENT are specifically objected to.

**2. CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by CLIENT. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that scope must be redefined.

**3. SAFETY.** ENGINEER has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

**4. DELAYS.** If events beyond the control of CLIENT or ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, ENGINEER shall be entitled to an equitable adjustment in compensation.

**5. TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party. CLIENT shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

In the event either party defaults in its obligations under this Agreement (including CLIENT'S obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice stating its intention to suspend performance under the Agreement if cure of such default is not commenced and diligently continued, and failure of the defaulting party to commence cure within such time limit and diligently continue, suspend performance under this Agreement.

**6. OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CLIENT only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CLIENT.

**7. RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CLIENT'S professional representative for the Services, and may make recommendations to CLIENT concerning actions relating to CLIENT'S contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CLIENT'S contractors.

**8. CONSTRUCTION REVIEW.** For projects involving construction, CLIENT acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the project profits errors or omissions to be identified and corrected at comparatively low cost. CLIENT agrees to hold ENGINEER harmless from any claims resulting from performance of construction-related services by persons other than ENGINEER.

**9. INSURANCE.** ENGINEER will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation, and Employer's Liability in amounts in accordance with legal, and ENGINEER'S business requirements. Certificates evidencing such coverage will be provided to CLIENT upon request. For projects involving construction, CLIENT agrees to require its construction contractor, if any, to include ENGINEER as an additional insured on its policies relating to the Project. ENGINEER'S coverages referenced above shall, in such case, be excess over contractor's primary coverage.

**10. HAZARDOUS MATERIAL.** Hazardous materials may exist at a site where there is no reason to believe they could or should be present. ENGINEER and CLIENT agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. ENGINEER agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. CLIENT acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site that may present a potential danger to the public health, safety or the environment. CLIENT shall execute any manifests or forms in connection with transportation, storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize ENGINEER to execute such documents as CLIENT'S agent. CLIENT waives any claim against ENGINEER and agrees to defend, indemnify, and save ENGINEER harmless from any claim or liability for injury or loss arising from ENGINEER'S discovery of unanticipated hazardous materials or suspected hazardous materials.

**11. INDEMNITIES.** To the fullest extent permitted by law, CLIENT and ENGINEER each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of CLIENT and ENGINEER, they shall be borne by each party in proportion to its negligence.

**12. LIMITATIONS OF LIABILITY.** No employee or agent of ENGINEER shall have individual liability to CLIENT.

CLIENT agrees that, to the fullest extent permitted by law, ENGINEER'S total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, ENGINEER'S negligence, errors, omissions, strict liability, or breach of contract and whether claimed directly or by way of contribution shall not exceed the total compensation received by ENGINEER under this Agreement or [alternative, in effect if strike through not in place] shall be limited in the aggregate to the amount of ENGINEER'S insurance or If CLIENT desires a limit of liability greater than that provided above, CLIENT and ENGINEER shall include as an attachment to this Agreement the amount of such limit and the additional compensation to be paid to ENGINEER for assumption of such additional risk. IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL ENGINEER BE LIABLE TO CLIENT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES.

**13. ACCESS.** CLIENT shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

**14. REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CLIENT for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at the CLIENT'S risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when CLIENT provides deliverables in electronic media to another entity. CLIENT agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. CLIENT shall be afforded a period of 30 days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is found as a result of this process, ENGINEER shall be advised and the inconsistency shall be corrected at no additional cost to CLIENT. Following the expiration of this 30-day period, CLIENT shall bear all responsibility for the care, custody and control of the electronic media. In addition, CLIENT represents that it shall retain the necessary mechanisms to read the electronic media, which CLIENT acknowledges to be of only limited duration. CLIENT agrees to defend, indemnify, and hold harmless ENGINEER from all claims, damages, and expenses, (including reasonable litigation costs), arising out of such reuse or alteration by CLIENT or others acting through CLIENT.

**15. AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

**16. ASSIGNMENT.** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

**17. STATUTES OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.

**18. DISPUTE RESOLUTION.** Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute can not be resolved in this manner, within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings.

**19. NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

**20. NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including CLIENT'S contractors, if any.

**21. SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

**22. AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

**23. COMPENSATION.** ENGINEER will prepare and submit invoices to the CLIENT on a monthly basis. CLIENT shall make payment to the ENGINEER within 30 calendar days of the date of the invoice. Checks shall be forwarded to Delaware Engineering, D.P.C., 28 Madison Avenue Extension, Albany, NY 12203.

**24. ADDITIONAL SERVICES.** Additional services can be provided if deemed necessary and approved by the CLIENT. Compensation for additional services can be negotiated as needed. Additional work will be approved by the CLIENT prior to the execution of the additional tasks. Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

**PLANNING SERVICES AGREEMENT**  
**between**  
**Genius Loci Planning and the Town of Liberty, New York**

This agreement is between the Genius Loci Planning, 1796 County Hwy 6, Bovina Center, NY, (hereinafter referred to as the "GLP") and the Town of Liberty, 120 North Main Street, Liberty, NY 12754 (hereinafter referred to as the "Town").

WHEREAS, the Town desires to engage GLP to perform certain professional and technical services;

WHEREAS, Peter Manning, Principal, GLP is qualified, has provided zoning and comprehensive plan technical services to town, has communicated with town representatives to discuss the content and terms of services, and has agreed to perform such services;

NOW, THEREFORE, in consideration of the mutual covenants, conditions and agreements contained herein and for other good and valuable consideration, the parties do hereby agree as follows:

1. SERVICES TO BE PERFORMED

The Town agrees to engage GLP and GLP agrees to provide professional planning services which include but are not limited to:

- Ongoing revisions to the town zoning law, as identified and agreed upon.
- Initiation and advancement of a joint Town-Village Comprehensive Plan in cooperation with town board and other town representatives.
- Participation in Zoom and in-person meetings with town (and village) representatives, town-designated committees, and attorney as needed to advance zoning amendments and development of the comprehensive plan.
- Research related to the development of zoning amendments and the comprehensive plan, including meeting with key individuals to develop aspects of the plan.
- Drafting of zoning amendments in local-law format; preparation of SEQR forms and resolutions; preparation of full statements for county referral per General Municipal Law § 239.m., and related coordination with town board, attorney, and town clerk.
- Development of meeting content and agendas in cooperation with town representatives.
- Other tasks as project needs may necessitate (work that is supplemental to or separate and additional to the above tasks).

The town will be responsible for:

- Convening and noticing any public meetings related to the project and, as applicable, complying with NYS Open Meetings Law and Freedom of Information Law.
- Printing or printing costs associated directly with the project.
- Working with GLP to complete county review communications and procedures, and assisting in the coordination of meetings with committees and individuals.
- Assisting GLP by providing copies of project related/ background documents.

2. PERIOD OF SERVICES

The period of services for this agreement begins December 4, 2024 (or date of town supervisor signature thereafter) and continues through December 31, 2025, unless otherwise amended by mutual written agreement between GLP and the Town.

3. COSTS/PAYMENT SCHEDULE

GLP will charge \$67.50 per hour for work performed under this contract in an amount not to exceed \$10,000 and to include travel time to and from meetings as required to fulfill the obligations of this contract. There are no charges for mileage. GLP will submit monthly or bi-monthly invoices to the Town, with payments to be issued within 30 days of receipt of invoice.

GLP agrees to execute the work diligently according to the terms of this contract.

This contract is the entire agreement of the parties and supersedes any agreement, oral or written, pertaining hereto. This contract may be amended in writing, signed by both parties. This contract may be terminated for convenience by either party by notification in writing to the other party. The Town shall, upon such termination, be responsible for payment for services rendered up to the time of such notification.

4. SIGNATURE

GENIUS LOCI PLANNING



\_\_\_\_\_  
Peter Manning, Principal

December 4, 2024  
Date

FOR THE TOWN OF LIBERTY

\_\_\_\_\_  
Frank DeMayo, Supervisor

\_\_\_\_\_  
Date



Truck #5

30

RECEIVED

DEC 23 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: On Time Disposal
- 2. ADDRESS: Po Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 86955 NB
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2AG11C910M023689
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

SIGNATURE OF APPLICANT

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2027

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1097

RATE SCHEDULE:

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

RECEIVED

DEC 23 2024

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

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TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

- 1. NAME OF APPLICANT: On Time Disposal
- 2. ADDRESS: PO Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: on Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 48685 ML
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1N2AX07CJ5M039038
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1098

RATE SCHEDULE:

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

RECEIVED

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

DEC 23 2024

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

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

- 1. NAME OF APPLICANT: on Time Disposal
- 2. ADDRESS: Po Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: on Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 65633 MM
  - D-BODY TYPE: Ball off
  - E-REGISTRATION#: 1M2AX04CIKMO41359
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-20 27

NOTARY PUBLIC

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12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1099

RATE SCHEDULE:

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

Truck # 11

802

RECEIVED

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

DEC 23 2024

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

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

1. NAME OF APPLICANT: On Time Disposal
2. ADDRESS: P O Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 29073 MN
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2GR4GCXLMO13732
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.


  
NOTARY PUBLIC

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2027

APPLICATION & LICENSE FEE RECEIVED  
12/23/24

12-17-24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1100

RATE SCHEDULE:

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

RECEIVED

DEC 23 2024

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

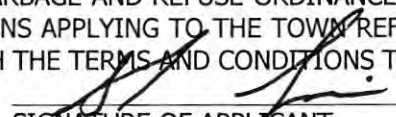
License expires the 31st day of December following the Date of Issue

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

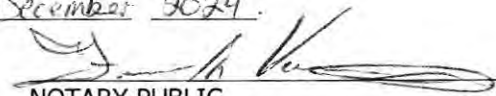
- 1. NAME OF APPLICANT: On Time Disposal
- 2. ADDRESS: PO Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 42430-NF
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1N2GR4GC8LM019982
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

  
NOTARY PUBLIC

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW Y  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-20.

APPLICATION & LICENSE FEE RECEIVED  
12/23/24

12-17-24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

  
CODE ENFORCEMENT OFFICER 12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD \_\_\_\_\_  
DATE

LICENSE ISSUED \_\_\_\_\_  
DATE

LICENSE # 1101

RATE SCHEDULE:

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

Truck # 14

302

RECEIVED

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

23 2024

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

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

1. NAME OF APPLICANT: On Time Disposal
2. ADDRESS: Po Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 26438-NB
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2GR4GC2NM028860
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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[Signature]  
SIGNATURE OF APPLICANT

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2023

SWORN TO BEFORE ME THIS 17 DAY OF December 2024

[Signature]  
NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

[Signature]  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1102

RATE SCHEDULE:

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

TRUCK #12

300

RECEIVED

DEC 23 2024

### APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE

License expires the 31st day of December following the Date of **Issue** TOWN OF LIBERTY CLERK'S OFFICE

1. NAME OF APPLICANT: On Time Disposal
2. ADDRESS: Po Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 10283-NA
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1N2GR4GCGLM019981
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

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[Signature]  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-21

[Signature]  
NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED  
12/23/24

12-17-24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

[Signature]  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1103

RATE SCHEDULE:

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

Truck # 15

30

RECEIVED

DEC 23 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: ON Time Disposal
2. ADDRESS: PO Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: ON Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 26439 NB
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2GR4GC4NM028861
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

[Signature]  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2027

[Signature]  
NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

[Signature]  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1104

**RATE SCHEDULE:**

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

Truck #16

300

RECEIVED

DEC 23 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: On Time Disposal
2. ADDRESS: Po Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: on Time Disposal
  - B-MAKE OF VEHICLE Kenworth
  - C-LICENSE PLATE # 16908NB
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1NK2X4TXXPJ215522
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

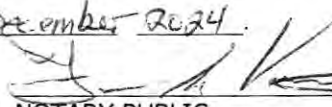
**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

  
SIGNATURE OF APPLICANT

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2027

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

  
NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED  
12/23/24

12-17-24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1105

RATE SCHEDULE:

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

Truck # 17

310

RECEIVED

**APPLICATION TOWN OF LIBERTY REFUSE COLLECTION LICENSE**

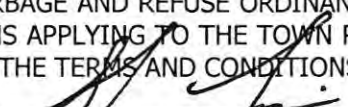
License expires the 31st day of December following the Date of Issue

DEC 23 2024  
TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

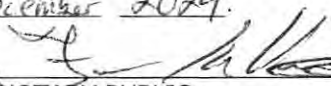
- 1. NAME OF APPLICANT: On Time Disposal
- 2. ADDRESS: Po Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: on Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 18003 NE
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2GA4GC5AM039423
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

  
NOTARY PUBLIC

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2025

APPLICATION & LICENSE FEE RECEIVED 12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

  
CODE ENFORCEMENT OFFICER 12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD \_\_\_\_\_  
DATE

LICENSE ISSUED \_\_\_\_\_  
DATE

LICENSE # 1106

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

Truck #18

820

RECEIVED

DEC 23 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: On Time Disposal
2. ADDRESS: Po Box 408 Monroe NY 10949
3. TELEPHONE 845-781-5895
4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 35051 PF
  - D-BODY TYPE: Boil off
  - E-REGISTRATION#: 1M2GR4GC1RM039418
5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-2027

  
NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER

  
CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1107

RATE SCHEDULE:

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

Truck # 19

RECEIVED

DEC 23 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: On Time Disposal
- 2. ADDRESS: 70 Box 408 Monroe NY 10949
- 3. TELEPHONE 845-781-5895
- 4. VEHICLE
  - A-NAME OF OWNER: On Time Disposal
  - B-MAKE OF VEHICLE Mack
  - C-LICENSE PLATE # 18064 NE
  - D-BODY TYPE: Roll off
  - E-REGISTRATION#: 1M2GR4GCGAM039415
- 5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

SIGNATURE OF APPLICANT

FRANK VASCO  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01VA6324313  
Qualified in Orange County  
My Commission Expires 05-04-20 27

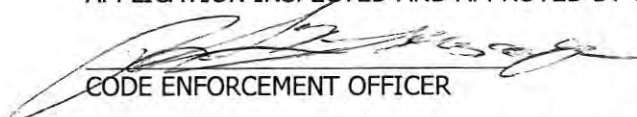
SWORN TO BEFORE ME THIS 17 DAY OF December 2024.

NOTARY PUBLIC

APPLICATION & LICENSE FEE RECEIVED

12/23/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER



CODE ENFORCEMENT OFFICER

12/23/24  
DATE

APPLICATION APPROVED BY THE TOWN BOARD

DATE

LICENSE ISSUED

DATE

LICENSE # 1108

RATE SCHEDULE:

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

RECEIVED

DEC 26 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: Raymond L Houghtaling Jr

2. ADDRESS: P.O. Box 384 Neversink, NY 12765

3. TELEPHONE: 845-701-0688

4. VEHICLE  
A-NAME OF OWNER: Raymond L Houghtaling Jr

B-MAKE OF VEHICLE: Dodge pickup Blue 1500

C-LICENSE PLATE #: 45 L34 NE

D-BODY TYPE: pick up

E-REGISTRATION#:

5. NAME AND ADDRESS OF WHO WILL OPERATE VEHICLE?

**PLEASE EMAIL PICTURES OF EACH VEHICLE TO [s.sprague@townofliberty.org](mailto:s.sprague@townofliberty.org) IF YOU ARE UNABLE TO EMAIL PLEASE ATTACH COPIES OF PICTURES W/ THE APPLICATION.**

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

Raymond L Houghtaling Jr  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 26<sup>th</sup> DAY OF December 2024

**SARA SPRAGUE**  
Notary Public, State of New York  
Qualified in Sullivan County

Sara Sprague Calvaresi  
NOTARY PUBLIC  
No. 01SP6169490  
Commission expires on June 25, 2027

APPLICATION & LICENSE FEE RECEIVED 12/26/24  
DATE

APPLICATION INSPECTED AND APPROVED BY CODE ENFORCEMENT OFFICER  
[Signature] 12/27/2024  
CODE ENFORCEMENT OFFICER DATE

APPLICATION APPROVED BY THE TOWN BOARD  
DATE

LICENSE ISSUED  
DATE

LICENSE # 1109

**RATE SCHEDULE:**

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

RECEIVED  
JAN 02 2025

**TOWN OF LIBERTY**  
**APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

TOWN OF LIBERTY  
TOWNSHIP CLERK'S OFFICE

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

1. NAME OF APPLICANT: Sean Brooks AGE 52
2. BUSINESS ADDRESS: 403 Harris Road, Ferndale, NY
3. RESIDENCE ADDRESS: 62 Jack's Rd, Harris, NY
4. TELEPHONE: (845)(794)(5025)EXT \_\_\_\_\_
5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Martys Service Inc.
  - B. MAKE OF VEHICLE: 2024 Ram
  - C. LICENSE PLATE#: 13344TV
  - D. BODYTYPE: Flatbed
  - E. REGISTRATION#: 3C7WRNDJ/RG296125
6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. attached
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 17128500.  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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 CHAPTER #136, ENTITLED "TOWING AND ROAD SERVICE", OF THE TOWN OF LIBERTY CODE AND THE RULES AND REGULATIONS APPLYING TO SAID CHAPTER AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREOF. I CERTIFY THAT I AM ALSO FAMILIAR WITH THE TOWN OF LIBERTY'S TOWING AND ROAD SERVICE FEE SCHEDULE.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31<sup>st</sup> DAY OF December 2024  
Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Sullivan County Clerk's #2159  
Commission Expires Jan. 12, 2026

LICENSE ISSUED  
LICENSE # 0427

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK

RECEIVED

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

JAN 02 2025

TOWN OF LIBERTY  
TOWING & ROAD SERVICE OFFICE

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

- 1. NAME OF APPLICANT: Martys Service AGE 52 *Sean Brooks*
- 2. BUSINESS ADDRESS: 403 Harris Rd, Ferndale
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris
- 4. TELEPHONE: (845)(794)(5025)EXT
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Martys Service Inc
  - B. MAKE OF VEHICLE: 2001 Kenworth
  - C. LICENSE PLATE#: 17436TV
  - D. BODYTYPE: Heavy Duty Wrecker
  - E. REGISTRATION#: 1NKDXBTX81J879646
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. attached
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7128500  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31<sup>st</sup> DAY OF December 2024

NOTARY PUBLIC

LICENSE ISSUED

LICENSE # 0426

DATE

RATE SCHEDULE: \$100 PER TRUCK

STACEY J. Sprague  
Notary Public  
San Juan County, New Mexico  
Commission Expires Jan. 12, 2025

**TOWN OF LIBERTY**  
**APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

RECEIVED  
JAN 02 2025

TOWN OF LIBERTY  
CLERK'S OFFICE

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

1. NAME OF APPLICANT: Jean Brooks AGE 52
2. BUSINESS ADDRESS: 403 Harris Road, Ferndale
3. RESIDENCE ADDRESS: 62 Jachs Rd, Harris, NY
4. TELEPHONE: (815) (794) (5025) EXT \_\_\_\_\_
5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Marty's Service Inc.
  - B. MAKE OF VEHICLE: 2024 Ram
  - C. LICENSE PLATE#: 13343TV
  - D. BODYTYPE: Flatbed
  - E. REGISTRATION#: 3C7WRNDJ5RG296127
6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. attached-
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7128500.  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31st DAY OF December 2024

Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Saratoga County Clerk's #12799  
Commission Expires Jan. 12, 2025

LICENSE ISSUED

LICENSE # 0425

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

RECEIVED

JAN 02 2025

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

TOWN OF LIBERTY  
TOWNSHIP CLERK'S OFFICE

- 1. NAME OF APPLICANT: Sean Brooks AGE - 58
- 2. BUSINESS ADDRESS: 403 Harris Rd, Terndale, NY
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris, NY 12742
- 4. TELEPHONE: (845) (794) (8500) EXT \_\_\_\_\_
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Prestige Towing & Recovery
  - B. MAKE OF VEHICLE: freightliner
  - C. LICENSE PLATE#: 47840PC
  - D. BODYTYPE: HDW
  - E. REGISTRATION#: 1FVHG3DV3GHHM5558
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. - attached -
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7121517  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31<sup>st</sup> DAY OF December 2024

Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Sullivan County Clerk's #2150  
Commission Expires Jan. 12, 2025

LICENSE ISSUED  
LICENSE # 0433

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

RECEIVED  
JAN 02 2025

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

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

- 1. NAME OF APPLICANT: Jean Brooks AGE 52
- 2. BUSINESS ADDRESS: 403 Harris Rd, Terndale, NY
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris, NY
- 4. TELEPHONE: (845)(794)(8522)EXT \_\_\_\_\_
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Prestige Towing & Recovery.
  - B. MAKE OF VEHICLE: Freightliner
  - C. LICENSE PLATE#: 14676 TV
  - D. BODYTYPE: Flatbed.
  - E. REGISTRATION#: 1FVA CWDT1FHGN9127
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. -attached-
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7121517  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31st DAY OF December 2025

Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Sullivan County Clerk's #2759  
Commission Expires Jan. 12, 2025

LICENSE ISSUED

LICENSE # 0432

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK

804

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

RECEIVED

JAN 02 2025

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

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

- 1. NAME OF APPLICANT: Jean Brooks AGE 52
- 2. BUSINESS ADDRESS: 403 Harris Rd, Terndole, NY
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris, NY
- 4. TELEPHONE: (845) (794) (8522) EXT \_\_\_\_\_
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Prestige Towing & Recovery
  - B. MAKE OF VEHICLE: GMC
  - C. LICENSE PLATE#: 13326TV
  - D. BODYTYPE: Light Duty Wrecker
  - E. REGISTRATION#: 1GD 32VC G7H X 213348
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. -attached-
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7121517  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31<sup>st</sup> DAY OF December 2024.

Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Sullivan County Clerk's #2759  
Commission Expires Jan. 12, 2025

LICENSE ISSUED  
LICENSE # 0431

\_\_\_\_\_  
DATE  
RATE SCHEDULE: \$100 PER TRUCK

RECEIVED

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

JAN 02 2025

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

Jean Brooks  
TOWN OF LIBERTY  
TOWING & ROAD SERVICE

- 1. NAME OF APPLICANT: Better Service Inc. AGE 52
- 2. BUSINESS ADDRESS: 403 Harris Rd Ferndale
- 3. RESIDENCE ADDRESS: 62 Jacks Road, Harris, NY.
- 4. TELEPHONE: (845) (794) (8592) EXT 7639
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Better Service Inc.
  - B. MAKE OF VEHICLE: 2022 Chevy
  - C. LICENSE PLATE#: 17431TV
  - D. BODYTYPE: Flatbed
  - E. REGISTRATION#: 1HTKJPVM7NH639062.
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. - attached -
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7128497.  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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 CHAPTER #136, ENTITLED "TOWING AND ROAD SERVICE", OF THE TOWN OF LIBERTY CODE AND THE RULES AND REGULATIONS APPLYING TO SAID CHAPTER AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREOF. I CERTIFY THAT I AM ALSO FAMILIAR WITH THE TOWN OF LIBERTY'S TOWING AND ROAD SERVICE FEE SCHEDULE.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 3<sup>1st</sup> DAY OF December 2024.

Stacey J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Saratoga County Clerk's Office  
Commission Expires Jan. 12, 2025

LICENSE ISSUED \_\_\_\_\_  
DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK  
LICENSE # 0430

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

RECEIVED  
JAN 02 2025

TOWN OF LIBERTY  
TOWN CLERK'S OFFICE

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

- 1. NAME OF APPLICANT: Better Service Inc. AGE 52
- 2. BUSINESS ADDRESS: Sean Brooks - 403 Harris Rd
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris, NJ
- 4. TELEPHONE: (845) (794) (7639) EXT \_\_\_\_\_
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Better Service Inc.
  - B. MAKE OF VEHICLE: 2012 Kenworth.
  - C. LICENSE PLATE#: 17434TV.
  - D. BODYTYPE: Heavy Duty Wrecker.
  - E. REGISTRATION#: 1NKDX4EX 9CJ312390
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. attached
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7128497  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31st DAY OF December 2014

Stacy J. Stephenson  
NOTARY PUBLIC

STACEY J. STEPHENSON  
Notary Public, State of New York  
Eminent County Clerk # 12759  
Commission Expires Jan. 12, 2025

LICENSE ISSUED  
LICENSE # 0429

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK

905.

RECEIVED

**TOWN OF LIBERTY  
APPLICATION FOR TOWING & ROAD SERVICE LICENSE**

JAN 02 2025

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

TOWN OF LIBERTY  
TOWING & ROAD SERVICE OFFICE

- 1. NAME OF APPLICANT: Better Service Inc AGE 52 *Sean Brooks*
- 2. BUSINESS ADDRESS: 403 Harris Road Ferndale
- 3. RESIDENCE ADDRESS: 62 Jacks Rd, Harris, NY
- 4. TELEPHONE: (845)(794)(7639)EXT \_\_\_\_\_
- 5. VEHICLE INFORMATION:
  - A. NAME OF OWNER: Better Service Inc.
  - B. MAKE OF VEHICLE: 2021 Ram.
  - C. LICENSE PLATE#: 14691 TM.
  - D. BODYTYPE: Flatbed
  - E. REGISTRATION#: 3C7WRNDJ8MG6 01418
- 6. INSURANCE INFORMATION:
  - A. NAME OF INSURANCE CO. -attached-
  - B. AMOUNT OF LIABILITY INSURANCE: \_\_\_\_\_
  - C. POLICY NUMBER \_\_\_\_\_
- 7. APPLICANT'S REGISTERED REPAIR SHOP CERTIFICATE#: 7128497.  
(PLEASE ATTACH COPY OF THIS CERTIFICATE)

**PLEASE EMAIL PICTURES OF YOUR LICENSE PLATE & BUSINESS EMBLEM FOR 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.**

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SIGNATURE OF APPLICANT

SWORN TO BEFORE ME THIS 31st DAY OF December 2024.

Stacey J. Stephens  
NOTARY PUBLIC

STACEY J. STEPHENS  
Notary Public  
State of New York  
Commission Expires 12/31/25

LICENSE ISSUED

LICENSE # 0428

DATE \_\_\_\_\_  
RATE SCHEDULE: \$100 PER TRUCK