



Town Supervisor

I would like to welcome you to the Town of Liberty Office of the Supervisor.

As full-time chief executive of the Town, I am responsible for all phases of supervision of Town government. This includes planning, budgeting, and handling day-to-day operations as well as communicating with State and Federal agencies on matters relating to Town management.

The Town presently has approximately 60 full-time employees. We have 11 separate departments, each with a department head that reports directly to me. I work closely with these department heads to coordinate Town activities, deal with employee issues, provide direction in regard to the implementation of policies adopted by the Town Board, and to propose and investigate projects for consideration by the Board.

As chairperson of the Town Board, I conduct the Board meetings, as well as public hearings and public information meetings. As Chief Financial Officer I help prepare the annual budget.



Stepping Toward Tomorrow

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Know your officials!



Frank's Guide to Town Government



Town Government

Town Board:

The Town Supervisor and four Town Board members make policy decisions in accord with procedures and responsibilities set out in New York State law.

The Supervisor is elected for a four-year term. Board members are staggered so that two seats are normally filled by elections every four years. Our Town Board is comprised of the following individuals: Frank DeMayo, Supervisor; Maurice Gerry, Councilman, Thomas Hasbrouck, Councilman, Lynn Killian, Councilman and Clarence Barber, Councilman.

The Town Board has regular meetings on the first and third Mondays of the month at Town Hall. Holidays and other events may affect the meeting schedule.

Any citizen may present a petition or request to the Town Board during the *public comment* portion of the meetings.

Finance Office:

The Finance Office is responsible for all fiscal matters and financial compliances for the Town of Liberty. Earl Bertsch is the Town's Finance Director and Kathy Hasbrouck is his assistant.

Earl and Kathy maintain the Town's accounting records, this includes cash receipts, cash disbursements, payroll, note and bond principal and interest payments.

The Finance Office is responsible for preparation of financial statements and reports to the Town Supervisor and Town Board. Earl also works hard every year to create a budget for presentation and final approval by the Board.

Town Clerk:

The Town Clerk is Janet LeRoy and her deputies are Laurie Dutcher and Gloria Van Wagner. The Town Clerk is responsible for keeping a permanent record of all births and deaths that occur within the boundaries of the Town, as well as all marriage licenses that are applied for in our office.

As Records Manager, the Clerk acts as custodian of all permanent Town records. This office also maintains a record of adopted Town ordinances and local laws, oaths of office, resignations, annual budgets, assessment rolls and fiscal reports, and keeps a permanent record of all Town meeting minutes.

This is the office you also visit for licensing of your dog and the place where one gets a hunting and fishing license.

Town Assessor:

The Assessor's Office is responsible for determining and maintaining assessments, property inventory records and ownership. Kathy Sprague, Town Assessor and her assistant Audrey Wheeler provides this information to taxpayers, appraisers, bankers, realtors, and others.

To establish the value of any parcel of property, the Assessor may need to know the purchase price, the selling prices of similar property, what it costs to replace property, what rent it may earn, how much it takes to operate and keep it in repair and many other facts affecting its value.

Justice Court:

The Justice Court is responsible for traffic matters, criminal matters, civil matters, environmental conservation matters, local law matters and small claims actions occurring in the Town of Liberty.

The Court has two Town Justices, Judge Altbach and Judge Rourke. These two individuals hear parking and traffic tickets, including Driving While Intoxicated (DWI) cases. The Judges have 3 assistants, Ann Friedman, Denise Curry and Cheryl Gerow. The Town of Liberty Justice Court also presides over criminal matters that take place within the Town such as petit larceny, They also hear evictions brought by landlords and small claims brought by individuals who feel they are owed money.

Building Department/Code Enforcement:

Mark VanEtten, Code Enforcement Officer and his assistant Tammy Wilson assist people in our municipality in complying with the Town Zoning Code and the NYS Uniform Fire Prevention and Building Code. This department issues building permits and is the contact for all matters related to the Planning and Zoning Boards.

Highway Department:

Tim Pellam and his department are responsible for maintaining the Town's 126 miles of roads. This includes removal of snow and ice, scheduling of maintenance and repair of roads, and is responsible for purchasing and maintaining equipment.

Water & Sewer Department:

Albert Picard and his department are responsible for daily operation of the water and sewer plants. They maintain and repair water and sewer mains, maintenance of fire hydrants, meter reading, meter installation, and billing.

Parks & Recreation:

Brian Scardefield is the Director of Parks & Recreation. His department is responsible for the Town's Summer Day Camp program, Senior Citizen activities, Adult & Children programs, maintaining Hanofee Park and Walnut Mountain Park.

Brian and his staff are involved in almost all recreation activities for the residents of Liberty. This is a very important department, although it's usually fun, and is an integral part of Town Government.

Conclusion:

Supervisor DeMayo's door is always open. He enjoys speaking and listening to all citizens. Please feel free to stop by Town Hall and say hello. Office hours are Monday through Friday, 8:30 a.m.—4:30 p.m.

**Democracy must be learned
by every generation.**