



# Town of Chenango Work Session Agenda

## Wednesday – May 11, 2022 @ 5:00 PM

### PLEDGE OF ALLEGIANCE




### OPEN FORUM

Guests shall speak in an orderly fashion and are limited to remarks of five (5) minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango 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** - 5:00pm - “A Local Law Amending Section 73-44 Entitled ‘Zoning’”

**PANEL PRESENTATION** - None

### DEPARTMENT HEAD REPORTS

<b>2<sup>nd</sup> Work Session</b>
<b>Public Works – Greg Burden</b>  Public Works Report for April.doc
<b>Engineering – Alex Urda</b>  MEMO-engineering WS 2022 05 11.pdf
<b>Assessor – John Endress</b>  Assessor's Report.docx

### WORK SESSION REPORTS

Jo Anne Klenovic – Supervisor

- Town Updates

Keegan Coughlin – Town Attorney

- Town Business

### OLD BUSINESS

- Wolfe Park Project – Grant Submission

  
Wolfe Park Grant  
Narr.docx

  
Wolfe Park Grant  
App.pdf

  
Wolfe Park  
Estimate\_Bridge 202

  
Figure 4 Wolfe  
BRIDGE SKETCH.pdf

  
Wolfe Park  
Maps.pdf

- Staff Vacancies
  - Planning Board
  - Zoning Board Alternate
  - Building & Code Inspector

## **NEW BUSINESS**

- Cyber Security Breach Notification Policy (Draft)



Draft Breach  
Notification Policy.d

- Zoom/Hybrid Meeting Policy – Keegan Coughlin
- NYS LIHWAP



Cover Letter -  
Vendor Agreement (



LIHWAP Vendor  
Agreement fillable.p

## **UNFINISHED BUSINESS**

- Town Board Projects



Town Board  
Projects.xlsx

- 5.18.22 Draft WS Agenda



5.18.22 WS  
Agenda.docx

## **FOR YOUR INFORMATION – FROM THE SUPERVISOR**



2022 TENTATIVE  
BUDGET ASSUMPTIC



2022 Tent to Prelim  
Resolution.xlsx

## **OPEN FORUM**

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## **MEETING and PUBLIC HEARING REMINDERS**

- May 18, 2022 – Work Session, 5:00pm; Town Board, 7:00pm
- May 24, 2022 – Grievance Day, 2:00pm – 4:00pm & 6:00pm – 8:00pm
- June 1, 2022 – Work Session, 5:00pm; Town Board, 7:00pm
- June 8, 2022 – Work Session, 5:00pm

## PUBLIC WORKS REPORTS FOR APRIL 2022

- Repaired 4 curb boxes
- Water well drawdowns were done for the month of April
- There were 20 after hour call outs in April
- A late season snow storm dropped several inches of snow, plows and snow removal equipment was used to do parking lot, lift stations, water well and sidewalks.
- Crews worked all hours to battle the loss of power for several days. Generators, portable pumping station and hired septic haulers were used to over come the power loss.
- A standby generator was purchased and installed at Penn view water station.
- Parks Crews are working to clear storm debris from the parks and cemeteries
- Publics Works Full-time employee started on 4/25/22
- Full-time seasonal work started 4/25/22
- Parks crew are working to clean up the Complex flower bed and doing pruning before mowing starts

## 05/11/2022 WORK SESSION



106 Main Street  
Suite #4  
Windsor, NY 13865  
607.760.6545  
[alex@urdaengineering.com](mailto:alex@urdaengineering.com)

Department Head  
Engineering



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

- 1: Provide support in discussions on (I didn't read this list in last week)
  - a. B&L update/contract amendment discussions.
  - b. Wolfe Park Grant Application via Broome County (Jo Anne, Greg, Julie). I provided a location map, usgs map, aerial photo map, sketch, and conceptual design/construct estimate, as well as project desertion and application review.
  - c. HMGP Wallace Road Grant (Joy). I've been assisting joy with this and will continue to do so for figures, costs via Delta, application input, etc.
2. I am researching the NYS Consolidated Funding Application (CFA) 2022 program criteria and opportunities as it may apply to TOC projects. I will be sitting through program related webinars and have discussed with Jo Anne to provide the weblinks to the department heads. Two projects that stand out may be extra support for Wolfe Park, and possibly alarm/fire system upgrades.
3. Update on RFP for Wolfe Park Design Consultant. I have this ongoing and will have to present it possibly at an early June Work Session. I delayed putting it out as discussions took place on scope/grants just to assure I didn't need to change the scope of work.

Assessor's Progress report as of May 5, 2022  
Prepared for the work session of May 11, 2022

In last month's report, I mentioned a problem with the RPSv4 software application. The problem involves our ability to efficiently produce and record letters of all kinds. That problem has not been resolved. I am continuing to work around the problem using Microsoft Office.

The Tentative Tax Roll is available to see. It is available on the internet, or as hard copy in my office.

As I write this, preparations are being made for Grievance Day, to be held on May 24. The Grievance meetings will be held in the upstairs Assessor's Office as the Community Room is not available. The meeting will be recorded, and the B.A.R. decisions will be made available afterwards. Although the residential real estate market is still very strong, I suppose some folks will grieve their assessments anyway.

Although we increased the budget for certified appraisals for the 2022 year, the number of appraisals needed will be higher. Also, the cost of each appraisal is greater. Apparently, certified appraisers have discovered they are in high demand and are adjusting the rates accordingly.

My Continuing Education journey continues. I hope to continue the process in the summer and fall months.

John Endress, Assessor

**#11. Project Description: Describe the project, the specific location and/or service area, what agency or organization is going to be responsible for carrying the project out, and a list of key personnel.**

Wolfe Park is located on two Town of Chenango owned parcels: 176 and 264 Dorman Road, Broome County, NY (BC TM#s 111.0-1 & 2 respectively). The park serves the Town of Chenango, as well as surrounding area users from adjacent towns within the County.

The park area is entirely on the south side of Dorman Road and is roughly 183 acres of wooded parkland with trails. The park is split by Dorman Creek (NYSDEC Class C stream, non-navigable) with the majority of the park on the south side of the creek and is no longer accessible. Access to this side of the park is via a stream crossing (previously a 5-foot diameter culvert pipe) which was destroyed by an extreme flash flood storm event in the summer of 2021. The park has been closed for safety/access reasons as a result since this time.

This project requires replacement of the culvert pipe with a new structure to once again provide public access, as well as safety access to the majority of the park. The intent is to construct/install a bridge that will pass a 100-year flood event with freeboard (15 feet wide x 6 feet high opening minimum). The bridge may be steel, wood, aluminum, or a combination thereof, on concrete abutments suitable for pedestrian (hiker) use, as well as of a structural capacity to support passage of park maintenance equipment and emergency vehicle access. The stream channel will be adjusted to the design width and the upstream and downstream embankments armored with stone while complying with any and all in-stream construction best-management practices.

The project will be carried out by the Town of Chenango with the Town Board as the 'Lead Agency.'

The Town Supervisor is the ultimate project authority, with the Town Board Member 'Parks Department Liaison' David Johnson supporting. Greg Burden, Commissioner of Public Works manages the Parks Department and will oversee the project day to day progress and operations with support from Alex Urda, P.E. – Engineer to the Town. The Town is currently in the process of soliciting for an Engineering Consultant to complete the necessary hydraulic/structural engineering design, bid, and inspection of the project. This type of project exceeds the construction abilities of the Town Parks Department and will be put to bid for a hiring of a responsible contractor to complete the construction.

**#13. Explain how your project will address these Vision Items.**

The installation of a new bridge to enter and exit Wolfe Park would both benefit those who frequent the Park and entice new visitors who might not have utilized the Park due to accessibility issues. The Town's goal is threefold. First, is to significantly improve the existing access for Park visitors. Second, is to address an essential upgrade to the safety of the Park by designing park access which can accommodate emergency vehicles. And third, is to design a solution which is resilient to flooding and will withstand the test of time and the elements.

The proposed bridge for the Park, as envisioned, would also allow access for the Town's Parks Department to better maintain the 3 miles of trails, the trail markers, and other features the Park has to offer. From the beautiful trees to the flowing stream, Wolfe Park is a destination for nature lovers and hikers of all abilities. The Park is also ideal for scientific study at the elementary, high school and college levels. With its central location close to Upper Front Street, Wolfe Park is a convenient destination for all Broome County residents.

While access to Wolfe Park was granted to the Town in 1971, little has been done since that time to update the Park due to the limited access for vehicles or equipment. In 1986, the Town upgraded the crossing into the Park, however, subsequent heavy snow and rapid snow melt left the crossing inaccessible for a period of time. In 2021, the Town once again invested in an upgrade to the Park entrance by installing a pipe with a diameter of 5 feet at a cost in excess of \$12,000. The expectation was that this pipe would allow a high volume of water to pass through without washing out the entrance. Unfortunately, this pipe was tested just three months later with the July 2021 storm and was washed away. Since that time, the Park has remained inaccessible.

Wolfe Park is a unique asset for the Town of Chenango. Unlike other Town parks which are used for sports, concerts and general recreation, Wolfe Park offers a scenic landscape for hiking, bird watching, and nature study. There are also many photo and wedding albums which include pictures taken at the Park's gazebo. A sustainable investment in access to the Park would benefit visitors for many years and generations to come.

**#15. Explain how your project addresses one (or more) of the above initiatives.**

Wolfe Park has a great deal to offer the community, including hiking trails, bird watching and nature exploration. Through the years, access to the Park has become an issue. The Town is hoping to make an investment in a more permanent solution which will address the long-term accessibility of the Park.

The primary goal of the Wolfe Park Project is to improve the access to the Park by installing a bridge which will be resilient to flooding. Prior investments in crossings into the Park have eroded over time or were literally washed away by flooding.

The bridge into the Park, as conceptually designed, would also provide access for Town vehicles to maintain the existing trails and park signage. At the same time, emergency response/rescue vehicles would have access to the Park if needed. This level of functional access has never been available in the past for this particular park.

Improved Park access would also allow groups of all ages to study the nature found in the Park, including the stream, flora and fauna. Nature based clubs and students from elementary school through college could all benefit from better access to this bountiful park. Both the Bluebird Society and SUNY Broome have expressed their immediate interest in utilizing the Park once it is reopened.

Wolfe Park is unique in its resources and offerings for the entire Broome County community. Improved access to the park would benefit all visitors.



**#17. Budget Narrative: Elaborate on the expenditures and funding sources outlined on the Project Budget Form:**

The cost of the proposed bridge into Wolfe Park, which would allow access where currently there is none, is estimated to be \$157,620.05. This includes \$24,646.09 in consulting fees for design and \$132,973.96 for materials and labor. A detailed estimate is attached for your reference.

The Town is seeking a Small Community Grant of \$75,000. This grant would be applied to the cost of the aluminum bridge which would accomplish the goal of providing safe, flood resilient access into Wolfe Park. At this time, the Park is closed with no existing temporary access for visitors.

The remaining funds necessary to complete the Wolfe Park Project, as proposed, would be paid for by the Town of Chenango through its current General Fund Balance. The Town Board views this substantial investment of \$82,620.05 in Wolfe Park as a long-term enhancement to services not only for Town of Chenango residents, but for all of Broome County.

**#18. Budget Justification: Describe why funds from Broome County are needed for this project. What other funding sources will be used for the project? Will the project be able to move forward without the requested grant funds or partial funding?**

The funds from the Small Community Grant Program are vital to the success of the Wolfe Park Project. Establishing functional, safe, and flood resilient access to Wolfe Park will benefit hikers, nature lovers, nature-based clubs, and educational programs throughout Broome County for years to come. At the same time, the proposed bridge would also allow access for Town vehicles and equipment and emergency rescue/response vehicles. This practical access has not been available to this point.

This is a substantial investment for the Town of Chenango and the Town Board would greatly appreciate the support for a project which benefits visitors from throughout Broome County.

**#19. Self-sufficiency and Maintenance: Funds are intended to be short-term investments in projects that ultimately become self-sufficient. Explain your plan for self-sufficiency independent of County support. If physical improvements are proposed, how will they be maintained? How will the project, program or event support programs or initiatives into the future?**

By investing in a flood resilient approach for access to Wolfe Park, the Town's Parks Department will be better able to maintain the trails, trail markers, and other features of the Park. Large tractors and utility vehicles will have the ability to enter the Park to perform routine repairs and improvements. These repairs will serve to protect the investment in the bridge, as well as the integrity and beauty of the Park. In turn, regular maintenance of Wolfe Park will attract more visitors, clubs, and educational opportunities.

The proposed bridge into the Park would meet or exceed any culvert type crossing, and would also address the one hundred year flood standard. The bridge crossing would also allow for a natural stream bottom, providing an aquatic passage which does not currently exist. A metal culvert would not produce a stream channel through which aquatic life could pass.

It is important to note that the Town contacted NYMIR to review the proposed aluminum bridge from an insurance perspective. Attached is the email from NYMIR that reflects their support of the proposed bridge.

# COMMUNITY IMPROVEMENT GRANTS

## SMALL COMMUNITY FUND

This fund supports small projects to enhance community character or smaller contributions that leverage other funds for larger projects. The intent of this program is to highlight the importance of our diverse communities to the local economy. Full program guidelines are available at [www.gobroomecounty.com/planning/communitygrants](http://www.gobroomecounty.com/planning/communitygrants)

### ORGANIZATION AND CONTACT INFORMATION

1. Type of Applicant

- Municipality  
 Non-Profit Organization  
 School

2. Organization Name: Town of Chenango
3. Organization Address: 1529 NY Rte 12  
Binghamton, NY 13901
4. Contact Name: Jo Anne W. Klenovic
5. Email Address: supervisor@townofchenango.com
6. Phone Number: 607-648-4809 X6

### PROJECT INFORMATION

7. Project Name: Wolfe Park Creek Crossing Improvement
8. Amount Requested: \$ 75,000
9. Project Location: 264 Dorman Rd., Binghamton, NY 13901
10. Project Timeline: List the date(s) or timeframe for your project.  
Summer 2022

**11. Project Description:**

Describe the project, the specific location and/or service area, what agency or organization is going to be responsible for carrying the project out, and a list of key personnel.

Please see attached

## PROJECT GOALS

12. Which of the Vision Items will your project address (check all that apply):

- Making Broome County an Inviting Place to Live, Work, and Play
- Engaging Our Students and Young Professionals
- Taking Pride in Our Urban and Village Centers
- Taking Pride in our Scenic Beauty
- Investing in Our Legacy Sites
- Making a Commitment to High Standards in Services
- Making a Commitment to High Standards in Building Design and Renovation
- Becoming More Resilient
- Investing in Our Workforce, Entrepreneurship, and Innovation

13. Explain how your project will address these Vision Items?

Please see attached

14. Which of the following initiatives does your project support (check all that apply)?

- Improving streetscape, bike and pedestrian amenities, commercial facades
- Supporting and coordinating marketing efforts for rural village centers
- Combating blight in primary and secondary corridors and gateway areas
- Improving access to recreational and scenic resources
- Supporting small retail and restaurants
- Addressing substandard housing
- Promoting elder-friendly development
- Attracting and retaining artists, entrepreneurs, and retirees
- Supporting events and festivals
- Fostering public art
- Enhancing community services
- Establish Broome County as a unique destination

**15. Explain how your project addresses one (or more) of the above initiatives:**

Please see attached

## **PROJECT BUDGET**

**16. Please complete the Budget Worksheet. See the form at the end of this application.**

**17. Budget Narrative: Elaborate on the expenditures and funding sources outlined on the Project Budget Form:**

Please see attached

**18. Budget Justification:** Describe why funds from Broome County are needed for this project? What other funding sources will be used for the project? Will the project be able to move forward without the requested grant funds or partial funding?

Please see attached

**19. Self-sufficiency and Maintenance:** Funds are intended to be short term investments in projects that ultimately become self-sufficient. Explain your plan for self-sufficiency independent of County support. If physical improvements are proposed, how will they be maintained? How will the project, program or event support programs or initiatives into the future?

Please see attached

## **ADDITIONAL DOCUMENTS**

**20.** If you have additional documentation you would like to provide in support of your documentation, please attach.



# SMALL COMMUNITY FUND PROJECT BUDGET FORM

Please complete this form to document all expenditures and sources of funding anticipated for the project. "Total Expenditures" should be equal to the "Total From All Sources".

Changes to this budget must be approved by Broome County. Recipients of these funds may be subject to an audit by Broome County or its agents.

## EXPENDITURES

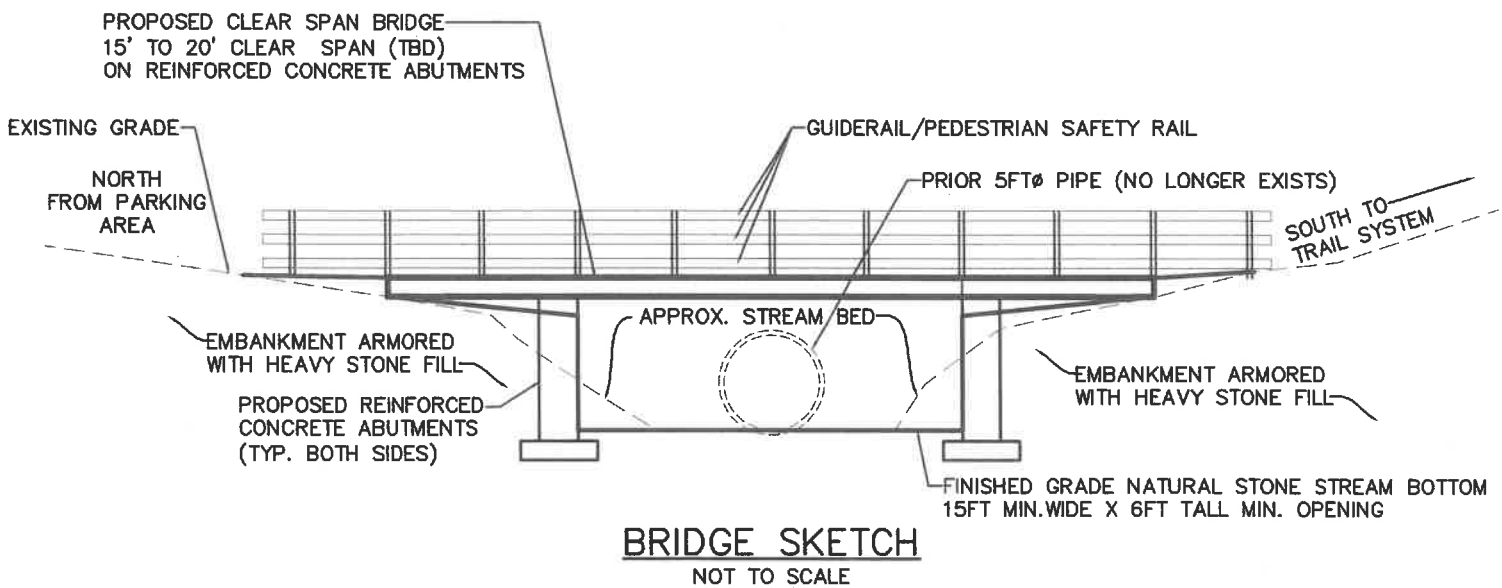
Category	Amount	Notes (if applicable)
<b>Personnel Services</b>		
Salaries and Wages		
Fringe Benefits		
<b>Non-personnel Expenses</b>		
Supplies and Materials	132973.96	Please see attached detailed estimate
Equipment		
Travel		
Consulting	24646.09	Please see attached detailed estimate
Advertising		
Printing		
Other		
<b>TOTAL EXPENDITURES</b>	<b>\$ 157,620.05</b>	

## SOURCES OF FUNDS

Category	Amount	Percent	Status
Broome County SCF	75000.00		
State Grants			
Federal Grants			
Local Municipal Funds	82620.05		
Other Grants			
Private Funds/Donations			
In-kind Contribution			
<b>TOTAL FROM ALL SOURCES</b>	<b>\$ 157,620.05</b>	<b>0</b>	

**Conceptual Project Design/Construction Cost Estimate**  
 Bridge with concrete abutments; clearspan 15 feet min.

ITEM	QUANTITY	UNIT	UNIT PRICE	COST
<b>Base Bid</b>				
Creek Gravel removal	100	CY	\$ 20.00	\$ 2,000.00
Clear/Grub (Misc. stream bank)	1	LS	\$ 1,000.00	\$ 1,000.00
Bridge	1	LS	\$40,000.00	\$ 40,000.00
Concrete Abutments	1	LS	\$20,000.00	\$ 20,000.00
(two @ 3x8x16; reinf., dowel to stone)				
Heavy Stone Fill (armor banks)	90	TON	\$ 125.00	\$ 11,250.00
Select Structural Fill (at abutments)	60	CY	\$ 50.00	\$ 3,000.00
Road Stone adjust grade at ends.	120	CY	\$ 48.00	\$ 5,760.00
Suitable Backfill (beyond pipe bedding limits)	50	CY	\$ 30.00	\$ 1,500.00
Guiderail (approaches and on bridge)	200	LF	\$ 30.00	\$ 6,000.00
Maintenance and Protection of Traffic	1	LS	\$ 1,000.00	\$ 1,000.00
Erosion Control/Bypass/Dewatering	1	LS	\$10,000.00	\$ 10,000.00
Landscaping (shoulders and laydown area, etc.)	400	SY	\$ 20.00	\$ 8,000.00
			<b>SUBTOTAL BASE BID</b>	<b>\$ 109,510.00</b>
Mobilization (4%)	1	LS	\$ 4,380.40	\$ 4,380.40
			<b>SUBTOTAL BASE BID</b>	<b>\$ 113,890.40</b>
Contingency (15%)	1	LS	\$17,083.56	\$ 17,083.56
			<b>SUBTOTAL BASE BID</b>	<b>\$ 130,973.96</b>
<b>Engineering Design/Bid/Inspect (15%)</b>	1	LS	\$19,646.09	\$ 19,646.09
<b>Material Testing (Town direct Cost)</b>	1	LS	\$ 2,000.00	\$ 2,000.00
<b>In-house Professional Fees</b>	1	LS	\$ 5,000.00	\$ 5,000.00
			<b>TOTAL PROJECT COST</b>	<b>\$ 157,620.05</b>



April 2022

Project:

## WOLFE PARK CREEK CROSSING

TOWN OF CHENANGO  
 176 & 264 Dorman Road  
 Town of Chenango  
 Broome County, NY  
 TM#111.04-1-1 & 2

Sheet Title:

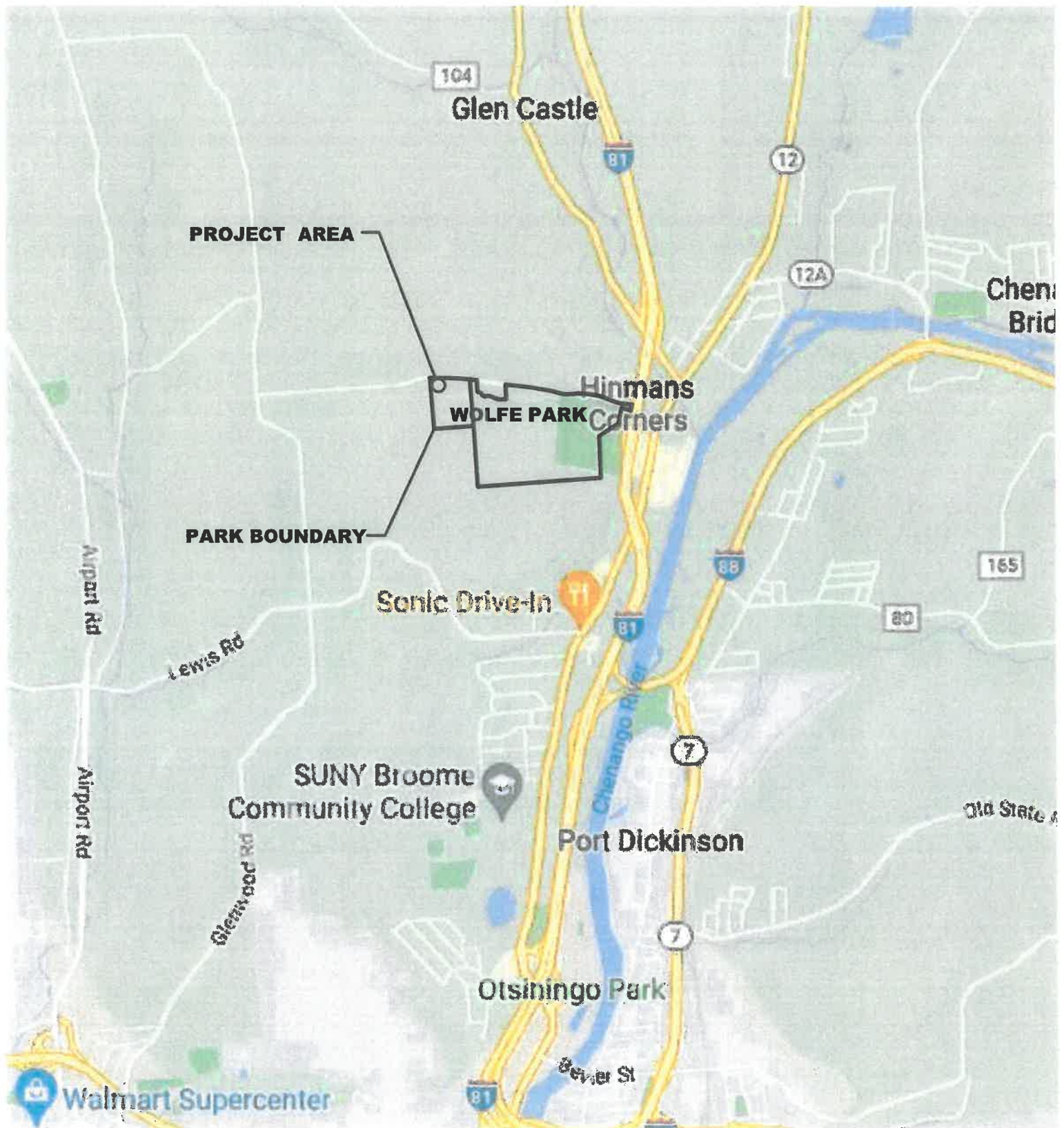
**PROJECT  
 SKETCH**

Sheet No:

**Figure 4**



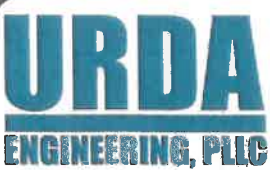
106 Main Street, Suite 4  
 Windsor, NY 13865  
 607.760.6545  
 www.urdaengineering.com

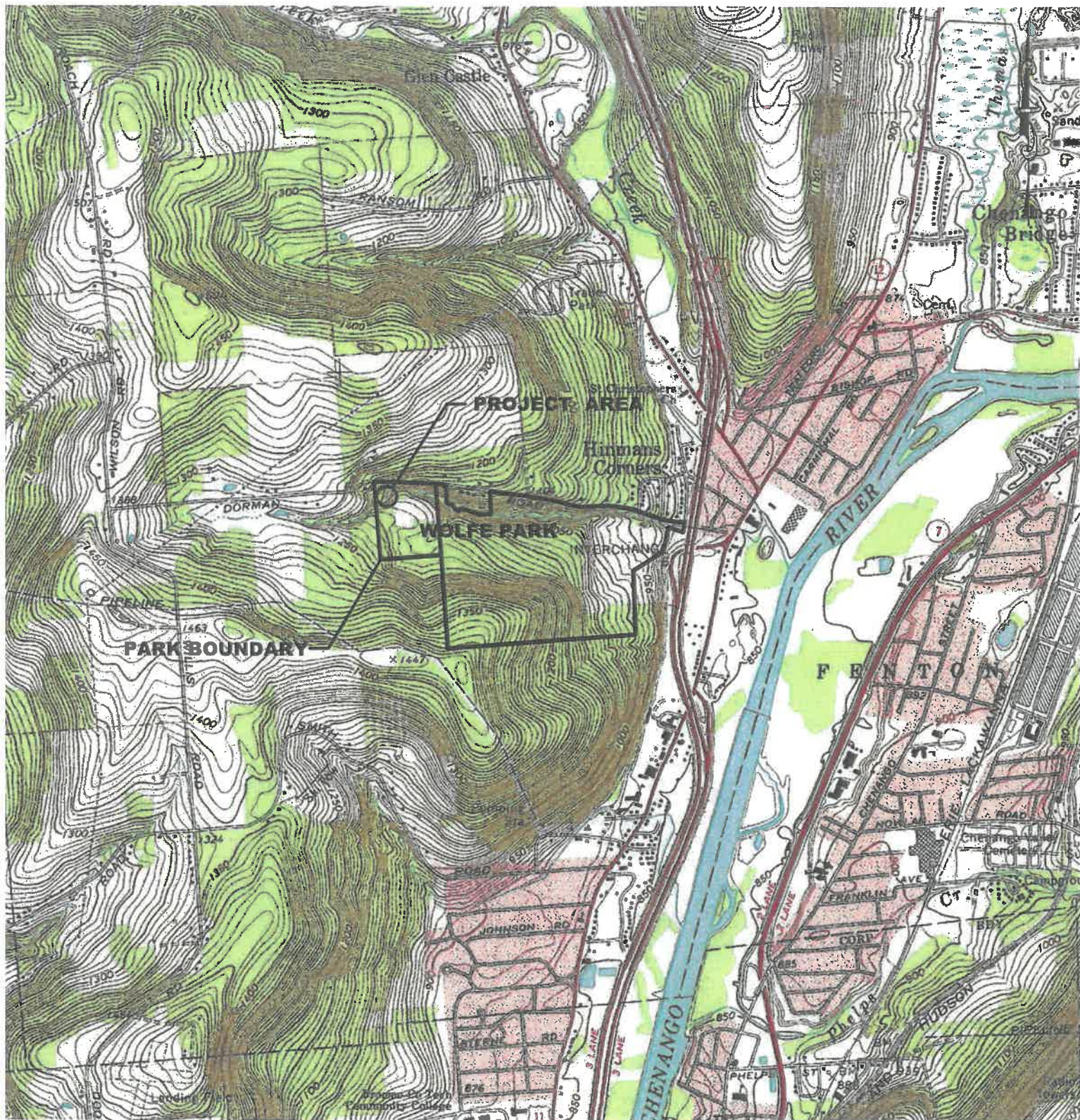


Source: Google Maps

SCALE: 1 INCH = 3,000 FT

April 2022


 <p>106 Main Street, Suite 4 Windsor, NY 13865 607.760.6545 www.urdaengineering.com</p>	<p>Project:</p> <p><b>WOLFE PARK CREEK CROSSING</b></p> <p>TOWN OF CHENANGO 176 &amp; 264 Dorman Road Town of Chenango Broome County, NY TM#111.04-1-1 &amp; 2</p>	<p>Sheet Title:</p> <p><b>LOCATION MAP</b></p>
		<p>Sheet No:</p> <p><b>Figure 1</b></p>



Source: USGS QUADS  
 Chenango Forks and Castle  
 Creek, NY 1968

SCALE: 1 INCH = 2,000 FT

April 2022

 <p>106 Main Street, Suite 4          Windsor, NY 13865          607.760.6545          www.urdaengineering.com</p>	Project: <b>WOLFE PARK CREEK CROSSING</b>	Sheet Title: <b>USGS VICINITY MAP</b>
	TOWN OF CHENANGO 176 & 264 Dorman Road Town of Chenango Broome County, NY TM#111.04-1-1 & 2	Sheet No: <b>Figure 2</b>



Source: NYSGIS 2014

SCALE: 1 INCH = 500 FT

April 2022

**URDA**  
**ENGINEERING, PLLC**  
106 Main Street, Suite 4  
Windsor, NY 13865  
607.760.6545  
www.urdaengineering.com

Project:

**WOLFE PARK CREEK CROSSING**

TOWN OF CHENANGO  
176 & 264 Dorman Road  
Town of Chenango  
Broome County, NY  
TM#111.04-1-1 & 2

Sheet Title:

**AERIAL  
PHOTO (2018)**

Sheet No:

**Figure 3**

# THE BROOME COUNTY DOZEN

## 1. CHENANGO VALLEY STATE PARK

153 STATE PARK ROAD, CHENANGO FORKS  
6 MILES, ROUND-TRIP

**CHALLENGE:** Start from the main beach parking lot and choose any route to the viewpoint overlooking the confluence of the Troughnigo and Chenango Rivers at the park's northern end (you will see a bench when you have arrived) and return to the beach. It's a relatively easy but long hike with a few hilly sections.  
**NOTE: PARKING FEE IN SEASON**

## 2. OOUAGA CREEK STATE PARK

5995 COUNTY ROUTE 20, BAINBRIDGE  
3.5 MILE LOOP

**CHALLENGE:** Combine the Green Nature Trail, the Red Short Trail, and the Blue Lake Trail for a hike around the lake. **NOTE: PARKING FEE IN SEASON**

## 3. AQUA TERRA WILDERNESS AREA

MAXIAN ROAD, BINGHAMTON  
5 MILES

**CHALLENGE:** Hike both sides of Maxian Rd around the pond on the northwest, (aqua/water) side and climb to the top of the old ski slope on the southeast, (terra/land) side. This challenge is more strenuous.

## 4. DORCHESTER PARK

5469 NY RT. 26, WHITNEY POINT  
4 MILES, OUT AND BACK

**CHALLENGE:** Follow the walking path from the beach, around the south end of the reservoir next to the dam, over to the Kelbel Rd parking lot near Whitney Point HS and return along the same path.

## 5. GREENWOOD PARK

153 GREENWOOD ROAD, LISTLE  
3 MILE LOOP

**CHALLENGE:** Hike the trails at the outer perimeter of the park, a combination of the Outer Loop, Woodland, Pine Ridge, and Evergreen Trails.

## 6. HAWKINS POND

224 SCOUTEN HILL ROAD, WINDSOR  
4 MILE ROUND-TRIP

**CHALLENGE:** From the stone pavilion on the south end, hike to the McAllister Rd parking area and back. The hike features a few hills and may be wet or muddy on some trails.

## 7. NATHANIEL COLE PARK

1674 COLESVILLE RD, HARPURSVILLE  
1.25 MILE LOOP

**CHALLENGE:** The easiest challenge, the nature trail around the lake is ideal for new and experienced hikers alike. Hike around the lake on a wide long path.

## 8. JONES PARK

97 STATE LINE RD, VESTAL  
4 MILES

**CHALLENGE:** Reach the gas pipeline on the eastern boundary of the park using any route. The hike will be hilly, rocky, and involve some stream crossings, so be prepared for wet conditions.

## 9. WOLFE PARK

DORMAN RD, CHENANGO  
3 MILES

**CHALLENGE:** Hike down from the parking area and around the perimeter of the Bluebird Trail, returning to the start via the Hill Trail.

## 10. BINGHAMTON UNIVERSITY NATURE PRESERVE

BU CAMPUS, LOT M, VESTAL  
4 MILES

**CHALLENGE:** For this rugged challenge, you will hike the perimeter of the preserve and pass by two high points: the water tanks on the Anthill Trail, and the upper junction of the Field and Saddle Trails. **NOTE: PARKING FEE M-F, 4PM**

## 11. IBM GLEN

1250 ROBINSON HILL RD, ENDICOTT  
2 MILES, ROUND-TRIP

**CHALLENGE:** From the Robinson Hill Rd parking lot, take any route to the stone bridge on the Gray's Creek Trail, at the southern end of the property. Once there take in the view of the wonderful waterfall.

## 12. SUNY BROOME NATURAL AREA

LT. VANWINKLE DR, BINGHAMTON  
2 MILES, ROUND-TRIP

**CHALLENGE:** Hike the blue-blazed perimeter trail. This stretch of trail is short but strenuous and it will be very steep at times.

### DISCLOSURES:

- Hiking at all locations is at your own risk. Know your capabilities, take notice of other trail users (including mountain bikers) and wildlife, and take precautions against ticks.
- Plan ahead for your hikes by going to: [www.GoAllOutBroome.com/bc12](http://www.GoAllOutBroome.com/bc12) for site details.
- Trail mileage is approximate and may vary with your route.



# REGISTRATION FORM

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

Submit your form online at:  
[www.GoAllOutBroome.com/bc12](http://www.GoAllOutBroome.com/bc12)



Or mail to:  
**TCHC, PO BOX 22**  
**JOHNSON CITY, NY 13790**  
 Checks Payable to:  
**TCHC**

## TRAIL LOG

1. CHENANGO VALLEY SP	2. OQUAGA CREEK SP	DATE: NOTES:	DATE: NOTES:
3. AQUA TERRA PARK	4. DORCHESTER PARK	DATE: NOTES:	DATE: NOTES:
5. GREENWOOD PARK	6. HAWKINS POND	DATE: NOTES:	DATE: NOTES:
7. NATHANIEL COLE PARK	8. JONES PARK	DATE: NOTES:	DATE: NOTES:
9. WOLFE PARK	10. BU NATURE PRESERVE	DATE: NOTES:	DATE: NOTES:
11. IBM GLEN	12. SUNY BROOME	DATE: NOTES:	DATE: NOTES:

## WHAT IS THE CHALLENGE?

The Challenge was created by the Triple Cities Hiking Club in 2019, in cooperation with Broome County's Go All Out Broome program to promote outdoor recreation in Broome County. It includes a dozen of the finest hiking gems found in Broome County -- nine State, County, and Town Parks, plus three additional Nature Preserves.

The TCHC, founded in 1947, frequently hold hikes in these 12 locations. Non-members are always welcome on TCHC hikes! View the current hike schedule at:  
<https://sites.google.com/site/tchcny>

## HOW DO I COMPLETE THE CHALLENGE?

Complete the 12 listed challenges in any order, over 40 miles of hiking. We highly recommend that you plan ahead for your hikes with more info from the challenge webpage. Be sure to plan your hikes using the info at:  
[www.goalloutbroome.com/bc12](http://www.goalloutbroome.com/bc12).

Submit your completed registration form/trail log online or mail it with \$5 to the TCHC to receive the "Broome County Hiking Challenge" patch. The TCHC will send you your patch and Go All Out Broome will celebrate your achievement on Facebook!

Hikes may be completed any time after April 2019. There is no deadline, but once all hikes are completed you must register your form to be an official "Broome County Hiking Challenger".



## BROOME COUNTY DOZEN HIKING CHALLENGE



**Go All Out**  
 BROOME COUNTY



[contact@triplecityshikingclub.org](mailto:contact@triplecityshikingclub.org)



<https://sites.google.com/site/tchcny>  
[www.GoAllOutBroome.com](http://www.GoAllOutBroome.com)



## **TOWN OF CHENANGO**

### **Cyber Security Breach Notification Policy**

This policy is consistent with the State Technology Law, § 208 the Information Security Breach and Notification Act, as added by Chapters 442 and 491 of the Laws of 2005 (“Act”) as amended. The Town of Chenango (“Town”) values the protection of Private Information of individuals. The Town of Chenango shall notify an individual when there has been or is reasonably believed to have been a compromise of the individual’s Private Information maintained by the Town as a result of a breach of the Town’s security systems, in compliance with the Act and this policy.

The Town, after consulting with the Office of Information Technology Services (“OITS”) to determine the scope of the breach and restoration measures, must notify an individual when it has been determined that there has been, or is reasonably believed to have been, a compromise of the individual’s Private Information, maintained by the Town, through unauthorized disclosure.

A compromise of Private Information means the unauthorized acquisition of unencrypted computerized Data with Private Information.

If encrypted Data is compromised along with the corresponding encryption key, the Data is considered unencrypted and falls under the notification requirements.

Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

The Town will notify the affected individual directly by one of the following methods:

- Written notice;
- Electronic notice, provided that the person to whom notice is required has expressly consented to receiving notice in electronic form and a log of each notification is kept by the Town that notifies affected persons in such form;
- Telephone notification, provided that a log of each notification is kept by the Town that notifies affected persons; or
- Substitute notice, if the Town demonstrates to the state Attorney General that the cost of providing notice would exceed \$250,000, that the affected class of persons to be notified exceeds \$500,000, or that the Town does not have sufficient contact information. The following constitute sufficient substitute notice:
  - E-mail notice when the Town has an e-mail address for the subject persons;
  - Conspicuous posting of the notice on the Town’s web site page, if the Town maintains one; and
  - Notification to major statewide media.

The Town must notify OITS, the Attorney General and the Department of State, as to the timing, content and distribution of the notices and approximate number of affected persons.

Regardless of the method by which notice is provided, the notice must include contact Information for the Town making the notification and a description of the categories of Information that were, or are

reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of Personal Information and Private Information were, or are reasonably believed to have been, so acquired.

This Policy also applies to information maintained on behalf of the Town by a Third Party.

When more than 5,000 New York residents must be notified at one time, then the Town must notify the Consumer Reporting Agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.

## Definitions

**Consumer Reporting Agency:** Any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. The state Attorney General is responsible for compiling a list of consumer reporting agencies and furnishing the list upon request to the Town.

**Data:** Any Information created, stored (in temporary or permanent form), filed, produced or reproduced, regardless of the form or media. Data may include, but is not limited to, personally identifying Information, reports, files, folders, memoranda, statements, examinations, transcripts, images, communications, electronic or hard copy.

**Information:** The representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automated means.

**Personal Information:** Any Information concerning a natural person which, because of name, number, personal mark or other identifier, can be used to identify such natural person.

**Private Information:** Personal Information in combination with any one or more of the following Data elements, when either the Personal Information or the Data element is not encrypted or encrypted with an encryption key that has also been acquired:

1. social security number; or
2. driver's license number or non-driver identification card number; or
3. account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private Information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

**Third Party:** Any non-municipal employee such as a contractor, vendor, consultant, intern, other municipality, etc.



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Executive Deputy Commissioner

November 05, 2021

Dear New York State Drinking Water and/or Wastewater Supplier:

This is to provide you with information and a Vendor Agreement for the New York State Low Income Household Water Assistance Program (LIHWAP). Please review all enclosed materials carefully.

LIHWAP was established through the Consolidated Appropriations Act, 2021 and the American Rescue Plan Act, 2021. New York State will use these funds to assist low income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services. Benefits will be issued directly to drinking water and wastewater providers to restore or prevent loss of drinking water or wastewater services. The Office of Temporary and Disability Assistance (OTDA) will operationalize LIHWAP benefits in two phases. Phase one funding and outreach will target households with arrears for unpaid charges for drinking water and/or wastewater services. In phase two, OTDA will reevaluate available funding and if feasible, focus on establishing a benefit to assist eligible households with current drinking water and/or wastewater bills. This is a New York State administered program that will start on December 1, 2021 and end on September 30, 2023, or when funding is exhausted, whichever occurs first.

Vendor Agreement:

- A signed Vendor Agreement and completed Substitute Form W9/AC 3237-S (Rev. 1/17) are required in order to participate in and receive LIHWAP payments. The signed agreement will apply to all customers in your service territory within New York State. Vendor Agreements and program participation will be managed centrally by OTDA through the LIHWAP Bureau.
- Please review all documents carefully before signing.
- You may not make any changes to the Vendor Agreement, please contact us if you have any questions at: [NYSLIHWAP.vendor@otda.ny.gov](mailto:NYSLIHWAP.vendor@otda.ny.gov).

Vendor Payment and Remittance Information:

- Payments will be made directly to vendors via Electronic Funds Transfer issued through the NYS Office of the Comptroller (OSC).
- The OSC State Vendor Resource Page is available at: <https://www.osc.state.ny.us/state-vendors>. This resource page provides information and guidance to vendors on their payments and how to view those payments through the self-service vendor portal.
- Vendors who need assistance in enrolling in the online Vendor Self Service application: <http://www.sfs.ny.gov>, should contact the Statewide Financial System (SFS) Help Desk at either (855) 233-8363 or [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

Please return the signed Vendor Agreement and completed Substitute Form W9/AC 3237-S (Rev. 1/17) forms as soon as possible to:

**New York State OTDA  
LIHWAP Bureau  
40 N. Pearl St. Floor 11B  
Albany, NY 12243**

**Phone: (518) 473-0332**

**Fax: (518) 486-1528**

**Email: [NYSLIHWAP.vendor@otda.ny.gov](mailto:NYSLIHWAP.vendor@otda.ny.gov)**

Your company's name will not be added to the NYS LIHWAP vendor list until a signed agreement and a completed Substitute Form W9/AC 3237-S (Rev. 1/17) is on file.

We look forward to continuing to work with your company and staff as we assist LIHWAP eligible households in meeting their drinking water and/or wastewater needs. Please contact the NYS LIHWAP Bureau staff at (518) 473-0332 with any questions or concerns.

Sincerely,

***/s/ AB/ 11-05-2021***

Andrew Bryk  
HEAP/LIHWAP Bureau Chief  
Employment and Income Support Programs

Attachments (3):

LIHWAP Vendor Agreement  
Attachment 1 - OTDA Security and Confidentially Terms  
Substitute Form W9/AC 3237-S (Rev. 1/17)



## Office of Temporary and Disability Assistance

### NEW YORK STATE LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM VENDOR AGREEMENT

This Agreement (“Agreement”) shall govern the purchase of water services from the Water Service Provider (Vendor) on behalf of households eligible for the Low Income Household Water Assistance Program (LIHWAP). Federal funds awarded under LIHWAP shall be used as part of an overall emergency effort to prevent, prepare for, and respond to the COVID-19 pandemic, with the public health focus of ensuring that low income households have access to drinking water and wastewater services. The funds will be used to cover and/or reduce arrearages, rates and fees associated with reconnection or prevention of disconnection of services. If funding is available, the New York State Office of Temporary and Disability Assistance (NYS OTDA) will evaluate providing bill assistance to eligible households to reduce the household’s cost for drinking water and wastewater services. This Agreement is a contract between NYS OTDA and the Vendor for the provision of direct vendor payments to assist low income households with drinking water and wastewater reconnection and ongoing services.

The parties acknowledge that this Agreement and the services provided by the Vendor are governed by and subject to federal laws and regulations in addition to issued federal and State guidance in relation to the Low Income Household Water Assistance Program.

In order to receive LIHWAP payments on behalf of eligible households, the Vendor agrees and assures to NYS OTDA to abide by the below listed provisions contained in this agreement. Drinking water and/or wastewater service benefits paid directly to Vendors will be issued through the NYS Office of the State Comptroller (NYS OSC).

1. Households receiving assistance from LIHWAP shall not be treated adversely on the basis of receipt of such assistance under applicable provision of the LIHWAP Supplemental Terms and Conditions 11h under Federal LIHWAP Assistance Listing No. 93.568(B) (with modifications based on P.L. 116-260).
2. Vendors will not discriminate, either in the costs of goods supplied or the services provided, against the household on whose behalf LIHWAP payments are made.
3. The Vendor understands that payment and satisfaction of any claims under LIHWAP will be made by NYS OTDA, through the NYS OSC. The Vendor further understands that they must comply with all applicable requirements of the Consolidated Appropriations Act of 2021 (CAA) and the American Rescue Plan Act of 2021 (ARPA), as well as all applicable policy determinations and directives of the NYS OTDA. The Vendor may be prosecuted under applicable federal and/or State law for false claims, statements or documents or concealment of material fact.
4. The Vendor agrees to accept all LIHWAP benefits authorized on behalf of residential customers and without imposing any conditions precedent. “Residential customer” is defined in accordance with Title 16 of the New York Compilation of Codes, Rules and Regulations, Part 14.2(b)(18).
5. The Vendor agrees to continue, establish or reestablish service for LIHWAP authorized residential customers and maintain such service for such LIHWAP authorized residential customer for ninety (90) calendar days after receipt of each LIHWAP benefit authorized and received on behalf of residential customers.

17. Vendor agrees that any modification to this agreement must be reviewed and agreed to by NYS OTDA. Vendor agreement modification must be made in writing and submitted to NYS OTDA through [NYSLIHWAP.vendor@otda.ny.gov](mailto:NYSLIHWAP.vendor@otda.ny.gov).

Check here to hereby declare to the New York State Office of Temporary and Disability Assistance (NYS OTDA) that you, the vendor or vendor's representative, have the authority to bind such vendor, that you have read and understand the above, and that it is your intention to sign and submit this Vendor Agreement on behalf of the vendor to NYS OTDA, and further agree that the vendor will comply with and abide by the Vendor Agreement while participating as a Vendor in the New York State Low Income Household Water Assistance Program.

Vendor or Vendor's Representative name \_\_\_\_\_

Vendor or Vendor's Representative signature \_\_\_\_\_

Vendor Business Name \_\_\_\_\_

Address \_\_\_\_\_

Vendor TIN \_\_\_\_\_

Vendor Type:

\_\_\_\_\_ Drinking Water

\_\_\_\_\_ Wastewater

\_\_\_\_\_ Combined Drinking Water/Wastewater

Primary Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

FAX \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

FAX \_\_\_\_\_

**TOWN BOARD PROJECTS & DISCUSSIONS FOR UPCOMING AGENDAS**

<u>PROJECT / DISCUSSION</u>	<u>POTENTIAL AGENDA DATE</u>
<b>Agenda Software</b>	
<b>Broome County Projects</b>	
*North Otsiningo Dog Park / County MOU	
*Northgate Plaza	
*DOT Route 12 Milling & Paving	
*DOT Smith Hill	
<b>Budget</b>	<b>8/10/2022 and 9/21/2022</b>
<b>Building &amp; Fire Safety</b>	
*Records Retention	
*Evacuation Plan	
*ADA Accessibility	
*Review of NYMIR Insurance	<b>6/15/2022 (July 1st renewal date)</b>
<b>Castle Creek U.S.P.O.</b>	
<b>Cyber Security</b>	
*Breach Notification Policy (Draft)	<b>5/11/2022</b>
a.) Resolution to Adopt Cyber Breach Policy	<b>5/18/2022</b>
*Public Officials Policy	
*Cyber Insurance	
<b>Dept. Head Evaluations</b>	
<b>Dept. of Public Works</b>	
*Drinking Water Study - Applewood / Maplewood	
*NYS LIHWAP	<b>5/11/2022</b>
a.) Resolution to Approve LIHWAP Submission	<b>5/18/2022</b>
*Wolfe Park Project	<b>5/11/2022</b>
*Parking Lot Lights	
*Otsiningo North	
<b>Employee Random Drug Testing</b>	
<b>Email Discontinuance w/ B.C.</b>	
*Pyramid Presentation	

<b>Flood Mitigation</b>	
*ARPA Funds/Uses	6/1/2022
*NYS Homeland Security Grant	(Submission needs to be done by 6/1/2022)
*Broome County Drainage Project - Smith Hill 2023	
*DOT / Smith Hill Rd. Project - Alex Urda	
*Easements for Smith Hill Rd. Project	6/1/2022
<b>Ordinance Dept.</b>	
*Zoning - Chenango Bridge Properties - Nadine Bell	5/11/2022 and 6/8/2022
*Zoning - Luke Tokarz Brooks Rd. Property	
*Mixed Use Zoning	
*Review of Local Laws - Gavin Stiles	
*Amending Town Burn Ban Law	5/18/2022
*Solar Farms - Review Legislation	
*Building & Code Inspector Vacancy	
a.) Resolution to Hire Candidate	
*Ordinance Software	10/1/2022
<b>Town Board &amp; Small Boards Meetings</b>	
*Zoom / Hybrid Meeting Policy	5/11/2022
<b>Town of Chenango Safety Manual</b>	
*New Committee Members	
<b>WWTP Project</b>	
*WQIP Grant Application	
*Community Project Funding Grant - C. Schumer	
*Community Project Funding Grant - C. Tenney	
*Benefit Assessment	6/8/2022
*EDU's	6/8/2022
*Projected Timeline	
*Project Modifications - Engineers Amendment	
a.) Resolution for B&L Final Amendment	
*Public Hearings	
<b>ZBA / Planning Board</b>	
*Filling vacancies	6/1/2022
a.) Planning & Zoning Resolution to Hire	





# Town of Chenango Work Session Agenda

## Wednesday – May 18, 2022 @ 5:00 PM

**(DRAFT VERSION)**

### PLEDGE OF ALLEGIANCE

### OPEN FORUM

Guests shall speak in an orderly fashion and are limited to remarks of five (5) minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango 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 PRESENTATION

- PDD-C Zoning – Nadine Bell

### DEPARTMENT HEAD REPORTS

<b>3<sup>rd</sup> Work Session</b>
Highway – Derin Kraack
Building Ordinance – Gavin Stiles
Dog Control – Joel Troutman

### WORK SESSION REPORTS

- Jo Anne Klenovic – Supervisor
- Town Updates

- Keegan Coughlin – Town Attorney
- Town Business

### OLD BUSINESS

- Barton & Loguidice Amendment
- Staff Vacancies
  - Planning Board
  - Zoning Board Alternate
  - Building & Code Inspector

## **NEW BUSINESS / REVIEW OF RESOLUTIONS**

- Review of Resolution to Approve Amendment to Local Law 73-44



Resolution (Zoning  
Section 73-44) (002).



Zoning Section  
73-44 Local Law.doc



Zoning Attachment  
Local Law 73-44.pdf

- Review of Resolution to Approve Court Audit
- Review of Resolution to Approve 2022 Budget Modifications
- Review of Resolution Approving Court Salaries
- Review of Resolution to Approve Urda Engineering Reimbursement Expenses
- Review of Resolution to Approve Hiring Building & Code Inspector
- Review of Resolution to Approve CB Fire Membership



Resolution CB  
Fireman.docx

- Review of Resolution to Approve Cyber Breach Policy
- Review of Resolution to Approve NYS LIHWAP Participation

## **UNFINISHED BUSINESS**

- Town Board Projects

## **FOR YOUR INFORMATION – FROM THE SUPERVISOR**

### **OPEN FORUM**

Guests shall speak in an orderly fashion and are limited to remarks of five (5) minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango 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.

### **MEETING and PUBLIC HEARING REMINDERS**

- May 24, 2022 – Grievance Day, 2:00pm – 4:00pm & 6:00pm – 8:00pm
- June 1, 2022 – Work Session, 5:00pm; Town Board, 7:00pm
- June 8, 2022 – Work Session, 5:00pm
- June 15, 2022 – Work Session, 5:00pm; Town Board, 7:00pm

## **2022 TENTATIVE BUDGET ASSUMPTIONS AND NOTES**

### **ALL FUNDS:**

- The tax cap for 2022 is set at 2.00% and relates to the entire tax levy, which includes all special districts.
- The proposed 2022 tax levy included in the Tentative Budget is \$2,145,710. This is up from the 2021 tax levy of \$2,105,499, although still within the tax cap.
- Health insurance assumptions are attached. Per Finger Lakes, the 2021 premiums are projected to increase by 10.04% for small group insurance plans, however, the actual 2022 premiums are not yet available. Health Insurance, Dental Insurance and Medicare were all budgeted with a 10% increase. The budgeted rates for Teamsters Health are the actual 2022 rates.
- The 2022 Payroll Budget spreadsheet is attached for your reference.

### **GENERAL FUND – APPROPRIATIONS / REVENUES / APPROPRIATED FUND BALANCE:**

- A 2% raise was assumed for all non-elected staff.
- A 0% raise was assumed for elected officials, with the exception of Lizanne Tiesi-Korinek and Derin Kraack, where a 2% raise was assumed.
- Teamsters' salaries were calculated per contract with an estimate of overtime, as detailed on the Payroll Budget worksheet.
- A1110.200 Justice Court Equipment – reduced from \$4,000 to \$1,500 to reflect reduced equipment needs for 2022.
- A1220.110 Admin Assistant Personal Services – decreased by 25% from \$44,371 to \$33,456 due to Tami's retirement and the retitling of the position.
- A1220.200 Supervisor Equipment – increased from \$1,000 to \$2,000 to allow for the upgrade of two computers in 2022.
- A1355.100 Assessor Personal Services – a reduction of \$13,621 from 2021 to 2022 due the conclusion of Tom's training and oversight of John.
- A1355.120 Assessment Review Board – increased from \$1,200 to \$1,600 as John is requesting to add a fourth member to the BAR in the event that one member needs to recuse themselves from the discussion of a particular property.
- A1355.400 Assessor Contractual – John is requesting an increase of \$15,000 to this line to allow him to order approximately three commercial appraisals for the purpose of defending assessment grievances. According to John, the commercial real estate market has become increasingly volatile and he anticipates the need for appraisals to confirm market values.
- A1410.130 Shared Clerk Personal Services – increased from \$5,660 to \$11,546 to account for a full year of Stephanie's services. This line accounts for 40% of the salary.
- A1620.100 Buildings & Grounds Personal Services – increased by 18% to account for the Board approved increase to Tracy's salary in 2021, plus a 2% raise.
- A1670.400 Central Print and Mail – increased by \$5,000 over the 2021 budget due to the rise in postage rates and the increased amount of mail sent by the Court due to COVID.

- A1680.402 Website Development/Maintenance Contractual – increased from \$2,500 to \$3,500 due to the anticipated need for additional website management training to assist those employees who are now responsible for posting on the website. Freshy Sites’ rate is \$125 per hour.
- A1910.400 Unallocated Insurance – increased from \$95,000 to \$100,000 based upon the 2021 year to date actual of \$96,300.
- A3310.100 Traffic Control Personal Services – increased from \$4,590 to \$7,023 to account for the Crossing Guard working 3 hours per day versus the prior year’s budget of 2 hours per day, as well as a 2% raise. The Crossing Guard is now asked to put out and pick up traffic cones along River Road for the safety of the children.
- A4020.400 Registrar/Vital Statistics Contractual – increased from \$1,000 to \$1,500 to allow the Clerk’s Office to have a full book of records preserved each year as costs have increased.
- A7110.200 Parks Equipment – the budget of \$54,000 includes the purchase of a Ford F450 with a box with an approximate cost of \$50,000. This truck will replace a 2001 Dodge Ram one ton dump truck.
- A8810.200 Cemeteries Equipment – increased from \$2,000 to \$6,000 for the replacement of a zero-turn mower.
- A8810.400 Cemeteries Contractual – increased from \$10,000 to \$14,500 to cover the increase in the cost of fuel and supplies such as top soil and seed, and also for tree removal.
- A1001 Real Property Taxes – the 2022 tax revenue was budgeted to remain flat.
- A1120 Sales Tax from County – General’s share of Sales Tax was left flat at \$1,800,000.
- A2665 Sale of Equipment – \$5,000, which represents the sale of Public Works’ 2001 Dodge Ram.
- A2750/A3001 – Per NYS, State Aid (A3001) is now recorded under AIM Related Payments (A2750). Returned budget to historical level of \$89,033.
- For 2022, the projected Appropriated Fund Balance is \$539,509. This is in line with the 2021 Budget Appropriated Fund Balance of \$569,629.

**HIGHWAY FUND – APPROPRIATIONS / REVENUES / APPROPRIATED FUND BALANCE:**

- Highway salaries were calculated conservatively with a 3% increase pending negotiation of the Highway union contract. A conservative approach was also taken to estimate overtime.
- DA5110.100 General Repairs Personal Services – budgeted for an increase of 8.09%; see above.
- DA5130.100 Machinery Personal Services – an increase of 17% represents a jump in the Mechanic’s job rate, combined with an increase in the amount of estimated overtime.
- DA5130.200 Machinery Equipment - \$40,000 is budgeted for the purchase of a used garbage packer to replace the current one.
- DA5142.100 Snow Removal Personal Services – an increase of 8.01% is due to one of the crew going from MEO Light to MEO Heavy, in addition to the conservative rate assumptions mentioned above.
- DA5142.400 Snow Removal Contractual – increased by \$10,000 to reflect the continual increase in the cost of salt and sand.
- Regarding budgeted equipment purchases for 2022 - the Highway department plans to replace a 10 wheeler at a cost of \$220,000. As the delivery will take place in 2022, only an interest payment was included in the budget. This SIB is expected to be amortized over 10 years. Highway is also planning to purchase an F350 Dump Truck (\$80,000) and Trailer (\$20,000) in 2022. Once again, only an interest

payment was assumed. This SIB is expected to be amortized over 5 years. Both equipment purchases will be bonded, therefore, they will be run through the Capital Projects fund.

- DA1001 Real Property Tax – the tax revenue was budgeted to increase by 2%.
- DA2665 Sale of Equipment – budgeted for \$30,000 and includes the 2 trucks to be replaced in 2022.
- The projected Appropriated Fund Balance is \$1,193, which represents a relatively flat budget. For the 2022 Budget, Highway is benefitting from the retirement of debt, the replacement of which will be felt in the 2023 budget year.
- What are the Board's thoughts on creating a Reserve Fund for Highway?

#### **WATER OPERATING – APPROPRIATIONS / REVENUES / APPROPRIATED FUND BALANCE:**

- A 2% raise was assumed for staff.
- Teamsters' salaries were calculated per contract with an estimate of overtime.
- F8310.110 Water Clerk Personal Services - declined by 42% as the 2021 budget line included a full year of Suzy's salary and Marilyn's part-time salary. The new Shared Clerk position is now broken out into a separate line.
- F8310.120 Shared Clerk Personal Services – increased from \$8,490 to \$17,320 to account for a full year of Stephanie's services. This line accounts for 60% of the salary.
- F8310.400 Administration Contractual – increased by \$1,500 to account for the rise in postage rates and the addition of cell phones to this line.
- F8320.200 Source of Supply Equipment – the budget of \$55,000 includes a \$5,000 portion of a new Ford F250 pickup truck with plow. The \$15,000 increase in this line also reflects the increase in the cost of well pumps, maintenance parts and master meters.
- F8340.200 Transmission Equipment – declined by \$10,000, however, this line includes the remaining \$35,000 for the new pickup truck with plow (a total cost of \$40,000). This truck will be replacing a 2008 Ford F250 with plow.
- F2140 Metered Sales – was reduced from \$646,000 in the 2021 Budget to \$628,000 in the 2022 Budget based upon year to date actuals. Water usage in general has been down substantially, so a conservative number was estimated.
- F2665 Sale of Equipment (\$5,000) – represents the sale of the 2008 Ford F250 pickup to be replaced.
- Given a budgeted appropriated fund balance of \$61,938, we would like to discuss the potential of transferring \$20,000-\$30,000 to the Capital Improvements Reserve Fund to help pay for a Water Study. Additionally, Greg would like to explore the direction of the Water and Sewer rates going forward.

#### **SEWER OPERATING – APPROPRIATIONS / REVENUES / APPROPRIATED FUND BALANCE:**

- Teamsters' salaries were calculated per contract with an estimate of overtime.
- G8110.400 Administration Contractual – increased by \$1,000 to account for the rise in postage rates.
- G8110.401 WWTP Operator Contractual – this line was reduced by \$30,000 as the Town now has a restructured contract.
- G8120.200 Sewage Collecting System Equipment – increased by \$10,000 based upon prior year actuals and the increased cost of pumps.

- G8130.200 Sewer Treatment & Disposal Equipment – (\$50,000) includes \$35,000 for the purchase of a new Ford F250 pickup truck, which will replace the current 2015 Ford F250 pickup truck.
- G8130.400 Sewage Treatment & Disposal Contractual – increased by \$13,000 based upon prior year actuals and the increasing cost of chemicals, parts, tools and supplies.
- G9720.600 SIB Principal – increased by over \$7,500 as the Ford F550 pickup truck with box and crane that was purchased in 2021 was added to the debt service schedule.
- G2120 Sewer Rents were projected to remain flat at \$630,000 based upon 2021 year to date numbers.
- G2665 Sale of Equipment (\$4,000) – represents the sale of the 2015 Ford F250 pickup.
- Given a budgeted appropriated fund balance of \$85,442, we recommend not transferring any funds to the Capital Reserve Fund at the end of 2021. Additionally, Greg would like to explore the direction of the Water and Sewer rates going forward.

#### **SEWER 12 OPERATING – APPROPRIATIONS / REVENUES:**

- Sewer 12 customers are charged a flat rate of \$82.50 per quarter which equates to an annual revenue of \$47,190. The expenses have also been estimated to be \$47,190.
- The timing of Sewer 12's addition to the Consolidated Sewer District needs to be discussed.
- It was anticipated that Sewer 12 would be responsible not only for debt service related to the Sewer 12 portion of the WWTP project, but also a portion of the Consolidated Sewer District piece. At this time, Sewer 12 will benefit from the WWTP Project but these properties are not included in the Consolidated Sewer District, therefore, those in Sewer 12 will not be charged for their portion of the Consolidated Sewer WWTP debt.

#### **FIRE DISTRICTS / STREET LIGHTS – APPROPRIATIONS / REVENUES / APPROPRIATED FUND BALANCE:**

- SF1 – Chenango Bridge Fire submitted a 2022 Budget that was flat from 2021 at \$319,055. Chenango Forks Fire has requested an increase of \$1,112 (4.87%), which was included in the 2022 Budget.
- SF2 – Chenango Fire did not submit a budget by 8/31/21, therefore, a flat budget was assumed.
- SF2-9901.900 - \$3,275 was added to Fire Protection District #2 to account for the amount to be borrowed from General Fund in November 2021 to cover tax deficits. When Broome County's final tax deficit numbers are received this number may increase. Fire Protection District 2 has a fund balance of \$25, which is insufficient to cover the current estimated tax deficit.
- Budgeted expenses for the Special Lights District were reduced from \$85,000 to \$70,000 based upon year to date actuals and PW's plan to assume the maintenance for street lights. Greg continues to work with NYSEG to convert lights to LED and find the best plan for each account. Taxes to be collected were reduced from \$80,000 to \$50,000. An appropriated fund balance of \$15,100 was assumed.

#### **SEWER DEBT FUND – APPROPRIATIONS**

- SS9730.701 NYS EFC WWTP BAN Interest – this is a new line. Barton & Loguidice provided a conservative estimate for the 2022 drawdown on the NYS EFC BAN of \$10,000,000. A 6 month interest payment was assumed at a rate of 1.02%. The tax revenues related to the \$51,000 interest payment are split between the Consolidated Sewer District (\$45,982) and Sewer 12 (\$5,018).

**ATTACHMENT A**

**CHANGES FROM 2022 TENTATIVE TO PRELIMINARY BUDGET FOR BOARD RESOLUTION**

<b>Account</b>	<b>Tentative Budget</b>	<b>Preliminary Budget</b>	<b>Variance</b>
<u>General</u>			
A1010.200 Town Board Equipment	\$0	\$10,000	(\$10,000)
A1010.400 Town Board Contractual	\$9,000	\$24,000	(\$15,000)
A1420.400 Attorney Contractual - C&G	\$125,000	\$143,000	(\$18,000)
A8020.403 Ordinance Contr - Software Maint	\$0	\$8,500	(\$8,500)
<u>Highway</u>			
DA1120 Sales Tax from County	\$650,000	\$700,000	(\$50,000)
<u>Water</u>			
F8310.401 Water Studies	\$0	\$60,000	(\$60,000)
F8340.200 Transmission Equipment	\$70,000	\$30,000	\$40,000
F8340.201 Water Main Repairs	\$0	\$40,000	(\$40,000)
F2140 Metered Sales	\$628,000	\$688,000	\$60,000