



TOWN OF LIBERTY

N E W Y O R K

MONTHLY WORKSESSION MEETING

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

DATE: FEBRUARY 3, 2025

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

PLEASE NOTE: ALL ITEMS FOR THE AGENDA MUST BE RECEIVED BY THE 12:00 NOON THE WEDNESDAY BEFORE THE MEETING.

Pledge of Allegiance

System Upgrades

Open Gov software updates- Budgeting & Planning/Permitting & Licensing

Microsoft 365 Training-TEAMS

NeoGov training site and how it pertains to Human Resources

Departments

Safety Plan for each Department

Required documentation for insurance reporting

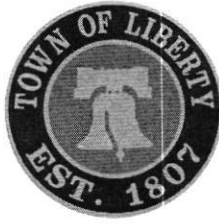
Vetting Vendors and Insurance requirements

Comp time for Department Heads

Schedule Employee Committee meetings

Roundtable discussion

Adjourn



Assessor's Office

Department Head Report

January 2025

Deeds received

Town - 36

Village – 18

Combination: 1

Splits: 1

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

Sent Roll for Town & County tax bill

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) – work scheduled

[illegible]

Town of Liberty Justice Court

	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan
V&T Appearances	180	145	125	0	0	110
Criminal Appearances	262	270	433	288	266	370
Ordinance Appearances	0	11	9	17	18	14
Civil Appearances	24	13	18	16	9	11
Total Fines Collected	\$59,956.00	<u>\$62,397.00</u>	\$71,366.00	\$46,763.00	<u>\$44,989.50</u>	\$53,217.00
Total Fines to Town	<u>\$27,786.00</u>	<i>not available</i>	<u>\$41,126.00</u>	<u>\$23,582.00</u>	<u>\$16,015.50</u>	<u>not available</u>
Total Fines to Village	<u>\$465.00</u>	<u>not available</u>	\$295.00	<u>\$85.00</u>	<u>\$10,395.00</u>	not available

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

DATE: January 31, 2025
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: January Monthly Report

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

1. Closed out 2024 payroll, issued W2's and filed necessary year end reports for both the Town and Village
2. Opened 2025 payroll along with data entering various payroll changes (salary changes, vacation/sick/personal time, deduction changes)
3. Issued 1095C to employees for the Affordable Care Act and electronically filed with the IRS
4. Closed out 2024 Fiscal Year and did necessary work to open up 2025 Fiscal Year
5. Completed 2024 NYS Department of Labor Log of Work Related Injuries and notified Department Heads of mandatory reporting requirements for 2025
6. Notified Department Heads of new forms required for Workers Compensation Claims
7. Completed Compensated Absence Report
8. Completed report on Health Insurance for Retirees
9. Submitted payroll information to county for 2025 Certification
10. Established Hourly Billable Rates for the Water and Sewer Department
11. Issued 1099-misc to vendors and electronically filed forms
12. Submitted year-end information to auditor's and began supplying other requested information for 2024 audit
13. Completed 2024 Investment Report
14. Submitted renewal application for general liability insurance and provided various policies and manuals
15. Notified Golden Park Apartment and Belmont Management of their PILOT payment due by January 31, 2025. Received Belmont Management's payment on January 17, 2025.
16. Provided information for two FOIL requests

17. Submitted items needing attention to the County IT Department
18. Provided OpenGov with 2024 YTD expenditures, revenues and trial balances
19. Worked with Building Department BAS software vendor to sync data entered into RPS for the Assessor's Office
20. Sent out canvass letters for part-time Account Clerk in the Water and Sewer Department
21. Completed 2024 quarterly/year to date expenditure report for departments
22. All other daily duties and responsibilities

**TOWN OF LIBERTY
HIGHWAY DEPARTMENT
DEPARTMENT HEAD REPORT
Matthew DeWitt, Highway Superintendent
January 2025**

Improvements/Maintenance:

- 1 day trimming trees and brush – East Hill, Willi Hill
- 1 day cut trees from storms – Tanzman, Aden, Benton Hollow
- 3 days cold patch – Muhlig, Breezy Hill, Shore, Route #10, #17

Winter:

- Thursday, January 2: 3AM – 3:30PM, 1" snow
- Friday, January 3: 5AM – 3:30PM, 1" snow
- Saturday, January 11: 5AM – 12PM, 3" snow
- Wednesday, January 15: 4AM – 3:30PM, 2" snow
- Thursday, January 16: 7AM – 5PM, 1" snow
- Friday, January 17: 5AM – 3:30PM, 1" snow
- Saturday, January 18: 3PM – 7PM, 1" snow
- Sunday, January 19: 4PM – 9:30PM, 3" snow
- Monday, January 20: 4AM – 8AM, 1" snow
- Sunday, January 26: 9AM – 1PM, 2" snow
- Tuesday, January 28: 7AM – 3:30PM, 1" snow
- Wednesday, January 29: 4AM – 3:30PM, 1" snow/drifts
- Thursday, January 30: 4AM – 3:30PM, 1" snow/drifts

Facilities:

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

Equipment/Vehicles:

- 9 days maintenance and cleaning of winter equipment
- Replaced transmission inf #22
- Replaced clutch in #14
- Replaced mower axle
- Replaced axle hub in #17
- Fabrication of #9 complete

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Marriage License	Marriage License Fee	2	35.00	
	Permits	Refuse Collection	17	1,650.00	
	TOWN CLERK	EZ Pass	12	300.00	
		Marriage Certificate	3	30.00	
		Notary Fees	35	70.00	
			Sub-Total:	\$2,085.00	
A1620.4	Central Printing & Mailing	Photo Copies	208	52.00	
			Sub-Total:	\$52.00	
A2544	Dog Licensing	Female, Spayed	2	18.00	
		Female, Unspayed	1	12.50	
		Male, Neutered	2	18.00	
		Male, Unneutered	2	25.00	
	SENIOR	SENIOR	1	-5.00	
			Sub-Total:	\$68.50	
A2545	Dog	Redeemed Dog	2	150.00	
			Sub-Total:	\$150.00	
A3510.4	Dog	Reimbursement Of Expenses	2	50.00	
			Sub-Total:	\$50.00	
B2115	Building Fees	Special Use	3	900.00	
		Subdivision	1	300.00	
			Sub-Total:	\$1,200.00	
B2770	Building Fees	Bldg Inspections Public Assembly	1	75.00	
		Building Inspections Multi Family	2	290.00	
		Building Permit	24	30,826.00	
		Commercial Establishment Inspections	2	150.00	
		Fire Inspections	4	410.00	
		Municipal Search	20	2,000.00	
			Sub-Total:	\$33,751.00	
B3620.4	Reimbursement of Expenses	Reimbursement Of Expenses	2	35.00	
			Sub-Total:	\$35.00	
Total Local Shares Remitted:				\$37,391.50	
Amount paid to:	Ny State Dept. Of Health			45.00	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			13.00	
Total State, County & Local Revenues:		\$37,449.50	Total Non-Local Revenues:		\$58.00

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laurie Dutcher, Town Clerk, Town of Liberty during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

Payment Statistics

Town Of Liberty

User: Laurie65

1/1/2025 - 1/30/2025

Paid Where	Payment Count	Percentage	Total Tax
Counter	854	22.77	(\$1,852,644.50)
Escrow	862	22.98	(\$2,144,545.04)
Internet	371	9.89	(\$742,161.17)
Mail	1664	44.36	(\$3,527,290.60)
	3751		(\$8,266,641.31)

Total Full Payments: 3582

Total Partial Payments: 141

Total Number of Cash, Check and Credit Card Payments

Cash Payments:	122	(\$163,700.96)
Check Payments:	3270	(\$7,360,823.06)
Credit Payments:	371	(\$742,161.17)

Categories may overlap because some people may have paid with a combination of cash, check and credit.

1/1/2025 - 1/30/2025

Balancing Report Town Of Liberty

Page 1 of 1
1/30/2025
User: Laurie65

Warrant	\$15,515,530.30
Adjustments	\$0.00
STAR Savings	\$0.00
Adjusted Warrant	\$15,515,530.30

Full Payments	\$8,003,623.56
Partial Payments	\$263,017.75
Direct to County	\$0.00 (NOT deposited in the bank)

Tax Collected	\$8,266,641.31	Collected	53.28%
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Tax - Direct	\$8,266,641.31
Service Charges	\$0.00
Surcharges	\$0.00
Misc Collected	\$3.88
Penalties	\$0.00
2nd Notice Fees	\$0.00
Bad Check Fee Paid	\$40.00
Net Deposit	\$8,266,685.19
Not Collected	\$7,248,888.99

Direct To County	\$0.00
Direct Penalties	\$0.00
Total Direct	\$0.00

Credit	\$742,161.17
Cash	\$163,700.96
Check	\$7,360,823.06
Total Deposit	\$8,266,685.19

Bad Check Fees Billed	(\$100.00)
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DEPARTMENT HEAD REPORT
WATER & SEWER DEPARTMENT
February 3, 2025

1. January has been very busy due to the cold weather. We have been dealing with lots of frozen service lines and meters that have been leaking.
2. When we are not looking for leaks, the guys have been checking hydrants and bleeders, reading meters, testing meters and painting in the pump houses. They also serviced the pumps and blowers at the Swan Lake plant.
3. On January 24th Cyclops Equipment installed the new flow meter at the Swan Lake plant with our help.
4. Wayne and I have been working with Delaware Engineering to try and come up with ideas on how to address some of the issues at the Swan Lake plant before the deadline.
5. Any other items that may arise prior to meeting.