



Town of Chenango
Town Board Agenda
Wednesday, July 26, 2023 - 5:00 PM
Town Office Building

Public Hearings to Start at 6:00pm

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1. CALL TO ORDER / PLEDGE OF ALLEGIANCE	
2. ROLL CALL	
3. COMMUNICATIONS	
4. OPEN FORUM	
Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed 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.	
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[Attn Town Board 1-4 dioxane legal assistance](#)

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11.	OPEN FORUM Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed 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.	
12.	ADJOURNMENT	

Possible Fund Balance Usage Report

I would like to say I appreciate the possibility of being able to utilize our fund balance to do more for our residents. I think it is a great idea.

However, some of those projects that the Highway Department presented are time sensitive. I am specifically referring to the Brotzman Rd paving project. If it is the pleasure of the Town Board to advance this project using the fund balance, I will need confirmation soon.

The reason for that is simply logistics. The paving vendor will need to be notified so that we can be placed on their schedule. The Highway Department will also need time to prep the road prior to paving, not to mention that the paving season itself is not that long.

It is not my intention to put pressure on the Board. Thank you for understanding.

The estimated costs for this project is between \$174,000 and \$189,120.00.

Derin Kraack
Highway Superintendent



TOWN OF CHENANGO

WATER, SEWER AND PARKS DEPARTMENT
Greg Burden, Superintendent of Public Works

1529 NYS Rt. 12
Binghamton, NY 13901
Telephone: (607) 648-4809 ext7
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water@townofchenango.com

6/22/23

Please see below the jobs I would like to perform in the following Town owned parks and cemeteries. I have prioritized this based on condition or park, aesthetics of the park, and need for work to be performed in a timely fashion.

1. Allocate **\$15,000.00** towards Kattelville Cemetery for the adjusting/repairing of settled grave stones. Hired contractor to perform the work.
2. Castle Creek Park pavilion black top replacement. 65x40 estimated install cost: **\$3,160.00.** (Price based on County Contract Pricing as of 6/21/23. Price could fluctuate daily due to fuel index). Town Employees can do the removal of existing black top.
3. Pressure wash and paint the wooden post of the pavilion at Castle Creek Park.
Estimated cost \$1,000.00. (Paint/pressure washer needs to be purchased, plus rental of man lift)

This job could be performed by Town Employees.

4. Skim coats on all Basket Ball courts in the following order:
 - CC Park 57x31 estimated install cost: **\$1,738.00.**
 - Broad Acres Park 30x40 estimated install cost of: **\$1,185.00.**
 - Hider Park 40x80 estimated install cost of: **\$3,160.00.**

Price based on County Contract Pricing as of 6/21/23. Price could fluctuate daily due to fuel index.

5. Complete replacement of all 6x6 boarder and playground fiber at Broad Acres Park.
Estimated cost: **\$5,000.00 performed by Town Employees.**

6. Complete replacement of swing set and ADA surfacing at Broad Acres Park. **Estimated cost: \$45,000 +/- this would include new 4 bay swing with bucket seat plus ADA surface through out the 45x35 area.**
7. Replacement of rotted telephone pole boarder with 6x6 post boarder at Broad Acres Park. **Estimated cost: \$3,800.00**
8. Complete recovering of Playground fiber at the following parks in the following order:
 - Castle Creek Park. Estimated cost: **\$2,000.00**
 - Broad Acres Park. Estimated cost: **\$4,000.00**
 - CB Park. Estimated cost: **\$2,000.00**
 - Hider Park. Estimated cost: **\$7,000.00**
9. Replacement boards/benches at Broad Acres Park. Estimated cost: **\$1,000.00. Performed by Town Employees.**
10. Paint all back board, rims and aluminum benches at Broad Acres Park. Estimated cost: **\$500.00. Performed by Town employees.**
11. Finish paving the turn around at CB Park. Estimated install Cost: **\$6,000.00**

Thank you
Greg Burden
Superintendent of Public Works



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6/20/23

Please see below the jobs I would like to perform in the following Town owned buildings and grounds using fund balance.

- 1) Updating the fire alarm panel to one provider not 2. **Estimated amount \$30,000-\$50,000.**
- 2) Update Town Hall lighting to LED, this could be done over the course of 2 yrs. 1st floor yr 1, 2nd floor and parking lot lights the following yr. **Estimated First floor cost \$25,000. Consisting for all 2x4 (50), 2x2 (4) and can lights (20).**
- 3) Updates the security of the Town Hall. Us the recommendation from 911, BC Sheriff Dept. and safety committee. **Estimated cost \$250,000. This would consist of building renovations, upgrades etc.**
- 4) Upgrading the Community room sound system to more usable room. **Estimated cost \$30,000.**

Thank you
Greg Burden
Superintendent of Public Works

Town of Chenango, Broome County, New York

Local Law No. 5 of the Year 2023

A LOCAL LAW REPEALING AND REPLACING CHAPTER 67 OF THE TOWN CODE ENTITLED “RENEWABLE ENERGY SYSTEMS”

Be it enacted by the Town Board of the Town of Chenango, as follows:

Section 1. Chapter 67 entitled “Renewable Energy Systems” shall be repealed and replaced with the following:

§ 67-1. Title.

This chapter shall be referred to as “Renewable Energy Systems”.

§ 67-2. Authority.

This chapter is adopted pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, which authorizes the Town of Chenango to adopt zoning provisions that advance and protect the health, safety and welfare of the community, and, in accordance with the Town Law of New York State, “to make provision for, so far as conditions may permit, the accommodation of solar energy systems and equipment and access to sunlight necessary therefor.”

§ 67-3 Statement of Purpose.

This chapter of the Town of Chenango Code is adopted to advance and protect the public health, safety, and welfare of the Town of Chenango by creating regulations for the installation and use of solar energy generating systems and equipment with the following objectives:

- A. Taking advantage of a safe, abundant, renewable, and nonpolluting energy resource;
- B. Reducing the consumption of energy by the owners of commercial and residential properties, including single-family homes;
- C. Increasing employment and business development in the region by furthering the installation of solar energy systems; and
- D. Fulfilling the New York State Clean Energy mandate.

§67-4 Word Usage and Definitions.

For the purposes of this Chapter, and where not inconsistent with the context of a particular section, the defined terms, phrases, words, abbreviations and their derivations shall have the meaning given in this Article. When not inconsistent with the context, words in the present tense include the future tense, words used in the plural number include words in the singular number.

The word shall is always mandatory and not merely directory. The words and definitions in this chapter shall not be applicable to other chapters of the Code.

ACCESSORY STRUCTURE

A building or structure, the use of which is customarily incidental and subordinate to that of a principal building and located on the same lot therewith.

APPLICANT

Any person, firm or corporation submitting an application to the Town of Chenango for a site plan review for a solar energy production facility.

BUILDING

Any structure covered by a roof supported by columns or by walls and intended for shelter, housing or enclosure of persons, animals or chattel.

BUILDING INTEGRATED SOLAR ENERGY SYSTEM

A combination of photovoltaic building components integrated into any building envelope system, such as vertical facades, including glass and other facade material, semitransparent skylight systems, roofing materials, and shading over windows.

CERTIFICATE OF COMPLIANCE

A certificate stating that materials and products meet specified standards or that work was done in compliance with approved construction documents.

COMMERCIAL SOLAR ENERGY SYSTEM

A solar energy system that primarily produces energy that is fed directly into the grid primarily for off-site sale or consumption, or any solar energy system with a nameplate generating capacity of 200 kilowatts or more. Commercial solar energy systems include building-integrated, roof-mounted and ground-mounted solar energy systems that meet or exceed the above-stated nameplate generating capacity.

FARMLAND OF STATEWIDE IMPORTANCE

Land, designated as “Farmland of Statewide Importance” in the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS)’s Soil Survey Geographic (SSURGO) Database on Web Soil Survey that is of statewide importance for the production of food, feed, fiber, forage, and oilseed crops as determined by the appropriate state agency or agencies. Farmland of Statewide Importance may include tracts of land that have been designated for agriculture by state law.

GLARE

The effect by reflections of light with intensity sufficient as determined in a commercially reasonable manner to cause annoyance, discomfort, or loss in visual performance and visibility in any material respects.

GROUND-MOUNTED SOLAR ENERGY SYSTEM

A solar energy system that is anchored to the ground and attached to a pole or other mounting system, detached from any other structure for the primary purpose of producing electricity.

LAND ORDINANCE

The Town of Chenango Zoning Code (January 1978), as has been and will be amended from time to time.

NET METERING

A billing arrangement whereby the solar energy producer receives credit for excess electricity generated and delivered to the power grid, paying only for the power used.

NON-COMMERCIAL SOLAR ENERGY SYSTEM

A solar energy system with a nameplate generating capacity of less than 200 kilowatts that is incidental and subordinate to another use on the same parcel and which primarily produces energy for on-site consumption. Non-commercial solar energy systems include building-integrated, roof-mounted and ground-mounted solar energy systems that do not meet or exceed the above-stated nameplate generating capacity.

NON-PARTICIPATING PROPERTY

A parcel of land not subject to any type of agreement with the Applicant.

PARTICIPATING PROPERTY

A parcel of land subject to a lease, good neighbor agreement or other contract with the Applicant, in which the property owner receives consideration in exchange for authorizing or consenting to solar energy system development by the Applicant on or in the vicinity of the parcel.

PHOTOVOLTAIC SYSTEMS

A solar energy production system that produces electricity by the use of semiconductor devices, i.e. photovoltaic cells that generate electricity when light strikes them.

PRIME FARMLAND

Land, designated as “Prime Farmland” in the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS)’s Soil Survey Geographic (SSURGO) Database on Web Soil Survey that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and is also available for these land uses.

ROOF-MOUNTED SOLAR ENERGY SYSTEM

A solar panel system located on the roof of any legally permitted building or structure for the purpose of producing electricity for onsite or offsite consumption.

SOLAR ACCESSORY FACILITY OR STRUCTURE

An accessory facility or structure serving or being used in conjunction with a solar energy system and located on the same property or lot as a solar energy system, including, but not limited to, utility or transmission equipment, storage sheds or cabinets.

SOLAR COLLECTOR/SOLAR PANEL

A photovoltaic cell, panel or array, capable of collecting and converting solar energy into electricity.

SOLAR ENERGY EQUIPMENT

Electrical energy storage devices, material, hardware, inverters, or other electrical equipment and conduits of photovoltaic devices associated with the production of electrical energy.

SOLAR ENERGY SYSTEM

All components and subsystems required to convert solar energy into electric energy suitable for use. This term includes, but is not limited to, solar panels and solar energy equipment. The area of a solar energy system includes all the land and/or structures inside the perimeter of the solar energy system, which extends to any interconnection equipment.

STRUCTURE

Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.

TOWN PLANNING BOARD

The Planning Board of the Town of Chenango, New York.

§67-5 Applicability.

The requirements of this Chapter shall apply to all solar energy systems installed or modified after its effective date, excluding general maintenance and repair and building-integrated photovoltaic systems.

§67-6 Non-Commercial Solar Energy Systems

- A. Non-commercial solar energy systems may be permitted as a customary accessory use in all zoning districts, subject to the Town Code of the Town of Chenango and Uniform Code requirements applicable to accessory uses, to the extent not inconsistent with this section 67-6, and subject to the following:
 - (1) A non-commercial solar energy system as an accessory use shall be limited to one or more roof-, wall- and/or ground-mounted solar collector devices and solar-related equipment.
 - (2) Solar carports shall be permitted over existing and proposed parking facilities. For the purposes of this Article, solar carports shall not be considered a structure as defined by the Town's Land Ordinance.

- (3) Roof-Mounted Non-Commercial Solar Energy Systems: Such systems mounted on a roof shall not exceed the maximum height restrictions of the zoning district within which they are located. Panels facing the front yard must be mounted at an angle that is no greater than 20 degrees greater than the angle of the roof's surface with a maximum distance of 24 inches between the roof and the highest edge of the system.
 - (4) Ground-Mounted Non-Commercial Solar Energy Systems: Such systems mounted on the ground shall adhere to the height and setback requirements of the underlying zoning district. Systems are limited to 20% lot coverage. All such systems installed in residential districts shall be installed in the side or rear yards.
- B. Installations shall be compliant with all New York State requirements, including but not limited to, those set forth in Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

§67-7. Commercial Solar Energy Systems: Site Restrictions and Requirements.

- A. Commercial solar energy systems are permitted as a primary use in the Agricultural Zoning District by Special Use Permit issued by the Planning Board. Such systems shall require site plan approval prior to the granting of a Special Use Permit, and shall be subject to the following restrictions and requirements:
- (1) Commercial ground-mounted solar energy systems are not permitted as an accessory use. Roof-mounted and building-integrated commercial solar energy systems may be permitted as an accessory use.
 - (2) Commercial ground-mounted solar energy systems must be located on sites with at least 5 acres open for development. Other types of commercial solar energy systems shall comply with applicable lot size requirements as set forth in the Town Code of the Town of Chenango.
 - (3) The height of the solar collectors and any mounts within a commercial ground-mounted solar energy system shall not exceed 20 feet from finished grade when oriented at maximum tilt. Other types of commercial solar energy systems shall comply with applicable maximum height requirements as set forth in the Town Code of the Town of Chenango.
 - (4) Solar energy equipment shall be located in a manner to (i) minimize visual impacts and view blockage for surrounding properties, and (ii) shading of property to the north, while still providing adequate solar access for collectors.
 - (5) Solar collectors shall be installed so as to minimize glare onto neighboring properties and roadways. All solar collectors shall be treated with anti-reflective coating(s).
 - (6) No solar collector shall be closer than 100 feet from any non-participating residential property line.
 - (7) No solar collector shall be closer than 250 feet from non-participating, habitable residential structures.

- (8) No solar collector shall be closer than 50 feet from non-participating, non-residential property lines.
- (9) No solar collector shall be closer than 50 feet from the boundary line of any public street or roadway.
- (10) No solar collector shall be erected ahead of the front line of any existing building.
- (11) All commercial ground-mounted solar energy systems and associated solar accessory structures/facilities shall be completely enclosed by a minimum eight-foot-high anchored mini-mesh chain-link fence with two-foot tip out and a self-locking gate. Said fence shall contain five-inch-high by sixteen-inch-wide grade-level cutouts every 75 feet to permit small animals to move freely into and out of the site.
- (12) All commercial ground-mounted solar energy systems must additionally include a visual buffer between the system, public roads and non-participating properties. The buffer shall consist of appropriate plantings with a mixture of evergreen and deciduous trees and shrubs a height so as to provide a visual screen of the ground-mounted system. The species, type, location and planted height of such landscaping and fencing shall be subject to the approval of the Planning Board.
- (13) All proposed commercial solar energy systems shall demonstrate that the facility will be sited so as to have the least adverse visual effect on the environment and its character, on existing vegetation, and on any nearby residential dwellings. Any glare produced by the solar array shall not impair or render unsafe the use of contiguous structures, any vehicles in the vicinity, any airplanes, etc.
- (14) Lot Coverage Requirements. Commercial solar energy systems shall adhere to the maximum lot coverage requirement for principal uses within the zoning district in which they are located.
- (15) Siting Considerations. No commercial ground-mounted solar energy system shall be installed in a floodplain, aquifer or other environmentally sensitive area without the following:
 - i. Approval of an engineering plan;
 - ii. Approval and acceptance of documentation showing proper installation including a maximum tilt with the entire panel(s) at least two feet above the flood elevation;
 - iii. Approval and acceptance of plans for battery storage;
 - iv. Approval and acceptance of plans for utility connections;
 - v. Approval and acceptance of safety measures.
- (16) If property is subdivided to accommodate commercial ground-mounted solar energy systems as a primary use, the property containing the commercial ground-mounted solar energy system must have road frontage in compliance with the Town Code of the Town of Chenango.

- (17) All utilities serving the site of a commercial solar energy system shall be installed underground and in compliance with all laws, rules and regulations of the Town, including specifically, but not limited to, the National Electrical Safety Code and the National Electrical Code, where appropriate. If the applicant seeks to install aboveground utilities or transmission lines, the Applicant must provide sufficient proof of infeasibility of underground installation. The Planning Board may waive or vary the requirements of underground installation of utilities whenever, in the opinion of the Planning Board, the Applicant's proof establishes that such variance or waiver shall not be detrimental to the health, safety, general welfare and environment, including the visual and scenic characteristics of the area.
- (18) At a commercial ground-mounted solar energy systems site, at least one access road and adequate parking shall be provided to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and vegetation cutting. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion. This subsection shall apply to other types of commercial solar energy systems if, at the discretion of the Planning Board, the circumstances of the project so dictate.
- (19) Fire access roads and access for fire apparatus equipment shall be provided, as approved by the chief of the responsible Fire Company and the Planning Board. Any gates to the site shall be equipped with Knox Company locks to allow fire department access.
- (20) Commercial ground-mounted solar energy system owners shall develop, implement, and maintain Native Perennial Vegetation to the extent practicable pursuant to a vegetation management plan by providing native perennial vegetation and foraging habitat beneficial to game birds, songbirds and pollinators. To the extent practicable, when establishing perennial vegetation and beneficial foraging habitat, the landowners and/or solar energy system owners shall use native plant species and seed mixes.
- (21) Applications for the installation of a commercial solar energy system shall be reviewed by Code Enforcement and referred, with comments, to the Planning Board for its review and action, which can include approval, approval with conditions, or denial. Refer to the schedule of zoning regulations for area and zoning restrictions.

§67-7.1 Additional Site Restrictions and Requirements for Commercial Ground-Mounted Solar Energy Systems located on Certain Agricultural Lands.

- A. Any commercial ground-mounted solar energy system located on areas that consist of Prime Farmland and/or Farmland of Statewide Importance shall not exceed 50% of the area of Prime Farmland and/or Farmland of Statewide Importance on the parcel.
- B. Commercial solar energy systems located on Prime Farmland and/or Farmland of Statewide Importance shall be constructed in accordance with the construction requirements of the New York State Department of Agriculture and Markets.

§67-8. Commercial Solar Energy Systems: Special Use Permit Required.

- A. The Planning Board is hereby designated and authorized to review, analyze, evaluate and make decisions with respect to all Special Use Permit applications for commercial solar energy systems. In so doing, the Board may approve, approve with conditions, disapprove, recertify, not recertify or revoke any such Special Use Permit. The Planning Board may, at its discretion, delegate or designate other officials of the Town to accept, review, analyze, evaluate and make recommendations to the Planning Board with respect to granting or not granting, recertifying or not recertifying, or revoking site plan and/or Special Use Permit approval of commercial solar energy production facilities.
- B. No commercial solar energy system shall be installed or constructed until the site plan is reviewed and approved by the Planning Board and a Special Use Permit has been issued.
- C. A pre-application meeting is required with the Applicant, Town Engineer and Code Enforcement Officer prior to submitting a formal Special Use Permit application.
- D. Incomplete applications not meeting the requirements stated herein, or which are otherwise incomplete may be rejected by the Planning Board.
- E. The Special Use Permit application shall be signed on behalf of the Applicant by the person preparing the same and with knowledge of the contents and representations made therein and attesting to the truth and completeness of the information. If the landowner(s) of the project location is not the Applicant, the Applicant shall additionally provide one of the following:
 - (1) A signed writing from each landowner consenting to the filing of the Application by the Applicant; or
 - (2) A copy of the agreement(s) between the Applicant and each landowner authorizing the Applicant to use the landowner's property as proposed in the Application.
- F. The Special Use Permit application shall include a statement in writing:
 - (1) That the Applicant's proposed commercial solar energy system shall be maintained in a safe manner and in compliance with all conditions of the site plan approval, without exception, unless specifically granted relief by the Planning Board in writing, as well as all applicable and permissible local codes, laws, ordinances and regulations, including any and all applicable county, state and federal laws, rules, and regulations.
 - (2) That the construction of the proposed commercial solar energy system is legally permissible, including but not limited to the fact that the Applicant is authorized to do business in New York State.
- G. At the discretion of the Board, any false or misleading statement in the application may subject the applicant to denial of the application without further consideration or opportunity for correction.

- H. Upon a majority vote of thereof, the Planning Board may hold a public hearing on the Special Use Permit application if one is not otherwise required.

§67-9. Special Use Permit Application Requirements for Commercial Solar Energy Systems

All Special Use Permit applications for proposed commercial solar energy systems shall show and include a site plan with maps, drawings and any/all necessary supplemental reports and documentation that show and include the following:

- A. Names, mailing addresses, email addresses and telephone numbers of:
 - (1) The Applicant and, if the application is made on behalf of a business entity, the entity's authorized agent(s) responsible for the application; and, if different from the Applicant
 - (2) The owner(s) of the proposed project site
 - (3) The developer of the proposed project
 - (4) The operator of the proposed project
- B. Name of project, Tax Map parcel numbers and boundary lines of parcel(s) on which the project will be located, zoning district(s) in which the said parcels are situated, a location map showing proposed site's location, north arrow, and scale of the plan.
- C. Application fee of \$750.00 (non-refundable).
- D. Stamped drawings to scale signed by a New York State Licensed Professional Engineer or Registered Architect showing:
 - (1) The layout of the proposed solar energy system,
 - (2) A survey of the property or properties
 - (3) The location of all lot lines, easements and rights of way
 - (4) The location of all current and proposed utility connections, transmission lines and solar accessory facilities/structures
 - (5) Existing and proposed topography and five-foot contour intervals
 - (6) Location of all proposed landscaping and screening per the landscaping and screening plan required by subsection F of this section.
 - (7) Proposed road and emergency access to the project site, including provisions for paving, if any.
- E. A map or maps showing:

- (1) Location and distance of the solar energy system and associated solar accessory facilities/structures to the nearest non-participating residential property line.
- (2) Location and distance of the solar energy system and associated solar accessory facilities/structures to the nearest non-participating, occupied residential structure.
- (3) Location and distance of the solar energy system and associated solar accessory facilities/structures to the nearest non-participating, non-residential property line.
- (4) Location of nearest habitable structure.
- (5) Location, size and height of all existing structures on the property or properties that are the subject of the application.
- (6) Location, size, and height of all proposed solar collection and accessory structures.
- (7) The names, addresses and Tax Map parcel numbers of all owners of record of abutting parcels and those within fifteen hundred (1,500) feet of the property lines of the parcel(s) where development is proposed. Each such owner shall be designated as “participating” or “non-participating” as those terms are defined in this Chapter 67 of the Town Code of the Town of Chenango.

F. A landscaping and screening plan showing:

- (1) All existing natural land features, trees, forest cover and all proposed changes to these features, including size and type of plant material and erosion control measures.
- (2) Appropriate fencing around the entirety of a ground-mounted solar energy system in accordance with the requirements of section 67-7, above. The fencing shall have self-locking gates, and shall bear warning signs with the owner's name and emergency contact information on any access point to the system and perimeter of the fencing. The fencing and the system shall be further screened by any landscaping needed to avoid adverse aesthetic impacts.

G. A report or series of reports containing the information hereinafter set forth. Where this section calls for certification, such certification shall be by a qualified New York State Licensed Professional Engineer and/or architect acceptable to the Town, unless otherwise noted.

- (1) The proposed solar energy production capacity design level proposed for the facility and the basis for the calculations of the solar energy system’s capacity.
- (2) The make, model and manufacturer of the solar production component parts and schematic drawings of same.
- (3) A description of the proposed commercial solar energy system and all related fixtures, structures, appurtenances and apparatus, including height above preexisting grade, materials, color and lighting.
- (4) Applicant's proposed commercial solar energy system maintenance/inspection procedures and related system of records. This report shall further include a list of

contacts for the property, notification procedures for the transfer of ownership and plans for continuing photovoltaic maintenance and property upkeep, such as mowing and trimming.

- (5) Certification from all relevant County, State and/or Federal authorities that the proposed commercial solar energy system will not cause interference with air traffic.
- (6) Certification that a topographic and geomorphologic study/analysis has been conducted, taking into account subsurface features and a proposed drainage plan pursuant to a Storm Water Pollution Prevention Plan (SWPPP), such that the proposed site is deemed adequate to assure the stability of the proposed commercial ground-mounted solar energy system.
- (7) Plans to prevent the erosion of soil both during and after construction, excessive runoff, and flooding of other properties, as applicable. There should be pre-construction and post-construction drainage calculations for the site completed by a licensed engineer. From this the engineer must show how there will be no increase in runoff from site. A SWPPP will be required if disturbance of the land exceeds one acre.
- (8) A decommissioning plan completed in conformance with section 67-17 of the Town Code of the Town of Chenango.
- (9) The Applicant shall furnish a visual impact assessment, in a manner approved by the Planning Board, to demonstrate and provide in writing and/or by drawing how it shall effectively screen from view the proposed commercial solar energy system and all related structures which shall, at minimum, include:
 - i. A zone of visibility map, which shall be provided in order to determine locations where the commercial ground-mounted solar energy systems may be seen.
 - ii. Pictorial representations of before and after views from key viewpoints both inside and outside of the Town, including, but not limited to, state highways and other major roads; airports; state and local parks; other public lands; historic districts; preserves and historic sites normally open to the public; and from any other location where the site is visible to a large number of visitors, travelers or residents. The Town Engineer and/or Code Enforcement Officer, acting in consultation with the Town's consultants or experts, will provide guidance concerning the appropriate key sites at the pre-application meeting. An assessment of the visual impact of the commercial solar energy system and accessory buildings from abutting and adjacent properties and streets.
- (10) The Applicant shall furnish a visual impacts minimization and mitigation plan that responds to any concerns raised as a result of the visual impact assessment. Said plan shall include proposed minimization and mitigation alternatives based on an assessment of mitigation strategies, including screening (landscaping), architectural design, visual offsets, relocation or rearranging facility components, reduction of facility component profiles, alternative technologies, facility color and design,

lighting options for work areas and safety requirements, and lighting options for FAA aviation hazard lighting.

- H. A Completed State Environmental Quality Review Act (“SEQRA”) Full Environmental Assessment Form (“FEAF”).
- I. The Town shall refer all Special Use Permit applications and materials submitted in support thereof to the Broome County Planning Board as required by New York General Municipal Law § 239-m.
- J. The Planning Board may, in its discretion, modify or waive any of the requirements described in this section to the extent that such conditions are inapplicable to a given application. The Planning Board may also require that the Applicant submit additional information not listed herein that it deems necessary in order to inform and complete its review of the Applicant’s Special Use Permit application.

§67-10. Retention of Expert Assistance; Reimbursement by Applicant.

- A. The Applicant for a Special Use Permit for a commercial solar energy system shall be responsible for the cost of the engineering review by the Town Designated Engineer (TDE), as well as any additional consultants and/or experts the Town may hire to assist in the review and evaluation of the Application and any request for recertification of a previously issued special use permit. The Planning Board may hire any consultant and/or expert necessary to assist the Board in reviewing and evaluating the application and any requests for recertification
- B. An Applicant shall deposit with the Town funds sufficient to reimburse the Town for all reasonable costs of TDE, consultant and expert evaluation and consultation to the Board in connection with the review of any application. The initial deposit shall be no less than \$15,000.00. These funds shall accompany the filing of an application, and the Town will maintain a separate escrow account for all such funds. The Town's consultants/experts shall bill or invoice the Town no more frequently than monthly for their services in reviewing the application and performing their duties. If at any time during the review process this escrow account has a balance less than 50% of the initially deposited amount, the Applicant shall immediately, upon notification by the Town, replenish said escrow account so that the balance of said account equals the amount of the initial deposit. Such additional escrow funds shall be deposited with the Town before any further action or consideration is taken on the application. In the event that the amount held in escrow by the Town is more than the amount of the actual billing or invoicing at the conclusion of the review process, the difference shall be promptly refunded to the Applicant.

§67-11. Related Permits and Fees.

- A. A holder of a Special Use Permit granted under this Chapter 67 shall obtain, at its own expense, all permits and licenses required by applicable law, rule, regulation or code and must maintain the same, in full force and effect, for as long as required by the Town or other governmental entity or agency having jurisdiction over the Applicant.

- B. A holder of a Special Use Permit granted under this Chapter 67 shall construct, operate, maintain, repair, provide for removal of, modify or restore the permitted solar energy production facility in strict compliance with all current applicable technical, safety and safety-related codes adopted by the Town, County, State and/or United States, including, but not limited to, the most recent editions of the New York State Uniform Fire Prevention and Building Code, National Electrical Safety Code and the National Electrical Code, as well as accepted and responsible workmanlike industry practices and recommended practices. The codes referred to are codes that include, but are not limited to, construction, building, electrical, fire, safety, health and land use codes. In the event of a conflict between or among any of the preceding, the more stringent shall apply.

§67-12. Right to Inspect.

- A. In order to verify that the Applicant and any and all lessees, renters and/or licensees of commercial solar energy systems place and construct approved solar energy systems, including solar collectors and solar inverters, in accordance with all applicable technical, safety, fire, building and zoning codes, laws, ordinances and regulations and other applicable requirements, the Town, its authorized officers, agents and/or designees may inspect all facets of said Special Use Permit holders', renters', lessees' or licensees' placement, construction, modification and maintenance of such facilities.
- B. The costs of all inspections conducted pursuant to this Section shall be borne by the Applicant.
- C. Upon request of the Town, its authorized officers, agents and/or designees, the owner of the commercial solar energy system shall provide the Town Code Enforcement Office a report showing the rated capacity of the system, and the amount of electricity that was generated in the most recent twelve-month period. The report shall be submitted no later than 45 days after a written request for the same. Failure to submit a report as required herein shall be considered a violation subject to the penalties and remedies set forth in this Chapter 67.

§67-13. Liability insurance.

- A. Prior to the commencement of construction of a commercial solar energy system, the owner/operator thereof shall secure and at all times maintain public liability insurance for personal injuries, death and property damage, and umbrella insurance coverage for the duration of the useful life of the commercial solar energy system. Insurance policy amounts shall be determined by the Board in consultation with Town's insurer to cover damage or injury that may result from the failure of a commercial solar energy system or any other part(s) of the generation or transmission facility. However, at minimum, the owner/operator shall carry the following insurances in the following amounts:
 - (1) Commercial general liability covering personal injuries, death and property damage: \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - (2) Automobile coverage: \$1,000,000 per occurrence/\$2,000,000 aggregate.

- (3) Workers' compensation and disability: statutory amounts.
- B. The commercial general liability insurance policy shall specifically include the Town of Chenango as additional named insured on a non-contributory basis.
- C. The insurance policies shall be issued by an agent or representative of an insurance company licensed to do business in the state and with a Best's rating of at least "A."
- D. The insurance policies shall contain an endorsement obligating the insurance company to furnish the Town with at least 30 days prior written notice in advance of the cancellation of the insurance.
- E. Renewal or replacement policies or certificates shall be delivered to the Town at least 15 days before the expiration of the insurance policies currently in place.
- F. Before construction of a permitted commercial solar energy system is initiated, but no later than 15 days after the grant of the Planning Board approval, the Special Use Permit holder shall deliver to the Town a copy of each of the policies or certificates representing the insurance in the required amounts.

§67-14. Penalties for Violations.

- A. A violation of this Chapter 67 is hereby declared to be an offense, punishable by a fine not exceeding \$250 or imprisonment for a period not to exceed fifteen (15) days, or both. Each week's continued violation shall constitute a separate additional violation.
- B. Notwithstanding anything in this Chapter 67, the owner/operator of a commercial solar energy system may not use the payment of fines, liquidated damages or other penalties to evade or avoid compliance with this section. An attempt to do so may subject the owner/operator of a commercial solar energy system to the termination and revocation of any or all previously granted certificates, permits or approvals for the commercial solar energy system pursuant to the procedures described in Chapter 67-15 (B), below. The Town may also seek injunctive relief to prevent the continued violation of this section, without limiting other remedies available to the Town.

§67-15. Default and/or Revocation.

- A. If a commercial solar energy system is repaired, rebuilt, placed, moved, relocated, modified or maintained in a way that is inconsistent or not in compliance with the provisions of this Chapter 67, the Code Enforcement Officer shall notify the owner/operator of the commercial solar energy system in writing of such violation. Such notice shall specify the nature of the violation or noncompliance and state that the violations must be corrected within thirty (30) days of the date of the postmark of the notice, or of the date of personal service of the notice, whichever is earlier. Notwithstanding anything to the contrary in this Chapter 67, if the violation causes, creates or presents an imminent danger or threat to the health or safety of lives or property, the Code Enforcement Officer or his/her authorized designee may, at his/her sole discretion, order the violation remedied within 24 hours.

- B. If, within the period set forth in subsection A above, the commercial solar energy system is not brought into compliance with the provisions of this Chapter 67 or substantial steps are not taken in order to bring the same into compliance, the Code Enforcement Officer may revoke any or all certificates, permits or approvals issued by him/her and shall notify the owner/operator of the same within 48 hours of such action. The Code Enforcement Officer shall, in addition to the foregoing, inform the Planning Board of the owner/operator's failure to comply with subsection A above. The Planning Board may thereafter, in its discretion, and after providing the owner/operator with notice and an opportunity to be heard, revoke any previously granted Special Use Permit for the commercial solar energy system in question.

§67-16. Permit Time Frame.

The Special Use Permit authorizing construction of a commercial solar energy system shall be valid for a period of eighteen (18) months from the date of issuance, conditional upon the subsequent issuance of building permit authorizing the commencement of construction. In the event construction is not completed in accordance with the approved site plan within eighteen (18) months after Special Use Permit approval, the Applicant may apply to the Planning Board to extend the time to complete construction for 180 days, which extension shall not be unreasonably withheld or delayed. If the owner and/or operator fails to perform substantial construction after twenty-four (24) months, all previously granted approvals shall expire.

§67-17. Abandonment of Use and Decommissioning.

- A. The decommissioning plan required by this Chapter 67-17 shall include, at minimum, the following:
- (1) The removal of all aboveground solar panels/collectors, solar energy equipment and accessory facilities/structures.
 - (2) The removal of all footings, foundations or similar installations to a depth of four (4.0) feet below grade. Belowground solar accessory facilities or structures, such as collection lines, are not required to be removed, unless otherwise required by applicable law. In addition, access roads may be left in place if written consent is received by the Town from the landowner. However, all solar energy equipment and accessory facilities or structures installed underground must be fully removed and the land reclaimed where such equipment or materials will:
 - i. interfere with or prevent continued compliance by the landowner with any Environmental Laws,
 - ii. give rise to any liability to the Town or the landowner under any Environmental Laws, or
 - iii. form the basis of any claim, action, suit, proceeding, hearing or investigation under any Environmental Laws. "Environmental Laws" shall mean any applicable law (including common law), statute, regulation, ordinance, order, code, guidance standard recognized by regulatory authorities, or other legal requirement relating to protection of the

environment, Hazardous Material(s) and/or worker health and safety adopted by any applicable federal, state, or local governmental authority. "Hazardous Material" means any pollutant, contaminant, hazardous or toxic substance, waste, and any other material (a) subject to regulation or governed by any Environmental Law; and (b) the presence, or discharge of, or exposure to which could result in liability as a result of its impact or potential impact on human health or the environment; and including asbestos and asbestos containing material; petroleum, petroleum products and waste oil; any flammable explosives, radioactive materials, or toxic mold.

- (3) Restoration of the surface grade and soil after removal of all aboveground solar panels, solar energy equipment and accessory facilities or structures.
- (4) Revegetation of restored soil areas with native seed mixes that exclude any invasive species.
- (5) A reasonable timeframe for the completion all decommissioning and site restoration activities.

B. The implementation of the decommissioning plan shall commence and proceed in accordance with subsections C, D and E of this Chapter 67-17., as applicable, upon the occurrence of any of the following:

- (1) The Applicant abandons or otherwise ceases operation of the commercial ground-mounted solar energy system for a cumulative period of 180 days in any 365-day period;
- (2) The Applicant or subsequent owner begins but does not complete construction of the project within 18 months, or 24 months upon the granting of an extension by the Planning Board as described in subsection A above, after receiving Special Use Permit approval; or
- (3) The Special Use Permit for the commercial solar energy system is revoked, terminated, or expires and is not renewed.
- (4) When a permitted commercial solar energy system falls into such a state of disrepair that it creates a health or safety hazard.
- (5) When commercial solar energy systems are located, constructed or modified without first obtaining, or in a manner not authorized by, the required site plan review approval, Special Use Permit, or any other necessary authorization.

- C. In the event that construction of an approved solar energy system and/or solar accessory facilities or structures has been started but is not completed and functioning within 18 months of the issuance of the final site plan approval and Special Use Permit, the Town may notify the Applicant to complete construction and installation of the facility within 90 days. If the Applicant fails to perform, or to apply for and receive a Special Use Permit extension in accordance with this Chapter 67, the Town may notify the owner and/or operator to implement the decommissioning plan. The decommissioning plan must be completed within 180 days of such notification by the Town.
- D. Upon revocation, termination or non-renewal of an expired Special Use Permit, the Applicant, owner and/or operator must fully complete the decommissioning plan within 180 days of the date of revocation, termination or non-renewal.
- E. Upon the occurrence of any event listed in subsection B above, to which the requirements of subsections C and/or D of this Chapter 67-17 do not apply, the Town shall notify the owner and/or operator of the commercial solar energy system to implement the decommissioning plan. Within 90 days of the service of said notice, the owner and/or operator shall either restore operation equal to 50% of approved capacity, or commence implementation of the decommissioning plan, which plan must be fully completed within 180 days after implementation thereof.
- F. If the owner and/or operator fails to fully complete the decommissioning plan within the 180 day time period and restore the site as required, the Town may, at its own expense, provide for the restoration of the site in accordance with the decommissioning plan and may, in accordance with the law, recover all expenses incurred for such activities from the irrevocable letter or letters of credit posted by the owner and/or operator in accordance with subsection G of this Chapter 67-17, and from the defaulted owner and/or operator directly, if necessary. Any decommissioning costs incurred by the Town which have not been fully paid by the owner and/or operator shall be assessed against the property, shall (in addition to any other available remedies) become a lien and tax upon said property, shall be added to and become a part of the taxes to be levied and assessed thereon, and enforced and collected with interest by the same officer and in the same manner as other taxes. The decommissioning plan shall provide for the ability of the Town, or its assignee or designee, to access the property owners' land in order to complete decommissioning if necessary.
- G. Prior to the issuance of a building permit, the owner or operator of an approved commercial solar energy system shall post an irrevocable letter or letters of credit in a face amount of not less than 120% of the estimated cost of complete decommissioning and removal to ensure proper, safe removal of the solar energy system and accessory facilities/structures in accordance with the decommissioning plan required by this Chapter 67-17 Each said letter of credit shall state on its face that it is held by and for the sole benefit of the Town. The owner and/or operator shall not encumber or create any security interest(s) in the letter(s) of credit in favor of any third party. The amount of the financial guarantee shall be reviewed by the Applicant and the Planning Board every five years and may be changed based upon majority vote of the Board. The form of the

guarantee must be reviewed and approved by the Attorney for the Town, and the guarantee must remain in effect until the system is fully removed and final inspection is completed by the Code Enforcement Officer.

- H. Ownership Changes – If the ownership of a commercial solar energy system that has been granted a Special Use Permit changes, the Special Use Permit shall remain in force and all conditions of the Permit will continue to be obligations of succeeding owners. The Town Clerk shall be notified and the ownership change registered with the Town. At the time of the notification of the ownership change the new owner(s) must provide an irrevocable letter or letters of credit to the Town Clerk in accordance with the provisions of subsection G above. All signs required shall be updated accordingly.

§67-18. Relief From Requirements of this Chapter 67.

Any Applicant desiring relief or exemption from any aspect or requirement of this Chapter 67 of the Town Code may request such from the Planning Board at a pre-application meeting, provided that the relief or exemption is contained in the original application for site plan review or, in the case of an existing or previously granted site plan approval, a request for modification of its facilities. Such relief may be temporary or permanent, partial or complete, at the sole discretion of the Planning Board. The Applicant shall bear the burden of proving the need for the requested relief or exemption to the satisfaction of the Planning Board. The Applicant shall further bear all costs of the Planning Board or the Town in considering the request, and the relief shall not be transferable to a new or different owner/operator for commercial ground-mounted solar energy systems without the specific written permission of the Planning Board. No such relief or exemption shall be approved unless the Applicant demonstrates by clear and convincing evidence that, if granted, the relief or exemption will have no significant effect on the surrounding environment, or on the health, safety and welfare of the Town, its residents and other service providers, including, but not limited to, law enforcement agencies and emergency services providers.

§67-19. Adherence to State and/or Federal Rules and Regulations.

To the extent that applicable State or Federal laws, rules, regulations, standards or provisions of same are modified during the operation of a commercial solar energy system, the owner/operator thereof shall conform the permitted commercial solar energy system to the applicable changed and/or modified law, rule, regulation, standard or provision thereof within a maximum of 24 months of the effective date of the applicable changed and/or modified rule, regulation, standard or provision thereof, or sooner, if required by a State or Federal agency responsible for the administration of the changed law, rule, regulation, standard or provision thereof.

Section 2. Separability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the

legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 3. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with this Local Law are hereby repealed.

Section 4. Effective Date

This local law shall take effect immediately upon filing with the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

Town of Chenango

Local Law No. 6 of the year 2023

**A LOCAL LAW REZONING PROPERTY AND UPDATING
THE TOWN OF CHENANGO ZONING MAP**

Be it enacted by the Town Board of the Town of Chenango as follows:

Section 1. Rezoning of Tax Map No. 128.07-4-20

The parcel located at 1043 Upper Front Street, Tax Map No. 128.07-4-20, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Planned Development District – Commercial (PDD-C) Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 2. Rezoning of Tax Map No. 128.08-2-4

The parcel located at 57 Hillside Drive, Tax Map No. 128.08-2-4, in the Town of Chenango shall hereby be removed from the PDD-C Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 3. Rezoning of Tax Map No. 128.08-1-1.1

The parcel located at 1139 Upper Front Street, Tax Map No. 128.08-1-1.1, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the PDD-C Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 4. Rezoning of Tax Map No. 111.20-1-21.1

The parcel located at 1149 Upper Front Street, Tax Map No. 111.20-1-21.1, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the PDD-C Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 5. Rezoning of Tax Map No. 111.20-1-14

The parcel located at 1163 Upper Front Street, Tax Map No. 111.20-1-14, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the PDD-C Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 6. Rezoning of Tax Map No. 111.20-1-13

The parcel located at 1169 Upper Front Street, Tax Map No. 111.20-1-13, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to

the PDD-C Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 7. Rezoning of Tax Map No. 111.04-1-2

The parcel located at 264 Dorman Road, Tax Map No. 111.04-1-2, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and PDD-C and shall be added to the Planned Development District – Recreational (PDD-R) District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 8. Rezoning of Tax Map No. 111.12-5-12

The parcel located at 1322 Upper Front Street, Tax Map No. 111.12-5-12, in the Town of Chenango shall hereby be removed from the PDD-C Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 9. Rezoning of Tax Map No. 111.12-5-16

The parcel located at 1365 Upper Front Street, Tax Map No. 111.12-5-16, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the PDD-C District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 10. Rezoning of Tax Map No. 111.12-2-7

The parcel located at 1169 Upper Front Street, Tax Map No. 111.12-2-7, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 11. Rezoning of Tax Map No. 111.12-2-2.1

The parcel located at 42 Trafford Road, Tax Map No. 111.12-2-2.1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 12. Rezoning of Tax Map No. 112.05-1-21

The parcel located at 1433 Upper Front Street, Tax Map No. 112.05-1-21, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 13. Rezoning of Tax Map No. 112.05-1-15

The parcel located at 1445 Upper Front Street, Tax Map No. 112.05-1-15, in the Town of

Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 14. Rezoning of Tax Map No. 112.05-1-13

The parcel located at 1449 Upper Front Street, Tax Map No. 112.05-1-13, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 15. Rezoning of Tax Map No. 112.05-1-10

The parcel located at 1455 Upper Front Street, Tax Map No. 112.05-1-10, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 16. Rezoning of Tax Map No. 094.04-1-28

The parcel located at Savitch Road/Peterson Road, Tax Map No. 094.04-1-28, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 17. Rezoning of Tax Map No. 112.05-3-36

The parcel located at 1448 Upper Front Street, Tax Map No. 112.05-3-36, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 18. Rezoning of Tax Map No. 112.05-2-4

The parcel located at 42 Chenango Bridge Road, Tax Map No. 112.05-2-4, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 19. Rezoning of Tax Map No. 112.05-2-5

The parcel located at 54 Chenango Bridge Road, Tax Map No. 112.05-2-5, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 20. Rezoning of Tax Map No. 112.06-1-1

The parcel located at 91 Chenango Bridge Road, Tax Map No. 112.06-1-1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Neighborhood Commercial Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 21. Rezoning of Tax Map No. 095.17-2-4

The parcel located at 35 Woodland Road, Tax Map No. 095.17-2-4, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 22. Rezoning of Tax Map No. 095.17-2-17

The parcel located at 9 Belair Drive, Tax Map No. 095.17-2-17, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 23. Rezoning of Tax Map No. 095.17-2-18

The parcel located at 13 Belair Drive, Tax Map No. 095.17-2-18, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 24. Rezoning of Tax Map No. 095.17-2-19

The parcel located at 15 Belair Drive, Tax Map No. 095.17-2-19, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 25. Rezoning of Tax Map No. 095.17-2-20

The parcel located at 17 Belair Drive, Tax Map No. 095.17-2-20, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 26. Rezoning of Tax Map No. 095.17-2-21

The parcel located at 19 Belair Drive, Tax Map No. 095.17-2-21, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to

the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 27. Rezoning of Tax Map No. 095.17-2-22

The parcel located at 21 Belair Drive, Tax Map No. 095.17-2-22, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 28. Rezoning of Tax Map No. 095.18-1-3

The parcel located at 17 Thomas Street, Tax Map No. 095.18-1-3, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the PDD-C Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 29. Rezoning of Tax Map No. 095.13-1-8

The parcel located at 1564 NYS Route 12, Tax Map No. 095.13-1-8, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Planned Development District - Residential II (PDD-R II) Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 30. Rezoning of Tax Map No. 095.06-1-16.2

The parcel located at 78 Prentice Road, Tax Map No. 095.06-1-16.2, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Planned Development District – Industrial (PDD-I) Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 31. Rezoning of Tax Map No. 095.10-1-2.1

The parcel located at 12 Prentice Road, Tax Map No. 095.10-1-2.1, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the PDD-I Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 32. Rezoning of Tax Map No. 078.18-1-19

The parcel located at 1743 NYS Route 12, Tax Map No. 078.18-1-19, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 33. Rezoning of Tax Map No. 078.18-1-9

The parcel located at 109 Port Road, Tax Map No. 078.18-1-9, in the Town of Chenango

shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 34. Rezoning of Tax Map No. 078.03-1-23.1

The parcel located at 370 Brotzman Road, Tax Map No. 078.03-1-23.1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 35. Rezoning of Tax Map No. 078.03-1-9.111

The parcel located at 390 Brotzman Road, Tax Map No. 078.03-1-9.111, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 36. Rezoning of Tax Map No. 078.14-1-6.1

The parcel located at 171 Port Road, Tax Map No. 078.14-1-6.1, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 37. Rezoning of Tax Map No. 078.14-1-5

The parcel located at 183 Port Road, Tax Map No. 078.14-1-5, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 38. Rezoning of Tax Map No. 078.14-1-1

The parcel located at 223 Port Road, Tax Map No. 078.14-1-1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 39. Rezoning of Tax Map No. 078.10-1-11

The parcel located at 249 Port Road, Tax Map No. 078.10-1-11, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 40. Rezoning of Tax Map No. 078.02-1-8

The parcel located at 2 Daniel Drive, Tax Map No. 078.02-1-8, in the Town of Chenango

shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 41. Rezoning of Tax Map No. 096.09-1-19

The parcel located at 20 Verneth Drive, Tax Map No. 096.09-1-19, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 42. Rezoning of Tax Map No. 096.18-1-16

The parcel located at 1154 River Road, Tax Map No. 096.18-1-16, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 43. Rezoning of Tax Map No. 113.05-1-6

The parcel located at 1151 River Road, Tax Map No. 113.05-1-6, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 44. Rezoning of Tax Map No. 113.05-1-7

The parcel located at 1149 River Road, Tax Map No. 113.05-1-7, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 45. Rezoning of Tax Map No. 113.05-1-8

The parcel located at 1143 River Road, Tax Map No. 113.05-1-8, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 46. Rezoning of Tax Map No. 113.05-1-10

The parcel located at 1137 River Road, Tax Map No. 113.05-1-10, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 47. Rezoning of Tax Map No. 113.05-1-12

The parcel located at 1133 River Road, Tax Map No. 113.05-1-12, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 48. Rezoning of Tax Map No. 113.05-1-14

The parcel located at 1129 River Road, Tax Map No. 113.05-1-14, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 49. Rezoning of Tax Map No. 113.05-1-15

The parcel located at 1127 River Road, Tax Map No. 113.05-1-15, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 50. Rezoning of Tax Map No. 113.05-1-1

The parcel located at 1055 River Road, Tax Map No. 113.05-1-1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 51. Rezoning of Tax Map No. 095.20-1-11

The parcel located at 86 Poplar Hill Road, Tax Map No. 095.20-1-11, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 52. Rezoning of Tax Map No. 111.12-1-7

The parcel located at 101 Grant Road, Tax Map No. 111.12-1-7, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 53. Rezoning of Tax Map No. 111.07-1-6.1

The parcel located at 199 Castle Creek Road, Tax Map No. 111.07-1-6.1, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 54. Rezoning of Tax Map No. 111.07-1-9

The parcel located at 207 Castle Creek Road, Tax Map No. 111.07-1-9, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 55. Rezoning of Tax Map No. 111.07-1-8

The parcel located at 209 Castle Creek Road, Tax Map No. 111.07-1-8, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 56. Rezoning of Tax Map No. 111.07-1-7

The parcel located at 213 Castle Creek Road, Tax Map No. 111.07-1-7, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 57. Rezoning of Tax Map No. 111.07-1-6.2

The parcel located at 2 Farrell Drive, Tax Map No. 111.07-1-6.2, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 58. Rezoning of Tax Map No. 111.07-1-2

The parcel located at 241 Castle Creek Road, Tax Map No. 111.07-1-2, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 59. Rezoning of Tax Map No. 094.04-2-21

The parcel located at 245 Castle Creek Road, Tax Map No. 094.04-2-21, in the Town of Chenango shall hereby be removed from the PDD-R II Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 60. Rezoning of Tax Map No. 094.03-2-22

The parcel located at 67 W Chenango Road, Tax Map No. 094.03-2-22, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 61. Rezoning of Tax Map No. 094.03-2-14

The parcel located at 109 W Chenango Road, Tax Map No. 094.03-2-14, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 62. Rezoning of Tax Map No. 094.03-2-7

The parcel located at 153 W Chenango Road, Tax Map No. 094.03-2-7, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 63. Rezoning of Tax Map No. 094.01-1-38

The parcel located at 299 W Chenango Road, Tax Map No. 094.01-1-38, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 64. Rezoning of Tax Map No. 094.01-2-21

The parcel located at 210 W Chenango Road, Tax Map No. 094.01-2-21, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 65. Rezoning of Tax Map No. 094.01-2-37

The parcel located at 118 W Chenango Road, Tax Map No. 094.01-2-37, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 66. Rezoning of Tax Map No. 094.01-2-39

The parcel located at 108 W Chenango Road, Tax Map No. 094.01-2-39, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 67. Rezoning of Tax Map No. 066.03-1-8

The parcel located at 1009 Castle Creek Road, Tax Map No. 066.03-1-8, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 68. Rezoning of Tax Map No. 066.03-1-6.1

The parcel located at 1041 Castle Creek Road, Tax Map No. 066.03-1-6.1, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 69. Rezoning of Tax Map No. 066.03-1-7

The parcel located at 1021 Castle Creek Road, Tax Map No. 066.03-1-7, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 70. Rezoning of Tax Map No. 066.03-1-3

The parcel located at 1071 Castle Creek Road, Tax Map No. 066.03-1-3, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 71. Rezoning of Tax Map No. 066.10-2-21

The parcel located at 1117 Castle Creek Road, Tax Map No. 066.10-2-21, in the Town of Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Residential Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 72. Rezoning of Tax Map No. 066.03-1-26

The parcel located at 1006 Castle Creek Road, Tax Map No. 066.03-1-26, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Agricultural Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 73. Rezoning of Tax Map No. 111.12-2-29

The parcel located at 1 Quinn Road, Tax Map No. 111.12-2-29, in the Town of Chenango shall hereby be removed from the Residential Zoning District and shall be added to the Commercial Development Zoning District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 74. Rezoning of Tax Map No. 111.04-1-1

The parcel located at 176 Dorman Road, Tax Map No. 111.04-1-1, in the Town of

Chenango shall hereby be removed from the Agricultural Zoning District and shall be added to the Planned Development District – Recreational (PDD-R) District. The Town of Chenango Zoning Map shall be amended accordingly.

Section 75. Amendment of the Town of Chenango Zoning Map

The Town of Chenango has adopted comprehensive zoning regulations to promote the health, safety, and general welfare of its residents. The Town historically prepared a zoning map that delineates the specific boundaries and classifications of each zoning district. The zoning map has been reviewed by the Town Board and is consistent with the goals and objectives of the Town’s comprehensive plan. The Town of Chenango amends the previous map and adopts the attached Zoning Map as the Official Zoning Map of the Town of Chenango.

Section 76. Separability

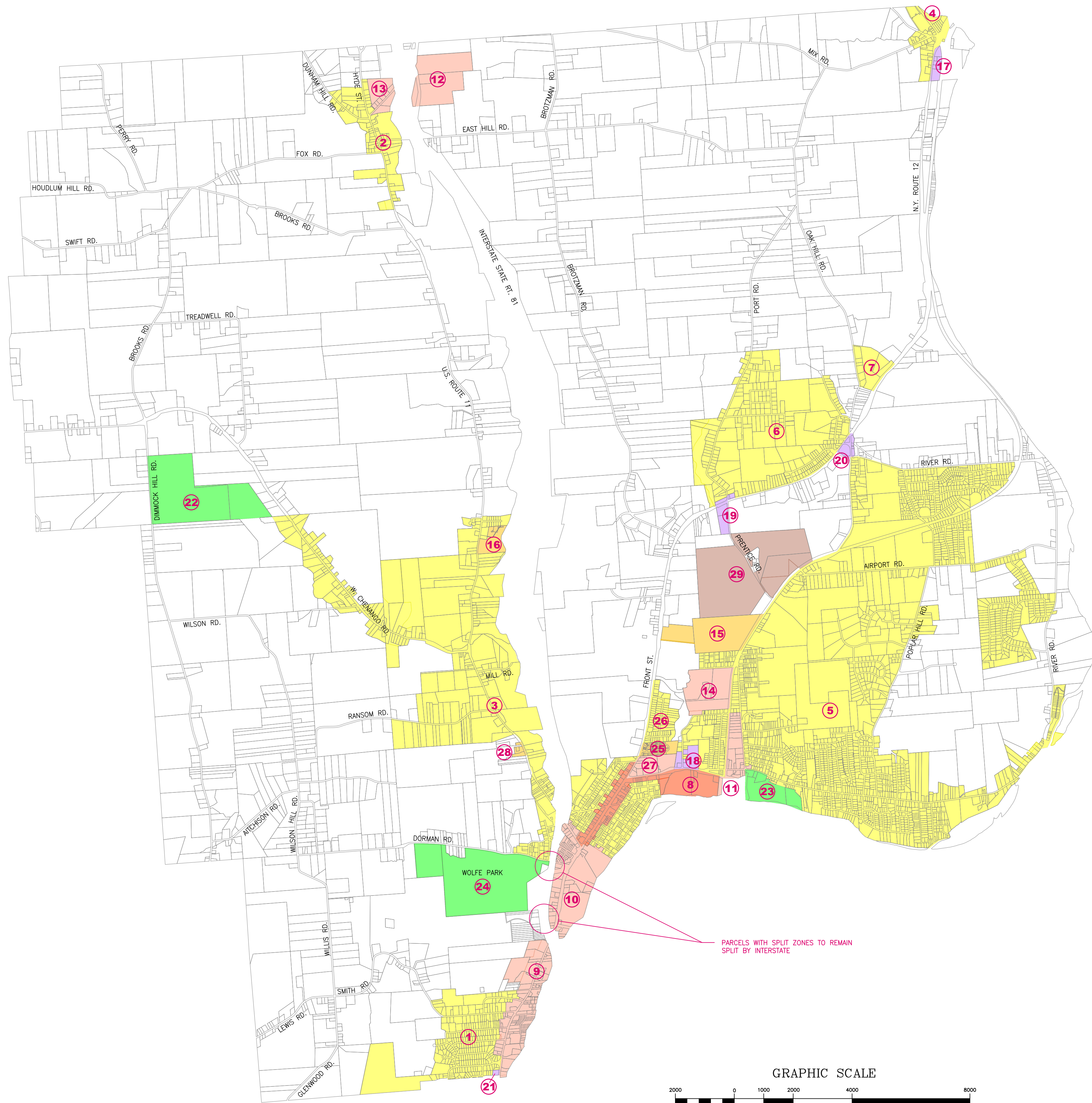
The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 77. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with this Local Law are hereby repealed.

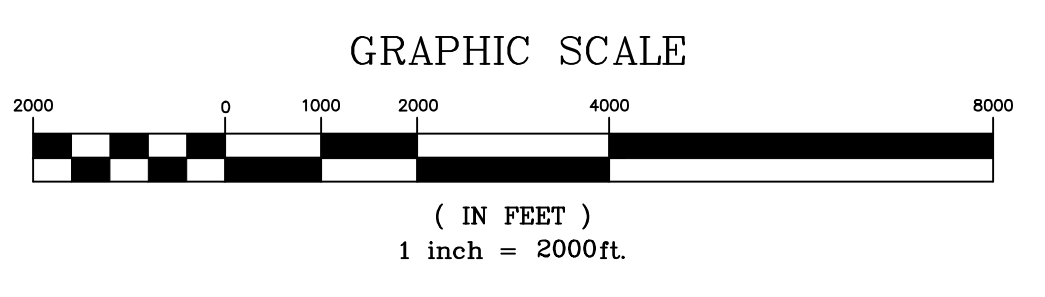
Section 78. Effective Date

This local law shall take effect immediately upon filing with the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.



LEGEND
COLOR ABBREVIATION DESCRIPTION

Yellow	R	RESIDENTIAL
White	A	AGRICULTURAL (NO HATCHING)
Purple	NC	NEIGHBORHOOD COMMERCIAL
Light Green	PDD-R I	PLANNED DEVELOPMENT - RESIDENTIAL I
Light Blue	PDD-R II	PLANNED DEVELOPMENT - RESIDENTIAL II
Light Orange	PDD-CS	PLANNED DEVELOPMENT - COMMUNITY SERVICE
Light Red	PDD-C	PLANNED DEVELOPMENT - COMMERCIAL
Brown	PDD-I	PLANNED DEVELOPMENT - INDUSTRIAL
Dark Green	PDD-R	PLANNED DEVELOPMENT - RECREATIONAL
Grey	MH	MOBILE HOME
Dark Orange	CD	COMMERCIAL DEVELOPMENT



ZONING MAP OF THE TOWN OF CHENANGO



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

Warning: It is a violation of Article 145, Section 2209, Subdivision 2 for any person, unless he/she is acting under the direction of a licensed professional engineer or land surveyor, to alter an item in any way on any plans, specifications, plats, and/or reports to which the seal of a professional engineer or land surveyor has been applied. If an item bearing the seal of an engineer or land surveyor is altered, the altering engineer or land surveyor shall affix to the item his seal and the notation "altered by" followed by his/her signature and the date of such alteration, and a specific description of the alteration.

Revisions:

NO.	BY	DESCRIPTION	DATE

Client:
Town of Chenango
1529 NY Route 12
Binghamton
Broome County, NY

Date Drawn:
June 8, 2023
Drawn by: A. URDA
Project no.: 0016.00122.9
File: Toc-zon-2023 06 08.dwg
2023 Copyright Urd Engineering, PLLC

ZONING MAP
of the
Town of Chenango

TOWN OF CHENANGO PROPOSED ADJUSTEMENT OF SPLIT ZONED PARCELS

Town of Chenango
Broome County , NY

6/8/2023
A. Urda,
Urda Engineering

Tax Map Information		Current Zones		Proposed Zone(s)
Parcel SBL	911 Address	Front*	Rear*	Town Board Decisions 1/25/23
1 128.07-4-20	1043 Upper Front Street	PDD-C	RES	Convert as noted unless otehrwise noted PDD-C
2 128.08-2-4	57 Hillside Drive	RES (west)	PDD-C-east	RES
3 128.08-1-1.1	1139 Upper Front Street	PDD-C	AGR	PDD-C
4 111.20-1-21.1	1149 Upper Front Street	PDD-C	AGR	PDD-C
5 111.20-1-14	1163 Upper Front Street	PDD-C	AGR	PDD-C
6 111.20-1-13	1169 Upper Front Street	PDD-C	AGR	PDD-C
7 111.20-2-5	1227 Upper Front Street	PDD-C	AGR	LEAVE SPLIT with exception noted on map
8 111.20-2-1	1235 Upper Front Street	PDD-C	AGR	LEAVE SPLIT with exception noted on map
9 111.16-1-41	1239 Upper Front Street	PDD-C	AGR	LEAVE SPLIT with exception noted on map
10 111.16-1-2	344 Dorman Road	PDD-C	AGR	LEAVE SPLIT with exception noted on map
11 111.04-1-2	264 Dorman Road	PDD-C	AGR	** Switch to PDD-R as well as adjacent and *Call out this exception on map
12 111.12-5-12	1322 Upper Front Street	PDD-C (south)	C (north)	CD
13 111.12-5-16	1318 Upper Front Street	PDD-C (south)	RES (north) portion QuinnRd	PDD-C
14 111.12-2-7	1365 Upper Front Street	CD	RES	CD
15 111.12-2-2.1	42 Trafford Road	CD	RES	CD
16 112.05-1-21	1433 Upper Front Street	CD	RES	CD
17 112.05-1-15	1445 Upper Front Street	CD	RES	CD
18 112.05-1-13	1449 Upper Front Street	CD	RES	CD
19 112.05-1-10	1455 Upper Front Street	CD	RES	CD
20 094.04-1-28	Savitch Road/Peterson Road	RES	AGR	AGR
21 112.05-3-36	1448 Upper Front Street	CD	RES	CD
22 112.05-2-4	42 Chenango Bridge Road	CD	RES	CD
23 112.05-2-5	54 Chenango Bridge Road	CD	RES	CD
24 112.06-1-1	91 Chenango Bridge Road	NC	RES small area on Woodland	NC
25 095.17-2-4	35 Woodland Rd	RES (south)	AGR (north)	AGR
26 095.17-2-17	9 Belair Dr	RES	AGR	RES
27 095.17-2-18	13 Belair Dr	RES	AGR	RES
28 095.17-2-19	15 Belair Dr	RES	AGR	RES
29 095.17-2-20	17 Belair Dr	RES	AGR	RES
30 095.17-2-21	19 Belair Dr	RES	AGR	RES
31 095.17-2-22	21 Belair Dr	RES	AGR	RES

32	095.18-1-3	17 Thomas Street	PDD-C (north)	RES (south)	PDD-C
33	095.13-1-8	1564 NYS Rte. 12	PDD-RES II (north)	AGR (south)	PDD-RES II
34	095.06-1-16.2	78 Prentice Rd	PDD-IND majority	AGR 0.75 ac area adjacent west of 68 Prentice Road	PDD-IND
35	095.10-1-2.1	12 Prentice Rd	PDD-IND (west)	AGR (east)	PDD-IND
36	078.18-1-19	1743 NYS Route 12	AGR (west)	RES (east)	RES
37	078.18-1-9	109 Port Road	AGR (west)	RES (east)	RES
38	078.03-1-23.1	370 Brotzman Road	AGR (west)	RES (east)	AGR
39	078.03-1-9.111	390 Brotzman Road	AGR (west)	RES (east)	AGR
40	078.14-1-6.1	171 Port Road	AGR (west)	RES (east)	RES
41	078.14-1-5	183 Port Road	AGR (west)	RES (east)	RES
42	078.14-1-1	223 Port Road	AGR (west)	RES (east) 950ft road frontage	AGR
43	078.10-1-11	249 Port Road	AGR (west)	RES (east) 106ft road frontage	AGR
44	078.02-1-8	2 Daniel Drive	RES (SW)	AGR remainder	AGR
45	096.09-1-19	20 Verneth Dr.	RES (east)	AGR (west)	RES
46	096.18-1-16	1154 River Road	RES	AGR	RES
47	113.05-1-6	1151 River Road	RES	AGR	RES
48	113.05-1-7	1149 River Road	RES	AGR	RES
49	113.05-1-8	1143 River Road	RES	AGR	RES
50	113.05-1-10	1137 River Road	RES	AGR	RES
51	113.05-1-12	1133 River Road	RES	AGR	RES
52	113.05-1-14	1129 River Road	RES	AGR	RES
53	113.05-1-15	1127 River Road	RES	AGR	RES
54	113.05-1-1	1055 River Road	RES	AGR	AGR
55	095.20-1-11	86 Poplar Hill Road	RES (SW) small corner	AGR remainder	AGR
56	112.07-7-2	716 River Rd	RES at entrance	PDD-R remainder	Leave as-is for PDD-R ongoing review process
57	112.06-6-24	1 Kattelville Road	PDD-R Majority	RES along NW River Rd	Leave as-is for PDD-R ongoing review process
58	111.12-1-7	101 Grant Road	RES	AGR	RES
59	111.07-1-6.1	199 Castle Creek Rd.	PDD-RES II	AGR	AGR
60	111.07-1-9	207 Castle Creek Rd.	PDD-RES II	AGR	AGR
61	111.07-1-8	209 Castle Creek Rd.	PDD-RES II	AGR	AGR
62	111.07-1-7	213 Castle Creek Rd.	PDD-RES II	AGR	AGR
63	111.07-1-6.2	2 Farrell Drive	PDD-RES II	AGR	AGR
64	111.07-1-2	241 Castle Creek Rd.	PDD-RES II	AGR	AGR
65	094.04-2-21	245 Castle Creek Rd.	PDD-RES II	AGR	AGR
66	094.03-2-22	67 W Chenango Rd	RES	AGR	AGR

67	094.03-2-14	109 W Chenango Rd	RES	AGR	RES
68	094.03-2-7	153 W Chenango Rd	RES	AGR	AGR
69	094.01-1-38	299 W Chenango Rd	RES	AGR	AGR
70	094.01-1-1	331 W Chenango Rd	PDD-R (north)	AGR (south)	Leave as-is for PDD-R ongoing review process
71	094.01-2-21	210 W Chenango Rd	RES	AGR	AGR
72	094.01-2-37	118 W Chenango Rd	RES	AGR	RES
73	094.01-2-39	108 W Chenango Rd	RES	AGR	RES
74	066.03-1-8	1009 Castle Creek Rd.	RES	AGR	RES
75	066.03-1-7	1021 Castle Creek Rd.	RES	AGR	AGR
76	066.03-1-6.1	1041 Castle Creek Rd.	RES	AGR	AGR
77	066.03-1-3	1071 Castle Creek Rd.	RES	AGR	AGR
78	066.10-2-21	1117 Castle Creek Rd.	RES	AGR	RES
79	066.03-1-26	1006 Castle Creek Rd.	RES	AGR	AGR
80	111.12-2-29	1 Quinn Road	Parcel is not split but the Owner came before the TB 1/25/23 to requested a Change of Zone from RES to CD		CD

I used extended notations below for several zones to help minimize confusion, but do not intend to change the current code zone abbreviations.
 AGR = 'A' for Agricultural District; RES = 'R' for Residential District; PDD-IND = PDD-I for Planned Development District - Industrial

TOWN OF CHENANGO
Zoning Descriptions
6/8/2023
(See attached 'Zoning Map of the Town of Chenango')

1 RESIDENTIAL DISTRICT (R) - SOUTH END OF TOWN

Beginning at the southeast corner of parcel number 128.11-4-9 on the southern municipal boundary of the Town of Chenango and Town of Dickinson (the northern right-of-way line of Forest Hills Boulevard); thence westerly along the municipal boundary line 4897 feet to the southwest corner of parcel number 128.01-2-8; thence northerly, along the westerly boundary line of parcel number 128.01-2-8 a distance of 1758 feet to the northwest corner of parcel number 128.01-2-8; thence easterly 774 feet to the northwestern most corner of parcel 128.01-2-8; thence south 1194 feet to the southwest corner of parcel number 128.01-2-6, then easterly along the northern parcel lines of 128.01-2-8, and 128.11-1-36 a distance of 1187 feet to the southwest corner of parcel number 128.11-1-29; thence northerly 1253 feet along the western boundaries of parcels 128.11-1-29, 128.11-1-21, 128.11-1-5 and 128.11-1-1 to the northwest corner of parcel number 128.11-1-1; thence easterly along the northern parcel lines of 128.11-1-1, 128.11-1-2, 128.11-1-3, and 128.11-1-4 to N. Morningside Dr. and the southwest corner of parcel 128.11-2-1; thence northerly along the westerly boundaries of parcels 128.11-2-1, 128.07-3-54, and 128.07-3-2 to the to the northwestern corner of parcel corner of parcel number 128.07-3-2; thence easterly to the southeast corner of parcel number 128.01-2-5, thence northwesterly crossing Smith Hill Road to the southwest corner of parcel 128.07-1-27 on the easterly boundary of Smith Hill Road; thence northwesterly 574 feet along Smith hill Road to the southwest corner of parcel 128.07-1-32; thence easterly for approximately 378 feet to the southeast corner of parcel 128.07-1-32; thence northerly to the northeast corner of parcel 128.07-1-32; thence, thence easterly 463 feet to the northern most point of parcel number 128-07-1-31; thence southerly for approximately 238 feet to the southwesterly corner of parcel 128.07-1-2; thence easterly along the northern boundary of parcels 128.07-1-31, 128.07-1-17, 128.07-1-16, 128.07-1-15, 128.07-1-14, 128.07-1-13, 128.07-1-12, and 128.07-1-10 to the northeastern corner of parcel number 128.07-1-10; thence southerly to the southeastern corner of parcel number 128.07-1-10; thence easterly to the northeastern corner of parcel number 128.08-2-4; thence southwesterly to the southwest corner of parcel 128.08-2-2; thence easterly to the northwest corner of parcel 128.08-2-3; thence south to the southwest corner of parcel 128.08-2-4 and the northern boundary of Hillside Dr.; thence southwesterly to the northeast corner of parcel number 128.07-2-8; thence south to the southeast corner of parcel number 128.07-2-8; thence westerly along the south boundaries of parcel numbers 128.07-2-8, 128.07.2.7, and 128.07-2-6 to the northeastern corner of parcel 128.07-2-13; thence southerly to the southeast corner of parcel number 128.07-2-13; thence southwest crossing Smith Hill Road to the northeastern corner of parcel number 128.07-3-24; thence south to the southeast corner of parcel number 128.07-3-24; thence west 150 feet to the northwest boundary corner of parcel number 128.07-3-30; thence south to the northeast corner of parcel number 128.07-3-34; thence south to the southeast corner of parcel 128.07-3-37; then southwest crossing Wallace Road to the northeastern corner of parcel number 128.07-4-17; thence south to the southeastern corner of parcel number 128.07-4-17; thence east to the northwest corner of parcel 128.11-2-8.1; thence southerly to the southeast corner of parcel 128.11-2-8.1; thence west to the southeast corner of parcel number 128.11-2-9; thence south crossing Johnson Road to the northeast corner of parcel 128.11-3-17; thence southwesterly to the southwestern corner of parcel number 128.11-3-22; thence southeasterly to the northeasterly corner of parcel number 128.11-3-23 at Route 11 thence south along Route 11 to the southeastern corner of parcel number 128.11-4-7; thence westerly to the northeast corner of parcel number 128.11-4-9; thence south to the southeast corner of parcel number 128.11-4-9 at the point of beginning.

2 RESIDENTIAL DISTRICT (R) - NORTH CENTER OF TOWN (area of SR 11, Dunham Hill Road, and Hyde Street)

Commencing at the south eastern corner of parcel number 066.03-1-8; thence westerly to the southwest corner of the same parcel; thence north to the northwest corner of the same parcel, thence east to the northeast corner of the same parcel and SR 11; thence north along SR11 to the northeast corner of 066.03-1-6.1 on the SR 11 boundary; thence west along the boundary of 066.03-1-6.2 to the southwest corner of the same parcel; thence north to the northwest corner of the same parcel; thence west to the southwest corner of 066.03-1-4; thence north to the northwest corner of 066.03-1-4 thence east to the northeast corner of the same parcel at SR 11; thence north along SR 11 to the southeast corner of 066.10-2-15; thence west along Fox Road to the southwest corner of 066.10-2-18; thence north along the western boundaries of 066.10-2-18, 066.10-2-19, 066.10-2-20, and 066.10-2-21, to the southeast corner of 066.10-2-3; thence north westerly to the northwestern corner of parcel number 066.10-2-3; thence westerly to the southwest corner of parcel number 066.10-2-3; thence northwest along the westerly boundaries of 066.10-2-3, 066.01-1-13, 066.01-1-13 to the southwest corner of 066.01-1-13; thence north easterly to the south western corner of parcel number 066.01-1-11; thence north westerly to the north western corner of the same parcel; thence north easterly to the northern corner of parcel number 066.01-1-11; thence northerly to the southern point of parcel number 066.01-1-28; thence north westerly to the north western corner of the same parcel; thence north easterly to north eastern point of parcel number 066.01-1-27; thence northerly to the north western corner of parcel number 066.01-1-26; thence easterly along the northern border of the same parcel to the western boundary of Route 11; thence north easterly to the north western corner of parcel number 066.01-1-39; thence easterly to the north eastern corner of the same parcel; thence south eastern to the south eastern corner of parcel number 066.10-1-20; thence easterly to the north eastern corner of parcel number 066.10-1-19; thence south western to the south eastern corner of the same parcel; thence easterly to the north eastern corner of the parcel number 066.10-1-18; thence south easterly to the south eastern corner of the same parcel; thence south westerly to the intersection of Route 11 and Hyde St. ; thence easterly to the north eastern corner of parcel number 066.10-1-25; thence follow that parcel eastern boundary south to the north boundary of Water St. ; thence southerly to the north eastern corner of parcel number 066.10-1-40; thence southerly to the south eastern of the same parcel; thence south westerly along the eastern boundaries of parcel numbers 066.10-1-41, 066.10-1-42, and 066.03-1-35 until the south eastern corner of 066.03-1-35; thence easterly to the north eastern corner of parcel number 066.03-1-34; thence south eastern to the south eastern corner of parcel number 066.03-1-32; thence southeasterly for approximately 504.54 feet through parcel number 066.03-1-26 to the north eastern corner of parcel number 066.03-1-27; thence westerly along the boundary of parcel number 066.03-1-26 to the eastern boundary of Route 11, thence south westerly to the south eastern corner of parcel 066.03-1-8 connecting to the beginning.

3 RESIDENTIAL DISTRICT (R) - SOUTH CENTER OF TOWN

Beginning at the south western corner of parcel number 111.11-1-19; thence northerly to the north western corner of the same parcel; thence easterly to the north eastern corner of the same parcel; thence northerly to the north western corner of parcel number 111.12-1-17; thence easterly to the north eastern corner of the same parcel; thence northerly to the north western corner of parcel number 111.12-1-14; thence easterly to the north eastern corner of the same parcel; thence north easterly along the north border of Russell Rd. to the south western corner of parcel number 111.12-1-10; thence north westerly for approximately 1424.21 feet to the north eastern corner of parcel number 111.12-1-1.2; thence northerly along the western borders of parcel numbers 111.08-1-15, 111.08-1-14, 111.08-1-13, 111.08-1-12, 111.08-1-11, 111.08-1-9,

111.08-1-8, 111.08-1-7, to the north western corner of parcel number 111.08-1-6; thence north easterly to the northern corner of the same parcel; thence north easterly to the north western corner of parcel number 111.08-1-22; thence north westerly along the eastern boundary of Route 11 to the north western corner of parcel 094.04-1-21; thence south westerly to the south eastern corner of parcel number 094.04-2-20; thence south westerly to the south western corner of the same parcel; thence westerly along the northern boundary of parcel number 111.07-1-1 to the south western corner of parcel number 094.03-2-44; thence northerly to the north western corner of the same parcel; thence south easterly along the south boundary of Ransom Rd. to the north eastern corner 094.03-2-49; thence northerly to the north eastern corner of parcel number 094.03-2-25; thence easterly to the north eastern corner of the same parcel; thence northerly to the north western corner of parcel number 094.15-2-17; thence easterly to the south western corner of parcel number 094.15-2-1; thence northerly to the northerly to the north eastern corner of parcel number 094.03-2-22; thence north westerly for approximately 2280.66 feet to the south western corner of parcel number 094.03-2-13; thence westerly to the south western corner of parcel number 094.03-2-10.1; thence north westerly to the south western corner of parcel number 094.03-2-9; thence north westerly for approximately 1373.29 feet to the south boundary of Kelly Rd. ; thence northerly to the south western corner of parcel number 094.01-1-31; thence north westerly along the same parcel's western boundary to the north western corner of the same parcel, thence north westerly to the western corner of parcel number 094.01-1-29.111; thence northerly along the western boundary of parcel number 094.01-1-19 to the south western corner of 094.01-1-17; thence northerly along the western boundary of parcels 094.01-1-19, and 094.01-1-14 to the southern corner of parcel number 094.01-1-13; thence north westerly to the south western corner of parcel number 094.01-1-12; thence northerly to the south eastern corner of parcel number 094.01-1-38; thence north westerly for 1067.88 feet to the western corner of 094.01-1-7; thence north westerly for approximately 349.35 feet to the south western corner 094.01-1-5, thence north westerly for approximately 569.95 feet to the south western corner of parcel number 094.01-1-3; thence easterly to the north eastern corner of parcel number 094.01-2-4; thence south easterly for approximately 796.24 feet to the northern corner of parcel number 094.01-2-10; thence south easterly for approximately 3263.99 feet to the north western corner of parcel number 094.01-2-38; thence easterly to the north eastern corner of the same parcel; thence easterly for approximately 247.6 feet; thence southerly for approximately 877.71 feet the north eastern corner of parcel number 94.03-3-3; thence south easterly to the north eastern corner of parcel number 094.03-3-4.1; thence north easterly for approximately 207.39 feet to the north western 094.03-3-6; thence easterly to the north eastern corner of parcel 094.03-3-8; thence northerly to the north western corner of parcel number 094.11-1-1; thence easterly to the north eastern corner of the same parcel; thence northerly to the north western corner of parcel number 094.07-1-11; thence easterly to the south western corner of parcel number 094.07-1-8; thence northerly to the north western corner of the same parcel; thence north westerly to the south western corner of parcel number 094.07-1-4; thence south westerly to the south eastern corner of parcel number 094.07-1-3; thence north westerly to the south west corner of the same parcel; thence south easterly to the north western corner of the parcel number 094.07-1-5; thence easterly to the north eastern corner of parcel number 094.07-1-6; thence north easterly to the north western corner of the parcel number 094.07-1-18; thence easterly to the north eastern corner of the same parcel; thence southerly to the north western corner of parcel number 094.07-1-19; thence easterly to north eastern corner of parcel number 094.07-1-24; thence north easterly to the north eastern corner of parcel number 094.07-1-25; thence south westerly to the south eastern corner of the same parcel; thence westerly to north eastern corner of parcel number 094-07.1.40; thence south westerly to the south eastern corner of parcel number 094.07-1-39; thence westerly for approximately 235 feet to the eastern boundary of Route 11; thence southerly along the eastern boundary of Route 11 to the north western corner 094.07-1-36; thence easterly to the north eastern corner of parcel number 094.11-1-16; thence south westerly to the south eastern corner of the same parcel; thence easterly to the north eastern corner of parcel number 094.11-1-18; thence southerly along the same parcel's eastern boundary to the south eastern corner of that

parcel; thence westerly to the north eastern corner of the parcel number 094.11-1-21; thence southerly along the eastern borders of parcel numbers 094.11-1-21, 094.11-1-22, 094.11-1-23, and 094.11-1-24 to the south eastern corner of parcel number 094.11-1.25; thence south easterly along the eastern border of parcel numbers 094.15-1-10.1, 094.15-1-11.1, and 094.04-1-19.11 to the south east corner of parcel number 094.04-1-19.11; thence easterly to the north eastern corner of parcel number 094.04-1-20; thence south easterly to the south eastern corner of the 094.04-1-20; thence south westerly to the north eastern corner of parcel number 094.04-1-21; thence south easterly along the eastern boundary of parcel number 094.04-1-21 to the south eastern corner of the same parcel; thence westerly to the north eastern corner of parcel number 111.08-1-17; thence south easterly along the eastern boundary of parcel numbers 111.08-1-17 and 111.08-1-19 to the south eastern corner of parcel number 111.08-1-19; thence easterly to the north eastern corner of parcel number 111.08-1-20; thence south westerly along the eastern boundary of parcel numbers 111.08-1-20 and 111.08-1-21 to the north eastern corner of parcel number 111.08-1-22; thence south easterly to the south eastern corner of parcel number 111.08-1-23; thence westerly for approximately 58.43 feet to the eastern boundary of parcel number 111.08-1-24; thence south easterly to the eastern corner of parcel number 111.08-1-41; thence south westerly for approximately 343.16 feet to the corner of parcel number 111.08-1-37; thence south westerly for 164.92 feet to the western boundary of Route 11; thence south easterly along the eastern boundary of parcel number 111.12-1-3 to the south eastern corner of the same parcel; thence south westerly for approximately 1732.4 feet to the corner of Dorman Rd. and Grant Rd. ; thence north westerly along the north boundary of Dorman Rd. to the South western corner of parcel number 111.11-1-19.

4 RESIDENTIAL DISTRICT (R) - NORTH EAST OF TOWN

Beginning at the south western corner of parcel number 067.08-1-37; thence northerly along the eastern boundary of parcel number 067.08-1-38 until the north western corner of parcel 067.08-1-39; thence south westerly to the south western corner of 067.08-1-20; thence north westerly to the north western corner of the same parcel; thence north westerly to the south western corner of parcel number 067.08-1-2; thence south westerly along the southern boundary of parcel number 067.08-1-1.1 for approximately 28.85 feet; thence north westerly for approximately 163.44 feet; thence north easterly for approximately 154.87 feet to the north western corner of 067.08-1-4; thence north easterly of the north boundary of the same parcel to the north eastern corner of the same parcel; thence north easterly for approximately 276.78 feet to the northern boundary of Knapp Hill Rd. ; thence south easterly for approximately 168.44 feet to the intersection of Knapp Hill Rd. and Jenks Rd. ; thence north westerly for approximately 965.12 feet to the north western corner of parcel number 056.20-1-5; thence south easterly to the northern point of parcel number 056.20-1-15; thence south easterly along the eastern boundary of parcel numbers 056.20-1-15 and 056.20-1-9 to the north eastern point of parcel number 056.20-1-9; thence south easterly for approximately 394 feet to the south western corner of parcel number 068.05-1-1; thence north easterly to the northern corner of parcel number 068.05-1-1; thence south easterly to the eastern corner of the same parcel; thence south westerly to the south corner of the same parcel; thence north westerly to the western corner of the same parcel; thence south westerly for approximately 410.15 feet to the north eastern corner of the parcel number 067.08-1-10; thence south easterly to the south eastern corner of the same parcel; thence north westerly approximately 110.69 feet to the western boundary of Depot St. ; thence south westerly to the northern point of parcel number 067.08-1-18; thence south westerly for approximately 191.1 feet to the western boundary of Route 12; thence south westerly following the western boundary of Route 12 for approximately 1096.64 feet to the south eastern corner of parcel number 067.08-1-37; thence westerly to the south western corner of the same parcel to the beginning.

5 RESIDENTIAL DISTRICT (R) - SOUTH EAST OF THE TOWN

Beginning at the south western corner of the parcel number 112.11-1-1; thence northerly to the along the western boundary of the same parcel to the southern corner of the parcel number 112.07-7-7; thence north westerly along the southern boundary of the same parcel to the south eastern corner of parcel number 112.07-7-6; thence north westerly to the south western corner of parcel number 112.07-7-3; thence north westerly for approximately 361.89 feet to the south eastern corner of parcel number 112.06-6-22.2; thence north westerly to the south western corner of parcel number 112.06-6-20; thence north easterly to the south eastern corner of parcel number 112.06-6-19; thence north westerly to the south western corner of the same parcel; thence south westerly to the south eastern corner of parcel number 112.06-6-18; thence north westerly to the south western corner of the same parcel; thence northerly to the north westerly of the same parcel; thence north westerly to the south eastern corner of parcel number 112.06-5-11; thence north westerly along the north boundary of River Rd. to the south western corner parcel number 112.06-5-18; thence north easterly to the north western corner of the same parcel; thence north westerly to the south western corner of parcel number 112.06-5-3; thence north easterly to the south western corner of parcel number 112.06-5-2; thence north westerly along the south boundary of the same parcel to the eastern boundary of parcel number 112.06-5-20; thence south westerly to the south eastern corner of the parcel number 112.06-5-20; thence westerly to the south western corner of the same parcel; thence northerly along the western boundary of Kattelville Rd. to the south eastern corner of the parcel number 095.18-2-26; thence westerly to the south eastern corner of the parcel 095.18-1-4; thence south along the western boundary of the railroad to the south eastern corner of parcel number 112.06-6-7; thence north westerly along the northern boundary Chenango Bridge Rd. to the south western corner of parcel number 112.06-1-13; thence northerly to the south eastern corner of parcel number 112.22-3-1; thence westerly to the north eastern corner of parcel number 112.22-3-2; thence southerly for approximately 454.81 feet to the south eastern corner of parcel number 112.22-3-5; thence westerly to the south western corner of the same parcel; thence northerly along the western boundary of Woodland Rd. to the south eastern corner of parcel number 112.22-1-23; thence westerly to the south western corner of the same parcel; thence north easterly to the north eastern corner of parcel number 112.22-1-21; thence easterly for approximately 332.73 feet to the eastern boundary of Woodland Rd. ; thence north easterly following along the southern boundary of Woodland Rd. to the eastern point of parcel number 095.17-2-4; thence westerly to the south western corner 095.18-1-3; thence northerly for approximately 139.91 feet; thence easterly to the north western corner of parcel number 095.18-1-12; thence easterly to the north eastern corner of parcel number 095.18-1-4; thence northerly along the western boundary of the railroad to the south eastern corner of parcel number of 095.14-2-6; thence westerly along the north boundary of Broad St. to the south western corner of the parcel number 095.14-1-9; thence northerly to the north western corner of parcel number 095.14-1-2; thence easterly to the south western corner of parcel number 095.14-3-13; thence north eastern along the south boundary Kattelville Rd. to the south western corner of parcel number 095.08-1-33; thence north easterly to the south western corner of parcel number 095.07-1-12; thence northerly along Kattelville Rd. to the north western corner of 078.19-4-15; thence south easterly along River Rd. to the north western corner of parcel number 078.20-2-22; thence easterly along the southern boundary of River Rd. to the north eastern corner of parcel number 079.17-3-8; thence south westerly along Deborah Dr. to the north eastern corner of parcel number 096.05-1-6; thence southerly to the north western corner of parcel number 096.09-1-4; thence easterly along the south boundary Airport Rd. to the north east corner 096.05-1-40; thence southerly to the south east corner of the same parcel; thence westerly to the north eastern corner of parcel number 096.05-1-42; thence south easterly the south eastern corner of parcel number 096.09-1-37; thence easterly to the north eastern corner of the parcel number 096.10-1-3; thence south westerly along the eastern boundary of the River Rd. to the north western corner of parcel number 096.10-1-13; thence north

easterly to the north eastern corner of the same parcel; thence south westerly to the south eastern corner of the same parcel; thence westerly to the south western corner of the same parcel; thence southerly to the south western corner of the parcel number 096.10-1-12.1; thence westerly to the north eastern corner of the parcel number 096.13-2-20; thence south easterly along the eastern boundary of the same parcel to the south eastern corner of the parcel number 096.13-1-41; thence south westerly to the south western corner of the parcel number 096.13-1-45.211; thence north westerly to the north western corner of parcel number 096.09-1-61; thence easterly along the south boundary of parcel number 096.09-1-21 to the south western corner of parcel number 096.09-1-32; thence northerly to the north western corner of the same parcel; thence easterly along the northern boundary of the same parcel approximately 52.11 feet; thence north easterly for approximately 65.22 feet to the southern boundary of parcel number 096.09-1-19; thence northerly through the same parcel for approximately 102.28 feet to the southern corner of parcel number 096.09-1-17; thence north western along the south western boundary of parcel numbers 096.09-1-17, 096.09-1-16, and 096.09-1-15 to the north western corner of the parcel number 096.09-1-15; thence north western along the eastern boundary of parcel number 096.09-1-21 to the north western corner of parcel number 096.09-1-11; thence north westerly to the north western corner of parcel number 096.09-1-10; thence south westerly to the north western corner of parcel number 096.09-1-9; thence westerly to the south western corner of parcel number 096.09-1-2; thence northerly to the north western corner of the same parcel; thence westerly along the south boundary of Airport Rd. to the north eastern corner of parcel number 095.12-1-11; thence south westerly along the western boundary of Poplar Hill Rd. to the eastern corner of parcel number 095.12-1-15; thence south easterly across Poplar Hill Rd. to the north western corner of parcel number 095.12-1-36; thence easterly to the north eastern boundary of the same parcel; thence southerly to the south eastern corner of the same parcel number; thence westerly to the south western corner of the same parcel number; thence south to the south eastern corner of 095.12-1-39; thence easterly to the north eastern corner of parcel number 095.16-1-14; thence south westerly to the south eastern corner of parcel number 095.16-1-24; thence westerly to the north eastern corner of parcel number 095.16-1-23; thence south easterly to the south eastern corner of the same parcel; thence westerly along the southern boundary of the same parcel across Poplar Hill Rd. to the south eastern corner of parcel number 095.16-1-8; thence south westerly along the western boundary of Poplar Hill Rd. to the south eastern corner of parcel number 095.19-1-9; thence north easterly to the north western corner 095.20-1-12; thence easterly for 575.32 feet; thence southerly for 527.25 feet to the north western corner of parcel number 112.08-1-48; thence easterly to the north eastern corner of parcel number 112.08-1-43; thence southerly to the north western corner of parcel number 112.08-1-24; thence north easterly to the north eastern corner 112.08-1-18; thence southerly to the south eastern corner of the parcel number 112.08-1-17; thence easterly to the south western corner of parcel number 112.08-1-16; thence northerly to the north western corner of parcel number 112.08-1-15; thence easterly to the north eastern corner of the same parcel number, thence southerly to the north western corner of parcel number 112.08-1-14; thence easterly approximately 172 feet the western corner of parcel number 112.08-1-12; thence northerly to the north western corner of the same parcel; thence south easterly along the southern boundary of parcel number 112.08-1-4.2 to the north eastern corner of parcel 112.08-1-5; thence northerly to the north western corner of parcel number 113.05-1-36; thence easterly to the north eastern corner of the same parcel; thence southerly to south eastern of the same parcel; thence north easterly for approximately 769.84 feet along the southern boundary of parcel number 113.05-1-1 to the north eastern corner of parcel number 113.05-1-29; thence south to the south eastern corner of the same parcel number; thence north easterly along the northern boundary of River Rd. to the south western corner of parcel number 113.05-1-28; thence north westerly to the north western corner of the same parcel; thence north easterly to the north eastern corner of parcel number 113.05-1-24; thence southerly to the northern point of parcel number 113.05-1-22; thence south easterly to the north western corner of parcel number 113.05-1-21; thence north easterly to the north eastern corner of parcel number 113.05-1-19;

thence south easterly along the eastern boundary of the same parcel for approximately 14.3 feet; thence north easterly for approximately 1025.11 feet to the western corner of parcel 113.05-1-5; thence northerly to the northern corner of parcel number 096.17-1-3; thence south easterly to the south western corner of parcel number 096.18-1-10; thence

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Thence south easterly to the south eastern corner of parcel number 113.05-1-23; thence south westerly along the southern boundary of parcel number 113.05-1-24 to the south western corner of the same parcel number; thence north westerly to the south easterly corner of parcel number 113.05-2-8; thence south westerly along the northern boundary of parcel number 113.09-1-6 to the south western corner 113.09-1-1; thence northerly to the south eastern corner of parcel number 112.12-5-6; thence south westerly to the south western corner of parcel number 112.12-5-30; thence south easterly to the eastern point of parcel number 112.12-5-29 and around it to the eastern point of parcel number 112.12-5-38; thence south westerly along the southern boundaries of parcel numbers 112.12-5-37, 112.12-5-36, 112.12-5-35, 112.12-5-34, 112.12-5-33, 112.12-5-32, 112.12-5-39, 112.12-4-41, 112.12-4-40, 112.12-4-39, and 112.12-4-38 to the south eastern corner of parcel number 112.12-4-36; thence north westerly along the northern boundary of parcel number 113.09-1-6 to the southern point of parcel number 112.12-3-40.2; thence north westerly to the south western corner of parcel number 112.11-1-29.12; thence north westerly along the southern boundary of parcel number 112.11-1-19 to the south western corner of the same parcel; thence north westerly along the southern boundary of parcel numbers 112.11-1-18 and 112.11-1-17 to the south western corner of the parcel number 112.11-1-17; thence westerly along the southern boundary of parcel number 112.11-1-16 to the south western corner of the same parcel; thence westerly to the south eastern corner of parcel number 112.11-1-1; thence westerly to the south western corner of the same parcel.

6 RESIDENTIAL DISTRICT (R) - EAST CENTRAL OF TOWN

Beginning on the south western corner of parcel number 078.18-2-20; thence northerly to the south eastern corner of parcel number 078.18-2-23; thence south westerly to the north eastern corner of parcel number 078.18-1-16; thence southerly to the south eastern corner of the same parcel; thence south westerly to the south western corner of the same parcel, thence southerly approximately 144.65 feet to the south eastern boundary of the parcel number 078.18-1-19; thence north following the eastern boundary of Gilbert Creek for approximately 3341.6 feet through parcel numbers 078.18-1-19, 078.18-1-9, 078.03-1-23.1, 78.03-1-9.111, 078.18-1-9, 078.14-1-6.1, 078.14-1-6, 078.14-1-1, and 078.10-1-11 to the southern boundary of parcel number 078.10-1-1.11; thence easterly to the north eastern corner of the parcel number 078.10-1-14; thence southerly to the south eastern corner of parcel number 078.10-1-36; thence easterly to the north eastern corner of the parcel number 078.02-1-19; thence north easterly to the north western corner of parcel number 078.02-1-12; thence easterly to the north eastern corner of the same parcel; thence southerly along the eastern boundary of the parcel numbers 078.02-1-12, 078.02-1-11, 078.02-1-10, and 078.02-1-9 to the south eastern corner of the parcel number 078.02-1-9; thence easterly to the north eastern corner of parcel number 078.15-2-1; thence southerly along the western boundary of the parcel number 078.02-1-8 to the south eastern corner of parcel number 078.15-2-8; thence south easterly for approximately 214.6 feet to the southern boundary of the intersection of Oak Hill Rd. and Brookview Dr. and the north eastern corner of parcel number 078.15-2-36; thence southerly along the western boundary of Oak Hill Rd. to the eastern point of 078.15-2-38; thence south westerly along the northern boundary of Route 12 for approximately 4615.5 feet to the south eastern corner of parcel number 078.18-2-20 bringing it back to the beginning.

7 RESIDENTIAL DISTRICT (R) – Area of Oak Hill Road and SR 12

Consisting of the entirety of parcels 078.02-1-28, 078.02-1-29.1, 078.02-1-29.2, 078.02-1-30.1, 078.02-1-31, 078.02-1-32, 078.02-1-33, 078.02-1-34, and 078.02-1-35. More specifically beginning at the southeastern corner of the parcel 078.02-1-29.1 (also the northeasterly corner of parcel 078.15-2-15); thence northwesterly to the southwestern corner of the same parcel; thence northerly 26 feet +/- to the southeast corner of parcel 078.02-1-30.1; thence westerly for approximately 123 feet to the southwest corner of parcel 078.02-1-30.1 at the eastern right-of-way of Oak Hill Road; thence northerly along the eastern boundary of Oak Hill Road along the western parcel lines of 078.02-1-30.1, 078.02-1-31, 078.02-1-32, 078.02-1-33, 078.02-1-34, 078.02-1-35, and 078.02-1-29.1 to southwestern corner of parcel number 078.02-1-27.1; thence southeasterly along the northern border of parcel numbers 078.02-1-29.1 and 078.02-1-29.1 to the intersection of parcel lines 078.02-29.2 and 078.02-1-28; thence northeasterly to the northernmost parcel corner of the parcel 078.02-1-28; thence south easterly to northeastern corner of parcel 078.02-1-28 at the westerly SR 12 right-of-way; thence south along the westerly boundary of SR 12 to the point at the beginning.

8 COMMERCIAL DISTRICT (CD) – North of SR 11 along Front Street and 12A

Beginning at the southwest corner of parcel number 112.05-2-6; thence northerly along the wester parcel boundary of the same parcel approximately 384 feet to the southeast corner of parcel 112.05-2-4; thence west approximately 40 feet west to the southwest corner of parcel 112.05-2-4; thence north approximately 150 feet to the northeast corner of parcel 112.05-2-7; thence westerly along the southern boundaries of parcels 112.05-2-4, 112.05-2-3, 112.05-3-6, 112.05-3-5, 112.05-3-4, 112.05-3-3, 112.05-3-2, and 112.05-3-1 to the northeast corner of parcel number 112.05-3-37; thence westerly along the northern border of parcel 112.05-3-37 to the northwestern corner of the same parcel; thence southeasterly along the easterly border of parcel 112.05-3-36 to the southeast corner of the same parcel at west right-of-way boundary of Carmichael Road; thence along the west right-of-way boundary of Carmichael Road to the southern corner of parcel 112.09-5-7 (the northwest intersection of the Carmichael Road and Merrill Road boundaries); thence northwesterly along the northern boundary of Merrill Rd. to southeastern corner of parcel number 112.09-5-30; thence southwesterly across Merrill Road to the northeastern corner of parcel number 111.12-2-18; thence southwesterly along the eastern parcel boundaries of 111.12-2-18, 111.12-2-36, 111.12-2-31, 111.12-2-30, 111.12-5-6, and 111.12-5-12.1 to the southeast corner of 111.12-5-12.1; thence northwesterly to the northwest corner of 111.12-5-12.1 thence across Upper Front Street to the southwest corner of parcel 111.12-4-36; thence northwesterly along the northern right-of-way boundary of SR 11 to the northwest corner of parcel number 111.12-4-37; thence northeasterly along the eastern boundary of Trafford Road to the northwest corner of parcel number 111.12-4-32; thence southeasterly to the southeast corner 111.12-4-40; thence northerly along the west parcel boundaries of 111.12-4-32, 111.12-4-31, 111.12-4-30, 111.12-4-29, 111.12-2-11, 111.12-2-10, 111.12-2-9, and 111.12-2-8 to the northwest corner of 111.12-2-8; thence northwest to the southwest corner of parcel 111.12-2-7 on the east right-of-way boundary of Trafford Road; thence north to the intersection of the east boundary of Trafford Road and south boundary of Bishop Road; thence east along the south boundary of Bishop road to the west corner of parcel 111.122-5.1; thence southeast to the southwest corner of parcel 111.12-2-6; thence northeast to the northwest corner of the same parcel at the south boundary of Bishop Road; thence across Bishop Road to the east corner of parcel 111.12-2-3; then northwest to the southwest corner of parcel 111.12-2-2.1; thence northeast to the northwest corner of the same parcel; thence southeast to the southwest corner of 112.09-1-3; then northeast to the northeast corner of parcel 111.08-2-28; thence northwest to the southwest corner of 112.05-1-21 at the boundary of Trafford Road; thence northeast to the northeast corner of the same parcel; thence southeast to the southwest corner of 112.05-1-20; thence northeast to the northwest corner of 112.05-1-13; thence southeast to the southeast

corner of 112.05-1-29; thence northeast to the northeast corner of 112.05-1-31; thence northwest to the southwest corner of 112.05-1-10 on Trafford Road; thence northeast to the northwest corner of the same parcel; thence southeast to the southeast corner of 112.21-1-37; thence northeast to the northwest corner of 112.21-1-34 at Peterson Road, thence east along the southern Peterson Road boundary to the northeast corner of the same parcel at SR 12; then southwest along the westerly SR 12 boundary to the southeast corner of 112.05-1-12 on the SR 12 boundary; thence across SR 12 and 12A to the northwest corner of 112.05-3-1 on the southern boundary of SR 12A; thence east along the southern boundary of SR 12A to the northeast corner of 112.06-6-3.2; thence southerly to the south west corner of parcel number 112.06-6-3.11; thence westerly along the southern boundary of parcel numbers 112.06-6-3.121 112.05-2-6, and 112.05-2-5 to the point of beginning.

9 PDD-C SOUTH OF TOWN – Front Street from (T) Dickinson to the I-81 overpass

Beginning at the south western corner of parcel number 128.11-3-22; thence north easterly to the north western corner of parcel number 128.11-3-18; thence north easterly for approximately 178.78 feet to the southern boundary of parcel number 128.07-4-20; thence northerly through the same parcel for approximately 91.71 feet; thence westerly for 24.79 feet; thence northerly for approximately 56.97 feet; thence westerly for approximately 36.7 feet to the north eastern corner of parcel number 128.11-2-8.1; thence northerly to the north western corner of parcel number 128.07-4-18; thence north easterly to the south western corner of parcel number 128.07-3-33; thence northerly to the north western corner of parcel number 128.07-3-30; thence easterly to the south western corner of parcel number 128.07-3-25; thence northerly to the north western corner of the same parcel number; thence north easterly to the south western corner of parcel number 128.08-2-5; thence northerly to the north eastern corner of parcel number 128.07-2-13; thence easterly to the south eastern corner of parcel number 128.07-2-8; thence northerly to the north eastern corner of the same parcel; thence north eastern for approximately 119.68 feet to the southern boundary of parcel number 128.08-2-4; thence north easterly for approximately 90.77 feet to the south western corner of parcel number 128.08-2-2; thence north eastern to the north western corner of the same parcel; thence western to the south western corner of parcel number 128.08-2-1; thence north to the north western corner of the same parcel; thence north easterly to the south western corner of parcel number 128.08-1-2; thence westerly to the south eastern corner of parcel number 128.07-1-7; thence north easterly to the north eastern corner of parcel number 128.07-1-6; thence north eastern for approximately 705.06 feet to the south western corner of parcel number 111.20-1-17; thence north easterly for approximately 200 feet along the north eastern boundary of parcel number 111.20-1-21.1 to the north eastern corner of the same parcel; thence easterly for approximately 107.29 feet; thence north 267.06 feet to the southern boundary of parcel number 111.20-1-13; thence south easterly for approximately 90.14 feet along the southern boundary of the same parcel; thence north easterly for approximately 371.15 feet to the southern boundary of Paper St. ; thence easterly along the southern boundary of Paper St. to the north eastern point of parcel number 111.20-1-11; thence south easterly along the eastern boundary of parcel numbers 111.20-1-11 and 111.20-1-13 to the most eastern point of parcel number 111.20-1-13; thence south easterly to the northern point of parcel number 111.20-2-14; thence south easterly to the eastern point of parcel number 111.20-2-18; thence south westerly to the north eastern corner of parcel number 128.08-1-9; thence south westerly to the south eastern corner of the same parcel number; thence south westerly along the eastern boundary of parcel numbers 128.08-1-10, 128.08-1-11, 128.08-1-12, 128.08-1-13, 128.08-1-14, and 128.08-1-15 to the north eastern corner of parcel number 128.08-1-16; thence south westerly to the south eastern corner of parcel number 128.08-1-18; thence south westerly to the north eastern corner of parcel number 128.08-2-12; thence southerly to the south eastern corner of parcel number 128.08-2-14; thence easterly to the north eastern corner of parcel number 128.08-2-10; thence south westerly to the south eastern corner of parcel number 128.08-2-16; thence south westerly

to the south eastern corner of parcel number 128.08-2-24; thence southerly to the south eastern corner of parcel number 128.12-1-5; thence southerly along the eastern boundary of parcel number 128.12-1-6 to the south eastern corner of the same parcel; thence southerly to the south eastern corner of parcel number 128.11-4-21; thence westerly to the south western corner of the same parcel; thence northerly along the eastern boundary of Front St. to the south western corner of parcel number 128.11-4-16; thence westerly to the south western corner of the parcel number 128.11-3-22 ending at the beginning.

10 PDD-C just north of the last one SOUTH EAST OF TOWN

Beginning at the south western corner of parcel 111.20-2-13; thence northerly to the south easterly of the parcel number 111.20-2-8; thence westerly to the south western corner of the same parcel; thence north westerly to the south eastern corner of parcel number 111.20-2-6; thence westerly to the south western corner of the same parcel number; thence north westerly along to the eastern boundary of I-81 for approximately 2273 feet to the south western corner of parcel number 111.16-1-10; thence north easterly to the south western corner of parcel number 111.12-6-26; thence north easterly to the north western corner of the same parcel; thence north westerly to the south western corner of parcel number 111.12-4-27; thence north easterly to the north western corner of the same parcel number; thence north westerly to the south western corner of parcel number 111.12-4-9; thence north westerly to the south western point of parcel number 111.12-4-7; thence northerly to the north western point of the same parcel number; thence north easterly to the north western corner of parcel number 111.12-4-8; thence south easterly to the south western corner of parcel number 111.12-3-7; thence north eastern to the north western corner of the same parcel; thence south easterly to the eastern point of the same parcel; thence south westerly to the north western corner of parcel number 111.12-3-28; thence south easterly to the south eastern corner of parcel number 111.12-3-29; thence south westerly to the north western corner 111.12-3-25; thence south easterly to south eastern corner 111.12-3-26; thence south westerly to the southern point of the same parcel; thence south easterly along the northern boundary of Route 11 to the intersection of Route 11 and Front St. ; thence north easterly to the south western corner of parcel number 111.12-5-12.1; thence north easterly for approximately 102.96 feet; thence south easterly for approximately 1023.02 feet to the south eastern corner 111.12-5-16; thence south westerly to the south eastern corner of the same parcel; thence south westerly along the eastern boundary of parcel numbers 111.16-1-20.1, 111.16-1-21, 111.16-1-22, and 111.16-1-23 to the south eastern corner of parcel number 111.16-1-23; thence south westerly to the north eastern corner of parcel number 111.20-2-8; thence south westerly to the south eastern corner of parcel number 111.20-2-13; thence westerly to the south western corner of the same parcel to the starting point.

11 PDD-C (area from NY Park/Ride north to E Thomas Street)

Parcel 112.06-6-3.11 in its entirety as well as the following area. Beginning at the south western corner of parcel number 112.06-6-8; thence northerly along the eastern boundary of the railroad to the north western corner of parcel number 095.18-2-27; thence easterly along the boundary of E. Thomas Street to the northeastern corner of parcel number 095.18-2-29; thence southerly along the eastern boundary of Kattleville Road to the northeastern corner of parcel 112.06-2-23; thence southeast to the northwestern corner of parcel number 112.06-5-19; thence easterly to the south eastern corner of parcel number 112.06-5-20; thence northerly to the corner of parcel number 112.06-5-19 and 112.06-5-20 on the southern boundary of 112.06-5-2; thence easterly to the southeastern corner of parcel number 112.06-5-2; thence southerly to the southwestern corner of parcel number 112.06-5-3; thence easterly to the to the northeastern corner of parcel number 112.06-5-19; thence southwesterly to the south eastern corner of parcel number 112.06-

5-19; thence westerly along the southern boundary of River Road to the northeastern corner of parcel number 112.06-6-12; thence southerly to the southeast corner of 112.06-6-12, thence westerly along the southern borders 112.06-6-12, 112.06-6-11, 112.06-6-13, and 112.06-6-8 to the point of beginning.

12 PDD-C NORTH CENTRAL OF TOWN (East Hill Road Area)

Consisting of the entirety of parcels 066.10-1-37, 066.01-1-45, 066.02-1-14, and 066.02-1-13. More specifically beginning at the southwestern southwesterly corner 066.10-1-37; thence northerly along the western boundary of the same parcel to the northern point of the same parcel on the East Hill Road right-of-way; thence north easterly to the northwestern corner of parcel number 066.01-1-45; thence northerly along the western boundary of parcel number 066.02-1-14 to the northwestern corner of the same parcel; thence easterly to the northeastern corner of the same parcel; thence southerly to the south eastern corner of the same parcel; thence westerly to the northeastern corner of parcel number 066.02-1-13; thence southerly along the eastern boundary of parcel number 066.02-1-13 (638+/- south, 410 +/- west, 427+/- south) to the south eastern corner of the same parcel; thence westerly along the southern parcel boundary of 066.02-1-13 to the south western corner of parcel number 066.02-1-13; then westerly across East Hill Road to the southeastern corner of parcel 066.10-1-37; thence westerly to the point of beginning.

13 PDD-C NORTH CENTRAL OF TOWN (Route 11 near Hyde Street)

Consisting of the entirety of parcels 066.10-1-13, 066.10-1-14, 066.10-1-15, 066.10-1-16, 066.10-1-17, 066.10-1-23, 066.10-1-24, 066.10-1-37.1, and 066.10-1-37.2. More specifically beginning at the south western corner of parcel number 066.10-1-24; thence northeasterly along Route 11 to the southeastern corner of parcel number 066.01-1-37.1; thence northwesterly along the western boundary of the same parcel to the north western corner of the same parcel (also the northeastern corner of parcel 066.01-1-39); thence easterly to the northeastern corner of parcel number 066.01-1-37.1 (at the I-81 right-of-way); thence southerly along the I-81 right-of-way to the southeastern corner of parcel number 066.01-1-37.2; thence southerly across SR 11 to the southeast corner of parcel 066.10-1-23, then southwesterly along the eastern boundaries of parcel numbers 066.10-1-23 and 066.10-1-24 (also the I-81 right-of-way) to the southeastern corner of parcel number 066.10-1-24; thence westerly to the point of beginning.

14 PDD-C SOUTH CENTRAL OF TOWN (Fallon Road area)

Consisting of the entirety of parcels 095.18-1-3, 095.18-1-2.1, 095.18-1-1.1, 095.18-1-1.2. More specifically, beginning at the south eastern corner of parcel number 095.18-1-3 (at the railroad right-of-way); thence westerly along the northerly boundaries of parcels 095.18-1-4, 5, 6, 7, 8, 9, 10, 11.1, 11.2 and 12 to the northwestern corner of parcel number 095.18-1-12; thence south to the southwest corner of parcel number 095.18-1-12 at the north right-of-way of Thomas Street; thence westerly along said right-of way of Thomas Street approximately 450 feet to the southwest corner of parcel 095.18-1-3; thence northerly along the eastern boundary of parcel number 095.17-2-4 to its intersection with the Fallon Road right-of-way; thence crossing Fallon Road to the intersection of parcel 095.13-1-9, 095.18-1-1.1, and the Fallon Road right-of-way; thence northerly following the westerly boundary of parcel 095.18-1-1.1 to the northwest corner of said parcel; thence easterly along the northern border of the same parcel to its intersection with the south right-of-way of Broad Street; thence along the south right-of way boundary of Broad Street

to the northeast parcel corner of parcel 095.18-1-2.1 at the railroad westerly right-of-way; thence southerly along the railroad westerly right-of-way boundary to the point of beginning.

15 PDD-RES II SOUTH CENTRAL (area south of John Smith Road between SR 12 and the Railroad)

Consisting of the entirety of parcels 095.14-1-1 and 095.13-1-8.

16 PDD-RES II CENTRAL OF TOWN (SR 11 and Pennview area)

Consisting of the entirety of parcels 094.07-1-33, 094.07-1-34, 094.07-1-35, 094.07-1-41 and 094.07-1-42.

17 NC NORTH EASTERN OF TOWN (area south of Depot Street along SR 12)

Consisting of the entirety of parcels 067.08-1-13, 067.08-1-14, 067.08-1-13, 067.08-1-16, 067.08-1-17, and 067.08-1-18.

18 NC SOUTH CENTRAL OF TOWN (area of Woodland Road north of SR 12A)

Consisting of the entirety of parcels 112.06-1-1, 112.22-3-6, 112.22-3-7, 112.22-1-24, and 112.22-1-25.

19 NC CENTER OF TOWN (area of Prentice Road/Port Road and SR 2)

Consisting of the entirety of parcels 095.06-1-13, 095.06-1-12, 078.18-1-18, 078.18-2-22, 078.18-2-21.

20 NC Kattelville (area of Kattelville Road, River Road, and SR12)

Consisting of the entirety of parcels 078.19-4-1, 078.15-2-33, 078.19-4-5, 078.19-4-6, 078.19-4-2, 078.15-2-32, 078.15-2-29.

21 NC SOUTH OF TOWN (area of Front Street at (T) Dickson border)

Consisting of the entire parcel 128.11-4-8 (0.82 acres) at the northwest corner of the intersection of Forest Hills Boulevard and Route 11 at the southern municipal boundary of the Town of Chenango.

22 PDD-R (Dimmock Hill Area)

Consisting of the entirety of parcel 076.04-2-26 and northern portion of 094.01-1-1 north of the northern boundary of 093.02-17, a line projected between the northeast and northwest corners of 094.01-1-4, and the northern boundary of 094.01-1-4.

23 PDD-R 12A – River Road Area (Chenango Commons, Chenango Bride Park, etc.)

Beginning at the south eastern corner of parcel number 112.07-7-2; thence westerly along the southern boundary of parcel number 112.07-7-2 and 112.06-6-24 to the south western corner of parcel number 112.06-6-24; thence northerly along the eastern boundary of Chenango Bridge Road and Kattleville Road to the north eastern corner of parcel number 112.06-6-14; thence easterly along the southern boundary of River Road to the north eastern corner of parcel number 112.06-6-16; thence southerly to the south western corner of parcel number 112.06-6-18; thence easterly to the south eastern corner of the same parcel; thence northerly to the south western corner of parcel number 112.06-6-19; thence easterly to the south eastern corner of the same parcel number; thence southwesterly to the south western corner of parcel number 112.06-6-20; thence easterly to the southeast corner of parcel 112.06-6-22.2; thence easterly along a line to the southwest corner of 112.07-7-3; thence easterly along the northern boundary of 112.07-7-2 to the north eastern corner of 112.07-7-2; thence southeasterly along the eastern boundary of parcel number 112.07-7-2 to the point of beginning.

24 PDD-R DORMAN ROAD (WOLFE PARK)

Consisting of the entirety of parcels 111.04-1-2 and 111.04-1-1.

25 PDD-RES II SOUTH CENTRAL OF TOWN – Quinn Estates Area

Beginning at the southeastern corner of parcel number 112.22-1-21; thence westerly along the northern boundary of parcel numbers 112.22-1-26.1 and 112.22-1-27 to the south eastern corner of parcel number 112.21-1-21 at SR 12 boundary; thence northerly along the eastern boundary of SR 12 to the northwest corner of parcel number 112.21-1-14; thence easterly to the north eastern corner of parcel number 112.22-1-21; thence southerly along the eastern boundary of parcel number 112.22-1-21 to the point of beginning.

26 RESIDENTIAL DISTRICT (R) – Belair Area

Beginning at the southwestern corner of parcel number 112.21-1-10 and the boundary of SR 12; thence northerly along the easterly boundary of SR 12 to the northwest corner of 095.17-2-1; thence easterly to the northeast corner of the same parcel; thence southerly to the northwest corner of parcel 095.17-2-28; thence easterly along the northern boundaries of parcels 095.17-2-28 and 095.17-2-27 to the northeast corner of 095.17-2-27; thence southerly to the southeast corner of 095.17-2-24; thence east to the northeast corner of 095.17-2-22; thence southerly along the eastern boundaries of 095.17-2-22, 095.17-2-21, 095.17-2-20, 095.17-2-19, 095.17-2-18, 095.17-2-17, 095.17-2-16, 095.17-2-14, 095.17-2-13, and 095.17-2-6 to south easterly corner of parcel number 095.17-2-6; thence westerly to the point of beginning.

27 PDD-C Area on northeast of 12A/12 intersection

Consisting of the entirety of parcels 112.22-1-26.1, 112.05-2-2, 112.22-1-26.2, 112.22-1-27, 112.21-1-28, 112.21-1-30.12, 112.21-1-31.1, 112.05-2-1, 112.05-2-23.

28 PDD-RES II ROUTE 11 (Farrell Drive/SR 11 area)

Consisting of the entirety of parcels 111.08-1-2, 111.08-1-4.1, 111.08-1-3, and 111.08-1-5.

29 PDD-I (INDUSTRIAL) PRENTICE ROAD AREA

Consisting of the entire parcels 095.06-1-16.2 and 095.10-1-2.1 in the area of Prentice Road.



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Department Head
Engineering



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

DISCUSSION ITEMS:

1. MS4 Program: Broome Tioga Stormwater Coalition (BTSC): Please see attached from Ashley Seyfried of Southern Tier 8 .

BTSC (including TOC as an active member) partners with Southern Tier 8 to assist with our MS4 requirements as established by the EPA and NYSDEC. They currently assist with our annual reporting under contract with TOC, as well as our ongoing mapping via a grant which we also had a contracted fee for. The prior grant has run out and they are pursuing a new grant that became available for MS4s. The grant is to assist all of the BTSC members with current and anticipated mapping criteria. Please review the attached documents explaining the intent. At this stage they just need letters of support from the 'members' before the grant application deadline of July 28. I support the project and would recommend the Town providing a letter of support. Ashley has indicated that she would gladly accept the Town's letter on the 27th as she understands her internal deadline doesn't line up with our 7/26 meeting.

These grants are awarded at the end of the year at the earliest. There will be a shared cost by the members for the matching funds which will be clarified more at a later date. Ashley provided an overview in the attached email, but the fee needs to be sorted out in more detail as some members already have an ESRI mapping base, etc. In general, the fee per municipality will be a bargain for the mapping and assistance provided. They are trying to get that component cleaned up in time for annual budgeting for the municipalities.

I have attached Ashley's email along with her attachments:

- a. Ashley ST8 Email BTSC Follow Up - Action Needed.pdf
- b. MS4Mapping_2023_TimelineDraft.pdf
- c. BTSC_Member_LOS.pdf **(This is the letter we would put on our letterhead and sign)**
- d. npg23rfa.pdf – Non-Agricultural Nonpoint Source Planning and MS4 Mapping Grant (NPG)
- e. BTSC_Partner_LOS.pdf (sample for partners...not TOC)

2. Other?

End.

From: [Ashley Seyfried](#)
To: [Alan Hama](#); [Alex Urda](#); [Beth Lucas](#); [Bill Carrigg](#); [Bob Rolston](#); [Cameron Williams](#); cfooster@vestalny.gov; [Dan Griffiths](#); [Dean Morgan](#); [Debra Hanas](#); [Ellen Pratt](#); [Gary Hammond](#); [Gavin Stiles](#); [Gene Hulbert Jr](#); [Gillian Sloan](#); [Hans Van Houten](#); [J Broughton](#); [James Buck](#); [Jen Gregory](#); [Joann Lindstrom](#); [John Finch](#); [John Freer \(JFreer@TownofUnion.com\)](#); [John Mastronardi P.E.](#); [John Schaffer](#); [Josh Holland](#); [Julie Melancon](#); [Justin Puglisi](#); [K Burke](#); [Laurie Gregory](#); ["Lew Grubham"](#); [Liz Quick](#); [Lolene Cornish](#); [Lou Caforio](#); [Marchie Diffendorf](#); [Marty Haley](#); [Matthew Kazmierski](#); Michael.Baccari@broomecountyny.gov; [Mike Marinaccio](#); [Mike Roberts](#); [Nick Pappas](#); [Roger Brown](#); [Ron Lake](#); [Scott Mastin](#); [Scott Russell](#); [Sophia Pappas](#); [szubalsky-peer Tioga Opportunity](#); [Town of Binghamton Supervisor](#); [Vern Myers](#); [Wendy Walsh](#)
Subject: BTSC Follow Up - Action Needed
Date: Tuesday, July 11, 2023 4:09:45 PM
Attachments: [npg23rfa.pdf](#)
[BTSC Member LOS.docx](#)
[BTSC Partner LOS.docx](#)
[MS4Mapping 2023 TimelineDraft.xlsx](#)
Importance: High

Hello BTSC,

As a reminder for those who have not been able to make it to recent meetings:

BTSC is preparing to apply for the Non-Agriculture Nonpoint Source Planning & MS4 Mapping Grant through the CFA due on July 28th. ST8's current asset mapping contract for BTSC is expiring and we have been exploring avenues to best host our current data as well as continue to collect more data and support the Coalition's municipalities. At our most recent quarterly meeting, we discussed raising the dues to \$4500 – an increase from \$3700: \$1500 for our outreach initiatives that meet MCM 1 & 2, and \$2200 was a match to the asset mapping grant. With the previous grant expiring, we are seeking this new grant to continue meeting the requirements in the General Permit (requirements are attached) and somewhat pilot a new data collection method (built off of Southern Tier West Regional Planning & Development Board's work with municipal highway offices).

In an effort to best support 15 municipalities collecting geospatial data, ST8 has been working with Esri to look into local government solutions. We had Esri present to the Coalition on the Small Government Cloud-Based Enterprise Agreement that allows ST8/BTSC to use this solution for the MS4 mapping project. With this, we would pay a fee and have several user licenses (used mostly by ST8 to administer data) as well as field collector licenses, which we would like the municipalities to use to collect data in real-time out in the field, such as: outfall inspections, catch basin cleaning, and all of the remaining elements that need to be mapped per the GP. Esri would set up the solution for us and municipalities would all be provided training on how to collect data. As part of this project, we have heard from the municipalities that they would like to acquire equipment to be able to map & survey the elements, such as ipads with expanded locational services. While equipment and subscriptions are not eligible expenses for the grant, the increased dues would be able to cover these needs for each municipality.

We are applying for \$400,000 in grant funds that require a \$40,000 (10%) match.

In sum, ST8 is looking to increase current services & capabilities to increase municipal capacity & enable the Coalition to meet the expanding mapping requirements.

1. Grant information is attached. Please refer to pages 23-28 for required elements that need to be mapped.
2. **Please complete this survey by **Friday, July 14th** on what you think is reasonable to

complete within the two-year timeframe: <https://forms.gle/wDQQnKJAfFiq4Jc89>

3. **Please use the LOS template and send back to me by **Tuesday, 7/25** (one is for municipalities & one for partners: EMC, TCSWCD, BCSWCD). A focus on climate resilience & flood resilience gets extra points in scoring, so the LOS includes information on that.
4. I've attached a draft grant timeline for reference
5. Additionally, I will be purchasing the Pet Waste Stations as part of our Pet Waste Campaign that counts towards our Coalition MS4 work. I have heard from the City of Binghamton, the Village of Johnson City, and the Town of Kirkwood – any municipalities that I'm forgetting/any others that are interested?

Best,
Ashley

Ashley Seyfried
Sustainability Coordinator

Southern Tier 8 Regional Board
49 Court Street Suite 222
Binghamton, NY 13901
607-761-0774
ASeyfried@SouthernTier8.org

BTSC Mapping Grant Timeline

Start D 01/01/2024 - 05/15/2026														
Timeline	Grant													Status:
	Year 1 - 2024				Year 2 - 2025				Year 3 - 2026					
	Q1 (Jan - March)	Q2 (April - June)	Q3 (July - September)	Q4 (October - December)	Q1 (Jan - March)	Q2 (April - June)	Q3 (July - September)	Q4 (October - December)	Q1 (Jan - March)	Q2 (April - June)	Q3 (July - September)	Q4 (October - December)		
Activity 1	Receive BTSC dues													not started
Activity 2		Acquire Esri Software												not started
Activity 3		Acquire Ipads & Locational software, distribute to Munis												not started
	Grant Term (May 2024 - May 2026)													not started
Activity 4			ESRI full solution											not started
Activity 5				Muni training										not started
Activity 6				15 muni - field mapping intern										not started
Activity 7				ST8 - data validation & correction									not started	
Activity 8				15 muni - field collection as relevant										not started
Activity 9										15 muni - field mapping intern				not started
Activity 10													ST8 - final report to DEC	not started

REQUIRED Data to collect that we haven't already

- 1 Conveyance: type (closed, open), material, shape, dimensions, direction of flow
- 2 Structures: number of connections to and from drop inlets, catch basins, manholes, depth of catch basin/manhole
- 3 SMPs: address, latitude
- 4 Proposed retrofits: location, contributing drainage area

Intermediate (consider mapbind)

- 1 Conveyance: receiving waterbody name
- 2 Structures: receiving waterbody name
- 3 SMPs: type, receiving waterbody name, date of install, owner, responsible party for maintenance
- 4 Municipal Facilities: name, type, prioritization, receiving waterbody name
- 5 Sewershed Boundary: per MS4 outfall
- 6 Priority & Focus area elements

Advanced elements

- 1 Outfall Inspection data

Jen Gregory, Executive Director
Southern Tier 8 Regional Board
49 Court Street, Suite 222
Binghamton, New York 13901

RE: In support of Southern Tier 8 Regional Board’s Application to the Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant (NPG) on behalf of the Broome-Tioga Stormwater Coalition.

Dear Ms. Gregory,

I am writing to express the **Town/Village/County** of **_____**’s support for the Southern Tier 8 Regional Board’s proposal to the Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant (NPG) for the continued development of the Broome-Tioga Stormwater Coalition’s MS4 asset mapping program. The **(Municipality)** is a member of the Broome-Tioga Stormwater Coalition (BTSC), which is comprised of 15 designated municipal separate storm sewer systems (MS4s) and partners located in Broome and Tioga counties that work together to address local stormwater issues and meet the state and federal stormwater requirements.

As a member municipality of the Broome-Tioga Stormwater Coalition, this grant will enable the **(Municipality)** to better meet the requirements of the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). By continuing to complete more elements in the comprehensive system map and the increased knowledge and understanding of assets associated with the mapping, the Coalition and its members will become more climate and flood-resilient and better prepared for future risks. The **(Municipality)** recognizes that the proper management and understanding of assets is imperative to reducing stormwater runoff, which is a leading cause of flooding, can lead to property damage, cause road safety hazards, and clog catch basins and culverts with sediment and debris, and this grant application will allow each municipality to address these issues.

This project will serve as an excellent example of how MS4 collaboratives can work together to complete the mapping of their stormwater system. By engaging in this project, **(Municipality)** will have a better record of our assets, will be able to better meet the requirements of the General Permit, and will serve as an excellent example of shared services and the **(Municipality)** is proud to support the Broome-Tioga Stormwater Coalition’s grant application.

Respectfully,

Name, Title
Municipality

Broome-Tioga Stormwater Coalition Member Municipality



Department of
Environmental
Conservation

2023 Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant (NPG)

2023 PROGRAM OVERVIEW

FUNDING AVAILABLE: UP TO \$3 MILLION

Kathy Hochul, Governor | Basil Seggos, Commissioner

AMENDED: Attachment A updated May 25, 2023

DESCRIPTION

The New York State Department of Environmental Conservation (DEC) will offer grants to local governments and Soil and Water Conservation Districts to help pay for the initial planning of non-agricultural nonpoint source water quality improvement projects. DEC will also offer grants to regulated MS4s for mapping.

Those seeking planning grants to support projects to upgrade, repair or replace elements of a wastewater treatment and/or collection system, or the construction of such system for an area with failing onsite septic systems, are referred to the New York State DEC/EFC Wastewater Infrastructure Engineering Planning Grant Program.

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FLOOD RESILIENCY REQUIREMENTS

DEC is committed to improving community resiliency to extreme weather events that result in flooding. Projects that promote flood risk reduction and enhanced flood resiliency, or both, will receive points in the evaluation of an application where indicated.

The following application eligibility requirements apply to all project types **except**:

- Nonpoint Source In-Waterbody Controls for Nutrients
- Nonpoint Source Bathing Beach Restoration

Eligibility requirements:

If the project is within a 0.2% (500 year) or 1% (100 year) annual chance of occurrence floodplain¹, submit with the application a floodplain map with the location of the project indicated.

If the project is awarded funding and is within a 0.2% or 1% floodplain, the following must be included in the planning and design of the project if applicable:

- A site plan with the contours indicating the Special Flood Hazard Area (1% floodplain), Coastal High Hazard Area, or 0.2% floodplain
- Location of and elevation of non-critical and critical equipment
- Certification of floodproofing
- A floodway analysis with a no-rise certificate if the project is within a regulated floodway.

Guidance and information for meeting this requirement is on DEC's WQIP webpage:

<https://www.dec.ny.gov/pubs/4774.html>

CLIMATE RESILIENCY CRITERIA

DEC is committed to combatting climate change and mitigating impacts that are being felt across New York State. Projects that promote climate change resilience and adaptation, or both, will receive points in the evaluation of an application where indicated.

To qualify for climate resiliency points, you must be a Climate Smart Community and your application must include details demonstrating how the project will enhance climate adaptation and resilience, and will be responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding), and/or, your application must indicate the project is identified in a Community Asset Management Plan that is consistent with DEC's Asset Management Guide² and is identified as a project that promotes climate resiliency, or the project includes assets identified in an asset management program that was approved by DEC or developed in accordance with DEC's Asset Management Guide³.

PROJECTS AFFECTING ENVIRONMENTAL JUSTICE AND DISADVANTAGED COMMUNITIES

DEC is committed to underserved and vulnerable populations, and providing remedies for communities that may be burdened by negative environmental consequences. Environmental

¹ Federal Emergency Management Agency Flood Maps: <https://www.fema.gov/flood-maps>

² At a minimum, Community Asset Management Plans should include the following elements, consistent with DEC's Asset Management Guide: Asset Inventory; Condition Assessment; Level of Service Profile; Likelihood of Failure, Consequence of Failure, and Risk Assessment; Capital Improvement Plans; Sustainable Ownership Assessment; Maintenance Planning;
<https://www.dec.ny.gov/chemical/101412.html>

³ Asset Management Resources: <https://www.dec.ny.gov/chemical/101412.html>.

Justice (EJ) is defined by DEC as the fair treatment and meaningful involvement of all people, regardless of race, color, or income, with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Potential EJ Areas (PEJA) are U.S. Census block groups of 250 to 500 households each that, in the Census, had populations that met or exceeded at least one of the following statistical thresholds: at least 52.42% of the population in an urban area reported themselves to be members of minority groups; or at least 26.28% of the population in a rural area reported themselves to be members of minority groups; or at least 22.82% of the population in an urban or rural area had household incomes below the federal poverty level. Disadvantaged Communities (DAC) are identified by New York's Climate Justice Working Group (CJWG) using indicators that include climate-related risks, environmental burdens, health vulnerabilities, and socio-economic factors.

Projects that will improve water quality within a PEJA or DAC, projects within the HUC 10 watershed of a drinking water source that will improve drinking water quality serving a PEJA or DAC, projects that are within the HUC 10 area and upstream⁴ of a PEJA or DAC, or projects that protect PEJAs or DACs that are within a dam failure inundation area will receive "EJ and DAC Benefits" points in the evaluation of an application where indicated. Applicants that are municipalities with a DAC population will receive "Disadvantaged Communities" points based on the concentration of the DAC population served, in the evaluation of an application where indicated.

Maps of PEJA and DAC areas in New York State are available at:

<http://www.dec.ny.gov/public/911.html> and <https://climate.ny.gov/resources/disadvantaged-communities-criteria>, respectively.

To qualify for "EJ and DAC Benefits" points, your application must include a DEC PEJA and/or DAC map and a summary narrative referencing that map, along with details demonstrating water quality improvement to a PEJA or DAC or to drinking water serving a PEJA or DAC, or protection of a PEJA or DAC area within a dam failure inundation area, i.e., where the benefit will be provided, or the area served by the drinking water source, or the exact street location(s) where the project is to be implemented. To qualify for "Disadvantaged Communities" points, your application must include a DEC DAC map and summary narrative referencing that map and the DAC population served.

NONPOINT SOURCE PLANNING REPORTS (SEE MS4 CATEGORY FOR MS4 MAPPING PROJECT DETAILS)

The program aims to prepare nonpoint source projects for construction and application for implementation funding. An applicant may submit more than one application. If an applicant receives more than one award, DEC may combine the projects into a single contract. Applicants are limited to a maximum of five Nonpoint Source Planning Report applications per round. Each application must fit within a single grant category.

Award Amounts

Grants of up to \$50,000 are available to finance planning services to produce project planning reports, as outlined in each category. Grants of up to \$75,000 are available for comprehensive stream corridor studies. There is no minimum award amount.

⁴ Upstream is defined as in the opposite direction from that in which a waterbody flows.

Eligible Applicants

- Municipalities⁵, including Indian Nations
- Soil and Water Conservation Districts (excluding Decentralized Municipal Wastewater Treatment Facilities for Failing On-Site Treatment Systems)

Nonpoint Source Planning Report Categories

Funding is available for the following fourteen planning report categories:

1. Decentralized Municipal Wastewater Treatment Facilities for Failing On-Site Treatment Systems

Eligible report:

- An engineering feasibility study report for municipally-owned decentralized wastewater treatment facilities in areas with failing on-site treatment systems, including the necessary collection and conveyance system. The decentralized wastewater treatment facility must consist of a subsurface treatment and disposal system designed in accordance with DEC standards. Collection may take the form of either a septic tank effluent pump (STEP), septic tank effluent gravity (STEG) system, grinder pump or gravity sewer system. An engineering feasibility study report may include conceptual designs and any necessary percolation tests.

Report requirements:

- Engineering reports must follow the NYS Environmental Facilities Corporation/DEC Engineering Report Outline for New York State Wastewater Infrastructure Projects⁶.

Technical Contact:

- Sara Latessa – (518) 402-8279

2. Green Infrastructure

Eligible reports:

- An engineering feasibility study report for projects that: construct green infrastructure to address combined sewer overflows, reduce a pollutant impacting a receiving waterbody, or address a regional water quality issue; or install green infrastructure retrofits designed to capture and remove the pollutant contributing to a water quality impairment or reduce localized flooding. Green Infrastructure practices are limited to bioretention, rain gardens, constructed wetlands, porous pavement, green roofs, downspout disconnection, stormwater street trees, stormwater harvesting and reuse, and stream daylighting. All Green Infrastructure projects must be designed in accordance with the current *New York State Stormwater Design Manual* and must go above and beyond the water quality volume treatment and/or reduction requirements

⁵ For the purposes of this grant, “municipality” means a local public authority or public benefit corporation, a county, city, town, village, school district, supervisory district, district corporation, improvement district within a county, city, town or village, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof.

⁶ Engineering Report Outline: <https://efc.ny.gov/epg>

listed in the SPDES Construction General Permit. An engineering feasibility study report must include conceptual designs and infiltration tests, if applicable.

Report requirements:

- Feasibility studies must include all Required Elements listed in the Green Infrastructure or Stormwater Retrofits Feasibility Study Outline⁷.

Technical Contact:

- Ryan Waldron - (518) 402-8177

3. Stormwater Retrofits

Eligible reports:

- An engineering feasibility study report for projects that: construct stormwater retrofits to reduce a pollutant impacting a receiving waterbody or address a regional water quality issue or reduce localized flooding. Eligible practices are limited to those identified in Chapters 5 and 6 of the *NYS Stormwater Design Manual*. All projects must be designed in accordance with the current *NYS Stormwater Design Manual*. An engineering feasibility study report must include conceptual designs and infiltration tests (if applicable) and must include load reduction information.

Report requirements:

- Feasibility studies must include all Required Elements listed in the Green Infrastructure or Stormwater Retrofits Feasibility Study Outline⁸.

Technical Contact:

- Ethan Sullivan – (518) 402-1382

4. Streambank/Shoreline Stabilization

Eligible report:

An engineering or conceptual design report for qualifying nature-based or “soft engineering” streambank or shoreline stabilization projects to reduce erosion, enhance flood resilience, and improve water quality and riparian/coastal habitats. Streambank or shoreline projects must incorporate natural features and materials alone or in combination with a minimal use of structural components to manage erosion. Streambank/shoreline stabilization projects may include, but are not limited to, natural buffer zones, “living” sills or breakwaters, beach and dune restoration and/or nourishment, nature-based stabilization techniques such as tree/rootwad revetments, staking, live crib walls, and vegetated geogrids.

⁷Green Infrastructure and Stormwater Retrofits Feasibility Study Outlines:
<https://www.dec.ny.gov/pubs/116725.html>

⁸ Green Infrastructure and Stormwater Retrofits Feasibility Study Outlines:
<https://www.dec.ny.gov/pubs/116725.html>

Report Requirements:

- Engineering reports include all Required Elements listed in the Streambank/Shoreline Stabilization Engineering Design Report Outline⁹.
- For projects requiring a permit, engineering designs must meet the minimum Protection of Waters permit requirements¹⁰, NY's Coastal Consistency requirements¹¹, or other State or Federal permit requirements, as applicable.
- All design criteria listed in the Streambank/Shoreline Stabilization Engineering Design Report Outline must be followed.
- Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program¹².

Technical Contact:

- Sara Latessa - (518) 402-8279

5. Comprehensive Stream Corridor Assessment

Eligible report:

- A comprehensive stream corridor assessment study to identify areas of erosion across a watershed area. The comprehensive stream corridor study must be completed for a minimum of a HUC 12 size watershed area and must identify and/or prioritize opportunities for streambank stabilization, riparian buffer restoration, floodplain reconnection and/or culvert replacement and repair. Flood risk assessment and modeling may be included as part of the comprehensive study.

Report Requirements:

- Comprehensive stream assessment studies must include all Required Elements listed in the Comprehensive Streambank Corridor Study Outline¹³.

Technical Contact:

- Sara Latessa - (518) 402-8279

6. Stream Sediment and Debris Management Plans

Eligible report:

- A management plan report to identify areas within a stream basin where sediment and debris build-up contribute to flooding risk and collect information necessary to develop recommendations to reduce those risks. As part of the management plan, practical flood risk reduction projects and strategies must be identified, where possible.

⁹ Streambank/Shoreline Stabilization Engineering Design Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

¹⁰ Protection of Waters Program: <https://www.dec.ny.gov/permits/6042.html>

¹¹ NYS State Coastal Policies: <https://dos.ny.gov/coastal-consistency-review>

¹² Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

¹³ Comprehensive Streambank Corridor Study Outline: <https://www.dec.ny.gov/pubs/116725.html>

Report Requirements:

- Management plans must include all Required Elements listed in the Stream Sediment and Debris Management Plan Outline¹⁴.

Technical Contact:

- Sara Latessa - (518) 402-8279

7. In-Waterbody Controls for Nutrients

Eligible reports:

- A feasibility study or engineering report for projects that reduce internal loading of nutrients (mainly phosphorus) within waterbodies. Eligible practices to address these issues include: hypolimnetic aeration, aeration destratification systems for polymictic lakes, hypolimnetic withdrawal, and dredging.
and/or
- A professional study report that provides justification for use of the best management practice (BMP) recommended by the above feasibility study or engineering report. For destratification systems, the professional study must identify the waterbody as a polymictic lake.
and/or
- A written plan report for the long-term operation and maintenance of the BMP recommended by the above professional study or engineering report.

Report Requirements:

- Feasibility study/engineering reports must include all Required Elements listed in the In-Waterbody for Control of Nutrients Feasibility Study/Engineering Report Outline¹⁵.

Technical Contact:

- Matthew Kraft – (518) 402-8260

8. Bathing Beach Restoration

Eligible reports:

- Beach sanitary survey
and/or
- A feasibility study for projects recommended in beach restoration green infrastructure reports or sanitary survey reports. Projects may include porous pavement, bio-infiltration/bioretention, rain gardens, stormwater tree trenches, beach sand enrichment/nourishment, beach sloping/grading, constructed wetlands.

Report Requirements:

- Beach sanitary surveys must include all Required Elements listed in the Beach Sanitary Survey Study Outline¹⁶.

¹⁴ Stream Sediment and Debris Management Plan Outline: <https://www.dec.ny.gov/pubs/116725.html>

¹⁵ In-Waterbody for Control of Nutrients Feasibility Study/Engineering Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

¹⁶ Beach Sanitary Survey Study Outline: <https://www.dec.ny.gov/pubs/116725.html>

- Feasibility studies must include all Required Elements listed in the Green Infrastructure or Stormwater Retrofit Feasibility Study Outline¹⁷.

Technical Contact:

- Lauren Townley - (518) 402-8283

9. Stream Culvert Repair and Replacement

Eligible reports:

- Stream culvert site assessment report for projects to address erosion caused by inadequately sized or failing culverts.
and/or
- An engineering feasibility study or engineering design report for stream culvert repair or replacement projects to address erosion.

Report Requirements:

- Stream culvert assessments must utilize the North Atlantic Aquatic Connectivity Collaborative (NAACC) framework¹⁸ to identify aquatic barriers, in addition to identifying erosion issues.
- Feasibility study/engineering reports must include all Required Elements listed in the Stream Culvert Repair and Replacement Feasibility Study/Engineering Report Outline¹⁹.
- Culvert replacement projects should be designed, at a minimum, to meet New York State Department of Transportation's Highway Design Manual Chapter 8²⁰ for culverts, and incorporate elements required by the National Flood Insurance Program's floodway analysis²¹. Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program²¹.

Technical Contact:

- Sara Latessa – (518) 402-8279
- Corbin Gosier – (518) 402-8872

10. Berm Removal

Eligible report:

- An engineering feasibility study or engineering design report for removal of berms located along streams, which prevent flood flows (i.e., bankfull and greater flood flow events) from accessing the floodplain projects to increase flood resiliency. Berms are

¹⁷ Green Infrastructure or Stormwater Retrofit Feasibility Study Outline:

<https://www.dec.ny.gov/pubs/116725.html>

¹⁸ North Atlantic Aquatic Connectivity Project (NAACC): <https://streamcontinuity.org/naacc>

¹⁹ Stream Culvert Repair and Replacement Feasibility Study/Engineering Report Outline:

<https://www.dec.ny.gov/pubs/116725.html>

²⁰ Department of Transportation's Highway Design Manual Chapter 8:

<https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-8>

²¹ Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

defined as side-cast streambed material, soil or other type(s) of fill material that are placed on, adjacent or in proximity to the streambank, thereby preventing floodwaters from accessing its floodplain. Berm removal projects include the following: (1) removal of side-cast streambed material that was placed at the top of the streambank; (2) removal of soil, stone, or other fill material placed at the top of the streambank, adjacent to the streambank or within the stream's floodplain, which limits or precludes flood waters from accessing it floodplain, or (3) removal of other types of physical structure(s) that impede floodwater flows into floodplain.

Report Requirements:

- Feasibility study/engineering reports must include all Required Elements listed in the Berm Removal Engineering Design Report Outline²².
- The engineering design report must include a detailed description of the existing site conditions and the proposed work that will be completed under this project.
- Engineering designs must meet the minimum Protection of Waters permit requirements²³.
- Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program²⁴.

Technical Contact:

- Thomas Snow - (518) 402-9395
- Kelli Higgins-Roche - (518) 408-0340

11. Floodplain Creation/Restoration/Reconnection

Eligible report:

- An engineering design report to increase flood resiliency through the creation, restoration and/or reconnection of stream to its floodplain. Floodplain creation/restoration/reconnection projects include but are not limited to the following: (1) the creation of a new natural floodplain where one does not currently exist; (2) the restoration, enhancement, or expansion of an existing floodplain; or (3) the reconnection of a stream to its natural floodplain as a result of stream channel entrenchment.

Report Requirements:

- Engineering design reports must include all Required Elements listed in the Floodplain Creation/Restoration/Reconnection Engineering Design Report Outline²⁵.
- The engineering design report must include a detailed and accurate description of the existing conditions and the proposed work that will be completed under the project.

²² Berm Removal Engineering Design Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

²³ Protection of Waters Permit Requirements: <https://www.dec.ny.gov/permits/6554.html>

²⁴ Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

²⁵ Floodplain Creation/Restoration/Reconnection Engineering Design Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

- Engineering designs must meet the minimum Protection of Waters permit requirements²⁶.
- Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program²⁷.

Technical Contact:

- Thomas Snow - (518) 402-9395
- Kelli Higgins-Roche - (518) 408-0340

12. Wetland Creation/Restoration

Eligible report:

- An engineering design report for creation/restoration projects. Wetland creation/restoration projects include but are not limited to the following: (1) creation of a wetland where one does not currently exist; (2) restoration or re-establishment of a former naturally occurring wetland through various ecological restoration techniques (e.g., re-establishment of hydrology through removal of under-ground drain tiles, plugging open ditches or excavation of hydric soils to create depressions, re-establishment of native wetland vegetation, etc.); and (3) rehabilitation of a degraded wetland.

Report Requirements:

- Engineering design reports must include all Required Elements listed in the Wetland Creation/Restoration Engineering Report Outline²⁸.
- The engineering design report must include a detailed and accurate description of the existing conditions and the proposed work, which may include a combination of ecological restoration techniques.
- Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program²⁹.

Technical Contact:

- Thomas Snow - (518) 402-9395
- Kelli Higgins-Roche - (518) 408-0340

13. Coastal Storm and Erosion Risk Management

Eligible report:

- An engineering or conceptual design report for qualifying projects for coastal storm risk management or coastal erosion management projects. Non-structural and nature-based measures are preferred to hard structural measures and will be given priority over hard structural measures. Hard structure measures should only be proposed in situations where an alternatives analysis demonstrates that non-

²⁶ Protection of Waters Permit Requirements: <https://www.dec.ny.gov/permits/6554.html>

²⁷ Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

²⁸ Wetland Creation/Restoration Engineering Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

²⁹ Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

structural or nature-based features will not provide adequate risk reduction for a given location.

Report Requirements:

- Engineering design reports must include all Required Elements listed in the Coastal Storm and Erosion Risk Management Engineering Design Report Outline³⁰. Each report must include an evaluation of the level of risk reduction that is necessary for the project area, and an alternatives analysis to identify a plan that will provide the necessary risk reduction while preventing or minimizing negative impacts to natural systems and the environment. At a minimum, the alternatives below should be considered and evaluated:
 - No-action alternative: Describe the outcomes if the proposed project is not undertaken
 - Non-structural measures: Evaluate at least one alternative that adjusts the land use, footprint, and/or site design to avoid or minimize risks to public or private property and conserves natural features and processes that reduce risk over the project lifespan Applicants should consider options such as moving structures away from the shoreline to reduce their risk from flooding and erosion, reducing or adjusting the structure footprint, elevating structures, and incorporating a vegetated buffer between land use and natural features
 - Nature-based features: If a non-structural solution is not feasible, evaluate at least one alternative that restores natural features or processes to the project site or uses nature-based features that mimic natural features and processes Applicants should consider options such as living shorelines, beach/dune nourishment, and bluff/bank re-grading with vegetative plantings.
 - Hard structural measures: If none of the above alternatives are feasible, evaluate at least one hard structural alternative. These alternatives include things like groins, breakwaters, and revetments.
- Guidance on evaluating alternatives can be found in DEC's REDI Coastal Homeowner Handbook³¹.
- Projects proposing offshore structures such as groins, breakwaters or jetties must not adversely affect littoral drift and downdrift areas. Modeling must be conducted for offshore structures and demonstrate that sediment movement will still be maintained in and around the offshore structure(s)
- For projects requiring a permit, engineering designs must meet the minimum Coastal Erosion Management (CEHA) permit requirements³², Tidal³³/Freshwater³⁴ Wetlands requirements, Protection of Waters permit requirements³⁵, NY's Coastal Consistency requirements³⁶, or other State or Federal permit requirements, as applicable.

³⁰ Coastal Storm and Erosion Risk Management Outline: <https://www.dec.ny.gov/pubs/116725.html>

³¹ REDI Coastal Homeowner Handbook: https://www.dec.ny.gov/docs/water_pdf/redicoastalv11.pdf

³² Coastal Erosion Management Permit Program: <https://www.dec.ny.gov/permits/6064.html>

³³ Tidal Wetlands Permit Program: <https://www.dec.ny.gov/permits/6039.html>

³⁴ Freshwater Wetland Permit Program: <https://www.dec.ny.gov/permits/6277.html>

³⁵ Protection of Waters Permit Requirements: <https://www.dec.ny.gov/permits/6554.html>

³⁶ NYS State Coastal Policies: <https://dos.ny.gov/coastal-consistency-review>

- Projects within a regulatory floodway may require a hydrological & hydraulic (H&H) analysis conducted by a professional engineer to demonstrate no-rise (0.00 feet) in the base flood elevation, as required under the National Flood Insurance Program³⁷.
- Long term project maintenance should be considered during planning and design, and a maintenance plan for the project developed.
- Any proposed hard structural measures, such as seawalls, revetments, and breakwaters, must include a cost benefit analysis that demonstrates the public benefits clearly outweigh the long-term adverse effects to the natural systems and environment.
- Any proposed hard structural measures must still incorporate nature-based features to the greatest extent possible.

Technical Contact:

- Matt Chlebus - (518) 402-8139
- Beth Geldard - (585) 226-5452

14. Dam Safety

Eligible report:

- An engineering design report for a Class C (high) or Class B (Intermediate) hazard dam, owned by a municipality. The engineering design report will include the proposed repair alternative that will bring the dam into conformance with NYSDEC Guidelines for Design of Dams³⁸.

Report Requirements:

- Engineering design reports must include all Required Elements listed in the Dam Safety Engineering Design Report Outline³⁹
- Each report must be stamped by a NYS Professional Engineer experienced in dam safety work. The engineer shall have prepared at least 3 other dam safety engineering reports, submitted to the DEC Division of Water Dam Safety section, performed under their supervision for a Class B or C dam in NYS.
- Each engineering report will be developed in accordance with the DOW TOGS 3.1.4 - Guidance for Dam Engineering Assessment Reports⁴⁰
- Each engineering report will include all model assumptions, model input and output data, and executable files.
- Each report must include a project schedule
- Dam Safety applicants must submit a current Annual Certification, in conformance with 6 NYCRR Part 673.8 on file with the Department (due by January 31st every year)
- Dam Safety applicants must submit an Emergency Action Plan

³⁷ Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>

³⁸Guidelines for Design of Dams, Revised January 1989: https://www.dec.ny.gov/docs/water_pdf/damguideli.pdf

³⁹ Dam Safety Engineering Design Report Outline: <https://www.dec.ny.gov/pubs/116725.html>

⁴⁰ Guidance for Dam Engineering Assessment Reports: https://www.dec.ny.gov/docs/water_pdf/damfengarpt.pdf

Technical Contact:

- Donald Canestrari - (518) 402-8138
- Joshua Johnson - (518) 402-8249

REQUIREMENTS FOR ALL PLANNING REPORTS

- All reports and studies must be prepared by a qualified professional. See table below.
- For reports and studies prepared by someone other than a professional engineer, applicants must demonstrate in the application that the preparer is a qualified professional through work experience and/or education.
- Reports and studies must be prepared and stamped by a professional engineer when required by New York State Education Law.

FUNDING CATEGORY	REPORT TYPE	PROFESSIONAL REQUIREMENT
Decentralized Municipal Wastewater Treatment Facilities for Failing On-Site Treatment Systems	Engineering feasibility study	Professional engineer
Green Infrastructure	Engineering feasibility study	Professional engineer
Stormwater Retrofits	Engineering feasibility study	Professional engineer
Streambank/Shoreline Stabilization	Engineering or conceptual design report	Professional engineer
Comprehensive Stream Corridor Assessment	Comprehensive stream corridor assessment study	Professional engineer with 2 years of relevant experience; OR professional hydrologist or professional geologist with 2 years of relevant experience; OR bachelor's degree in hydrology or a related field with 2 years of relevant experience; OR associate degree in hydrology or a related field with 5 years of relevant experience
Stream Debris Management Plan	Management Plan	Completed Post-Flood Emergency Stream Intervention Training ⁴¹
In-waterbody Controls for Nutrients	Feasibility study or engineering report	Professional Engineer
	Professional study report	Professional engineer; OR certified lake manager ⁴² ; OR master's degree in limnology or related field; OR bachelor's degree in limnology or related field with 2 years of relevant experience
	Long-term operation and maintenance plan	Professional engineer
Bathing Beach Restoration	Beach sanitary survey	Professional engineer with 2 years of relevant experience OR environmental

⁴¹ As provided by Soil and Water Conservation Districts: <https://www.dec.ny.gov/lands/89755.html>

⁴² Certified by the North American Lake Management Society: <https://www.nalms.org/product/certified-lake-manager-clm-or-professional-clp/>

FUNDING CATEGORY	REPORT TYPE	PROFESSIONAL REQUIREMENT
		health professional (sanitarian or environmental health technician) with 2 years of relevant experience OR bachelor's degree in environmental health or a related field with 2 years of relevant experience OR associate degree in environmental health or a related field with 5 years of relevant experience.
	Engineering feasibility study	Professional engineer
Stream Culvert Repair and Replacement	Feasibility study	Professional engineer
	Culvert site assessment report	Trained and certified by North Aquatic Connectivity Collaborative (NAACC)
Berm Removal	Engineering Feasibility study	Professional engineer
Floodplain Creation/Restoration/Reconnection	Engineering Feasibility study	Professional engineer
Wetland Creation/Restoration	Engineering Feasibility study	Professional engineer
Coastal Storm and Erosion Risk Management	Engineering Feasibility Study	Professional Engineer
Dam Safety	Engineering Report	Professional Engineer that has prepared at least 3 other dam safety engineering reports, submitted to the DEC Division of Water Dam Safety section, performed under their supervision for a Class B or C dam in NYS.

Required Attachments

- Completed budget worksheet⁴³
- Map(s) with the project area clearly identified. Map must be a 1:24,000 scale USGS or DOT planimetric map, or equivalent to such maps.
- Completed and signed Sexual Harassment Prevention Certification Form⁴⁴
- Completed and signed Executive Order No. 16 Certification Form⁴⁵
- Dam Safety applicants must submit a current Annual Certification, in conformance with 6 NYCRR Part 673.8 on file with the Department (due by January 31st every year).
- Dam Safety applicants must submit an Emergency Action Plan.

Eligible Costs

- Funding can be used for the preparation of planning reports, feasibility studies, and supplemental costs as listed by grant category.

⁴³ Budget Worksheet: <https://www.dec.ny.gov/pubs/116725.html>

⁴⁴ Sexual Harassment Prevention Certification Form: <https://www.dec.ny.gov/pubs/116725.html>

⁴⁵ Executive Order No. 16 Certification Form: <http://www.dec.ny.gov/pubs/4774.html>

- Activities to determine the scope of water quality issues, evaluation of alternatives, and the recommendation of an improvement project, including sampling and monitoring associated with the planning studies/reports
- Salary and fringe
- Contractual costs
- Travel
- On-site evaluations
- Any necessary environmental review (e.g., SEQR, SHPO, Coastal Consistency) for the recommended project
- Administrative costs

Ineligible costs/reports:

- Reports for projects that have already received Water Quality Improvement Project (WQIP) grant funding
- Reports for projects specially identified within a Resilient NY Flood Mitigation Study Report, Local Flood Analysis Report, Stream Management Plan, New York Rising Plan, County All Hazard Mitigation Plan, Army Corps of Engineers flood study, or other comparable flood study AND has been evaluated using hydraulic modeling
- Coastal storm and erosion risk management reports that propose hardened vertical structures such as seawalls and bulkheads.
- Costs incurred outside the start and end date of the contract
- Post installation / follow-up monitoring
- Feasibility reports for algaecide use
- Construction costs
- Reports for projects that have already received funding for planning from another State source
- Equipment
- Indirect costs (e.g., space/property rent, utilities and other office supplies)
- Legal fees

Resources

- Nonpoint Source Planning Grant Report Outlines:
<https://www.dec.ny.gov/pubs/116725.html>
- Nonpoint Source Program Guidance and Technical Assistance:
<https://www.dec.ny.gov/chemical/96777.html>
- New York State Stormwater Design Manual:
<https://www.dec.ny.gov/chemical/29072.html>
- DECinfo Locator⁴⁶ (most up to date source of WI/PWL segment assessments):
<http://www.dec.ny.gov/pubs/109457.html>

⁴⁶ For projects impacting surface water, the applicant must provide the correct WI/PWL segment ID and HUC 12 watershed of the closest waterbody the project will impact. To find the closest WI/PWL segment fact sheet, visit the DECinfo Locator at <https://gisservices.dec.ny.gov/gis/diil/>. In the left column of the map, click “DEC Information Layers”>” Environmental Quality”>”Environmental Monitoring” and check the box for “Waterbody Inventory/Priority Waterbodies List”. In the left column, select “Search” and enter the address or project location. Click the plus sign in the top left corner of the map to zoom into the location until the waterbodies are visible on the map. Click on the waterbody of interest. A box with the Waterbody Inventory/Priority Waterbodies List information will be displayed, including the waterbody name, ID number, basin, and description. To access the WI/PWL assessment for that waterbody, click the “Fact Sheet” link in the box.

- NYS Environmental Facilities Corporation/DEC Engineering Report Outline for New York State Wastewater Infrastructure Projects: <https://efc.ny.gov/forms-tools>
- NYS Department of Transportation's Highway Design Manual Chapter 8: <https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-8>
- North Atlantic Aquatic Connectivity Project (NAACC): <https://streamcontinuity.org/naacc>
- EPA Guidance for Sanitary Surveys: <https://www.epa.gov/dwreginfo/sanitary-survey-guidance-manuals>
- Maps of New York State Environmental Justice Areas: <https://www.dec.ny.gov/public/911.html>
- Maps of Disadvantaged Communities: <https://climate.ny.gov/resources/disadvantaged-communities-criteria>
- Resilient New York Flood Mitigation Reports: <https://www.dec.ny.gov/lands/121102.html>
- Floodplain Development And Floodway Guidance: <https://www.dec.ny.gov/lands/24281.html>
- Drinking Water Source Protection Program Plans (DWSP2): <https://www.dec.ny.gov/chemical/115250.html>; contact source.water@dec.ny.gov for information about any completed DWSP2s in your project area.
- Homeowner Program Guidance for Shoreline Management: https://www.dec.ny.gov/docs/water_pdf/redicoastalv11.pdf
- Using Natural Measures to Reduce the Risk of Flooding and Erosion: https://www.dec.ny.gov/docs/administration_pdf/crranaturalmeasuresgndc.pdf
- REDI Coastal Homeowner Handbook: https://www.dec.ny.gov/docs/water_pdf/redicoastalv11.pdf
- Coastal Erosion Management Permit Program: <https://www.dec.ny.gov/permits/6064.html>
- Tidal Wetlands Permit Program: <https://www.dec.ny.gov/permits/6039.html>
- Freshwater Wetland Permit Program: <https://www.dec.ny.gov/permits/6277.html>
- Dam Safety Program: <https://www.dec.ny.gov/lands/4991.html>
- Guidelines for Design of Dams - <https://www.dec.ny.gov/lands/4991.html>
- DOW TOGS 3.1.3 - Emergency Action Plans for Dams: https://www.dec.ny.gov/docs/water_pdf/dow313eaps.pdf
- DOW TOGS 3.1.4 Guidance for Dam Engineering Assessments: https://www.dec.ny.gov/docs/water_pdf/damfengarpt.pdf
- Protection of Waters Program: <https://www.dec.ny.gov/permits/6042.html>
- Protection of Waters Permit Requirements: <https://www.dec.ny.gov/permits/6554.html>
- NYS State Coastal Policies: <https://dos.ny.gov/coastal-consistency-review>

EVALUATION CRITERIA – PLANNING REPORTS

Agency Points	<i>Up to 115 agency points are available, as defined below. Applications must receive a minimum of 30 agency points to be eligible for funding. Applications that receive 0 points for Experience and Ability will not be funded.</i>			
<p>Performance Measures</p> <p><i>40 to 5 points available</i></p>	<p>40 POINTS:</p> <p>Reports for projects that address a water quality impairment identified in a DEC-approved watershed implementation plan (i.e., TMDL, Nine Element Watershed Plan, or DEC HABs Action Plan) AND benefit an active public drinking water supply.</p> <p>OR</p> <p>Green infrastructure feasibility studies for projects that reduce stormwater flow to a combined sewer system.</p> <p>OR</p> <p>Reports for projects that address documented water quality exceedances with known sources for regulated bathing beaches identified in a beach sanitary survey.</p> <p>OR</p> <p>Reports for projects identified in a DEC-approved plan or report (i.e., Resilient New York Flood Mitigation Report, Drinking Water Source Protection Program Plan (DWSP2)) that address nonpoint source pollution or mitigate flooding AND that benefit an active public drinking water supply.</p> <p>OR</p> <p>Comprehensive studies that address nonpoint source pollution in a TMDL watershed.</p> <p>OR</p> <p>Reports for projects that are needed to meet MS4 permit retrofit requirements.</p> <p>OR</p> <p>Reports for projects that recommend non-structural or nature-based features that provide storm or erosion risk management while also providing ecological benefits.</p>	<p>20 POINTS:</p> <p>Reports for projects that address a water quality impairment identified in a DEC-approved watershed implementation plan (i.e., TMDL, Nine Element Watershed Plan, or DEC HABs Action Plan).</p> <p>OR</p> <p>Reports for projects or comprehensive studies located in the HUC 12 watershed of a Waterbody Inventory/Priority Waterbodies List (WI/PWL) segment that will reduce a pollutant documented in the WI/PWL segment factsheet as the pollutant causing the waterbody's best use(s) to be assessed as "impaired" or "precluded".</p> <p>OR</p> <p>Reports for projects that support multiple actions in a DEC Watershed Action Agenda.</p> <p>OR</p> <p>Reports for projects that address documented water quality standard exceedances for regulated bathing beaches.</p> <p>OR</p> <p>Reports for projects identified in a DEC-approved plan or report (i.e., Resilient New York Flood Mitigation Report) that address nonpoint source pollution or mitigate flooding.</p> <p>OR</p> <p>Reports for projects that recommend a combination of both nature-based and structural coastal risk or erosion management measures for the protection of at-risk public infrastructure,</p>	<p>10 POINTS:</p> <p>Reports for projects located in the HUC 12 watershed of a WI/PWL segment that will reduce a pollutant documented in the WI/PWL segment factsheet as the pollutant causing the waterbody's best use(s) to be assessed as "stressed" or "threatened".</p> <p>OR</p> <p>Reports for projects that support an action in a DEC Watershed Action Agenda.</p> <p>OR</p> <p>Reports for projects that recommend structural coastal risk or erosion management measures for the protection of at-risk public infrastructure, and where relocation is not feasible.</p>	<p>5 POINTS:</p> <p>Reports for projects located in the HUC 12 watershed of a WI/PWL segment where best uses are unassessed.</p> <p>OR</p> <p>waterbody is not included on the WI/PWL</p>

	<p>OR</p> <p>Reports for projects that propose repairs to a Class B or Class C dam, with spillway capacity or structural stability inadequacies that will lead to project that will bring the dam into conformance with dam safety criteria for said deficiencies</p>	<p>and where relocation is not feasible.,</p> <p>OR</p> <p>Reports for projects that propose repairs to a Class B or C dam that does not conform to dam safety criteria</p>		
<p>Vision</p> <p><i>10 to 2 points available</i></p>	<p>10 POINTS:</p> <p>Reports for projects that are part of a comprehensive program.</p> <p>OR</p> <p>Reports for projects to protect a specific public drinking water supply.</p> <p>OR</p> <p>Reports for projects to improve the water quality of a specific regulated bathing beach.</p>	<p>5 POINTS:</p> <p>Reports for projects that cover multiple project locations.</p> <p>OR</p> <p>Reports for projects that address aquatic habitat connectivity and/or flood resiliency.</p>	<p>2 POINTS:</p> <p>Reports for a single project at one location or not part of a comprehensive program.</p>	
<p>Environmental Justice (EJ) and Disadvantaged Communities (DAC) Benefits</p> <p><i>10 to 0 points possible</i></p>	<p>10 POINTS:</p> <p>Project improves water quality and is within a PEJA or DAC area</p> <p>OR</p> <p>Project is within the HUC 10 watershed and upstream of a drinking water source that will protect the drinking water quality serving a PEJA or DAC area.</p>	<p>5 POINTS:</p> <p>Project improves water quality and is within the HUC 10 watershed and upstream of a PEJA or DAC area</p>	<p>0 POINTS:</p> <p>Project does not improve water quality within a PEJA or DAC area</p> <p>OR</p> <p>Project is not within the HUC 10 watershed and not upstream of a drinking water source that will protect the drinking water quality serving a PEJA or DAC area</p> <p>OR</p> <p>Project does not improve water quality and is not within the HUC 10 watershed and not upstream of a PEJA or DAC area</p>	
<p>Reasonableness of Cost</p> <p><i>25 to 0 points available</i></p>	<p>25 POINTS:</p> <p>Exceptional value for the cost as it applies to both achieving the project objectives and being a fiscally sound project.</p>	<p>15 POINTS:</p> <p>Cost is reasonable as it applies to both achieving the project objectives and being a fiscally sound project.</p>	<p>0 POINTS:</p> <p>Cost is not reasonable for this type of project.</p> <p><i>Applications that receive 0 points for Reasonableness of Cost will not be funded.</i></p>	
<p>Experience & Ability</p> <p><i>10 to 0 points available</i></p>	<p>10 POINTS:</p> <p>Applicant has shown the ability to complete state funded non-agricultural nonpoint source projects in the past 10 years in a timely manner.</p> <p>OR</p> <p>Applicant has sufficiently shown its ability to complete this non-agricultural nonpoint source</p>	<p>5 POINTS:</p> <p>Applicant has shown the ability to complete a state funded project that was not related to non-agricultural nonpoint source treatment in the past 10 years in a timely manner.</p> <p>OR</p> <p>Applicant has not been awarded a state grant in the past 10</p>	<p>0 POINTS:</p> <p>Applicant does not possess the knowledge, skills and ability to complete the program and does not have prior experience with DEC Division of Water grants in the last 10 years.</p> <p>OR</p> <p>Applicant has prior experience with DEC grants in the last 10 years and</p>	

	project based upon experience with similar non-agricultural nonpoint source projects.	years but appears to have the experience and ability to carry out the project.	did not complete all tasks in a timely manner. Applications that receive 0 points for experience and ability will not be funded.			
Disadvantaged Communities (DAC) (includes financial hardship) <i>10 to 0 points possible</i>	10 POINTS: Applicant is a municipality with a DAC population of 81 – 100% ⁴⁷ . See Attachment A.	8 POINTS: Applicant is a municipality with a DAC population of 61 - 80%.	6 POINTS: Applicant is a municipality with a DAC population of 41 - 60%.	4 POINTS: Applicant is a municipality with a DAC population of 20 - 40%.	2 POINTS: Applicant is a municipality with a DAC population of 1 - 19%.	0 POINTS: Applicant is not a municipality with a DAC population ⁶⁶ .
Climate Resilience <i>5 to 0 points possible</i>	5 POINTS: Project is identified in a Community Asset Management Plan as a project that will promote climate resiliency AND is a Climate Smart Community AND can demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding)		2 POINTS: Projects that demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding) OR is a Climate Smart Community AND can demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding)		0 POINTS: Project does not address climate resiliency	
Flood Resilience <i>5 to 0 points possible</i>	5 POINTS: Project is outside a 0.2% or 1% annual chance of occurrence floodplain OR Project is within a 0.2% or 1% annual chance of occurrence floodplain AND demonstrates flood resilience that is consistent with the State Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act.				0 POINTS: Project is within a 0.2% or 1% annual chance of occurrence floodplain and does not demonstrate flood resilience	
Total Maximum Points	115 points					

⁴⁷ See Attachment A for specific information the Department has compiled, and is providing, for applicants to identify the percent of DAC populations within NYS municipalities. Additional information on the population and environmental characteristics of DAC areas can be found here: <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) MAPPING

Funding can be used to complete comprehensive stormwater system maps. This program category encourages and supports cooperation among regulated MS4s⁴⁸ to complete mapping of their stormwater system. Applicants are limited to one application per round.

Award Amounts

For MS4 Operators applying as a collaborative, grants of up to \$60,000 per municipality with a maximum grant award of up to \$400,000 per MS4 collaborative are available. For MS4 Operators that must apply alone (see Requirements for All MS4 Mapping section for justification required to apply as single municipality), there is a maximum grant award of \$75,000. There is no minimum award amount.

Eligible Applicants

- Municipality⁴⁹ Regulated by the MS4 General Permit
- Soil and Water Conservation Districts on behalf of regulated MS4 Operators

Requirements for All MS4 Mapping

- Mapping must meet the minimum MS4 general permit requirements.
- Applicants must participate in an area-wide MS4 collaborative if one exists. If one does not exist, the application must document steps being taken to develop a group, which must be formed prior to receiving a grant award. In the rare case where a coalition does not exist nor will be established, the application must justify why in the application.
- For proposals submitted on behalf of multiple regulated MS4 Operators, only the lead applicant must register in the NYS Grants Gateway. A list of the cooperating MS4 Operators must be provided in the application.
- Applications must include the creation of an electronic or GIS system of mapping or specify the use of an already established electronic or GIS system to be expanded upon.
- Basic mapping elements (red in table below) are either required by the NYSDEC SPDES MS4 GP-0-15-003 or considered by the NYSDEC to be necessary for effective system management. Therefore, all Basic elements must be completed before grant or match funds can be used for items in the Intermediate or Advanced elements map categories.
- Simultaneous mapping of Basic, Intermediate, and Advanced elements is permitted but any unmapped Basic elements must be included in the application scope of work.
- Information from the WI/PWL must be included in the maps/deliverables created.
- Final deliverables must include final map product and final summary report. Required elements for the final deliverables are at <http://www.dec.ny.gov/pubs/116725.html>.

⁴⁸ 40 CFR 122.26(b)(16)(i), Small municipal separate storm sewer system means all separate storm sewers that are owned or operated by the United States, a State, city, town, borough, county parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that are discharges to waters of the United States.

⁴⁹ For the purposes of this grant, “municipality” means a local public authority or public benefit corporation, a county, city, town, village, school district, supervisory district, district corporation, improvement district within a county, city, town or village, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof.

Applications are Ineligible:

- That do not include creation of electronic or GIS system of mapping or specify use of already established electronic or GIS system to be expanded upon
- For mapping only Intermediate Elements or Advanced Elements where the applicant and participating MS4 Operators have not completed all requirements in the Basic Elements map category
- That do not attach the Mapping Status table Worksheet identifying the status of mapping for **each** of the parties in the cooperative agreement for this project (i.e., if an application is being submitted on behalf of multiple regulated MS4 Operators, each MS4 Operator participating must complete the Mapping Status table)

Comprehensive System Mapping Table for All MS4 Applications

The table below lists the elements of a comprehensive system map and is duplicated as a worksheet at <http://www.dec.ny.gov/pubs/116725.html>. For any application to be eligible for this grant, a completed worksheet showing level of mapping **must be attached** for each MS4 Operator participating or benefitting directly or indirectly from the proposed project. The worksheet will help applicants identify their mapping needs.

	Basic Elements Map (Application must include these elements if they are not already included in map)	Intermediate Elements Map (Applications must look to include these elements if they are not already included in map)	Advanced Elements Map (Elements beyond the required permit elements)
Outfalls			
Receiving waterbody name	X		
Type of conveyance (e.g., open drainage, closed pipe, catch basin)	X		
Material	X		
Shape	X		
Prioritization ⁵⁰	X		
Type of outfall (i.e., direct, indirect, interconnected MS4 outfall)	X		
Submerged in water?	X		
Submerged in sediment?	X		
Latitude/longitude	X		
Land use in drainage area			X
Inspection data			X
Owner			X
ID			X
Dimensions			X

⁵⁰ For the purposes of this grant, the following criteria must be used to determine outfall prioritization: high priority outfall criteria are those which discharge to 1) an impaired waterbody and/or 2) a Class AA-S, A-S, AA, A, B, SA, or SB waterbody. All other outfalls are low priority.

Name of municipal facility, if located at a municipal facility			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Locations where stormwater is conveyed from the MS4 Operator's municipal facility to the MS4 Operator's own MS4			
ID			X
Latitude/longitude			X
Owner			X
Prioritization ⁵¹			X
Name of municipal facility			X
Receiving waterbody name			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Locations where the MS4 Operator's MS4 is receiving stormwater from another MS4 or private storm sewer system (i.e., updrainage connections with adjacent MS4s)			
ID			X
Latitude/longitude			X
Owner			X
Name and contact information for updrainage MS4			X
Receiving waterbody name			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Storm Sewer Conveyance System⁵²			
Type (closed pipe or open drainage)	X		
Material	X		
Shape	X		
Dimensions	X		

⁵¹ For the purposes of this grant, the following criteria must be used to determine the prioritization of locations where stormwater is conveyed from the MS4 Operator's municipal facility to the MS4 Operator's own MS4: the criteria for high priority locations where stormwater is conveyed from the MS4 Operator's municipal facility to the MS4 Operator's own MS4 are those which discharge to 1) an impaired waterbody and/or 2) a Class AA-S, A-S, AA, A, B, SA, or SB waterbody. All other locations where stormwater is conveyed from the MS4 Operator's municipal facility to the MS4 Operator's own MS4 are low priority.

⁵² For the purposes of this grant, this also includes stormwater infrastructure located at municipally owned/operated facilities.

Direction of flow ⁵³	X		
Latitude/longitude	X		
Receiving waterbody name		X	
Owner			X
ID			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Storm Sewer Structures⁵⁴			
Type (drop inlet, catch basin, or manhole)	X		
Number of connections to and from drop inlets, catch basins, and manholes	X		
Latitude/longitude	X		
Receiving waterbody name		X	
Depth of catch basin/manhole			X
Sump depth of catch basins			X
Owner			X
ID			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Post-Construction Stormwater Management Practice (SMP)			
Address	X		
Latitude/longitude	X		
Type ⁵⁵		X	
Receiving waterbody name		X	
Date of installation (if available) or discovered		X	
Owner		X	
Responsible party for maintenance		X	
Location of documentation depicting O&M requirements & legal agreements for SMP			X
Frequency of inspection of SMP			X
Reason for SMP (retrofit, new development, flood control, etc.)			X

⁵³ Can be described in an attribute or indicated as an arrow on the feature.

⁵⁴ For the purposes of this grant, this also includes stormwater infrastructure located at municipally owned/operated facilities.

⁵⁵ Stormwater Practice Type defined in the New York State Department of Environmental Conservation Maintenance Guidance: Stormwater Management Practices, March 31, 2017.

Location where SMP discharges (Does SMP drain to MS4?)			X
Contributing drainage area to SMP (if known)			X
Last inspection date (if known)			X
ID			X
Receiving waterbody class			X
Receiving waterbody WI/PWL Segment ID			X
Inspection results			X
Any corrective actions identified and completed			X
Municipal Facilities			
Address	X		
Latitude/longitude	X		
Name		X	
Type (e.g., municipal buildings, DPW, park, etc.)		X	
Prioritization ⁵⁶		X	
Receiving waterbody name		X	
Standard Industrial Classification (SIC) Code (if applicable)			X
SPDES ID or No Exposure ID (if applicable)			X
Responsible Department			X
Contact Information			X
Status of facility specific SWPPP (if high priority)			X
Location of municipal facility specific SWPPP (if high priority)			X
Type of activities present on site			X
Last assessment date			X
Year built			X
Size of facility (acres)			X
Owner			X

⁵⁶ For the purposes of this grant, the following criteria must be used to determine municipal facility prioritization: high priority municipal facilities have one or more of the following on site: 1) storage of chemicals, salt, petroleum, pesticides, fertilizers, anti-freeze, lead-acid batteries, tires, waste/debris; 2) fueling stations; and/or 3) vehicle or equipment maintenance/repair. All other municipal facilities are low priority.

ID			X
Receiving waterbody class			X
BMPs identified			X
Projected date of the next municipal facility assessment			X
Receiving waterbody WI/PWL Segment ID			X
Sewershed Boundary			
Preliminary	X		
Impaired waters (if applicable)	X		
Per MS4 outfall		X	
Priority and Focus Areas			
Areas with onsite wastewater systems subject to Part IX requirements	X		
TMDL watersheds subject to Part IX requirements	X		
Land use within Impaired Watersheds (Commercial, Residential, Industrial, Open Space)		X	
Land use within other Watersheds (Commercial, Residential, Industrial, Open Space)		X	
Description of concern (i.e., sewershed to impaired waters, septic systems, high water table, industrial area, etc.)		X	
Pollutant(s) of concern (phosphorus, silt/sediment, floatables etc.)		X	
Areas contributing to impaired waterbodies		X	
Areas where stormwater flows have significant potential to cause erosion (soil, silt, rock, etc.)		X	
Areas contributing to waterbodies of significant value (drinking water supply, public bathing beaches, shellfishing, high recreation value)		X	
Stormwater hotspot ⁵⁷		X	

⁵⁷ A stormwater hotspot is a land use or activity that generates higher concentrations of hydrocarbons, trace metals or toxicants than are found in typical stormwater runoff, based on monitoring studies. For further detail, see Section 4.11 of the New York State, Stormwater Management Design Manual, January 2015.

Areas with construction activities		X	
Areas with illicit discharges		X	
Areas with illicit discharge potential ⁵⁸			X
Areas with high groundwater or seasonal high water table			X
Areas with low infiltrative soils			X
Areas with historic on-site sanitary system failures			X
Sites with a history of major oil or chemical leaks/spills (Include date of event, type of spill, and final resolution)			X
High priority construction sites (Discharges to impaired waters, AA-S, AA, or A classified water sources, or T (trout)/TS (trout spawning) protected bodies)			X
Other areas of concern (wetlands, riparian buffers, flood plains, steep slopes, etc.)			X
Areas with a history of sanitary sewer overflows			X
Proposed Retrofits⁵⁹			
Location	X		
Contributing drainage area to the proposed stormwater retrofit	X		

⁵⁸ Refer to Table 14 of Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 for identification.

⁵⁹ This category can be applicable to all applicants but is required for an MS4 Operators subject to Part IX requirements.

Eligible Costs

- Salary and fringe benefits
- Contractual costs
- Travel
- Administrative costs

Ineligible costs/reports:

- Equipment (e.g., hardware)
- Software or GIS licenses
- Development of materials already available through the cooperative stormwater group
- Operating Expenses
- Indirect costs (e.g., space/property rent, utilities, and other office supplies)
- Legal fees
- Costs incurred outside the start and end date of the contract

Required Attachments

- Completed budget worksheet⁶⁰
- Letters of support from regulated MS4 entities participating in and/or benefitting from this project
- Map(s) with the project area clearly identified. Map must be a 1:24,000 scale USGS or DOT planimetric map, or equivalent to such maps.
- Completed and signed Sexual Harassment Prevention Certification Form⁶¹
- Completed and signed Executive Order No. 16 Certification Form⁶²
- Completed Mapping Status Table Worksheet for each of the parties in the cooperative agreement for this project demonstrating level of mapping complete at time of application⁶³

Resources

- Additional information on Urbanized Areas: <http://www.dec.ny.gov/chemical/92258.html>.
- DECinfo Locator⁶⁴ (most up to date source of WI/PWL segment fact sheets): <https://www.dec.ny.gov/pubs/109457.html>.
- Maps of New York State Environmental Justice Areas: <https://www.dec.ny.gov/public/911.html>

⁶⁰ Budget Worksheet: <https://www.dec.ny.gov/pubs/116725.html>

⁶¹ Sexual Harassment Prevention Certification Form: <https://www.dec.ny.gov/pubs/116725.html>

⁶² Executive Order No. 16 Certification Form: <http://www.dec.ny.gov/pubs/4774.html>

⁶³ Mapping Status Table Worksheet: <http://www.dec.ny.gov/pubs/116725.html>

⁶⁴ For projects impacting surface water, the applicant must provide the correct WI/PWL segment ID and HUC 12 watershed of the closest waterbody the project will impact. To find the closest WI/PWL segment fact sheet, visit the DECinfo Locator at <https://gisservices.dec.ny.gov/gis/diil/>. In the left column of the map, click "DEC Information Layers">"Environmental Quality">"Environmental Monitoring" and check the box for "Waterbody Inventory/Priority Waterbodies List". In the left column, select "Search" and enter the address or project location. Click the plus sign in the top left corner of the map to zoom into the location until waterbodies are visible on the map. Click on the waterbody of interest. A box with the Waterbody Inventory/Priority Waterbodies List information will be displayed, including the waterbody name, ID number, basin, and description. To access the WI/PWL assessment for that waterbody, click the "Fact Sheet" link in the box.

- Maps of Disadvantaged Communities: <https://climate.ny.gov/resources/disadvantaged-communities-criteria>

Technical Contact:

Christina Chiappetta - (518) 402-1224

EVALUATION CRITERIA – MS4 MAPPING

Agency Points	Up to 115 agency points are available, as defined below. Applications must receive a minimum of 30 agency points to be eligible for funding. Applications that receive 0 points for Project Readiness or Experience and Ability will not be funded.			
Performance Measures <i>30 to 5 points possible</i>	30 POINTS: Project addresses Basic Elements Map (red column) items AND will impact a Waterbody Inventory/Priority Waterbodies List (WI/PWL) segment where best use(s) in the WI/PWL segment fact sheet are assessed as “precluded” or “impaired” for a pollutant ⁶⁵ that may be present in stormwater; OR has a DEC-approved watershed implementation plan (i.e., TMDL, Nine Element Watershed Plan or DEC HABs Action Plan).	20 POINTS: Project addresses Intermediate Elements Map (yellow column) items AND will impact a WI/PWL segment where best use(s) in the WI/PWL segment fact sheet are assessed as “precluded” or “impaired” for a pollutant ¹⁸ that may be present in stormwater; OR has a DEC-approved watershed implementation plan (i.e., TMDL, Nine Element Watershed Plan, or DEC HABs Action Plan).	15 POINTS: Project addresses Basic or Intermediate Elements Map (red or yellow column) items AND will not impact a WI/PWL segment where best use(s) in the WI/PWL segment fact sheet are assessed as “precluded” or “impaired” for a pollutant ¹⁸ that may be present in stormwater AND does not have a DEC-approved watershed implementation plan (i.e., TMDL, Nine Element Watershed Plan, or DEC HABs Action Plan).	5 POINTS: Project addresses only Advanced Elements Map (green column) items.
Reasonableness of Cost <i>25 to 0 points possible</i>	25 POINTS: Exceptional value for the cost as it applies to both achieving the project objectives and being a fiscally sound project.	15 POINTS: Cost is good as it applies to both achieving the project objectives and being a fiscally sound project.	5 POINTS: Cost is reasonable as it applies to both achieving the project objectives and being a fiscally sound project.	0 POINTS: Cost is not reasonable for this type of project. Applications that receive 0 points for Reasonableness of Cost will not be funded.

⁶⁵ Eligible pollutants for MS4 Mapping include: phosphorus, nitrogen, ammonia, nutrients, silt/sediment, turbidity, pathogens, fecal coliform, , garbage and refuse, oil/grease, or oil & floating substances.

<p>Vision 20 to 0 point(s) possible</p>	<p>20 POINTS: Applicant has demonstrated support from all collaborating regulated MS4 entities that will benefit directly or indirectly from the completion of this mapping project.</p> <p>OR</p> <p>Project is on behalf of a single municipality with needs specific to the scope of this project AND is neither located in an area with other cooperating regulated MS4 entities nor are shared services available (must specify this in application).</p>	<p>10 POINTS: Applicant has demonstrated support from 50% or more of collaborating regulated MS4 entities that will benefit directly or indirectly from the completion of this mapping project.</p>	<p>5 POINTS: Applicant has demonstrated support from less than 50% of collaborating regulated MS4 entities that will benefit directly or indirectly from the completion of this mapping project.</p>	<p>0 POINT: Applicant has not demonstrated support</p> <p>Applications that fall into this category will not be funded.</p>
<p>Readiness 5 to 0 points available</p>	<p>5 POINTS: Project has all necessary pieces in place to complete system mapping.</p>	<p>3 POINTS: Project has some of the necessary pieces in place to complete system mapping.</p>	<p>0 POINTS: Project has not secured any of the necessary approvals and is not ready to proceed with project implementation.</p> <p>Applications that fall into this category will not be funded.</p>	
<p>Experience and Ability 5 to 0 points available</p>	<p>5 POINTS: Applicant has shown the ability to complete state-funded MS4 projects in the past 10 years in a timely manner</p> <p>OR</p> <p>Applicant has sufficiently shown its ability to complete this MS4 project based upon experience with similar MS4 projects.</p>	<p>3 POINTS: Applicant has shown the ability to complete a state funded project that was not related to MS4s in the past 10 years in a timely manner</p> <p>OR</p> <p>Applicant has not been awarded a state grant in the past 10 years but appears to have the experience and ability to carry out the project</p>	<p>0 POINTS: Applicant has demonstrated poor management of DEC Division of Water Grants contract(s) in the past 10 years</p> <p>OR</p> <p>Applicant has not been awarded a DEC Division of Water grant in the past 10 years and does not appear to have the experience and ability to carry out the program</p> <p>Applications that fall into this category will not be funded</p>	
<p>Environmental Justice (EJ) and Disadvantaged Communities (DAC) Benefits 10 to 0 points possible</p>	<p>10 POINTS: Project improves water quality and is within a PEJA or DAC area</p> <p>OR</p> <p>Project is within the HUC 10 watershed and upstream of a drinking water source that will protect the drinking water quality serving a PEJA or DAC area.</p>	<p>5 POINTS: Project improves water quality and is within the HUC 10 watershed and upstream of a PEJA or DAC area</p>	<p>0 POINTS: Project does not improve water quality within a PEJA or DAC area</p> <p>OR</p> <p>Project is not within the HUC 10 watershed and not upstream of a drinking water source that will protect the drinking water quality serving a PEJA or DAC area</p> <p>OR</p> <p>Project does not improve water quality and is not within the HUC 10 watershed and not upstream of a PEJA or DAC area</p>	

<p>Disadvantaged Communities (DAC) (includes financial hardship) <i>10 to 0 points possible</i></p>	<p>10 POINTS: Applicant is a municipality with a DAC population of 81 – 100%⁶⁶. See Attachment A.</p>	<p>8 POINTS: Applicant is a municipality with a DAC population of 61 - 80%.</p>	<p>6 POINTS: Applicant is a municipality with a DAC population of 41 - 60%.</p>	<p>4 POINTS: Applicant is a municipality with a DAC population of 20 - 40%⁶⁶.</p>	<p>2 POINTS: Applicant is a municipality with a DAC population of 1 - 19%.</p>	<p>0 POINTS: Applicant is not a municipality with a DAC population.</p>
<p>Climate Resilience <i>5 to 0 points possible</i></p>	<p>5 POINTS: Project is identified in a Community Asset Management Plan as a project that will promote climate resiliency AND is a Climate Smart Community AND can demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding)</p>		<p>2 POINTS: Projects that demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding) OR is a Climate Smart Community AND can demonstrate how the project will enhance climate adaptation and resilience, detail how the project is being responsive to the effects of climate change (such as sea level rise, increased rainfall, increased likelihood of flooding)</p>		<p>0 POINTS: Project does not address climate resiliency</p>	
<p>Flood Resilience <i>5 to 0 points possible</i></p>	<p>5 POINTS: Project is outside a 0.2% or 1% annual chance of occurrence floodplain OR Project is within a 0.2% or 1% annual chance of occurrence floodplain AND demonstrates flood resilience that is consistent with the State Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act.</p>		<p>0 POINTS: Project is within a 0.2% or 1% annual chance of occurrence floodplain and does not demonstrate flood resilience</p>		<p>5 POINTS: Project is outside a 0.2% or 1% annual chance of occurrence floodplain OR Project is within a 0.2% or 1% annual chance of occurrence floodplain AND demonstrates flood resilience that is consistent with the State Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act.</p>	
<p>Total Maximum Points</p>	<p>115 points</p>					

⁶⁶ See Attachment A for specific information the Department has compiled, and is providing, for applicants to identify the percent of DAC populations within NYS municipalities. Additional information on the population and environmental characteristics of DAC areas can be found here: <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>

GRANT OPPORTUNITY GENERAL INFORMATION AND CONDITIONS

Match

All grants require a local match equal to 10 percent of the requested grant amount. The match can include cash and/or in-kind services. Only costs eligible for this grant may be used as match. Match funds cannot come from other New York State funding sources but may come from federal funding sources. The applicant should identify the source of the match at the time that the application is submitted.

Grant Payment

The grant will be disbursed based on the awardee's progress toward completion of an acceptable report or final deliverable.

Soil and Water Conservation Districts are eligible for a one-time advance payment of up to twenty-five percent of the grant amount for project start-up funding. After the advance payment, all additional payments will be made on a reimbursement basis; however, no additional payments will be made until the SWCD provides documentation showing that all the advance payment was spent on the project.

Municipalities are not eligible for advance payments. All payments to municipalities will be made on a reimbursement basis.

All awardees may apply for reimbursement of eligible project expenses on a calendar quarter basis after the contract between the Department and the grant recipient is executed. All reimbursement requests must be accompanied by a narrative progress report covering the same period as the reimbursement request.

The final reimbursement will be made to the awardee when the report and/or final deliverable is completed and accepted by DEC.

Project Selection

Projects will receive a final score and be selected for grant funding from the highest down to the lowest ranked scores. Applications must receive a minimum of 30 agency points to be eligible for funding.

DEC will consider regional distribution in the determination of awards, to the extent practicable.

Multiple Application Submissions

If an applicant chooses to submit multiple applications, please prioritize and rank the applications in terms of importance.

Contract Term

For Nonpoint Source Planning Reports: DEC expects the term of each contract to be consistent with the project timeline proposed in the grant application. The initial term of each contract will need to be between May 15, 2023 and May 14, 2026. Applicants should not apply if they do not expect their project to be complete by May 14, 2026.

For MS4 Mapping: DEC expects the term of each contract to be consistent with the project timeline proposed in the grant application. The initial term of each contract will need to be between May 15, 2023 and May 15, 2026. Applicants should not apply if they do not expect their project to be complete by May 15, 2026.

All project costs must be incurred between the start and end dates of the contract to be eligible for reimbursement, or to be used as match for the grant.

Report Submittal

All reports and findings funded by this grant must be submitted to DEC and acceptable to DEC.

Definitions

In-Kind Services - means services performed by capable and qualified employees of the grant recipient for technical and administrative work that are directly related to and in support of the development of the report and are deemed reasonable by DEC.

Planning - means the orderly development of a project concept from the original statement of need or purpose through the evaluation of alternatives to a final recommendation on a course of action and measures to implement the selected alternative, including completion of the environmental review process and Historic Preservation Review requirements, if applicable.

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Reduce a grant award from the requested amount if the indicated match is insufficient for the requested amount, or if the requested amount is greater than the defined maximum award amount.
- Award an agreement for any or all parts of the Program Overview in accordance with the method of award or withdraw the Program Overview at any time at the Department's sole discretion.
- Award only one application for funding in the event there are multiple application submissions for a single project or for pieces of a single project.
- Award to the next highest scoring application in the event a grantee fails to negotiate a grant contract with the Department within 90 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- Not fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Not fund projects that are determined not to be consistent with the Climate Leadership and Community Protection Act or its implementing regulations.⁶⁷
- Reject any or all applications at the agency's sole discretion.
- Accept Regional Economic Development Council feedback and, if possible/practicable, use this feedback in the review of projects.

⁶⁷ The Climate Leadership and Community Protection Act is in Chapter 106 of the laws of 2019

Pre-Application Requirements

All applicants must register in the NYS Grants Gateway to be considered eligible to accept this grant opportunity <https://grantsmanagement.ny.gov/>. The applicant name must exactly match the name of the eligible entity registered in the NYS Grants Gateway. It may not be the name of an individual.

NYS Grants Gateway Registration Instructions:

If your organization has not already registered in the Grants Gateway, the registration is NOT an online process. Register now to allow time for processing!!

- 1.) On the Grants Management Website at <https://grantsmanagement.ny.gov/grantee-documents> download a copy of the Registration Form for Administrator.
- 2.) Complete the form according to the instructions provided. The completed form must be signed and notarized.
- 3.) After the form is received and reviewed, you will be provided with a Username and Password allowing you to access the Grants Gateway.
- 4.) Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. You will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

If you have previously registered and do not know your Username please email grantsgateway@its.ny.gov. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

Additional registration and prequalification information, including a video tutorial, is available on the Grants Management website at <https://grantsmanagement.ny.gov/videos-grant-applicants>.

Debriefing Request

In accordance with section 163 of the NY State Finance Law, the Department must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award. Requests for debriefings after fifteen calendar days may be denied.

Protest Procedure

DEC does not have a formal protest procedure, therefore an applicant may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
at bidprotests@osc.ny.gov or
Bureau of Contracts
New York State Office of the State Comptroller
110 State Street, 11th Floor
Albany, NY 12236.

Sexual Harassment Prevention Certification

State Finance Law §139-l requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor’s model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every application submitted to the state or any public department or agency of the state must contain the following statement: “By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.”

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made.

Executive Order 16

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, applicants who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an “entity conducting business operations in

Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Applicants responding to this solicitation are required to complete and submit the form entitled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”.

All contractors shall complete the Executive Order No. 16 Certification form, and submit with their application. Failure to submit will render your application non-responsive, and no award will be made.

State Environmental Quality Review Act (SEQR) and Permits

The applicant is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements and rights-of way that may be required to carry out the activities of the project are obtained.

Letters of Permission/Municipal Endorsement

The applicant must own the property, or obtain an applicable access agreement, for the proposed project site.

- If the property is owned by the applicant – a copy of the current deed.
- If the property owner is a municipality – a resolution by the municipality supporting the project.
- If the property is not owned by the applicant – a formal written agreement between the applicant and landowner which allows the applicant access to the property, and represent the landowner, to accomplish the proposed project.

Quality Assurance

Quality assurance applies to all programs/projects that involve the collection, generation or use of environmental data associated with the mapping, modeling, monitoring, and assessment of water quality data intended for use by the New York State Department of Environmental Conservation (DEC) for its regulatory purposes. This includes the design or use of water quality focused environmental technology. Guidance and resources for DEC’s quality assurance can be found on DEC’s quality assurance webpage at <https://www.dec.ny.gov/chemical/23850.html>. Activities associated with these types of programs/projects, conducted in the field or laboratory, shall be:

1. Performed in accordance with an effective quality system for planning and assessing environmental measurements and tests, and for conducting required quality assurance and quality control procedures to promote and maintain the accuracy and reliability of environmental measurements and test results. An effective Quality System includes a Quality Assurance Project Plan (QAPP) based on guidance provided by the USEPA Guidance for Quality Assurance Project Plans (QA/G-5 May 2006), or American National Standard ASQ/ANSI E4:2014: Quality management systems for environmental information and technology programs—Requirements with guidance for use, approved February 4, 2014.

2. The fulfillment of the data verification, validation, and usability component of QAPP is to be documented in a Data Usability Assessment Report (DUAR).
3. Performed by a laboratory certified by the New York State Department of Health (NYSDOH) under the Environmental Laboratory Approval Program (ELAP) pursuant to Section 502 of the Public Health Law. This requirement shall not apply to specific parameters where NYS DOH ELAP has not issued a certificate for the specific parameter.
4. Performed in a manner that ensures all requisite quality control and calibration requirements are met, including field testing, sample collection, preservation, and record-keeping. Basic quality assurance and quality control requirements defined in 40 CFR Part 136.7 shall be followed as well as any specific method requirements.
5. Required to submit environmental monitoring data electronically to US EPA Water Quality Exchange (WQX) following the guidance as set by US EPA's WQX Submission Instructions.
6. Covered under the Publicity clause (article IV.G.) of the Master Contract for Grants – Standard Terms and Conditions. Specifically, the Contractor agrees that any work products, including but not limited to, water quality data or environmental information; measured, generated, or developed under this contract shall not be released, published, cited, or shared in draft or final form without prior written authorization from the Department.
7. At a minimum, performed in accordance with water quality standards in 6 NYCRR Part 703 and/or guidance values in Technical and Operational Guidance Series (TOGS) 1.1.1. Projects designed to assess water quality or inform regulatory decisions must measure parameters with applicable water quality standards and/or guidance values.

Historic Preservation Review Requirements

For projects that involve properties listed on the State or National Registers of Historic Places, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

Questions about or proposals for listing on the State or National Register should be directed to the OPRHP National Register Unit at (518) 237-8643. To ensure the public benefit from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

Coastal Consistency Requirements

SEQR Type I and Unlisted actions located within the NYS Department of State's coastal zone boundaries must meet the consistency requirements of the Secretary of State's Coastal Management Program. This consistency determination will be performed by the Department as part of the grant review process. If the proposed project is located within a municipality that has an approved Local Waterfront Revitalization Plan (LWRP), the policies of that LWRP apply. Projects in other areas will need to be consistent with the State's 44 coastal policies. The coastal policies can be found at <https://dos.ny.gov/coastal-consistency-review>. Applicants are encouraged to determine if their project is located within the coastal zone, and to include in their site plan or sketch map their project's location within the coastal zone boundaries if applicable. Maps of the coastal zone boundaries can be found at <https://dos.ny.gov/coastal-consistency-review>.

Grant Program Reporting

Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the NYS Grants Gateway.

Quarterly Expenditure Reports, detailed by object of expense as defined in the Master Contract for Grants (MCG) Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment.

Quarterly MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. Approved project design, required permits and landowner permissions must be in place to submit a reimbursement request.

Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds were utilized in achieving the goals set forth in the approved MCG Attachment C Work Plan. Copies of appropriate documents (i.e. inventory and/or management plan) must be submitted and approved by the DEC.

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this Program Overview.

What to Expect If You Receive an Award

Notification of Award

Applicants selected to receive a grant award will be notified by email and in an official Department award letter.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG within 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway HRE application under the screen named 'Contract Document Properties.' The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)

- Attachment A-1 Program Specific Terms and Conditions (Agency and Program specific terms and conditions)
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date, which will be determined at the time of an official award.

Applicants (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply With the Following MCG Requirements:

- I. Insurance Requirements
Contractor will be required to carry appropriate insurance as specified in the MCG or LOA, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.
- II. Permit Requirements (if applicable)
Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.
- III. State Environmental Quality Review Act (SEQR) Documentation
With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of SEQR. The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQR.

Vendor Responsibility Questionnaire

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions available at <http://www.osc.state.ny.us/vendrep/enroll.htm>, or go directly to the VendRep System at <https://portal.osc.state.ny.us>.

Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

Minority/Women Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS Master Contract for Grants agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“M/WBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.

Failure to comply with M/WBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages or enforcement proceedings.

Please refer to the NYS Master Contract for Grants - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review M/WBE and EEO requirements. Required M/WBE and EEO related forms can be found at <http://www.dec.ny.gov/about/48854.html>

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified M/WBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>
- .
- MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>.
- For purposes of this procurement, the Department hereby establishes an overall goal of up to **30%** for Minority and Women-Owned Business Enterprises (“MWBE”) participation, (based on the current availability of qualified MBEs and WBEs).
- All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization

Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

- All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract. These EEO forms are to be uploaded to the Grants Gateway in the grantee document folder.
- For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/61016.html#MWBE>.
 - The following MWBE “Fair Share” goals are established as follows:
 - Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:
 - Construction/Engineering – up to 30%
 - Commodities – up to 30%
 - Services/Technologies –up to 30%

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DEC M/WBE Compliance
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240
Fax: (518) 402-9023

Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Businesses

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 6% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. Please upload all required forms to the Grants Gateway. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services \(ny.gov\)](#). Please contact the Department’s SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at <http://www.dec.ny.gov/regs/2492.html>.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

Attachment A: List of Municipalities that Contain Disadvantaged Community Populations

This list of municipalities was created specifically for use with Climate Smart Communities grant programs. Population data is drawn from the 2010 Census data to align with the Climate Justice Working Group final criteria. Town population is town-outside-village. Final percentages have been rounded following the standard rounding rule, up if over 0.5 and down if under 0.5.

Municipality	Type	County	DAC Percentage
Alabama	Town	Genesee	100%
Albany	County	Albany	26%
Albany	City	Albany	52%
Albion	Town	Orleans	45%
Albion	Village	Orleans	100%
Allegany	County	Allegany	16%
Amenia	Town	Dutchess	100%
Amity	Town	Allegany	48%
Amsterdam	City	Montgomery	85%
Angelica	Town	Allegany	8%
Angelica	Village	Allegany	1%
Arcadia	Town	Wayne	5%
Ashford	Town	Cattaraugus	1%
Athens	Town	Greene	59%
Athens	Village	Greene	100%
Auburn	City	Cayuga	66%
AuSable	Town	Clinton	69%
Babylon	Town	Suffolk	24%
Baldwinsville	Village	Onondaga	38%
Barker	Village	Niagara	100%
Barre	Town	Orleans	100%
Barton	Town	Tioga	1%

Batavia	City	Genesee	31%
Bath	Town	Steuben	47%
Bath	Village	Steuben	100%
Beacon	City	Dutchess	73%
Beekman	Town	Dutchess	14%
Belmont	Village	Allegany	100%
Benton	Town	Yates	11%
Bethel	Town	Sullivan	44%
Bethlehem	Town	Albany	8%
Binghamton	City	Broome	76%
Bombay	Town	Franklin	100%
Brighton	Town	Monroe	19%
Brockport	Village	Monroe	53%
Brocton	Village	Chautauqua	100%
Brookhaven	Town	Suffolk	12%
Broome	County	Broome	32%
Buchanan	Village	Westchester	100%
Buffalo	City	Erie	71%
Butler	Town	Wayne	85%
Canastota	Village	Madison	99%
Carlton	Town	Orleans	28%
Catskill	Town	Greene	30%
Catskill	Village	Greene	100%
Cattaraugus	County	Cattaraugus	18%
Cayuga	County	Cayuga	28%
Chautauqua	County	Chautauqua	29%
Cheektowaga	Town	Erie	18%
Chemung	County	Chemung	28%

Chenango	County	Chenango	6%
Chester	Town	Orange	10%
Chester	Village	Orange	98%
Chili	Town	Monroe	16%
Clarkstown	Town	Rockland	17%
Clarksville	Town	Allegany	50%
Clifton Springs	Village	Ontario	78%
Clinton	County	Clinton	10%
Clyde	Village	Wayne	100%
Cohoes	City	Albany	60%
Collins	Town	Erie	11%
Colonie	Town	Albany	1%
Columbia	County	Columbia	17%
Conquest	Town	Cayuga	100%
Corfu	Village	Genesee	100%
Cortland	City	Cortland	62%
Cortland	County	Cortland	24%
Cortlandt	Town	Westchester	31%
Coxsackie	Town	Greene	2%
Coxsackie	Village	Greene	99%
Cuba	Town	Allegany	38%
Cuba	Village	Allegany	100%
Deerpark	Town	Orange	100%
Delaware	County	Delaware	12%
DeWitt	Town	Onondaga	29%
Dickinson	Town	Broome	69%
Dover	Town	Dutchess	44%
Dresden	Village	Yates	100%

Dundee	Village	Yates	100%
Dunkirk	City	Chautauqua	100%
Dunkirk	Town	Chautauqua	100%
Dutchess	County	Dutchess	45%
East Fishkill	Town	Dutchess	17%
East Syracuse	Village	Onondaga	100%
Elbridge	Town	Onondaga	59%
Elbridge	Village	Onondaga	100%
Ellenville	Village	Ulster	99%
Ellicottville	Town	Cattaraugus	11%
Elmira	City	Chemung	64%
Elmira	Town	Chemung	1%
Elmira Heights	Village	Chemung	48%
Elmsford	Village	Westchester	83%
Endicott	Village	Broome	68%
Enfield	Town	Tompkins	3%
Erie	County	Erie	25%
Esopus	Town	Ulster	38%
Fallsburg	Town	Sullivan	93%
Farmersville	Town	Cattaraugus	37%
Fenner	Town	Madison	99%
Fishkill	Town	Dutchess	60%
Fishkill	Village	Dutchess	100%
Fonda	Village	Montgomery	100%
Fort Covington	Town	Franklin	100%
Fort Plain	Village	Montgomery	100%
Franklin	County	Franklin	16%
Franklinville	Town	Cattaraugus	37%

Franklinville	Village	Cattaraugus	100%
Freeport	Village	Nassau	72%
Friendship	Town	Allegany	88%
Fulton	City	Oswego	75%
Fulton	County	Fulton	19%
Fultonville	Village	Montgomery	100%
Gaines	Town	Orleans	59%
Galen	Town	Wayne	51%
Gates	Town	Monroe	51%
Geddes	Town	Onondaga	18%
Genesee	County	Genesee	19%
Geneva	City	Ontario	34%
German Flatts	Town	Herkimer	1%
Glen	Town	Montgomery	69%
Glen Cove	City	Nassau	49%
Glens Falls	City	Warren	30%
Gloversville	City	Fulton	43%
Goshen	Town	Orange	53%
Goshen	Village	Orange	53%
Granby	Town	Oswego	100%
Great Valley	Town	Cattaraugus	10%
Greece	Town	Monroe	18%
Greene	County	Greene	30%
Green Island	Village	Albany	100%
Greenport	Town	Columbia	100%
Greenport	Village	Suffolk	100%
Hamlin	Town	Monroe	47%
Hammond	Town	St. Lawrence	76%

Hammond	Village	St. Lawrence	100%
Hanover	Town	Chautauqua	28%
Harriman	Village	Orange	100%
Harrison	Village	Westchester	13%
Haverstraw	Town	Rockland	19%
Haverstraw	Village	Rockland	100%
Hempstead	Town	Nassau	10%
Hempstead	Village	Nassau	90%
Henrietta	Town	Monroe	12%
Herkimer	County	Herkimer	13%
Herkimer	Village	Herkimer	26%
Heuvelton	Village	St. Lawrence	100%
Highland Falls	Village	Orange	30%
Highlands	Town	Orange	15%
Hillburn	Village	Rockland	100%
Holley	Village	Orleans	60%
Horseheads	Town	Chemung	9%
Horseheads	Village	Chemung	44%
Hudson	City	Columbia	100%
Hudson Falls	Village	Washington	66%
Humphrey	Town	Cattaraugus	8%
Huntington	Town	Suffolk	4%
Hyde Park	Town	Dutchess	84%
Ilion	Village	Herkimer	42%
Irondequoit	Town	Monroe	17%
Islandia	Village	Suffolk	100%
Islip	Town	Suffolk	20%
Ithaca	City	Tompkins	19%

Ithaca	Town	Tompkins	4%
Jamestown	City	Chautauqua	45%
Jefferson	County	Jefferson	13%
Johnson City	Village	Broome	36%
Johnstown	City	Fulton	46%
Jordan	Village	Onondaga	100%
Kingston	City	Ulster	65%
Kingston	Town	Ulster	100%
Kirkwood	Town	Broome	100%
Lackawanna	City	Erie	51%
Lenox	Town	Madison	9%
Liberty	Town	Sullivan	37%
Liberty	Village	Sullivan	100%
Lincoln	Town	Madison	100%
Livingston	County	Livingston	5%
Lloyd	Town	Ulster	100%
Lockport	City	Niagara	56%
Lockport	Town	Niagara	36%
Long Beach	City	Nassau	19%
Lyndon	Town	Cattaraugus	10%
Lyndonville	Village	Orleans	100%
Machias	Town	Cattaraugus	22%
Madison	County	Madison	26%
Mamaroneck	Village	Westchester	51%
Manchester	Town	Ontario	49%
Manchester	Village	Ontario	100%
Marlborough	Town	Ulster	45%
Massena	Town	St. Lawrence	18%

Massena	Village	St. Lawrence	62%
Maybrook	Village	Orange	100%
Medina	Village	Orleans	43%
Menands	Village	Albany	100%
Mentz	Town	Cayuga	46%
Middleport	Village	Niagara	100%
Middletown	City	Orange	88%
Milo	Town	Yates	13%
Minden	Town	Montgomery	46%
Minisink	Town	Orange	86%
Mohawk	Town	Montgomery	79%
Mohawk	Village	Herkimer	100%
Monroe	County	Monroe	32%
Monroe	Town	Orange	4%
Monroe	Village	Orange	14%
Montgomery	County	Montgomery	68%
Montgomery	Town	Orange	39%
Montgomery	Village	Orange	100%
Monticello	Village	Sullivan	100%
Mount Kisco	Village	Westchester	41%
Mount Morris	Village	Livingston	100%
Mount Pleasant	Town	Westchester	5%
Mount Vernon	City	Westchester	89%
Munnsville	Village	Madison	100%
Murray	Town	Orleans	58%
Nassau	County	Nassau	17%
Nelliston	Village	Montgomery	100%
Newark	Village	Wayne	99%

Newburgh	City	Orange	100%
Newburgh	Town	Orange	85%
Newfane	Town	Niagara	30%
Newfield	Town	Tompkins	2%
New Paltz	Town	Ulster	20%
New Paltz	Village	Ulster	100%
New Rochelle	City	Westchester	71%
New Windsor	Town	Orange	100%
New York	City	Multiple	49%
Niagara	County	Niagara	43%
Niagara	Town	Niagara	100%
Niagara Falls	City	Niagara	84%
North Hempstead	Town	Nassau	6%
North Tonawanda	City	Niagara	31%
Norwich	City	Chenango	43%
Nyack	Village	Rockland	100%
Ogdensburg	City	St. Lawrence	100%
Olean	City	Cattaraugus	25%
Oneida	City	Madison	55%
Oneida	County	Oneida	24%
Oneonta	City	Otsego	22%
Onondaga	County	Onondaga	31%
Onondaga	Town	Onondaga	10%
Ontario	County	Ontario	13%
Orange	County	Orange	52%
Orleans	County	Orleans	62%
Ossining	Village	Westchester	85%
Oswegatchie	Town	St. Lawrence	84%

Oswego	City	Oswego	100%
Oswego	County	Oswego	30%
Otsego	County	Otsego	5%
Owego	Village	Tioga	100%
Oyster Bay	Town	Nassau	2%
Palatine	Town	Montgomery	59%
Palatine Bridge	Village	Montgomery	100%
Patchogue	Village	Suffolk	100%
Peekskill	City	Westchester	100%
Pembroke	Town	Genesee	83%
Penfield	Town	Monroe	4%
Plattekill	Town	Ulster	52%
Plattsburgh	City	Clinton	16%
Plattsburgh	Town	Clinton	18%
Pomfret	Town	Chautauqua	22%
Port Byron	Village	Cayuga	100%
Port Chester	Village	Westchester	61%
Port Dickinson	Village	Broome	100%
Porter	Town	Niagara	58%
Port Jervis	City	Orange	100%
Portland	Town	Chautauqua	69%
Poughkeepsie	City	Dutchess	89%
Poughkeepsie	Town	Dutchess	64%
Pulaski	Village	Oswego	100%
Red Creek	Village	Wayne	100%
Red Hook	Town	Dutchess	17%
Rensselaer	City	Rensselaer	100%
Rensselaer	County	Rensselaer	28%

Riverhead	Town	Suffolk	56%
Rochester	City	Monroe	83%
Rockland	County	Rockland	28%
Rockville Centre	Village	Nassau	22%
Rome	City	Oneida	41%
Root	Town	Montgomery	100%
Rose	Town	Wayne	100%
Rosendale	Town	Ulster	48%
Rossie	Town	St. Lawrence	100%
Rotterdam	Town	Schenectady	10%
Salamanca	City	Cattaraugus	94%
Salina	Town	Onondaga	35%
Saugerties	Town	Ulster	30%
Saugerties	Village	Ulster	100%
Savannah	Town	Wayne	100%
Savona	Village	Steuben	100%
Schenectady	City	Schenectady	67%
Schenectady	County	Schenectady	30%
Scio	Town	Allegany	13%
Seneca	County	Seneca	26%
Seneca Falls	Town	Seneca	26%
Shelby	Town	Orleans	51%
Shortsville	Village	Ontario	100%
Sidney	Town	Delaware	32%
Sidney	Village	Delaware	100%
Sleepy Hollow	Village	Westchester	69%
Smithfield	Town	Madison	100%
Sodus	Town	Wayne	68%

Sodus	Village	Wayne	100%
Sodus Point	Village	Wayne	100%
Solvay	Village	Onondaga	39%
Somerset	Town	Niagara	80%
Southampton	Town	Suffolk	22%
South Nyack	Village	Rockland	100%
Spring Valley	Village	Rockland	79%
Starkey	Town	Yates	52%
Steuben	County	Steuben	13%
St. Johnsville	Town	Montgomery	34%
St. Johnsville	Village	Montgomery	100%
St. Lawrence	County	St. Lawrence	24%
Stockbridge	Town	Madison	77%
Stony Point	Town	Rockland	30%
Suffern	Village	Rockland	29%
Suffolk	County	Suffolk	16%
Sullivan	County	Sullivan	45%
Syracuse	City	Onondaga	74%
Tarrytown	Village	Westchester	44%
Thompson	Town	Sullivan	34%
Tioga	County	Tioga	16%
Tivoli	Village	Dutchess	100%
Tompkins	County	Tompkins	6%
Tonawanda	City	Erie	15%
Tonawanda	Town	Erie	7%
Torrey	Town	Yates	67%
Troy	City	Rensselaer	70%
Ulster	Town	Ulster	100%

Ulster	County	Ulster	47%
Union	Town	Broome	5%
Unionville	Village	Orange	100%
Utica	City	Oneida	67%
Valley Stream	Village	Nassau	47%
Van Buren	Town	Onondaga	2%
Walden	Village	Orange	100%
Wallkill	Town	Orange	69%
Wappinger	Town	Dutchess	30%
Wappingers Falls	Village	Dutchess	100%
Warren	County	Warren	7%
Washington	County	Washington	8%
Watertown	City	Jefferson	57%
Watervliet	City	Albany	100%
Waverly	Village	Tioga	95%
Wawarsing	Town	Ulster	55%
Wawayanda	Town	Orange	63%
Wayne	County	Wayne	39%
Westbury	Village	Nassau	29%
Westchester	County	Westchester	44%
Westhampton Beach	Village	Suffolk	100%
West Haverstraw	Village	Rockland	100%
West Seneca	Town	Erie	16%
Westville	Town	Franklin	100%
White Plains	City	Westchester	57%
Wirt	Town	Allegany	16%
Wolcott	Town	Wayne	57%
Wolcott	Village	Wayne	100%

Woodridge	Village	Sullivan	100%
Yates	Town	Orleans	67%
Yates	County	Yates	23%
Yonkers	City	Westchester	79%

Jen Gregory, Executive Director
Southern Tier 8 Regional Board
49 Court Street, Suite 222
Binghamton, New York 13901

RE: In support of Southern Tier 8 Regional Board’s Application to the Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant (NPG) on behalf of the Broome-Tioga Stormwater Coalition.

Dear Ms. Gregory,

I am writing to express (Partner)’s support for the Southern Tier 8 Regional Board’s proposal to the Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant (NPG) for the continued development of the Broome-Tioga Stormwater Coalition’s MS4 asset mapping program. (Partner) is a partner of the Broome-Tioga Stormwater Coalition (BTSC), which is comprised of 15 designated municipal separate storm sewer systems (MS4s) and partners located in Broome and Tioga counties that work together to address local stormwater issues and meet the state and federal stormwater requirements.

As a partner of the Broome-Tioga Stormwater Coalition, this grant will enable the Coalition to better meet the requirements of the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). By continuing to complete more elements in the comprehensive system map and the increased knowledge and understanding of assets associated with the mapping, the Coalition, and its members will become more climate and flood-resilient and better prepared for future risks. (Partner) recognizes that the proper management and understanding of assets is imperative to reducing stormwater runoff, which is a leading cause of flooding, can lead to property damage, cause road safety hazards, and clog catch basins and culverts with sediment and debris, and this grant application will allow each municipality to address these issues.

This project will serve as an excellent example of how MS4 collaboratives can work together to complete the mapping of their stormwater system. By engaging in this project, the Coalition will have a better record of our assets, will be able to better meet the requirements of the General Permit, and will serve as an excellent example of shared services, and (Partner) is proud to support the Broome-Tioga Stormwater Coalition’s grant application.

Respectfully,

Name, Title
Organization

Broome-Tioga Stormwater Coalition Partner

PUBLIC REPORT FOR JULY 2023

WATER DEPT:

Water well drawdowns were done.

Leak detection is being done throughout the Town.

3 Curb boxes were fixed.

Meters were read in July and billing sent out.

SEWER DEPT:

Repairs continue at the plant's, what cannot be fixed in house has or will be contracted out.

Lift Stations are being pumped down on a weekly basis.

Several sewer pumps have needed to be replaced this month.

Billing was send out in July.

PARKS DEPT:

Odd jobs are being done in the Parks when weather cooperates.

Drainage is being installed at Hider Park to help with water issues in the play ground area.

Mowing continues on all Town owned grounds.

The new structure is being worked on by a volunteer contractor on the weekends.

CC Park pavilion and benches were pressured washed by Town employees and pavilion was painted.

There was a total of 16 after hours call out in the month of July for the Public Works Dept.



TOWN OF CHENANGO

WATER, SEWER AND PARKS DEPARTMENT
Greg Burden, Superintendent of Public Works

1529 NYS Rt. 12 Binghamton,
NY 13901

Telephone: (607) 648-4809ext 7

Fax: (607) 648-8519

water@townofchenango.com

7/14/23

Attn Town Board:

The Public Works Department is suggesting a rate increase for all Town of Chenango Water and Sewer customers. I am also asking The Town Board to increase the Capital improvement fee for both Water and Sewer as well. The rate increase will include Water only, Water and Sewer, Sewer only and Outside users. In my chart comparing 2023 rates to proposed 2024 rates you will see the cost for all Town Customers and my proposed increase.

The reason for the increase is due to O/M cost that have been steadily rising since 2020, this can include chemical cost, wage increases, fuel index charges, pump pricing, material cost etc. I would also like to point out to the Board since 2015 rates for Water have increased once in 2022, and Sewer rates have not had an increase.

The reason for the Capital improvement fee increase is to start covering some costs in both Depts. I have spoken with the Auditor and he also stated that the fees associated with new pumps, equipment etc. could be covered using the Capital Improvement Fund, per Local Finance Law section 11, sub section 1,4:

1. Water systems. The acquisition, construction or reconstruction of or addition to a water supply or distribution system, whether or not including buildings, land or rights in land, original furnishings, equipment, machinery or apparatus, or the replacement of such equipment, machinery or apparatus, forty years, except for the city of New York; for the city of New York, fifty years, as authorized by section two of article eight of the state constitution; the replacement of such furnishings, fifteen years.
4. Sewer systems. The acquisition, construction or reconstruction of or addition to a sewer system (either sanitary or surface drainage or both), whether or not including purification or disposal plants,

buildings, land or rights in land, or original furnishing equipment, machinery or apparatus, forty years; the replacement of such equipment, machinery or apparatus, thirty years; the replacement of such furnishings, ten years.

These are improvements that could be paid for out of the Capital Improvement Fund? Per Mike and Julie, they believe we need a resolution to approve a permissive referendum. The capital reserve fund is a type fund, not specific. Also, the Capital Improvement fee has stayed the same since 2015.

I have included 2 attachments that show comparisons to other Town/Village rates and a proposed rate increase comparison for current 2023 rates and the proposed 2024 rates with revenue increases. These numbers are based on Minimum usage only. Overage rates are not calculated in these figures. I will also note that first quarter billing is sent out in November of 2023 so I would ask that a public hearing be scheduled to establish the new rates for 2024 billing.

Thank You
Gregory Burden
Superintendent of Public Works.

Town or Village	Connections	Cost Per 1000 cf	Additional 100 cf	Last Increase	Quarterly cost	Yearly Cost	Capital Charge
NORWICH:	2700			2021			
Sewer		\$30.97	\$4.13		\$30.97	\$123.88	
Water		\$66.80	\$0.59		\$66.80	\$267.20	
WHITNEY POINT:	500						
Sewer		\$40.00	\$3.25		\$40.00	\$160.00	
Water							
DEPOSIT:	642						
Sewer		\$127.65			\$161.38	\$645.52	\$33.73
Water		\$66.65	\$9.93		\$82.00	\$328.00	\$15.35
VESTAL:	6500						
Sewer		\$80.00	\$7.35		\$87.00	\$348.00	\$7.00
Water		\$28.00	\$2.91		\$28.00	\$112.00	
BINGHAMTON (CITY):	5000						
Sewer		\$25.50	\$7.40		\$45.50	\$182.00	\$20.00
Water		\$35.00	\$3.30		\$52.00	\$208.00	\$17.00
BINGHAMTON (TOWN):	887						
Sewer		\$82.26			\$82.26	\$329.04	
Water		\$54.60			\$54.60	\$218.40	
Flat Rate Sewer					\$437.00 (3Bed)	\$1,748.00	
DICKINSON:	500						
Sewer		\$65.00	\$9.75		\$65.00	\$260.00	
Water	500	\$150.00	\$4.75		\$150.00	\$600.00	
CHENANGO:							
Sewer	2590	\$29.10		2015	\$29.10	\$116.40	\$3.00
Water	2236	\$19.38		2022	\$19.38	\$77.52	\$3.00
Flat Rate Sewer	447			2015	\$50.34	\$201.36	

WATER/SEWER RATE INCREASE FOR 2024

Current Water Rates w/2236 Water Connections			Current Sewer Rates 2590 (447 flat rate) Connections		
Current Charges	Quarterly Minimum	Yearly Minimum	Current Charges	Quarterly Minimum	Yearly Minimum
Minimum- 750cf	\$16.38	\$65.52	Minimum - 750cf	\$26.10	\$104.40
Additional 100cf	\$1.68		Additional 100cf	\$2.69	
Capital Improvement	\$3.00	\$12.00	Capital Improvement	\$3.00	\$12.00
Minimum Total:	\$19.38	\$72.52	Minimum Total:	\$29.10	\$116.40
Outside Users (51) double	\$32.76 + (\$3.00 CI)	\$134.24	Flate Rate users (447)	\$53.34	\$213.36
Water (2236 Connections)	\$44,169.06	\$176,186.64	Sewer (2590 Connections)	\$84,863.26	\$339,453.12
Proposed Water Rates 2024			Proposed Sewer Rates 2024		
5% Increase (Last increase was 2022)			25% Increase (Last increase was 2015)		
Proposed Charges	Quarterly Minimum	Yearly Minimum	Proposed Charges	Quarterly Minimum	Yearly Minimum
Minimum- 750cf	\$17.20	\$68.80	Minimum - 750cf	\$32.63	\$130.52
Additional 100cf	\$1.76		Additional 100cf	\$3.36	
Capital Improvement	\$5.00	\$20.00	Capital Improvement	\$9.00	\$36.00
Minimum Total:	\$22.20	\$88.80	Minimum Total:	\$41.63	\$166.52
Outside Users (51) double	\$34.40 + (\$5.00 CI)	\$137.60	Flate Rate	\$62.93	\$251.72
Water 2236 Connections	\$50,516.40	\$201,045.60	Sewer	\$108,770.00	\$435,083.20
			2590 (447 flat rate) Connections		
Water Revenue Increase			Sewer Revenue Increase		
	Quarterly Minimum	Yearly Minimum		Quarterly Minimum	Yearly Minimum
2236 Connections 2024	\$50,516.40	\$198,556.80	2590 Connections 2024	\$108,770.00	\$435,083.20
2236 Connections 2023	\$44,169.06	\$198,556.80	2590 Connections 2023	\$84,863.26	\$339,453.12
Revenue Increase	\$6,347.34	\$24,858.96	Revenue Increase	\$23,906.74	\$95,630.08

All Rates are estimated on minimum usage, no overages included.
 Outside user fees have not increase since 2015!



July 3, 2023

VIA Email

Town Board
Town of Chenango
1529 State Route 12
Binghamton, NY 13901

Greg Burden
Superintendent of Public Works
Town of Chenango

RE: Town of Chenango 1,4 Dioxane Water Contamination

Dear Town Board:

Napoli Shkolnik, a law firm with significant expertise in 1,4 Dioxane and PFAS water contamination, would like to represent the Town of Chenango, NY to assert town interests relative to 1,4 Dioxane water contamination detected in the Town's water system.

Our firm represents numerous towns, cities, villages and counties across the state and dozens of local government water districts across the nation on this water contamination. Of interest, our firm represents the Village of Endicott which has also detected 1,4 Dioxane. Representing both your Town and the Village will save on litigation expenses and there is a common benefit for each municipality saving taxpayers and ratepayers money.

On August 26, 2020, NYS adopted new drinking water standards for public water systems that set maximum contaminant levels (MCLs) of 1 Parts per Billion for 1,4 Dioxane. These MCLs require public water systems to regularly monitor for contaminants, notify health departments and the public of confirmed exceedances, and work with health departments on a compliance timetable and plan to bring water systems into compliance.

In 2021, water testing at the Maplewood well showed a 1,4 Dioxane detect of:

3.05 UG/L
2.6 UG/L

These levels are three times the MCL of 1 PPB. As a result, the town infrastructure and its water has been damaged and ultimately will need to be remediated.

I am attaching our standard firm retainer which is a contingency retainer. **Please note that we are handling these matters on a contingency fee basis. There are no up front or hourly costs to the Town, and in the event, we are not successful, the Town will not be responsible for any expenses or costs incurred by Napoli Shkolnik.**

I encourage you to approve the retainer at your earliest opportunity to protect your legal rights before any statutes of limitations prevent your Town from filing legal action for damages. We believe as you continue to explore the source of contamination, that filing a parallel action against the manufacturers of these chemicals is a prudent course of action.

Finally, it is our position that remediation and ongoing filtration costs can be very expensive, often costing millions of dollars in initial capital expenses, combined with the long-term operations and maintenance costs of monitoring for contamination. These costs should not be the responsibility of taxpayers and rate payers and those accountable should be held responsible.

We look forward to representing the town. Should you need to contact me, I can be reached at pnapoli@nspirlaw.com.

Regards,



NAPOLI SHKOLNIK

RETAINER AGREEMENT

**THIS CONTRACT IS SUBJECT TO ARBITRATION
UNDER THE FEDERAL ARBITRATION ACT AND
THE STATE OF NEW YORK GENERAL ARBITRATION STATUTE**

_____ (Client) retains the Law Firm of Napoli Shkolnik PLLC, as our attorneys to prosecute any legal claim for negligence (or other viable causes of action) against any and all parties individuals and/or corporations that are found to be liable under the law for injuries and/or property damages suffered by us and/or our members arising out of the contamination of water supplies by per- and polyfluoroalkyl and related substances (PFAS/PFOA), 1,4 Dioxane and other emerging hazardous contaminants. We specifically agree as follows:

1. FEE PERCENTAGE: Client and Law Firm agree that the Law Firm shall be paid Twenty-Five Percent (25%) of the sum recovered, whether by suit, settlement or otherwise. Client will not be liable to pay the Law Firm any legal fee if there is not any form of recovery.

2. DISBURSEMENTS: In the event there is no recovery, the Client shall not be obligated to pay the Law Firm a legal fee or disbursements for services rendered. Disbursements may include some of the following expenses: court filing fees, sheriff fees, medical and hospital report/record fees, doctor's report, court stenographer fees, deposition costs, expert fees for expert depositions and court appearances, trial exhibits, computer on-line search fees, express mail, postage, photocopy charges, document management charges, long distance telephone charges among other charges. Document management charges are the fees charged by the law firm for processing documents during litigation, such as medical records, documents produced by defendant(s) and/or other parties, etc. Processing of the documents may include but is not limited to the following: (1) scanning; (2) conversion of native files to PDF documents; (3) OCR (optical code recognition); and/or (4) indexing. At the time of settlement and distribution of proceeds, these expenses shall be deducted from the Client's share after computation of the Attorney's Fee.

3. COMPUTATION OF FEES. The contingency fee shall be computed on the gross recovery, resulting in a net settlement (or judgment), from which all appropriate disbursements in connection with the institution and prosecution of this claim is deducted, as set forth in paragraph 2 above. Examples of how a contingency fee is computed are as follows:

Gross settlement	\$100.00
25% Attorney's Fee	\$ <u>25.00</u>
Net settlement	\$ 75.00
Disbursements	<u>-\$ 10.00</u>
Net to Client	\$ 65.00

4. **WITHDRAWAL:** The Law Firm expressly reserves the right to withdraw its representation at any time upon reasonable notification to the client. In the event that the client advises the Law Firm to discontinue the handling of this claim, or if the client fails to cooperate with the Law Firm in the handling of this claim, client agrees to compensate the Law Firm a reasonable amount for its services, and for the time spent on this claim on an hourly basis or under such other arrangement that may be agreed upon by the parties. The client understands that the Law Firm have conditionally accepted this case based upon independent confirmation of all facts and injuries claimed to have been sustained by Client. In the event that the client desires to transfer the file from this office, the client shall be responsible to compensate the Law Firm for the reasonable value of their services. Such transfer shall not include documents or attorney work product regarding the general liability of the defendants.

5. **APPEALS:** The above contingency fee does not contemplate any appeal. The Law Firm are under no duty to perfect or prosecute such appeal until a satisfactory fee arrangement is made in writing regarding costs and counsel fees.

6. **STATUTE OF LIMITATIONS:** We understand that any lawsuit must be commenced within a certain limited time period, (that may vary, depending upon the defendant) starting from the "discovery of the injury" or of "the date when through the exercise of reasonable diligence such injury should have been discovered... whichever is earlier". We further understand that the Statute of Limitations period for any case must be investigated, and that this Agreement is made subject to that investigation as well as an investigation of the entire case.

7. **FINANCING OF CASE:** If the firm borrows money from any lending institution to finance the cost of the client's case, the amounts advanced by this firm to pay the cost of prosecuting or defending a claim or action or otherwise protecting or promoting the client's interest will bear interest at the highest lawful rate allowed by applicable law. In no event will the interest be greater than the amount paid by the firm to the lending institution.

8. **RESULTS NOT GUARANTEED:** No attorney can accurately predict the outcome of any legal matter, accordingly, no representations are made, either expressly

or impliedly, as to the final outcome of this matter. We further understand that we must immediately report any changes in address and telephone number to the Law Firm.

9. APPROVAL NECESSARY FOR SETTLEMENT: Attorneys are hereby granted a power of attorney so that they may have full authority to prepare, sign and file all legal instruments, pleadings, drafts, authorizations, and papers as shall be reasonably necessary to conclude this representation, including settlement and/or reducing to possession any and all monies or other things of value due to the Client under the claim as fully as the Client could do so in person. Attorneys are also authorized and empowered to act as Client's negotiator in any and all negotiations concerning the subject of this Agreement.

10. ASSOCIATION OF OTHER ATTORNEYS: The Law Firm may, at its own expense, use or associate other attorneys in the representation of the aforesaid claims of the Client. Client understands that Law Firm employs numerous attorneys that may work on Client's case.

11. ASSOCIATE COUNSEL: The Law Firm may participate in the division of fees in this case and assume joint responsibility for the representation of the client either in the event that the Attorney retains associate counsel or that the client later chooses new counsel, provided that the total fee to the client does not increase as a result of the division of fees and that the attorneys involved have agreed to the division of fees and assumption of joint responsibility. The Client will be advised of such joint responsibility and full disclosure will be made to Client regarding the division of fees so that the consent of the Client can be obtained.

12. APPLICABLE LAW TO APPLY: This Agreement shall be considered construed under and in accordance with the laws of the State of New York or applicable law and the rights, duties and obligations of Client and of Attorneys regarding Attorney's representation of Client and regarding anything covered by this Agreement shall be governed by the laws of the State of New York or applicable law.

13. ARBITRATION: Any and all disputes, controversies, claims or demands arising out of or relating to (1) this Agreement or (2) any provision hereof or (3) the providing of services by the Law Firm to Client or (4) the relationship between the Law Firm and Client, whether in contract, tort or otherwise, at law or in equity, for damages or any other relief, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act in accordance with the Commercial Arbitration Rules then in effect with the American Arbitration Association. Any such arbitration proceeding shall be conducted in any court having jurisdiction in New York. This arbitration provision shall be enforceable in either federal or state court in New York pursuant to the substantive federal laws established by the Federal Arbitration Act. Any party to any award rendered

in such arbitration proceeding may seek a judgment upon the award and that judgment may be entered by any court in New York having jurisdiction.

14. PARTIES BOUND: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representative, successors, and assigns. Client or the Law Firm can execute this document electronically, by indicating "I agree" (or similar language) via electronic mail after receiving the Agreement via electronic mail. By indicating "I agree" (or similar language) Client will be bound by the terms of the Agreement and is executing the document electronically via Client's electronic signature, indicated as "/s/" in the signature field and elects the Law Firm advance disbursements.

15. LEGAL CONSTRUCTION: In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

16. PRIOR AGREEMENTS SUPERSEDED: This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting the within subject matter.

We certify and acknowledge that we have had the opportunity to read this Agreement and have answered any questions pertaining thereto. We further state that we have voluntarily entered into this Agreement fully aware of the terms and conditions.

SIGNED AND ACCEPTED ON THIS _____ day of _____,
20_____

**THIS CONTRACT IS SUBJECT TO ARBITRATION
UNDER THE FEDERAL ARBITRATION ACT AND
THE NEW YORK GENERAL ARBITRATION STATUTE**

(Name of Client)

NAPOLI SHKOLNIK, PLLC

By: _____

Printed Name

Printed Name of Attorney

Email Address:

Title: _____

Address: _____

Phone: _____

CONTACT INFORMATION

Client: _____

Main contact person: _____

Phone number: _____

Email address: _____

Address: _____

Legal counsel: _____

Phone number: _____

Email address: _____

Address: _____

Public Works Superintendent: _____

Phone number: _____

Email address: _____

Address: _____

Environmental Engineering Firm (if applicable): _____

Phone number: _____

Email address: _____

Address: _____

GENERAL INFORMATION

1. Number of connections used year-round by residents. _____
2. Population served by system: _____
3. Is the system owned by a State, territory of the United States, or the federal government.

4. Have you tested for PFAS and received positive results?
Circle One: YES NO

IF YES, please list all the dates and attach any Reports that include results and data for all tests that you have conducted related to the presence of PFAS contamination.

5. Maximum Historical Flow Rate in Millions of Gallons Per Day (MGD):

6. Has there been any known usage of AFFF or Class B firefighting foam in the area (fire extinguishing, fire department training, etc.)?

Circle One: YES NO

If YES, who used them and (if known) what type(s) of AFFF were used?

7. Are there or have there ever been any airports nearby?

Circle One: YES NO

If YES, what are/were they?

8. Are there any military bases or military training facilities nearby?

Circle One: YES NO

If YES, has there been any AFFF usage there?

Circle One: YES NO

Are there any PFAS testing results available of groundwater, surface water or soil (circle all that apply)?

9. Do you know of any facility that may be storing AFFF, such as airports, fire departments or fire training facilities?

Circle One: YES NO

If YES, what are they?

10. Do you know of any local landfills or recycling centers?

Circle One: YES NO

If YES, please list them:

11. Are you aware of any other potential source of PFAS contamination?

Circle One: YES NO

If YES, please provide a list:

12. Have you received/issued any Drinking Water Advisories related to PFAS?

Circle One: YES NO

13. Have you received/issued any Fish Consumption Advisories related to PFAS?

Circle One: YES NO

14. Have you obtained any recovery or reimbursement of funds for investigation, testing, or remediation from any other entities (public or private) in connection with the alleged presence of PFAS in that water system?

Circle One: YES NO

If YES, please provide details:

15. Has there been any remedial actions taken by the water district?

Circle One: YES NO

If yes, what are they:

16. Has The Water System expended monetary resources to initiate the design and/or installation of a Water Treatment System specifically for PFAS (granular activated carbon (GAC), Ion Exchange, or reverse osmosis (RO))?

Circle One: YES NO

If yes, what are they:

17. Does The Water District have existing and operable treatment systems installed and intended to remove contaminants *other than* PFAS (granular activated carbon (GAC), Ion Exchange, or reverse osmosis (RO))?

Circle One: YES NO

18. Has The Water District tested positive for any other man-made, organic chemical that is regulated by the Federal Safe Drinking Water Act and could reasonably be eliminated by the same treatment technologies used for PFAS?

Circle One: YES NO

If yes, which ones:

19. Are there any PFAS regulations in the water district's location?

Circle One: YES NO

If yes, what are they:

IF YOU OPERATE A WASTE STORAGE FACILITY, LANDFILL, OR RECYCLING CENTER, PLEASE ANSWER THE FOLLOWING:

1. Do you treat effluent/leachate internally or is it sent to a wastewater treatment plant?

Which Wastewater Treatment Plant: _____

* If you treat the effluent/leachate internally, please refer to the Wastewater Treatment questions.

2. Have you ever had failures of the landfill liner that led to leachate seeping or seepage of leachate outside the bounds of this liner?

Circle One: YES NO

IF YOU OPERATE A DRINKING OR WASTEWATER TREATMENT PLANT, PLEASE ANSWER THE FOLLOWING:

1. Is the water treatment facility equipped with a method for treating water that is capable of removing PFAS contamination?

Circle One: YES NO

If YES, please specify:

2. Do you use biological treatment processes at your facility?

Circle One: YES NO

3. Do you dispose of treated biosolids (circle all that apply):

Sell for agricultural purposes

Send to a landfill

Other: _____

4. Do you test effluent biosolids for PFAS?

Circle One: YES NO

Thank you for taking the time fill out this information sheet!

Attn Town Board:

I have sent an email to all board members and I have also included for the agenda, a quote from a law firm representing other municipalities in the area that have been affected by 1-4 dioxane contamination. I fwd. this to legal before passing it along to the Board and legal expressed no concerns with passing this along for Board review. Legal will explain the pros and cons.

Thanks

Greg Burden

Assessor's Progress report as of July 21, 2023
Prepared for the work session of July 26, 2023

The following is a summary of the repayment of debt for the Wastewater Treatment plant. The goal of the calculation is to repay the debt for the Wastewater treatment plant while at the same time allowing for economic growth in the community.

This summary continues under the assumption of previous models and that until the actual debt amount is disclosed, all numbers available here are for comparison purposes only.

The first step in the calculation is to determine the number of residential homes connected to the wastewater treatment plant. Currently, that number is 2,297.

The second step in the calculation is to determine the number of vacant lots that have access to the wastewater treatment plant. That number is reduced by the set of vacant lots too small for potential development. Currently, that number is 143.

The third step in the calculation is to determine the number of EDUs available by car washes and ice rink. That number is determined by the annual water usage in cubic feet divided by 30,000. Currently, that number is 94.90.

The fourth step in the calculation is to determine the number of EDUs available in the remaining commercial properties. That number is determined by the annual water usage in cubic feet divided by 15,000. Currently, that number is 749.

Summarized, the total number of EDUs is 3,283.90.

Assuming a total debt load of \$37,000,000, payable over thirty years, the value of each EDU would be \$375.57.

Supervisor's Report

Through July 21, 2023

The 2022 **Town of Chenango Audit** is complete, and a copy follows this report in the agenda. We did very well and with only a few suggestions for consideration, the Town is financially sound and proper procedures followed routinely.

Fund Balance 5.1– Keegan will forward the revised policy directly to your email. This policy discussion took place at the June 28 meeting and the change suggested by the Board should be reviewed in its entirety before any funds are allocated. Derin has submitted a request that he considers to be timely so it has been included with the agenda. If the Public Hearings move quickly we may have an opportunity to cover more ground so I also repeated the entries that Greg Burden had submitted on a prior agenda Public Works and Buildings and Grounds. I would also pitch to the Board that we should be making our own list of Fund Balance uses which for me would include staffing and payroll considerations and drainage/flood mitigation capital account contribution.

Public Hearings/Resolutions 7.1, 7.2 – **NOTE** SEQR forms are located behind resolutions in the agenda.

Music in the Parks –

The first concert at Hider was cancelled due to a thunderstorm that appeared minutes before the performance! Katei Scott and the Band Persuasion has been rescheduled for WEDNESDAY Aug 9 @6:30pm, still at Hider Park.

The first ever Kids Concert in the Park was held July 20 at Chenango Bridge. DJ Johnny O offered games, relays and silly kid fun and the Chenango Brass Band performed in 20 minute intervals. The event was a big hit. The older folks enjoyed watching the kids compete and both entertainers were flexible and happy to participate. The evening ended with an ice cream cone for all! 54 people attended.

Next concert is at Castle Creek Park for the first time! Spread the word! The signboard is up at the Park.

5.2/5.3 WWTP Project After completing the discussion and decision on the EDUs and Benefit Assessment on this agenda, we have some other clean up items related to the WWTP project that must be addressed as soon as possible so that we do not derail the bid schedule. When we review the Topic List, these items need priority status.

- Outside Users
- Sewer 12 Rates
- Engineer's agreement for WWTP project

Town of Chenango
Audit Report
For Fiscal Year Ending
December 31, 2022

TOWN OF CHENANGO

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TOWN OF CHENANGO

AUDIT REPORT

July 19, 2023

Supervisor Jo Anne Klenovic and
Members of the Town Board
Town of Chenango
1529 NY Rt.12.
Binghamton, NY 13901

Dear Supervisor Klenovic and Board Members:

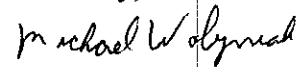
I am pleased to submit this report on my audit of the financial records and reports of the Town of Chenango using the checklists found in the appendices to the publication issued by the New York State Comptroller's Office entitled "Fiscal Oversight Responsibilities of the Governing Board." as the basis for the audit. The audit consisted of inquiries of town personnel, review of pertinent records and performing procedures necessary to complete the checklists. In performing this audit, I am serving as a conduit for the Town Board in fulfilling its responsibility under Town Law, Section 123 (Annual Accounting and Examination of Records).

The audit report consists of four sections: Supervisor's Office, Justice Court, Town Clerk and Water/Sewer Rents. Each section includes the completed checklist and any explanatory notes to the checklist, background, audit procedures performed, findings and conclusions.

During the course of the audit no material errors, irregularities or illegal acts came to my attention.

If you have any questions concerning this audit please contact me.

Sincerely,



Michael Wolyniak

Town of Chenango

Supervisor's Office

2022

Agreed Upon Procedures Review

State Comptroller's Checklist

I reviewed pertinent records and performed procedures to complete the Checklist for Review of Chief Fiscal Officer's Records found in the State Comptroller's Local Government Management Guide publication "Fiscal Oversight Responsibilities of the Governing Board" as the basis for performing the audit per agreement with the Town Supervisor.

Background

I gained an understanding of the financial operations in the Supervisor's office from discussions with the bookkeeper and secretary to the Supervisor. We discussed the flow of financial transactions from receipt to deposit, the recording of transactions, the banking process, disbursement procedures, the payroll process, the computerized accounting system and related safeguards, the accountability for moneys received and disbursed and reconciling with bank balances.

Audit Concerns:

1. Cash Receipts

The bookkeeper or in her absence, the administrative assistant to the supervisor receives moneys paid to the Supervisor. Duplicate receipts are issued by the bookkeeper or the administrative assistant, when required. The bookkeeper records and classifies money's received to the appropriate fund in the accounting computer program. Receipts in the form of checks are electronically scanned to the bank for credit to the appropriate town bank account. Checks that will not scan and/or cash received are taken to the bank for deposit. Deposits are made within 2 days after receipt. At the end of the month, the cash receipts journal is printed and data is posted to the appropriate general ledger and subsidiary ledger accounts.

Audit Procedures

Traced a sample of department transmittals (Town Clerk, Town Court, Water/Sewer) to the cash receipts book

Results: No discrepancies noted.

Traced amounts per advices for payments from the state, county and other sources to the cash receipts book.

Results: No discrepancies noted.

Traced a sample of cash receipts from the cash receipts book to the respective bank statements

Results: No discrepancies noted.

Traced a sample of cash receipts from the cash receipts book to the general and subsidiary revenue accounting ledgers

Results, No discrepancies noted

Reviewed a sample of cash receipts for timeliness of deposits

Results: Deposits are timely

Note: Cash deposits are usually made the same day. Checks are scanned for deposit the same day received

Traced a sample of journal entries to the general and subsidiary revenue ledgers

Results: No discrepancies noted

Verified inter fund transfers between bank accounts

Results: No discrepancies noted

2. Cash Disbursement

Claims are prepared by each department and sent to the Town Clerk's office. The deputy clerk enters the claim information into the accounts payable program in the computer accounting system and prints an un-audited abstract for each fund. Together, deputy clerk and bookkeeper verify the claims to the un-audited abstract. The bookkeeper then prints the checks and runs an audited abstract which also includes the check numbers. The audited abstract and checks are given to the Supervisor who compares the checks to the abstract, signs the checks and signs the front page of the abstract as evidence of her comparing the checks to the abstract. The abstract and related signed checks are given to the Town Clerk. The Deputy Town Clerk signs the abstract certification to the extent that the claims were approved by the Board and directing the Supervisor to pay the same.

The audited abstract and the resolution to approve the claims for payment are attached to the agenda for the upcoming board meeting and emailed to all board members. Following the Board meeting at which the Board approved the resolution to approve the abstract of claims the checks are mailed.

Audit Procedures:

Reviewed a sample of claims for propriety, itemization, supporting documentation and

department approval

Results: Minor discrepancies were noted and discussed with the appropriate individuals

Traced a sample of claims to the abstract of audited claims

Results: No discrepancies noted

Verified a sample of abstracts of audited claims to the Board's approval of payment for said claims in the minutes

Results: No discrepancies noted

Traced a sample of claims on the abstracts of audited claims to the cash disbursements record

Results: No discrepancies noted.

Traced a sample of entries in the cash disbursements record to the bank statements verifying check number and amounts of cleared checks or ACH withdrawals for certain payments or to the list of outstanding checks

Results: No discrepancies noted

Traced a sample of payments in the cash disbursement book to the general and subsidiary accounting ledgers

Results: No discrepancies noted.

Verified a sample of transfers between bank accounts

Results: No discrepancies noted

Verified check sequence for a sample period and viewed any voided checks

Results: No discrepancies noted

Traced a sample of journal entries to the general and subsidiary disbursement ledgers

Results: No discrepancies noted

Reviewed budget/actual reports at year end for any over-expended line items

Results: No discrepancies noted

Verified that portion of the retirement system bill relating to the first quarter of 2023 that was paid in December 2022 was reported as a prepaid expense.

Results: No discrepancies noted

Verified payments for fire protection service to the respective fire protection contracts

Results: 1) Payments to two of the three fire companies providing fire protection to the town exceeded the amounts specified in their respective fire protection contracts

2) Fire Protection District #1 is divided into 2 zones with different tax

rates in each zone. I'm not aware of any statutory authority to have zones with different tax rates in a fire protection district.

3) The contract with Chenango Forks Fire Company sites them as part of Fire Protection District #2. It should be Fire Protection District #1

Inquired as to the existence of a contract for ambulance service to the town

Results: I was informed that there was no formal contract for ambulance service provided to the town

3. Cash Reconciliations

Bank accounts are reconciled to the accounting records on a monthly basis by the bookkeeper and reviewed by the Supervisor as evidenced by her initials on the reconciliation sheet. The reconciliations are generally done within the first week following the end of the month being reconciled. The bookkeeper accesses the statements and cancelled checks through a secure bank website. The bank statements are printed from this site. Bank statements and cancelled checks are not returned by the bank. Also, the bookkeeper frequently monitors town bank accounts by electronically accessing and reviewing the posted activity.

Audit Procedures

Reviewed bank reconciliations for all accounts as of December 31, 2022

Results: No discrepancies noted

Compared the adjusted bank balances at December 31, 2022 to the general ledger cash accounts for all funds.

Results: No discrepancies noted.

Verified outstanding checks for all accounts as of 12/31/2022 and traced them to the paid checks on the January 2023 bank statement or outstanding check list at 1/31/2023

Results: No discrepancies noted

Verified cash in transit listed on the December 31, 2022 bank reconciliations to its deposit on the January 2023 bank statements for all funds

Results: No discrepancies noted

4 Receivables

Water and sewer receivable control accounts are maintained in the accounting records. Said balances are also a component of the water/sewer accounting program and are determined daily in the water/sewer department. The water/sewer department forwards these balance reports, daily deposit info and any adjustment reports for the water and

sewer receivables to the bookkeeper. After the bookkeeper posts the information to the accounting system, a comparison is made of the balances in water and sewer department receivable accounts to the balances generated by the water/sewer accounting program. Any differences are resolved.

Receivable accounts are also used to recognize moneys due the town at year end that will be paid in the ensuing year such as the town's share of sales tax due from the county or other moneys due the town for programs or projects financed by the state or federal government.

Audit Procedures

Verified the general ledger water and sewer rent receivable balances agreed with the total of the detail customer accounts at December 31, 2022

Results: No discrepancies noted

Verified the total of the overdue water and sewer rents re-levied on the 2022 tax roll agreed with the amount recorded in the respective general ledger accounts

Results: No discrepancies noted

Verified sales tax receivable at 12/31/2022 agreed with the amount received in January 2023.

Results: Amounts agreed.

Verified inter fund receivables equaled inter fund payables at year end.

Results: No discrepancies noted

5. Deposit Protection

Town funds are on deposit with Tioga State Bank. The bank and town have executed a depository agreement to secure town funds in excess of FDIC coverage. As part of securing town funds on deposit with Tioga State Bank, the board approved an agreement with the bank to secure deposits of the joint municipal savings accounts through an investment cash sweep (ICS) program where the bank spreads the deposits to several banks up to \$250,000 to ensure FDIC coverage. The town receives monthly statements of activity and a detail list of banks and the amount on deposit with each bank. Deposits in excess of FDIC coverage are collateralized by pledged securities. The bank adjusts collateral accordingly based on bank balances at the end of the previous day. Monthly reports identifying the collateral and amount thereof are provided to the town each month.

Audit Procedures:

Verified that the total of the pledged collateral report received from the custodial bank along with FDIC coverage was adequate to secure towns funds on deposit with the towns

Depository at December 31, 2022

Results: Town funds are adequately secured by pledged collateral and FDIC coverage

Reviewed make up of collateral for propriety

Results: Pledged collateral was proper.

6 Indebtedness Records

File folders containing pertinent data are maintained for each debt issue. Also, the bookkeeper maintains a spreadsheet which summarizes the information for all debt issues. In addition, the town contracts with a fiscal advising firm for assistance with larger debt issues.

Audit Procedures:

Compared the summarized debt service schedule maintained by the bookkeeper to the statement of indebtedness in the annual financial report to the State Comptroller

Results: No discrepancies noted

Traced debt payments from the respective appropriation expense accounts to the summarized debt service schedule

Results: No discrepancies noted.

Reviewed the resolutions and the related issuing documentation authorizing the issuance of bonds for a highway truck (\$215,000) and backhoe (\$102,500)

Results: No discrepancies noted

Note: \$215,000 authorized 2/21 and not issued until 6/22 when truck was delivered

Traced the related financial transactions from the issued debt to the Capital Projects Fund accounting records

Results: No discrepancies noted

Verified unused debt receipts and interest earned on the debt was transferred to the related operating fund and used for the related debt service

Results: No discrepancies noted

7 Financial Reporting

Monthly trial balance and budget/actual reports are prepared. These reports for the General, Highway, Water and Sewer funds are electronically distributed to the Town Board members. The Annual Update Document (AUD) for 2022 was prepared by the bookkeeper and submitted timely to the Office of the State Comptroller.

Audit Procedures

Reviewed the 2022 Annual Financial Report (AFR) to the State Comptroller and the timeliness of filing the report

Results: The report was complete and filed timely.

Compared a sample of final general and subsidiary accounting ledger balances from the accounting records to the Annual Financial Report

Results: No discrepancies noted

Verified year end bank reconciliations to the reported amounts in the Annual Financial Report

Results: No discrepancies noted.

Reviewed the December 2022 monthly financial reports (balance sheets and budget/actual reports) that are presented to the board and verified a sample of the reported data to the accounting records

Results: No discrepancies noted

Reviewed year end budget amendments and the related resolution approving said changes

Results: No discrepancies noted

8 Payroll

The town contracts with a payroll service vendor (Paychex) for payroll services. Payroll information for hourly employees is summarized by each department and sent to the supervisor's office for input into the vendor's payroll program by the administrative assistant to the Supervisor (payroll clerk). Salaried employee information is entered at the beginning of the year and is adjusted as necessary. Paychex prepares the payroll register, a cash requirement report to meet the payroll liability and a job cost report all of which are downloaded by the payroll clerk. From the downloaded information the bookkeeper prepares a cash requirement report by fund. Amounts from each fund are transferred to the T&A bank account. The amount due Paychex for payroll activities handled by them is electronically transferred to their bank account. These activities include net employee payroll amounts, payroll deductions for social security, medicare, federal tax, state tax, garnishment and the towns portion of social security and medicare. All other payroll deductions (insurance, dues, retirement, etc) are handled by the town and accounted for in the T&A fund. The appropriate T&A account is credited when the moneys from each operating fund is transferred to the T&A fund and charged when distributed to the appropriate agency.

The payroll expenditures from the job cost report are posted to the accounting records by the bookkeeper

Audit Procedures:

Traced a sample of hours worked for hourly employees from department timesheets to the payroll register

Results: No discrepancies noted.

Verified a sample of rates of pay for hourly employees were in accordance with employee contracts or board resolutions.

Results: No discrepancies noted.

Verified a sample of payments for salaried officers and employees were in accordance with amounts set by board resolution

Results: No discrepancies noted.

Verified payrolls were certified by appropriate officials.

Results: Payrolls are not certified, however, time sheets are signed by department heads

Verified amounts on the cash requirement report agreed with the payroll register

Results: No discrepancies noted

Verified that proper amounts were transferred from the town operating funds to the Trust & Agency bank account for payroll expenditures

Results: No discrepancies noted

Verified the transfer of funds from the T&A bank account to the vendor for payroll activities handled by the vendor and said amount agreed with the amount due the vendor on the cash requirement report

Results: No discrepancies noted

Verified payroll deductions on the cash requirement report handled by the town were recorded in the T&A fund

Results: No discrepancies noted

Verified the disbursement of payroll deductions handled by the town to the appropriate agencies

Results: No discrepancies noted

Verified the towns share of social security and medicare were in agreement with the cash requirement report

Results: No discrepancies noted

Verified leave time charges for a sample of employees in a sample payroll maintained in the computer system by reducing the leave time taken from the balances at the end of the previous payroll period and comparing to the related balance at the end of the ensuing payroll period

Results: No discrepancies noted

Findings

Fire Protection District #1

Fire Protection District #1 is zoned into two areas. One of the zones covers a majority of the district and is provided protection by contract with the Chenango Bridge Fire Department. The other zone is provided protection by contract with the Chenango Forks Fire Department. Different tax rates are applied in each zone to raise the amounts payable per the respective contracts. Although this is a more equitable arrangement, I'm not aware of any authority to zone a fire protection district with different tax rates in each zone.

Separate fire protection districts encompassing the areas in each of the respective zones can be established to rectify this situation.

Also, I noted that the contract with Chenango Forks references protection to Fire Protection District #2. It should be Fire Protection District #1.

Fire Protection Contracts

Fire protection contracts with each of the three fire companies which provide fire protection to the town were entered into on 12/31/2018. Each contract is for a 5 year period (1/1/2019 – 12/31/2023). Each of the contracts has a provision stating the fire company agrees to be paid on or before March 1, 2019, the sum of - with a specific dollar amount listed. Since this is the only dollar value in the contract, it is assumed this is the amount payable in each of the years of the contract.

The amount paid to each fire company in 2019 was in agreement with the respective fire protection contract. An amount of \$14,526 in excess of the contract amount was paid to the Chenango Fire Company in 2020, 2021 & 2022. An excess amount of \$665, \$665 & \$1,777 was paid in the respective year 2020, 2021 & 2022 to the Chenango Forks Fire Company. These additional payments represent a major change to the contracts and as such, new contracts should have been executed. It is noted that the respective town budgets for 2020, 2021 and 2022 did include the additional amounts that were paid.

The board should comply with the terms of the contract and raise only the amounts specified in the contracts and pay the same to the respective fire companies or re-negotiate new agreements with the respective fire companies.

Ambulance Service

Ambulance service is provided within the boundaries of the town by the Chenango Ambulance Services, Inc. (CAS). No compensation is paid by the Town nor is there any written agreement between the town and CAS for this service. The town does pay for workers compensation coverage for volunteers of CAS. Based on several different

opinions from the State Comptrollers office, ambulance service is a governmental matter and as such, the Town provides for this service. Pursuant to General Municipal Law, Section 122-b (1) the Board may contract with CAS for this service. Such contracts should be formal written executed agreements.

Sidewalk Assessments

Property owners abutting public sidewalks within the Commercial District along Rt.12 &12A are assessed an annual fee for snow removal, the amount of which is provided for in the annual budget. The fee is assessed to the individual properties based on the number of linear feet of property abutting the sidewalk (Town Code Section 60-6). The town budgeted \$10,500 and raised this amount by special assessment on the tax roll for 2021. However, the code is silent as to the amount to be raised or how said amount shall be determined. This amount has been included in the past several years' budgets. The Board should review the pertinent section of the town code and amend the code to provide guidance as to how the amount of the annual assessment shall be determined.

Fixed Assets

Fixed assets are not formally accounted for in the accounting records.

Bookkeeper

The bookkeeper receives money, makes deposits, prepares checks, maintains the accounting records and prepares the bank reconciliations. One person performing all these duties provides for a lack of internal accounting controls. However, there are mitigating controls in place such as the Supervisor reviewing bank reconciliations and manually signings all checks and comparing said checks to the audited abstracts. Monthly financial reports are made available to the Board. In addition, the board contracts for an audit of financial activities of the Supervisor's Office and all town departments. I mention the above situation to remind the Board that any mitigating controls put in place increases the accounting controls over financial operations.

Conclusion

Overall, the financial operations within the supervisor's office are good. Receipts and disbursements are timely recorded to the accounting records. Moneys are deposited in a timely manner. Disbursements are properly documented and supported and paid after approval by the board. Accounting records are timely posted and up-to-date. Financial reports are timely prepared and distributed to the board. Bank accounts are reconciled to the accounting records on a monthly basis. The audit procedures performed during the review of Supervisor's operations disclosed no irregularities or material errors.

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Checklist for Review of Chief Fiscal Officer's Records

Determine the types of funds in use, and whether separate cash receipts and disbursements books are maintained for the various funds or whether a single cash receipts and single cash disbursements book is maintained. The following checklist can be used for each fund maintained.

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Deposit: Date <u>7/12/2023</u> Amount <u>\$ 27.⁰⁰</u>		
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 1

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all checks signed by the chief fiscal officer and co-signed if required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer?	<input type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Check: # <u>1448</u> Date <u>7/11/2023</u> Amount <u>\$ 309.⁹⁵</u>		
Is the cash disbursements journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 1

note 2

note 3

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Cash Reconciliations			YES	NO
Are bank accounts reconciled? By Whom? <u>Bookkeeper</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Supervisor</u>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the bank reconciliation performed by a person whose job duties do not include maintaining either the cash receipts or disbursements journals or receiving or disbursing cash?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the bank reconciliation performed timely after the bank statement is received?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Bank Reconciliation for Each Bank Account				
Bank Account	Date Performed	Month Ending		
<u>All accounts</u>	<u>7/7/2023</u>	<u>June 2023</u>		
<u>See attached bank reconciliation for 12/31/2022</u>				
Are reconciliations documented and available for review?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receivables			YES	NO
Are receivable control accounts maintained?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Investment Records			YES	NO
Is an investment record maintained?			<input type="checkbox"/>	<input type="checkbox"/>
Is the record complete and up-to-date?			<u>N/A</u>	<input type="checkbox"/>
			<u>N/A</u>	<input type="checkbox"/>
Deposit Protection			YES	NO
Has the bank pledged adequate, eligible securities to protect deposits and investments (under the custody of the chief fiscal officer) that exceed FDIC insurance protection?			<input checked="" type="checkbox"/>	<input type="checkbox"/>

**TOWN OF Chenango
Bank Reconciliation
For the Fiscal Year Ending 2022**

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-7376	\$15	\$0	\$669	(\$654)
****-7325	\$220,930	\$0	\$89,939	\$130,990
****-7333	\$312,879	\$0	\$28,055	\$284,825
****-3970	\$7,912,574	\$25	\$0	\$7,912,599
****-7341	\$180,210	\$0	\$70,040	\$110,170
****-7368	\$92,522	\$0	\$5,133	\$87,389
****-7392	\$53,380	\$0	\$5,024	\$48,356
****-7406	\$98,079	\$0	\$26,229	\$71,850
Total Adjusted Bank Balance				\$8,645,525
Petty Cash				\$450.00
Adjustments				\$0.00
Total Cash				\$8,645,975
Total Cash Balance All Funds				\$8,645,976
* Must be equal				

9ZCASH *
9ZCASHB *

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Indebtedness Records <i>(This record is maintained by the clerk in certain local governments)</i>	YES	NO
Is an indebtedness register maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the register complete and up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note 4

Property Records	YES	NO
Are property records maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are the records up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fixed assets included in the records?	<i>N/A</i>	<input type="checkbox"/>
Are physical inventories taken and compared to the records?	<i>N/A</i>	<input type="checkbox"/>
	<i>N/A</i>	<input type="checkbox"/>

Financial Reporting	YES	NO
Are interim reports (budget/actual; trial balances; etc.) prepared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the reports distributed to the governing board and department heads?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does total year-end recorded cash agree with that reported in the annual financial report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payrolls	YES	NO
Are payrolls certified/approved by the appropriate official?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is leave time accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

See "Funding" section of Report

Notes to Checklist

1. The accounting records are up-to-date in the computer system. The records are printed at the end of the month and can be printed at any time during the month.
2. Certain expenditures mainly for payroll related withholdings and expenditures, transfers of moneys between town bank accounts, certain debt payments and health insurance premium payments are made electronically.
3. Bank statements, cancelled checks or cancelled check images are not sent by the bank. These documents are accessed through a secure Tioga State Bank website. The bookkeeper prints all bank statements pertaining to the Supervisor's Office
4. The bookkeeper prepares a schedule of debt service payments that come due during the year to assist her in making timely payments. Debt records are maintained.

BLANK

**Town of Chenango
Town Clerk
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

I reviewed pertinent records and performed procedures to complete the Checklist for Review of Town Clerk's Records found in the State Comptroller's Local Government Management Guide publication "Fiscal Oversight Responsibilities of the Governing Board" as the basis for performing the audit per agreement with the Town Supervisor.

Background

I gained an understanding of operations in the Town Clerk's office from discussions with the Town Clerk. We discussed the flow of transactions from the receipt of funds to their deposit, how transactions are recorded, the NYS Department of Environmental Conservation (DEC) license sales procedures, the banking process for moneys received, the distribution and reporting procedures, the computerized accounting system and related safeguards, the accountability for receipts and the reconciling of cash balances per the check register with adjusted bank balances and month end accountability. We also discussed credit card payment procedures.

Audit Concerns

1. **Cash Receipts**

Payments may be made in person, by mail, put in a drop box at town hall or to a contract vendor by credit card. The clerk and deputy collect funds using a common cash drawer for all collections other than NYS Department of Environmental Conservation (DEC) license sales. A separate common cash drawer is used for DEC license sales. In- person payments may be made by credit card. Credit card payments are credited to the Town Clerk's bank account usually within two days from the transaction date. All payments received in the clerk's office are recorded in the computer accounting system. Mail payments are set aside and entered into the computer system as soon as possible. Initially, decal sales are handled through the NYS Environmental Conservation Department's (DEC) computerized issuance and accounting system through a dedicated computer and internet connection in the clerk's office. At the end of the day a decal sales report is printed from the system and reconciled to collections. Total decal sales are entered into the clerks accounting system in total and the related collections are transferred to the clerk's cash drawer. A daily cash report is printed from the clerk's accounting program and

reconciled to the cash. A deposit is then prepared. Generally deposits are made within 1-2 days of receipt.

Audit Procedures:

Traced a sample of daily cashbook receipts to bank deposits and to the check register- This includes credit card payment transactions electronically transferred from the credit card vendor to the clerk's bank account

Results: No discrepancies noted

Viewed the transaction sequence numbers generated by the computer program for a sample period and investigate any missing numbers

Results: No discrepancies noted

Traced the town's copy of credit card payments to the cashbook

Results: No discrepancies noted

Traced a sample of new and renewed dog license sales generated from the computer data base to the daily cashbook comparing name, license number, amount and date paid

Results: No discrepancies noted

Traced a sample of new and renewal dog license sales from the daily cashbook to the respective account in the computer data base noting name, license number, amount and date paid

Results: No discrepancies noted

Traced a sample of NYS Department of Environmental Conservation (DEC) daily Sales Report totals generated from the DEC computer operations to the daily cashbook

Results: No discrepancies noted

Trace a sample of issued marriage licenses from the marriage license register to the daily cashbook and the monthly report to the NYS Dept. of Health.

Results: No discrepancies noted

Traced a sample of requests for certified copies (marriage license, birth and death certificates) to the cashbook

Results: No discrepancies noted

Traced receipts for games of chance licenses to the cashbook

Note: No games of chance – Possibly Covid

Traced a sample of receipts for permits and fees for planning and zoning related activities to the town clerks daily cashbook (Note- The fees are collected in the code enforcement department and immediately brought to the town clerks office where the receipt of the funds is entered in the computer by the clerk or deputy)

Results: No discrepancies noted

Viewed a sample of deposits for timeliness with the 72 hour deposit requirement for receipts in excess of \$250 (Town Law, Section 29(1-a)).

Results: No discrepancies noted.

2. Cash Disbursements:

All disbursements are made by check signed by the town clerk. The check register is used as the cash disbursement record. The town clerk makes copies of checks written each month to disburse the amounts received in the previous month. Cancelled checks or check images are not returned by the bank although the clerk has electronic access to them by using a secure bank website. Proceeds from the sale of NYS Department of Environmental Conservation (DEC) decals are deposited to the clerk's bank account and swept by DEC on or about the 15th of the month following the month collected. The computer accounting system keeps a record of the amounts due the state in addition to a report generated from the DEC licensing system.

Audit Procedures:

Traced a sample of the distribution of funds per the clerk's monthly report to the checks clearing the bank on the ensuing month's bank statement and to the check register

Results: No discrepancies noted

Compared a sample of DEC license sales from the DEC monthly summary report to the amount electronically transferred to DEC as noted on the bank statement

Results: No discrepancies noted

Traced a sample of amounts due the Supervisor per the clerk's monthly report to the Supervisor's cash receipt book

Results: No discrepancies noted

Reviewed the check register for 2022 for check sequence and accounting for void checks

Results: No discrepancies noted.

3. Cash Reconciliations

Formal bank reconciliations of the adjusted bank balance and the check register are performed monthly. The clerk also compares the total of the clerk's monthly report to the check register balance and the adjusted bank balance to see that they agree. Checks are then written for the amounts listed on the monthly report.

Audit Procedures.

Reviewed the December 31, 2022 bank reconciliation of the clerk's adjusted bank balance to the check register and month end liabilities
Results: No discrepancies noted

Verified the bank balance on the reconciliation to the bank statement
Results: No discrepancies noted

Traced deposits in transit on the December 31, 2022 bank reconciliation to their deposit in January 2023
Results: No discrepancies noted

4. Accountability

Shortly after the close of a month, the town clerk prepares a monthly report accounting for the financial activity for that month. The total of the monthly report is compared to the check register and the adjusted bank balance to see that they agree.

Audit Procedures:

Compared a sample of monthly Town Clerk reports to the month end check register balance and the checks written to distribute amounts due other agencies and the amount swept by NYSDEC on or about the 15th of the ensuing month
Results: No discrepancies noted

Compared Town Clerk's annual receipt detail for 2021 and 2022 and accounted for material increases or decreases.
Results: Total revenues increased in 2022 by \$14,452 due mainly to Storm Water Plan Fees and Cemetery Burials and Lot Sales

Verified petty cash assigned to the Town Clerk is accounted for.
Results: No discrepancies noted

5. Financial Reporting

The monthly report prepared by the town clerk summarizes the monthly financial activity and the amounts thereof that are payable to the supervisor and other agencies. The moneys are payable by the tenth of the month following collection. The clerk files a copy of the monthly report with the Supervisor along with the check remitting the amount due the Supervisor. The clerk prepares an annual report of financial activity in her office and files a copy with the town board.

Audit Procedures:

Traced a sample of monthly payments to the Supervisor for amounts due the town
Results: No discrepancies noted

Traced a sample of payments to other agencies per the clerk's monthly report to the check register
Results: No discrepancies noted

Verified the amounts swept by NYSDEC on or about the 15th of the ensuing month agreed with the clerk's monthly report amount
Results: No discrepancies noted

Verified payments are made timely.
Results: No discrepancies noted

Findings

None

Conclusion

Overall, the operations of the Town Clerk's Office are good. Moneys paid at the counter are recorded in the computer system as received. Mail receipts are recorded at some point in the day depending upon how busy they are. A cash receipt register is printed for the days' receipts and reconciled at the end of each day. Cash on hand prior to deposit is safeguarded. Deposits are made in a timely manner. Moneys are transmitted in a timely manner to the Supervisor and other agencies as required. Accountability is determined monthly. The procedures performed during the review of the Town Clerk's operations disclosed no irregularities or material errors.

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Checklist for Review of Town Clerk's Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Recorded Deposit: Date <u>4/17/2023</u> Amount <u>170⁰⁰</u> </i>		
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements made by check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the town clerk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Recorded Check: # <u>1293</u> Date <u>4/11/2023</u> Amount <u>\$ 5.⁰⁰</u> </i>		

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Cash Reconciliations			YES	NO
Are bank accounts reconciled? <i>By Whom? Clerk + Deputy How Often? Monthly</i> <i>Who Reviews/Verifies Them? Clerk</i>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the bank reconciliation performed timely after the bank statement is received?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Bank Reconciliation for Each Bank Account				
Bank Account	Date Performed	Month Ending		
<i>Town Clerk's Account</i>	<i>4/3/2023</i>	<i>March 2023</i>		
Are reconciliations documented and available for review?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deposit Protection			YES	NO
Has the bank pledged adequate, eligible securities to protect town clerk deposits that exceed FDIC insurance, if applicable? <i>N/A</i>			<input type="checkbox"/>	<input type="checkbox"/>
Accountability			YES	NO
Is accountability (what the town clerk owes) determined at the end of each month?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the accountability amount agree with the bank reconciliation and supporting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are unissued licenses and permits (e.g., dog licenses) safeguarded?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are revenues from town clerk fees comparable with those of previous years?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Reporting			YES	NO
Are monthly reports and payments made timely to the supervisor?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are monthly reports and payments made timely to other agencies?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts on monthly reports agree with cash receipts and disbursements books?			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Receivables <i>(if applicable, such as water rents)</i>	YES	NO
Are receivable control accounts maintained? <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

See "Findings" Section of Report

Notes to Checklist

- Note 1 Transactions are entered in the computer program at the time the transaction takes place. At the end of the day, the daily receipts are reconciled to the cash receipts journal after which the journal is printed for that day.
- Note 2 The check register is the cash disbursements journal.
- Note 3 The bank does not send cancelled checks or check images. The Town Clerk has access to this information through a secure bank website which can be accessed at any time.
- Note 4 Total revenues increased in 2022 by \$14,452 due mainly to storm Water Plan fees and Cemetery Burials and Lot sales

BLANK

**Town of Chenango
Justice Court
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

I reviewed pertinent records and performed procedures to complete the Checklist for Review of Justice Court Records found in the State Comptroller's Local Government Management Guide publication "Fiscal Oversight Responsibilities of the Governing Board" as the basis for performing the audit per agreement with the Town Supervisor.

Background

I reviewed the operations in the Justice Court Office with the court clerk. We discussed the flow of transactions from receipt to deposit, how transactions are recorded, the banking process for moneys received, the transmittal of moneys received and related reporting procedures, the computerized accounting system, the court record keeping system including the maintenance of case files and related records, accountability for moneys received and disbursed and reconciling recorded receipts and disbursements to the related bank account. Also, credit card and internet payment procedures were reviewed

Audit Concerns

1. **Cash Receipts**

Payments to the court may be made in person, by mail, put in the drop box at town hall or to a contract vendor by bank card, a mobile electronic device or through the internet. A separate cash drawer is used for each justice. Any of the three individuals in the office collect funds and use the appropriate justices' cash drawer. A point of payment terminal is available at the counter in the court facility in town hall for bank card or mobile electronic device payments. Payment information from the contract vendor is downloaded by a court clerk, generally on a daily basis. Payments to the contract vendor are generally credited to the appropriate justice bank account within 2-4 days after the transaction. All payments are entered into the computerized accounting and recordkeeping system. Activity for each justice is accounted for separately. Sequentially numbered duplicate receipts using a different series for each justice is generated by the computer program for each transaction. One is retained and the other is either given to the person paying at the court office, mailed, if a self addresses stamped envelope is provided or placed in the case file. Daily cash receipts are reconciled to cash at the end of the day and contract vendor payments are verified to supporting documentation for each justice. A cash receipts sheet is printed and a deposit of cash, checks and money orders is prepared. This is done for each justice. Deposits are taken to the bank by one of the judges generally every 2-3 days. After the close of

the month, daily cash receipt reports for the month just ended are compared to the bank statements verifying the cash deposits and contract vendor payments from N Court.

Audit Procedures:

Traced a sample of duplicate receipts issued for all payments (fine and bail) received by the court to the to the daily cashbook report for each justice. Payments are in the form of cash, certified checks, money order or credit card on line or in person

Results: No discrepancies noted

Verified duplicate receipt number sequence for a sample month for both justices

Results: No discrepancies noted.

Traced a sample of cashbook daily receipts to bank deposits for each justice (The electronic deposit slip is summarized by type of payment – cash, check, money order, credit card or internet payment)

Results: No discrepancies noted

Compared date of receipt per the daily cashbook reports to date of deposit on the bank statements for timeliness of deposits for both justices.

Results: No discrepancies noted

Verified a sample of receipts from the daily cashbook reports to the corresponding monthly report to the State Comptroller's Office for both justices

Results: No discrepancies noted

Verified the cash receipts book is posted up to date

Results: No discrepancies noted

2. Cash Disbursements

Separate fine and bail accounts are maintained for each justice. Disbursements are made by check signed by the respective justice. Monthly reports to the State Comptroller's Office are filed electronically with the total of each judges' report being paid to the Supervisor's Office. The State Comptroller's Office notifies the Supervisor as to the amount to pay the Comptroller's Office and the amount to be credited with the town.

Audit procedures:

Verified a sample of funds transferred to the Supervisor's Office for the amount of the monthly report electronically filed with the State Comptroller's Office

Results: No discrepancies noted.

Verified payments to the Supervisor were timely

Results: Payments were made timely (by the 10th of the ensuing month)

Verified a sample of bail dispositions as recorded on the bail activity report generated from the court accounting program to the amount and corresponding check number of the cleared check on the respective bank statements

Results: No discrepancies noted

Reviewed fine account bank statements for each justice to verify check sequence

Results: No discrepancies noted

Reviewed bail activity report for 2022 for each justice to verify check sequence

Results: No discrepancies noted

3. Cash Reconciliations

Reconciliations of adjusted bank balances and amounts due the State Comptroller's Office are prepared monthly for the fine accounts. Reconciliations of the adjusted bank balances in the bail accounts to the total of the detail of outstanding bail are performed on a monthly basis.

Audit Procedures:

Reviewed for each justice the reconciliation of the fine account adjusted bank balance to the total amount reported on the monthly report to the State Comptroller's Office for the month of December 2022

Results: No discrepancies noted

Reviewed for each justice the reconciliation of the bail account adjusted bank balance to the total amount of the detail listing of bail being held as of the end of December 2022

Results: No discrepancies noted

Verified the bank balances on the reconciliations to the related bank statements for both justices

Results: No discrepancies noted

Verified any outstanding checks listed on the reconciliations for both justices

Results: No discrepancies noted

Verified any cash in transit on the reconciliations for both justices to their timely deposit on the ensuing months bank statement

Results: There was no cash in transit

4. Additional Supporting Records

An electronic bail register is maintained for each justice. The register shows the payee, defendant, date and amount received, disposition (returned, applied to fine or transferred to another court), check number and a running balance of total outstanding bail.

In those instances where defendants are allowed to pay fines in installments, accounts receivable records are maintained to track the payments and balance due. The computer system provides this info within each case file as well as a manually maintained system

Audit procedures:

Traced bail received as recorded in the cashbook to the bail activity report for both justices.
Results: No discrepancies noted

Traced bail disbursements per the bail activity report to the cancelled checks listed on the bank statement
Results: No discrepancies noted.

Traced a sample of transfers from the bail activity report for bail applied to a fine and any applicable bail poundage to the fine account
Results: No discrepancies noted

5. Dockets and Case Files

Dockets, case files and any other pertinent information and supporting documentation are maintained for each case.

Audit Procedures:

Traced a sample of reported cases on the monthly report to the State Comptroller's Office for each justice to the corresponding electronic case file noting the disposition and fine payment
Results: No discrepancies noted

Traced a sample of fine installment payments on the respective daily cashbook report for each justice to the payment record in the related case file noting the payment and any outstanding balance
Results: No discrepancies noted

Viewed a sample of case files for completeness
Results: No discrepancies noted

6. Accountability

Accountability is determined monthly. Adjusted bank balances in the fine accounts are reconciled to the total amount of the monthly reports to the State Comptroller's Office and the bail accounts are reconciled to the total of the detail listing of outstanding bail. Petty cash assigned to the court is used for change making purposes and is accounted for daily as part of the daily reconciliation of cash receipts to the cashbook report.

Audit Procedures:

Compared a sample of the adjusted bank balance for the fine account for both justices at December 31, 2022 to the total of the related monthly report to the State Comptroller's Office and the transfer of funds to the Supervisor's Office

Results: No discrepancies noted

Compared the adjusted bank balance per the bail bank account for both judges as of December 31, 2022 to the related total of the detail list of outstanding bail at that date

Results: No discrepancies noted

Verified the \$200 petty cash assigned to the court. Moneys are used as change funds in the cash drawers

Results: No discrepancies noted

Findings and Conclusion

Findings

None

Conclusion

Overall, the operations of the court are good. The court handles a large volume of cases. Moneys paid to the court are timely recorded. Recorded receipts are reconciled daily. Deposits are prepared for cash, check and money order payments and generally are deposited within 2-4 days of receipt. Payments to the contract vendor for electronic payments are generally credited to the appropriate justice bank account within 2-4 days after the transaction. Contract vendor payments are verified to supporting documentation for each justice. Monthly reports to the State Comptroller's Office and related transfers to the Supervisor are timely. The use of electronic payments of fines is a good internal control since it eliminates court employees from handling the money. The audit procedures performed during the review of justice court operations disclosed no irregularities or material errors.

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate receipt copies kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Receipt: # ^{FEDISH} 13790 Date <u>4/12/23</u> Amount \$ <u>93.⁰⁰</u> SCOTT 7830 <u>4/13/23</u> \$ <u>210.⁰⁰</u>		
Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Deposit: ^{FEDISH} Date <u>4/11/23</u> Amount \$ <u>333.⁰⁰</u> SCOTT <u>4/11/23</u> \$ <u>890.⁰⁰</u>		
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 1

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Check: # ^{FEDISH} 1097 Date <u>4/4/23</u> Amount \$ <u>16,110⁻</u> SCOTT 1079 <u>4/4/23</u> <u>13,922⁻</u>		

note 2

note 3

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account: Both Judges Date Performed <u>4/4/23</u> Month Ending <u>March 2023</u></i>		
<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Determination of Accountability: Both Judges Date Performed <u>4/4/23</u> Month Ending <u>March 2023</u></i>		

Note 4

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Reports to Division of Criminal Justice Services</u>	<u>YES</u>	<u>NO</u>
Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> _____		

<u>Reports to Justice Court Fund</u>	<u>YES</u>	<u>NO</u>
Are monthly reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Report Submitted:</i> FEBRUARY Month Ending <u>March 2022</u> Date <u>4/4/23</u> Amount <u>\$ 16,110</u> SCOT March 2022 <u>4/4/23</u> <u>13,922</u>		
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> _____		

<u>Reporting to Department of Motor Vehicles - TSLE&D Program</u>	<u>YES</u>	<u>NO</u>
Is information reported timely to TSLE&D?	<input type="checkbox"/>	<input type="checkbox"/>
Are reports from TSLE&D to the court maintained and utilized?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Last TSLE&D Report Available:</i> _____ <i>Date</i> _____		
How many cases are shown as pending in the last TSLE&D report? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of pending cases reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
How many cases are shown as pending for more than 90 days?	<input type="checkbox"/>	<input type="checkbox"/>
What actions have been taken to dispose of these cases?	<input type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding pending cases?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, why were the cases pending and what corrective actions were taken, if any?</i> _____		
Has the court received any notices regarding late monthly reporting?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F –
General Recordkeeping Requirements for Town and Village Justice Courts continued

<p><i>If yes, why were the reports late and what corrective actions were taken?</i></p> <hr/>		
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Comments and Conclusions

See "Findings" Section of Report



Notes to Checklist

- Note 1 Receipts are generated by the computer program using a separate sequential series of receipt numbers for each justice
- Note 2 Bank statements and cancelled checks are not returned by the bank. The court clerk has access to these documents through a secure Tioga State Bank website. The e bank statements are generally printed within the first week of the month following the month just ended.
- Note 3 March 2023 monthly report totals paid to the Supervisor pending notification from the State Comptrollers Office of the amounts thereof to be paid to the state and town
- Note 4 Bank reconciliations are performed within the first week of the month for the month just ended.

RL 2/15

**Town of Chenango
Water/Sewer
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

I reviewed pertinent records and performed procedures to complete the Checklist for Review of the Water/Sewer Department Records found in the State Comptroller's Local Government Management Guide publication "Fiscal Oversight Responsibilities of the Governing Board" as the basis for performing the audit per agreement with the Town Supervisor.

Background

I gained an understanding of operations in the Water/Sewer Office from discussions with the Administrative Assistant. We discussed the flow of transactions from receipt to deposit, how receipts are recorded, the banking process, the reporting procedures, the computerized accounting system and related safeguards, the accountability for billings and the reconciling of water and sewer rents receivable with the Supervisor's Office. We discussed the meter reading process. A drive-by electronic meter reading system is in place to obtain meter readings. The information from the meter reader computer is transferred to the accounting system computer from which usage is determined and bills are prepared and individual account information is updated.

Audit Concerns

1. Cash Receipts

Water/Sewer bills are based on meter readings and billed four times a year. Properties in a sewer served area but not on the town water system are billed a flat rate for use of the sewer system. All users on the water system have drive-by electronic read meters. After the meters are read the info is downloaded directly to the computer in the water/sewer office. Payments may be made in person, by mail, put in the drop box at town hall or by credit card. Two individuals working in the office receive payments. All payments are evidenced by a stub which is returned with the payment and retained to support the amount of the payment. If no stub is returned, one is prepared at the time of payment. A common cash drawer is used in the collection process. Credit card payments are made on line through a third party vendor. The vendor e mails the water/sewer department of any credit card payments. These payments are credited to the Supervisor's Water

Fund bank account within 1 -2 days after the transaction. Cash collections are reconciled to the stubs at the end of the day or first thing the next day. After reconciling, the paid info is entered into the computer system and a daily cash receipt register is printed. A deposit is then prepared for the cash while checks are electronically scanned to the bank for deposit to the Town Supervisor's Water Fund bank account. A confirmation detailed e mail of the scanned checks is sent by the bank A duplicate deposit ticket for the cash deposit is retained. The deposit is made by the Director of Public Works. An accounts receivable open balance report is also generated after each deposit. This report keeps a running up to date balance of the water and sewer rents receivable. This report, a copy of the daily cash receipts register and an amendment report for any adjustments are sent to the bookkeeper to update the receivable control accounts in the towns accounting system.

The bookkeeper transfers the sewer rents portion of deposits to the water fund bank account to the sewer fund bank account on a daily basis.

The Board imposed on each user a \$3 capital improvement charge per billing period on both the water and sewer portion of the bill in addition to the water and sewer rents. These charges are separately identified in the accounting records.

Audit Procedures:

Traced a sample of paid water/sewer bill stubs to the water/sewer cash receipts book
Results: No discrepancies noted

Traced credit card payment advices from the credit card company (Paygov) to the water/sewer cash receipts book
Results: No discrepancies note

Traced a sample of daily water/sewer cash receipt book totals to Supervisor's water fund bank account and the transfer of the sewer funds' portion to the sewer fund bank account
Results: No exceptions noted

Traced a sample of water/sewer cash receipt book totals to the respective Supervisors' water and sewer fund receivable control accounts and cash receipts book
Results: No exceptions noted

Verified a sample journal entry adding penalties to the respective water/sewer receivable control accounts for those accounts not paid in the penalty-free period
Results: No discrepancies noted

Verified a sample of payments made in the penalty period included the penalty amount
Results: Penalties were not imposed on delinquent water/sewer bills in a timely manner as provided for in the Town Ordinance. See Findings

Reviewed a sample of adjustments made to water/sewer bills for supporting documentation
Results: Documentation supporting the adjustments is on file

Traced a sample of daily receipts to the individual customer accounts
Results: No discrepancies noted

2. Accountability

The Administrative Assistant produces a running receivable balance for water and sewer rents receivables generally after each deposit. This report is transmitted to the bookkeeper and reconciled to the formal water and sewer receivable accounts in the towns' accounting records.

In the first week of October each year the Administrative Assistant prepares a list of unpaid water/sewer rents for re-levy on the ensuing years tax roll. The total amount for each fund is transmitted to the Bookkeeper. The towns' accounting records are updated to recognize the re-levy by moving the related amounts from the current receivable account to the overdue receivable accounts. The list of unpaid water/sewer rents is transmitted to the county for re-levy on the ensuing years tax roll. The amounts re-levied on the tax roll are received by the Supervisor in late January of the ensuing year.

Audit Procedures:

Verified a sample of quarterly billings from the billing register to the respective water/sewer receivable control account
Results: No discrepancies noted

Trace a sample of billings from the billing register to the individual customer account record
Results: No discrepancies noted.

Verified a sample of consumption on the billing register to the consumption report generated from the electronic meter readings
Results: No discrepancies noted

Compared water and sewer rents receivable detail totals maintained in the water/sewer department to the Supervisor's general ledger control account balances for the respective water/sewer rents receivable
Results: No discrepancies were noted

Verified that the detail total of the respective re-levied water/sewer rents report agreed with the amounts re-levied on the 2023 tax roll
Results: No discrepancies noted

Verified a sample of re-levied water/sewer rents was noted and credited to the individual customer account

Results: No discrepancies noted

Verified that capital charges for water and sewer operations were used for capital purposes

Result: The total capital expenditures for water and sewer funds as reported in the Annual Financial Report exceeded the reported capital charge revenues in each fund. Therefore, it is assumed that capital charge revenues were used for capital purposes. See the "Findings" section of this report relating to the lack of direction from the Board on the use of these capital charges.

Verified the petty cash assigned to the water/sewer department

Results: No discrepancies noted

Findings

Capital Charges

Per Resolution 42 of 2000, the board imposed a capital improvement charge of \$4 on each bill in each four month billing cycle on both water and sewer bills. In subsequent years the billing cycle was changed to three month periods and the related capital charges became \$3 per billing period. The resolution is silent as to the use of such funds. In a letter from the Water/Sewer Superintendent dated 5/22/2000 the water and sewer customers were notified that the capital charge funds would be used to replace failed equipment and to update inadequate or inefficient equipment. I found no indication that a determination was made to the extent that the funds were used for the stated purpose. Total reported capital expenditures in the Annual Financial Report for both water and sewer funds were compared to the respective reported total revenues for capital charges. The reported capital expenditures in both funds exceeded the reported capital charge revenues therefore it is assumed the said revenues were used for capital purposes.

The Board should consider making provisions in the Town Code to authorize the imposing of capital charges, the capital purposes for which such funds can be used and that any unspent funds would be carried forward for proper use in ensuing years. Making provisions in the Code provides a current resource to consult to verify the authorization for the imposition of the charge and the purposes for which the fund may be used.

Water/Sewer Billings

Section 71-24 of the Town Code states that “bills are to be paid on or before the 30th day of the month in which the charge is made”. Further, Section 71-24 of the Town Code provides for a charge of 10% after 30 days. In 2022 the quarterly billings were dated from the 11th to the 20th of the month making the penalty free period only 10 to 19 days. In practice, penalties on water/sewer bills in 2022 were imposed on those accounts that were delinquent in excess of 50 days of the billing date.

The town board should review this section of the Town Code and provide for and define the 30 day interest free period. The imposing and collection of penalties should be made in accordance with the Town Code.

Sewer rates and billing

Chapter 56 of the Town Code titled “Sewers” is silent in the area of determining and setting sewer rates, when bills will be issued and become overdue, the penalty for overdue bills and the enforcement procedure for overdue bills. The town is following procedures found in Chapter 71 of the Town Code relating to water rates and billings since sewer rents are billed together with

the water rents. For consistency and providing authority and guidance, the Board should consider similar provisions for inclusion in the sewer chapter of the Code.

Fire line charge billings

Fire line charges are billed quarterly as a separate charge on the water/sewer bills. The Town Code provides for the rendering of semiannual statements on or about April 1 and October 1 (Town Code, Section 71-28(D)). The Code should be modified to correspond with the current practice of quarterly billings or said billings should be made in accordance with the Code.

Conclusion

Overall, the operations of the water/sewer office are good. The use of the electronic drive-by meter reading system and direct download into the computer system for bill preparation and individual account posting is very efficient and less likely for errors to occur. Direct deposit to the Supervisor's bank account relieves the Water/Sewer office of the responsibility for the money once deposited. Water/sewer bill collections are reconciled daily to the supporting stubs. The collections are recorded daily in the computer accounting system and promptly deposited. The audit procedures performed during the review of water/sewer department operations disclosed no irregularities or material errors.

Appendix G – General Recordkeeping Requirements for Departments continued

Checklist for Review of Departments

The following checklist may be used for reviewing departments that receive and/or disburse cash.

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely and recorded up-to-date? <i>Last Recorded Deposit: Date <u>6/20/2022</u> Amount <u>109.78</u></i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note 1

Cash Disbursements	YES	NO
<i>N/A</i> Is the cash disbursements journal up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the appropriate official?	<input type="checkbox"/>	<input type="checkbox"/>
If checks are signed electronically, is the signature stamp or software in the custody and control of the department head?	<input type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? <i>Last Recorded Check: # _____ Date _____ Amount _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>

Note 2

Appendix G – General Recordkeeping Requirements for Departments continued

Cash Reconciliations			YES	NO
Are bank accounts reconciled? N/A By Whom? _____ How Often? _____ Who Reviews/Verifies Them? _____			<input type="checkbox"/>	<input type="checkbox"/>
Is the bank reconciliation performed timely after the bank statement is received?			<input type="checkbox"/>	<input type="checkbox"/>
Last Bank Reconciliation for Each Bank Account				
Bank Account	Date Performed	Month Ending		
Are reconciliations documented and available for review?			<input type="checkbox"/>	<input type="checkbox"/>
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input type="checkbox"/>	<input type="checkbox"/>

note 3

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect deposits (held in department bank accounts) that exceed FDIC insurance protection, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>

note 3

Accountability	YES	NO
Is accountability (what the department owes) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does accountability agree with bank reconciliation and supporting records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts for the year comparable with those of previous years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there significant safeguards for the protection of records and cash, such as a safe or a locking file cabinet, an office with a door that can be locked, regular deposits of cash, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 4

Appendix G – General Recordkeeping Requirements for Departments continued

Financial Reporting	YES	NO
Are monthly reports and payments to the chief fiscal officer timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do amounts reported agree with summarized cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are annual reports prepared and submitted timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do annual reports agree with the records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 5

Other Concerns <i>(if applicable)</i>	YES	NO
Are receivable control accounts maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 6

Comments and Conclusions

See "Findings" Section of Report

Notes to Checklist

- Note 1 The cash receipts journal is computer generated at the end of the day or early the next morning.
- Note 2 All moneys received are deposited directly to the water fund bank account maintained by the Supervisor. No disbursements are made by the Water/Sewer Department.
- Note 3 The Water/Sewer Department maintains no bank accounts.
- Note 4 The Water/Sewer Department determines water and sewer rents receivable on a daily basis.
- Note 5 The Water/Sewer Department transmits reports on a daily basis to the Supervisor's office. Deposits are made at least every other day, directly to the water fund bank account maintained by the Supervisor. The bookkeeper electronically transfers the sewer fund portion of the deposit to the sewer fund bank account.
- Note 6 Formal receivable control accounts for water and sewer rents receivable are maintained in the town's accounting system.

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 14

The Town Board of the Town of Chenango, duly convened on Wednesday, July 26, 2023, does hereby RESOLVE to approve and pay the audited claims listed on Abstract 14 dated July 19, 2023, as follows:

General Fund - Voucher Nos. 463-503; Check Nos. 6112-6148, totaling the sum of \$151,992.18.
(Check 6113 Voided for Insurance Co.)

Highway Fund - Voucher Nos. 176-192; Check Nos. 2081-2093, totaling the sum of \$8,157.64.

Water Fund - Voucher Nos. 122-130; Check Nos. 2012-2020, totaling the sum of \$14,674.63.

Sewer Fund - Voucher Nos. 191-199; Check Nos. 2471-2479, totaling the sum of \$20,113.12.

Special Districts/Street Lights – Voucher Nos. 15; Check Nos. 1212 totaling the sum of \$499.25.

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 26th day of July 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____
Councilperson Gene Hulbert Jr. _____
Councilperson Kevin Worden _____
Councilperson Jim DiMascio _____
Councilperson Dave Johnson _____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 1 of 4

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$151,992.18

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
463	THE HARTFORD 948319225233/Disability Insurance 2nd QTR	A9055.800	165.51	6112 07/07/2023
464	AIR TEMP 181209/service call-humidity sensor bad in courty	A1620.400	412.00	6114 07/20/2023
464	AIR TEMP 181007/maintenance agreement 7/1/23-9/30/23	A1620.400	2,052.00	6114 07/20/2023
464	AIR TEMP 180956/labor & materials for crankcase heater	A1620.400	657.02	6114 07/20/2023
465	ALLSEASONS TEXTILE SERVICESINC 1014614/Rubber mats & rags for Town Hall	A1620.400	119.75	6116 07/20/2023
466	ALEXANDER N. URDA 849/Monthly Engineering charges for Town July "23	A1440.400	3,025.00	6115 07/20/2023
467	Auto Zone 4702785600/Garage style infla vaper airline inflator gauge	A7110.400	23.99	6117 07/20/2023
468	BINGHAMTON PRECAST & SUPPLY CP 40144768/sewer manholes replaced during milling	A8540.400	434.69	6118 07/20/2023
469	BODEK SEPTIC & EXCAVATING 4868/Porta johns for Hider, CB, CC, & Wolfe Pk	A7110.400	1,030.00	6119 07/20/2023
469	BODEK SEPTIC & EXCAVATING 4868/Porta john for Kattelville Cemetary	A8810.400	195.00	6119 07/20/2023
470	OFFICE OF BUDGET & MGMT. 7-6-2023/1st & 2nd Quarter to BC Dog Shelter	A3510.410	8,387.04	6137 07/20/2023
471	BROOME COUNTY HIGHWAY DIVISION 04.01.2023/Signs for Town Parks	A1620.400	671.04	6120 07/20/2023
472	BROOME COUNTY INFORMATION TECH 23-128585/Assessor's Envelopes & Town Info Cards	A1670.400	128.08	6121 07/20/2023
473	BUTTS CONCRETE 14152/5'6"Drywell, 5 1/2 drywell lids, delivery fee	A8540.400	3,515.00	6122 07/20/2023
474	CHENANGO SUPPLY CO, INC. 2307-516851/Chain sharpen for chainsaws	A7110.400	32.00	6124 07/20/2023
475	CINTAS FIRST AID & SAFETY 8406341330/Svcd Med Cabinet in Parks Dept	A1620.400	43.15	6125 07/20/2023
475	CINTAS FIRST AID & SAFETY 8406341327/Svcd Med Cabinet in Hwy Garage	A1620.400	52.93	6125 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 2 of 4

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$151,992.18

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
475	CINTAS FIRST AID & SAFETY 8406341329/Svcd Med Cabinet in Town Hall	A1620.400	343.06	6125 07/20/2023
475	CINTAS FIRST AID & SAFETY 8406341328/Svcd Med Cabinet in Sewer Plant	A1620.400	43.15	6125 07/20/2023
476	Eric Schuldt 384597/Reimb for clothing allowance	A7110.400	31.18	6126 07/20/2023
477	GANNETT CENTRAL NY NEWSPAPERS 5761420/LN-Public Hearing 7/26 Renewable Energy	A1670.400	56.87	6127 07/20/2023
477	GANNETT CENTRAL NY NEWSPAPERS 5761430/LN-Public Hearing 7/26 Zoning Map	A1670.400	56.87	6127 07/20/2023
478	Gavin Stiles 39075206/Reimbursement for new ID badge	A8020.400	16.75	6128 07/20/2023
479	ICC CDS, LLC CMS0024864/Records Mgmt Module, Web version of GenCode	A1630.400	2,680.00	6129 07/20/2023
480	Jo Anne Klenovic 6091/LED spot light for Wolfe Park	A7110.201	35.94	6131 07/20/2023
481	JOHN ENDRESS 02-21-23/Reimb for Assessor's Meeting 2/21/23	A1355.400	11.07	6130 07/20/2023
481	JOHN ENDRESS 06-20-23/Reimb for Assessor's Meeting 6/20/23	A1355.400	11.87	6130 07/20/2023
481	JOHN ENDRESS 03-21-23/Reimb for Assessor's Meeting 3/21/23	A1355.400	11.07	6130 07/20/2023
482	LOWES 24930/More pegs for peg board in garage	A1620.400	35.90	6132 07/20/2023
483	LOWES 24227/Peg hooks for Parks Garage	A1620.400	28.72	6132 07/20/2023
483	LOWES 24151/Post hole digger & concrete for flag pole	A7110.400	73.90	6132 07/20/2023
483	LOWES 18255/Return one board	A7110.400	16.13	6132 07/20/2023
483	LOWES 24843/Boards for parks Dodge 4500	A7110.400	48.39	6132 07/20/2023
483	LOWES 2747/Air cleaners for parks push mower	A7110.400	24.95	6132 07/20/2023
483	LOWES 11156/String & Landscaping stakes for Hider Park	A7110.400	44.49	6132 07/20/2023
483	LOWES 9090/Hammer, Caution Tape & Cable Ties-Hider Park	A7110.400	47.45	6132 07/20/2023
484	LOWES 94135/Screws etc. for garages	A1620.400	18.03	6132 07/20/2023
484	LOWES 94135/Paint, brushes-all paint supplies for CC pavillion	A1620.400	202.63	6132 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 3 of 4

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$151,992.18

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
484	LOWES 94135/Bales of straw	A7110.400	38.94	6132 07/20/2023
485	LOWES 924142/Badger Rd drainage pipe replacement	A8540.400	305.77	6132 07/20/2023
485	LOWES 924222/Hoses and couplers for sprayers on sweeper	A8540.400	16.36	6132 07/20/2023
485	LOWES 924463/Mailbox damaged during milling on Shore Acres Dr	A8540.400	52.29	6132 07/20/2023
485	LOWES 924727/Blocks for risers on milled roads	A8540.400	3.76	6132 07/20/2023
485	LOWES 924719/Repair curbs on Edwards & Deborah Dr	A8540.400	135.54	6132 07/20/2023
485	LOWES 924541/Catch basin on Deborah Dr	A8540.400	33.84	6132 07/20/2023
486	LOWES 10729/Paine for Castle Creek civic bldg	A1620.400	178.65	6132 07/20/2023
487	MAUS ENGRAVING 5146/Wendy Sisson name plate	A1410.400	18.00	6133 07/20/2023
488	MICHAEL FEDISH 7-7-23/Judge Fedish NYS Magist. Assoc Annual Conf Reg	A1110.400	75.00	6134 07/20/2023
489	MIRABITO 106086/Fuel for Parks vehicles June 23 #5572380	A7110.400	884.35	6135 07/20/2023
490	MIRABITO 106086/Fuel for Dog Control Van	A3510.400	23.41	6135 07/20/2023
490	MIRABITO 106086/Fuel for Ordinance Vehicle	A8020.400	50.59	6135 07/20/2023
491	NYSEG 1009-0611-780/Account near 1060 Castle Creek Rd	A5182.400	31.62	6136 07/20/2023
492	Pyramid Business Systems, Inc. 117997/APP-Security Microsoft 365	A1680.400	1,032.24	6138 07/20/2023
492	Pyramid Business Systems, Inc. 117996/Full Managed Services w/DATTO	A1680.400	1,090.00	6138 07/20/2023
493	Quadient Leasing USA, Inc. N10024163/Postal Meter Lease 8/11/23-11/10/23	A1670.400	467.61	6139 07/20/2023
494	SENTRY ALARMS, LLC 504016/Access Keyfobs	A1620.400	94.25	6140 07/20/2023
495	The Sherwin-Williams Company 940056165/Drum white + drums of yellow paint-road striping	A3310.400	12,889.25	6146 07/20/2023
496	Smith Brothers Insurance 87892/Business Commercial & Auto Insurance	A1910.400	107,346.39	6143 07/20/2023
497	CHARTER COMMUNICATIONS 43803901070723/Additional internet service to town 6/23-7/23	A1620.400	40.66	6123 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 4 of 4

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$151,992.18

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
498	STAPLES BUSINESS ADVANTAGE 3541821634/Post Card Stock, Correction Tape & labels	A1660.400	161.76	6141 07/20/2023
498	STAPLES BUSINESS ADVANTAGE 3541168412/Custom Stampers	A1660.400	115.10	6141 07/20/2023
499	SUE EDWARDS 2023 2nd QTR/Medicare Reimb. 2nd QTR	A9060.800	560.64	6142 07/20/2023
500	THYSSENKRUPP 3007330762/Gold- Full Maintenance 7/1/23 - 9/30/23	A1620.400	826.87	6144 07/20/2023
501	TOWN OF CHENANGO WATER 3555/Chenango Bridge Park Water bill	A1620.400	19.38	6145 07/20/2023
501	TOWN OF CHENANGO WATER 27046/Town Hall Water bill	A1620.400	160.92	6145 07/20/2023
501	TOWN OF CHENANGO WATER 3345/Town Museum Water bill	A1620.400	19.38	6145 07/20/2023
502	UNITED OCC. MEDICINE 210802/Random Drug Screening	A3989.400	242.00	6147 07/20/2023
503	US BANK EQUIPMENT FINANCE 505219212/Contract Payment 6/25/23 - 7/25/23	A1620.400	327.25	6148 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

HIGHWAY - TOWNWIDE FUND

TOWN OF CHENANGO

Page 1 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$8,157.64

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
176	THE HARTFORD 948319225233/Disability Insurance - 2nd QTR 2023	DA9055.800	44.55	2081 07/07/2023
177	AIRGAS USA, LLC 9500796518/Welding supplies for Hoodlum Hill Rd	DA5130.400	60.80	2082 07/20/2023
178	BARRETT NEW YORK CENTRAL 3221777/patch Warner Rd & Marian Terrace	DA5110.400	202.36	2083 07/20/2023
179	BARRETT NEW YORK CENTRAL 3228274/Patch Maye, Peer, Bridge, Chen Ln & Hoodlum	DA5110.400	406.07	2083 07/20/2023
180	BARRETT NEW YORK CENTRAL 323558/Patch Willette Park Rd	DA5110.400	202.09	2083 07/20/2023
181	BINGHAMTON TRUCK BODY 04P602353/Flange bearing and idler to #13 sander	DA5130.400	449.07	2084 07/20/2023
182	BROOME BITUMINOUS PRODUCTS 062862/patch Woodlawn, Patch, Gordon, Jean Ct	DA5110.400	210.96	2085 07/20/2023
183	BROOME BITUMINOUS PRODUCTS 062847/Patch Warner Rd	DA5110.400	420.54	2085 07/20/2023
184	BROOME BITUMINOUS PRODUCTS 062919/Patch on Brotzman & Pamela Dr	DA5110.400	251.90	2085 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1907391/parts return	DA5130.400	450.71	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1907282/Parts to #19A	DA5130.400	450.71	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1906635/rear hub, stock nuts, brake drum to #19A	DA5130.400	607.89	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1907305/credit- rear hub	DA5130.400	463.39	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1904263/Credit	DA5130.400	185.00	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1899509/Battery cable andlig nuts to gradall	DA5130.400	177.81	2087 07/20/2023
185	COOK BROS. TRIPLE CITIES TRUCK 1903861/Alternator	DA5130.400	185.00	2087 07/20/2023
186	CYNCON EQUIPMENT 92701/Level switch to hydraulics on sweeper	DA5130.400	456.95	2088 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

HIGHWAY - TOWNWIDE FUND

TOWN OF CHENANGO

Page 2 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$8,157.64

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
187	BROOME COUNTY HIGHWAY DIVISION 2023-#1/Unleaded & Diesel Fuel Svce Fee	DA5110.400	1,023.23	2086 07/20/2023
188	FLEETPRIDE 109196725/Rear drum, axle flange gasket, wheel nuts #19A	DA5130.400	517.18	2089 07/20/2023
188	FLEETPRIDE 109146670/Shock absorb for #19A	DA5130.400	52.59	2089 07/20/2023
189	Lakeside Tractor 4677/Transmission repair to mowing tractor	DA5130.400	2,703.82	2091 07/20/2023
190	LOWES 924051/rustoleum & orange gloss paint	DA5130.400	19.89	2090 07/20/2023
190	LOWES 924601/grinding wheels	DA5130.400	56.70	2090 07/20/2023
190	LOWES 924326/parts for sweeper	DA5130.400	34.43	2090 07/20/2023
190	LOWES 924419plumbers tape	DA5130.400	4.42	2090 07/20/2023
191	PROPOWER MFG, INC. 29193/fuel tank straps + S/H	DA5130.400	476.00	2092 07/20/2023
192	VOLOS AUTO SUPPLY, INC. (NAPA) 679872/Alternator to #19A	DA5130.400	241.78	2093 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

SEWER OPERATING

TOWN OF CHENANGO

Page 1 of 1

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$20,113.12

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
191	THE HARTFORD 948319225233/Disability Insurance - 2nd QTR 2023	G9055.800	9.90	2471 07/07/2023
192	AMREX CHEMICAL CO., INC. 244001/Hypochlorite Solution	G8130.400	2,111.75	2472 07/20/2023
193	BROOME COUNTY HIGHWAY DIVISION 07/01/23 Signs/Signs for Wastewater Treatment Plants	G8130.400	209.49	2473 07/20/2023
194	CAMDEN GROUP 7671/Monthly charge for Plant Operations- 6/23	G8110.401	14,027.72	2474 07/20/2023
195	MICROBAC LABS, INC. S230001077/Pennview Wastewater	G8130.400	271.63	2475 07/20/2023
195	MICROBAC LABS, INC. S230001080/Northgate Wastewater	G8130.400	343.89	2475 07/20/2023
196	MIRABITO 106088/Fuel for Sewer Vehicles - June 2023	G8120.400	437.73	2476 07/20/2023
197	TOWN OF CHENANGO July 2023/Postage for 3rd QTR Water Billing	G8110.400	890.55	2477 07/20/2023
198	TOWN OF CHENANGO WATER 4th QTR Billing/Wastewater Treatment Plant Billing	G8130.400	163.35	2478 07/20/2023
199	USA BLUEBOOK 65444/USABB PH Electrode Refillable: Epoxy	G8130.400	205.12	2479 07/20/2023
199	USA BLUEBOOK 64954/Bio Sanitizer Tabs- Calcium Hypochlorite	G8130.400	1,356.31	2479 07/20/2023
199	USA BLUEBOOK 67355/Nalgene imhoff settling cone polycarbonate	G8130.400	85.68	2479 07/20/2023

TOWN OF CHENANGO
Abstract of Unaudited Vouchers
SEWER OPERATING

Total Claims: \$20,113.12 ✕

07/19/2023

Number 014

Voucher #	Claimant	Account #	Amount	Check	Date
191	THE HARTFORD 948319225233/Disability Insurance - 2nd QTR 2023	G9055.800	9.90	✕ 2471	07/07/2023
192	AMREX CHEMICAL CO., INC. 244001/Hypochlorite Solution	G8130.400	2,111.75	✕	
193	BROOME COUNTY HIGHWAY DIVISION 07/01/23 Signs/Signs for Wastewater Treatment Plants	G8130.400	209.49	✕	
194	CAMDEN GROUP 7671/Monthly charge for Plant Operations- 6/23	G8110.401	14,027.72	✕	
195	MICROBAC LABS,INC. S230001077/Pennview Wastewater	G8130.400	271.63	✕	
195	MICROBAC LABS,INC. S230001080/Northgate Wastewater	G8130.400	343.89	✕	
196	MIRABITO 106088/Fuel for Sewer Vehicles - June 2023	G8120.400	437.73	✕	
197	TOWN OF CHENANGO July 2023/Postage for 3rd QTR Water Billing	G8110.400	890.55	✕	
198	TOWN OF CHENANGO WATER 4th QTR Billing/Wastewater Treatment Plant Billing	G8130.400	163.35	✕	
199	USA BLUEBOOK 65444/USABB PH Electrode Refillable: Epoxy	G8130.400	205.12	✕	
199	USA BLUEBOOK 64954/Bio Sanitizer Tabs- Calcium Hypochlorite	G8130.400	1,356.31	✕	
199	USA BLUEBOOK 67355/Nalgene imhoff settling cone polycarbonate	G8130.400	85.68	✕	
Total:			20,113.12		

ABSTRACT OF AUDITED VOUCHERS

WATER OPERATING

TOWN OF CHENANGO

Page 1 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$14,674.63

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
122	THE HARTFORD 948319225233/Disability Insurance - 2nd QTR 2023	F9055.800	35.01	2012 07/07/2023
123	AMREX CHEMICAL CO., INC. 110820/Credit for Cube Deposit	F8330.400	-16.00	2013 07/20/2023
123	AMREX CHEMICAL CO., INC. 244106/Hypochlorite Solution	F8330.400	265.30	2013 07/20/2023
123	AMREX CHEMICAL CO., INC. 244105/Hypochlorite Solution	F8330.400	484.30	2013 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65486614701/37 Asbury Avenue	F8320.400	1,034.41	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65451285601/35 Clearview Place	F8320.400	247.73	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65451259901/5 Pennview Dr.	F8320.400	176.55	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65451291601/1938 State Route 12	F8320.400	239.39	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65537079501/Water Dist. 1 - 3	F8320.400	45.84	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65536631701/1250 Front Street	F8320.400	2,115.01	2014 07/20/2023
124	CONSTELLATION NEW ENERGY, INC. 65537063801/Route 12A Pump	F8320.400	2,204.20	2014 07/20/2023
125	LOWES 9707/Rayovac AAA 8-pack	F8340.400	22.77	2015 07/20/2023
125	LOWES 24179/4" Measuring WHL, command mag	F8340.400	49.37	2015 07/20/2023
125	LOWES 24878/Top Choice KD Fir for W4	F8340.400	24.25	2015 07/20/2023
126	MIRABITO 106087/Fuel for Water Vehicles- June 2023	F8320.400	694.84	2016 07/20/2023
127	RL STONE COMPANY, INC. 5115767/RLS Instrumentation Product	F8320.200	4,826.00	2017 07/20/2023
128	Susquehanna River Basin Comm. 201408/Annual Compliance & Monitoring Fee for 2024	F8310.400	475.00	2018 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

WATER OPERATING

Page 2 of 2

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$14,674.63

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
129	TOWN OF CHENANGO July 2023/Postage for 3rd QTR Billing	F8310.400	890.55	2019 07/20/2023
130	USA BLUEBOOK 70542/Magne-Trak 102 Locator Ferromagnetic	F8340.200	804.95	2020 07/20/2023
130	USA BLUEBOOK 70542/Freight	F8340.400	55.16	2020 07/20/2023

ABSTRACT OF AUDITED VOUCHERS

LIGHT DISTRICT

Page 1 of 1

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 07/19/2023

NUMBER 014

TOTAL CLAIMS: \$499.25

John W. Klenow

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
15	CONSTELLATION NEW ENERGY, INC. 65481103901/Nimmonsburg 4 SC3	SL5182.400	466.79	1212 07/20/2023
15	CONSTELLATION NEW ENERGY, INC. 65481146801/Rt. 81 Gen-St Light SC1	SL5182.400	32.46	1212 07/20/2023

RESOLUTION NO. _____

RESOLUTION APPOINTING OF TOWN BOARD OF ETHICS MEMBERS

WHEREAS, the Town Board of the Town of Chenango has adopted a new local law regarding the Town's Board of Ethics which dictates the Board of Ethics members have set terms of office; and

WHEREAS, the current members of the Town Board of Ethics, Michael Lumsden and Nancy Savory currently do not have set terms of office; and

WHEREAS, the Town Board of the Town of Chenango wishes to set such terms of office for the Town Board of Ethics members; and

WHEREAS, the Town Board wishes to set an expiration date of Nancy Savory's term of office for December 31, 2023; and

WHEREAS, the Town Board wishes to set an expiration date of Michael Lumsden's term of office for December 31, 2024; and

WHEREAS, the Town Board wishes to emphasize that the members of the Board of Ethics serve at the pleasure of the Town Board of the Town of Chenango pursuant to the Town's existing local law.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Chenango does hereby establish the terms of office for the Town Board of Ethics as referenced above 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 26th day of July, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Kevin Worden	_____
Councilperson Jim DiMascio	_____
Councilperson Dave Johnson	_____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

RESOLUTION NO. _____

Resolution for Budget Modification

At a regular meeting of the Town Board of the Town of Chenango, held on the 26th day of July, 2023 at Town Hall, 1529 NY RT 12, Binghamton, New York, the following resolution was offered and seconded:

WHEREAS, the Town of Chenango bookkeeper reviews and maintains the budget of the Town; and

WHEREAS, the Town Bookkeeper has recommended the attached budget modifications following the customary mid-year budget modifications, attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Town Board, after due deliberation, finds it in the best interest of the Town to make such budget modifications.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby approves such budget modification; and be it further

RESOLVED that the Town Clerk be and hereby is directed to finalize such modification; and be it further

RESOLVED that this resolution will 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 26th day of July 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____
Councilperson David Johnson _____
Councilperson Gene Hulbert Jr. _____
Councilperson Kevin Worden _____
Councilperson Jim DiMascio _____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

SCHEDULE A EXHIBIT FOR BUDGET MODIFICATIONS

1. Add a line funded with \$42,000 for the Town's portion of the Wallace Road Trash Rack Project.

In the Budget Journal:

Dr. A599 Appropriated Fund Balance	\$42,000
Cr. A8540.404 Wallace Rd Trash Rack Project	\$42,000

2. Modify the Deputy Clerk salary line to include 6 months of salary for Wendy Sisson (\$34,000 / 2 = \$17,000)

In the Budget Journal:

Dr. A599 Appropriated Fund Balance	\$18,309
Cr. A1410.110 Town Clerk Deputy Personnel Services	\$17,000
Cr. A9030.800 Social Security	\$1,309

RESOLUTION NO. _____

RESOLUTION HIRING SENIOR ACCOUNT CLERK

The Town Board of the Town of Chenango, duly convened in Regular Session, July 26, 2023, does hereby RESOLVE as follows:

WHEREAS, the Town of Chenango received the resignation letter of Julie Wyatt, Town Bookkeeper and Account Clerk, a Town Hall employee, effective July 28, 2023; and

WHEREAS, the position of Senior Account Clerk is necessary to assist in Town finances and payroll; and

WHEREAS, the Town Board has determined that a full time position as Senior Account Clerk is appropriate; and

WHEREAS, the Town Board authorized an interview committee and has reviewed the applicants for the position and interviewed candidates; and

WHEREAS, the Town Board has carefully reviewed the recommendation of the interview committee and the proposed terms of hire at a salary of \$43,000.00 per annum for Jeremiah Cox.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Chenango desires to hire the Jeremiah Cox as Senior Account Clerk effective July 17, 2023; and

RESOLVED, that 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 26th day of July, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Kevin Worden	_____
Councilperson Jim DiMascio	_____
Councilperson Dave Johnson	_____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

RESOLUTION NO. _____

RESOLUTION AUTHORIZING CONTRACT AMENDMENT FOR ORDINANCE SOFTWARE

The Town Board of the Town of Chenango, duly convened in Regular Session, July 26, 2023, does hereby RESOLVE as follows:

WHEREAS, the Town Board of the Town of Chenango has an existing contract with Municipity for Code Enforcement and Ordinance related software services; and

WHEREAS, the Town Ordinance Office has reviewed and discussed potential changes related to such software; and

WHEREAS, the Town Board finds it in the best interest of the Town to enter into the attached change orders amending the Town’s order for software for the Ordinance Office.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Town Board of the Town of Chenango approves the change orders and authorizes the Town Supervisor to effectuate any and all documentation necessary for implementation.

RESOLVED, that 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 on this 26th day of July, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson David Johnson	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Kevin Worden	_____
Councilperson Jim DiMascio	_____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango



781 Elmgrove Road, Rochester, New York 14624
 (800) 836-8834 • (585) 328-1810
 FAX (585) 328-8189

MUNICIPITY™ CHANGE ORDER #CH0439_60523 – DOWNGRADE

This Change Order is subject to ICC Community Development Solutions’ Terms and Conditions, which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference, and the client authorizes ICC Community Development Solutions to proceed with the project.

Client Name:	Town of Chenango	Contact Person:	Gavin Stiles
Address:	1529 State Route 12	Account Executive:	Liz Mistretta
	Binghamton, NY 13901	Date:	6.5.23

Removal of Muncity 5 Programs of Work	Programs of Work	Credit
<i>Removal of set-up, configuration, printouts, templating, etc. of the mentioned Program of Work processes from the Town’s current Muncity 5 project.</i>	- Assets and Inspections	\$12,000
	- License Application/Renewal Management	
Total Credit		\$12,000

Scope: Based on implementation discussions with the Town of Chenango, the ICC CDS Muncity team will cease set-up/configuration and remove two program of work processes: Assets and Inspections, and License Applications and Renewals. ICC CDS will credit the Town back \$12,000, in the form of adjustments to the billing milestones for the ongoing Muncity 5 project.

Exceptions: Please note that if the Town choose to pursue these Programs of Work in the future, and outside of the ongoing Muncity 5 implementation, the pricing is subject to change.

Timeline: This service will begin within 30 days from receipt of the signed Change Order.

Price Validity: Price is valid for 90 days from 6.5.23.

Payment Terms: As a reflection of the \$12,000 credit, the updated Muncity 5 Implementation Phased billing terms will be as follows:

CHANGE ORDER FORM

SERVICES – SETUP, IMPLEMENTATION, TRAINING & TRAVEL (45,600)

Phase 1: \$2,280. (5%) of the total services price shall be invoiced after Phase 1 - Discovery Completion

- *Customer eligible for a 5% discount \$114 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 1 plan.*

Phase 2: \$9,120 (20%) of the total services price shall be invoiced after Phase 2 - Initial Configuration

- *Customer eligible for a 5% discount \$456 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 2 plan.*

Phase 3: \$11,400 (25%) of the total services price shall be invoiced after Phase 3 – Process and Data Review

- *Customer eligible for a 5% discount \$570 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 3 plan.*

Phase 4: \$9,120 (20%) of the total services price shall be invoiced after Phase 4 – Testing and Reworking

- *Customer eligible for a 5% discount \$456 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 4 plan.*

Phase 5: \$9,120. (20%) of the total services price shall be invoiced after Phase 5 – Training and Go-live

- *Customer eligible for a 5% discount \$456. on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 5 plan.*

Phase 6: \$4,560 (10%) of the total services price shall be invoiced after Phase 6, 20 Days after Go-live.

(Client please fill out) Invoice for this Change Order to be sent to:

Department: _____ **Contact Name:** _____

The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

TOWN OF CHENANGO, BROOME COUNTY, NEW YORK

Signature _____ **Date** _____

Name _____ **Title** _____



781 Elmgrove Road, Rochester, New York 14624
 (800) 836-8834 • (585) 328-1810
 FAX (585) 328-8189

MUNICIPITY™ CHANGE ORDER #CH0439_60523 – ADD SERVICES

This Change Order is subject to ICC Community Development Solutions’ Terms and Conditions, which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference, and the client authorizes ICC Community Development Solutions to proceed with the project.

Client Name:	Town of Chenango	Contact Person:	Gavin Stiles
Address:	1529 State Route 12 Binghamton, NY 13901	Account Executive:	Liz Mistretta
		Date:	6.5.23

Annual SaaS Subscription				
ICC Code Access API Integration	No. of Books	Year 1	Year 2 ¹	Year 3 ¹
Annual Maintenance for Integration and ICC Code Access Subscription	10-20 titles accessible	\$2,790	\$2,874	\$2,960
Implementation and Training				
Implementation	Departments			
Municipity 5 – ICC Code Access API Integration Configuration (<i>set-up, development, configuration, testing/reworking</i>)	n/a	\$350	-	-
Total Yearly Cost				
		\$3,140	\$2,874	\$2,960

Note – if selected, associated fees will be added to the pricing for Desktop and Mobile set-up and annuities.

¹ *After the first year ICC Community Development Solutions may raise the annual support contract by 3% or by the previous year’s annual Cost of Living Adjustment (COLA) as calculated by the US Social Security Administration, whichever is greater. ICC Community Development Solutions will provide the Municipality with notice of any proposed increase no later than ninety (90) days prior to the anniversary date of the Contract. The absence of such notice shall be construed as ICC Community Development Solutions’ intent to maintain the annual support contract at the prior years’ amount.*

Scope: The Municipity Code Access Integration creates a search interface within Municipity 5 to easily pull code content from the ICC Code Books into Municipity 5 for citations, violations, notices, etc. In addition to integration setup and maintenance, this also includes a subscription to access to up to 20 ICC Code Book titles. Book titles are to be selected and identified by the Town.

Timeline: This service will be executed in tandem with the ongoing Town of Chenango Municipity 5 Project.

Payment Terms: Services will be invoiced as completed. Annuities will be added to the existing Town of Chenango MSAP.

CHANGE ORDER FORM

Price Validity: Price is valid for 60 days from 6.05.23

(Client please fill out) Invoice for this Change Order to be sent to:

Department: _____ **Contact Name:** _____

The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

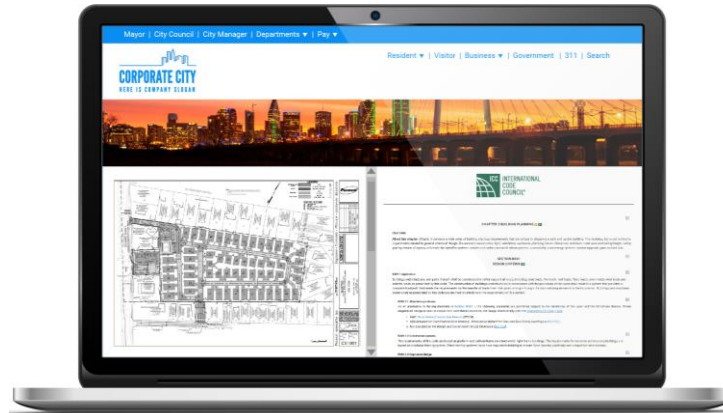
TOWN OF CHENANGO, BROOME COUNTY, NEW YORK

Signature _____ **Date** _____

Name _____ **Title** _____

INTEGRATIONS: ICC CODE ACCESS API

ICC Code Access API provides organizations with instant access to the latest building code requirements within their existing workflow application.



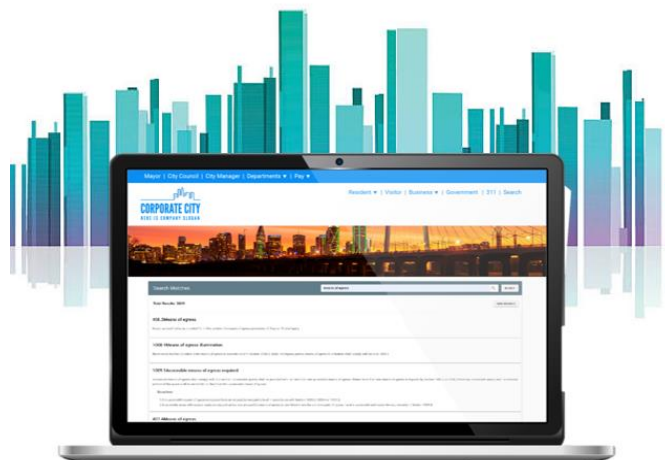
“ Easy access to the fire, building, and mechanical codes that I use every day. It is fantastic.”

David, Engineer

Empowering Institutions with seamless control and convenience:

Tools and features:

- Latest code content
- Simplified search tools
- Confidence in accuracy
- Real time updates
- Streamline common code references within your portal or workflow tool



“ Using the ICC Digital Codes puts all the code information essentially at your fingertips, literally.”

Roy, Architect

Gavin Stiles

From: Liz Mistretta <lmistretta@icc-cds.com>
Sent: Thursday, July 13, 2023 12:18 PM
To: Gavin Stiles
Cc: Diane Aurelio; Kari Strabo
Subject: RE: Town of Chenango GC:004102639

Hi Gavin,

I asked about your below question and specifically if I could have some assets examples.

In terms of Asset types, that is basically a blank slate – Chenango would provide us of all their asset types that they would like to track, and we would configure them and whatever maintenance they require. There isn't a restriction to what you can identify, it is built to your specifications.

Here are some examples of what other places track:

Northampton, MA

Type
Boiler
Cesspool
Grease Trap
Other
Septic Tank
Tight Tank

Binghamton, NY

Type
Alarm System
Backflow
Boiler
Catch Basin
Elevator
Fire Suppression System
Kitchen Exhaust
Knox Box
Other
Outfall
Septic
Sewer
Sign
Sprinkler
Storm Drain
Well

Dover, NY

Type
1 Car Garage
2 Car Garage

As you can see, pretty diverse lists! I hope that helps! Let me know if they need more clarification.

Thank you!
Liz

From: Gavin Stiles <gavin.stiles@townofchenangony.gov>
Sent: Thursday, July 13, 2023 10:55 AM
To: Liz Mistretta <lmistretta@icc-cds.com>
Cc: Diane Aurelio <diane.aurelio@townofchenangony.gov>; Kari Strabo <kari.strabo@townofchenangony.gov>
Subject: Town of Chenango

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Liz,

I see Zach is out of the office for a few days. The town board is asking for more information about the "Assets and Inspections" program. Specifically, more examples of "assets". Not sure if you guys have assets in a drop-down that are typical or if the client provides the assets for the program. The brochure you provided me mentions signs, fire hydrants, park benches, etc. The board wants a list of what other assets this program is capable of managing.

Thanks,
Gavin

RESOLUTION NO. _____

**Resolution Adopting Local Law #5-2023 entitled
A LOCAL LAW REPEALING AND REPLACING CHAPTER 67 OF THE
TOWN CODE ENTITLED “RENEWABLE ENERGY SYSTEMS”**

At a meeting of the Town Board of the Town of Chenango, held at Town Hall, 1529 State Route 12, Binghamton, NY on the 26th day of July, 2023, the following resolution was offered and seconded:

WHEREAS, the Town of Chenango scheduled a public hearing for July 26, 2023 at 6:00 p.m. for Local Law No. 5 of 2023 entitled “A LOCAL LAW REPEALING AND REPLACING CHAPTER 67 OF THE TOWN CODE ENTITLED “RENEWABLE ENERGY SYSTEMS””; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town and posted on the Town Clerk’s signboard; and

WHEREAS, the Local Law was referred to the Town Planning Board and the Planning Board has issued a report thereon; and

WHEREAS, the Broome County Planning Department reviewed the Local Law pursuant to GML § 239-m and has issued a report thereon; and

WHEREAS, said public hearing was duly held at Town Hall, 1529 State Route 12, Binghamton, NY on the 26th day of July, 2023 at 6:00 p.m. and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, pursuant to Part 617 of the implementing regulations of the State Environmental Quality Review Act, it is determined by the Town Board of the Town of Chenango that adoption of the proposed Local Law constitutes a Type I Action, as defined under said regulations. The Town Board has declared itself Lead Agency and notice was sent to all Involved/Interested Agencies. The Town Board has considered the possible environmental impacts of the Local Law. The adoption of said Local Law will not have a significant adverse impact on the environment and the Town Board adopts a negative declaration with respect to the Local Law; and

WHEREAS, the Town Board, after due deliberation, finds it in the best interest of the Town to adopt said Local Law.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby adopts said local law as Local Law No. 5 of 2023 entitled “A LOCAL LAW REPEALING AND REPLACING CHAPTER 67 OF THE TOWN CODE ENTITLED “RENEWABLE ENERGY SYSTEMS””; and be it further

RESOLVED that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and to give due notice of the adoption of said Local Law to the Secretary of State; and be it further

RESOLVED that this resolution will take effect immediately upon filing with the Department of State.

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 Chenango Town Hall, 1529 State Route 12, Binghamton, New York on 26th day of July, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Jim DiMascio	_____
Councilperson David Johnson	_____
Councilperson Kevin Worden	_____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>i. Coastal Resources.</p> <p><i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____
 ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
 iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____
 ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
 iii. If other than water, identify the type of impounded/contained liquids and their source. _____
 iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
 v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 • Volume (specify tons or cubic yards): _____
 • Over what duration of time? _____
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres
 vi. What is the maximum area to be worked at any one time? _____ acres
 vii. What would be the maximum depth of excavation or dredging? _____ feet
 viii. Will the excavation require blasting? Yes No
 ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No
 If Yes:
 i. Estimate methane generation in tons/year (metric): _____
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No
 If Yes:
 i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
 ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
 iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
 iv. Does the proposed action include any shared use parking? Yes No
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____
 vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No
 If Yes:
 i. Estimate annual electricity demand during operation of the proposed action: _____
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
 iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
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m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres</p>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing (endangered or threatened): _____ _____ _____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing: _____ _____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____</p>	

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</p> <p style="margin-left: 20px;">ii. Name: _____</p> <p style="margin-left: 20px;">iii. Brief description of attributes on which listing is based: _____</p>
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe possible resource(s): _____</p> <p style="margin-left: 20px;">ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify resource: _____</p> <p style="margin-left: 20px;">ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p style="margin-left: 20px;">iii. Distance between project and resource: _____ miles.</p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify the name of the river and its designation: _____</p> <p style="margin-left: 20px;">ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Project :

Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency’s reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land			
Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air			
The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals			
The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property’s setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - f. If "No", go to Section 14.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health			
The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) <i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans			
The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character			
The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

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Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

RESOLUTION NO. _____

**Resolution Adopting Local Law #6-2023 entitled
A LOCAL LAW REZONING PROPERTY AND UPDATING
THE TOWN OF CHENANGO ZONING MAP**

At a meeting of the Town Board of the Town of Chenango, held at Town Hall, 1529 State Route 12, Binghamton, NY on the 26th day of July, 2023, the following resolution was offered and seconded:

WHEREAS, the Town of Chenango scheduled a public hearing for July 26, 2023 at 6:00 p.m. for Local Law No. 6 of 2023 entitled “A LOCAL LAW REZONING PROPERTY AND UPDATING THE TOWN OF CHENANGO ZONING MAP”; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town and posted on the Town Clerk’s signboard; and

WHEREAS, the Local Law was referred to the Town Planning Board and the Planning Board has issued a report thereon; and

WHEREAS, the Broome County Planning Department reviewed the Local Law pursuant to GML § 239-m and has issued a report thereon; and

WHEREAS, said public hearing was duly held at Town Hall, 1529 State Route 12, Binghamton, NY on the 26th day of July, 2023 at 6:00 p.m. and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, pursuant to Part 617 of the implementing regulations of the State Environmental Quality Review Act, it is determined by the Town Board of the Town of Chenango that adoption of the proposed Local Law constitutes a Type I Action, as defined under said regulations. The Town Board has declared itself Lead Agency and notice was sent to all Involved/Interested Agencies. The Town Board has considered the possible environmental impacts of the Local Law. The adoption of said Local Law will not have a significant adverse impact on the environment and the Town Board adopts a negative declaration with respect to the Local Law; and

WHEREAS, the Town Board, after due deliberation, finds it in the best interest of the Town to adopt said Local Law.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby adopts said local law as Local Law No. 6 of 2023 entitled “A LOCAL LAW REZONING PROPERTY AND UPDATING THE TOWN OF CHENANGO ZONING MAP”; and be it further

RESOLVED that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and to give due notice of the adoption of said Local Law to the Secretary of State; and be it further

RESOLVED that this resolution will take effect immediately upon filing with the Department of State.

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 Chenango Town Hall, 1529 State Route 12, Binghamton, New York on 26th day of July, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Jim DiMascio	_____
Councilperson David Johnson	_____
Councilperson Kevin Worden	_____

Town of Chenango Seal

Dated: July 26, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>i. Coastal Resources.</p> <p><i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year
- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source.

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

• Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p><i>i.</i> During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p><i>ii.</i> During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
---	--

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing: _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</p> <p style="margin-left: 20px;">ii. Name: _____</p> <p style="margin-left: 20px;">iii. Brief description of attributes on which listing is based: _____</p>
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe possible resource(s): _____</p> <p style="margin-left: 20px;">ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify resource: _____</p> <p style="margin-left: 20px;">ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p style="margin-left: 20px;">iii. Distance between project and resource: _____ miles.</p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify the name of the river and its designation: _____</p> <p style="margin-left: 20px;">ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Project :

Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency’s reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land			
Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air			
The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <i>If “Yes”, answer questions a - f. If “No”, move on to Section 7.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in “a” through “c”, above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals			
The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 8.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property’s setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - f. If "No", go to Section 14.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health			
The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) <i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans			
The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character			
The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

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Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

UPDATED AS OF JULY 13, 2023	7.26.23	8.23.23
	8.9.23	9.6.23
<u>PROJECT / DISCUSSION</u>	<u>POTENTIAL AGENDA DATE</u>	<u>ACTION / RESOLUTION</u>
2024 Budget & Finance		
*Review of Stipends for Safety Administrator	September 2023	
*Budget Workshop	9/20/2023	
*Fund Balance Usage	7/26/2023	
*Grant Research	TBD	
*Contracts Review	8/23/2023	
Dept. Head Evaluation		
*Evaluation	TBD	
DPW		
Engineering - Urda		
*Drinking Water Study - Applewood / Maplewood	Urda Engineering	
Ethics Code Policy		
*Recruitment for Ethics Board	9/6/2023	
Flood Mitigation		
*HMPG Grant		Submitted 5/31/22
*Wallace Road Project	Ongoing	
*Frederick Road Project	Ongoing	
*Smith Hill Project	Ongoing	
Highway Dept.		
Ordinance Dept.		
*Zoning Chenango Properties - Intro to Law Resolution	TBD	Public Hearing TBD

*Town Zoning Distric Map - Public Hearing	7/26/2023	
*Chenango Parks / Open District	September	Keegan / Alex
*Solar Farms		
a.) Public Hearing	7/26/2023	
*Zoning Changes	9/6/2023	
a.) Boland		
b.) Lumsden		
c.) Abbey		
*Zoning for Storage Containers	TBD	Planning Board
Safety Committee		
*Building Security - Safety Report	TBD	
*Town of Chenango Safety Manual	TBD	
*Workplace Violence Plan	8/23/2023	
a.) Resolution for Workplace Violence Plan	TBD	
*Safety Committee Board Liason	TBD	
Staff		
*Comp Time Policy	8/9/2023	
*Work Rules	8/9/2023	
*Town Assessor Search	8/9/2023	
Meeting Efficiency / Technology		
*Streaming/Live feed interactions	8/23/2023	
*Computer Training w/ Agenda Software	TBD	
*Improved Audio Technology in Community Room	8/23/2023	
*Town Board Policy Manual	7/26/2023	
Town Clerk Reporting Procedures		
*Resolutions, Motions, Policies & Procedures	TBD	
Town of Chenango Vehicles		
*GPS in vehicles	8/9/2023 or 8/23/2023	J. DiMascio

WWTP Project		
*Benefit Assessment Model Discussion	7/26/2023	Wyatt, Endress, Burden
*EDU's Model Discussion	7/26/2023	
*Resolution to Authorize Bids	TBD	
*Wendel Contract	TBD	
*Construction Procurement Limits	TBD	
*B&L Consultation	TBD	
Supervisor Watch List		
a.) North Otsinengo Dog Park		
b.) Broome County Grant Application (Fall 2023)		Safety Committee Requests
c.) Chenango Senior Center		
d.) Castle Creek USPO Ground Lease Resolution		
e.) Upper Susquehanna Coalition		
f.) Town Museum Updates / Activities		
g.) Music In The Parks		Begins 7/6/23, Ends 8/31/23
h.) DMV Office at Chenango Town Hall		
i.) FY24 Grant - Schumer/Gillibrand		Gillibrand - 7/28/23 decision
j.) NYS Senate Lea Webb 2023 Budget Appropriation		\$200,000
k.) Marc Molinaro Congressional Appropriation		\$5,000,000