



# Town of Chenango Work Session Agenda

## Wednesday – June 15, 2022 @ 5:00 PM

**5:00pm: PLEDGE OF ALLEGIANCE**





**5:00pm: 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.

**5:15pm: PUBLIC HEARINGS - None**

**5:15pm: PANEL PRESENTATION - None**

### DEPARTMENT HEAD REPORTS

3 <sup>rd</sup> Work Session
<b>5:15pm: Highway – Derin Kraack</b>
  Highway Report 6.15.22.docx      Highway Dept. ARPA Project List.do
<b>5:25pm: Building Ordinance – Gavin Stiles</b>
 Ordinance Report May 2022.docx
<b>5:35pm: Dog Control – Joel Troutman</b>
 Dog Control Monthly Report.pdf

**5:45pm: OLD BUSINESS**

- Engineer / Estimator Recommendations



Urda Engineering  
Memo.msg

- Cyber Insurance



2021 Quote (For  
Reference Only).msg



2021 Cyber Liability  
Options (For Refere

**6:15pm: NEW BUSINESS**

- Proposed Amendment to Local Law 73-44



Amending LL  
73-44.pdf

- Proposed Amendment to Fees for ADA Ramps



Amendment to ADA  
Fees.pdf

**6:25pm: REVIEW OF RESOLUTIONS**

- Resolution to Approve Abstract #11



Resolution  
Approving Abstract

- Resolution to Approve Chenango Bridge Fire Co. Memberships



Resolution  
Approving CB Fire M

- Bond Resolution for WWTP (Keegan & Bill Jackson to forward directly to Board)

**6:30pm: UNFINISHED BUSINESS**

- Town Board Projects



Town Board  
Projects.xlsx

**6:35pm: FYI FROM YOUR SUPERVISOR**



Review of 2022  
Town Finance Schor



Battisti Law Office  
Letter.pdf



Music In The Parks  
Memo.pdf

**6:45pm: OPEN FORUM**

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**MEETING and PUBLIC HEARING REMINDERS**

- June 28, 2022 – Zoning Board of Appeals, 7:00pm
- July 6, 2022 – Work Session, 5:00pm; Town Board, 7:00pm
  - Public Hearing Local Law 4-2022, 7:00pm
- July 11, 2022 – Planning Board, 7:00pm
- July 13, 2022 – Work Session, 5:00pm

**Derin Kraack – Highway Dept.**

**Work Session, June 15, 2022**

**Quinn Estates Drainage:**

The drainage system that runs through the middle of the road in Quinn Estates is beginning to fail. I am concerned that this drainage system will completely fail this upcoming winter. I would strongly suggest that this project be completed using ARPA funding.

The Highway Department has two other large drainage projects scheduled for this construction season. They are replacing other drainage systems that need to be upgraded and replaced on Country Knoll Dr and Port Rd. There is also a third possible failing crossover pipe near 309 East Hill Rd.

I initially requested a quote from a local contractor and was preparing to get a second quote per our Procurement Policy but the quote that came back exceeded the \$35,000 threshold. Therefore, it will be necessary to work with Alex Urda and Keegan Coughlin to compile a competitive bid package.

**New Truck:**

The new 2022 Western Star 4700SF was delivered last month. It has been insured and is in the process of being licensed.

**Milling and Paving:**

The section of Matthew Dr from Mary to Patch Rd was milled. Matthew Ct was also patched. Mary Dr and Matthew Ct were also milled. All roads should be cleaned and ready for paving in the next few days.

**Revised ARPA List:**

I am attaching a revised ARPA Funded Potential Projects list for your review and consideration.

## **Town of Chenango - Highway Department**

### **ARPA Funded Potential Projects (Ordered by Priority)**

1. Quinn Estates (Theresa Blvd) – replacement of 165 of 24” pipe
2. Wallace Rd - Storm Debris Catchment System, if HMGP grant application is not awarded.
3. Wallace Rd/Smith Hill Rd – complete drainage from top to under US Route 11.
4. Frederick Rd – replace drainage system from north of River Rd to the river.
5. Fuller Rd – procure easement and install a retaining wall.

# Ordinance Report MAY 2022

## Building Permits

	Residential	Commercial
Received	17-Fassett/Finch(2)/Olson/White/Lav-Lar LP/Owen/Dake Sanford(2)/Linville/Perrault/Mordoff/Julian/Dobish/Niles Park/Mullins	2-The Spot/Boland
Issued	19	2
Inspections	13	2
C of O		
C of C	2	1

Building Permit Fees Collected: \$2171.20

## Special Permits

Type of Permit	# Permits Received	Permit Fees Paid	Applicant(s)
Sign	3	\$ 150.00	Barton & Lyle's/CV Nursery School/Convenience & Smoke Shop
Site Plan	2	\$ 200.00	BC Development/Wrightman Construction
Variances	4	\$ 360.00	May/Haruk/Miller/Owen
Other	2	\$ 165.00	In-house review (Convenience & Smoke Shop)/Special Permit (May)

Fees Collected Total: \$ 875.00

## Fire Inspections

	Total	Previously Done	New This Month	% Completed
Annual	46	--	0	0%
Tri-Annual	65	1	0	2%

## Complaints

Total No. of Complaints Received: 25 Closed: 10

Complaint Type	# of Complaints	Open	Closed
Property Maintenance	9	9	
Open Storage garbage/debris			
Open Burning/smoke			
Junk Vehicles	2	2	
Grass/undergrowth	8	5	3
Noise	3	2	1
Operating a business			
BWOP			
Rec vehicles/trailers			
Illegal fill			
Other	3		3

# Town of Chenango Monthly Report

Date: 5/21/22

Complainants Name:

Address:

Nature of Complaint: While out for a run a dog ran out into the road and bit him in the buttocks and arm. The incident occurred in front of \_\_\_\_\_ states he just wanted to make a report however, he did not wish to pursue anything further.

Response: At approximately 3:00 p.m, I responded to \_\_\_\_\_ road and spoke to \_\_\_\_\_ who stated it was her dog "Bogey" and she was extremely shocked this had occurred. Upon further investigation, Melissa's dog was deemed to be unlicensed and was quarantining for 10 days then was going to be put down. Nothing further to report.

Date: 5/18/2022

Complainants name:

Address:

Nature of Complaint: States neighbors dog had dug a hole under her fence and then had came into her yard and nipped at her lab dog.

Response: At approximately, 12:00 p.m on 5/19/2022 I responded to the above location and spoke to Morgan and inspected her dog which appeared to have no visible injuries. At this time, I also secured a photo for record purposes. I provided her a complaint form which she had filled out. At this time I spoke to the neighbor \_\_\_\_\_ about her pug. Andrea doesn't deny her dog went over into neighbors yard but does not believe her dog attacked neighbors dog. Andrea asked to see Morgan's dog to inspect it for any visible injuries and explained if there was any injuries sustained she would be more than willing to pay for it however no injuries were seen by Andrea at this time. Upon further investigation it was determined this has been an ongoing neighbor dispute between both parties and neither dogs were licensed.

Update: On 05/20/2022 both parties had licensed both of there dogs. Nothing further.

# Town of Chenango Monthly Report

Date: 6/1/2022

Complainants Name:

Address:

Nature of Complaint: A French bulldog which belonged to [redacted] I was running at large.

Response: At approximately 0850 a.m, I responded and circulated the area with negative results of any dog running at large in the area. I then proceeded to [redacted] in attempt to get ahold of the owners however, no one answered the door. Nothing further to report.

Date: 5/25/2022

Complainants Name:

Address: Not mentioned

Nature of Complaint: Believes there are unlicensed dogs back at [redacted] again.

Response: At approximately 12:30 p.m, I sent out notice of unlicensed dogs form to hill road. Nothing further at this time.

Date: 5/24/2022

Complainants Name:

Address:

Nature of Complaint: Her yorkie was sitting by the neighboring fence when the neighbors dog had nipped at her dog.

Response: At approximately 0800 a.m, I responded to [redacted] and spoke with Hailey who stated at the time of the incident her dog was outside leashed and she didn't realize it was and long as it was. Hailey also stated she will shorten the leash and she was moving the following day. Let it be known that the neither dog did not sustain any injuries. I relayed this information to Amanda [redacted] Nothing further to report.

## **Klenovic, Jo Anne**

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**From:** alex@urdaengineering.com  
**Sent:** Friday, June 10, 2022 10:49 AM  
**To:** MacLeod, Amy  
**Cc:** Klenovic, Jo Anne  
**Subject:** work session next week

Amy:

Jo Anne traded my weeks for work session so I am not on next week, but I was asked to inform the Board of whom I am talking to regarding the Wastewater Project. See below and please share this with the Board. I am reaching out to these entities and hope to have their proposals with fee estimates in two weeks. (no particular order)

1. Evaluation of Estimates (by professional estimator)
  - a. ICI
  - b. Trophy Point
  - c. Upstate
2. Evaluation of Project design for completeness of design & if anything is in 'excess' (by Professional Engineer(s) specialized in Wastewater)
  - a. CT Male
  - b. C&S
  - c. GHD

**Alexander N. Urda, P.E.**  
**Urda Engineering, PLLC**  
**106 Main Street, Suite #4**  
**Windsor, NY 13865**

**607.760.6545**



## MacLeod, Amy

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**From:** Nicholas Spencer <nspencer@smithbrothersusa.com>  
**Sent:** Thursday, April 21, 2022 11:58 AM  
**To:** Klenovic, Jo Anne  
**Cc:** MacLeod, Amy; Wyatt, Julie A.  
**Subject:** RE: Quote  
**Attachments:** Cyber Liability Options.PDF

Hi Jo Anne,

We had quoted the Cyber Liability coverage for the current policy period starting 7/1/2021. I've attached here the breakdown of those quote options from NYMIR.

Your current Public Official Liability annual premium is \$5,865.20.

I'll also be sending over the annual renewal application and your current information to review and update to start working on your 7/1/2022 renewal quote.

Regarding our meeting yesterday morning, is Alex going to be sending me the information to present to NYMIR for them to review?

Thank you,

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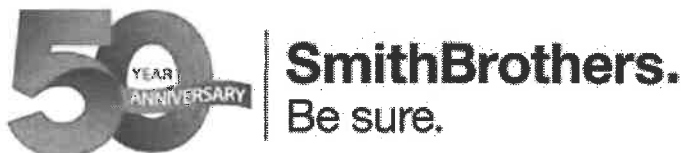
**Nicholas Spencer, CPCU, CLCS**  
Account Manager

**OFFICE** 607-754-1411

**DIRECT** 607-754-9876 | **FAX** 607-754-6463

[nspencer@smithbrothersusa.com](mailto:nspencer@smithbrothersusa.com) | [SmithBrothersUSA.com](http://SmithBrothersUSA.com) | 

Location / Mailing: 300 Plaza Drive, Vestal New York 13850



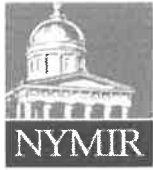
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## **New York Municipal Insurance Reciprocal**

*Insuring Our Own Future.*

### **Cyber Breach and Liability Coverage Quote**

Quote Date: 6/29/2021

**Effective Date: 7/1/2021**

Prepared for:

**Town of Chenango**

NOTE: DESCRIPTIONS OF COVERAGE IN THIS PROPOSAL HAVE BEEN SIMPLIFIED AND ARE SUBJECT TO THE COVERAGE ACCEPTED AND THE EXACT POLICY TERMS. **THIS OFFER EXPIRES IN 45 DAYS.**

**Additional Notes:**

**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Limit Per Occurrence</b>	<b>Aggregate Limit</b>	<b>Deductible (Per Claim)</b>
Security Breach & Network Security Liability	\$250,000	\$250,000	\$1,000

**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Premium</b>
Security Breach & Network Security Liability			Included
<b>TOTAL NYMIR PREMIUM:</b>			<b>\$1,293.00</b>

**THIS IS NOT AN INVOICE**



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**Additional Notes:**

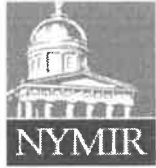
**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Limit Per Occurrence</b>	<b>Aggregate Limit</b>	<b>Deductible (Per Claim)</b>
Security Breach & Network Security Liability	\$500,000	\$500,000	\$1,000

**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Premium</b>
Security Breach & Network Security Liability			Included
<b>TOTAL NYMIR PREMIUM:</b>			<b>\$1,551.00</b>

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### **Cyber Breach and Liability Coverage Quote**

Quote Date: 6/29/2021

**Effective Date: 7/1/2021**

Prepared for:

**Town of Chenango**

NOTE: DESCRIPTIONS OF COVERAGE IN THIS PROPOSAL HAVE BEEN SIMPLIFIED AND ARE SUBJECT TO THE COVERAGE ACCEPTED AND THE EXACT POLICY TERMS. **THIS OFFER EXPIRES IN 45 DAYS.**

**Additional Notes:**

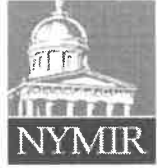
**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Limit Per Occurrence</b>	<b>Aggregate Limit</b>	<b>Deductible (Per Claim)</b>
Security Breach & Network Security Liability	\$750,000	\$750,000	\$1,000

**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Premium</b>
Security Breach & Network Security Liability			Included
<b>TOTAL NYMIR PREMIUM:</b>			<b>\$1,861.20</b>

THIS IS NOT AN INVOICE



## **New York Municipal Insurance Reciprocal**

*Insuring Our Own Future.*

### **Cyber Breach and Liability Coverage Quote**

Quote Date: 6/29/2021

**Effective Date: 7/1/2021**

Prepared for:

**Town of Chenango**

NOTE: DESCRIPTIONS OF COVERAGE IN THIS PROPOSAL HAVE BEEN SIMPLIFIED AND ARE SUBJECT TO THE COVERAGE ACCEPTED AND THE EXACT POLICY TERMS. **THIS OFFER EXPIRES IN 45 DAYS.**

**Additional Notes:**



**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Limit Per Occurrence</b>	<b>Aggregate Limit</b>	<b>Deductible (Per Claim)</b>
Security Breach & Network Security Liability	\$1,000,000	\$1,000,000	\$1,000

**NYMIR Coverage Summary**

<b>Policies and Coverage</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Premium</b>
Security Breach & Network Security Liability			Included
<b>TOTAL NYMIR PREMIUM:</b>			<b>\$2,233.00</b>

**THIS IS NOT AN INVOICE**

May 27, 2022

To the Town Board,

In §73-44. Attachment 1: Schedule of Regulations, R Residential District, I have found several contradictions that should be addressed. The incongruity of the law caused confusion at a recent ZBA public hearing resulting in a time and money inconvenience to a citizen. It is my opinion that the language of the law be changed to eliminate footnote (2) as an attached garage is part of a principal structure and a detached garage is an accessory to the principal use. As these are two different uses, the contradiction should be eliminated. Remark (3) should be eliminated as it contradicts the side and rear setback allowance under "Accessory Use". Under accessory and permitted uses, subsection (3) states that detached garages and carports be a minimum of 10 foot side set back and five foot rear setback. This section contradicts the 5 foot side and 5 foot rear setback under "Accessory Use". It is my opinion that the language be changed to require 5 foot side and 5 foot rear as the requirement for accessory structures in all applicable sections of this law.

Respectfully,

Gavin Stiles Ordinance Dept.



ONING

achment 1

of Chenango

of Regulations, R Residential District.

2008 by L.L. No. 2-2008; 10-3-2016 by L.L. No. 2-2016; 6-1-2020 by L.L. No. 3-2020; 8-4-2021 by L.L. No. 2-2021]

Rear (feet)	Maximum Building Lot Coverage (percent)	Building Height		Minimum Floor Area (square feet)	Off-Street Parking	Loading	Site Plan	Signs	Remarks
		Principal (feet)	Accessory (feet)						
5	30	40	16	750	<ol style="list-style-type: none"> <li>Two spaces per residential use</li> <li>See Article VI, § 73-20</li> </ol>	1 space per each nonresidential use	Required for all nonresidential uses; see Article VIII, § 73-28	<ol style="list-style-type: none"> <li>One professional sign (2 square feet)</li> <li>For sale/for rent sign (6 square feet)</li> <li>Each permitted nonresidential use (16 square feet)</li> <li>Temporary real estate development sign (36 square feet)</li> <li>Directional sign (3 square feet)</li> </ol>	<ol style="list-style-type: none"> <li>Only one single-family dwelling is allowed on a lot.</li> <li>All living space within a single-family dwelling will contain no separate exterior entrance(s) to the dwelling except those used for a single-family dwelling.</li> <li>No aboveground structures other than trees, landscaping or a fence shall be permitted closer than 20 feet from an adjacent single-family home.</li> </ol>

May 27, 2022

To the Town Board,

I would like the board to consider waiving the fee for ADA accessible ramps constructed by not for profit organizations while still requiring a building permit and all other documents and review required for said permit.

Respectfully,

Gavin Stiles Ordinance Dept.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING ABSTRACT NO. 11**

The Town Board of the Town of Chenango, duly convened in the Town Work Session on, Wednesday, June 15, 2022, does hereby RESOLVE to pay the attached and incorporated herein Abstract of Bills.

Abstract 11, dated June 8, 2022.

General Fund - Voucher Nos. 356-393; Check Nos. 5211-5245 totaling the sum of \$21,892.93.

Highway Fund - Voucher Nos. 134-156; Check Nos. 1780-1799, totaling the sum of \$11,372.29.

Water Fund - Voucher Nos. 106-115; Check Nos. 1758-1765 totaling the sum of \$5,784.72.

Sewer Fund/Sewer 12 - Voucher Nos. 155-167; Check Nos. 2108-2120 totaling the sum of \$63,719.68.

Special Districts/Street Lights – Voucher Nos. 12-13; Check Nos. 1181-1182 totaling the sum of \$24,230.36.

**WHEREAS**, this resolution shall take effect immediately.

Offered by:

Seconded by:

Jo Anne Klenovic, Supervisor  
Dave Johnson, Councilperson  
Frank Carl, Councilperson  
Gene Hulbert, Councilperson  
Jim DiMascio, Councilperson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Chenango Seal

Dated: June 15, 2022

\_\_\_\_\_  
Lizanne Tiesi-Korinek  
Town Clerk, Town of Chenango

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING FIREMAN APPLICATIONS**

The Town Board of the Town of Chenango, **duly** convened in Regular Session, June 15, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Chenango Bridge Fire Company has proposed the following memberships – Tyler Hamlin and Randy Rodzinka, and

**WHEREAS**, the required applications, supporting materials and information has been received, and

**WHEREAS**, this **Board** has carefully considered these applications, now therefore, it is hereby

SECTION 2. RESOLVED, that Tyler Hamlin and Randy Rodzinka from Chenango Bridge Fire Company are hereby approved as members of the Chenango Bridge Fire Company, effective 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 15th day of June, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic \_\_\_\_\_  
Councilperson Gene Hulbert Jr. \_\_\_\_\_  
Councilperson Frank Carl \_\_\_\_\_  
Councilperson Jim DiMascio \_\_\_\_\_  
Councilperson Dave Johnson \_\_\_\_\_

Town of Chenango Seal

Dated: June 15, 2022

\_\_\_\_\_  
Lizanne Tiesi-Korinek, Town Clerk  
Town of Chenango

**UPDATED AS OF JUNE 10, 2022**

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

<u>PROJECT / DISCUSSION</u>	<u>POTENTIAL AGENDA DATE</u>	<u>COMPLETION DATE</u>
<b>Agenda Software - (Updates Only)</b>		
<b>Broome County Projects</b>		
*North Otisnengo Dog Park / County MOU		
*Northgate Plaza		
* DOT Route 12 Milling & Paving		
* DOT Smith Hill		
<b>Budget</b>	8/10/2022 & 9/21/2022	
<b>Building &amp; Fire Safety</b>		
*Records Retention		
*Evacuation Plan		
*ADA Accessibility		
*Review of NYMIR Insurance (7/1/22 renewal date)	7/6/2022	
<b>Castle Creek U.S.P.O.</b>		
<b>Chenango Ambulance</b>		
*Request for Funding (info to Board by 7/27/22)	8/10/2022	
<b>Constellation Energy</b>		
	7/6/2022	
<b>Cyber Security</b>		
*Public Officials Policy		
*Cyber Insurance (6/22/22 decision deadline)	6/15/2022	



<b>Dept. Head Evaluations</b>		
<b>DPW - Greg Burden</b>		
*Drinking Water Study - Applewood / Maplewood		
*Wolfe Park Project - Grant submitted 5/12/22		
*Parking Lot Lights		
*Otsiningo North		
<b>Email Discontinuance w/ B.C.</b>		
*Pyramid Presentation	7/6/2022 reschedule?	
<b>Flood Mitigation</b>		
*ARRA Funds/Uses (Info to Board by 6/29/22)	7/13/2022	
*HMPG Grant - Submitted 5/31/22		
*Broome County Drainage Project - Smith Hill 2023		
*DOT / Smith Hill Rd. Project - Alex Urdá		
*Easements for Smith Hill Rd. Project		
<b>Ordinance Dept.</b>		
*Zoning - Chenango Bridge Properties		
a.) Nadine Bell (In Person)	7/7/2022	
b.) Planning Board Recommendations to Town Board	7/20/2022	
c.) Public Hearing	9/7/2022	
*Zoning - Luke Tokarz Brooks Rd. Property		
*Mixed Use Zoning		
*Review of Local Laws - Gavin Stiles		
a.) Public Hearing Local Law 4-2022 Town Burn Ban	7/6/2022	
*Solar Farms - Review Legislation		
*Ordinance Software		
<b>Town Board &amp; Small Boards Meetings</b>		
*Zoom/Hybrid Meeting Policy	8/10/2022	

<b>Town Correspondence</b>		7/13/2022	
<b>Town of Chenango Safety Manual</b>			
*New Committee Members			
<b>Town Vehicles</b>			
*GPS in vehicles		8/20/2022	
<b>WWTP Project</b>			
*WQIP Grant Application			
*Community Project Funding Grant - C. Schumer			
*Benefit Assessment		TBD	
*EDUs		TBD	
*Projected Timeline			
*Project Modifications - B & L Amendment #3		7/13/2022	
a.) Resolution for B&L Final Amendment			
*Bond Resolution - Bill Jackson & B&L Rep		6/15/2022	
*Public Hearings			
*Engineer/Estimator Referrals (Alex Urda)		6/15/2022	