



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: APRIL 7, 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

Department Head Reports

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

Roundtable discussion

Adjourn



Assessor's Office

Department Head Report

March 2025

Deeds received

Town Deeds - 43

Village Deeds – 13

Combination/Splits received

Combination: 4

Splits: 5

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

Processed splits and merges that were received from the County

Processing exemptions

Preparing for Tentative Roll

Donna Wainman

Kevin (data collector) - work scheduled

Brad (data collector) –

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

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

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

1. Submitted Workers Compensation Claim
2. Met with the Employee Relations Committee
3. Submitted NYS Annual Financial Report
4. Attended eleven (11) meetings with OpenGov and reviewed accuracy of data entered by them
5. Attended meetings with the County and outside vendors regarding the Building/Assessor Relocation along with discussing necessary equipment and materials needed
6. Attended webinar with NYS Association of Towns regarding discounts through Business Amazon Prime and activated the program.
7. Began preparing RFP's for miscellaneous services
8. Met with NYMIR regarding Advanced Disaster Recovery for the Town
9. All other daily duties and responsibilities

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

**RECEIVED
MAR 31 2025
TOWN OF LIBERTY
TOWN CLERK'S OFFICE**

March Executive Summary:

- Spring came early this year and we are removing plowing and sanding equipment to prepare for construction season. We started our annual maintenance projects anticipating blacktop plants to open mid April. We received an updated quote for the fuel accountability system, still seeking cost saving measures to get system operational. The Spring thaw accelerated poor conditions on some of our Town roads which in turn changes our maintenance schedule for all Town roads.

Improvements/Maintenance:

- 6 days trimming trees and brush – Huschke, Tanzman, Revonah Hill, Stafford
- 16 days of cold patching – Shore, Twin Bridge, Walnut Mountain, Cross Farm, Old Monticello, Ferndale Loomis, Stieglitz, Breezy Hill, Tanzman
- Ditching:
 1. Taylor Road 2 days
 2. Huschke Road 5 days
 3. Parksville Highway 1 day
 4. Denman Road 4 days
 5. Cross Farm Road 2 days
 6. Stieglitz Road 2 days
 7. Revonah Hill 1 day
 8. Tanzman Road 1 day
 9. Ferndale Loomis 9 days
- Repaired spring soft spots with millings - Huschke, Old Monticello, Radcliff, Denman, Ward, Old State, Marx

Winter:

- Wednesday, March 5: 7AM – 3:30PM, salt/sand
- Cleaned up downed trees from storm on Sunday, March 23 – Lake Marie, Corrigan, Benton Hollow

Facilities:

- Gutters need to be repaired - pending
- Parking lot needs repaving - on hold
- Fuel system needs to be replaced – received new quote

Equipment/Vehicles:

- 2 days maintenance and cleaning of winter equipment
- Finished service on summer equipment
- Transmission out of truck #12 Dodge

Misc:

- Spring Clean up will be held April 8, 9, 10
- Received final CHIPS payment of \$558,692.29



119 North Main Street, Liberty New York 12754

Town of Liberty Parks and Recreation Department
Department Head Report
Submitted by: James Guara, Director
To: Liberty Town Board
Date: 04/2/25

Overview

The Town of Liberty Parks and Recreation Department is actively engaged in a variety of recreational programs and maintenance efforts to enhance community engagement and improve public spaces. Despite delays due to weather conditions, the transition to outdoor pickleball is in progress with a permit extension submitted. Our baseball/softball clinic is seeing strong participation, while the walking program concluded with lower-than-expected engagement, prompting a review of future improvements. The Men's Softball League is generating excitement as registrations continue, and efforts are underway to enhance the Women's Soccer League. Summer camp planning is well underway, with a limited number of spots still available and the hiring process in progress. Senior Chair Yoga Classes are scheduled, and preparations are in place for upcoming events like the Interscholastic NICA Mountain Bike Race and the annual Easter Egg Hunt. On the maintenance side, we are addressing necessary repairs, hiring seasonal maintenance staff, improving parking areas, and conducting spring clean-ups. Additionally, phase one of the Parks and Recreation Building Construction Merger Project has been completed, allowing the department to pivot toward summer park preparations, while phase two is set to commence. Furthermore, the county and towns have been approved for the NY Swims Grant, with an estimated \$3,000.00 in funding. These funds will be utilized for trainings and materials to enhance aquatic programming and safety initiatives.

We are also working with Lisa Lyons and Ruth on the Mountain House Project at Walnut Mountain, an effort to bring history alive and educate the public through informative signs and benches. Additionally, we are teaming up with the Liberty Lions Club to enhance various projects within the park. Our Parks and Recreation team had the privilege of attending a demonstration with Open.Gov, which we believe will be a valuable asset to our department, allowing us to better serve the public.

Additionally, we are currently working with Eagle Scout member Matthew Lutz on his project, which involves creating a new detailed trail map for Hanofee Park and installing new trail markers to improve navigation and accessibility for park visitors.

Recreational Programs & Events

- **Pickleball Extension**: Due to inclement weather, the transition to outdoor pickleball has been delayed. A permit extension has been submitted to accommodate this adjustment.
 - **Baseball/Softball Clinic**: The baseball/softball clinic has officially commenced, with enthusiastic participation from attendees. Coaches are dedicated to enhancing skill development.
 - **Walking Program**: The walking program has concluded; however, participation levels were lower than expected. We will assess the program structure for potential improvements.
 - **Men's Softball League**: Registration remains open, and teams are forming with great enthusiasm. The league is scheduled to commence next month.
 - **Women's Soccer**: Plans are in progress to enhance the women's soccer league. We are currently gauging interest and finalizing logistics for an anticipated start date soon.
 - **Summer Camp Planning**: Preparations for the upcoming summer camp season are in full swing. The application and interview process for staff is underway, ensuring a well-organized and successful program. We have a capacity of approximately 60 spots available.
 - **Senior Chair Yoga Classes**: Scheduled sessions will be held on April 2nd and April 16th, providing senior residents with structured physical activity opportunities.
 - **Interscholastic NICA Mountain Bike Race**: The race is scheduled to take place at Walnut Mountain Park on April 13th and April 27th.
 - **Easter Egg Hunt**: Scheduled for April 12th, 2025, at 11:00 AM on the Elementary School field.
 - **Seasonal Summer Staff**: The hiring process is currently underway to recruit qualified individuals for summer positions.
 - **Day Camp Permits**: We are in the process of securing necessary permits from the State Department of Health.
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Parks Maintenance

- **Building Repair Maintenance Project**: Ongoing efforts continue to address necessary repairs across park facilities to ensure functionality and safety.
- **Staff Interviews/Hiring**: The hiring process for seasonal maintenance positions is currently in progress.
- **Parking Area Repairs**: Repairs and improvements are being planned and implemented to enhance accessibility across various park locations.
- **Spring Clean-Up**: Seasonal maintenance efforts, including landscaping and facility upkeep, are underway at all parks and Town Hall in preparation for the upcoming peak season.

Parks and Recreation Building Construction Merger Project

Phase one of the Parks and Recreation portion of the project has been completed. The department is now shifting focus to preparing the parks for the summer season. This transition allows phase two of the project to commence.

Project Financial Overview:

- Total Labor: \$2,864.67
- Total Materials: \$1,077.64

Conclusion

The Parks and Recreation Department remains committed to enhancing community programs, maintaining parks and facilities, and fostering recreational opportunities for residents of all ages. We will continue to evaluate participation levels, address community needs, and ensure timely project completion. As we transition into the summer season, our focus will be on optimizing programming, completing necessary maintenance, and supporting upcoming community events.

We appreciate the ongoing support from the Town Board and look forward to a productive season ahead.

Go Nutz At Walnut Mountain XC

Walnut Mountain

Liberty NY

NICA New York Event



Open Category:

Middle School 6-8 Grade

High School 9-12 Grade

Sunday April 13th 2025

Youth Mountain Bike Race

To Register: Email jason@newyorkmtb.org for invitation to sign up.

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation Marriage License Permits TOWN CLERK	Conservation	2	1.66
		Marriage License Fee	1	17.50
		Junk Yard	2	500.00
		Peddlers License	1	150.00
		EZ Pass	8	200.00
		Marriage Certificate	5	50.00
		Misc	1	4.00
		Notary Fees	16	32.00
		Returned Check Fee	1	20.00
A1620.4	Central Printing & Mailing	Photo Copies	444	111.00
			Sub-Total:	\$111.00
A1670.4	Building Fees	Certified Mailings	2	202.44
			Sub-Total:	\$202.44
A2544	Dog Licensing SENIOR	Female, Spayed	6	54.00
		Female, Unspayed	2	25.00
		Male, Neutered	9	81.00
		Male, Unneutered	1	12.50
		SENIOR	2	-10.00
			Sub-Total:	\$162.50
A2545	Dog	Redeemed Dog	1	75.00
			Sub-Total:	\$75.00
B2115	Building Fees	Special Use	6	1,800.00
			Sub-Total:	\$1,800.00
B2770	Building Fees	Building Inspections Multi Family	1	90.00
		Building Permit	23	34,364.30
		Fire Inspections	5	350.00
		Municipal Search	13	1,300.00
			Sub-Total:	\$36,104.30
			Total Local Shares Remitted:	\$39,430.40
Amount paid to:	Ny State Dept. Of Health			22.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			24.00
Amount paid to:	NYS Environmental Conservation			28.34
Total State, County & Local Revenues:		\$39,505.24	Total Non-Local Revenues:	
			\$74.84	

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
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Balancing Report Town Of Liberty

Warrant	\$15,515,530.30
Adjustments	(\$26,330.34)
STAR Savings	\$0.00
Adjusted Warrant	\$15,489,199.96

Full Payments	\$12,580,417.75
Partial Payments	\$207,136.69
Direct to County	\$0.00 <i>(NOT deposited in the bank)</i>

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

Tax Collected	\$12,787,554.44	Collected	82.56%
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Tax - Direct	\$12,787,554.44
Service Charges	\$0.00
Surcharges	\$0.00
Misc Collected	\$9.59
Penalties	\$27,154.95
2nd Notice Fees	\$970.00
Bad Check Fee Paid	\$180.00
Net Deposit	\$12,815,868.98
Not Collected	\$2,701,645.52

Credit	\$1,201,176.22
Cash	\$309,261.59
Check	\$11,305,431.17
Total Deposit	\$12,815,868.98

Bad Check Fees Billed	(\$300.00)
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Payment Statistics

Town Of Liberty

User: Laurie65

1/1/2025 - 4/3/2025

Paid Where	Payment Count	Percentage	Total Tax
Counter	1416	23.84	(\$2,934,808.19)
Escrow	1064	17.91	(\$2,732,211.08)
Internet	604	10.17	(\$1,196,277.97)
Mail	2856	48.08	(\$5,924,257.20)
	5940		(\$12,787,554.44)

Total Full Payments:	5416
Total Partial Payments:	65

Total Number of Cash, Check and Credit Card Payments		
Cash Payments:	240	(\$309,261.59)
Check Payments:	5090	(\$11,305,429.29)
Credit Payments:	614	(\$1,201,176.22)

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

TOWN OF LIBERTY
WATER & SEWER DEPARTMENT
120 NORTH MAIN STREET
LIBERTY, NY 12754
Phone: (845) 292-5620
Fax : (845) 292-3041

Department Head Report

March /2025

Overview

The Town of Liberty Water & Sewer continues with daily required maintenance in both departments. This month we cut trees, located leaks and shut them off. Took off the winter water bleeders, painted pump stations, started putting on meters due to warmer weather approaching. We have started servicing equipment for mowing and doing spring clean-up weather permitting. DRBC & DEC yearly water reports have been done. Also made repairs to a recirculation pump and the fiberglass pipe in ditch #2. The jet vac was picked up after being repaired.

Summary/upcoming

1. Currently the guys are exercising and flushing main valves and what ever else comes up during the day.
2. Wayne and I have been working with Delaware Engineering to prepare bid sheets for the repair of the clarifier in Loomis and the sewer main in Indian lake.
3. I have put together a list of training videos from Neo-gov for us to watch for safety and to better ourselves at our daily duties.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
(Not all prohibited bases apply to all programs.)

To file a complaint, write USDA, Director, Office of Civil Rights,
Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410
Or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.