



TOWN OF LIBERTY
NEW YORK

A GREAT PLACE TO WORK, LIVE AND PLAY

TOWN BOARD MEETING

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

DATE: 12/1/25

TIME: 6:30 P.M. REGULAR MEETING

FRANK DEMAYO, SUPERVISOR

VINCENT MCPHILLIPS, COUNCILMEMBER

LAURIE DUTCHER, TOWN CLERK

JOHN LENNON, COUNCILMEMBER

DEAN FARRAND, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

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

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

INCOMING:

1. Sullivan County 911 Fire Dispatch Report-10/25.
2. Sullivan County 911 Law Enforcement Report-10/25.
3. Sullivan County 911 EMS Report-10/25.
4. SYDA Foundation Community Service Award for Martin Colavito.
5. Beautify Swan Lake Newsletter.
6. Correspondence from Frank and Nancy Benedek regarding trees at Town Hall.

OUTGOING:

1. Copy of the foil request sent to the Village of Liberty for Code Enforcement records.

NEW BUSINESS

1. Motion to set bid opening for the Loomis WWTP Clarifier repair once bid specifications are complete.
2. Motion to appoint Donald Sherwood to the Sullivan County Fire Advisory Board for 2026.
3. Approval of the following minutes as submitted by the Town Clerk:
 - Regular Monthly Mtg. 10/20/25
 - 2026 Budget Hearings 11/6/25
 - Regular Monthly Mtg. 11/17/25

MISSION STATEMENT

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



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NEW YORK

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4. Motion to award bid for Chemicals for the Water Treatment Plant and Hanofee Park Pool.

DISCUSSION

1. Tree removal at Town Hall.

OLD BUSINESS

UNDER REVIEW

1. Shipping Containers
2. Fence In/Fence Out

IN PROGRESS

1. Illegal dumping of garbage.
2. Walnut Mt. Pavilion.
3. Solar Moratorium in the Commercial Industrial Zone.

PUBLIC PARTICIPATION

BOARD DISCUSSION

EXECUTIVE SESSION

ADJOURN



Sullivan County 911 Communications Law Enforcement Activity Report October 2025



	Sheriff	NYSP	LPD	MPD	FPD	WPD	EnCon	DEC	NYC DEP	NPS	Totals
Assist EMS	30	74	28	62	14	5	0	0	2	0	215
Assist Fire	3	16	1	21	1	0	1	0	3	0	46
P-101 Abduction	0	0	0	0	0	0	0	0	0	0	0
P-102 Abuse/Abandonment/Neglect	0	0	0	0	0	0	0	0	0	0	0
P-103 Administrative	0	0	0	0	0	0	0	0	0	0	0
P-104 Alarms	1	6	0	0	0	0	0	0	0	0	7
P-105 Animal	4	12	1	0	0	0	0	0	0	0	18
P-106 Assault/Sexual Assault	2	0	2	1	0	0	0	0	0	0	6
P-107 Assist Other Agency	0	3	0	0	0	1	0	0	0	0	5
P-108 Bomb Found/Susp Package	0	0	0	0	0	0	0	0	0	0	0
P-109 Bomb Threat	0	0	0	0	0	0	0	0	0	0	0
P-110 Burglary	3	3	1	0	0	1	0	0	0	0	9
P-111 Damage/Vandalism/Mischief	0	0	0	0	0	0	0	0	0	0	0
P-112 Deceased Person	0	0	0	0	0	0	0	0	0	0	0
P-113 Disturbance	32	48	14	21	0	0	0	0	0	0	121
P-114 Domestic Violence	24	58	6	24	0	0	0	0	0	0	119
P-115 Driving Impaired	1	0	0	0	0	0	0	0	0	0	1
P-116 Drugs	0	0	0	0	0	0	0	0	0	0	0
P-117 Explosion	0	0	0	0	0	0	0	0	0	0	0
P-118 Fraud/Deception	1	0	0	0	0	0	0	0	0	0	1
P-119 Harassment/Stalking/Threat	1	2	0	2	0	0	0	0	0	0	5
P-120 Indecency/Lewdness	0	0	0	0	0	0	0	0	0	0	0
P-121 Mental Disorder	15	22	9	7	0	1	0	0	0	0	59
P-122 Miscellaneous	2	13	1	0	0	0	0	0	0	0	16
P-123 Missing/Found Person	4	3	0	0	0	0	0	0	0	0	7
P-124 Officer Needs Assistance	5	11	0	2	0	1	0	0	0	0	20
P-125 Public Svc	16	21	4	7	0	1	0	0	0	0	50
P-126 Robbery/Carjacking	0	0	0	0	0	0	0	0	0	0	0
P-127 Suicidal Persn/Att Suicide	3	6	1	0	0	0	0	0	0	0	12
P-128 Supplemental	1	25	0	0	0	0	0	0	0	0	26
P-129 Susp/Wanted Pers/Veh	6	11	0	3	0	1	0	0	0	0	22
P-130 Theft (Larceny)	1	2	0	2	0	0	0	0	0	0	5
P-131 MVA	40	110	9	12	0	1	0	0	5	0	190
P-132 Traffic Violation/Hazard	33	64	3	5	0	0	0	0	0	0	114
P-133 Trespassing/Unwanted	6	12	1	2	0	0	0	0	0	0	22
P-134 Unknown Problem	11	21	3	6	0	0	0	0	0	0	47
P-135 Weapons/Firearms	1	5	0	1	0	0	0	0	0	0	7
P-Abandoned Call	45	97	28	40	0	4	0	0	1	0	254
P-Responder Safety	0	0	0	0	0	0	0	0	0	0	0
Transfers	71	119	23	40	0	N/A	N/A	N/A	N/A	N/A	272
Totals	362	764	135	258	0	16	1	0	11	0	1676



Sullivan County 911 Communications EMS Dispatch Report October 2025



Ambulance Agencies	Jeffersonville	Cochecton	Livingston Manor	Lumberland	Mountaindale	Tusten	Neversink	Rock Hill	Roscoe/ Rockland	Bethel	Woodbourne	Mamakating	Highland EMS	Upper Delaware	Grahamsville	Catskill Hatzalah	Empress	County EMS	Total
Abdominal Pain	0	0	1	0	0	1	0	1	0	2	0	15	1	0	0	0	13	10	44
Allergic Reaction	0	0	1	0	0	1	0	0	1	0	0	0	1	0	1	0	6	7	18
Animal Bite	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	1	5
Assault/Sexual Assault	1	0	2	0	0	0	0	2	0	2	0	1	0	0	0	1	9	5	23
Back Pain	0	0	3	0	1	0	0	3	0	2	1	2	2	0	0	0	14	10	38
Breathing Problems	0	0	4	2	2	0	1	1	1	6	0	19	0	0	0	1	52	43	132
Burns / Electrical	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	1	3
Cardiac Arrest	0	0	3	0	1	2	1	0	1	0	0	2	0	1	0	0	10	12	33
Cardiac Problem	0	0	0	1	0	0	0	0	0	1	0	4	0	0	1	0	9	10	26
Chest Pain	1	0	7	0	2	0	0	0	0	4	2	8	1	0	0	2	40	36	103
Choking	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	2	5
Diabetic	0	0	1	0	1	0	0	0	0	2	0	2	0	1	0	0	15	8	30
Drowning/Water Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eye Problems	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	3	0	4
Fall	2	0	11	4	2	4	1	4	0	12	1	17	2	1	6	0	55	37	159
Headache	0	0	1	0	0	0	1	1	0	1	0	1	0	1	1	0	6	4	17
Heat/Cold Emergencies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
Hemorrhage/Laceration	1	0	2	0	1	1	0	2	0	2	0	4	0	0	0	0	15	11	39
Inaccessable/Entrapment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Facilites	0	0	8	0	1	0	1	3	2	9	0	4	0	1	0	0	50	19	98
Mental Emergencies	3	0	3	0	1	1	2	1	0	5	1	2	0	1	2	0	34	11	67
MVA	4	1	6	6	4	3	1	7	6	11	0	10	6	4	0	5	33	31	138
Overdose	0	0	2	0	1	0	1	1	0	0	0	3	0	0	0	0	13	9	30
Poisoning/HAZMAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pregnancy	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	3	5	11
Seizures	0	0	0	0	1	1	3	0	1	3	0	2	1	0	0	2	29	19	62
Sick Person (Gen. Ill)	3	0	19	2	4	3	9	7	1	20	1	31	5	1	1	6	120	72	305
Stab/GSW	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	2	5
Stroke(CVA)	0	1	1	1	0	3	1	0	0	2	0	2	0	0	0	1	8	7	27
Trauma	1	0	5	0	0	0	3	2	0	1	0	1	0	0	0	0	10	3	26
Unconscious/Fainting	4	0	5	1	1	1	3	3	2	0	0	10	1	1	2	4	38	41	117
Unknown Medical	0	0	4	0	0	1	0	0	0	4	1	2	0	2	1	3	11	8	37
Mutual Aid	0	6	0	1	2	0	0	16	7	0	8	17	0	0	7	0	84	0	148
Standby	0	1	1	3	0	0	2	0	1	1	0	2	2	2	2	1	5	3	26
Agency Totals	20	9	90	22	27	24	30	55	23	90	15	164	24	16	24	26	693	427	1779

Martin Colavito, Community Organizer, Receives 2025 SYDA Foundation Community Service Award

Fallsburg, NY – The SYDA Foundation has announced that Martin Colavito of Liberty, New York, has been selected as the recipient of the 2025 SYDA Foundation Community Service Award. The SYDA Foundation sponsors this annual award to recognize and honor local citizens for outstanding and enduring service to the Sullivan County community. This year marks the 40th anniversary of the award.

The SYDA Foundation Community Service Award presentation will take place on Wednesday, November 19, at 1 p.m. at the Sullivan County Government Center's Legislative Meeting Room at 100 North Street, Monticello, NY 12701. Everyone is welcome to attend.

This prestigious award includes a certificate of merit for outstanding service to the Sullivan County community and a monetary gift to be distributed by the recipient to the charities of their choice. In honor of the award's 40th anniversary, the SYDA Foundation has increased the monetary gift to \$7,500.

The Community Service Award selection committee, comprised of past award recipients and local civic leaders, chose Martin (Marty) Colavito to receive this year's award in recognition of his decades of service as a community organizer, improving his neighbors' access to food, health services, housing, educational services, and other vital services. In addition, Marty spent twelve years of his career providing substance abuse treatment and prevention in under-resourced neighborhoods.

Marty grew up in the Bronx and, in the 1970s, he became a community organizer working on tenant issues and counseling people dealing with substance use disorders. In 1982, he moved to Sullivan County with his wife, Lynn, and continued his life of community service.

Marty was Director of Prevention and Adolescent Services for Catholic Charities from 2007 to 2019, where he served as a certified clinical alcohol and substance abuse counselor. Currently, he is the Prevention Programs Issue Leader for Cornell Cooperative Extension Sullivan County, continuing to serve the community with an emphasis on substance abuse treatment and prevention.

In 2010, Marty was instrumental in organizing Sullivan Allies Leading Together (SALT), a diverse partnership of community members, business owners, and agencies committed to compassionately guiding people in need to appropriate human services. SALT also supports harm reduction efforts through grassroots outreach and educational engagement and through supporting substance abuse prevention programs. Marty serves on SALT's Committee for Equity and Justice (CEJ), which advocates for equity and justice for all members of the Sullivan County community.

In collaboration with Cornell Cooperative Extension Sullivan County, Marty in 2020 created Sullivan Fresh Community Cupboard, a food pantry and emergency food delivery service to address the growing need for food security in the area. He is actively involved in the program, which serves more than 700 people each week.

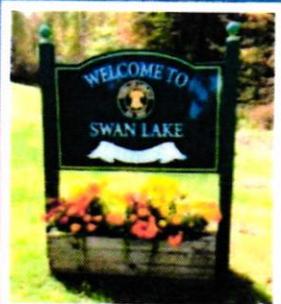
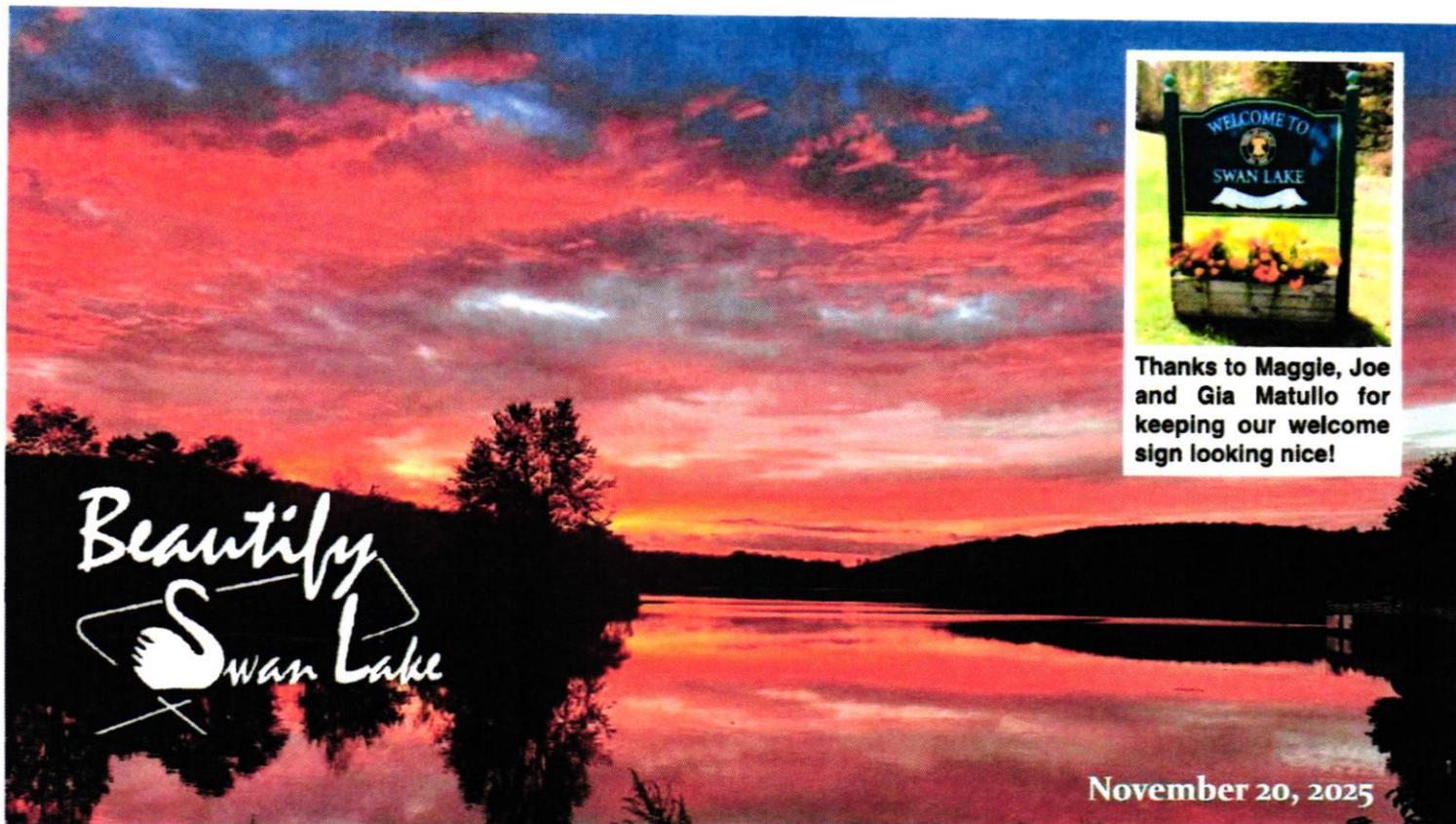
"Marty's contributions are not just about what he does but how he does it with kindness, dedication, and an unwavering commitment to making the world a better place," a member of the selection committee shared about Marty. "His daily actions serve as a testament to his exceptional character and his profound impact on the community."

Upon learning he received this year's Community Service Award, Marty said, "There are so many good people in this community—it's incredibly humbling. Truth be told, I'm nothing without the people I serve."

Marty and his wife, Lynn, live in Liberty and have two daughters and three granddaughters.

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The SYDA Foundation, located in the Town of Fallsburg since 1979, is a not-for-profit organization that makes Siddha Yoga meditation available to students around the world. In addition to sponsoring the Community Service Award, the SYDA Foundation contributes to the Sullivan County community through annual monetary donations to the four local volunteer fire departments, Fallsburg Police Department, Fallsburg Central School District, and Garnet Medical Center Catskills-Harris, and through its philanthropic expression—PRASAD Children's Dental Health Program—that has provided over



Thanks to Maggie, Joe and Gia Matullo for keeping our welcome sign looking nice!

*Beautify
Swan Lake*

November 20, 2025

Dear Friends and Neighbors,

If you were not fortunate enough to be in Swan Lake after the summer, you missed a beautiful fall!

As most of you know, for the past five years, Tim and Yvonne Eronimous of TJE Landscaping have donated countless hours maintaining Stanton Corner Road, the museum, and more: mowing, weeding, planting, mulching and watering.

Mitch Juron and his Town of Liberty crew have kept the park, museum, castle and Briscoe Road looking great and helped us to beautify the waterfall area.

This fall, volunteers went through Swan Lake from one end to the other. They picked up litter, cleared the many stone walls and fences, and more. Thanks to Wayne Kostoff, a Presidential resident, who worked daily on these projects and also repaired anything that needed some TLC. Tim and Yvonne sent their crew and mulched all beds in preparation for the winter.

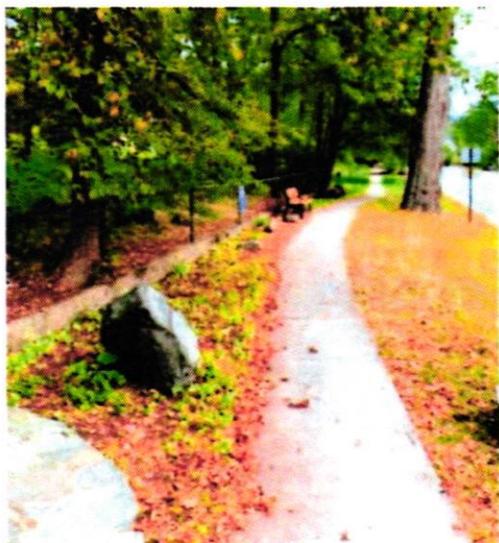


Thanks to Farmer Paul of Beaverwood Farm,

who is always available to help. He rehabbed our female swan, who returned to her mate this fall.

Looking forward, Tim and Yvonne will continue to volunteer their services but they need help! We have arranged to have a young man with Swan Lake roots work next summer.

Tyler Juron's dad, Mitch, and his brother Michael, grew up in Swan Lake. His grandparents owned a





Tyler Juron

waste disposal company and a thrift store, Granny's Attic, on Stanton Corner Road.

We would be most grateful for a tax deductible donation to help us with expenses to keep Swan Lake beautiful next summer. The

Community Foundation of Orange and Sullivan (CFOS) is a non/profit which manages our finances. If you would like to donate before the end of the year, you can send a check to:

CFOS - Beautify Swan Lake
30 Scott's Corners Road #203
Montgomery, NY 12549

OR go to cfosny.org

Click on Donate to a fund; Scroll down to Beautify Swan Lake Fund and fill out the form.

OTHER SWAN LAKE NEWS:

The dove that was donated by Casa de Longobardi is being repainted by volunteer and artist Deborah Palmieri, and will be installed in the spring at the park entrance.

As always, the Catskill Clean Water Fund continues

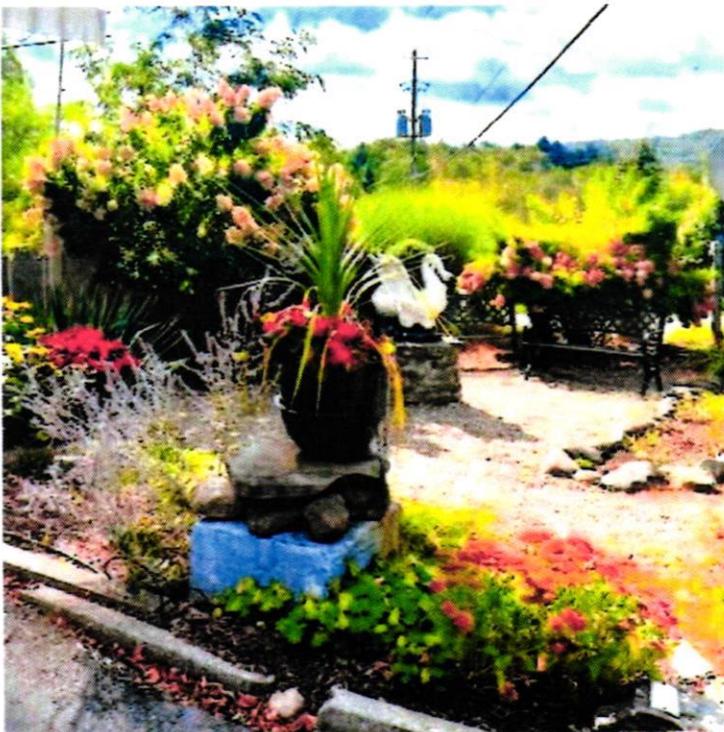
to manage the lake and is still working on controlling the water chestnuts, which have diminished significantly but still require annual treatment. We may do some hand pulling of the remaining patches next year and will probably be looking for volunteers to help out. Should you wish to volunteer or donate, please let us know.

The fence around the waterfall area is due to the deterioration of the old bridge. The bridge belongs to the owner of the lake. We will keep you updated on repairs to this area.

The liquor store next to J & H Express remains open for the winter Monday thru Saturday from 9 to 9 and Sunday from 10 to 9.



Congratulations to the owners of the Swan Lake Lodge Kosher Resort (formerly the Golden Swan) for a beautiful renovation, still in progress.



Many thanks for your support of the beautification and historic preservation of our unique hamlet.

Sincerely,

Michael Edwards, Janelle Deppa and Nancy Levine

WE WISH YOU A GOOD WINTER AND HAPPY HOLIDAYS TO ALL OF YOU!

November 17, 2025

Attn: Liberty Town Board

From: Frank & Nancy Benedek
94, 96 & 98 North Main Street
Liberty, New York



We have a growing concern involving trees on the Town of Liberty Government Center's property that adjoins our property at the address(es) above.

On Thursday, November 6th, 2025, large branches from a tall dead tree nearest Main Street fell in a windstorm bending the conduits that hold electric lines for our tenants at 96 and 98 North Main Street. NYSEG and an electrician were notified; the electrician made us aware of the danger of the situation and procured a job number and date of service from NYSEG for a disconnect and reconnect of power in order to repair the lines and their housing conduits.

The debris from the branches blocked the sidewalk, our driveway and the business entrance to Floyd & Bobo's Bakery. The repair has been invoiced us at \$1,200.00.

I am writing this to bring to your immediate attention that more limbs from that dead tree on Town Property are poised to come down and as winter fast approaches, we are concerned of possible structural damage to our building, that our tenants electric could be cut off rendering them without heat. In addition, Floyd & Bobo's would have to close until electricity could be restored and they could potentially be out hundreds of dollars in the loss of baked goods and products spoiling in their refrigerated cases.

In addition, there are two other trees on Town Property adjoining ours that are leaning towards our parking area behind the building that, should they fall, would potentially cause injuries/fatalities and heavy or total damage to the tenant's vehicles parked there.

Please address our concerns as soon as possible. We are asking to have three trees in total cut down before winter sets in and to have all the trees along the town property line that adjoins our property assessed for stability and health. We are available to set up an appointed time to review the entire situation at Liberty Press (845-292-8151) or at our home (845-434-4465).

Many thanks for your time and consideration.

Sincerely,

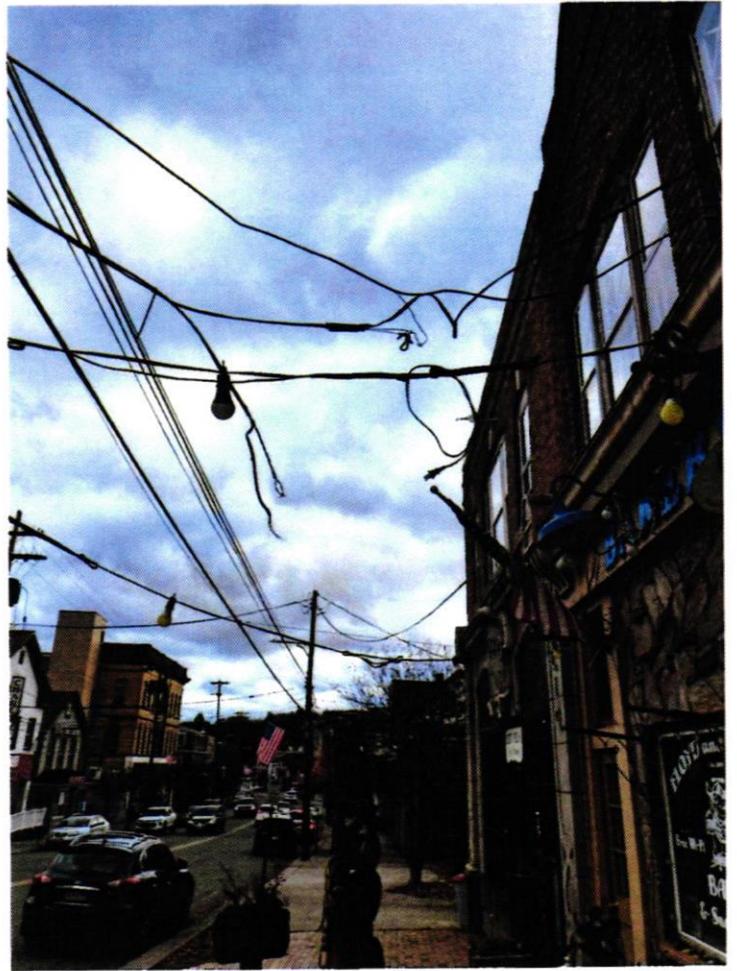
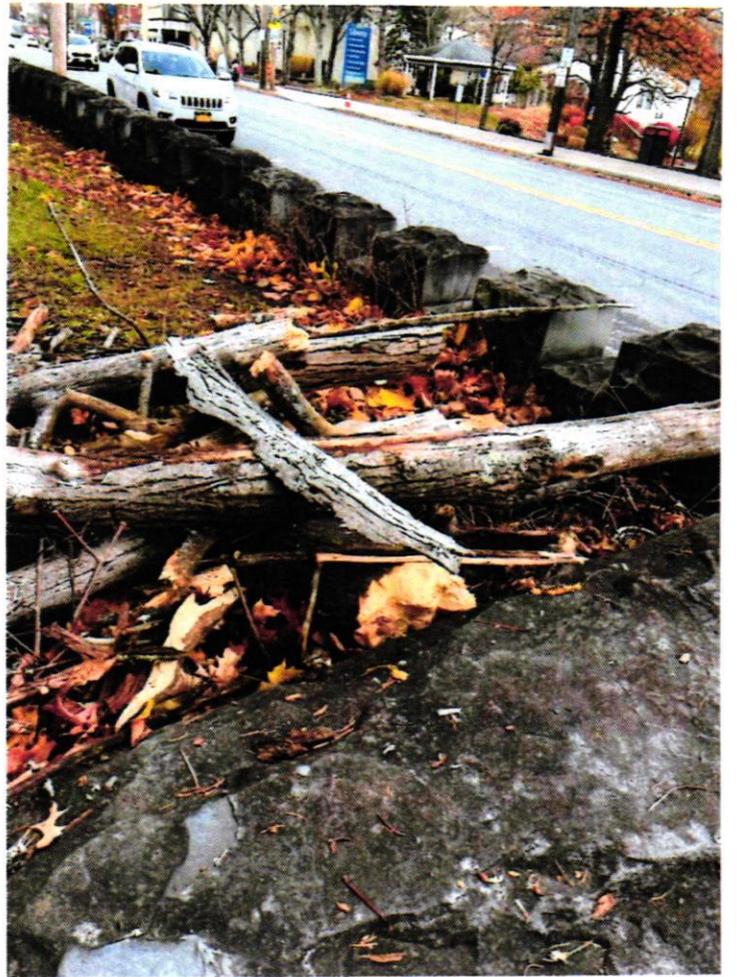
Handwritten signature of Frank Benedek in black ink.

Handwritten signature of Nancy Benedek in black ink.

Frank Benedek

Nancy Benedek





**VILLAGE OF LIBERTY
APPLICATION FOR ACCESS TO PUBLIC RECORDS**

Instructions:

Please print all information and return this form to:
Records Access Officer
Village of Liberty
167 North Main Street
Liberty, NY 12754

For Village Use Only:

Date received: _____
Received by: _____
Copy to: _____
of pages: _____
Amount paid: _____

I hereby apply to inspect the following records: *(Provide as much specific detail as possible & note that copies are .25 ¢ per page)*

The file for SBL 108-8-3-52 Lincoln Place 'Minas Diakakis
Specifically any documents with regards to a fire at the
residence and subsequent condemnation of the building.

Name: <u>Frank DeMayo</u>	Phone Number: <u>(845) 796-6081</u>
Street Address: <u>120 North Main Street</u>	Representing: <u>Town of Liberty</u>
City/State/Zip: <u>Liberty, NY 12754</u>	Signature: <u>Frank DeMayo</u>

Please be aware that New York State Freedom of Information Law allows a municipality up to five days to respond to a request for records. Some responses, due to their volume or depth of research, will take longer than the five days of allotted time.

Information below this line is to be completed by Village of Liberty Personnel

Request Approved

Request Denied

- _____ Confidential disclosure
- _____ Exempted by statute other than FOIL
- _____ Record of which this agency is legal custodian cannot be found
- _____ Record sealed or pending investigation
- _____ Record is not maintained by the Village
- _____ Unwarranted invasion of personal privacy
- Other: _____

Signature: _____ Title: _____ Date: _____

Notice: You have the right to appeal a denial of this application by returning this form within thirty days to the Office of the Mayor at 167 North Main Street Liberty, NY 12754. You must be provided with a response to your appeal within seven working days.



**Town of Liberty, NY
December 1, 2025 Town Board Meeting
Update on Projects**

1. Swan Lake WWTP Upgrade

Key Status Updates and Items for Board Review and Consideration:

- **SPDES Permit Application and PER Review**
 - NYSDEC submitted a Notice of Incomplete Application (NOIA) via email to the Town with comments on the SPDES Permit Application and PERs (submitted May 9, 2025) that must be fully addressed complete application and development of a draft permit
 - Delaware is working to address these comments
- Three applications were submitted for funding for the SL WWTP Upgrade, requesting a total of \$13M
 - WQIP up to \$10M, CSC up to \$2M, and NRBC up to \$1M
- 2025 NYS CFA Funding Round Award announcements anticipated in December 2025
- The Town team is working with Syracuse University Environment Finance Center and USDA to seek additional funding opportunities
- Design (e.g., plans and specifications and Basis of Design Report) – On hold pending funding determinations and response to NOIA for the SPDES Permit Application and PERs and Notification of Complete Application

Critical Items Planned for the to Keep Moving the Project Forward

- Response to NOIA and comments on the SPDES Permit Application and PERs – **Underway**

Project Funding/Financing Overview:

- 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, NBRC, etc. under review)
 - Town Portion = \$28.6M (loan, may go down with other Funding)
- **Additional Funding Request – NYSDEC WQIP & CSC, and NBRC**
 - 2025 NYS CFA Funding Round deadline for applications was 7/31/25
 - Three applications were submitted for funding for the SL WWTP Upgrade, requesting a total of \$13M
 - **WQIP up to \$10M for project that improve water quality, promote flood risk reduction, restoration, and enhanced flood and climate resiliency**
 - **CSC up to \$2M for reducing future flood-risk, including by relocating or retrofitting critical infrastructure (new headworks)**
 - **NRBC up to \$1M to stimulate economic growth and improve rural economic vitality**
 - 2025 NYS CFA Funding Round Award announcements anticipated in December 2025
 - On 1/15/25 a meeting was held with NYSDEC WQIP Program Staff to discuss the project
 - The project scored well as a General WWTP Upgrade project
 - This project scored a total of 69 out of 115 points possible (Fallsburg was funded in 2024 with a total score of 75)
 - This project only scored 5 out of 40 points possible for Performance Measures for the 2024 program goals

DELAWARE ENGINEERING, D.P.C.

- (disinfection, phosphorus reduction, watershed implementation, CSO, SSO, removal of onsite, septic systems, etc.)
- Program goals can change each application year
- There may be up to 5 points that the Town can gain for Climate Resilience. The Town is currently considering working through process to be a Climate Smart Community
- 2025 scoring criteria is now available and does not appear to have changed since 2024
- Delaware continues 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)
- **The Town team is working with Syracuse University Environment Finance Center and USDA to seek additional funding opportunities**
- On 7/16/25 the Town team met with Syracuse University Environmental Finance Center (SU-EFC) and USDA to discuss additional funding opportunities
- Delaware intends to continue to work with the Town and SU-EFC and USDA to seek more funding
- **The 2025 Northern Border Regional Commission (NBRC) Grant Pre-application for up to \$1M was submitted on August 29, 2025**
 - The Catalyst Program is designed to stimulate economic growth and improve rural economic vitality funding a broad range of projects including modernizing and expanding water and wastewater systems
 - On September 2, 2025 NBRC sent notification that the Town has been invited to submit a Catalyst Program Fall 2025 application, through NBRC's Grants Management System (GMS), no later than 10/10/2025
 - At the October 6, 2025 meeting the Town Board adopted a resolution to submit to apply for, accept, and expend grant funds from the Northern Borders Regional Commission (NBRC) Catalyst Program Fall 2025 application, through NBRC's Grants Management System (GMS)
 - **The application was submitted on 10/9/25, before the 10/10/25 deadline**
- Request to Modify an EFC Funding Agreement
 - **An updated PFA Modification Request package (to the September 2024 request package) was submitted to NYSEFC on 7/17/25**
 - The Town met with NYSEFC on July 8, 2025 to discuss the Project Finance Agreement (PFA) Modification request that was submitted in September 2024. The Town was asked to advise NYSEFC of any updates or changes to the September 2024 package. In response to NYSEFC's request the letter and several attachments were updated
 - The only substantial change to the package was related to the Anticipated Project schedule (no cost change). The revised package provided an updated Anticipated Project Schedule, updated status of the 202B and Bond Resolution, and Cash Flow Projection. We also included the original September 2024 Modification Request Package for reference
 - **Resolved pause in disbursements for all project costs beginning in March 2025**
 - **On August 28, 2025 NYSEFC sent notification to the Town that NYSEFC has released the hold on disbursements for engineering services**
- 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
- **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**

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- **FFY 2025 IUP / Updated PFA for the Updated \$40M Project Budget/FFY 2026 IUP**
 - 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)
 - Project Listing Update System (PLUS) update is not needed for this project since it has a closed financing. (Confirmed with NYSEFC on 3/5/25)

Moving the WWTP Upgrade Project Forward

- Professional Services Work
 - **Working to respond to NOIA and comments on the SPDES Permit Application and PERs, and notification of complete application**
 - Design (e.g., plans and specifications and Basis of Design Report) – On hold pending funding determinations and response to NOIA and comments on the SPDES Permit Application and PERs, and notification of complete application
 - Information Session Regarding Swan Lake Waste Water Treatment Plant Upgrades was held on 5/28/24 @ 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)
 - Final comprehensive NY-2A Application Form package and PER Package were submitted to NYSDEC and NYSEFC on 5/9/25
- Preliminary Engineering Report (PER) Amendment No. 1:
 - **Delaware is working to address NYSDEC comments on the PERs, see SPDES Permit/NY-2A Application for Flow Expansion**
 - At the March 17, 2025 meeting the Town Board resolve to accept the Preliminary Engineering Report Amendment No. 1 (last revised March 10, 2025) 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
 - Complete PER package No. 1 and Final comprehensive NY-2A Application Form package were submitted to NYSDEC Permits on 5/9/25
- SPDES Permit/NY-2A Application for Flow Expansion
 - **On August 27, 2025 NYSDEC submitted a Notice of Incomplete Application (NOIA) via email to the Town with comments on the SPDES Permit Application and PERs that must be fully addressed complete application and development of a draft permit**
 - **Delaware is working to address these comments**
 - Final comprehensive NY-2A Application Form package including a detailed response to the Notice of Incomplete Application, and complete PER Package was submitted to NYSDEC Permits and NYSEFC on 5/9/25
 - NYSDEC SPDES Permit is under review (assumed 6-month process)
 - We believe that NYSDEC Permits is almost done writing the permit, and will be contact the Town to review the draft permit after all comments on the SPDES Permit Application and PERs have been addressed
 - NYSEFC and NYSDEC will not review the engineering report documents or design until NYSDEC issues the draft permit to the Town for public comment
 - 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
 - Delaware River Basin Commission (DRBC)
 - **The DRBC Application Form and check were mailed and email to DRBC on 7/10/25**
 - The proposal is to expand the Swan Lake WWTP treatment capacity from 0.425 MGD to 0.96 MGD, the project constitutes a material change from that currently described in the Delaware River Basin Commission Comprehensive Plan (CP) and thereby requires modification of the CP in accordance with 18 CFR 401.8 of the DRBC Rules of Practice and Procedure
 - The purpose is to update the CP from when this project was last approved in 1986

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- At the 7/7/25 meeting the Town Board authorized the Town Supervisor to sign the DRBC Applicant’s Statement – Application Fee Form and Director of Finance to issue a check for the Application Review Fee in the amount of \$639

- **Project Schedule (updated November 18, 2025)**

- The Anticipated Project Schedule based on completion of design prior to draft effluent limits which are anticipated to be provided by NYSDEC in December 2025
- A summary of the detailed schedule is as follows:

Task/Milestone	Timeframe Start to Complete	Date/Timeframe (A) / (T)
Design Completion (intermittent)	15-months	July 2024 – March 2026 (T)
NYSEFC Request to Modify an Existing PFA	Completed	September 2024 (A)
202(b) Process & Bond Resolution	Completed	February 2025 (A)
Submit Final SPDES NY-2A Items	Completed	May 2025 (A)
Submit Preliminary Engineering Report	1-3 months	May 2025 (A)
Review & consider revising Schedule of Rates	12-months	January 2025 – December 2025 (T) Pending RCAP Recommendations
NYSDEC SPDES Permit Technical Review & NOIA	6-months*	June –August 2025 (A)
Anticipated WQIP Award Announcement	4-months	December 2025 – March 2026 (T)
Respond to NY-2A and PER Comments	1-2 Months	October 2025 – January 2026 (T)
WQIP CFA 2025 Award Announcements	1-month	December 2025 (T)
NYSDEC SPDES Permit Technical Review	3-months*	February – April 2026 (T)
Enhanced Public Participation (Env. Justice)	2-3 months	February – April 2026 (T)
Complete Design	1-month	March 2026 (T)
NYSDEC SPDES Permit Draft Limits	1-month*	May 2026 (T)
NYSDEC SPDES Public Notice	1-2 months*	May – June 2026 (T)
NYSDEC & NYSEFC PER and Design Rev.	2-4 months*	May 2025 – August 2026 (T)
NYSDEC SPDES Permit Finalized	1-2 months*	July – August 2026 (T)
NYSDEC & NYSEFC PER Approval	1-month*	September 2026 (T)
NYSDEC & NYSEFC Design Approval	1-month*	October 2026 (T)
NYSEFC Revised PFA Approval Memo	1-2 months*	October – November 2026 (T)
Authorization to go to Bid from Town	1-month	December 2026 (T)
Close on Revised SRF Financing	1-2 months*	December 2026 – January 2027 (T)
Bidding	1-months	December 2026 (T)
Review Bids, Funding, and Revised Budget	1-month	January 2027 (T)
Town GO/NO GO	1-month	August 2027 (T)
Award	1-month	January 2027 (T)
Notice to Proceed	1-2 months*	February – March 2027 (T)
Construction	18-months	April 2027 – September 2028 (T)
Substantial Completion	1-month	August 2028 (T)
Construction Completion	1-month	September 2028 (T)
Revised Schedule of Rates is effective	1-month	August 2028 (T)
NYSEFC Long Term Loan Closing	1-month*	April 2029 (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**

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- 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**
- Subcontract Work
 - Mechanical/HVAC Design Review – Jade Stone (MWBE) – Subcontract pending
 - Retaining a MWBE firm to provide mechanical/HVAC design review
 - Peer review of HVAC design
 - Updated proposal in September 2025
 - Contract execution under way
 - Preliminary basis of design meeting is being scheduled

2. *Swan Lake WWTP NYSDEC SPDES Permit Notice of Violation (NOV)*

Key Status Updates and Items for Board Review and Consideration:

- **The interim progress report and updated response letter and revised SOC is under review with the Town and will be submitted to NYSDEC on behalf of the Town in December 2025**

Notice of Violation (NOV) Status Update

- A technical meeting was held with NYSDEC on 6/25/25 to review the status of proposed NOV work
- The meeting was productive – many questions were addressed and a general framework for moving forward was established
- NYSDEC requested an updated proposal and schedule for corrective actions, to service as a revision to the February 2025 NOV Response and SOC
- At this time, enforcement related to the NOV is being handled informally (i.e., not part of Consent Order or a SPDES permit condition), and NYSDEC has not initiated a formal enforcement action. This seems to be the case since the Town is voluntarily working to address non-compliance and the WWTP upgrade is planned
- Accordingly, the updated NOV Response and SOC will not be formally approved by NYSDEC, and will be reviewed and managed under the current NOV enforcement process
- **On 6/30/25 a follow up meeting was held with WWTP Staff, W&S Dept. Liaison, and Town Supervisor to review temporary staffing and bar rack modification for rag removal.**
- **Based on the 6/30/25 meeting, the Town is moving ahead with the following items:**

A. INTERIM PROGRESS REPORT – As planned, On-going

1. SOC Date: 4/1, 7/1, 10/1, 1/1
2. 6/25/25 – Complete
3. 10/1/25 – Pending – Under review with the Town and will be submitted ASAP
4. Next progress report due 1/1/26

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B. SCREENINGS AND RAGS

1. Interim Improved Screenings Collection – **Complete for 2025**
 - a. Hire Additional Staff – **Complete**
 - **Additional staffing for rag removal occurred 8/15/25 – 8/31/25**
 - b. Modification to the Existing Bar Rack – **Complete,**
 - **Temporary bar rack modification complete, removed for offseason on 9/22/25**
 - Will submit the bar rack information to NYSDEC along with the NOV update letter
 - c. Plan to do this again in 2026
 - d. SOC now includes date to be complete as 6/1/26
2. New Mechanical Screen – **Delaying to see results from Manual Improved Screening**
 - a. Delay proceeding with design for mechanical screen until after we see results of summer 2026 rags removal work with the goal to spend some more \$ on temporary staffing/more or different shift hours for existing staff for 3-4 months and not spend \$XXX,XXX on a mechanical screen that will not be needed after the upgrade
3. Sewer Use Ordinance – **As Planned, On-going by the Town**
 - Delaware provided a draft SUO language for the rag control local law we developed using the existing flow monitoring code for users greater than 3,000 gpd average for Town review/revision/finalization on 7/10/25
 - **SOC now includes date to be complete as 6/1/26**
 - Town needs to address
 - No further work planned unless requested by the Town

C. FLOW

1. Confirm Accuracy of Flow Meters – **Analysis Complete**
 - At the March 17, 2025 meeting the Town Board authorized the Town Director of Finance to issue a *Purchase Order to Cyclops Process Equipment* for work associated for the *Swan Lake WWTP Notice of Violation*, for the installation and configuration of a vendor supplied temporary doppler meter (and 1-month rental), and Town owned doppler meter to *Confirm the Accuracy of the Flow Meters*, at a cost of \$2,600
 - Flow meter was completed May – June 2025
 - Data analysis is complete
 - New magnetic flow meter (replaced existing in January 2025) reads lower than then rental strap on meter
 - Vendor believes that the permanent mag meter is more accurate and believes it should continue to be used for reporting to NYSDEC
 - Flow summary will be included with the December 2025 Interim Progress Report and updated NOV response letter
2. Improve Enforcement of Flow Metering of Large Contributors – **As Planned, On-going by the Town**
 - The Town's current sewer use law includes provisions for users contributing more than 3,000 gpd to install and maintain effluent flow metering.
 - Compliance with these provisions was revisited in 2025. This included review and updating of the list of affected contributors, issuance of Notice of Compliance as applicable to existing and new contributors, and continued follow up by Town staff.
 - SOC now includes date to be complete as 6/1/26
 - Town needs to address
 - No further work planned unless requested by the Town

D. PROCESS PERFORMANCE

1. Provide More Aeration
 - a. Run up to 3 existing blowers as needed – **As Planned, In Place, continue if/as needed in 2026**

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- b. SOC now includes date to be complete as 6/15/26-9/15/26 if/as needed

E. SLUDGE WASTING

1. Conduct Temporary Dewatering – Complete for 2025

- Temporary Sludge Dewatering Services began in June 2025 and ended on 9/15/25
- Operators ran the temporary belt process on an as needed basis
- Temporary dewatering facilities (i.e., belt press, etc.) was picked up on 9/17/25
- Plan to do this again in 2026
- SOC includes date to be complete as 6/15/26-9/15/26 if/as needed
- Review process performance/need for this going forward with the 1/1 interim progress report

2. Additional Liquid Sludge Disposal – Complete for 2025

- Operators can also contact TAM to remove liquid sludge if/as needed
- Contract was in place in 2025, but not used with TAM
- Plan to do this again in 2026
- SOC now include date to complete as 6/15/26 – 9/15/26

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

Key Status Updates and Items for Board Review and Consideration:

- Cleaning and CCTV field work could occur in December 2025, plan to wait for some wet weather

Project Status

- Grant Agreement Pending (see Project Funding below)
- Target areas for CCTV work identified
- Subcontract with CCTV subcontractor executed
 - SCDPW Work Permit executed on 5/5/25
- System component inventory of targeted areas is under way

Project Funding

- All required checklist items submitted to NYSEFC on 8/16/2024
- Town Grant Agreement with NYSEFC is pending
- Grant Agreements expected 2-3 months following acceptable Scoping Call Outline (see below)
- Engineering Agreement with the Town was reviewed by NYSEFC and approved on 3/5/25
- 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
 - On January 24, 2025 NYSEFC followed up on the Scoping Call Outline asking Delaware to confirm whether flow monitoring will be done as part of this study, and if so, identify the areas being monitored
 - NYSEFC is in the process of reviewing the documents submitted for the Town's Swan Lake engineering study.
 - It was noticed that the application mentions flow monitoring, but the scope included in the Engineering Agreement does not
 - EFC asks for information like this to make sure the Town remains eligible for future studies
 - On 3/3/25 Delaware responded to NYSEFC to confirm:
 - No flow monitoring will be done as part of this study
 - The application provided examples of the technologies that could be employed to investigate sources and causes of I&I. The list was not meant to be either exhaustive nor necessarily representative of the technologies that will be utilized on this project
 - In the case of Swan Lake, the Town has identified areas suspected of high levels of infiltration and have decided that the use of CCTV will be adequate for investigating the condition of the pipe
- 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
- NYSEFC CWSRF Engineering Planning Grant Agreement (EPG)
 - At the September 3, 2025 meeting the Town accepted the Grant Agreement (dated 8/25/25) and Exhibit E, Grant Disbursement and authorized the signing and returned to NYSEFC on September 4, 2025

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- Authorized the Town Supervisor and Clerk to execute the necessary paperwork (e.g., reimbursement request, program compliance and reporting, etc.)
- **Town Supervisor returned the executed Grant Agreement to EFC on 9/9/25**
- **PER due by February 2027**

Anticipated Project Schedule

- The anticipated schedule is as follows:
 - Local Funding Needed (\$60,000) November 2024 (A)
 - **Execute Grant Agreement (GA) (dated 8/25/25) September 4, 2025 (A)**
 - Field Work (CCTV & Investigations) December 2025 – April 2026 (T)
 - Complete I/I Engineering Report November 2024 – November 2026 (T)
 - Town Review of the I/I Engineering Report December 2026 (T)
 - Submit the I/I Engineering Report to NYSEFC by January 2027 (T)
 - **Deadline to Submit Report to NYSEFC (18 Months from execution of GA) February 2027 (T)**
 - New project listing deadline for the FFY 2026 IUP (PER) & SRF Application May 30, 2027 (A)
 - Grant Agreement Expiration (3 years after Grant Agreement is Executed).. September 2028 (A)
- **I&I work and reporting is anticipated to occur between October 2024 – November 2026 (T)**

I&I Study Engineering Work Status Update

- Have base system map from 2023 EPA Administrative Compliance Order Sanitary Sewer O&M
- Subcontract with cleaning and CCTV Subcontractor (Arold Construction Company, Inc.) executed on 4/9/2025. \$4,250/day for cleaning and CCTV inspection and \$3,500/day for a traffic control crew to perform flagging operations
- **Cleaning and CCTV field work could occur in December 2025, plan to wait for some wet weather**
 - The budget for cleaning and CCTV is \$20,000
 - Town W&S Staff are now available provide flagging operations, instead of a subcontractor
 - See if wet weather occurs soon and then schedule the work
- Sullivan County DPW Work Permit executed on 5/5/25
- 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. Loomis WWTP Clarifier Repair

Key Status Updates and Items for Board Review and Consideration:

- Engineering services work for the clarifier repair is underway
- Plan to have ready to bid by the end of the year
- Recommend Town Board authorize the Town Clerk to advertise for bidding once bid specs are complete

Status Update

- RFP Award and PO complete
- Clarifier repair work began in August 2025 (3/12/25 Quote 3084 for \$14,311.25)
 - This work was interrupted to further evaluate additional gearbox and anchor bolt damage that was uncovered when the work related to the original scope began that is required to complete the clarifier repair
- Town agreed that the additional Loomis WWTP Clarifier repair work will need to publicly bid since the additional repairs will exceed \$20,000
- See Engineering Services below
 - The Phase 1 clarifier (Kelly Engineering, installed in 2013-2014) needs some repair work (current offline)
 - If an issue were to occur with the second clarifier, the facility would violate the SPDES permit for TSS, BOD, Phosphorus, etc., and would have to submit a Non-Compliance Event Form, and could receive a Notice of Violation (NOV) with enforcement action
 - One quote received +/- \$15K from Clarifier vendor (e.g., bearing, oil seal, flange bearing, torque tube, steady shaft fastener, etc.). Actual scope of work and full description of services not detailed
 - Town procurement requires for all estimated public works contracts of:
 - \$3K < \$X < \$10K verbal RFP and proposals from three (3) vendors
 - \$10K < \$X < \$35K written RFP and proposals from three (3) vendors
 - > \$35K <, formally bid pursuant to General Municipal Law § 103
 - 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
 - The Town agreed to the 2025 General Services agreement in place at the January 6, 2025 meeting

Engineering

- At the November 3, 2025 meeting, the Town accepted Delaware Engineering's proposal for engineering services to assist with bidding for the Loomis Clarifier Repair, and advised Delaware that the Town would like to proceed with the Base Scope

1. Base Scope – Underway

- Communicate with Koester Associates (authorized vendor of the existing equipment and service) and confirm the status of the work that is partially complete from the 3/12/25 Quote #3084.
- Develop inventory of parts to be provided per the 3/12/25 Quote #3084 and a description of the work already completed and confirm with Koester.
- Perform up to one site visit to meet with plan staff to confirm current conditions, asses, and identify needs for repairs (e.g., concrete repairs).
- Koester to provide final invoice to the Town identifying parts that were supplied, the work completed, a final cost with credits for uncompleted work.
- Develop and refine scope of work for the RFP and review with Koester Associates.
- Develop draft RFP including legal notice, project background, scope, response requirements (site visit mandatory and will be coordinated with the Town), payment/compensation (prevailing state wage rates), schedule, insurances, questions (RFIs), and drawings
 - Clarifier Equipment – Plan to use the vendor supplied Parts Diagram and annotate
 - Concrete repairs – Plan to use the clarifier tank layout and section from the Delaware Engineering Phase 2 WWTP
- Forward RFP Package to Town (TB, Clerk, Finance, W&S) via email for review and comment
- Review up to one round of Town comments and revise/finalize RFP
- Finalize legal notice and forward to the Town Clerk
- Upload RFP Package to Bidly (DE Electronic Plan Room) and email advertisement to up to three (3) potential bidder(s) including Koester Associates. Notice and RFP will direct bidder to submit sealed bids to the Town Clerk.
- Review and respond to RFI's and issue up to one addendum

2. Optional Scope (Bid Review and Award) – Will do if desired by the Town

- Review and summarize bids
- Provide recommendation for award for Town consideration
- Coordinate Award of Bid with the Town Clerk

Fee Summary

A.1 Base Scope = \$5,500

A.2 Optional Scope (Bid Review and Award) = \$1,500 – Will do if desired by the Town

- **Engineering services work for the clarifier repair is underway**
- **Plan to have ready to bid by the end of the year**
- **Recommend Town Board authorize the Town Clerk to advertise for bidding once bid specs are complete**

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

Key Status Updates and Items for Board Review and Consideration:

- **Nothing new this month**

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
- The Town agreed to the 2025 General Services agreement in place at the January 6, 2025 meeting

Background

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

7. *Liberty Business Park Water & Sewer Infrastructure Upgrade Project (Old Rte 17)*

Key Items for Board Review and Consideration at this meeting:

- **Contract work and subcontracting for Engineering Services (up to 50% design) are underway**

Funding

- Total Project Cost: \$24,028,000
 - Scope: Upgrades to the existing water and sewer infrastructure along the old Route 17 corridor
- **\$1M USEPA STAG CWSRF/Congressionally Directed Spending (CDS) Grant (federal)**
 - Award Notification 3/14/24
 - 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)

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- The match can be any other source of funds except other federal dollars
- Require National Environmental Policy Act (NEPA) review
- At the September 18th, 2025 Legislature Meeting, the County formally approved a resolution to enter into an agreement with the Town of Liberty for purposes of providing \$250,000 as matching funds for the \$1M Congressional Appropriations awarded through the USEPA-STAG program
- **Grant Agreement Awarded/finalized on 9/17/25, with a contract end date of 7/1/26**
- **ASAP (Automated Standard Application for Payment) Enrollment ASAP, to request and receive payments, is complete**
- The Town team responded to EPA procurement documentation requests, work plan and budget narrative, and submitted the executed professional service agreement for engineering (see engineering below) to USEPA on 10/24/25
- **Confirming payment processing with USEPA**
- **\$20M Fast NY Grant (state) – FAST NY Track C – Infrastructure Improvement Grant**
 - Work on hold pending completion of the required items that will be completed as part of the USEPA funded Engineering Work
 - August 2024 Fast NY Application
 - October 28, 2024 Award Letter and Next Steps
 - Approved for design, construction, and utility infrastructure work
 - This award shall terminate two calendar years from the date of this letter if the project has not commenced (by October 2026)
 - A complete application requires that SEQRA, SHPO and SGIS reviews have been complete – This work is included in the \$1M USEPA STAG CWSRF/Congressionally Directed Spending (CDS) Grant (federal)
 - When the application has been finalized, the Town of Liberty’s FAST NY project will be presented to the ESD Board of Directors for approval
 - There is a one percent (1%) non-reimbursable commitment fee assessed to all awardees based on the grant amount awarded. The commitment fee will be due when the applicant executes documents required for processing the award, following approval by ESD Directors
 - 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. Once these final steps are achieved, your project manager will send you a signed Grant Disbursement Agreement (“GDA”) for execution. Project disbursements may occur after ESD’s receipt of the executed GDA and with the submission of the appropriate supporting documentation.
 - **It is anticipated that final design and construction phase services will be covered under this grant**
 - 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
 - Application under way by town
 - Need to complete SEQR, SHPO, SGIS
 - The federal funding can be used for the match requirement

Engineering

- At the February 3, 2025 meeting the Town Board determined through the required RFQ process that Delaware Engineering is the most highly qualified firm to provide the required A/E services, and that Supervisor, Frank DeMayo is hereby authorized to enter into contract negotiations and execute a Professional Services Agreement with said firm
- **At the October 20, 2025 meeting the Town Board resolved to authorize the Town Supervisor to executed the October 15, 2025 Professional Services Agreement for Engineering Services (up to 50% design) for the Liberty Business Park Water and Sewer**

DELAWARE ENGINEERING, D.P.C.

Infrastructure Upgrade Project

- The Town executed a Professional Services Agreement for Engineering Services (up to 50% design) for the Liberty Business Park Water and Sewer Infrastructure Upgrade Project on October 21, 2025
- The executed professional services agreement for engineering was submitted to USEPA on 10/24/25
- Contract work and subcontracting for Engineering Services (up to 50% design) are underway

8. Basketball Court by Skate Park

Key Items for Board Review and Consideration at this meeting:

- Conducted site visit with Town DPW Staff to expose the existing retaining wall footings for structural analysis on 10/16/25
- Reviewing conceptual plan, options for plan forward with the Town

Status Update

- Site/topographic survey complete on 5/29/25
- Draft/conceptual plan prepared and reviewed with the Town on 6/12/25
- Based on that meeting, conceptual plan being revised to rotate the new facility 90 degrees to mitigate site development costs
- Revised conceptual plan was provided to the Town on 7/10/25
- Met with Town to review the updated conceptual site plan on 8/21/25, minor updates complete
- Met with Town to review the updated conceptual site plan on 9/18/25
- Met with Town Highway Dept to expose the existing retaining wall footings for structural analysis on 10/16/25
- Reviewing conceptual plan, summary of site visit and recommendations to the Town pending

9. Ferndale Water District Pump/Tank Communication and Mixer

- At the November 3, 2025 meeting, the Town Board authorized Delaware Engineering to prepare bid specifications and supporting documents for the following improvements in the Ferndale Water District:
 - Replace the telephone lease lines and install new radios between the water tank and booster station
 - Installation of a new active mixer within the water tank, including anode rods for corrosion control
- This work is authorized with a not to exceed budget of \$5,000, unless otherwise agreed to by the Town.
- Coordination with Damon is anticipated upon his return in December to confirm the scope.

10. Swan Lake WWTP Recirculation Pump Repair

- At the November 3, 2025 meeting, the Town Board authorized Delaware Engineering to prepare bid specifications and supporting documents to repair the recirculation pumps at the Swan Lake WWTP.
- This work is authorized with a not to exceed budget of \$5,000, unless otherwise agreed to by the Town.
- When Damon returns in December, we will coordinate with Damon to confirm the scope.

11. Attachments

- None

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

- None

Liberty (T) TBM Handout 12-01-25.docx
Enclosures



SULLIVAN COUNTY FIRE ADVISORY BOARD

Appointment Form

This Letter serves to advise

the Sullivan County Legislature that the Town of: <u>LIBERTY</u> nominates	
Name:	<u>DONALD SHERWOOD</u>
Address:	<u>157 BUSHVILLE / SWAN LAKE RD.</u> <u>FERNDALE N.Y. 12734</u>
Home Phone:	<u>845 292 6871</u>
Buss. Phone:	
E-Mail:	<u>dkshrwd52@hotmail</u>
Other:	<u>CELL 914 466 5049</u>

To be our representative to the Sullivan County Fire Advisory Board for the year 2026.

Signed: _____ Supervisor, Town of: _____

Date: _____

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

Fax #: 845-807-0447 Email: Annmarie.martin@sullivanny.gov

Mail: Fire Advisory Board Appointment

Sullivan County Government Center
100 North Street PO Box 5012
Monticello, NY 12701-5012

Attn: AnnMarie



SULLIVAN COUNTY FIRE ADVISORY BOARD

Appointment Form

This letter serves to advise

Name:	_____
Address:	_____
Home Phone:	_____
Business Phone:	_____
E-Mail:	_____
Other:	_____

To be our representative to the Sullivan County Fire Advisory Board for the year 2016.

Signed: _____ Supervisor, Town of _____

Name: _____
Please fax or e-mail form on or before December 31st for Clerk of the Board to the Sullivan County Legislature.

Fax to: 845-807-0447 Email: AnnMarie@sullivanny.gov

Name: _____
Sullivan County Government Center
100 North Street PO Box 5012
Monticello, NY 12701-5012

Ann Marie

Town of Liberty – Regular Town Board Meeting Minutes

Date: October 20, 2025

Time: 6:30 PM

Location: Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

Present: Supervisor Frank DeMayo, Councilmember Dean Farrand, Councilmember John Lennon, Town Clerk Laurie Dutcher, Town Attorney Kenneth Klein, Highway Superintendent Matt DeWitt, Confidential Secretary Nick Rusin and Finance Director Cheryl Gerow.

PLEDGE OF ALLEGIANCE

Call to Order

The regular meeting of the Town Board of the Town of Liberty was called to order by Supervisor DeMayo at 6:30 PM.

APPROVAL OF CORRESPONDENCE

The Town Board accepts the correspondence.

Motion by: Councilmember Dean Farrand

Second by: Councilmember Bruce Davidson

5 Ayes CARRIED

APPROVAL OF MONTHLY REPORTS

The Town Board approves the following monthly reports:

- Town Clerk's Report 9/25
- Revenue & Expense Report 9/25
- Supervisor's Report 9/25

Motion by: Councilmember John Lennon

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

APPROVAL OF AUDIT

The Town Board approves the following audits:

- October 2025 Abstract Claims: #1635–1824 totaling \$1,022,090.03

- September 2025 General Ledger Abstract Claims: #296–324 totaling \$317,464.83
- September 2025 Post Audit Claims: #1599–1634 totaling \$152,191.20

Motion by: Councilmember Bruce Davidson

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

LIBERTY ROTARY DONATION – LITTLE FREE LIBRARY

The Town Board does hereby accept the Liberty Rotary Club’s donation of the “Little Free Library” at Hanofee Park.

Motion by: Councilmember Vincent McPhillips

Second by: Supervisor Frank DeMayo

5 Ayes CARRIED

COMPREHENSIVE PLAN REVIEW – PETER MANNING AGREEMENT

The Town Board does hereby enter into an agreement with Peter Manning to initiate the Comprehensive Plan Review, jointly funded (\$10,000 Town/\$10,000 Village).

Motion by: Councilmember Dean Farrand

Second by: Supervisor Frank DeMayo

5 Ayes CARRIED

MUTUAL SERVICES AGREEMENT – LIBERTY CENTRAL SCHOOL DISTRICT

To authorize the Supervisor to execute the Mutual Services Agreement with Liberty Central School District for shared assistance during emergencies.

Motion by: Councilmember John Lennon

Second by: Councilmember Bruce Davidson

5 Ayes CARRIED

COMMUNITY SOLAR PROPOSAL

Discussion: The Board discussed the **Solar Simplified** proposal for a community solar program. Concerns were raised about exclusivity, logo use, and public perception of endorsements.

The Town Board agreed **not** to pursue the Community Solar Proposal.

Motion by: Supervisor Frank DeMayo
Second by: Councilmember Bruce Davidson
5 Ayes CARRIED

ECONOMIC DEVELOPMENT INFRASTRUCTURE CAPACITY STUDY

ADOPTION OF THE ECONOMIC DEVELOPMENT INFRASTRUCTURE CAPACITY PLANNING STUDY (AUGUST 2025)

WHEREAS, Delaware Engineering has prepared the Town and Village Joint Economic Development Infrastructure Capacity Planning Study, revised August 2025; and

WHEREAS, the Town Board finds that adoption of the study will support future funding applications and infrastructure planning.

RESOLVED, the Town Board hereby adopts the Economic Development Infrastructure Capacity Planning Study, revised August 2025, as a guiding document for planning and grant pursuits.

Motion: Supervisor Frank DeMayo
Seconded: Councilmember Dean Farrand
NO: Councilmember Vincent McPhillips
4 AYES Carried

Motion by: Councilmember John Lennon
Second by: Councilmember Dean Farrand
4 Ayes CARRIED

DEC GRANT REIMBURSEMENT – GROWING SOULS

The Town Board authorizes payment of Voucher #3 in the amount of \$34,774 to Growing Souls, to be held pending reimbursement from the DEC Grant.

Motion by: Councilmember Vincent McPhillips
Second by: Councilmember John Lennon
5 Ayes CARRIED

BID OPENINGS SET

- **Janitorial Services:** Set for **November 6, 2025, at 11:00 AM** at the Town Clerk's Office
- **Armed Security Services (Court):** Set for **November 6, 2025, at 11:00 AM** at the Town Clerk's Office

Motion by: Councilmember Bruce Davidson
Second by: Councilmember Dean Farrand
5 Ayes CARRIED

APPROVAL OF MINUTES

The Town Board approves the October 6, 2025 Regular Monthly Meeting Minutes as submitted by the Town Clerk.

Motion by: Councilmember Bruce Davidson
Second by: Councilmember John Lennon
5 Ayes CARRIED

ENGINEERING SERVICES AGREEMENT – LIBERTY BUSINESS PARK

The Town Board does hereby approve professional services for engineering up to 50% of the design for the Liberty Business Park Water & Sewer Infrastructure Upgrade Project.

Motion by: Councilmember Dean Farrand
Second by: Supervisor Frank DeMayo
5 Ayes CARRIED

WALNUT MOUNTAIN INTERPRETIVE SIGNS

The Town Board does hereby accept the low bid from Fine Hand Signs for the Walnut Mountain Interpretive Trail Signage Project in the amount of \$10,300, funded through a partnership grant.

Motion by: Supervisor Frank DeMayo
Second by: Councilmember Bruce Davidson
5 Ayes CARRIED

HIGHWAY SURPLUS EQUIPMENT

The Town Board authorizes the Highway Superintendent to send approved (10/6/25) surplus equipment to auction:

- Blaw Know Paver
- 2005 Sterling
- 2014 Dodge Ram
- 2005 Ford F350
- 2008 Ford E350 Van
- Countyline 5ft. Brush Hog
- 8 Ft. Fisher Plow

- Tandem rear end cutoff
- Single axle rear end
- 8ft Western Plow
- Giant Vac leaf sucker

Motion by: Councilmember Vincent McPhillips

Second by: Councilmember Bruce Davidson

5 Ayes CARRIED

WATER & SEWER DEPARTMENT VEHICLE PURCHASE

Discussion: Proposal to purchase two new utility trucks totaling \$151,617.16. After discussion, the Board agreed to authorize only one vehicle purchase.

The Town Board directs Town Attorney Ken Klein to draft a capital reserve fund resolution for (1) 2026 Dodge Ram 3500 Utility Truck at a cost of \$75,808.58 to replace the 2015 truck.

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

PUBLIC PARTICIPATION

MANNY STEINBERG

Mr. Steinberg advised that he had reviewed the agenda for the previous meeting, which he did not attend, and noticed there was a question about the planning board. He stated that he understood that not all board members were present, so he wanted to clarify the issue. Speaking for himself, he is up to date with his training and has met all the requirements. He advised that he could not speak for other members, but regarding the meeting, he was the only one who voted against sending the project to an engineer. He explained his reasoning: they typically involve an engineer reviewing a site plan. In this case, however, the request was to send the project for a structural review, which Rich stated he already handles. Therefore, he did not see the need for additional engineering review.

Paying for an engineer to review something already handled by code enforcement seems redundant. This was discussed during the meeting. He also questioned the legality of the votes at the time. Although the council initially advised that the votes were legal, they later realized this was not the case. He suggested that he fully supports ensuring that everyone involved is qualified for their responsibilities—not just board members, but also all support staff and anyone else responsible for carrying out their duties. He just wanted to clarify his position.

ARI HALPERN

Mr. Halpern raised concerns regarding scheduling meetings on Jewish holidays.

BOARD DISCUSSION

COUNCILMEMBER VINCENT MCPHILLIPS

- Advised that he had something for Executive Session

COUNCILMEMBER JOHN LENNON

- Nothing to report

SUPERVISOR FRANK DEMAYO

- Liberty Rising meeting Monday at 6:30 p.m.
- Comprehensive Plan will be commencing soon.
- Applying for New York Forward Grant due November 7th

COUNCILMEMBER DEAN FARRAND

- Nothing to report

COUNCILMEMBER BRUCE DAVIDSON

- Nothing to report
-

EXECUTIVE SESSION

The Board entered Executive Session at 7:01 p.m. to discuss contractual and personnel issues.

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

OUT OF EXECUTIVE SESSION

The Board emerged from Executive Session at 8:06 p.m.

Motion by: Councilmember Dean Farrand

Second by: Councilmember Bruce Davidson

5 Ayes CARRIED

ACCEPT RESIGNATION OF FELIX COLON

The Town Board accepts the resignation of Felix Colon from Park & Recreation, effective October 31, 2025.

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:07 p.m.

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

5 Ayes CARRIED

Respectfully Submitted,

Laurie Dutcher

Town Clerk – Town of Liberty

Town of Liberty – 2026 Budget Hearings

Date: November 6, 2025

Time: 6:30 PM

Location: Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

Present: Councilmember Dean Farrand, Councilmember John Lennon, Councilmember Bruce Davidson, Town Clerk Laurie Dutcher, Confidential Secretary Nick Rusin, and Finance Director Cheryl Gerow.

Absent: Supervisor Frank DeMayo and Councilmember Vincent McPhillips

PLEDGE OF ALLEGIANCE

CALL TO ORDER

The regular meeting of the Town Board of the Town of Liberty was called to order by Councilmember Dean Farrand at 6:30 p.m.

LOOMIS SEWER DISTRICT

At a Public Hearing of the Town Board of the Town of Liberty held on 11/6/25 at 6:30 p.m. at the Senior Center, 119 North Main Street, Liberty, New York, to hear oral and written comments from concerned citizens on the 2026 Town of Liberty Preliminary Budget of the Loomis Sewer District.

On a motion by Councilmember John Lennon and seconded by Councilmember Bruce Davidson, the Public Hearing was called to order at 6:30 p.m.

No one wished to be heard, and no written comments were received.

Public Hearing closed 6:34 p.m.

Motion: Councilmember Bruce Davidson

Second: Councilmember John Lennon

3 AYES Carried

YOUNGS HILL SEWER DISTRICT

At a Public Hearing of the Town Board of the Town of Liberty held on 11/6/25 at 6:35 p.m. at the Senior Center, 119 North Main Street, Liberty, New York, to hear oral and written

comments from concerned citizens on the 2026 Town of Liberty Preliminary Budget of the Young's Hill Sewer District.

On a motion by Councilmember John Lennon and seconded by Councilmember Bruce Davidson the Public Hearing was called to order at 6:35 p.m.

No one wished to be heard, and no written comments were received.

Public Hearing closed 6:39 p.m.

Motion: Councilmember Bruce Davidson
Second: Councilmember John Lennon
3 AYES Carried

INFIRMARY ROAD SEWER DISTRICT

At a Public Hearing of the Town Board of the Town of Liberty held on 11/6/25 at 6:40 p.m. at the Senior Center, 119 North Main Street, Liberty, New York, to hear oral and written comments from concerned citizens on the 2026 Town of Liberty Preliminary Budget of the Infirmary Road Sewer District.

On a motion by Councilmember John Lennon and seconded by Councilmember Bruce Davidson the Public Hearing was called to order at 6:40 p.m.

No one wished to be heard and no written comments were received.

Public Hearing closed 6:44 p.m.

Motion: Councilmember John Lennon
Second: Councilmember Bruce Davidson
3 AYES Carried

SWAN LAKE-BRISCOE ROAD CONSOLIDATED SEWER DISTRICT

At a Public Hearing of the Town Board of the Town of Liberty held on 11/6/25 at 6:45 p.m. at the Senior Center, 119 North Main Street, Liberty, New York, to hear oral and written comments from concerned citizens on the 2026 Town of Liberty Preliminary Budget of the Swan Lake-Briscoe Road Consolidated Sewer District.

On a motion by Councilmember John Lennon and seconded by Councilmember Bruce Davidson, the Public Hearing was called to order at 6:45 p.m.

No one wished to be heard, and no written comments were received.

Public Hearing closed 6:49 p.m.

Motion: Councilmember Bruce Davidson
Second: Councilmember John Lennon
3 AYES Carried

TOWN OF LIBERTY PRELIMINARY BUDGET

At a Public Hearing of the Town Board of the Town of Liberty held on 11/6/25 at 6:50 p.m. at the Senior Center, 119 North Main Street, Liberty, New York, to hear oral and written comments from concerned citizens on the 2026 Town of Liberty Preliminary Budget.

On a motion by Councilperson John Lennon and seconded by Councilmember Bruce Davidson, the Public Hearing was called to order at 6:50 p.m.

No one wished to be heard, and no written comments were received.

Public Hearing closed 6:59 p.m.

Motion: Councilmember Bruce Davidson
Second: Councilmember John Lennon
3 AYES Carried

ADOPTION OF THE 2026 PRELIMINARY BUDGET

The Town Board adopted the 2026 Preliminary Budget as presented.

Motion: Councilmember Bruce Davidson
Second: Councilmember John Lennon
3 AYES Carried

BID SPECS-SPLIT UNITS IN TOWN HALL

The Town Board agreed to obtain bid specifications for installing split units at Town Hall.

Motion: Councilmember Dean Farrand
Second: Councilmember Bruce Davidson
3 AYES Carried

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:07 p.m.

Motion by: Councilmember Dean Farrand
Second by: Councilmember Bruce Davidson
3 Ayes Carried

Respectfully Submitted,
Laurie Dutcher
Town Clerk – Town of Liberty

TOWN OF LIBERTY – TOWN BOARD MEETING MINUTES

Date: November 17, 2025

Time: 6:30 PM

Location: Senior Citizens Center, 120 North Main Street, Liberty, NY 12754

Present: Supervisor Frank DeMayo, Councilmember Dean Farrand, Councilmember John Lennon, Town Clerk Laurie Dutcher, Highway Superintendent Matt DeWitt, Finance Director Cheryl Gerow.

Absent: Councilmember Vincent McPhillips, Councilmember Bruce Davidson

PLEDGE OF ALLEGIANCE

CALL TO ORDER

The meeting was called to order by Supervisor DeMayo at 6:30 p.m., followed by the Pledge of Allegiance.

APPROVAL OF CORRESPONDENCE

The Town Board accepts the correspondence.

Motion by: Councilmember Dean Farrand

Second by: Councilmember John Lennon

3 Ayes CARRIED

APPROVAL OF MONTHLY REPORTS

The Town Board approves the following monthly reports for October 2025:

Town Clerk's Report 10/25

Revenue & Expense Report 10/25

Supervisor's Report 10/25

Motion by: Councilmember John Lennon

Second by: Councilmember Dean Farrand

3 Ayes CARRIED

APPROVAL OF AUDIT

The Town Board approves the following audits:

October 2025 Abstract Claims: #1856–1979 totaling \$966,729.90

September 2025 General Ledger Abstract Claims: #325–350 totaling \$322,339.02

September 2025 Post Audit Claims: #1825–1855 totaling \$318,871.44

Motion by: Councilmember Dean Farrand
Second by: Supervisor Frank DeMayo
3 Ayes CARRIED

WELL PUMP INVOICE – PARK & REC

The Town Board approves payment of the P&R invoice in the amount of \$25,638.69 and enacts the 30-day clause.

Motion by: Councilmember Dean Farrand
Second by: Supervisor Frank DeMayo
3 Ayes CARRIED

APPROVAL OF MINUTES

The Town Board approves the following minutes as submitted by the Town Clerk:

- 10/6/25 Work Session
- 10/8/25 Budget Work Session #1
- 10/9/25 Budget Work Session #2
- 10/14/25 Budget Work Session #3
- 10/21/25 Budget Work Session #4
- 10/22/25 Budget Work Session #5
- 11/3/25 Department Head Work Session
- 11/6/25 Armed Security Bid Opening
- 11/6/25 Janitorial Services Bid Opening

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

BLAW KNOX PAVER – 2002

Motion authorizing the Highway Department to send the 2002 Knox paver out to bid.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

HIRE-ROBIN QUICK AS ACTING ASSESSOR-TABLED

HIRE – ALANA MCGINNESS

Motion to hire Alana McGinness as part-time Clerk for Water and Sewer at \$24.06/hour pending pre-employment testing.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

TITLE CHANGE – TAMMY WILSON

Motion to change the title of Tammy Wilson to Department Head.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

EMERGENCY EXPENDITURE – BOILER TANK

Motion to approve an emergency expenditure of \$9,475 to replace the Town Hall boiler room tank.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

PEST CONTROL BID OPENING

Motion to set the bid opening for Pest Control Services for December 4, 2025 at 11:00 a.m. at the Town Clerk’s Office.

Motion by: Supervisor Frank DeMayo
Second by: Councilmember Dean Farrand
3 Ayes CARRIED

DAVIS VISION CONTRACT RENEWAL

Motion to approve the contract renewal for Davis Vision at no increase.

Motion by: Supervisor Frank DeMayo
Second by: Councilmember John Lennon
3 Ayes CARRIED

UTILITY TRUCK PURCHASE – DODGE RAM 3500

At a regular meeting of the Town Board of the Town of Liberty, Sullivan County, New York, held at the Town of Liberty Senior Citizen’s Center, 119 North Main Street, Liberty, New York, in said Town, on the 17th day of November, 2025 at 6:30 p.m. prevailing time.

The meeting was called to order by Supervisor DeMayo and upon roll being called, the following were:

PRESENT: Supervisor Frank DeMayo

Councilmember Dean Farrand

Councilmember John Lennon

ABSENT: Councilmember Vincent McPhillips

Councilmember Bruce Davidson

The following resolution was introduced by Councilmember Dean Farrand, who moved its adoption, and seconded by Councilmember John Lennon, to wit:

A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW 2026 DODGE RAM 3500 UTILITY TRUCK FOR USE BY THE TOWN OF LIBERTY WATER AND SEWER DEPARTMENT, AT MAXIMUM ESTIMATED COST OF \$76,000.00, AND PAYMENT THEREFOR BY THE EXPENDITURE OF THE SUM OF \$76,000.00 FROM THE TOWN OF LIBERTY WATER AND SEWER MAJOR EQUIPMENT CAPITAL RESERVE FUND.

BE IT RESOLVED, by the Town Board of the Town of Liberty, Sullivan County, New York, as follows:

Section 1. The purchase of a new 2026 Dodge Ram 3500 Utility Truck at a maximum estimated cost of \$76,000.00, and the expenditure of the sum of \$76,000.00 from the Town of Liberty Water and Sewer Major Equipment Capital

Reserve Fund to pay such maximum estimated cost is hereby authorized and approved.

Section 2. The action authorized has been determined to constitute a Type II Action as defined in 6 NYCRR §617.5(c)(31) of the regulations promulgated pursuant to the State Environmental Quality Review Act, for which environmental review is not required.

Section 3. The plan for financing of such maximum estimated cost of \$76,000.00 is by the appropriation and expenditure of the sum of \$76,000.00 from the Town of Liberty Water and Sewer Major Equipment Capital Reserve Fund.

Section 4. Within ten (10) days after the adoption of this resolution, the Town Clerk shall post on the Town sign board and publish in the Sullivan County Democrat, the official newspaper of the Town, a notice in conformance with the requirements of Section 90 of the Town Law of the State of New York.

Section 5. This resolution is adopted subject to permissive referendum.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

Supervisor Frank DeMayo voting AYE

Councilperson Dean Farrand voting AYE

Councilperson Vincent McPhillips voting ABSENT

Councilperson John Lennon voting AYE

Councilperson Bruce Davidson voting ABSENT

The resolution was thereupon declared duly adopted.

HIGHWAY SURPLUS EQUIPMENT BIDS

Motion to accept the Highway Department surplus equipment bids, a few items not meeting reserve, offered to the high bidder at the reserve price.

Motion by: Councilmember John Lennon
Second by: Councilmember Dean Farrand
3 Ayes CARRIED

JANITORIAL SERVICES BID

Motion to award the Janitorial Services bid to Integrated Maintenance Solution.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

ARMED SECURITY SERVICES BID

Motion to award the Armed Security Services bid to Atlas Security Services, Inc.

Motion by: Councilmember John Lennon
Second by: Supervisor Frank DeMayo
3 Ayes CARRIED

PUBLIC PARTICIPATION

INDIAN LAKE SEWER PLAN

Supervisor DeMayo advised the board that, in coordination with Delaware Engineering and the Water and Sewer Department, the board has not reached a final decision or documented approval on the plan. Despite the contractor's claims that everything is ready, the necessary procedures and documentation have not been completed. The contractor was instructed to follow the board's established procedures before moving forward. Additionally, there is no evidence of an approved permit for the project, nor confirmation that the homeowners association has given its approval—both of which are required before any work can commence.

The board emphasized the importance of ensuring all approvals are in place prior to authorizing the project.

JACK BODOLOSKY & JEAN DERMER

This discussion revolves around a proposal to honor local veterans and beautify the Town of Liberty by installing commemorative flags on street poles along Main Street, particularly between Route 17 and the traffic circles. The initiative aims to both celebrate veterans and enhance the visual appeal for those entering the town.

Key Points:

- The banners would recognize local veterans and potentially first responders if there aren't enough veterans or supporting businesses to reach the minimum order of 35 flags needed to fill all available poles.
- The project takes inspiration from similar programs in neighboring towns, where families or businesses sponsor flags to honor individuals.
- Existing flags and signs in Liberty are described as faded and tattered, which underscores the need for this fresh approach.
- There are logistical considerations: prior permission was granted to hang banners on these poles, but the new, larger flags might require additional approvals, especially since they would be double-sided and mounted higher.
- The poles targeted for the project are set back from the road, reducing risk of damage from vehicles—a problem encountered with previous installations.
- The group acknowledges the need for outside assistance (from companies like Ross Electric or American Electric) to physically hang the banners, and they want to ensure the project does not burden local government resources.

The overall intent is to create a more welcoming, patriotic entrance to Liberty, reinforce the town's identity, and appropriately honor those who have served the community and the country.

Cora Edwards

I would also like to take this opportunity to thank the highway department for the outstanding condition of our roads. I have never seen so many roads so beautifully paved at this time of year. Your hard work is truly preparing us for the upcoming winter.

To the Liberty Town Board:

In the past, I have entered into the public record the legitimate concerns I have about the lack of following established procedures of the Liberty Planning Board.

I'm raising those concerns again tonight in light of the decision to make the Liberty Planning Board the Lead Agency for SEQRA for a development on Devany Road in Swan Lake.

It has been my eye-witness experience that the manner in which the Planning Board completes an Environmental Assessment Form (EAF) is superficial and cursory, especially when it comes to traffic studies, access to fire trucks, parking capacity, suitable infrastructure permits for water, sewer and electricity.

The wording of the SEQRA review requires that a "hard look" is taken seriously, not just ticking a bunch of boxes on a form and determining that there is "no negative impact" on those areas in question.

So by the time land speculators clear-cut properties without proper permits, such as SWWP for storm water runoff or sufficient off-road parking, to name just two negative impacts, it is too late to undo, and the negative impacts are there for all to see.

This sends a message to all residents that Liberty has a policy of "No permits, no problem," to quote a long-term Swan Lake resident.

What message does that send to all the hard-working taxpayers of Liberty who try to follow the rules and have to wait in line to get permits while seeing land speculators just breeze past?

Without proper certification and specific training in how a SEQRA should be followed, the Liberty Planning Board should absolutely NOT be lead agency for any project that comes before it, let alone give conditional approval when conditions are not even followed, as has been the case with projects with the cemetery on Shore Road, and previous projects with violations at Horseshoe Lake and Devany Road.

This is the time to put in place the guard rails - not after the fact, when it is too late.

Respectfully,
Cora Edwards
Swan Lake, NY 12783

BOARD DISCUSSION

Councilmember John Lennon

Had a couple of glitches with the heat. Now looking forward to moving onto better things.

Councilmember Dean Farrand

Had a couple of things for the Executive Session.

Supervisor Frank DeMayo

- Congratulations were given to Sherri, Bruce, Troy, and Brian for their election wins related to the town.
- Joanne and Care were recognized for earning the Resorts World Workplace Excellence Award for their work at a care facility, presented during the annual Chamber Awards dinner.
- The board received information about “Wheel the World,” an organization dedicated to enhancing accessibility for people with disabilities. The group reviewed Creekside Park and found its future plans in line with accessibility standards. This partnership is being included in the application for the New York Forward grant for the village.
- The Town is again applying for a \$4.5 million New York Forward grant through Empire State Development, marking the third year of such efforts. The town has engaged in significant lobbying since Sullivan County has not yet received this grant.
- The Boy Scouts set up a food collection bin in the town hall lobby to support local food organizations facing high demand. Residents are encouraged to contribute.

EXECUTIVE SESSION

Motion to enter Executive Session at 7:01 p.m. to discuss personnel matters in the Assessment Office.

Motion by: Supervisor Frank DeMayo

Second by: Councilmember Dean Farrand

3 Ayes CARRIED

OUT OF EXECUTIVE SESSION

The board came out of Executive Session at 7:47 p.m.

Motion by: Councilmember Dean Farrand

Second by: Councilmember John Lennon

3 Ayes CARRIED

ASSESSOR CLERK-PERSONAL DAYS

Motion to allow Donna Wainman to carry over six (6) personal days from 2025 to 2026.

Motion by: Councilmember Dean Farrand
Second by: Councilmember John Lennon
3 Ayes CARRIED

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:49 p.m.

Motion by: Supervisor Frank DeMayo
Second by: Councilmember John Lennon
3 Ayes CARRIED

Respectfully Submitted,

Laurie Dutcher
Town Clerk – Town of Liberty



TOWN OF LIBERTY

A Great Place to Work, Live and Play

The terms and conditions of this Request for Proposal will be incorporated into the resulting

Chemical Name	Location	Cost per Gallon	Cost per Drum	Cost per Bag
Sodium Hypochlorite (liquid chlorine)	Stevensville Water	\$4.85/Gallon	XXXXXXXXXXXXXX	XXXXXXXXXX
Sodium Hydroxide (Caustic Soda)	Stevensville Water	XXXXXXXXXXXXXX	\$3.99/Gallon Plus \$65.00 Drum Deposit	XXXXXXXXXX
Sodium Hypochlorite (liquid chlorine)	Sherwood Well	\$4.85/Gallon	XXXXXXXXXXXXXX	XXXXXXXXXX
Sodium Hydroxide (Caustic Soda)	Sherwood Well	XXXXXXXXXXXXXX	\$3.99/Gallon Plus \$65.00 Drum Deposit	XXXXXXXXXX
Orthophosphate Carus 8600 blend	Sherwood Well	XXXXXXXXXXXXXX	342# Drum \$1.62/#	XXXXXXXXXX
Sodium Hypochlorite (liquid chlorine)	White Sulphur Springs Water	\$5.25/Gallon	XXXXXXXXXXXXXX	XXXXXXXXXX
Orthophosphate Carus 8600 blend	White Sulphur Springs Water	XXXXXXXXXXXXXX	342# Drum \$1.62/#	XXXXXXXXXX
Orthophosphate Carus 4200 blend	Stevensville Water	XXXXXXXXXXXXXX	378# Drum \$1.77/#	XXXXXXXXXX
Sodium Aluminate	Swan Lake Sewer	XXXXXXXXXXXXXX	\$14.25/Gallon Plus \$65.00 Drum Deposit	XXXXXXXXXX
Industrial Grade Sodium Bicarbonate	Loomis Sewer	XXXXXXXXXX	N/A	\$34.00/Bag
Sodium Hypochlorite (liquid chlorine)	Hanofee Park Pool	\$4.85/Gallon	XXXXXXXXXXXXXX	XXXXXXXXXX

agreement. Please have an authorized representative of your organization sign and date your proposal below as acceptance of these terms and conditions. Unsigned bids will not be considered for final award:



Representative Signature
Derek Davis

Print Name
(315) 493-0430

Telephone Number
November 14, 2025

Date

Slack Chemical Company, Inc.

Company Name
General Manager

Title
slack@slackchem.com

E-mail address

Our Mission Statement

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



TOWN OF LIBERTY
NEW YORK

A Great Place to Work, Live and Play

TOWN OF LIBERTY

NON-COLLUSION BID/PROPOSAL CERTIFICATE

The following statement is hereby made by the undersigned to accompany the sealed bid by the undersigned.

The undersigned hereby certifies:

1. That the bid which is accompanied by this statement has been arrived at without collusion with any seller of the same materials, and
2. That the contents of the bid have not been communicated by the bidder or one of its agents to any persons outside of the company.

Date: November 14, 2025

Name of Company: Slack Chemical Company, Inc.

Address: PO Box 30, 465 South Clinton St. Carthage NY 13619

By:  Derek Davis

Title: General Manager

Our Mission Statement

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