



TOWN OF LIBERTY
NEW YORK
A GREAT PLACE TO WORK, LIVE AND PLAY

MONTHLY WORKSESSION MEETING

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

DATE MARCH 2, 2026

TIME: 10:00 A.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

SHERRI KAVLESKI, COUNCILMEMBER

BRUCE DAVIDSON, COUNCILMEMBER

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD REPORTS

OpenGov:

- Budget worksheets
- Workflow training

Leadership training:

KPI's vs metrics

Delaware Engineering and Water and Sewer

- Loomis Clarifier Repairs
- Swan Lake WWTP Recirculation Pump Repairs
- Swan Lake WWTP NOV
- Liberty Business Park SEQR Lead Agency Resolution

Round table discussion and collaboration.

ADJOURN

MISSION STATEMENT

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



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TOWN OF LIBERTY JUSTICE COURT

	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026
V&T APPEARANCES	145	130	65	145	130	205
CRIMINAL APPEARANCES	367	291	198	235	398	315
ORDINANCE APPEARANCES	39	34	27	15	4	19
CIVIL APPEARANCES	21	13	11	18	24	17
TOTAL FINES COLLECTED	\$62,101.00	\$56,377.02	\$34,531.00	\$35,178.00	\$41,577.50	Not Available
TOTAL FINES TO TOWN	\$36,009.00	\$26,362.50	\$17,874.00	\$14,794.00	\$20,126.50	Not Available
TOTAL FINES TO VILLAGE	\$700.00	\$425.00	\$25.00	\$310.00	\$507.50	Not Available

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TOWN OF LIBERTY
N E W Y O R K

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Cheryl Gerow, Director of Finance
120 North Main Street
Liberty NY 12754

c.gerow@townofliberty.org

(845) 2925772 (p)
(845) 2921310 (f)

DATE: February 28, 2026

TO: Supervisor DeMayo and Town Board Members

FROM: Cheryl Gerow

RE: February Monthly Report

1. Started 2025 Fixed Assets Inventory Report
2. Submitted renewal application for the General Liability Insurance to Marshall and Sterling
3. Started 2025 Annual Financial Report to be filed with the State
4. Filed five (5) claims with New York State for "Unclaimed Funds" that appear to be due to the Town.
5. Completed annual audit with Cooper Arias LLP, had exit interview and discussed findings and resolutions to those findings regarding the 2025 Financial Audit
6. Provided information for FOIL request
7. Submitted additional information for Unemployment Claim. The Town was found in favor of the disputed claim.
8. Continued working on OpenGov "Stories" and submitted various tickets for help with issues. Had meeting with OpenGov to discuss issues. They are working on resolving the issues.
9. Met with the Employee Relations Committee
10. Submitted Closeout Report to the US Treasury regarding the COVID relief funding
11. Submitted Insurance Claim for damage to hydrant in the WSS Water District
12. All other daily duties and responsibilities

Our Mission Statement

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municipal service that promotes the highest standard of life for our community.*

Town of Liberty Parks and Recreation Department
Department Head Report

The Parks and Recreation Department is beginning to transition into our busiest season of the year. Preparations are underway across multiple program areas to ensure a smooth and successful spring and summer.

Registration & Facility Rentals

Resident registration for Summer Day Camp, pavilion rentals, and large-group facility reservations will open on **March 3rd**. Non-resident registration will open on **April 1st**. Staff are preparing systems, materials, and scheduling to accommodate anticipated demand.

Grants & Funding Initiatives

Department staff recently attended a grant workshop focused on expanding municipal funding opportunities. Based on recommendations from the workshop, it is suggested that the Town consider budgeting for a **full-time grant writer** in the future. The Department has already begun the process of applying for several grants that would enhance programs, facilities, and services.

Capital Planning

Work is currently underway on the Department's **Five-Year Capital Plan**, which will outline long-term infrastructure needs, equipment replacements, and strategic improvements. Staff are coordinating closely with the Finance Department throughout this process.

Concession Operations

The Department is collaborating with the Finance Department to issue bids for the **summer concession stand** as part of the transition to private outsourcing. This change is intended to improve operational efficiency and service quality.

Seasonal Staffing

Seasonal employment applications are now being accepted, and the hiring process has begun for summer positions, including Day Camp and pool staff.

Youth Basketball Program

The Youth Basketball Program is progressing well. Participation numbers are slightly lower than last year, and staff will evaluate strategies to increase enrollment for the next season.

Upcoming Event — Easter Egg Hunt

The Department's next major event will be the annual Easter Egg Hunt on **March 21st** at the Liberty Elementary School field. Planning and coordination are currently underway to ensure an enjoyable community event.

Day Camp & Pool Operations

Staff are actively working on required permits for both Day Camp and the municipal pool. Additionally, the Department will proceed with ordering the new diving board that received prior approval last year to ensure installation before the summer season.

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
A1255	Marriage License	Marriage License Fee	3	52.50
	TOWN CLERK	EZ Pass	4	100.00
		Marriage Certificate	3	30.00
		Sub-Total:		\$182.50
A1670.4	Building Fees	Certified Mailings	4	563.76
		Sub-Total:		\$563.76
A2544	Dog Licensing	Female, Spayed	2	18.00
		Female, Unspayed	1	12.50
		Male, Neutered	2	18.00
		Male, Unneutered	2	25.00
	SENIOR	SENIOR	2	-10.00
		Sub-Total:		\$63.50
B2110	Building Fees	Variance	1	300.00
		Sub-Total:		\$300.00
B2770	Building Fees	Building Permit	14	23,151.35
		Municipal Search	8	800.00
		Sub-Total:		\$23,951.35
		Total Local Shares Remitted:		\$25,061.11
Amount paid to:	Ny State Dept. Of Health			67.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			13.00
Total State, County & Local Revenues:	\$25,141.61	Total Non-Local Revenues:		\$80.50

To the Supervisor:

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

_____	_____	_____	_____
Supervisor	Date	Town Clerk	Date