

TOWN BOARD MONTHLY WORKSESSION AGENDA

PLACE: Senior Citizen Center, 119 North Main Street, Liberty, NY 12754

DATE: August 3, 2026

TIME: 10:00 P.M.

FRANK DEMAYO, SUPERVISOR
DEAN FARRAND, COUNCILMEMBER
VINCENT MCPHILLIPS, COUNCILMEMBER

LAURIE DUTCHER, TOWN CLERK
SHERRI KAVLESKI, COUNCILMEMBER
BRUCE DAVIDSON, COUNCILMEMBER

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD REPORTS

NEW BUSINESS

DISCUSSION

OpenGov software

- Budget workshop
- Line-item breakdown

NYS safety compliance

- Incident logs
- Incident reporting

Round table discussion

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OUR MISSION STATEMENT

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



TOWN OF LIBERTY

N E W Y O R K

A Great Place to Work, Live and Play

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

c.gerow@townofliberty.org

(845) 2925772 (p)

(845) 2921310 (f)

DATE: June 30, 2026

TO: Supervisor DeMayo and Town Board Members

FROM: Cheryl Gerow

RE: June Monthly Report

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

1. Interviewed and sent offer letters to three candidates for temporary laborer and one offer letter to clerk in the Assessor's Office. Two laborers and the clerk accepted the job offer.
2. Scheduled additional interviews for temporary laborer
3. Re-advertised Code Enforcement Officer and Building Inspector on the NYS Department of Labor website, NYS Building Officials and Indeed. Sent interview request to two candidates and scheduled one interview for Code Enforcement Officer/Building Inspector
4. Re-advertised part-time Real Property Data Collector on NYS Department of Labor, NYS Assessors Association and Indeed
5. Processed 44 seasonal employees
6. Processed onboarding documents and trainings for appointed positions (not all have completed)
7. Began preparation for 2027 budget
8. Did onboard training with three new employees
9. Closed out the month, 2nd quarter of 2026 and reported to all appropriate agencies
10. All other daily duties and responsibilities

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

DATE: July 31, 2026

TO: Supervisor DeMayo and Town Board Members

FROM: Cheryl Gerow

RE: July Monthly Report

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

1. Interviewed for temporary laborer
2. Began preparation for 2027 budget
3. Did onboard training with two new employees
4. Submitted Standard Workday and Reporting Resolution for Appoint Officials to the Retirement System
5. Had onboarding meeting with Fisch Solutions
6. Researched footwear for the Water and Sewer Department
7. Notified Delaware River Solar of payment due for Decommissioning Agreement for Kelly Bridge Road
8. Drafted RFP for HVAC/Mini Split Units
9. Sent out RFP/Bid requests for Joint Fuel Bid
10. All other daily duties and responsibilities

Our Mission Statement

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Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Marriage License	Marriage License Fee	5	87.50	
	TOWN CLERK	EZ Pass	10	250.00	
		Marriage Certificate	3	30.00	
		Misc	4	8.00	
		Notary Fees	46	92.00	
			Sub-Total:	\$467.50	
A1670.4	Building Fees	Certified Mailings	2	156.60	
		Legal Notice Publication	2	92.32	
			Sub-Total:	\$248.92	
A2544	Dog Licensing	Female, Spayed	8	72.00	
		Female, Unspayed	1	12.50	
		Male, Neutered	5	45.00	
		Purebred Licenses	1	100.00	
	SENIOR	SENIOR	4	-20.00	
			Sub-Total:	\$209.50	
A2545	Dog	Redeemed Dog	1	75.00	
			Sub-Total:	\$75.00	
B2115	Building Fees	Special Mtg. - Planning Board	1	100.00	
			Sub-Total:	\$100.00	
B2770	Building Fees	Building Permit	18	17,450.60	
		Commercial Establishment Inspections	3	1,040.00	
		Municipal Search	35	3,500.00	
			Sub-Total:	\$21,990.60	
B3620.48	Building Fees	Photo Copies	2	10.00	
			Sub-Total:	\$10.00	
			Total Local Shares Remitted:	\$23,101.52	
Amount paid to: Ny State Dept. Of Health				112.50	
Amount paid to: NYS Ag. & Markets for spay/neuter program				115.00	
Total State, County & Local Revenues:		\$23,329.02	Total Non-Local Revenues:		\$227.50

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

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Marriage License	Marriage License Fee	5	87.50	
	TOWN CLERK	EZ Pass	10	250.00	
		Marriage Certificate	3	30.00	
		Misc	4	8.00	
		Notary Fees	46	92.00	
			Sub-Total:	\$467.50	
A1670.4	Building Fees	Certified Mailings	2	156.60	
		Legal Notice Publication	2	92.32	
			Sub-Total:	\$248.92	
A2544	Dog Licensing	Female, Spayed	8	72.00	
		Female, Unspayed	1	12.50	
		Male, Neutered	5	45.00	
		Purebred Licenses	1	100.00	
	SENIOR	SENIOR	4	-20.00	
			Sub-Total:	\$209.50	
A2545	Dog	Redeemed Dog	1	75.00	
			Sub-Total:	\$75.00	
B2115	Building Fees	Special Mtg. - Planning Board	1	100.00	
			Sub-Total:	\$100.00	
B2770	Building Fees	Building Permit	18	17,450.60	
		Commercial Establishment Inspections	3	1,040.00	
		Municipal Search	35	3,500.00	
			Sub-Total:	\$21,990.60	
B3620.48	Building Fees	Photo Copies	2	10.00	
			Sub-Total:	\$10.00	
Total Local Shares Remitted:				\$23,101.52	
Amount paid to: Ny State Dept. Of Health				112.50	
Amount paid to: NYS Ag. & Markets for spay/neuter program				115.00	
Total State, County & Local Revenues:		\$23,329.02	Total Non-Local Revenues:		\$227.50

To the Supervisor:

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Supervisor

Date

Town Clerk

Date

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	4	5.52
	Marriage License	Marriage License Fee	5	87.50
	TOWN CLERK	EZ Pass	11	275.00
		Marriage Certificate	6	60.00
		Misc	2	4.00
Sub-Total:				\$432.02
A1620.4	Central Printing & Mailing	Photo Copies	6	1.50
Sub-Total:				\$1.50
A1670.4	Building Fees	Certified Mailings	2	574.20
		Legal Notice Publication	2	91.01
Sub-Total:				\$665.21
A2544	Dog Licensing	Female, Spayed	7	63.00
		Female, Unspayed	2	25.00
		Male, Neutered	10	90.00
		Male, Unneutered	3	37.50
		Replacement Tags	1	5.00
	SENIOR	SENIOR	4	-20.00
Sub-Total:				\$200.50
A2545	Dog	Boarding Fees	4	100.00
		Redeemed Dog	1	75.00
Sub-Total:				\$175.00
A3510.4	Dog	Reimbursement Of Expenses	1	25.00
Sub-Total:				\$25.00
B2115	Building Fees	Lot Improvements	1	300.00
		Special Use	3	900.00
		Subdivision	1	1,500.00
Sub-Total:				\$2,700.00
B2770	Building Fees	Building Permit	16	37,641.40
		Commercial Establishment Inspections	1	165.00
		Fire Inspections	4	1,690.00
		Municipal Search	15	1,500.00
		Sub-Total:		

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$45,195.63
Amount paid to:	Ny State Dept. Of Health			112.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			32.00
Amount paid to:	NYS Environmental Conservation			94.48
Total State, County & Local Revenues:		\$45,434.61	Total Non-Local Revenues:	\$238.98

To the Supervisor:
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_____ Supervisor	_____ Date	_____ Town Clerk	_____ Date
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