



Town of Chenango

Work Session Agenda

Wednesday, November 2, 2022 - 5:00 PM

Town Hall - Community Room

Page

PLEDGE OF ALLEGIANCE

ROLL CALL

OPEN FORUM

Guests shall speak in an orderly fashion and are limited to remarks of five (5) times minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

PUBLIC HEARINGS

PANEL PRESENTATIONS

DEPARTMENT REPORTS

Engineering - Alex Urda

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- Zoning Maps

[001-MEMO-engineering WS 2022 11 02](#)

Highway - Jim DiMascio

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- September and October 2022 Report

[JDReportSep22](#)

[JDReportOct22](#)

Public Works - Greg Burden

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[DPW Updates 10-21-22](#)

Ordinance - Gavin Stiles

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- October Ordinance Report for 10.01.22 - 10.27.22

- Dog Control Report for 9.26.22 - 10.08.22

[Ordinance Report October 2022](#)

[Dog report 092622- 100822](#)

OLD BUSINESS

March 2022 Fire

3rd Party Inspections

WWTP Project Updates

- Current Plant Conditions
- Trophy Point
- Peer Review

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NEW BUSINESS	
Premises Identification Program Premises Identification Program	16 - 18
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Resolution to Approve Abstract #20 Abstract 20	22
Resolution to Approve ARPA Funds for Theresa Blvd Project Resolution for Theresa Blvd Theresa Blvd Project Summary Sheet Theresa Blvd Project Detail Report	23 - 28
UNFINISHED BUSINESS	
Town Board Projects Town Board Projects	29 - 33
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OPEN FORUM	
<p>Guests shall speak in an orderly fashion and are limited to remarks of five (5) times minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.</p>	
MEETING AND PUBLIC HEARING REMINDERS	
<ul style="list-style-type: none"> • November 9, 2022 - Work Session, 5:00pm; <u>Budget Hearing</u>, 7:00pm • November 14, 2022 - Planning Board, 7:00pm • November 16, 2022 - Work Session, 5:00pm; Town Board, 7:00pm <u>Budget Vote</u>, 7:00pm • November 29, 2022 - Zoning Board of Appeals, 7:00pm 	

11/2/2022 WORK SESSION



106 Main Street
Suite #4
Windsor, NY 13865
607.760.6545
alex@urdaengineering.com

Department Head
Engineering



From: Alex Urda, P.E. – Engineer for the Town

DISCUSSION ITEMS:

1. Zoning Map: I've labeled this 'preliminary' such that we discuss the format, any concerns, legal review take place and then move to a final version.
 - a. The 'Zoning Map of the Town of Chenango' (Zoning Map) is referenced within the Town code §73-4. §73-4 through 7 include zoning district designation, boundary information, how to deal with 'lots in more than one district', and general regulations. I've attached this section of the code with this report.
 - i. The wording of these sections will need to be updated. I will coordinate with Keegan C. for his legal review of the entire Code Book relative to the Map.
 1. §73-4 'Color Code' and 'Symbol' (hatching) need to be updated.
 2. §73-4 reference to 'Planned Development: General PDD' may need to be deleted.
 3. §73-4.C(1)(b) Perhaps list the three zones (§73-55, 56, & 57)
 - b. We recreated the Zoning Map provided based on our research noted below. The parcel basis and Town Boundary line are from Broome County's GIS data June 16, 2022. I have requested a new file for this month to 'swap/update' the background parcel lines (this will not changes any zone data). (Doug at the County is out until 11/7/22)
 - c. We completed review of resolutions (>300), public hearings, changes of ordinances/local laws, and prior zoning maps between September 5, 1958 and present. The first zoning districts and map were voted into effect September 5, 1958. We looked for errors in zones possibly changed by resolution only, and not ordinance or Local Law, as well as for any other errors in zones.
 - d. Hatching/Shading: Prior generations of the map were hatched, and supposedly colored, with the format called out in the Town Code §73-4. Numerous zoning maps in our surrounding area are utilizing the Broome County GIS map as their 'unofficial zoning map' with zones hatched with colors only. I have provided this map with hatches in a similar color scheme to keep consistent with the Broome County GIS format as we will be sharing this map with them. With modern printing, color is not as difficult, however, would the Board like the code §73-4 line type hatch styles (or some that are similar in our CAD/GIS software) still utilized along with the colors? These may be difficult to see depending on the size of a parcel versus the map scale, however, should someone print in all grayscale, line type hatches would be functional where the colors fail to be seen.
 - e. Other Items to Be Noted/Shaded on Map?
 - i. Parks? (Town, County, State,...)
 - ii. Aquifer Districts? (currently on it's own map)
 - iii. NY Ag & Markets 'Agricultural Districts'? Some prior zoning maps included these hatched out (10/27/93 for example). It can make the map hard to read and requires a different level of tracking of that data.













- f. Would the Board like to establish a formal protocol to keep the map updated? This would include coordination between the Town Clerk, Code Office, Assessor, Engineer for the Town, and Broome County (Assessor and GIS) such that any change is effectively shared with all parties and the map updated immediately.
 - g. With a map review complete, should the Town consider utilizing Broome County GIS for their Zoning Map similar to other municipalities with review and updates confirmed by the responsible group noted above?
 - h. §73-4.C Special Districts:
 - i. 'Aquifer District'. I have a PDF version of the map for these districts (§73-55, 56, & 57). Would the Board allow us/Code Office to share this map with Broome County? We are frequently asked by planning applicants for the map. If BCGIS included it in their mapping it would help make it readily available.
 - ii. 'Flood Management District'. I am not familiar with a map for this district.
2. Other Town Maps that existed historically for consideration of updating/maintaining that Mr. Gent previously maintained: (I have obtained his CAD files for these):
- a. Election Districts
 - b. Light Districts
 - c. Sewer Districts
 - d. Speed Zones
 - e. Water Districts
3. Highway: We are scheduling with Derin Kraak to go look at an erosion issue on Dorman Road the week of 11/5/22.
4. Parks: We are scheduling to conduct a site visit with Greg Burden to help coordinate the bridge location/position.

OTHER?

End.

§ 73-4 Designation of districts;

A. For the purpose of this chapter, the Town of Chenango is hereby divided into the following types of districts:

District	Abbreviation	Color Code	Symbol
Residential	R	Yellow	
Agricultural	A	White	
Neighborhood Commercial	NC	Red	
Planned Development:			
General	PDD	Blue	
Residential I	PDD-R I	Blue	
Residential II	PDD-R II	Blue	
Community Service	PDD-CS	Blue	
Commercial	PDD-C	Blue	
Industrial	PDD-I	Blue	
Recreational	PDD-R	Blue	
Mobile Home	MH	Brown	
Commercial Development	CD	Orange	

B. Such districts are shown, defined and bounded on a map entitled the " Zoning Map of the Town of Chenango" adopted September 5, 1958, as amended and certified by the Town Clerk, which certification accompanies and, with all explanatory matter thereon, is hereby made a part of this chapter. [1]

[1] Editor's Note: The Zoning Map is on file in the office of the Town Clerk.

C. Special districts.

(1) The special districts are as follows:

- (a) Flood Management District.
- (b) Aquifer District.

(2) Such districts are shown on individual maps entitled "Flood Management District" and "Aquifer District" of the Town of Chenango. (See § 73-11.)

§ 73-5 District boundaries.

Where uncertainty exists with respect to the boundaries of the various districts as shown on the Zoning Map, the following rules shall apply:

- A. The district boundaries are lot lines unless otherwise shown, and where district boundaries are so indicated that they approximately follow lot lines, said lot lines shall be construed to be said boundaries.
- B. Where no distances are indicated on the Zoning Map and where district boundary lines appear to parallel the lines of streets, such district boundary lines shall be construed as being parallel to the center lines of streets and at such distance therefrom as indicated on the Zoning Map. If no distance is given, such dimensions shall be determined by the use of the scale shown on said Zoning Map.
- C. Where the boundary of a district follows a railroad line, such boundary shall be deemed to be located midway between the main tracks of said railroad line.
- D. Where the boundary of a district follows a river or stream, such boundary line shall be deemed to be at the limit of the jurisdiction of the Town of Chenango, unless otherwise designated, or at the center of the stream.
- E. Where uncertainty exists in determining the precise location of any district boundary line, the Board of Appeals shall interpret the intent and purpose of the Zoning Map.

§ 73-6 Lots in more than one district.

Where a district boundary line divides a lot in single or joint ownership of record at the time such boundary line is established, the regulations for the less restricted portion of such lot shall extend not more than 30 feet into the more restricted portion, provided that the lot has frontage on a street or highway in the less restricted portion.

§ 73-7 General regulations.

Except as hereinafter provided:

- A. No building or land shall hereafter be used or occupied and no building or part thereof shall be erected, moved or altered except in conformity with the regulations herein set forth for the district in which it is located.
- B. Lot use.
[Amended 5-5-2008 by L.L. No. 2-2008]
- (1) Dwellings on small lots established prior to the enactment date of this local law.^[1] Any parcel of land with frontage, depth, width with area conforming to that prescribed for a lot in the district in which said lot is situated prior to the adoption of this local law may be used as a lot for the purpose permitted in the district without obtaining a variance from the Zoning Board of Appeals, provided all other provisions of the previously existing regulations have been complied with.
[1] Editor's Note: "This local law" refers to L.L. No. 2-2008.
- (2) Dwellings on lots established after the adoption of this local law.^[2] All lots established after adoption of this local law shall meet all provisions of the newly adopted Zoning regulations in the district in which the lot is situated.
[2] Editor's Note: "This local law" refers to L.L. No. 2-2008.
- C. The storage and/or use of unlicensed or inoperable trucks, vans or trailers, not otherwise classified, is prohibited unless permitted under some other section of these regulations.
- D. No mobile home, as defined herein, shall be placed, stored or used on any lot, improved or unimproved, in any area in the Town of Chenango.
- E. In those areas where the frontal setback of existing structures exceeds or is less than that required by the Zoning Ordinance, a new principal structure shall be set back a distance which is the average setback of those existing buildings located three hundred feet either side of the proposed structure.
[Added 7-18-1983]

HIGHWAY SUMMARY REPORT

September 2022 (August 2022)

Work Performed

Catch basins were cleaned out in various areas throughout the town.

Sluice pipes were replaced on Country Knoll Dr and Charmel Dr.

The shoulders were cut on Clyde Gruver Rd.

Drainage pipes were replaced between 50 and 54 Country Knoll Dr as well as the crossover pipe at the intersection of Palmer Rd and Port Rd. The curbs were also repaired during the pipe replacements.

A new drainage system was installed from Fuller Rd (behind Dunkin Donuts) and piped 240' to Castle Creek to help with stormwater runoff in that area. A new drainage swale was created near 17 Montague Rd to help with stormwater runoff.

A new drywell was installed at 42 Green Meadow Ln.

Carmichael Rd and portions of Bishop Rd, Merrill and Matthews Rd were paved.

Lawn damage repairs were made on N. Morningside Dr.

The water break on Charmel was patched again. Pothole patching was ongoing throughout the month.

New speed limit signs were installed on Councilman Rd and Oak Hill Rd.

Downed trees were removed on Swift Rd and Wilson Hill Rd.

Roadside mowing is still delayed as the Town's mower's repairs are still ongoing.

Yardwaste is ongoing.

A quick reminder that the Town is having an e-waste collection day on September 10, 2022 from 9am to 1pm at the town hall and the usual Drop-Off Days will be held at the Town's landfill on September 14th to the 17th from 8:00am to 4:00pm.

HIGHWAY SUMMARY REPORT

November 2022(October through the 26th)

Work Performed

The shoulders on Brotzman Rd were cut.

The drainage easement/swale that runs behind the cul de sac on Donna Ct was cleaned out. Ditches were dug on Port Rd and Treadwell Rd.

The crossover pipe on the upper portion of Poplar Hill Rd, where the creek crosses under the road had additional links.

Snow sand was hauled to Broome County Highway to be stockpiled for our use during the upcoming winter season. It was also hauled to the town lot in Castle Creek for the use in the upcoming winter season.

The catch basin @ 67 Pamela Dr was rebuilt.

Pothole patching was ongoing and Beers Rd and Sherman Dr were strip patched.

Fallen trees were removed from the roadway on Daniel Dr and Oak Hill Rd. A dead tree was removed on Fox Rd with NYSEG.

Under sharing of services, we hauled for the Town of Colesville on two separate occasions.

Roadside mowing, yardwaste and chipping were ongoing.

Plows and sanders began being taken out of summer storage.

PUBLIC WORKS UPDATES

- Approvals were made by the board and a new 2A operator was hired and starts on 10/31/22.
- Laborer position was advertised, many applications were received from indeed. I would like permission for HR to contact and set up interviews. I have screened the applications and picked 5-6 that I am interested in. I will use the same interview committee as before. Greg, Derin and Amy.
- Several employees have been put at the sewer plant in the last few weeks to help out with repairs, training, and trying to find the right person for the positions at the plant. I am trying to find a dynamic that works there, only time will tell! I would encourage the Town Board to use all avenues possible to encourage, compensate and/or promote employees willing to step up or switch positions. There is more that needs to be discussed to make the Public Works Dept. more appealing to candidates looking for employment, and to also keep quality employees.
- Several repairs have been made. More are in the process of being done or scheduled to be done. I have had to order parts, mixers, use hired contractors to replace and/or repair to continue operations at our 3 plants. Plants were left in conditions unknown to me or Don. Between Don, Seth, Nick, Luke and others, the work is being done as fast as they can. This will be ongoing for a while until all of the plants are back up and running properly.

Ordinance Report **OCTOBER 1-27 2022** – *Month is not complete*

Building Permits

	Residential	Commercial
Received	7 -MdFadden, Mace, Guzyk, Saunders, BM & J, Dake, Zeman	
Issued	7	
Inspections	19	2
C of O		
C of C	7	

Building Permit Fees Collected: \$ 200.00

Special Permits

Type of Permit	# Permits Received	Permit Fees Paid	Applicant(s)
Sign	1	\$ 50.00	Meridian Clinical Research
Site Plan	1	\$ 600.00	Yellow 20, LLC
Variances	2	\$ 180.00	Hayes/Jablonsky
Other	1	\$ 75.00	In-house review - Cheesesteak Boss

Fees Collected Total: \$ 905.00

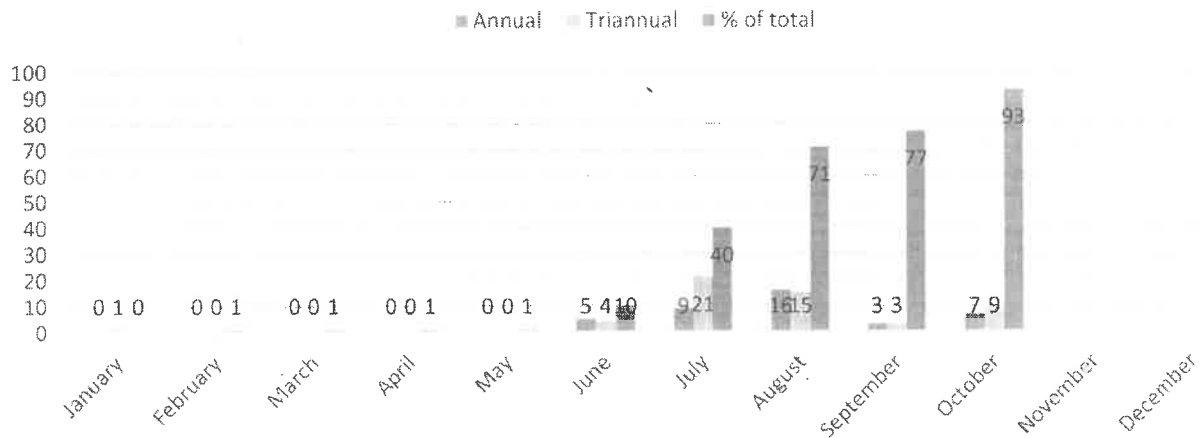
Total Amount brought in by the Ordinance Department for 10/1-10/27: \$ 1105.00

Fire Inspections

	Total	Previously Done	New This Month	% Completed
Annual	46	33	7	87%
Tri-Annual	53	44	2	87%

Ordinance Report OCTOBER 1-27 2022 – *Month is not complete*

Fire Inspections 2022



Complaints

Complaint Type	# of Complaints received through Sept 2022	New in Oct	Closed in Oct	Total Closed 2022	Open
Property Maintenance	66	3	1	44	25
Open Storage garbage/debris	1			1	0
Open Burning/smoke	7			7	0
Junk Vehicles	15	1		10	6
Grass/undergrowth	24			18	6
Noise	10			9	1
Operating a business	1			1	0
BWOP	12	1	1	7	6
Rec vehicles/trailers	18	1		15	4
Totals	154	6	2	112	48

Town of Chenango Monthly Report

Date: 09/26/22

Nature of Complaint: 2 pit bull dogs running at large on Carmichael road.

Response: At approximately 11 a.m, I responded and circulated the area and observed both dogs running at large. At this time, I secured both dogs in my van and transported them to the Broome County Dog Shelter and filled out according paperwork.

Date: 09/27/22

Nature of Complaint: Dog running at large on Norman road that looks very thin.

Response: At approximately 12:30 p.m I responded and circulated the area with negative results. Upon further investigation, I located the dog owner and spoke with her about the dog running loose and it's weight. She provided me with documentation from a vet addressing the dogs weight and stated the kids let the dog out on accident. Nothing further.

Date: 10/08/22

Nature of Complaint: Dog running at large near Kattelville road.

Response: At approximately 6:00 p.m, I responded to the area and circulated with negative results. No further complaints.



ROBERT C. WHITAKER JR., Esq.
DIRECT DIAL: (315) 565-4557
rwhitaker@hancocklaw.com

October 26, 2022

ENGAGEMENT LETTER AND AGREEMENT

Via Email: supervisor@townofchenango.com

Town of Chenango
Attn.: Jo Anne W. Klenovic, Town Supervisor
1529 NYS Route 12
Binghamton, New York 13901

Re: Investigation Services

Dear Supervisor Klenovic:

HANCOCK ESTABROOK, LLP would be pleased to represent Town of Chenango ("Town") as outlined below. If the terms of this agreement are acceptable, kindly indicate your understanding and acceptance on behalf of the Town by signing the last page and emailing me a copy.

1. SERVICES PROVIDED. HANCOCK ESTABROOK, LLP will provide legal services for the Town by investigating allegations of improper and threatening behavior by an individual against numerous Town employees. The purpose of our investigation will be to objectively obtain reliable facts that will assist the Town's attorneys at the firm Coughlin & Gerhart in providing legal advice regarding the issue.

2. FEES AND COSTS. My current standard hourly rate is \$350 per hour and associates range from \$185.00 to \$250.00 per hour. However, we will apply the following reduced municipal rates for the duration of the investigation: (a) \$250.00 for myself and other partners and of counsel attorneys; (b) \$185.00/hr. for associates and (c) \$120/hr. for paralegals. I will be primarily responsible for this matter; however, other attorneys and paralegals may be given assignments to assist with the investigation when appropriate. We will bill our legal time in quarter of an hour increments, portal to portal. Expenses we incur for the matter, including but not limited to, fax charges, travel expenses, photocopying, and express delivery expenses, will be itemized and included on your monthly billings. If applicable, vehicle mileage expenses will be billed at current Internal Revenue Service rates. We may ask you to pay certain large expenses directly, such as expert witness or consultant fees if needed.

3. INVOICES. We will send you bills each month for the prior month's time. All balances billed are due within 30 days of the date of the billing statement. In the event a bill remains unpaid beyond 30 days, you agree that we may, in our sole discretion, suspend or cease any work or services with respect to your matter until the balance is paid in full.

4. RETAINER. We will not require a retainer at this time.

5. **DISCHARGING US.** You may discharge us at any time by written notice effective when we receive it. Unless specifically agreed otherwise, we will provide no further services and advance no further costs on your behalf after receiving the notice. If we are your attorneys of record in any proceeding, we will send you a substitution of attorney form which you agree to execute and return immediately. You will remain obligated to pay us at the agreed rates for all services provided up to the date of discharge, and to reimburse us for all costs advanced up to the date of discharge.

6. **OUR WITHDRAWAL.** If we decide there has been an irretrievable breakdown in the attorney/client relationship or a material breach of this agreement, or if a bill remains unpaid beyond 30 days, we may, if no lawsuit has yet been commenced on your behalf, withdraw from representation. If a lawsuit is pending, we may apply to the court to withdraw as your attorneys. If that happens, you will be provided with notice and an opportunity to be heard in court. If you owe any fees or expenses at the time of our withdrawal, we may, in addition to any other remedy, seek a lien on any money or property that is awarded to you in any action brought on your behalf.

7. **FEE DISPUTES.** In the event of a dispute involving a fee, you may have the right to elect to resolve that dispute by arbitration in Onondaga County, under Part 137 of the Rules of the Chief Administrator of the Courts and the arbitration rules promulgated by the Onondaga County Bar Association.

8. **FILE RETENTION AND DESTRUCTION.** At the conclusion of this matter, we will retain your file for a period of ten (10) years. At the expiration of the ten-year period, we will destroy the file unless you notify us in writing prior to that time that you wish to take possession of it. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files. We will also provide you with an opportunity to retrieve any original materials you provided to us in connection with our representation.

Thank you for your retaining **HANCOCK ESTABROOK, LLP** to represent you in this matter.

Very truly yours,

HANCOCK ESTABROOK, LLP



Robert C. Whitaker, Jr.

RCW:sat

I have read and understand the above Engagement Letter and Agreement, and accept its terms:

Jo Anne W. Klenovic, Town Supervisor

To: Town Board
From: Supervisor
Re: Premises Identification Program
Date: 10.13.22

Compliance

- NYS Code [NY 505.1}
- 911 information System
 - Law Enforcement, Fire Protection, Ambulance

Town Responsibilities

- Provide “kits” to residents for an established fee
- Design the Town marker and retain sufficient inventory to meet the needs of the Town
- Promote compliance
 - Town Billing notice – include within Dog License, Water invoice etc.
 - Website
 - Display message on street sign periodically
 - Form partnerships to promote and install
 - Fire Departments, Businesses, Community Organizations
 - Volunteers

Cost

- Original investment – Approximately \$1000
- Resident cost: \$25 (not to exceed would be established)
- Budget line for program income and expenses -
Expenses: A3989.410 “Other Public Safety – “Premises Identification Program”
Revenue: A1589 “Other Public Safety Department Income”

Section 505 Premises Identification

[NY] 505.1 Address Identification

New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response.

Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

Exception: Buildings identified under an addressing scheme as part of a countywide 911 numbering system.

**HELP US
HELP YOU !**



Not every emergency is obvious from the road. Especially at night!

For \$15.00 each a 6" X 18" blue reflective double face sign,
made from .040 aluminum with white reflective numbers
will clearly indicate your address number &
are NY State Fire Code Compliant.



Name: _____ Best Phone #: _____

House Number for the sign: _____ Circle Style: Vertical or Horizontal

Is the sign needed to complete a building permit? No Yes

How many signs would you like?

Total \$

Bring this application to the Groton Town Clerk's office 101 Conger Blvd. Groton NY 13073 Or mail to Groton Fire Department PO Box 96 Groton, NY 13073 (Cash or Check Payable to Groton Fire Dept. only)
You will need to pick up your sign once it is made- sorry no delivery or mailing.

Contacted On / /20

For a Permit? Yes / No

Thank you for your order!

We will contact you when the sign is ready to pick up.

NY State Residential Building Code on Placement of sign. R319.1Address identification.

Buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

October 20, 2022

To the Town Board,

The town's zoning regulations state that "Any use not expressly permitted under this section is hereby expressly excluded". The ordinance office has frequent inquiries about "Self-Storage Facilities" which are not expressly permitted anywhere in the town. Was this simply an oversight, or were these facilities purposefully excluded across the board? My feeling is that the zoning should be amended to allow such storage facilities in designated districts. Please give this some consideration. As it currently stands, anyone with the intention of building such a facility is faced with a use variance which is very difficult to acquire.

Respectfully,

Gavin Stiles Ordinance Dept.

To: Town Board

Re: New Business

To begin our discussion on a meeting format for 2023, I am providing a narrative and potential calendar for Proposal #1, followed by Proposal #2. My goal is to either agree to an option or create a hybrid. If more discussion is necessary, we can roll over to 11.9.22 where meeting format topics are already scheduled but it would certainly benefit us to bring this to closure.

Proposal #1 – By placing the Town Board meeting first, we will conduct the business of the Town as soon as the meeting opens for those in attendance. This will be especially convenient if a guest chooses not to stay for the Work Session portion. After consulting Keegan, I found that it is not necessary to transition to an official Work Session, it is a continuation of the first meeting which eliminates the hard stop.

Wednesday 5-6PM Town Board Meeting/Work Session 6PM.....(no ceiling)

Week off

Wednesday 5-6PM Town Board Meeting/Work Session 6PM.....(no ceiling)

Week off....then repeat

- Town Board meeting begins at 5:00pm, includes Pledge, Roll call, Open Forum, Communication, Department Reports, Resolutions.
- Old Business, New Business and Future Topics will follow ending with a second Open Forum and adjournment.
- This is intended to be a single agenda. The agenda would be prepared by the Supervisor's staff with consultation, final approval and submission by the Town Clerk.
- Some suggest that a 5:30 start may be more user friendly for residents given this is the Town Board Meeting instead of the Work Session.
- I'd also suggest building in a "seventh inning stretch" into our plan sometime after the Town Board meeting.

Proposal #2 – This proposal keeps the format clean and simple, no mixing concepts, however the Board would need to occasionally act on resolutions outside of that one Board meeting monthly. This option allows Amy and I a full week in between to work on the agenda while Lizanne takes responsibility for the one in between.

1st Wednesday 5PM Work Session (no ceiling)

2nd Wednesday 5-6PM Board meeting

3rd Wednesday 5PM Work Session (no ceiling)

4th Week off

Submitted 10.27.22

Jo Anne Klenovic

Supervisor

Year

Month

Start Day 1:Sun, 2:Mon ...

2023

Tentative Town Board Meeting Schedule

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
Holidays - Per Work Rules							11.1.23 Budget Hearing							12.27.23 Approve 2024 Resolutions						
Planning Board Meetings							11.15.23 Budget Vote							DECEMBER ZBA needs to be scheduled						
ZBA Meetings																				
Grievance Day																				

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 20

At a regular meeting of the Town Board of the Town of Chenango, held on the 2nd day of November, 2022, the following resolution was offered and seconded:

RESOLVE to pay the attached and incorporated herein Abstract of Bills. Abstract 20, dated October 26, 2022.

General Fund - Voucher Nos. 712-748; Check Nos. 5526-5557 totaling the sum of \$35,635.19.

Highway Fund - Voucher Nos. 262-266; Check Nos. 1884-1887, totaling the sum of \$39,725.55.

Water Fund - Voucher Nos. 201-206; Check Nos. 1844-1849 totaling the sum of \$7,412.79.

Sewer Fund - Voucher Nos. 280-299; Check Nos. 2218-2234 totaling the sum of \$16,284.02.

Special Districts/Street Lights – Voucher Nos. 22; Check Nos. 1191 totaling the sum of \$4,257.32.

Special Districts/Capital Projects – Voucher Nos. 29-30; Check Nos. 1097-1098 totaling the sum of \$2,230.00.

WHEREAS, this resolution shall take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 2nd day of November, 2022. Said resolution was adopted by the following roll call vote:

Jo Anne Klenovic, Supervisor

Dave Johnson, Councilperson

Frank Carl, Councilperson

Gene Hulbert, Councilperson

Jim DiMascio, Councilperson

Town of Chenango Seal

Dated: November 2, 2022

Lizanne Tiesi-Korinek
Town Clerk, Town of Chenango

Town of Chenango

Resolution No. _____

Resolution Authorizing Allocation of American Rescue Plan Funds

At a regular meeting of the Town Board of the Town of Chenango, held on the 2nd day of November, 2022, the following resolution was offered and seconded:

WHEREAS, the Highway Superintendent has recommended the Theresa Blvd; and

WHEREAS, the Highway Superintendent has recommended total costs of \$9,851.11 be allocated from ARPA funds; and

WHEREAS, Town Bookkeeper has recommended the transfer of such funds from General to Highway; and

WHEREAS, the Board after due deliberation has carefully reviewed this request and finds the same to be in the best interest of the Town.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby authorizes the Town Bookkeeper to effectuate the necessary budget changes to utilize ARPA funds; and

BE IT FURTHER RESOLVED that this resolution will take effect immediately.

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 2nd day of November, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____

Councilperson David Johnson _____

Councilperson Gene Hulbert Jr. _____

Councilperson Frank Carl _____

Councilperson Jim DiMascio _____

Town of Chenango Seal

Dated: November 2, 2022

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

Town of Chenango Highway Department

Reporting Dates All Dates

Comprehensive Summary by Project/Task

ARPA #1 / Theresa Blvd Pipe Replacement Project	Labor Hours		Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost
	Regular	OT						
T12 / Patching 10%	1.50	0.00	\$39.32	\$47.34	\$204.42	\$0.00	\$0.00	\$291.07
T30 / Drainage Systems Installed	15.00	0.00	\$408.30	\$1,207.50	\$0.00	\$0.00	\$0.00	\$1,615.80
T39 / Drainage Pipe Replacement	54.00	0.00	\$1,407.70	\$3,585.75	\$0.00	\$23,300.00	\$0.00	\$28,293.45
T40 / Strippatching	55.00	0.00	\$1,407.65	\$1,747.55	\$3,254.33	\$0.00	\$0.00	\$6,409.53
Project Sub Totals	125.50	0.00	\$3,262.97	\$6,588.14	\$3,458.74	\$23,300.00	\$0.00	\$36,609.85
ARPA #1 / Theresa Blvd Pipe Replacement Project			Production Units	0.00			Estimated Cost	\$0.00
			Cost per Unit	\$0.00			Remaining Funds	-\$36,609.85

Town of Chenango Highway Department

Reporting Dates All Dates

Comprehensive Summary by Project/Task

ARRA #1 / Theresa Blvd Pipe Replacement Project	Labor Hours		Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost
	Regular	OT						
Grand Total	125.50	0.00	\$3,262.97	\$6,588.14	\$3,458.74	\$23,300.00	\$0.00	\$36,609.85

Town of Chenango Highway Department

Reporting Dates: All Dates

Comprehensive Detail by Project/Task

ARRA #1 / Theresa Blvd Pipe Replacement Project	Labor Hrs	Labor Cost	Equipment	Eqp Hr/Mi	Eqp Cost	Material	Mat Used	Mat Cost	Contractor Cost	Overhead Cost	Total Cost
T12 / Patching 10%											
FROSI/Frost	09/29/22	711.394	1.50	5A	1.50	\$47.34	19,000MM	3.19	\$204.42		\$291.07
Patching 10% Sub Total		1.50				\$47.34			\$204.42	\$0.00	\$291.07
T30 / Drainage Systems Installed											
AUKEI/Aukema	09/06/22	9,021c	7.50		\$211.73						\$211.73
STINE/Stinson	09/06/22	9,021c	7.50	6	\$595.58						\$792.15
STINE/Stinson	09/06/22	9,021c	7.50	17N(40)	\$611.93						\$611.93
Drainage Systems Installed Sub Total		15.00				\$1,207.50			\$0.00	\$0.00	\$1,615.80
T39 / Drainage Pipe Replacement											
CARLM/Carl	09/01/22	9,020c	7.50	Gradall XL	\$495.90						\$692.48
CARLM/Carl	09/01/22	9,020c	7.50	7 (36)	\$444.98						\$444.98
FROSC/Frost	09/01/22	9,020c	7.50		\$162.68						\$162.68
STPC/Stephens	09/01/22	9,020c	7.50		\$196.58						\$196.58
AUKEI/Aukema	09/07/22	9,025c	5.50	17-2022	\$520.91						\$676.17
AUKEI/Aukema	09/07/22	9,025c	5.50	6	\$436.76						\$436.76
AUKEI/Aukema	09/07/22	9,025c	5.50	7N	\$381.32						\$381.32
EIDE/Edel	09/07/22	9,025c	5.50		\$144.16						\$144.16
STINE/Stinson	09/07/22	9,025c	5.50		\$144.16						\$144.16
AUKEI/Aukema	09/08/22	9,030c	7.50	17-2022	\$710.33						\$922.05
AUKEI/Aukema	09/08/22	9,030c	7.50	6	\$595.58						\$595.58
FROSI/Frost	09/08/22	9,030c	7.50		\$196.58						\$196.58
109566	09/12/22	710.498							\$23,300.00		\$23,300.00
Drainage Pipe Replacement Sub Total		54.00				\$3,585.75			\$0.00	\$0.00	\$28,293.45
T40 / Stripatching											
COLET/Cole	09/13/22	710.514	3.50	8N-2014	\$185.89	19,000MM	10.04	\$643.36			\$920.98
COLET/Cole	09/13/22	710.514				19,000MM	12.06	\$772.80			\$772.80
COLET/Cole	09/13/22	710.514				19,000MM	8.00	\$512.64			\$512.64
CARLM/Carl	09/13/22	9,037c	4.50		\$117.95						\$117.95
EIDE/Edel	09/13/22	9,037c	4.50		\$117.95						\$117.95
STPC/Stephens	09/13/22	9,037c	4.50		\$117.95						\$117.95
STINE/Stinson	09/13/22	9,037c	4.50	Backhoe-2022	\$145.35						\$283.30

Town of Chenango Highway Department

Reporting Dates All Dates

Comprehensive Detail by Project/Task

ARRA #1 / Theresa Blvd Pipe Replacement Project																		
		Labor Hrs	Labor Cost	Equipment	Eqp Hr/Mi	Eqp Cost	Material	Mat Used	Mat Cost	Contractor Cost	Overhead Cost	Total Cost						
STINE/Stinson	09/13/22	9.037c		Truck #12	4.50	\$224.24						\$224.24						
STINE/Stinson	09/13/22	9.037c		11 (35)	4.50	\$266.99						\$266.99						
STINE/Stinson	09/13/22	9.037c		3-2018	0.50	\$10.51						\$10.51						
STINE/Stinson	09/13/22	9.037c		1.5 Ton Roller	4.00	\$38.20						\$38.20						
STINE/Stinson	09/13/22	9.037c		1.5 Ton Trailer	0.50	\$4.47						\$4.47						
STINE/Stinson	09/13/22	9.037c		Leeboy	3.00	\$108.60						\$108.60						
COLET/Cole	09/29/22	71.1368	\$131.05	6	5.00	\$397.05		18.00	\$1,325.52			\$1,853.62						
FROSC/Frost	09/29/22	9.064c	\$162.68									\$162.68						
FROSC/Frost	09/29/22	9.064c	\$157.26									\$157.26						
STFPC/Stephens	09/29/22	9.064c	\$196.58									\$196.58						
STINE/Stinson	09/29/22	9.064c	\$196.58	Backhoe	1.50	\$35.75						\$35.75						
STINE/Stinson	09/29/22	9.064c		9N	1.50	\$81.81						\$81.81						
STINE/Stinson	09/29/22	9.064c		3-2018	1.50	\$31.52						\$31.52						
STINE/Stinson	09/29/22	9.064c		Leeboy	6.00	\$217.20						\$217.20						
Stripatching Sub Total		55.00	\$1,407.65						\$1,747.55			\$1,747.55						
ARRA #1 / Theresa Blvd Pipe Replacement Project																		
Sub Total		125.50	\$3,262.97						\$6,588.14			\$6,588.14						
							Production Units	0.00	\$3,458.74	\$23,300.00	\$0.00	\$36,609.85			Cost per Unit			\$0.00

Town of Chenango Highway Department

Reporting Dates: All Dates

Comprehensive Detail by Project/Task

ARPA #1 / Theresa Blvd Pipe Replacement Project	Labor		Equipment	Equipment		Material	Material		Contractor	Overhead	Total
	Labor Hrs	Labor Cost		Hr/MI	Eqp Cost		Mat Used	Mat Cost			
Grand Total	125.50	\$3,262.97		\$6,588.14			\$3,458.74		\$23,300.00	\$0.00	\$36,609.85

DPW - Greg Burden		
*Drinking Water Study - Applewood / Maplewood	TBD	
*Wolfe Park Project - \$75,000 Grant Awarded to TOCI	?	Contract reviewed by counsel
*Parking Lot Lights	TBD	
*Purchase Generators for WW/TP	TBD	
*I-81N Exit 6 Front Street Water Main Replacement	TBD	
Flood Mitigation		
*HMPG Grant	Submitted 5/31/22	
*Smith Hill Drainage Project 2023	TBD	
a.) NYS DOT	TBD	
b.) Broome County	TBD	
c.) Urda Engineering - Alex Urda	TBD	
*Frederick Rd Study	TBD	
*Wallace Rd Study	TBD	
Highway Dept.		
*Procedure to Purchase PWD Crane	TBD	
a.) Resolution Seeking Bids for PWD Crane	TBD	
*Request to Abandon portion of Mill Rd.	11/9/2022	
*Resolution to Approve ARPA Funds for Theresa Blvd	11/2/2022	
Historian for Town		
*Town Museum Updates / Activities	TBD	Written Report Only
New Year Contracts & Resolutions for 2023		
*Abstract Schedule for 2023	12/7/2022 & 12/21/2022	
*All Seasons Contract for 2023	TBD	
*Annual Audit	TBD	
*Appointing Officers & Salary Schedule	TBD	
*Attendance at Association of Towns	TBD	
*Attendance at Training Sessions	TBD	

continued New Year Contracts & Resolutions 2023		12/7/2022 & 12/21/2022	
*Board Meeting Schedule for 2023		11/2/2022	
*Burial/Cemetery Rates		TBD	
*Community Room Agreement		TBD	
*Coughlin & Gerhart Contract		TBD	
*Dept. Head Meeting Schedule		TBD	
*Health Insurance Contract		TBD	
*Highway Law 284		TBD	
*Highway Superintendent Expenditures		TBD	
*Highway Superintendent to Purchase Equipment		TBD	
*Network Oriented Solutions Contract for 2023		TBD	
*Procurement Policy for 2023		TBD	
*The Night Shift Contract 2023		TBD	
*Urda Engineering Contract for 2023		TBD	
*Work Rules		TBD	
Ordinance Dept.			
*Zoning - CB Properties - Local Law 6-2022			
a.) Urda Engineering Zoning Map		11/2/2022	*Maps to Board by 10/28/22
b.) Nadine Bell		11/16/2022?	
c.) Resolution to Approve LL 6-2022		TBD	
d.) Hidden Hollow Campground		TBD	
*March 2022 Fire		11/2/2022	
*3rd Party Inspections		11/2/2022	
*Zoning for Self-Storage Facilities		11/2/2022	
*Premises Identification Program		11/2/2022	
*Solar Farms - Review Legislation		TBD	
*Ordinance Software		TBD	Gavin will provide updates
Public Hearings Scheduled			
*Amendment of Local Law 73-44		11/9/2022	5:00pm Work Session

Safety Committee Report		
a.) Building Security		TBD
b.) Evacuation Plan		TBD
*ADA Accessibility		TBD
*Outside Counsel Retainer Agreement for Investigation		11/2/2022
Staff		
*Comp Time Policy		TBD
a.) DPW Staff Vacancies		11/2/2022
*Highway Dept. Staff Vacancy Update		11/9/2022
Technology		
*Agenda Software - (Updates Only)		TBD
a.) Agenda Demonstration		TBD
b.) Computer Training w/ Agenda Software		TBD
c.) Issue Board laptops		TBD
*Email Host - Pyramid		TBD
a.) Transition to Email w/ Pyramid		TBD
Town Board Functionality		
*AOT Rules of Order		11/9/2022
*Policy for Recusal		11/9/2022
*Board Liasons Role		11/9/2022
*Complaint Policy/Procedure		11/9/2022
Town Clerk Reporting Procedures		
*Resolutions vs. Motions		TBD
Town of Chenango Safety Manual		
*New Committee Members		TBD
Town of Chenango Policy Updates		
		TBD

Town of Chenango Vehicles			
*GPS in vehicles	TBD		J. DiMascio
*Town safety features for vehicles	TBD		
WWTP Project			
*WQIP Grant Application	Submitted 7/29/2022		
*Benefit Assessment Model Discussion	Jan. 2023		Wyatt, Endress, Burden
*EDU's Model Discussion	Jan. 2023		Wyatt, Endress, Burden
*Current WWTP Conditions	11/2/2022		
*Engineer - Peer Review Discussion	11/2/2022		
*Trophy Point	11/2/2022		
*Projected Timeline	TBD		
*Project Modifications - B & L Amendment Discussion	TBD		
a.) Resolution for B&L Final Amendment	TBD		
*Construction Schedule Discussion	TBD		

To: Town Board

From: Supervisor

Date: 10.26.22

Re: Sales Tax

Following you will find a chart of sales tax revenues beginning with 2018 through the 3rd quarter 2022. This clearly depicts the upward trend in the Town's portion of sales tax mostly due to internet and cannabis sales as well as price increases for goods and services. We have budgeted conservatively on the income side which has allowed us to share the wealth with Highway along the way and grow the Fund Balance.

Please keep this chart available for future reference and the discussion the Board plans for some time year regarding the Fund Balance purpose.

BROOME COUNTY SALES TAX - HISTORICAL INFO

10/24/2022

Year	1Q	2Q	3Q	4Q	Total	Gen Budget	Hwy Budget
2018	\$641,159	\$698,702	\$769,791	\$734,584	\$2,844,235	\$1,620,000	\$620,000
2019	\$675,924	\$795,842	\$739,582	\$736,198	\$2,947,546	\$1,800,000	\$620,000
2020	\$745,575	\$605,139	\$790,118	\$779,168	\$2,920,000	\$1,800,000	\$620,000
2021	\$734,900	\$895,375	\$882,753	\$852,919	\$3,365,947	\$1,800,000	\$650,000
2022	\$915,674	\$815,472	\$936,443		\$2,667,589	\$1,800,000	\$700,000