



Town of Chenango

Town Board Agenda

Wednesday, August 23, 2023 - 5:00 PM

Town Office Building

Public Hearings to Start at 6:00pm

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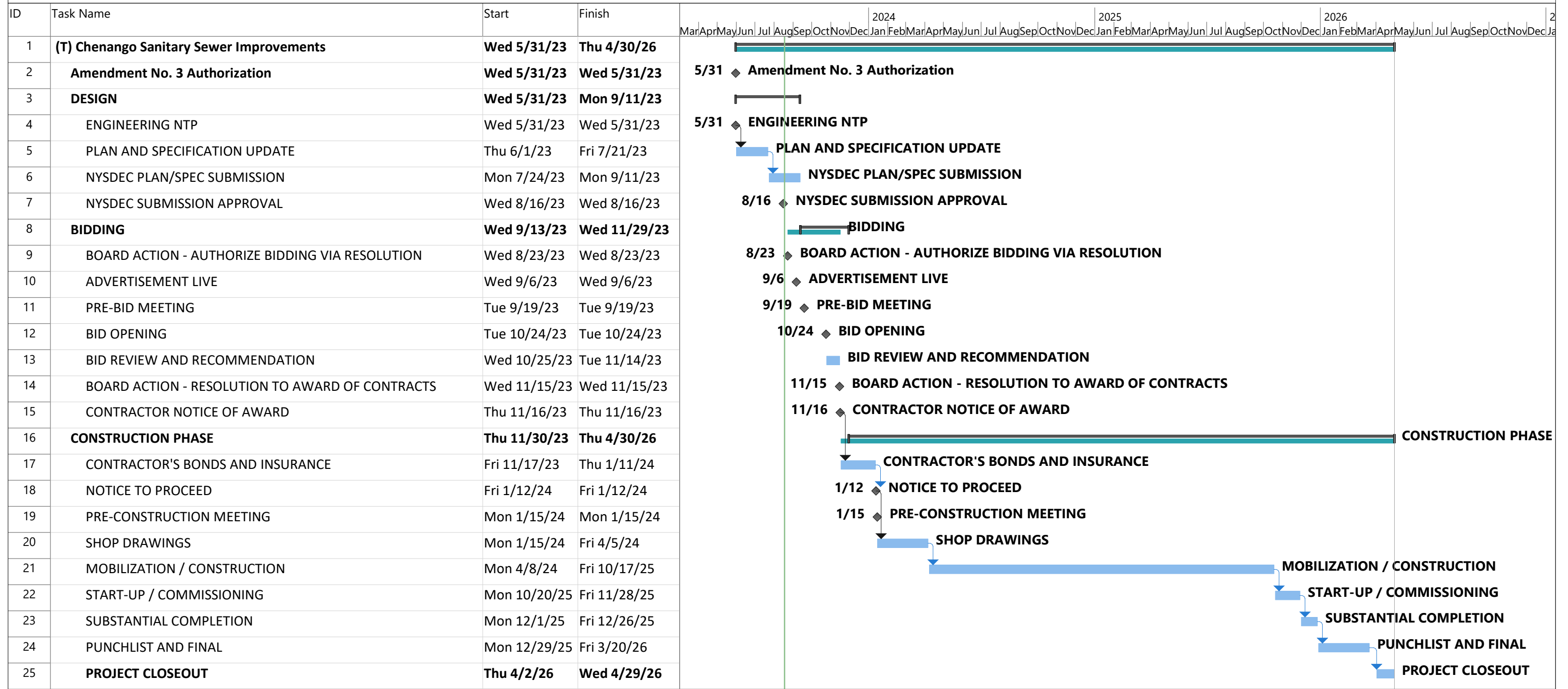
12. OPEN FORUM

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13. ADJOURNMENT

ANTICIPATED PROJECT TIMELINE

NORTHGATE WWTP AND COLLECTION SYSTEM IMPROVEMENTS (T) CHENANGO, BROOME COUNTY



Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Region 7

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www.dec.ny.gov

August 16, 2023

Hon. Jo Anne Klenovic, Supervisor
Town of Chenango
1529 NY Route 12
Binghamton, New York 13091

**Re: Northgate WWTP: Addenda — Contracts #1 and #2
Plans and Specifications: Northgate WWTP and Collection System Improvements
SPDES NY 0213781**

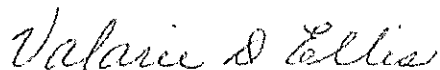
Dear Supervisor Klenovic:

On July 31, 2023, the New York State Department of Environmental Conservation (Department) received from the Town of Chenango's engineering consultant, the addenda to the construction plans and specifications for Contracts #1 and #2 referenced above. The plans and specifications for these projects were originally reviewed by the Department and approved on November 19, 2021.

The Department has completed its review and hereby approves the changes as indicated in the revised plans and specifications. Please note that the conditions for project approval, as listed in the Department's November 19, 2021, letter still apply.

If there are any questions concerning this letter, please do not hesitate to call me at (315) 426-7509 or email me at Valarie.Ellis@dec.ny.gov.

Sincerely,



Valarie D Ellis, P.E.
Professional Engineer I

ec: Thomas Vigneault, P.E., RWE, NYSDEC
Matthew Widay, P.E., NYSDEC
Ken Scherrieble, Pres., Camden Group
Greg Burden, (T) Chenango
Jesse Semanchik, P.E., B&L



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MEMORANDUM

TO: Town Board, Legal

FROM: Joy Kasmarcik

DATE: August 16, 2023

SUBJECT: Workplace Violence Policy Update

I am once again presenting the updated Workplace Violence Policy that was drafted earlier this year. As per the Board's request I am providing a comparison version of the original policy and the updated version.

I am attaching this in a couple of different ways. The first method is a straight up combined version that was generated using the built in compare function in Word. The result is difficult (at least for me) to read. It is mostly likely due to formatting issues (.doc vs .docx). I am attaching that for your information only.

The 2nd way that I am submitting this is by providing individual documents that have the changed portion highlighted. The original text in the 2010 policy is highlighted in yellow and the changed text in the 2023 policy is highlighted in green. I used the side-by-side view to compare the 2 against each other. To do this you (providing your version of Word supports this function) is to follow these steps.

1. Open the 2010 policy.
2. Open the 2024 policy.
3. Left click on View and under the Windows column select View Side by Side. Both documents should appear on one screen side-by-side.
4. On the right-sided document you will see a Window column, click on that, and uncheck/unmark the Synchronous Scrolling. The reason for this is that is the original document is 15 pages long and the updated version is 12.

I am also including the written summary report provided to us by Broome County Security as well as a copy of the survey submitted to the employees. It is my intention to

once again present this on August 23rd. If you have any questions, it would be very helpful if you send me an email so that I may perform due diligence in providing a factual response. I am also willing to try and troubleshoot any difficulties.

Thank you in advance.

[Home](#)

Town of Chenango

Workplace Violence Prevention Program

~~August 2010~~

June 2023

PURPOSE

It is the intent of the Town of Chenango to provide a workplace for Town employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and by providing assistance and/or support to victims.

Committing violent acts, whether on or off duty, has the potential to impact an employee's ability to perform his or her job. ~~In implementing The Town adopted by resolution this policy the Town is guided by the Federal Occupational Safety and Health Act in September of 1970. This act requires employers~~2010 to provide their employees with a safe and healthy work environment.

It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

It is also intended that management utilize available resources such as the Employee Assistance Program (EAP), law enforcement and applicable personnel policies and procedures.

DEFINITIONS

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment. Actions include but are not limited to:

- Any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm.

expect bodily harm;

- ~~Intentional and wrongful physical contact with a person without his or her consent that entails some type of injury;~~
- ~~Stalking an employee with the intent of causing fear or harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.~~

Specific examples and extended definitions of various behaviors that perpetuate workplace violence, as well as key components in the addressing these issues, are listed as follows:

1. ~~**Intimidation** is engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce, or induce duress.~~
2. ~~**Threat** is the expression of an intention to cause physical or mental harm. Behavior that constitutes threat can be defined as such regardless of whether the party communicating the threat has the present ability to carry it out and regardless of whether the expression is contingent, conditional or future.~~
3. ~~**Physical Attack** is unwanted or hostile physical contact (hitting, pushing, throwing objects at another, etc.) that is intended to harm or intimidate another.~~
4. ~~**Domestic Violence** is abusive or violent behavior (including threats and intimidation) between people who have an ongoing or prior personal/intimate relationship. This could include people who are married, live together or date each other, as well as those who have been married, had lived together or had dated in the past.~~
5. ~~**Property Damage** is intentional damage to property and includes private property as well as property owned by Town employees, visitors or vendors.~~
6. ~~**Imminent Danger** is any condition or practice in any place of employment that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures.~~
7. ~~**Retaliatory Action** is the discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.~~
8. ~~**Serious Physical Harm** is any physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.~~

9. ~~9. **Serious Violation** of the public employer Workplace Violence Prevention Program is failure of the employee to report to a supervisor any situation or condition which could result in serious physical harm.~~
10. ~~10. A **Supervisor** is any person within the Town who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.~~
11. ~~11. An **Authorized Employee Representative** is a designated representative of an employee organization who is recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.~~

~~Typology of Workplace Violence~~

~~Violence in the workplace is categorized into four types which are based on the relationship between the perpetrator and the victim or intended target of attack.~~

- ~~1. **Type 1. Criminal Intent:** Any violent act committed by a criminal who has no other apparent connection with the workplace establishment and who enters for the purpose of committing a robbery or other crime.~~
- ~~2. **Type 2. Customer/Client/Patient:** Violence directed at employees by any person to whom that public employer provides a service. An incident involving the assault of a doctor by his or her patient would fall under this category.~~
- ~~3. **Type 3. Co-worker:** Any violent act directed toward any employee, supervisor or manager which is perpetrated by a current or former employee of that establishment.~~
- ~~4. **Type 4. Personal:** Violence committed in the workplace by someone who does not work there but has some kind of personal involvement with an employee. Domestic violence situations fall under this category.~~

~~CAUSES OF VIOLENCE IN THE WORKPLACE~~

~~Violence in the workplace typically has some kind of origin or reasoning behind its occurrence. Aggressive behavior usually stems from somewhere. These incidents rarely arise “out of the blue” and can usually be attributed to some type of conflict that had been present prior to the violent incident. Examples of these causes include but are not necessarily limited to:~~

- ~~1. **Personality Conflicts**— Employees should expect to encounter a myriad of personalities, lifestyles, opinions and backgrounds when meeting and interacting with others in the~~

workplace. Conflicts may arise when differing opinions or working styles interfere with the effective completion of a task or project.

The likelihood of conflict between co-workers increases when employees are required to work together in groups and may lead to increased tension, heated arguments and may sometimes even escalate to the exchanging of threats and physical violence. Personal conflicts should be properly addressed and dealt with before violence has a chance to arise.

2. Issues Involving Termination—Release of an employee in a disrespectful or otherwise inappropriate manner may lead to violence in the workplace. While this issue is sensitive on its own, mishandling of employee terminations increases the likelihood of violent incidents in the workplace. Employees should be treated in a respectful manner in order to prevent any retaliatory violence that may occur following termination.
3. Substance Abuse—Toxic substances have the potential to distort peoples’ thoughts, behavior and mood. Employees with substance abuse issues often bring these issues to the workplace. Intoxication may fuel discord between co-workers and cause conflict between clients, customers, patients and those assisting them. The irrational behavior that often accompanies substance abuse has a high potential to cause violence in the workplace.
4. Grudges—Bearing a grudge in the workplace is fuel for disagreement and interpersonal conflict. Grudges, grievances and resentment between employees, when left unresolved, can eventually develop into intense anger and hatred. The animosity that may arise as a result of a grudge may influence individuals to act in a violent manner. Any issues should be resolved as they arise in order to curb the possibility of future violent behavior.
5. Personal Problems—Individuals handle personal issues differently, and some do more effectively than others. An employee who does not properly handle his or her own personal problems may find those problems leaking into the workplace. To help lower the likelihood of violent behavior in the workplace, employees should take advantage of their Employee Assistance Program (EAP) as discussed in the Fourth Addendum of the Town of Chenango Employee Safety Manual.

WARNING SIGNS

Employees should be aware of signs that may indicate the possible occurrence of future workplace violence. Individuals may exhibit behavioral pre-violence indicators or “red flags” that other employees should know how to recognize. Certain behaviors or attitudes that may indicate risk include but are not limited to:

- Deliberate or unintentional isolation of an employee
- Morally superior or self-righteous behavior

- Displayed sense of entitlement or refusal to abide by certain rules
- Displayed feelings of humiliation, degradation or desire for revenge
- Failure to properly address issues in a nonviolent manner
- Paranoia and feelings of injustice
- Direct or indirect threats toward others
- History of violent behavior
- Drug or alcohol abuse
- Difficulties accepting criticism
- Projection of responsibility for problems onto others
- Obsessive behavior toward co-workers (grudge, romantic infatuation, etc.)
- Recent disciplinary action for work performance problems
- Recent termination or threat of termination
- Fascination with violence (weapons, violent films, etc.)
- Significant, abrupt changes in behavior or work performance
- Decreased concentration at work or increased preoccupation with an issue
- Increasing or unexplained absences
- Harassing phone calls to the workplace

IDENTIFYING AND EVALUATING RISKS

Employees in each separate office/department (31 in all) have been asked to complete a questionnaire that has assisted the Town in identifying specific risks for each area. Staff members were given the option of omitting their names from the questionnaires to protect anonymity and to encourage honest responses. The questionnaire consisted of 45 questions relating to degree of safety in the workplace, special training, job satisfaction, job risks, etc.

A sample questionnaire with the number of “true/false/don’t know/choose not to respond” answers is provided at the end of this section. The Safety Committee completed a Workplace

Security Checklist for each department during a walk-through evaluation. This form allowed us to evaluate security and engineering controls. Each department already had certain controls in place. The survey allowed us to determine what new controls might decrease the potential risks in each department.

A General Safety Checklist was completed by each department head. This form asked them to evaluate their department policies and practices, maintenance of building and grounds and care of equipment and work areas. Every department should be properly maintained and policy understood to avoid unnecessary risks. Copies of the Workplace Security Checklist and the General Safety Checklist are included at the end of this section.

Identified Risks (common to each Workplace Evaluation)

- ~~——~~ Irrate citizens
- ~~——~~ Co-worker disagreements
- ~~——~~ Domestic violence situations
- ~~——~~ Exchanging money
- ~~——~~ Mobile workplace assignments
- ~~——~~ Working alone
- ~~——~~ Working late/after hours (judges)
- ~~——~~ Uncontrolled access to departments

Following is a brief summary for each office/department's separate Risk Evaluation:

Town Clerks Office Risk Evaluation

The employees of this office feel secure but believe that some changes need to be made.

Presently a panic button is mounted at the counter. The staff thinks that moving the button to another location would decrease risk of exposure to violence by allowing employees to maintain a safer distance from any potential threats. The staff also suggested that an additional panic button be installed on one of the desks. Sentry Alarms will be consulted on location and cost.

The office has two entry doors. One is located in the main hallway and the second is located on the wall between the Clerks' Office and the Ordinance Office. Door controls should be installed on both entrances. Occasionally the office area is not occupied or staff members have their backs to the counter making them unaware that an individual has entered the office. Quotes will be

obtained and, depending on the cost, either the controls will be installed or a grant through Homeland Security will be applied for.

An evacuation plan will be mounted on a wall in this office and training provided to help ensure a safe and timely exit in an emergency.

A computer program called "Remote Administration System Plus" has been installed on all desktops in this office for viewing each camera throughout the building. This allows the staff to view any potential threat in advance. This program will alert staff of any disturbance so they may use the panic button if necessary.

The counter area is high and wide making it difficult to climb over, however, there is a door at the end of the reception area. The counter area door should be locked and a "buzz through" system should be installed. This system would prevent perpetrators from entering the Clerks or Ordinance Office.

Water Department Risk Evaluation

The staff generally consists of two secretaries, although employees from the department are in and out. The staff agrees that they feel safe in their environment.

This office has two entrances from the main hallway. One is locked and rarely used. The other door allows customers to enter and stops them at a counter to wait for assistance. A door at the end of the counter is for employee use only. An "Employees Only" sign is mounted on this door and it should be locked while money is being collected.

Panic buttons should be installed possibly at each of the two desks in the main office area. The superintendent's office is visible and audible to the secretaries and they can push the panic button for assistance. Remote Administration System Plus has been installed in the office to allow staff to view any potential threat in advance.

An Evacuation Plan and training will be provided to help ensure a safe exit during an emergency.

Ordinance Department Risk Evaluation

This department has four employees: two secretaries, one assessor and one ordinance officer. The secretaries' desks are located in the main area of the office. The assessor and the ordinance officer each have separate offices which are located off of the main area.

This office has one entry door although it is possible to come into this office either through the mail room or the clerks' office. It is recommended that the doors to the clerk office and mail room be locked and only Town personnel be allowed past this point. Remote Administration System Plus has been installed to allow staff to view any potential threat in advance.

Community Room Risk Evaluation

The community room is used for employee training, staff meetings and public events. Non-profit groups and organizations are allowed to reserve the room.

To reserve the room someone must first contact the supervisor's office to schedule a date and time. Prior to the event, someone who is willing to take full responsibility for the condition of the room and security of the building will be required to sign a Community Hall Agreement. This document will provide an explanation of after-hours use of the Community Hall and security instructions for unlocking and locking the building.

The Community Hall has two entry doors. The door on the northern side of the building allows no entry from the parking lot. This door remains propped open, sometimes causing it to be unsecured at the end of an event. The windows in the kitchen and main room have no alarms and have been found unsecured after events.

It is recommended that a designated person be assigned the responsibility of checking all doors and windows prior to alarming and exiting the building at the end of an event. The kitchen window should be alarmed since it is on the backside of the building and not visible to the public or to neighbors. Homeland Security will be consulted for a grant to provide an alarm system for the windows and door.

Town Board Room Risk Evaluation

The office area is used by the Town Board Members as office space and meeting room. Work sessions and committee meetings are held here.

There are two entry doors in this room. One, which all board members' desks face, is located off of the main hallway. The other door is located behind the Supervisor's desk off of a separate hallway that leads to the Court area. It is recommended that this door remain locked or be equipped with a numbered entry lock that requires a code to open.

Sentry Alarms will be consulted for cost quotes. Application for a grant to cover these costs may be required.

Sentry Alarms will also be contacted for recommendation and price quotes for installation of a panic button. The panic button should be located in an area that is easily accessible to all Board members.

The phone should be located behind the board members' desks. The option and cost of installing a phone with intercom capabilities will be discussed among the Town Board members. Desks should be cleared of objects that could be used as weapons during meetings.

Supervisor's Office Risk Evaluation

The staff members in this office state that they feel safe. During the Safety Committee's walk-through evaluation we felt that panic buttons should be installed at each of the two secretaries' desks in case one of the secretaries is away from her desk.

A secretary is usually at her desk when the supervisor receives visitors and is therefore available to assist the supervisor by pushing the panic button in case of emergency. Sentry Alarms will be contacted for quotes on two panic buttons for this office. Panic buttons will be installed. Remote Administration System Plus has been installed to allow the staff to view any potential threat in advance.

The Committee explained the advantages of clearing the desks of all objects that could be used as weapons.

An evacuation floor plan should be mounted in this office and training should be provided to employees to help ensure a safe and timely exit in the event of an emergency.

Court Room Risk Evaluation

The court room has many safety features presently installed. The employees feel safe most of the time. A computer program called Remote Administration System Plus has been installed to view the building. Additional panic buttons are being installed.

Sewer Treatment Plant Risk Evaluation

The treatment plant is located in the Northgate Plaza. Since it is left unattended and is out of view it is recommended that the doors to the control room be locked. Sentry Alarms has been contacted regarding price quotes. A front panel should be installed on the key storage box.

Public Works Department Risk Evaluation

The Public Works Department is located on the western side of the standalone Highway garage. This Department includes the Parks Department and the Water/Sewer Department. The area is used mostly for storage of equipment and materials. The Parks Department has an office area. Approximately seven to eight employees are in and out of this area daily. Employees typically do not spend long periods of time here because they mainly perform their jobs offsite.

It is recommended that training on recognizing potentially violent citizens and co-workers be provided for employees in this department. If an employee must work alone, he or she should periodically check in with a designated contact person throughout the work shift. An evacuation plan and list of emergency contact numbers should be posted in this area.

Highway Department Risk Evaluation

The Highway Department is located in the standalone building next to the Town Hall. Approximately thirteen full-time employees work in this department along with the occasional

three or four part-time employees. The Superintendent is also in and out of this area during a typical work shift.

The Superintendent's Office Assistant has an office adjoining the Superintendent's office in the front of the building. Residents, salespeople and other visitors stop at the office for assistance.

The Assistant stated that she feels safe. At this time, she has a two-way radio, cell phone and land line phone to call for assistance when necessary. She feels that she could easily receive any necessary assistance especially because there is usually somebody else nearby.

Remote Administration System Plus has been installed to allow the staff to view any potential threat in advance. It is recommended that a panic button be installed at her desk.

Employees generally park vehicles in the rear of the building during their shifts. It is recommended that a fobbed entry system be installed at this location. Training on recognizing potentially violent citizens or co-workers should be provided.

Evacuation plans and emergency contact numbers should be posted in this area. All of the trucks are equipped with two-way radios and most of the employees carry personal cell phones.

Employees rarely work alone except in the event of a storm. When working alone, the employee should keep the Office Assistant or other designated contact person informed of their location throughout the work shift.

In the event of extreme weather, the Highway Superintendent will decide how many employees are needed. They usually arrive at the same time. If not, employees may remain in their vehicles until others arrive.

Control and Preventative Measures

After evaluating each department we determined the following ways to better prevent and control violence in each area of the workplace:

- Training in dealing with violent individuals (co-workers, citizens)
- Training in conflict resolution
- Installation of panic buttons
- Allowance of cell phones to provide contact with others
- Providing monitors to supervise entrances, exits and hallways
- Allowing judges to wait in vehicles for sheriff accompaniment
- Drop safes and appropriate signage (i.e. "No more than \$50 on site")

- ~~Additional office doors closed and marked “Employees Only”~~
- ~~Evacuation plans posted and accessible~~
- ~~Clearing work spaces of unnecessary objects that may be used as weapons~~
- ~~Code for emergencies on intercom~~
- ~~Installation of door contacts in mail room, and ordinance and clerks office~~
- ~~Reporting information regarding agitated citizens~~
- ~~Closing garage doors after leaving during shifts~~
- ~~Staying in contact with the office or assigned contact person while working alone~~

REPORTING RESPONSIBILITIES

All employees are encouraged to remain alert to the possibility of violence on the part of employees, former employees, customers, visitors and other citizens. Employees shall place safety as their highest concern and shall report all acts and/or threats of violence. Reports will be handled in a confidential manner with information released only on a need-to-know basis.

An employee or authorized representative with knowledge of any violation of this policy shall bring such matters to the attention of his or her supervisor in the form of a written notice. The employee must file a copy of the Incident Reporting Form which is available in the Town Clerk office.

If the employee anticipates imminent danger, a written notice is **not** required; however, he or she must contact a supervisor or other person in authority to file a report immediately. **Intentional failure to report concerns or violations of this policy may be grounds for disciplinary action up to and including dismissal.**

Completing the Incident Report Form

Employees should completely and thoroughly answer each question on the form with as much detail as possible. He or she should read each question carefully so that answers correspond with the questions being asked. For example, question #1 refers to **employees involved** and question #2 refers to **other individuals involved**.

The Incident Reporting Form is a very important document because it enables the Safety Committee to investigate, respond and mitigate violence in the workplace.

All descriptions should be based on fact and should not be based on assumptions, estimations or exaggerations. If the answer to any question is unknown, employees should state as such and the Safety Committee will acquire such information.

When completing the form employees should provide their signature, name of supervisor and date of submission. The supervisor will indicate the date he or she received the form and submit it to the Safety Committee by the next business day. The Safety Committee will then further investigate the alleged incident.

After a full investigation is completed the Safety Committee will document its findings and indicate any corrective actions that should be taken as well as a deadline for completion. All findings and corrective actions will be returned to the employee.

If the employee still believes that a violation exists after discussion with a supervisor and a chairperson of the Safety Committee, he or she may notify the NYS Department of Labor of the alleged violation.

Privacy Concern Cases

A Privacy Concern Case is an incident involving personal injury or illness that the employee would prefer remain confidential and unknown to others in the workplace. Examples of such incidents include, but are not limited to:

- Injury to an intimate body part
- Injury or illness resulting from a sexual assault
- Mental illness
- Terminal illness
- Any other injury or illness for which the employee independently and voluntarily requests that his or her name not be included on the report

In a Privacy Concern Case the victim will still be required to identify him/herself and provide a valid signature. The Department Supervisor will then be responsible for removing the victim's name from the form and replacing it with "Privacy Concern Case" before sharing a copy of the report with **anyone** other than the Safety Committee Chairperson.

Incidents Involving Criminal Conduct or Serious Injury

In the event that a violent incident in the workplace involves criminal conduct or serious injury, the protocol will be to notify the District Attorney or Police Department to ensure prompt

investigation and proper prosecution. If an employee is the victim of such a crime, the Town will provide information and assist in the filing of a criminal complaint.

Annual Program Review

The Safety Committee will review this program beginning in December 2011 and yearly thereafter to ensure effectiveness. The review will focus on incident trends and effectiveness of control measures. The reporting and record-keeping system will also be assessed for effectiveness in collecting all relevant information.

In the event of a serious incident (injury requiring more than basic first-aid, repeat incidents within six month's time, etc.) the Safety Committee will review this program immediately.

Post-Incident Response and Evaluation

Our Post-Incident Response and Evaluation is very important. Included in this section are procedures employees must follow in the aftermath of a violent incident:

1. ——— Assure that the injured party receives prompt and appropriate medical care. This includes but is not limited to providing transportation to a medical care facility. Prompt first aid and emergency medical treatment can minimize the harmful effects of a violent incident.
2. ——— Report the incident to the appropriate authorities as required by law. Dial 911.
3. ——— Inform management about any incidents as soon as possible.
4. ——— Secure the premises to safeguard evidence when necessary.
5. ——— Prepare an Incident Report immediately after the incident, noting any details that may contribute to gathering of evidence. No detail should be disregarded.
6. ——— Call the EAP to address the need for appropriate treatment for victimized employees. Post-incident debriefings and counseling can reduce psychological trauma and stress among victims and witnesses.

INVESTIGATIONS

Investigations of reported incidents of workplace violence will be conducted by at least two members of the Town Safety Committee and Town Attorney. Investigations will be handled with the utmost confidentiality to protect those filing complaints and the individual(s) being accused.

Investigations will be conducted in the following manner:

- ——— An initial interview with the employee issuing the complaint will be conducted to determine the scope and extent of alleged behavior and any potential witnesses.

- ~~The Committee members conducting the investigation will meet with the Town Board to discuss notification of the accused party.~~
- ~~The individual accused of any type of behavior which meets criteria as a violation of this policy will be notified of the following:~~
 1. ~~The individual will be made aware of the complaint in writing and will be given the opportunity to cooperate with the investigation by providing any additional information.~~
 2. ~~Depending on the severity of the complaint, the accused individual may be suspended pending the outcome of the investigation. Compensation during such a suspension will be at the discretion of the Town Board.~~
 3. ~~Interviews will be conducted with potential witnesses.~~
 4. ~~A follow-up interview will be conducted with the employee who has issued the complaint to clarify any information provided by the accused or potential witness.~~
 5. ~~The investigating members will meet with the Town Board to assess information obtained.~~
 6. ~~An interview will be conducted with the accused individual to respond to any findings.~~
 7. ~~Finally, the findings will be discussed with the Town Board to determine any necessary disciplinary steps in accordance with the Disciplinary Guidelines as discussed in Section 15 of the Town's Safety Manual.~~
- ~~The accused party will meet with the Town Board for disposition of allegations and imposed disciplinary actions. The Town Board will meet with the employee issuing complaint to be informed of the investigation findings and subsequent actions.~~
- ~~Individuals conducting an investigation are responsible for providing accurate documentation regarding the investigation.~~
- ~~Documentation of the findings of the investigation will be kept in the personnel files of the accused individual, as well as the individual issuing the complaint.~~

. Intentional and wrongful physical contact with a person without his or her consent that entails some type of injury.

. Stalking an employee with the intent of causing fear or harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Specific examples and extended definitions of various behaviors that perpetuate workplace violence, as well as key components in the addressing these issues, are listed as follows:

1. **Intimidation** is engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce, or induce duress.
2. **Threat** is the expression of an intention to cause physical or mental harm. Behavior that constitutes a threat can be defined as such regardless of whether the party communicating the threat has the present ability to carry it out and regardless of whether the expression is contingent, conditional, or future.
3. **Physical Attack** is unwanted or hostile physical contact (hitting, pushing, throwing objects at another, etc.) that is intended to harm or intimidate another.
4. **Domestic Violence** is abusive or violent behavior (including threats and intimidation) between people who have an ongoing or prior personal/intimate relationship. This could include people who are married, live together or date each other, as well as those who have been married, had lived together, or had dated in the past.
5. **Property Damage** is intentional damage to property and includes private property as well as property owned by Town employees, visitors or vendors.
6. **Imminent Danger** is any condition or practice in any place of employment that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures.
7. **Retaliatory Action** is the discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
8. **Serious Physical Harm** is any physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.
9. **Serious Violation** of the public employer Workplace Violence Prevention Program is the failure of the employee to report to a supervisor any situation or condition which could result in serious physical harm.
10. A **Supervisor** is any person within the Town who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the

violation of a law, rule or regulation to which an employee submits written notice.

11. An **Authorized Employee Representative** is a designated representative of an employee organization who is recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

Typology of Workplace Violence

Violence in the workplace is categorized into four types which are based on the relationship between the perpetrator and the victim or intended target of attack.

- Type 1. Criminal Intent:** Any violent act committed by a criminal who has no other apparent connection with the workplace establishment and who enters for the purpose of committing a robbery or other crime.
- Type 2. Customer/Client/Patient:** Violence directed at employees by any person to whom that public employer provides a service. An incident involving the assault of a doctor by his or her patient would fall under this category.
- Type 3. Co-worker:** Any violent act directed toward any employee, supervisor or manager which is perpetrated by a current or former employee of that establishment.
- Type 4. Personal:** Violence committed in the workplace by someone who does not work there but has some kind of personal involvement with an employee. Domestic violence situations fall under this category.

CAUSES OF VIOLENCE IN THE WORKPLACE

Violence in the workplace typically has some kind of origin or reasoning behind its occurrence. Aggressive behavior usually stems from somewhere. These incidents rarely arise “out of the blue” and can usually be attributed to some type of conflict that had been present prior to the violent incident. Examples of these causes include but are not necessarily limited to:

1. Personality Conflicts – Employees should expect to encounter a myriad of personalities, lifestyles, opinions and backgrounds when meeting and interacting with others in the workplace. Conflicts may arise when differing opinions or working styles interfere with the effective completion of a task or project.

The likelihood of conflict between co-workers increases when employees are required to work together in groups and may lead to increased tension, heated arguments and may sometimes even escalate to the exchanging of threats and physical violence. Personal conflicts should be properly addressed and dealt with before violence has a chance to arise.

2. Issues Involving Termination – Release of an employee in a disrespectful or otherwise inappropriate manner may lead to violence in the workplace. While this issue is sensitive on its own, mishandling of employee terminations increases the likelihood of violent incidents in the workplace. Employees should be treated in a respectful manner in order to prevent any retaliatory

violence that may occur following termination.

3. Substance Abuse – Toxic substances have the potential to distort peoples’ thoughts, behavior, and mood. Employees with substance abuse issues often bring these issues to the workplace. Intoxication may fuel discord between co-workers and cause conflict between clients, customers, patients, and those assisting them. The irrational behavior that often accompanies substance abuse has a high potential to cause violence in the workplace.
4. Grudges – Bearing a grudge in the workplace is fuel for disagreement and interpersonal conflict. Grudges, grievances, and resentment between employees, when left unresolved, can eventually develop into intense anger and hatred. The animosity that may arise because of a grudge may influence individuals to act in a violent manner. Any issues should be resolved as they arise to curb the possibility of future violent behavior.
5. Personal Problems – Individuals handle personal issues differently, and some do more effectively than others. An employee who does not properly handle his or her own personal problems may find those problems leaking into the workplace. To help lower the likelihood of violent behavior in the workplace, employees should take advantage of their Employee Assistance Program (EAP) as entered with Employee Network, Inc. (ENI).

WARNING SIGNS

Employees should be aware of signs that may indicate the possible occurrence of future workplace violence. Individuals may exhibit behavioral pre-violence indicators or “red flags” that other employees should know how to recognize. Certain behaviors or attitudes that may indicate risk include but are not limited to:

- Deliberate or unintentional isolation of an employee
- Morally superior or self-righteous behavior
- Displayed sense of entitlement or refusal to abide by certain rules.
- Displayed feelings of humiliation, degradation or desire for revenge
- Failure to properly address issues in a nonviolent manner.
- Paranoia and feelings of injustice
- Direct or indirect threats toward others
- History of violent behavior
- Drug or alcohol abuse
- Difficulties accepting criticism.
- Projection of responsibility for problems onto others

- Obsessive behavior toward co-workers (grudge, romantic infatuation, etc.)
- Recent disciplinary action for work performance problems
- Recent termination or threat of termination
- Fascination with violence (weapons, violent films, etc.)
- Significant, abrupt changes in behavior or work performance
- Decreased concentration at work or increased preoccupation with an issue.
- Increasing or unexplained absences
- Harassing phone calls to the workplace

IDENTIFYING AND EVALUATING RISKS

Employees in each separate office/department (26 in all) were asked to complete a questionnaire that assisted the Town in identifying updated risks for each area. Staff members were given the option of omitting their names from the questionnaires to protect anonymity and to encourage honest responses. The questionnaires consisted of a total of twelve (12) questions that had between three and four subcategories for a total of thirty-six (36) questions that related to how safe the individuals felt in their workspace, how trained they were and what risks that they felt they faced. The questionnaires also asked if the employee had ever experienced an event that they felt might be workplace violence. The questionnaire is included in this policy at the end.

Identified Risks that are common to each workplace/department

- Irate citizens
- Co-worker disagreements
- Domestic violence situations
- Exchanging money
- Mobile workplace assignments
- Working alone
- Working late/after hours
- Uncontrolled access to departments

The Safety Committee did an internal review of the complex as offices have been relocated and reviewed our existing policy and the protocols that were established for the previous version. The following additional safety measures were installed to compliment the existing panic buttons and video surveillance.

- Employee Only Signs were mounted outside of offices, restricting public access to office entranceway only.
- A notification system was installed on the main entrance doors which signals to the offices that someone has entered the building.
- Additional panic buttons were installed in the Supervisor's office.
- A doorbell was installed on one-way in offices.

- A monitor was installed in the Highway office.

The Safety Committee also invited Broome County Emergency Management Services, Broome County Security, and the Broome County Sheriff's Office on two separate occasions to perform a walk-through of the complex to seek their recommendations to reduce the risks.

The following is a summary for improvement and areas of concern as identified in a Site Assessment provided by the Broome County Director of Security and Director of Emergency Services. This assessment is included at the end of this plan.

The Town Hall has several departments and offices located throughout the building. The facility has been equipped with various forms of access control, panic buttons and there is a video surveillance system.

Areas of Concern – Town Hall

- Unsecure entrance
- Limited situational awareness of entranceway/main lobby
- General public use of the stairwell
- Countertop heights
- General employee safety preparedness

The following suggestions and recommendations were offered to help mediate the concerns.

- Offices that use the monitoring system should the primary focus be on entranceways and exits.
- Public Use of Stairwell, which already has access control, should be secured. Patrons visiting the building can use the elevator or an employee can escort the visitor.
- Countertops should have permanent glass partitions installed with document passthrough capabilities. The planning/zoning area should extend down from the ceiling and have a gap of about 12 inches to allow for large documents to be viewed.

Areas of Concern – Maintenance Facility (Garage)

- During the site visit it was found that the Maintenance Facility housed both employees and copious amounts of machinery and equipment.
- The facility was equipped with access control and a single panic button. The access control for the facility was set for “open” or “unlocked” during operational hours. The reasoning provided was that employees did not always have their access control card / key fobs on their person.
- Several of the entry doors were found unsecure and overhead doors were left ajar during portions of the day.
- The facility is currently void of any burglar alarm system or video surveillance system.

The following suggestions and recommendations were offered to help mediate the concerns.

- Set access control to “secured” 24/7
- Implement policy of employees always carrying access control card / key fobs on their person while working
- Secure all entryways.
- Minimize leaving overhead doors open.

- Install burglar alarm system which includes door entry sensors.
- Window entry sensors
- Window break sensors
- Install interior and exterior video surveillance system.

The following recommendations were made by the Safety Committee.

- The Assessor's and Supervisor's offices should be accessed by appointment and/or invitation only.
- The stairwell to the 2nd floor should be locked and accessed by key fob only, if a visitor wishes to use the stairwell, he/she can be fobbed in.
- The Community Room entrance should be always locked, only individuals with fobs should be able to open it.
- Establish one-way in protocol.
- Practice better internal communication so that employees are aware of who is in the building or if they are alone.
- Lock the 2nd set of doors entering the main lobby and have visitors announce to either the Clerk's office or the Water Department who they are and where they are going. Install a system that allows the office to unlock the doors remotely.

Field Work – On the Job Site

- Establish regular check-in procedures if an employee is working in the field alone, for example, straightening signs.
- Who to contact if the employee is working in the field and an incident occurs and their supervisor is not available.
- Offer conflict resolution training.

The Safety Committee invited the Broome County Sheriff's Office to host and instruct on how to respond to an active shooter incident. The Sheriff's Department had in-house training with all day-time full-time employees to offer ways to stay safe. Some of the recommendations from that presentation were as follows:

- In an active shooter situation do not gather in large groups.
- Use simple methods to block doors, such as door jams or belts to tie a door shut.
- Do not engage in a combative manner with an aggressive individual.
- Do not try to investigate unknown popping sounds.

REPORTING RESPONSIBILITIES

All employees are encouraged to remain alert to the possibility of violence on the part of employees, former employees, customers, visitors, and other citizens. Employees shall place safety as their highest concern and shall report all acts and/or threats of violence. Reports will be handled in a confidential manner with information released only on a need-to-know basis.

An employee or authorized representative with knowledge of any violation of this policy shall bring such matters to the attention of his or her supervisor in the form of a written notice. The employee must file a copy of the Incident Reporting Form which is available in the Town Clerk office.

If the employee anticipates imminent danger, a written notice is **not** required; however, he or she must contact a supervisor or other person in authority to file a report immediately. **Intentional failure to report concerns or violations of this policy may be grounds for disciplinary action up to and including dismissal.**

Completing the Incident Report Form

Employees should completely and thoroughly answer each question on the form with as much detail as possible. He or she should read each question carefully so that the answers correspond with the questions being asked. For example, question #1 refers to **employees involved** and question #2 refers to **other individuals involved**.

The Incident Reporting Form is a very important document because it enables the Safety Committee to investigate, respond and mitigate violence in the workplace.

All descriptions should be based on fact and should not be based on assumptions, estimations, or exaggerations. If the answer to any question is unknown, employees should state as such and the Safety Committee will acquire such information.

When completing the form employees should provide their signature, name of supervisor and date of submission. The supervisor will indicate the date he or she received the form and submit it to the Safety Committee by the next business day. The Safety Committee will then further investigate the alleged incident.

After a full investigation is completed the Safety Committee will document its findings and indicate any corrective actions that should be taken as well as a deadline for completion. All findings and corrective actions will be returned to the employee.

If the employee still believes that a violation exists after discussion with a supervisor and a chairperson of the Safety Committee, he or she may notify the NYS Department of Labor of the alleged violation.

Privacy Concern Cases

A Privacy Concern Case is an incident involving personal injury or illness that the employee would prefer to remain confidential and unknown to others in the workplace. Examples of such incidents include, but are not limited to:

- Injury to an intimate body part
- Injury or illness resulting from a sexual assault
- Mental illness
- Terminal illness

- Any other injury or illness for which the employee independently and voluntarily requests that his or her name not be included in the report.

In a Privacy Concern Case the victim will still be required to identify him/herself and provide a valid signature. The Department Supervisor will then be responsible for removing the victim's name from the form and replacing it with "Privacy Concern Case" before sharing a copy of the report with **anyone** other than the Safety Committee Chairperson.

Incidents Involving Criminal Conduct or Serious Injury

If a violent incident in the workplace involves criminal conduct or serious injury, the protocol will be to notify the District Attorney or Police Department to ensure prompt investigation and proper prosecution. If an employee is the victim of such a crime, the Town will provide information and assist in the filing of a criminal complaint.

Annual Program Review

The Safety Committee will review this program annually to ensure effectiveness. The review will focus on incident trends and effectiveness of control measures. The reporting and record-keeping system will also be assessed for effectiveness in collecting all relevant information.

In the event of a serious incident (injury requiring more than basic first aid, repeat incidents within a six-month time, etc.) the Safety Committee will review this program immediately.

Post-Incident Response and Evaluation

Our Post-Incident Response and Evaluation is very important. Included in this section are procedures employees must follow in the aftermath of a violent incident:

1. Assure that the injured party receives prompt and appropriate medical care. This includes but is not limited to providing transportation to a medical care facility. Prompt first aid and emergency medical treatment can minimize the harmful effects of a violent incident.
2. Report the incident to the appropriate authorities as required by law. Dial 911.
3. Inform management about any incidents as soon as possible.
4. Secure the premises to safeguard evidence when necessary.
5. Prepare an Incident Report immediately after the incident, noting any details that may contribute to the gathering of evidence. No detail should be disregarded.
6. Call EAP to address the need for appropriate treatment for victimized employees. Post-incident debriefings and counseling can reduce psychological trauma and stress among victims and witnesses.

INVESTIGATIONS

Investigations of reported incidents of workplace violence will be conducted by at least two members of the Town Safety Committee and the Town Attorney. Investigations will be handled with the utmost confidentiality to protect those filing complaints and the individual(s) being accused.

Investigations will be conducted in the following manner:

- An initial interview with the employee issuing the complaint will be conducted to determine the scope and extent of alleged behavior and any potential witnesses.
- The Committee members conducting the investigation will meet with the Town Board to discuss notification of the accused party.
- The individual accused of any type of behavior which meets criteria as a violation of this policy will be notified of the following:
 1. The individual will be made aware of the complaint in writing and will be given the opportunity to cooperate with the investigation by providing any additional information.
 2. Depending on the severity of the complaint, the accused individual may be suspended pending the outcome of the investigation. Compensation during such a suspension will be at the discretion of the Town Board.
 3. Interviews will be conducted with potential witnesses.
 4. A follow-up interview will be conducted with the employee who has issued the complaint to clarify any information provided by the accused or potential witness.
 5. The investigating members will meet with the Town Board to assess information obtained.
 6. An interview will be conducted with the accused individual to respond to any findings.
 7. Finally, the findings will be discussed with the Town Board to determine any necessary disciplinary steps in accordance with the Disciplinary Guidelines as discussed in Section 15 of the Town's Safety Manual.
- The accused party will meet with the Town Board for disposition of allegations and imposed disciplinary actions. The Town Board will meet with the employee issuing a complaint to be informed of the investigation findings and subsequent actions.
- Individuals conducting an investigation are responsible for providing accurate documentation regarding the investigation.
- Documentation of the findings of the investigation will be kept in the personnel files of the accused individual, as well as the individual issuing the complaint.

EMPLOYEE TRAINING

Mandatory training will be provided to all of our employees upon completion of this program and annually thereafter. Attendance will be recorded, and any absent individuals will still be required to complete training which shall include the following:

1. A copy and description of the Workplace Violence Prevention Program and information on where to find this information.
2. Risk factors identified in the Risk Assessment and procedures for conducting Risk Assessments
3. Requirements of this regulation
4. Information on how employees can protect themselves:
 - The importance of reporting threats and incidents
 - How to properly report threats and incidents
 - Encouragement to suggest ways to improve the program.
5. How to properly deal with potentially violent individuals in the workplace
6. How and when to utilize the Employee Assistance Program (the Town provides an EAP for all full-time and part-time employees and their eligible dependents. This program is discussed in further detail in Addendum 4 of the Town of Chenango Employee Safety Manual.)

Town of Chenango

Workplace Violence Prevention Program

August 2010

PURPOSE

It is the intent of the Town of Chenango to provide a workplace for Town employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and by providing assistance and support to victims.

Committing violent acts, whether on or off duty, has the potential to impact an employee's ability to perform his or her job. In implementing this policy the Town is guided by the Federal Occupational Safety and Health Act of 1970. This act requires employers to provide their employees with a safe and healthy work environment.

It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

It is also intended that management utilize available resources such as the Employee Assistance Program (EAP), law enforcement and applicable personnel policies and procedures.

DEFINITIONS

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment. Actions include but are not limited to:

- Any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear

or 9

expect bodily harm;

- Intentional and wrongful physical contact with a person without his or her consent that entails some type of injury;
- Stalking an employee with the intent of causing fear or harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Specific examples and extended definitions of various behaviors that perpetuate workplace violence, as well as key components in the addressing these issues, are listed as follows:

1. **Intimidation** is engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce, or induce duress.
2. **Threat** is the expression of an intention to cause physical or mental harm. Behavior that constitutes threat can be defined as such regardless of whether the party communicating the threat has the present ability to carry it out and regardless of whether the expression is contingent, conditional or future.
3. **Physical Attack** is unwanted or hostile physical contact (hitting, pushing, throwing objects at another, etc.) that is intended to harm or intimidate another.
4. **Domestic Violence** is abusive or violent behavior (including threats and intimidation) between people who have an ongoing or prior personal/intimate relationship. This could include people who are married, live together or date each other, as well as those who have been married, had lived together or had dated in the past.
5. **Property Damage** is intentional damage to property and includes private property as well as property owned by Town employees, visitors or vendors.
6. **Imminent Danger** is any condition or practice in any place of employment that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures.
7. **Retaliatory Action** is the discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
8. **Serious Physical Harm** is any physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

9. **Serious Violation** of the public employer Workplace Violence Prevention Program is failure of the employee to report to a supervisor any situation or condition which could result in serious physical harm.
10. A **Supervisor** is any person within the Town who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
11. An **Authorized Employee Representative** is a designated representative of an employee organization who is recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

Typology of Workplace Violence

Violence in the workplace is categorized into four types which are based on the relationship between the perpetrator and the victim or intended target of attack.

- Type 1. Criminal Intent:** Any violent act committed by a criminal who has no other apparent connection with the workplace establishment and who enters for the purpose of committing a robbery or other crime.
- Type 2. Customer/Client/Patient:** Violence directed at employees by any person to whom that public employer provides a service. An incident involving the assault of a doctor by his or her patient would fall under this category.
- Type 3. Co-worker:** Any violent act directed toward any employee, supervisor or manager which is perpetrated by a current or former employee of that establishment.
- Type 4. Personal:** Violence committed in the workplace by someone who does not work there but has some kind of personal involvement with an employee. Domestic violence situations fall under this category.

CAUSES OF VIOLENCE IN THE WORKPLACE

Violence in the workplace typically has some kind of origin or reasoning behind its occurrence. Aggressive behavior usually stems from somewhere. These incidents rarely arise “out of the blue” and can usually be attributed to some type of conflict that had been present prior to the violent incident. Examples of these causes include but are not necessarily limited to:

1. Personality Conflicts – Employees should expect to encounter a myriad of personalities, lifestyles, opinions and backgrounds when meeting and interacting with others in the

workplace. Conflicts may arise when differing opinions or working styles interfere with the effective completion of a task or project.

The likelihood of conflict between co-workers increases when employees are required to work together in groups and may lead to increased tension, heated arguments and may sometimes even escalate to the exchanging of threats and physical violence. Personal conflicts should be properly addressed and dealt with before violence has a chance to arise.

2. Issues Involving Termination – Release of an employee in a disrespectful or otherwise inappropriate manner may lead to violence in the workplace. While this issue is sensitive on its own, mishandling of employee terminations increases the likelihood of violent incidents in the workplace. Employees should be treated in a respectful manner in order to prevent any retaliatory violence that may occur following termination.
3. Substance Abuse – Toxic substances have the potential to distort peoples’ thoughts, behavior and mood. Employees with substance abuse issues often bring these issues to the workplace. Intoxication may fuel discord between co-workers and cause conflict between clients, customers, patients and those assisting them. The irrational behavior that often accompanies substance abuse has a high potential to cause violence in the workplace.
4. Grudges – Bearing a grudge in the workplace is fuel for disagreement and interpersonal conflict. Grudges, grievances and resentment between employees, when left unresolved, can eventually develop into intense anger and hatred. The animosity that may arise as a result of a grudge may influence individuals to act in a violent manner. Any issues should be resolved as they arise in order to curb the possibility of future violent behavior.
5. Personal Problems – Individuals handle personal issues differently, and some do more effectively than others. An employee who does not properly handle his or her own personal problems may find those problems leaking into the workplace. To help lower the likelihood of violent behavior in the workplace, employees should take advantage of their Employee Assistance Program (EAP) as discussed in the Fourth Addendum of the Town of Chenango Employee Safety Manual.

WARNING SIGNS

Employees should be aware of signs that may indicate the possible occurrence of future workplace violence. Individuals may exhibit behavioral pre-violence indicators or “red flags” that other employees should know how to recognize. Certain behaviors or attitudes that may indicate risk include but are not limited to:

- Deliberate or unintentional isolation of an employee
- Morally superior or self-righteous behavior

- Displayed sense of entitlement or refusal to abide by certain rules
- Displayed feelings of humiliation, degradation or desire for revenge
- Failure to properly address issues in a nonviolent manner
- Paranoia and feelings of injustice
- Direct or indirect threats toward others
- History of violent behavior
- Drug or alcohol abuse
- Difficulties accepting criticism
- Projection of responsibility for problems onto others
- Obsessive behavior toward co-workers (grudge, romantic infatuation, etc.)
- Recent disciplinary action for work performance problems
- Recent termination or threat of termination
- Fascination with violence (weapons, violent films, etc.)
- Significant, abrupt changes in behavior or work performance
- Decreased concentration at work or increased preoccupation with an issue
- Increasing or unexplained absences
- Harassing phone calls to the workplace

IDENTIFYING AND EVALUATING RISKS

Employees in each separate office/department (31 in all) have been asked to complete a questionnaire that has assisted the Town in identifying specific risks for each area. Staff members were given the option of omitting their names from the questionnaires to protect anonymity and to encourage honest responses. The questionnaire consisted of 45 questions relating to degree of safety in the workplace, special training, job satisfaction, job risks, etc.

A sample questionnaire with the number of “true/false/don’t know/choose not to respond” answers is provided at the end of this section. The Safety Committee completed a Workplace

Security Checklist for each department during a walk-through evaluation. This form allowed us to evaluate security and engineering controls. Each department already had certain controls in place. The survey allowed us to determine what new controls might decrease the potential risks in each department.

A General Safety Checklist was completed by each department head. This form asked them to evaluate their department policies and practices, maintenance of building and grounds and care of equipment and work areas. Every department should be properly maintained and policy understood to avoid unnecessary risks. Copies of the Workplace Security Checklist and the General Safety Checklist are included at the end of this section.

Identified Risks (common to each Workplace Evaluation)

- Irate citizens
- Co-worker disagreements
- Domestic violence situations
- Exchanging money
- Mobile workplace assignments
- Working alone
- Working late/after hours (judges)
- Uncontrolled access to departments

Following is a brief summary for each office/department's separate Risk Evaluation:

Town Clerks Office Risk Evaluation

The employees of this office feel secure but believe that some changes need to be made.

Presently a panic button is mounted at the counter. The staff thinks that moving the button to another location would decrease risk of exposure to violence by allowing employees to maintain a safer distance from any potential threats. The staff also suggested that an additional panic button be installed on one of the desks. Sentry Alarms will be consulted on location and cost.

The office has two entry doors. One is located in the main hallway and the second is located on the wall between the Clerks' Office and the Ordinance Office. Door controls should be installed on both entrances. Occasionally the office area is not occupied or staff members have their backs to the counter making them unaware that an individual has entered the office. Quotes will be

obtained and, depending on the cost, either the controls will be installed or a grant through Homeland Security will be applied for.

An evacuation plan will be mounted on a wall in this office and training provided to help ensure a safe and timely exit in an emergency.

A computer program called “Remote Administration System Plus” has been installed on all desktops in this office for viewing each camera throughout the building. This allows the staff to view any potential threat in advance. This program will alert staff of any disturbance so they may use the panic button if necessary.

The counter area is high and wide making it difficult to climb over, however, there is a door at the end of the reception area. The counter area door should be locked and a “buzz through” system should be installed. This system would prevent perpetrators from entering the Clerks or Ordinance Office.

Water Department Risk Evaluation

The staff generally consists of two secretaries, although employees from the department are in and out. The staff agrees that they feel safe in their environment.

This office has two entrances from the main hallway. One is locked and rarely used. The other door allows customers to enter and stops them at a counter to wait for assistance. A door at the end of the counter is for employee use only. An “Employees Only” sign is mounted on this door and it should be locked while money is being collected.

Panic buttons should be installed possibly at each of the two desks in the main office area. The superintendent’s office is visible and audible to the secretaries and they can push the panic button for assistance. Remote Administration System Plus has been installed in the office to allow staff to view any potential threat in advance.

An Evacuation Plan and training will be provided to help ensure a safe exit during an emergency.

Ordinance Department Risk Evaluation

This department has four employees: two secretaries, one assessor and one ordinance officer. The secretaries’ desks are located in the main area of the office. The assessor and the ordinance officer each have separate offices which are located off of the main area.

This office has one entry door although it is possible to come into this office either through the mail room or the clerks’ office. It is recommended that the doors to the clerk office and mail room be locked and only Town personnel be allowed past this point. Remote Administration System Plus has been installed to allow staff to view any potential threat in advance.

Community Room Risk Evaluation

The community room is used for employee training, staff meetings and public events. Non-profit groups and organizations are allowed to reserve the room.

To reserve the room someone must first contact the supervisor's office to schedule a date and time. Prior to the event, someone who is willing to take full responsibility for the condition of the room and security of the building will be required to sign a Community Hall Agreement. This document will provide an explanation of after-hours use of the Community Hall and security instructions for unlocking and locking the building.

The Community Hall has two entry doors. The door on the northern side of the building allows no entry from the parking lot. This door remains propped open, sometimes causing it to be unsecured at the end of an event. The windows in the kitchen and main room have no alarms and have been found unsecured after events.

It is recommended that a designated person be assigned the responsibility of checking all doors and windows prior to alarming and exiting the building at the end of an event. The kitchen window should be alarmed since it is on the backside of the building and not visible to the public or to neighbors. Homeland Security will be consulted for a grant to provide an alarm system for the windows and door.

Town Board Room Risk Evaluation

The office area is used by the Town Board Members as office space and meeting room. Work sessions and committee meetings are held here.

There are two entry doors in this room. One, which all board members' desks face, is located off of the main hallway. The other door is located behind the Supervisor's desk off of a separate hallway that leads to the Court area. It is recommended that this door remain locked or be equipped with a numbered entry lock that requires a code to open.

Sentry Alarms will be consulted for cost quotes. Application for a grant to cover these costs may be required.

Sentry Alarms will also be contacted for recommendation and price quotes for installation of a panic button. The panic button should be located in an area that is easily accessible to all Board members.

The phone should be located behind the board members' desks. The option and cost of installing a phone with intercom capabilities will be discussed among the Town Board members. Desks should be cleared of objects that could be used as weapons during meetings.

Supervisor's Office Risk Evaluation

The staff members in this office state that they feel safe. During the Safety Committee's walk-through evaluation we felt that panic buttons should be installed at each of the two secretaries' desks in case one of the secretaries is away from her desk.

A secretary is usually at her desk when the supervisor receives visitors and is therefore available to assist the supervisor by pushing the panic button in case of emergency. Sentry Alarms will be contacted for quotes on two panic buttons for this office. Panic buttons will be installed. Remote Administration System Plus has been installed to allow the staff to view any potential threat in advance.

The Committee explained the advantages of clearing the desks of all objects that could be used as weapons.

An evacuation floor plan should be mounted in this office and training should be provided to employees to help ensure a safe and timely exit in the event of an emergency.

Court Room Risk Evaluation

The court room has many safety features presently installed. The employees feel safe most of the time. A computer program called Remote Administration System Plus has been installed to view the building. Additional panic buttons are being installed.

Sewer Treatment Plant Risk Evaluation

The treatment plant is located in the Northgate Plaza. Since it is left unattended and is out of view it is recommended that the doors to the control room be locked. Sentry Alarms has been contacted regarding price quotes. A front panel should be installed on the key storage box.

Public Works Department Risk Evaluation

The Public Works Department is located on the western side of the standalone Highway garage. This Department includes the Parks Department and the Water/Sewer Department. The area is used mostly for storage of equipment and materials. The Parks Department has an office area. Approximately seven to eight employees are in and out of this area daily. Employees typically do not spend long periods of time here because they mainly perform their jobs offsite.

It is recommended that training on recognizing potentially violent citizens and co-workers be provided for employees in this department. If an employee must work alone, he or she should periodically check in with a designated contact person throughout the work shift. An evacuation plan and list of emergency contact numbers should be posted in this area.

Highway Department Risk Evaluation

The Highway Department is located in the standalone building next to the Town Hall. Approximately thirteen full-time employees work in this department along with the occasional

three or four part-time employees. The Superintendent is also in and out of this area during a typical work shift.

The Superintendent's Office Assistant has an office adjoining the Superintendent's office in the front of the building. Residents, salespeople and other visitors stop at the office for assistance.

The Assistant stated that she feels safe. At this time, she has a two-way radio, cell phone and land line phone to call for assistance when necessary. She feels that she could easily receive any necessary assistance especially because there is usually somebody else nearby.

Remote Administration System Plus has been installed to allow the staff to view any potential threat in advance. It is recommended that a panic button be installed at her desk.

Employees generally park vehicles in the rear of the building during their shifts. It is recommended that a fobbed entry system be installed at this location. Training on recognizing potentially violent citizens or co-workers should be provided.

Evacuation plans and emergency contact numbers should be posted in this area. All of the trucks are equipped with two-way radios and most of the employees carry personal cell phones.

Employees rarely work alone except in the event of a storm. When working alone, the employee should keep the Office Assistant or other designated contact person informed of their location throughout the work shift.

In the event of extreme weather, the Highway Superintendent will decide how many employees are needed. They usually arrive at the same time. If not, employees may remain in their vehicles until others arrive.

Control and Preventative Measures

After evaluating each department we determined the following ways to better prevent and control violence in each area of the workplace:

- Training in dealing with violent individuals (co-workers, citizens)
- Training in conflict resolution
- Installation of panic buttons
- Allowance of cell phones to provide contact with others
- Providing monitors to supervise entrances, exits and hallways
- Allowing judges to wait in vehicles for sheriff accompaniment
- Drop safes and appropriate signage (i.e. "No more than \$50 on site")

- Additional office doors closed and marked “Employees Only”
- Evacuation plans posted and accessible
- Clearing work spaces of unnecessary objects that may be used as weapons
- Code for emergencies on intercom
- Installation of door contacts in mail room, and ordinance and clerks office
- Reporting information regarding agitated citizens
- Closing garage doors after leaving during shifts
- Staying in contact with the office or assigned contact person while working alone

REPORTING RESPONSIBILITIES

All employees are encouraged to remain alert to the possibility of violence on the part of employees, former employees, customers, visitors and other citizens. Employees shall place safety as their highest concern and shall report all acts and/or threats of violence. Reports will be handled in a confidential manner with information released only on a need-to-know basis.

An employee or authorized representative with knowledge of any violation of this policy shall bring such matters to the attention of his or her supervisor in the form of a written notice. The employee must file a copy of the Incident Reporting Form which is available in the Town Clerk office.

If the employee anticipates imminent danger, a written notice is **not** required; however, he or she must contact a supervisor or other person in authority to file a report immediately.

Intentional failure to report concerns or violations of this policy may be grounds for disciplinary action up to and including dismissal.

Completing the Incident Report Form

Employees should completely and thoroughly answer each question on the form with as much detail as possible. He or she should read each question carefully so that answers correspond with the questions being asked. For example, question #1 refers to **employees involved** and question #2 refers to **other individuals involved**.

The Incident Reporting Form is a very important document because it enables the Safety Committee to investigate, respond and mitigate violence in the workplace.

All descriptions should be based on fact and should not be based on assumptions, estimations or exaggerations. If the answer to any question is unknown, employees should state as such and the Safety Committee will acquire such information.

When completing the form employees should provide their signature, name of supervisor and date of submission. The supervisor will indicate the date he or she received the form and submit it to the Safety Committee by the next business day. The Safety Committee will then further investigate the alleged incident.

After a full investigation is completed the Safety Committee will document its findings and indicate any corrective actions that should be taken as well as a deadline for completion. All findings and corrective actions will be returned to the employee.

If the employee still believes that a violation exists after discussion with a supervisor and a chairperson of the Safety Committee, he or she may notify the NYS Department of Labor of the alleged violation.

Privacy Concern Cases

A Privacy Concern Case is an incident involving personal injury or illness that the employee would prefer remain confidential and unknown to others in the workplace. Examples of such incidents include, but are not limited to:

- Injury to an intimate body part
- Injury or illness resulting from a sexual assault
- Mental illness
- Terminal illness
- Any other injury or illness for which the employee independently and voluntarily requests that his or her name not be included on the report

In a Privacy Concern Case the victim will still be required to identify him/herself and provide a valid signature. The Department Supervisor will then be responsible for removing the victim's name from the form and replacing it with "Privacy Concern Case" before sharing a copy of the report with **anyone** other than the Safety Committee Chairperson.

Incidents Involving Criminal Conduct or Serious Injury

In the event that a violent incident in the workplace involves criminal conduct or serious injury, the protocol will be to notify the District Attorney or Police Department to ensure prompt

investigation and proper prosecution. If an employee is the victim of such a crime, the Town will provide information and assist in the filing of a criminal complaint.

Annual Program Review

The Safety Committee will review this program beginning in December 2011 and yearly thereafter to ensure effectiveness. The review will focus on incident trends and effectiveness of control measures. The reporting and record-keeping system will also be assessed for effectiveness in collecting all relevant information.

In the event of a serious incident (injury requiring more than basic first-aid, repeat incidents within six month's time, etc.) the Safety Committee will review this program immediately.

Post-Incident Response and Evaluation

Our Post-Incident Response and Evaluation is very important. Included in this section are procedures employees must follow in the aftermath of a violent incident:

1. Assure that the injured party receives prompt and appropriate medical care. This includes but is not limited to providing transportation to a medical care facility. Prompt first aid and emergency medical treatment can minimize the harmful effects of a violent incident.
2. Report the incident to the appropriate authorities as required by law. Dial 911.
3. Inform management about any incidents as soon as possible.
4. Secure the premises to safeguard evidence when necessary.
5. Prepare an Incident Report immediately after the incident, noting any details that may contribute to gathering of evidence. No detail should be disregarded.
6. Call the EAP to address the need for appropriate treatment for victimized employees. Post-incident debriefings and counseling can reduce psychological trauma and stress among victims and witnesses.

INVESTIGATIONS

Investigations of reported incidents of workplace violence will be conducted by at least two members of the Town Safety Committee and Town Attorney. Investigations will be handled with the utmost confidentiality to protect those filing complaints and the individual(s) being accused.

Investigations will be conducted in the following manner:

- An initial interview with the employee issuing the complaint will be conducted to determine the scope and extent of alleged behavior and any potential witnesses.

- The Committee members conducting the investigation will meet with the Town Board to discuss notification of the accused party.
- The individual accused of any type of behavior which meets criteria as a violation of this policy will be notified of the following:
 1. The individual will be made aware of the complaint in writing and will be given the opportunity to cooperate with the investigation by providing any additional information.
 2. Depending on the severity of the complaint, the accused individual may be suspended pending the outcome of the investigation. Compensation during such a suspension will be at the discretion of the Town Board.
 3. Interviews will be conducted with potential witnesses.
 4. A follow-up interview will be conducted with the employee who has issued the complaint to clarify any information provided by the accused or potential witness.
 5. The investigating members will meet with the Town Board to assess information obtained.
 6. An interview will be conducted with the accused individual to respond to any findings.
 7. Finally, the findings will be discussed with the Town Board to determine any necessary disciplinary steps in accordance with the Disciplinary Guidelines as discussed in Section 15 of the Town's Safety Manual.
- The accused party will meet with the Town Board for disposition of allegations and imposed disciplinary actions. The Town Board will meet with the employee issuing complaint to be informed of the investigation findings and subsequent actions.
- Individuals conducting an investigation are responsible for providing accurate documentation regarding the investigation.
- Documentation of the findings of the investigation will be kept in the personnel files of the accused individual, as well as the individual issuing the complaint.

EMPLOYEE TRAINING

Mandatory training will be provided to all of our employees upon completion of this program and annually thereafter. Attendance will be recorded and any absent individuals will still be required to complete training which shall include the following:

1. A copy and description of the Workplace Violence Prevention Program and information on where to find this information
2. Risk factors identified in the Risk Assessment and procedures for conducting Risk Assessments
3. Requirements of this regulation
4. Information on how employees can protect themselves:
 - The importance of reporting threats and incidents
 - How to properly report threats and incidents
 - Encouragement to suggest ways to improve the program
5. How to properly deal with potentially violent individuals in the workplace
6. How and when to utilize the Employee Assistance Program (the Town provides an EAP for all full time and part time employees and their eligible dependents. This program is discussed in further detail in Addendum 4 of the Town of Chenango Employee Safety Manual.)

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Town of Chenango

Workplace Violence Prevention Program

June 2023

PURPOSE

It is the intent of the Town of Chenango to provide a workplace for Town employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and by providing assistance and/or support to victims.

Committing violent acts, whether on or off duty, has the potential to impact an employee's ability to perform his or her job. The Town adopted by resolution this policy in September of 2010 to provide their employees with a safe and healthy work environment.

It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

It is also intended that management utilize available resources such as the Employee Assistance Program (EAP), law enforcement and applicable personnel policies and procedures.

DEFINITIONS

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment. Actions include but are not limited to:

- . Any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- . Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- . Intentional and wrongful physical contact with a person without his or her consent that entails some type of injury.
- . Stalking an employee with the intent of causing fear or harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Specific examples and extended definitions of various behaviors that perpetuate workplace violence, as well as key components in the addressing these issues, are listed as follows:

1. **Intimidation** is engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce, or induce duress.
2. **Threat** is the expression of an intention to cause physical or mental harm. Behavior that constitutes a threat can be defined as such regardless of whether the party communicating the threat has the present ability to carry it out and regardless of whether the expression is contingent, conditional, or future.
3. **Physical Attack** is unwanted or hostile physical contact (hitting, pushing, throwing objects at another, etc.) that is intended to harm or intimidate another.
4. **Domestic Violence** is abusive or violent behavior (including threats and intimidation) between people who have an ongoing or prior personal/intimate relationship. This could include people who are married, live together or date each other, as well as those who have been married, had lived together, or had dated in the past.
5. **Property Damage** is intentional damage to property and includes private property as well as property owned by Town employees, visitors or vendors.
6. **Imminent Danger** is any condition or practice in any place of employment that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures.
7. **Retaliatory Action** is the discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
8. **Serious Physical Harm** is any physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.
9. **Serious Violation** of the public employer Workplace Violence Prevention Program is the failure of the employee to report to a supervisor any situation or condition which could result in serious physical harm.
10. A **Supervisor** is any person within the Town who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
11. An **Authorized Employee Representative** is a designated representative of an employee

organization who is recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

Typology of Workplace Violence

Violence in the workplace is categorized into four types which are based on the relationship between the perpetrator and the victim or intended target of attack.

- Type 1. Criminal Intent:** Any violent act committed by a criminal who has no other apparent connection with the workplace establishment and who enters for the purpose of committing a robbery or other crime.
- Type 2. Customer/Client/Patient:** Violence directed at employees by any person to whom that public employer provides a service. An incident involving the assault of a doctor by his or her patient would fall under this category.
- Type 3. Co-worker:** Any violent act directed toward any employee, supervisor or manager which is perpetrated by a current or former employee of that establishment.
- Type 4. Personal:** Violence committed in the workplace by someone who does not work there but has some kind of personal involvement with an employee. Domestic violence situations fall under this category.

CAUSES OF VIOLENCE IN THE WORKPLACE

Violence in the workplace typically has some kind of origin or reasoning behind its occurrence. Aggressive behavior usually stems from somewhere. These incidents rarely arise “out of the blue” and can usually be attributed to some type of conflict that had been present prior to the violent incident. Examples of these causes include but are not necessarily limited to:

1. Personality Conflicts – Employees should expect to encounter a myriad of personalities, lifestyles, opinions and backgrounds when meeting and interacting with others in the workplace. Conflicts may arise when differing opinions or working styles interfere with the effective completion of a task or project.

The likelihood of conflict between co-workers increases when employees are required to work together in groups and may lead to increased tension, heated arguments and may sometimes even escalate to the exchanging of threats and physical violence. Personal conflicts should be properly addressed and dealt with before violence has a chance to arise.

2. Issues Involving Termination – Release of an employee in a disrespectful or otherwise inappropriate manner may lead to violence in the workplace. While this issue is sensitive

on its own, mishandling of employee terminations increases the likelihood of violent incidents in the workplace. Employees should be treated in a respectful manner in order to prevent any retaliatory violence that may occur following termination.

3. Substance Abuse – Toxic substances have the potential to distort peoples’ thoughts, behavior, and mood. Employees with substance abuse issues often bring these issues to the workplace. Intoxication may fuel discord between co-workers and cause conflict between clients, customers, patients, and those assisting them. The irrational behavior that often accompanies substance abuse has a high potential to cause violence in the workplace.
4. Grudges – Bearing a grudge in the workplace is fuel for disagreement and interpersonal conflict. Grudges, grievances, and resentment between employees, when left unresolved, can eventually develop into intense anger and hatred. The animosity that may arise because of a grudge may influence individuals to act in a violent manner. Any issues should be resolved as they arise to curb the possibility of future violent behavior.
5. Personal Problems – Individuals handle personal issues differently, and some do more effectively than others. An employee who does not properly handle his or her own personal problems may find those problems leaking into the workplace. To help lower the likelihood of violent behavior in the workplace, employees should take advantage of their Employee Assistance Program (EAP) as entered with Employee Network, Inc. (ENI).

WARNING SIGNS

Employees should be aware of signs that may indicate the possible occurrence of future workplace violence. Individuals may exhibit behavioral pre-violence indicators or “red flags” that other employees should know how to recognize. Certain behaviors or attitudes that may indicate risk include but are not limited to:

- Deliberate or unintentional isolation of an employee
- Morally superior or self-righteous behavior
- Displayed sense of entitlement or refusal to abide by certain rules.
- Displayed feelings of humiliation, degradation or desire for revenge
- Failure to properly address issues in a nonviolent manner.
- Paranoia and feelings of injustice
- Direct or indirect threats toward others
- History of violent behavior

- Drug or alcohol abuse
- Difficulties accepting criticism.
- Projection of responsibility for problems onto others
- Obsessive behavior toward co-workers (grudge, romantic infatuation, etc.)
- Recent disciplinary action for work performance problems
- Recent termination or threat of termination
- Fascination with violence (weapons, violent films, etc.)
- Significant, abrupt changes in behavior or work performance
- Decreased concentration at work or increased preoccupation with an issue.
- Increasing or unexplained absences
- Harassing phone calls to the workplace

IDENTIFYING AND EVALUATING RISKS

Employees in each separate office/department (26 in all) were asked to complete a questionnaire that assisted the Town in identifying updated risks for each area. Staff members were given the option of omitting their names from the questionnaires to protect anonymity and to encourage honest responses. The questionnaires consisted of a total of twelve (12) questions that had between three and four subcategories for a total of thirty-six (36) questions that related to how safe the individuals felt in their workspace, how trained they were and what risks that they felt they faced. The questionnaires also asked if the employee had ever experienced an event that they felt might be workplace violence.

Identified Risks that are common to each workplace/department

- Irate citizens
- Co-worker disagreements
- Domestic violence situations
- Exchanging money
- Mobile workplace assignments
- Working alone
- Working late/after hours
- Uncontrolled access to departments

The Safety Committee did an internal review of the complex as offices have been relocated and reviewed our existing policy and the protocols that were established for the previous version. The following additional safety measures were installed to compliment the existing panic buttons and video surveillance.

- Employee Only Signs were mounted outside of offices, restricting public access to office entranceway only.
- A notification system was installed on the main entrance doors which signals to the offices that someone has entered the building.
- Additional panic buttons were installed in the Supervisor's office.
- A doorbell was installed on one-way in offices.
- A monitor was installed in the Highway office.

The Safety Committee also invited Broome County Emergency Management Services, Broome County Security, and the Broome County Sheriff's Office on two separate occasions to perform a walk-through of the complex to seek their recommendations to reduce the risks.

The following is a summary for improvement and areas of concern as identified in a Site Assessment provided by the *Broome County Director of Security and Director of Emergency Services*. This assessment is included at the end of this plan.

The Town Hall has several departments and offices located throughout the building. The facility has been equipped with various forms of access control, panic buttons and there is a video surveillance system.

Areas of Concern – Town Hall

- Unsecure entrance
- Limited situational awareness of entranceway/main lobby
- General public use of the stairwell
- Countertop heights
- General employee safety preparedness

The following suggestions and recommendations were offered to help mediate the concerns.

- Offices that use the monitoring system should the primary focus be on entranceways and exits.
- Public Use of Stairwell, which already has access control, should be secured. Patrons visiting the building can use the elevator or an employee can escort the visitor.
- Countertops should have permanent glass partitions installed with document passthrough capabilities. The planning/zoning area should extend down from the ceiling and have a gap of about 12 inches to allow for large documents to be viewed.

Areas of Concern – Maintenance Facility (Garage)

- During the site visit it was found that the Maintenance Facility housed both employees and copious amounts of machinery and equipment.
- The facility was equipped with access control and a single panic button. The access control for the facility was set for “open” or “unlocked” during operational hours. The reasoning provided was that employees did not always have their access control card / key fobs on their person.
- Several of the entry doors were found unsecure and overhead doors were left ajar during portions of the day.
- The facility is currently void of any burglar alarm system or video surveillance system.

The following suggestions and recommendations were offered to help mediate the concerns.

- Set access control to “secured” 24/7
- Implement policy of employees always carrying access control card / key fobs on their person while working
- Secure all entryways.
- Minimize leaving overhead doors open.
- Install burglar alarm system which includes door entry sensors.
- Window entry sensors
- Window break sensors
- Install interior and exterior video surveillance system.

The following recommendations were made by the Safety Committee.

- The Assessor’s and Supervisor’s offices should be accessed by appointment and/or invitation only.
- The stairwell to the 2nd floor should be locked and accessed by key fob only, if a visitor wishes to use the stairwell, he/she can be fobbed in.
- The Community Room entrance should be always locked, only individuals with fobs should be able to open it.
- Establish one-way in protocol.
- Practice better internal communication so that employees are aware of who is in the building or if they are alone.
- Lock the 2nd set of doors entering the main lobby and have visitors announce to either the Clerk’s office or the Water Department who they are and where they are going. Install a system that allows the office to unlock the doors remotely.

Field Work – On the Job Site

- Establish regular check-in procedures if an employee is working in the field alone, for example, straightening signs.
- Who to contact if the employee is working in the field and an incident occurs and their supervisor is not available.
- Offer conflict resolution training.

The Safety Committee invited the Broome County Sheriff's Office to host and instruct on how to respond to an active shooter incident. The Sheriff's Department had in-house training with all day-time full-time employees to offer ways to stay safe. Some of the recommendations from that presentation were as follows:

- In an active shooter situation do not gather in large groups.
- Use simple methods to block doors, such as door jams or belts to tie a door shut.
- Do not engage in a combative manner with an aggressive individual.
- Do not try to investigate unknown popping sounds.

REPORTING RESPONSIBILITIES

All employees are encouraged to remain alert to the possibility of violence on the part of employees, former employees, customers, visitors, and other citizens. Employees shall place safety as their highest concern and shall report all acts and/or threats of violence. Reports will be handled in a confidential manner with information released only on a need-to-know basis.

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In a Privacy Concern Case the victim will still be required to identify him/herself and provide a valid signature. The Department Supervisor will then be responsible for removing the victim's name from the form and replacing it with "Privacy Concern Case" before sharing a copy of the report with **anyone** other than the Safety Committee Chairperson.

Incidents Involving Criminal Conduct or Serious Injury

If a violent incident in the workplace involves criminal conduct or serious injury, the protocol will be to notify the District Attorney or Police Department to ensure prompt investigation and proper prosecution. If an employee is the victim of such a crime, the Town will provide information and assist in the filing of a criminal complaint.

Annual Program Review

The Safety Committee will review this program annually to ensure effectiveness. The review will focus on incident trends and effectiveness of control measures. The reporting and record-keeping system will also be assessed for effectiveness in collecting all relevant information.

In the event of a serious incident (injury requiring more than basic first aid, repeat incidents within a six-month time, etc.) the Safety Committee will review this program immediately.

Post-Incident Response and Evaluation

Our Post-Incident Response and Evaluation is very important. Included in this section are procedures employees must follow in the aftermath of a violent incident:

1. Assure that the injured party receives prompt and appropriate medical care. This includes but is not limited to providing transportation to a medical care facility. Prompt first aid and emergency medical treatment can minimize the harmful effects of a violent incident.
2. Report the incident to the appropriate authorities as required by law. Dial 911.
3. Inform management about any incidents as soon as possible.
4. Secure the premises to safeguard evidence when necessary.
5. Prepare an Incident Report immediately after the incident, noting any details that may contribute to the gathering of evidence. No detail should be disregarded.
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EMPLOYEE TRAINING

Mandatory training will be provided to all our employees upon completion of this program and annually thereafter. Attendance will be recorded, and any absent individuals will still be required to complete training which shall include the following:

- A copy and description of the Workplace Violence Prevention Program and information on where to find this information.
- Risk factors identified in the Risk Assessment and procedures for conducting Risk Assessments
- Requirements of this regulation
- Information on how employees can protect themselves:
- The importance of reporting threats and incidents
- How to properly report threats and incidents
- Encouragement to suggest ways to improve the program.
- How to properly deal with potentially violent individuals in the workplace
- How and when to utilize the Employee Assistance Program (the Town provides an EAP for all full-time and part-time employees and their eligible dependents. This program is discussed in further detail in Addendum 4 of the Town of Chenango Employee Safety Manual.)

Workplace Violence Survey Town of Chenango

Please complete the following survey. Your honest assessment is necessary in keeping all Town employees safe and compliant.

1. Have you experienced verbal abuse (e.g., swearing, insults, teasing, or bullying) while an employee of the Town? Yes No
 a. If yes, did you report the incident(s) Yes No
 b. If yes, how did you report the incident(s)? Orally? _____ In writing? _____
 c. What was the relationship of the abuser to you?
 Co-Worker _____ Client/Customer _____ Member of the Public _____
 Other(describe) _____

2. Have you experienced verbal or written threats (e.g., “If you don’t get off my back, you’ll regret it”, “I pay your salary”) while an employee of the Town? Yes No
 a. If **yes**, did you report the incident(s) Yes No
 b. If **yes**, how did you report the incident(s)? Orally? _____ In Writing? _____
 c. What was the relationship of the abuser to you?
 Co-Worker _____ Client/Customer _____ Member of the Public _____ Other (describe) _____

3. Have you been threatened with physical harm (e.g., someone shaking a fist, throwing objects, committing vandalism) while an employee of the Town? Yes No
 a. If **yes**, did you report the incident(s) Yes No
 b. If **yes**, how did you report the incident(s) Orally? _____ In Writing? _____
 c. Were the Police involved? Yes No
 c. What was the relationship of the abuser to you?
 Co-Worker _____ Client/Customer _____ Member of the Public _____ Other (describe) _____

1. Do you ever find yourself in one of the following situations at work: A. Working alone? B. Working without knowing when persons leave the workplace	Yes Yes	No No
2. Are you aware of your workplace's written policy for addressing incidents of workplace violence?	Yes	No
3. Are you aware of what your workplace's written policy indicates regarding the following: A. When and how to request the assistance of a co-worker? B. When and how to request assistance from the local Police? D. What to do about a threat of physical violence? E. What to do when working alone? F. What to do when working late at night or early in the evening? G. How to be secure in and out of the building? H. What to do if assaulted by a resident/visitor or a co-worker?	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
4. Are you aware of any incidents of violence between your co-workers?	Yes	No
5. In your assessment or experience, where in the building or worksite could a violent incident most likely occur: A. Breakroom B. Exits C. Private Offices D. Hallways E. Stairways F. Bathrooms G. Parking Lots H. Other (specify) _____	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
6. Have you ever noticed a situation that could lead to a violent incident?	Yes	No
7. Have you received any employer-sponsored training on how to deal with potentially violent situations?	Yes	No
8. On a scale of 1 to 10 (1 = not worried, 10 = very worried), how concerned are you about your personal safety at work? Please circle one: 1 2 3 4 5 6 7 8 9 10		

<p>9. On a scale of 1 to 10 (1 = not prepared, 10 = very prepared), how prepared do you feel to handle a violent situation?</p> <p>Please circle one: 1 2 3 4 5 6 7 8 9 10</p>		
<p>10. Are you concerned about work rage on the job? a. If yes, what is the source of your concern?</p>	Yes	No
<p>11. Do you believe that work rage in your workplace is a:</p> <p>High Risk? _____ Medium Risk? _____ Low Risk? _____</p>		
<p>12. Do you have any other concerns regarding workplace violence? If yes, explain:</p>	Yes	No



Town of Chenango

Town Hall Site Assessment

Prepared For

Jo Anne Klenovic

Town Supervisor

Prepared By

Brian Norris

Director of Security

Patrick Dewing

Director of Emergency Services

01/10/2023

UNCLASSIFIED // FOUO



Table of Context

Page 1	Table of Context
Page 2	Town of Chenango
Page 3	Background
Page 4	Town Hall
Page 6	Maintenance Facility

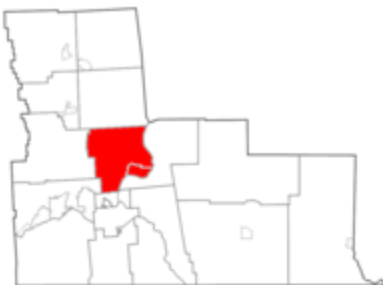


Town of Chenango


Location


1529 NY-12, Binghamton, NY 13901
 Mailing Address:
 1529 State Route 12
 Binghamton, NY 13901

Demographics



Map highlighting Chenango's location within Broome County.



Location within the state of New York
 Coordinates:  42°10'58"N 75°53'2"W

Country	United States
State	New York
County	Broome

Government	
• Type	Town Council
• Town Supervisor	Jo Anne Klenovic
• Town Council	Members' List [show]
Area ^[1]	
• Total	34.27 sq mi (88.75 km ²)
• Land	33.83 sq mi (87.63 km ²)
• Water	0.43 sq mi (1.12 km ²)
Elevation	961 ft (293 m)
Population (2020) ^[2]	
• Total	10,983 ▼
• Estimate (2021) ^[2]	10,876
• Density	321.45/sq mi (124.11/km ²)
Time zone	
• Summer (DST)	UTC-4 (EDT)
FIPS code	36-007-15110
GNIS feature ID	0978819
Website	townofchenango.com 

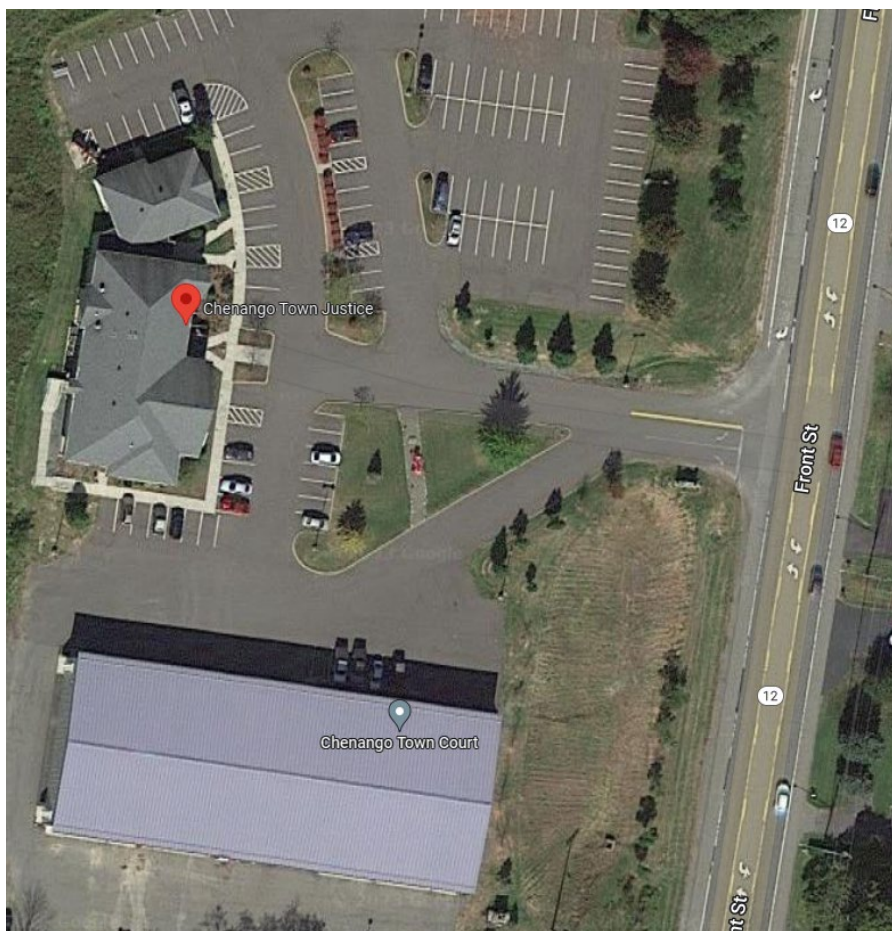


Background

On November 8th, 2022, Town of Chenango Town Supervisor Jo Anne Klenovic request that a representative from Broome County conduct a site assessment at the Town Hall and provide security recommendations.

On November 22nd, 2022, Director of Security, Brian Norris, and Director of Emergency Services, Patrick Dewing, conducted a site assessment at the Town of Chenango Town Hall located at 1529 NY-12, Binghamton, NY 13901.

During the site assessment it was found that there are two structures on the property, the Town Hall, and the Maintenance Facility. This report will be separated into two parts, each addressing the findings and recommendations for each structure.





Town Hall

Findings

Justice Court

The Justice Court, which is located within the Town Hall however, it can be considered its own secure area within the facility. The Justice Court has its own entranceway and exit, it is secured on either end, and is equipped with a video surveillance system and panic alarms. The only main area of concern is that patrons arriving and exiting for court have access to the Town Supervisor hallway.

Town Hall

During the site visit it was found that the Town Hall housed multiple employees and different departments including but not limited to:

- Town Supervisor
- Town Clerk
- Town Council
- Community Room

The facility was equipped with numerous proactive security features including:

- Access Control
- Panic Buttons
- Video Surveillance system

Areas of concern:

- Unsecure entrance
- Limited situational awareness of entranceway / main lobby
- General public use of the stairwell
- Countertop heights
- General employee safety preparedness



Recommendations

Unsecure Entrance / Limited Situational Awareness

It is recommended that the monitors located in the office(s) have new “camera groups” programmed so that the primary focus is on entranceways and exits. While it is recognized that situational awareness in other areas of the building is beneficial, it is more advantageous to know who is coming and going in the facility.

Public Use of Stairwell

It is recommended that the stairwell, which is already on access control, be secured. Patrons visiting the building can utilize the elevator and in the case the stairwell must be utilized the patron can be escorted by an employee.

*Please consult with the Code Office prior to implementing this change.

Countertop Heights

During the visit concern was expressed regarding the height of the countertops and temporary COVID-19 glass guards. To prevent a patron from entering the secure area over the countertop we recommend a permanent glass partition be installed with a document passthrough. For the Planning / Zoning area where large documents need to be reviewed, we recommend a permanent glass partition that extends down from the ceiling and ends 12 inches from the countertop.

General Employee Safety

We believe there are several proactive steps to increase general employee safety and preparedness in the workplace. During the site assessment we found several “employee only” doors that lead into secure areas unlocked or ajar. We recommend that these doors remain secure and encourage Administration to promote a safety and security mindset throughout the office.

Employees should always be prepared and have a plan should there be an event within the workplace. We recommend having an active threat course such as “Run, Hide, Fight” taught to all employees who work within the facility.

If there is an event in the workplace, employees should also be prepared to react in a manner that will decrease the loss of life. We recommend that all employees are taught CPR and “Stop the Bleed”. Furthermore, we recommend that some form of “Stop the Bleed” kits are purchased and staged throughout the building.



Maintenance Facility

Findings

During the site visit it was found that the Maintenance Facility housed both employees and copious amounts of machinery and equipment. The facility was equipped with access control and a single panic button. The access control for the facility was set for “open” or “unlocked” during operational hours. The reasoning provided was that employees did not always have their access control card / key fobs on their person. Several of the entry doors were found unsecured and overhead doors were left ajar during portions of the day. The facility is currently void of any burglar alarm system or video surveillance system.

Recommendations

- Set access control to “secured” 24/7
- Implement policy of employees always carrying access control card / key fobs on their person while working
- Secure all entryways
- Minimize leaving overhead doors open
- Install burglar alarm system which includes
 - Door entry sensors
 - Window entry sensors
 - Window break sensors
- Install interior and exterior video surveillance system
- Installation of Stop the Bleed kits



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
Fax: (607) 648-8519
water@townofchenango.com

8/14/23

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 to the securities to the Town Hall. Use the recommendation from 911, BC Sheriff Dept. and safety committee. **Estimated cost \$350,000. This would consist of building renovations, upgrades etc.**
- 4) Updates to Town garage: Hwy concrete garage floor, replace carpeting in Hwy offices, large ceiling fans in Hwy, Public Works garage areas to help with heating and cooling. Checking roofing for leaks. Front door replacement/repair. **Est cost \$200,000.**

Thank you
Greg Burden
Superintendent of Public Works



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
Fax: (607) 648-8519
water@townofchenango.com

8/14/2023

Attn Town Board:

The Town of Chenango Parks Dept. is asking the Town Board to fund the purchase of a new backhoe for the Department from the Fund Balance. If purchased soon there is a 6% discount off the total purchase. This would be roughly \$6,468.00.

The current backhoe is a 2008 New Holland, and it has become very unreliable. The backhoe is being used more for our many parks projects. I looked in to NYS contracts and requested quote from Monroe Tractor, this is where the HWY Dept. purchased their new loader recently.

I have attached the quote, machine specs and NYS contract. I ask the Town Board approve the expenditure from Fund balance, this is a good deal similar to the HWY Dept. Loader.

Thank You
Gregory Burden
Superintendent of Public Works



Retail Offer

CUSTOMER INFORMATION:
TOWN OF CHENANGO WATER DEPT 1529 ROUTE 12 BINGHAMTON, NEW YORK 13901 USA

DEALERSHIP
MONROE TRACTOR & IMPLEMENT CO., INC 6 EQUIPMENT DRIVE BINGHAMTON, NY 13904 US 607-754-6570 Email mpadoleski@monroetractor.com SALESPERSON: CHRIS MAIER - 607-365-2064

Retail Offer Number:	0001124455-1
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Retail Offer Valid to:	08/31/2023
------------------------	------------

Description:	2023 CASE 580SV
--------------	-----------------

UNITS OFFERED			
Unit # 1 580SV TC CP 4WD		List Price	178,549.00
Vehicle / Quote Number:	0018192784	Offered Price	122,500.00
Sales Order Number:	0086509163	Physical Damage Ins. (Deductible \$/ months)	
VIN/Serial #:	NZHH11884		

ADDITIONAL ITEMS		
Item	H023468 - 93" 4x1 BUCKET	5,000.00
Item	H039729 - 24" REAR BUCKET	1,200.00
Item	CNH MECHANICAL COUPLER - N SERIES BKT	1,100.00
Additional Item Subtotal		\$7,300.00

TRADE IN DETAILS	
NEW HOLLAND B95	
Value	22,000.00
Trade Remaining Payment	0.00
Equity	22,000.00
Trade Ins Subtotal	\$-22,000.00

Total	\$129,800.00
--------------	---------------------

Down Payment	\$0.00
---------------------	---------------

Total Offer Value	\$107,800.00
--------------------------	---------------------

FINANCING INFORMATION					
Financed By	N/A	Amount Financed	107,800.00	Term in Months	
Loan Type		Rate Type		Interest Rate	

ELIGIBLE FOR ADDITIONAL 6% RETAIL DISCOUNT - ONLY VALID FOR 2023

Retail Offer

Vehicle Configuration					
Vehicle / Quote Number: 0018192784, 0086509163					
NORMAL	NORMAL OFFER		742019	GLIDE RIDE	1,907.00
CASE	CASE		742015	MECH. TRANSPORT LOCK	
580SVT4	580SV TC T4B		745121	CASE SITEWATCH TELEMATICS	1,345.00
4WD	MFD		745131	3YR ADVANCED TELE SUBSCRIPTION	
	Base price	138,227.00	728758	ROTATING BEACON	162.00
745287	CAB	12,063.00	728993	SAFETY DECALS - NORTH AMERICA	
742874	SUPER DE LUXE SEAT 742874	1,285.00	745198	BHOE EXT 15FT COMMON	10,528.00
464120	BLUETOOTH RADIO 464120		720536	REVERSIBLE PADS	954.00
745283	LED WORKING LIGHTS	857.00	745295	HYD QUICK CPLR	4,969.00
745192	4WD STD TRANS 745192		742991	OVERSEA PROTECTION	
8393664	PN 19.5L-24 EZ RIDER GALAXY		742085	OPER. MANUAL CASE E	
8279741	PN 12-16.5 GALAXY		747875	TOOL BOX	182.00
745190	PILOT CONTROLS		742292	HEAVY FRONT COUNTERWEIGHT	392.00
745293	3SPL LDR AUX HYD CIR	1,698.00	861321	DUAL BATTERIES	230.00
745294	1WAY/2WAY AUX HYDS	3,750.00		Total List Price	\$178,549.00

Quote Summary
Prepared For:

TOWN OF CHENANGO / GREG BURDEN
 1529 STATE ROUTE 12
 BINGHAMTON, NY 13901
 Business: 607-648-4809
 greg.burden@townofchenango.ny.gov

Prepared By:

CHRIS OLDS
 Five Star Equipment, Inc.
 1653 Ny Route 11
 Kirkwood, NY 13795
 Phone: 607-775-2006
 Mobile: 607-343-7221
 colds@fse-i.com

Quote Id: 29375762
Created On: 07 August 2023
Last Modified On: 08 August 2023
Expiration Date: 31 August 2023

Equipment Summary	Selling Price	Qty	Extended
2024 JOHN DEERE 310 P-Tier Backhoe Loader ~ NYS OGS Contract PC69403; Sourcewell Contract 032119-JDC	\$ 121,593.70 X	1 =	\$ 121,593.70
John Deere Extended Warranty- Powertrain & Hydraulic, 1500Total Hours or 36Total Months, \$ 0.00 Deductible	\$ 0.00 X	1 =	\$ 0.00

Equipment Total **\$ 121,593.70**

Trade In Summary	Qty	Each	Extended
2008 NEW HOLLAND B95 - 031065957 PayOff	1	\$ 12,000.00	\$ 12,000.00
Total Trade Allowance			\$ 0.00
Trade In Total			\$ 12,000.00

Quote Summary	
Equipment Total	\$ 121,593.70
Trade In	\$ (12,000.00)
SubTotal	\$ 109,593.70
Total	\$ 109,593.70
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 109,593.70

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 29375762

Customer: TOWN OF CHENANGO / GREG BURDEN

2024 JOHN DEERE 310 P-Tier Backhoe Loader ~ NYS OGS Contract PC69403; Sourcedwell Contract 032119-JDC

 Hours: 0
 Stock Number: C020800

Code	Description	Qty
17B0T	2023 JOHN DEERE 310 P BACKHOE LOADER	1

Standard Options - Per Unit

183E	JDLINK	1
0202	UNITED STATES	1
0259	ENGLISH OPS MANUAL	1
0351	TRANSLATED LABELS	1
1003	CAB	1
3005	MFWD W/LIMITED SLIP DIFFEREN	1
4006	ENGINE FT4	1
5245	TIRE GAL19.5-24,12.5/80	1
6154	DUAL BATTERY	1
6576	1000LB FRONT COUNTERWEIGHT	1
6752	EXTENDIBLE DIPPERSTICK	1
7001	AUXILIARY W/ONE WAY FLOW	1
7028	PILOT CONTROLS 2 LEVER	1
7037	2WAY LOADER HYDR SINGLE LEVE	1
7702	STD QUICK COUPLER/LESS THUMB	1
7806	24" 61MM HD BKT 6.9 CU FT	1
7870	86" 2.18M BKT 1.31 CU YD	1
8075	OIL SAMPLING PORTS	1
8142	LED LIGHT PACKAGE	1
8146	LEFT SIDE CONSOLE STORAGE	1
8159	MACHINE SECURITY	1
8183	RADIO BOSCH PREMIUM PKG	1
8202	RIDE CONTROL	1
8208	SEAT CLOTH SUSPENSION HEATED	1
8213	CHROME EXHAUST EXTENSION	1

Dealer Attachments

3649RD	36" 12.00 Cubic Ft. Pin-On Ditching/ Grading bucket w/BOE	1
DPIN49R	Dead-Pin (Rear Install)	1

Service Agreements

John Deere Extended Warranty -



Form C

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**

Company Name: CNH Industrial America LLC

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	Sourcewell ACCEPTS

Proposer's Signature: *Tony Simpson*

Date: *3-12-19*

No exceptions noted.





**Contract Award
RFP #032019**

FORM D

Formal Offering of Proposal
(To be completed only by the Proposer)

**HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS,
AND SUPPLIES**

In compliance with the Request for Proposal (RFP) for HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: CNH Industrial America LLC

Company Address: 700 State Street

City/State/Zip: Racine, WI 53404

CAGE Code/DUNS: 00-131-5019

Contact Person: Tony Simpson

Title: Government Sales Manager

Authorized Signature:
(Name printed or typed)

Tony Simpson

FORM E

CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 032119-CNH

Proposer's full legal name: CNH Industrial America LLC

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 13, 2019 and will expire on May 13, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:
Jeremy Schwartz
C6F02A139D06499
SOURCEWELL DIRECTOR OF OPERATIONS AND
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by:
Chad Coquette
7E4268FB17AD1CC...
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on May 10, 2019

Sourcewell Contract # 032119-CNH

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name CNH Industrial America LLC.

Authorized Signatory's Title Government Sales Manager

Tony Simpson
VENDOR AUTHORIZED SIGNATURE

Tony Simpson
(NAME PRINTED OR TYPED)

Executed on May 10th, 2019

Sourcewell Contract # 032119-CNH



Form F

PROPOSER ASSURANCE OF COMPLIANCE

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first quality products and related services to Sourcewell Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data.

Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: CNH Industrial America LLC

Address: 700 State Street

City/State/Zip: Racine, WI 53404

Telephone Number: 262-636-6576

E-mail Address: Tony.simpson@casece.com

Authorized Signature: *Tony Simpson*

Authorized Name (printed): Tony Simpson

Title: Government Sales Manager

Date: Notarized

Subscribed and sworn to before me this 11 day of March, 2019 Notary

Public in and for the County of Racine State of Wisconsin

My commission expires: February 28, 2020

Signature: *Heidi Maderat*



PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: CNH Industrial America LLC.

Questionnaire completed by: Tony Simpson CASE CE & Amy Swett NH CE

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?

Payment terms are Net 30, after receipt of invoice.

- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Financing options and leasing solutions are available from CNH Industrial Capital America LLC. Sourcewell members should contact the local CNH brand construction equipment dealer to see what options are available.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to Sourcewell. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.

Our dealer network will be handling the sales from SOURCEWELL members and our dealers will be quoting the unit as well as receiving the payment from the them. As our dealers are working with their customers they will determine if local agency is a SOURCEWELL member. If they need to sign-up, our dealers are educated in the application process and can help them complete the membership application. Our dealers are aware of the SOURCEWELL pricing and discount structure that needs to be passed to their customers and they will work up a quote to the SOURCEWELL member. Once the member approves the quote the dealership will order the equipment. When the equipment arrives, the dealership will prep the unit and deliver it to the customer. The dealer will review operating instructions with the customer and fill out the warranty registration. Agency pays dealer for purchase.

Each quarter the CNH Government Manager will run a SOURCEWELL report on all sales and pay an administration fee to SOURCEWELL.

Appendix D

- The Process Flow for SOURCEWELL orders will be structured to minimize the impact to both the sales team and our customers as indicated below:
 1. CNH Industrial brand construction equipment dealer may contact the SOURCEWELL member or potential member to pursue purchase.
Or, an SOURCEWELL member contacts the local CNH Industrial brand construction equipment dealer for SOURCEWELL contract purchase.
 2. Determine if local agency is an SOURCEWELL member.
 - a. If member – proceed.
 - b. If not a current member – assist agency with online membership application.
 3. CNH Industrial brand construction equipment dealer determines product specifications and supplies quote.
 - a. Pricing Line Item Price List – published by CNH Industrial brands.
 4. Develop quote with:
 - a. Machine Pricing
 - b. Freight based on FOB point of shipment
 - c. 2% Steel Surcharge if applicable
 5. Quote presented to local agency by CNH Industrial brand construction equipment dealer.
 - a. Accepted – proceed to Order Process
 - b. Denied – dealer does not proceed
 6. CNH Industrial brand construction equipment dealer places machine order.
 7. CNH Industrial brand construction equipment dealer receives machine and preps for delivery to local agency.
 8. CNH Industrial brand construction equipment dealer delivers machine to customer.
 - a. Perform operator review as needed
 - b. File warranty registration
 9. CNH Industrial brand construction equipment dealer claims SOURCEWELL credit under Program
 10. Agency pays dealer for purchase.
 11. CNH Government manager logs SOURCEWELL sale and compiles sales report quarterly.
 12. CNH Government makes administration fee payment to SOURCEWELL quarterly.

SOURCEWELL fee will be calculated from the total quarterly end-user invoiced amount for the equipment. Freight charges or Taxes will not be used in this calculation. CNH agrees to pay SOURCEWELL a 0.75% contract fee. All SOURCEWELL sales will go thru the local CNH Industrial construction equipment brand dealer, spending the local tax dollars with the local businesses. enabling the profits to stay within your communities/counties.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?

Acceptance would be at the local dealer's discretion.

Warranty

5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

Case CE Warranty

The Case Warranty

The Case Warranty is a limited warranty that is provided to the initial retail purchaser in return for consideration paid as part of the purchase price of the product. The selling dealer must review the warranty coverage with the initial retail purchaser and obtain signature on this document.

New Limited Warranty

The warranty described here is from CNH Industrial America LLC and in Canada, CNH Industrial Canada Ltd., both of which are referred to in this agreement as "Case". This warranty is for Case products sold and registered in the United States or Canada and normally operated in the United States or Canada. This warranty does NOT apply to any product normally operated outside of the United States and/or Canada, or to any unit purchased outside of the United States or Canada and imported in for any reason other than a customer relocation/personal move.

Warranty Period

For the products listed below, the Warranty Period for all coverage begins at the time that any person, dealer or agent first places the unit into service. At the latest, a unit is considered to be placed into service when purchased or delivered to an initial retail purchaser. Certain demonstration, rental, lease, and other used units may be eligible for a portion of a new unit warranty. The availability of the remaining portion of a new unit warranty does not mean that a unit is new or unused. The Warranty Period ends when either the month or machine hour limit is reached, whichever limit occurs first.

PRODUCT	WARRANTY COVERAGE
SKID STEER / COMPACT TRACK LOADERS ^{5, 6}	12 Months / Unlimited Hours 24 Months / 2000 Hours
LOADER BACKHOES - N SERIES ^{2, 5}	12 Months / Unlimited Hours
TRACTOR LOADERS / FORKLIFTS ⁵	12 Months / Unlimited Hours
COMPACT EXCAVATORS CX-B SERIES ⁵	12 Months / 1000 Hours
COMPACT EXCAVATOR CX-C SERIES ⁵	24 Months / 3000 Hours
COMPACT WHEEL LOADERS ¹	12 Months / Unlimited Hours
COMPACTION EQUIPMENT - SINGLE OR DOUBLE DRUM ¹	12 Months / Unlimited Hours
WHEEL LOADERS ^{4, 5}	12 Months / Unlimited Hours
MOTOR GRADERS ^{4, 5}	12 Months / Unlimited Hours
EXCAVATORS ^{3, 4, 5}	12 Months / 1800 Hours
CRAWLER DOZERS ^{4, 5}	12 Months / Unlimited Hours

What's Covered

If a defect in material or workmanship is found in a unit and reported during the Warranty Period, Case will pay parts and labor costs to repair the defect if the services are performed by an authorized Case dealer at the dealer's location. If parts are needed during the repair, Case will, at its option, use genuine Case new or remanufactured parts. Case replacement parts that are used in a warranty repair are warranted until the end of the machine warranty or to the end of the Case Replacement Parts Warranty, whichever is longer.

CASE PROVIDES NO WARRANTY, EXPRESS OR IMPLIED, FOR A COMPONENT OR OTHER ITEM THAT IS SEPARATELY WARRANTED TO THE PURCHASER BY ITS MANUFACTURER, SUCH AS TIRES, BATTERIES AND FUEL INJECTION COMPONENTS. CHECK WITH YOUR DEALER FOR DETAILS

No Modification or Extension of Warranty Period

The Case Warranty is limited to the written terms in this document. Case does not authorize any person, dealer or agent to change or extend the terms of this warranty in any manner. Any assistance to the purchaser in the repair or operation of any Case product outside the terms or limitations or exclusions of this warranty will not constitute a waiver of the terms, limitations or exclusions of this warranty, nor will such assistance extend or reestablish the warranty.

This Warranty is Void If

The unit's hour meter is changed or altered, unless a Case dealer, at the direction of Case, changed the meter. If the unit is used in an application for which it is not designed, or the unit has been scrapped, salvaged, stolen, junked or totaled.

Limitation and Exclusions

The Case Warranty gives you specific legal rights and you may also have other rights, which vary from region to region.

New Holland CE Warranty

The NHCE Warranty

The NHCE Warranty is a limited warranty that is provided to the initial retail purchaser in return for consideration paid as part of the purchase price of the product. The selling dealer must review the warranty coverage with the initial retail purchaser and obtain signature on this document.

New Limited Warranty

The warranty described here is from CNH Industrial America LLC and in Canada, CNH Industrial Canada Ltd., both of which are referred to in this agreement as "NHCE". This warranty is for NHCE products sold and registered in the United States or Canada and normally operated in the United States or Canada. This warranty does NOT apply to any product normally operated outside of the United States and/or Canada, or to any unit purchased outside of the United States or Canada and imported in for any reason other than a customer relocation/personal move.

Warranty Period

For the products listed below, the Warranty Period for all coverage begins at the time that any person, dealer or agent first places the unit into service. At the latest, a unit is considered to be placed into service when purchased or delivered to an initial retail purchaser. Certain demonstration, rental, lease, and other used units may be eligible for a portion of a new unit warranty. The availability of the remaining portion of a new unit warranty does not mean that a unit is new or unused. The Warranty Period ends when either the month or machine hour limit is reached, whichever limit occurs first.

Appendix D

PRODUCT	WARRANTY COVERAGE
SKID STEER / COMPACT TRACK LOADERS ³	12 Months / Unlimited Hours 24 Months / 2000 Hours
CRAWLER DOZERS ¹	12 Months / Unlimited Hours
LOADER BACKHOES / TRACTOR LOADERS	12 Months / Unlimited Hours
WHEEL LOADERS	12 Months / Unlimited Hours
COMPACT WHEEL LOADERS	12 Months / Unlimited Hours
MOTOR GRADERS ¹	12 Months / Unlimited Hours
EXCAVATORS ²	12 Months / 2000 Hours
COMPACT EXCAVATORS E-B Series ⁴	12 Months / Unlimited Hours
COMPACT EXCAVATORS E-C Series ⁴	24 Months / 3000 Hours
TELESCOPIC HANDLERS	12 Months / Unlimited Hours
SEVERE APPLICATIONS (for all of the above)	6 Months / 1000 Hours

1) Engine coverage is provided by directly by the engine manufacturer.

2) Warranty does not cover any configuration excavator equipped with feller buncher/accumulator attachments.

3) Second year machine warranty coverage 24 months / 2000 hours

Definition of Severe Application: Severe duty applications include equipment used in Forestry, Demolition, Scrap & Waste Recycling, Mining and Landfills. Misrepresenting the application in which the product will be used on the Warranty Registration, will void Warranty.

Operator's Manual / Warranty Receipt Verification

The selling dealer has reviewed the correct operator's manual with me and will provide upon delivery of the product. YES / NO

The selling dealer explained safety precautions to me. YES / NO

The selling dealer explained the warranty terms and coverage to me. YES / NO

The selling dealer explained Purchased Protection Plan options for additional coverage on select components. YES / NO

I wish to be part of future NHCE communications, offers or events. YES / NO

What's Covered

If a defect in material or workmanship is found in a unit and reported during the Warranty Period, NHCE will pay parts and labor costs to repair the defect if the services are performed by an authorized NHCE dealer at the dealer's location. If parts are needed during the repair, NHCE will, at its option, use genuine NHCE new or remanufactured parts. NHCE replacement parts that are used in a warranty repair are warranted until the end of the machine warranty or to the end of the NHCE Replacement Parts Warranty, whichever is longer.

NHCE PROVIDES NO WARRANTY, EXPRESS OR IMPLIED, FOR A COMPONENT OR OTHER ITEM THAT IS SEPARATELY WARRANTED TO THE PURCHASER BY ITS MANUFACTURER, SUCH AS TIRES, BATTERIES AND FUEL INJECTION COMPONENTS. CHECK WITH YOUR DEALER FOR DETAILS

No Modification or Extension of Warranty Period

The NHCE Warranty is limited to the written terms in this document. NHCE does not authorize any person, dealer or agent to change or extend the terms of this warranty in any manner. Any assistance to the purchaser in the repair or operation of any NHCE product outside the terms or limitations or exclusions of this warranty will not constitute a waiver of the terms, limitations or exclusions of this warranty, nor will such assistance extend or reestablish the warranty.

This Warranty is Void If

The unit's hour meter is changed or altered, unless a NHCE dealer, at the direction of NHCE, changed the meter. If the unit is used in an application for which it is not designed, or the unit has been scrapped, salvaged, stolen, junked or totaled.

Limitation and Exclusions

The NHCE Warranty gives you specific legal rights and you may also have other rights, which vary, from region to region.

All CNH branded light equipment is covered by a one-year base warranty and our heavy equipment is covered by CASE ProCare, which is the most comprehensive planned maintenance support in the industry. **CASE ProCare comes standard on new heavy equipment orders at no additional cost to the customer.** Please take the opportunity to utilize our costing tool at <https://tco.casece.com/northamerica/en-us> This tool will help the customer to identify the cost of ownership while covered by ProCare and afterward.

ProCare Includes:

- 3-year/3,000-hour full machine factory warranty
- 3-year/3,000-hour planned maintenance
- 3-year Advanced SiteWatch subscription (Telematics)

Appendix D

Full description of warranty is provided in the brand's Warranty Statements – Please see “Warranty” attachment



- Do your warranties cover all products, parts, and labor?

All materials and labor are covered as described in the brand's Warranty Statements – Please see “Warranty” attachment.

- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?

Standard Warranty is subject to one full year as described in brand's Warranty Statements – Please see “Warranty” attachment for additional restrictions. Case Construction also provides a 3 year/3,000 hours warranty on new heavy machine orders. Please see ProCare attachment.

- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?

No. The warranty repair or replacement must be made at the dealer location as described in brands' Warranty Statements– Please see “Warranty” attachments.

- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?

No, Authorized CNH Industrial brand construction equipment dealers warranty repair centers are available in all geographic regions of the US and Canada. Sourcewell members will work with their local dealer for warranty repairs.

- Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?

If it's a wholegood that is branded by CNH Brands, then it's warrantied by CNH Industrial.

- What are your proposed exchange and return programs and policies?

If the equipment has a warranty issue, then it will be covered under the CNH Industrial warranty program. CNH Industrial equipment (dozers, Tractor loader backhoes, etc.) are not exchanged or returned. If the unit has an issue, our dealer network will service the units.

- 6) Describe any service contract options for the items included in your proposal.

All CNH branded light equipment is covered by a one-year base warranty and our heavy equipment is covered by CASE ProCare, which is the most comprehensive planned maintenance support in the industry. CASE ProCare comes standard on new heavy equipment orders at no additional cost to the customer. Please take the opportunity to utilize our costing tool at <https://tco.casece.com/northamerica/en-us> This tool will help the customer to identify the savings of cost of ownership while covered by ProCare and afterward.

ProCare Includes:

- 3-year/3,000-hour full machine factory warranty
- 3-year/3,000-hour planned maintenance
- 3-year Advanced SiteWatch subscription (Telematics)

New Holland Skid Steer and Compact Track Loaders are covered by two-year, 2,000-hour Full Factory Warranty or unlimited hours in one year. The rest of our Construction equipment is covered by a one-year base warranty. For additional coverage on the construction equipment, agencies can speak to a New Holland Dealer about our Purchased Protection Plan.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

CNH Industrial's two construction equipment brands (Case, New Holland,) are offering a comprehensive solution of productivity enhancing construction equipment products including:

- Tractor loader backhoes – heavy equipment vehicle that consists of a tractor like unit fitted with a loader
- Crawler dozers – Powerful tracked machines that use a variety of front mounted blades to move material
- Motor graders – Machines used in excavation and precision finishing for the final shaping where pavement will be laid
- Compaction – Machine that reduces air and water particles as the roller moves over the area
- Rough terrain forklifts – Equipment used to lift material over a surface
- Wheel loaders – Equipment that moves material from stockpiles to trucks
- Compact wheel loaders – Equipment designed to move in small areas to move material
- Excavators – Equipment used to dig or move large objects
- Mini and midi excavators – Used to dig close to walls where the larger excavators can maneuver
- Skid steers - Small rigid frame with lift arms used to attach a wide variety of labor saving tools or attachments
- Compact track loaders – These are essentially Skid steer loaders with high-flotation rubber tracks, allowing these machines to work in poor underfoot conditions and on sensitive surfaces.

All are supported by CNH Genuine Parts to meet the needs of governmental buyers. Please refer to attached equipment descriptions.

Appendix D

8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

The pricing model is based on the standard List Price and Discount from List. Please see below for the full discount matrices. Each construction brand has its own discount matrix. Freight for SOURCEWELL members is FOB CNH North America plant or import distribution point. In order to determine total price, the CNH branded construction equipment dealer will utilize the Price List and add the Freight, Surcharge, and any prep fee to the quote.

9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

Our proposed discounts range by model 25%-38% off MSRP

10) The pricing offered in this proposal is

- a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- d. other than what the Proposer typically offers (please describe).

11) Describe any quantity or volume discounts or rebate programs that you offer.

CNH Industrial does not offer a volume program or rebate programs, but our CNH Industrial dealers are authorized, at the dealer's discretion, to provide additional discounts at the local level.

12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Proposed pricing for Sourced equipment / products and / or related services will be "Open Market". We will provide a quote for each such request. CNH America Industrial LLC dealers, at the dealer's discretion, may provide additional discounts at the local level.

Appendix D

13) Identify any total cost of acquisition costs that are NOT included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial/pre-delivery inspection. Identify any parties that impose such costs and their relationship to the Proposer.

Our dealer network will charge freight, pre-delivery inspection, equipment set up, and a steel surcharge will be added to the purchase price if applicable as a separate line item.

14) If travel expense, delivery or shipping is an additional cost to the Sourcewell Member, describe in detail the complete travel expense, shipping and delivery program.

Equipment is FOB factory. SOURCEWELL members will be extended the CNH Industrial subsidized dealer freight costs.

15) Specifically describe those travel expense, shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

The same shipping and delivery expense calculation method will be used for offshore delivery as well as Alaska and Hawaii.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

CNH Industrial has over 1,000 dealer locations in the United States and Canada to serve the agencies distribution and service needs.

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.

The dealer is required to submit the purchase order with the serial number of the machine sold to the Government Account Manager. Government Account Manager receives the PO and serial number for verification of membership and pricing. Dealer will receive an Authorization and settles unit. A quarterly report is then generated for all SOURCEWELL sales.

18) Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

CNH Industrial agrees to pay SOURCEWELL a 0.75% contract fee on

Industry-Specific Questions

19) Describe any industry-specific quality management system certifications obtained by your organization.

All US and Canadian manufacturing locations are ISO 14001, ISO 50001, and OHSA 18001 certified. Please see the attached certifications.

20) Describe any environmental management system certifications obtained by your organization.

All US and Canadian manufacturing locations are ISO 14001, ISO 50001, and OHSA 18001 certified. Please see the attached certifications.

21) Describe any preventive maintenance programs that your organization offers for the solutions you are proposing in your response.

With CASE CE 3-year/3000-hr planned maintenance, which comes standard on all heavy equipment, you get a fixed price for future work that's tailored to your specific needs. This makes budgeting and tracking maintenance a breeze.

New Holland Skid Steer and Compact Track Loaders are covered by two-year, 2,000-hour Full Factory Warranty or unlimited hours in one year. The rest of our Construction equipment is covered by a one-year base warranty. For additional coverage on the construction equipment, agencies can speak to a New Holland Dealer about our Purchased Protection Plan.

With your Planned Maintenance Agreement, you'll be able to:

- Identify problems and repair them before failure occurs
- Decrease downtime
- Improve resale value thanks to well-documented maintenance work
- Reduce your overall cost of ownership
- Improve your fuel economy

Signature: _____

Tony Simpson

Date: _____

3.12.19

**AMENDMENT #1
TO
CONTRACT #032119-CNH**

This Amendment is by and between **Sourcewell** and **CNH Industrial America LLC** (Vendor). Sourcewell and Vendor will be collectively known hereinafter as "Parties."

Vendor was awarded a Sourcewell Contract for Heavy Construction Equipment with Related Accessories, Attachments, and Supplies effective May 13, 2019, through May 13, 2023, relating to the provision of services by Vendor and to Sourcewell and its Members.

The parties agree that certain terms within the Agreement shall be updated and amended and only to the extent as hereunder provided.

In consideration of the mutual covenants and agreements described in this Amendment, the parties agree as follows:

1. This Amendment is effective upon the date of the last signature below.
2. Form P – Question #6 in the Vendor's Response to the above-mentioned Request for Proposal is deleted in its entirety and replaced with the following:

RESPONSE: All CNH branded light equipment is covered by a one-year base warranty and our heavy equipment is covered by CASE ProCare, which is the most comprehensive planned maintenance support in the industry. CASE ProCare comes standard on new heavy equipment orders at no additional cost to the customer. Please take the opportunity to utilize our costing tool at <https://tco.casece.com/northamerica/en-us>. This tool will help the customer to identify the savings of cost of ownership while covered by ProCare and afterward.

ProCare Includes:

- 3-year/3,000-hour full machine factory warranty
- 3-year/2,000-hour planned maintenance
- 3-year Advanced SiteWatch subscription (Telematics)

New Holland Skid Steer and Compact Track Loaders are covered by two-year, 2,000-hour Full Factory Warranty or unlimited hours in one year. The rest of our Construction equipment is covered by a one-year base warranty. For additionally coverage on the construction equipment, agencies can speak to a New Holland Dealer about our Purchase Protection Plan.

3. The Agreement and any previous amendments are incorporated into this Amendment by reference.

Except as amended by this Amendment, the Agreement remains in full force and effect.

Sourcewell

DocuSigned by:
BY: Jeremy Schwartz
Authorized Signature

Jeremy Schwartz
Name – Printed

Title: Director of Operations & Procurement/CPO

Date: 9/23/2019 | 4:10 PM CDT

APPROVED:

DocuSigned by:
BY: Chad Coquette
Authorized Signature

Chad Coquette
Name – Printed

Title: Executive Director/CEO

Date: 9/23/2019 | 4:16 PM CDT

CNH Industrial America LLC

DocuSigned by:
BY: Tony Simpson
Authorized Signature

Tony Simpson
Name – Printed

Title: Government Sales Manager

Date: 9/23/2019 | 3:22 PM CDT



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
Fax: (607) 648-8519
water@townofchenango.com

8/14/23

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 of cemetery or park, aesthetics of the park, and need for work to be performed in a timely fashion.

1. Allocate **\$25,000.00** towards Kattelville Cemetery for the adjusting/repairing of settled grave stones and tree removal. Hired contractors to perform the work.
2. Castle Creek Park pavilion black top replacement. 65x40 estimated install cost: **\$5,000.00.** (Price based on County Contract Pricing as of 6/21/23. Price could fluctuate daily due to fuel index, \$3.00 per ton increase as of 8/14/23. Price good till 10/31/23). Town Employees can do the removal of existing black top.
3. Skim coats on all Basket Ball courts in the following order:
 - CC Park 57x31 estimated install cost: **\$3,000.00.**
 - Broad Acres Park 30x40 estimated install cost: **\$2,500.00.**
 - Hider Park 40x80 estimated install cost: **\$4,200.00.**

Price based on County Contract Pricing as of 6/21/23. Price could fluctuate daily due to fuel index. Add 3 dollars per ton to cover the increase to 10/31/23

4. Complete replacement of all 6x6 boarder and playground fiber at Broad Acres Park. Replacement of rotted telephone pole boarder with 6x6 post boarder at Broad Acres Park. Estimated cost: **\$9,000.00**
5. Complete replacement of swing set and ADA surfacing at Broad Acres Park. **Estimated cost: \$55,000 +/- this would include new 4 bay swing with bucket seat plus ADA surface through out the 45x35 area.**

6. Replacement of rotted telephone pole boarder with 6x6 post boarder at Broad Acres Park. **Estimated cost: \$3,800.00**

7. Complete recovering of Playground fiber at the following parks in the following order:
 - Castle Creek Park. Estimated cost: **\$3,000.00**
 - Broad Acres Park. Estimated cost: **\$4,000.00**
 - CB Park. Estimated cost: **\$3,000.00**
 - Hider Park. Estimated cost: **\$8,000.00**

8. Replacement boards/benches at Broad Acres Park. Estimated cost: **\$1,000.00.**
Performed by Town Employees.

9. Paint all back board, rims and aluminum benches at Broad Acres Park. Estimated cost: **\$500.00. Performed by Town employees.**

10. Finish paving the turn around at CB Park. Estimated install Cost: **\$9,000.00.**

Thank you
Greg Burden
Superintendent of Public Works



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
Fax: (607) 648-8519
water@townofchenango.com

8/17/23

Attn Town Board:

With the recent discussions about lowering down the fund balance, the Parks dept is interested in replacing the 2008 1070 John Deere tractor. This tractor is used for replacing wood fiber in playgrounds, mowing the Town landfill, Town Water Well roadways, aeration of the ball fields, grading with box blade and many other uses. This was on the replacement program for 2025, but now would be a good time to replace. I am asking the Board to fund the attached quote from Marshall Machinery for the purchase of a new tractor using fund balance.

Thank You
Gregory Burden

**New York State
Contract
PC# 69404**

L4802HST WEB QUOTE #2701517
Date: 8/17/2023 9:30:12 AM
- Customer Information -
Burden, Greg
Town of Chenango
greg.Burden@townofchenango.com
6077606240

Quote Provided By
MARSHALL MACHINERY, INC.
Matt Coar
745 HARRY L DRIVE
JOHNSON CITY, NY 13790
email: matt@marshall-machinery.com
phone: 5704708560

- Standard Features -

- Custom Options -



L Series L4802HST
*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE
Model # V2403-CR-E4-LB1
Tier 4 Final Engine
Common Rail Direct Injection
w/ Diesel Particulate Filter
Electronic Throttle
4 Cyl. 148.5 cu. in.
+ 46.0 Net Eng. HP
+ 40.5 PTO HP
@ 2600 Eng. rpm
12V, 600A CCA
Charging Output 40 Amps
Dual Air Cleaner Element

DASH INSTRUMENTS
Tachometer
Fuel Gauge
Temperature Gauge
LCD Display for Hour Meter
and Warning Messages

FLUID CAPACITY
Fuel Tank 13.5 gal.
Cooling System 6.9 qts.
Crankcase 8.7 qts.
Transmission and
Hydraulics 10.6 gal.
Front Axle 6.9 qts.

HYDRAULICS
Open Center
Tandem Pumps Gear Type
7.8 gpm Remote/3 Pt. Hitch
4.7 gpm for Power Steering
13.5 Total gpm
Cat I 3-point Hitch
At lift Point 2870 lb.
24" Behind 2320 lb.

DIMENSIONS
Overall Height w/ROPS 91.7"
Overall Length w/3pt 127.4"
Wheel Base 72.8"
Crop Clearance 16.1"

FRONT AXLE
Hydrostatic Power Steering
Bevel Gear, Cast Iron
Tread Spacing, nonadjustable

POWER TAKE OFF
Live Independent Hydraulic PTO
w/ hydraulic clutch
540 rpm Rear PTO - 1 Speed
Speed - 540 @ 2475 Eng. rpm
SAE Std 1 3/8" Six Spline

DRIVE TRAIN
Synchro Shuttle with Sliding
Gear
Shift Transmission
8 Forward Speeds
8 Reverse Speeds
Multiple Wet Disc Brakes
Clutch - Dry Type Single
Stage
Differential Lock
Rear Axle - Spur Gear

SAFETY EQUIPMENT
Foldable ROPS w/ Retractable Seat
Belt
PTO Shield
Safety Start Switches
Turn Signals / Hazard Lights
Mechanical Wet Disc Brakes
Parking Brakes
SMV Sign
Electric Key Shut-off
Parking Brake Indicator on Dash
Operator Presence Control System

+ Manufacturer Estimate

OPERATOR STATION
Color Coded Controls
Wide Platform Steps
High Back Seat with Adjustable
Suspension w/ Water Drain Hole
Tool Box
Cup Holder
Left Hand Fender Grip
Default to Auto Regen; w/ Parked
and
Inhibit Buttons for DPF

SELECTED TIRES
ABR8753B & ALR6809B
FRONT - 8.3-16 R1 OTR Traction Master
REAR - 14.9-24 R1 Titan Hi Power Lug TL

L4802HST Base Price: \$32,267.00

(1) BOLT ON CUTTING EDGE(73" w/11 Holes) TL1748-BOLT ON CUTTING EDGE(73" w/11 Holes)	\$286.00
(1) 72" HEAVY DUTY QA BUCKET L2294-72" HEAVY DUTY QA BUCKET	\$1,400.00
(1) FRONT LOADER W/GRILL GUARD/QC LA766-FRONT LOADER W/GRILL GUARD/QC	\$6,745.00
(1) SUNSHADE (CANOPY) E1133-SUNSHADE (CANOPY)	\$537.00
Configured Price:	\$41,235.00
State of New York Discount:	(\$9,071.70)
SUBTOTAL:	\$32,163.30
1Yr L4802HST Extended Warranty	\$725.00
1Yr FRONT LOADER W/GRILL GUARD/QC Extended Warranty	\$0.00
Factory Assembly:	\$355.00
Dealer Assembly:	\$82.50
Freight Cost:	\$862.50
PDI:	\$400.00
Full Department Orientations	\$250.00
Delivery	\$200.00
Installation of Accessories	\$650.00
3rd Function installed	\$1,050.00
Upgrade to R4 Tire Package	\$680.00
Liquid Ballast	\$480.00

Total Unit Price: \$37,898.30

Quantity Ordered: 1

Final Sales Price: \$37,898.30

**Purchase Order Must Reflect
the Final Sales Price**

To order, place your Purchase Order directly with the quoting
dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

- Vendor: Deere & Company
- 2000 John Deere Run
Cary, NC 27513
- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

For any questions, please contact:

Harold Guernsey

Lindsey Equipment
112 Route 369
Port Crane, NY 13833

Tel: 607-648-5776

Fax: 607-648-3513

Email: harold@lindseyequipmentus.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Lindsey Equipment
112 Route 369
Port Crane, NY 13833
607-648-5776
Willmerrill@lindseyequipmentus.com

Quote Summary

Prepared For:
Town Of Chenango
NY

Delivering Dealer:
Lindsey Equipment
Harold Guernsey
112 Route 369
Port Crane, NY 13833
Phone: 607-648-5776
harold@lindseyequipmentus.com

If customer refuses proper ballasting signature is required here:

Quote ID: 29431065
Created On: 16 August 2023
Last Modified On: 16 August 2023
Expiration Date: 29 September 2023

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 3046R Compact Utility Tractor (34 PTO hp) Contract: NY State Landscaping Grounds PC69683 (PG XN CG 22) Price Effective Date: August 15, 2023	\$ 40,449.01 X	1 =	\$ 40,449.01
Equipment Total			\$ 40,449.01

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 40,449.01
Trade In	
SubTotal	\$ 40,449.01
Est. Service Agreement Tax	\$ 0.00
Total	\$ 40,449.01
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 40,449.01



Selling Equipment

Quote Id: 29431065 Customer Name:

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580
 UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Lindsey Equipment
 112 Route 369
 Port Crane, NY 13833
 607-648-5776
 Willmerrill@lindseyequipmentus.com

JOHN DEERE 3046R Compact Utility Tractor (34 PTO hp)

Hours:

Stock Number:

Contract: NY State Landscaping Grounds PC69683 (PG XN CG 22)

Selling Price *
\$ 40,449.01

Price Effective Date: August 15, 2023

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
029ALV	3046R Compact Utility Tractor (34 PTO hp)	1	\$ 39,208.00	18.00	\$ 7,057.44	\$ 32,150.56	\$ 32,150.56
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1520	eHydro™	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 7,975.00	18.00	\$ 1,435.50	\$ 6,539.50	\$ 6,539.50
2000	Open Station with Standard Seat	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
2650	Less Radio	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
3320	Dual Mid Selective Control Valve	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
3420	Mid PTO	1	\$ 924.00	18.00	\$ 166.32	\$ 757.68	\$ 757.68
4061	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5211	11.2-24 (6PR, R1 Bar, 5 Position)	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
6211	180/95 - 14 (6PR, R1 Bar, 2 Position)	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 8,899.00		\$ 1,601.82	\$ 7,297.18	\$ 7,297.18
Dealer Attachments/Non-Contract/Open Market							
LVB25334	Canopy - Standard	1	\$ 750.61	18.00	\$ 135.11	\$ 615.50	\$ 615.50
LVB25332	Canopy Mounting Bracket and Hardware Kit	1	\$ 92.40	18.00	\$ 16.63	\$ 75.77	\$ 75.77
BALLAST	REAR TIRE BALLAST	1	\$ 310.00	0.00	\$ 0.00	\$ 310.00	\$ 310.00
Dealer Attachments Total			\$ 1,153.01		\$ 151.74	\$ 1,001.27	\$ 1,001.27



JOHN DEERE

Selling Equipment

Quote Id: 29431065 Customer Name:

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
Lindsey Equipment
112 Route 369
Port Crane, NY 13833
607-648-5776
Willmerrill@lindseyequipmentus.com

Value Added Services	\$ 0.00	\$ 0.00	\$ 0.00
Total			
Total Selling Price	\$ 49,260.01	\$ 8,811.00	\$ 40,449.01 \$ 40,449.01

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.

**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		
i. Coastal Resources. <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 <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 <i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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: _____
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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):

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

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>



State of New York County of Broome Government Offices

Department of Planning and Economic Development
Jason T. Garnar, County Executive · Beth Lucas, Director

July 13, 2023

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

RE: Review Pursuant to Section 239-l and -m of the General Municipal Law

Dear Supervisor Klenovic:

The Broome County Department of Planning and Economic Development has received your request for review of the below captioned matter:

Applicant: Town of Chenango
Project: Zoning Local Law: A Local Law Repealing and Replacing Chapter 67 of the Town Code entitled "Renewable Energy Systems"
Municipality: Town of Chenango
Tax Map No: town-wide
BC Case: 239-2023-091 (239-2016-130)

The Planning Department has reviewed the above-cited case and has not identified any significant countywide or inter-community impacts associated with the proposed project. However, we offer the following advisory comments for the consideration of the Town Board.

- The Village should ensure appropriate regulations for the Battery Energy Storage Systems and consider the need for a BESS local law.
- The Town should ensure that the proposed local law addresses the following to the extent necessary (See also NYSERDA Solar Guidebook for Local Governments and NYSERDA Model Solar Energy Local Law to the extent necessary):
 - stormwater detention ponds and swales; tree maintenance, replacement, and restoration; definition of "reasonable timeframe"; cost of final inspection; and retention of expert assistance in the abandonment/decommissioning and in the operation/maintenance regulations,
 - certification that the equipment meets performance and safety standards to address any potential toxic release (see NYSERDA Guidebook),
 - interconnection agreement and battery storage,
 - provision of fire protection services equipment and staffing,
 - soil testing report that shows the presence or absence of any preexisting, subsurface, hazardous materials that may be present at the project site to establish the original condition to which the project site soil must be restored upon decommissioning with proper removal and disposal of any hazardous substances present within the solar project, (See Town of Sanford Solar Local Law.)
 - Ensure that the proposed local law adequately states the required approvals and the reviewing and approving authority for the non-commercial solar energy systems which it does not seem to do.
 - Ensure the appropriate public hearing requirements for the special use permit application. See NYSERDA Guidebook: State law requires a public hearing and decision on special use permits.

Broome County Office Building · 60 Hawley Street · P.O. Box 1766 · Binghamton, New York 13902
Phone: (607) 778-2114 · Fax (607) 778 -2175 · www.gobroomecounty.com

- The SEQR should include the New York State Susquehanna Heritage Area and the Broome County Agricultural Economic Development Plan under land use plans.

The case file was routed to the New York State Department of Transportation (NYSDOT), Broome County Department of Public Works (DPW), Broome County Health Department (BCHD), Broome County Office of Emergency Services (OES), and Broome County Aviation (BCA) for review. Enclosed are comments from the NYSDOT that need to be addressed. DPW and BCHD had no comments.

Please submit a copy of your decision in this case within seven (7) days of taking action so it can be included in the case record. Thank you for your cooperation.

Sincerely,



Beth Lucas
Director

BL/lmz

cc: Keegan Coughlin | Partner COUGHLIN & GERHART, LLP
Kelli J. Gallegos | Paralegal COUGHLIN & GERHART, LLP
BC File Copy

Zier, Lora M.

Subject: FW: NYSDOT Comments FW: 239-2023-091 Chenango Renewable Energy Systems Local Law

From: Zier, Lora M.
Sent: Wednesday, July 5, 2023 12:35 PM
To: Keegan J. Coughlin <KCoughlin@cglawoffices.com>
Cc: Kelli J. Gallegos <KGallegos@cglawoffices.com>
Subject: NYSDOT Comments FW: 239-2023-091 Chenango Renewable Energy Systems Local Law

Hello Keegan:
Please see the emails below from Sean Murphy and Jennifer Taylor with NYSDOT comments for this project. BCHD had no comments. Any comments from BCP, BCDPW, BCOES, and BC Aviation will be forthcoming.

Sincerely,
Lora M. Zier
Senior Planner
Broome County Department of
Planning and Economic Development
Tele: 607-778-2370
Fax: 607-778-2175
lora.zier@broomecountyny.gov

From: Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>
Sent: Wednesday, July 5, 2023 12:10 PM
To: Zier, Lora M. <Lora.Zier@broomecountyny.gov>
Subject: FW: 239-2023-091 Chenango Renewable Energy Systems Local Law

Lora:
Please see the comment below.
Thanks,
Sean Murphy
Regional GIS Coordinator/Regional Site Plan Review Coordinator/Primavera Technical Support

New York State Department of Transportation, Region 9
44 Hawley Street, Binghamton, NY 13901
+1 607-772-7335 | Sean.Murphy@dot.ny.gov
www.dot.ny.gov



From: Taylor, Jennifer M (DOT) <Jennifer.Taylor@dot.ny.gov>
Sent: Monday, July 3, 2023 10:03 AM
To: Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>
Subject: RE: 239-2023-091 Chenango Renewable Energy Systems Local Law

For Section 67-9 D(7), the Town may want to consider requiring the site plan to also show parking consistent with the requirements of Section 67.7A(18).

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. 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 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.



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, plans, 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

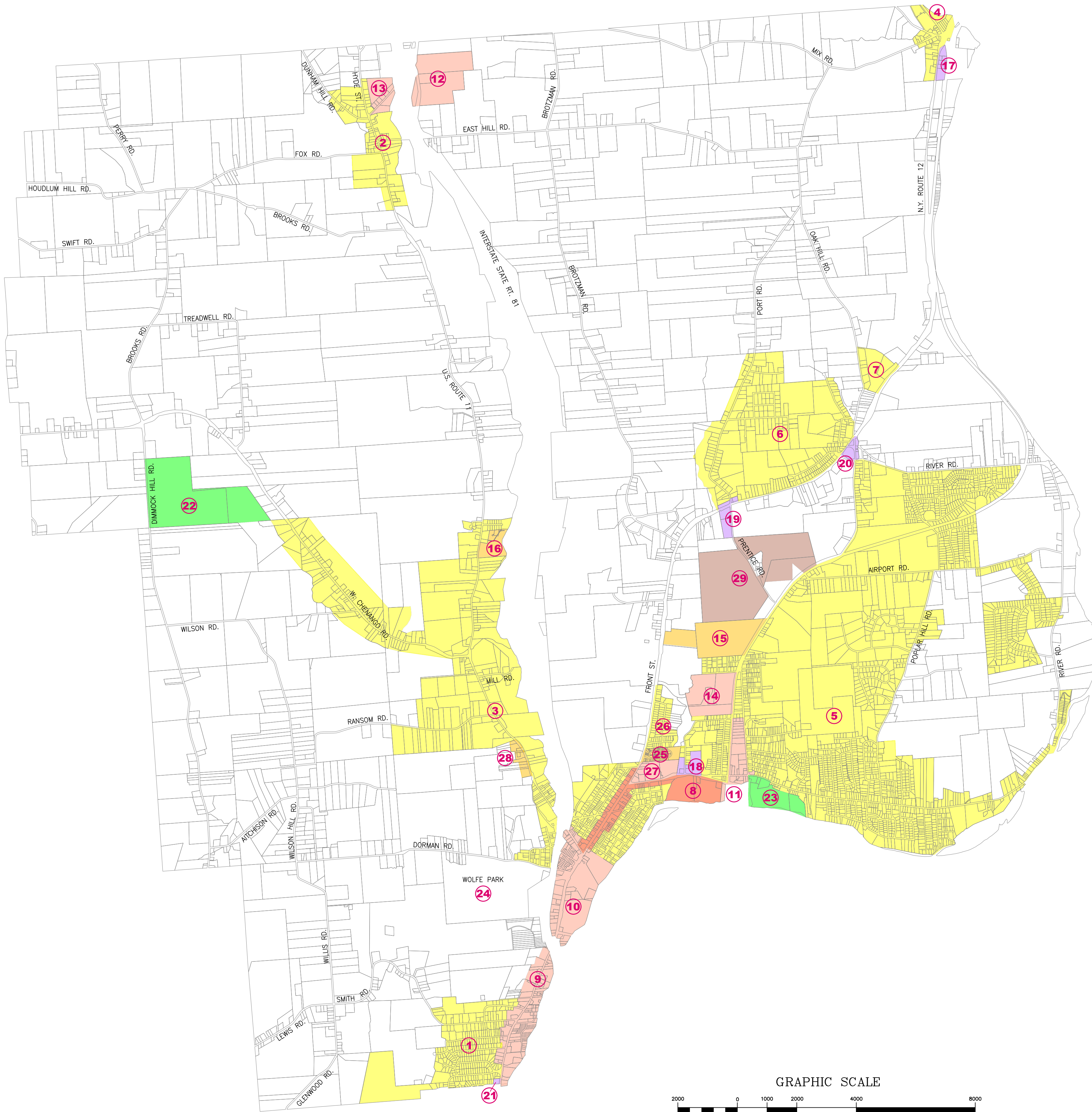
Client:
Town of Chenango
1529 NY Route 12
Binghamton
Broome County, NY

Date Drawn:

August 17, 2023
Drawn by: A. URDA
Project no.: 0016.00122.9
File: Toc-zon-2023 06 08.dwg
2023 Copyright Urda Engineering, PLLC

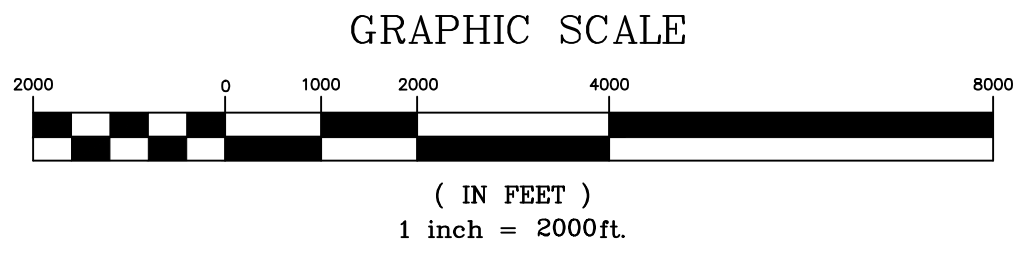
ZONING MAP
of the
Town of Chenango

ZONING MAP OF THE TOWN OF CHENANGO



LEGEND
COLOR ABBREVIATION DISTRICT DESCRIPTION

 R	RESIDENTIAL DISTRICT
 A	AGRICULTURAL DISTRICT (NO HATCHING)
 NC	NEIGHBORHOOD DISTRICT COMMERCIAL
 PDD-R I	PLANNED DEVELOPMENT DISTRICT - RESIDENTIAL I
 PDD-R II	PLANNED DEVELOPMENT DISTRICT - RESIDENTIAL II
 PDD-CS	PLANNED DEVELOPMENT DISTRICT - COMMUNITY SERVICE
 PDD-C	PLANNED DEVELOPMENT DISTRICT - COMMERCIAL
 PDD-I	PLANNED DEVELOPMENT DISTRICT - INDUSTRIAL
 PDD-R	PLANNED DEVELOPMENT DISTRICT - RECREATIONAL
 MH	MOBILE HOME DISTRICT
 CD	COMMERCIAL DEVELOPMENT DISTRICT



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: _____
--	---

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:

iii. Describe any development constraints due to the prior solid waste activities: _____

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. Describe the habitat/community (composition, function, and basis for designation): _____ _____ ii. Source(s) of description or evaluation: _____ iii. 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. 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. 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. If Yes: acreage(s) on project site? _____ ii. 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. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature ii. 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. CEA name: _____ ii. Basis for designation: _____ iii. 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 _____

2024 Budget Factors

Fire Companies

All fire companies have requested an increase with Chenango Bridge and Chenango being notable. Chenango Bridge requests are based on higher Insurance rates, refurbishing apparatus, replacement of a 20 year old rescue vehicle and several station upgrades and wish to budget to pre-pay their loan with M&T Bank prior to the scheduled 2025 payoff to save in significant interest payments. Chenango is requesting a 7% increase due mainly to inflation, fuel costs, electricity, insurance, repairs on apparatus and building expenses.

Payroll

We are proposing a 3% increase to salaries across the board (with exception of court) to keep up with the current CPI, which from July 2022 to July 2023, increased 3.2%

Court Payroll and Professional Service Personnel Requests

Court is requesting an overall 3.5% raise in personal services, and also shows when broken up, shows a 2% increase towards the judges and a 4% increase for the clerks. They have requested a \$12,000 increase in contractual for Broome County to provide security on court days. More information to follow.

Professional Services

We are awaiting legal and technology to provide us 2024 rates, but we can expect an increase due to higher expenses and work that needs to be done for the WWTP.

Engineering- Alex projected a 7.6% increase in his budget to cover trends of out-of-scope work, increased dues, WWTP, and solar project reviews.

Audio & Streaming for Conference Room

There are currently two quotes for the audio/visual upgrades, more information will follow. Jo Anne is compiling specific information regarding the project costs. There is \$30,000 already allocated in the 2023 budget for the purposes of audio upgrades, however, the deadline may not be met by years end.

Open Positions

In 2024 we will need to budget for an assessor as well as a trainee who will take a lesser pay until he obtains the proper licensing followed by a training period. We will also be replacing two senior ordinance clerks at entry level salaries, which create an approximate \$6,000 savings allowing us to apply it elsewhere.

Fire Departments

Name	District		2024		Increase	Var %
Chenango Bridge	#1 .41	\$	450,600	\$	131,545	41%
Chenango Forks	#1 .42	\$	25,489	\$	499	2%
Chenango	#2	\$	326,412	\$	21,354	7%
Total		\$	802,501	\$	153,398	24%

Payroll

See Link

[2023 CPI](#)

Court Payment Requests

Line			2024		Increase	Var %
Judges	PR	\$	55,162	\$	1,082	2%
Clerks	PR	\$	108,116	\$	4,299	4%
Security	Contract	\$	12,000	\$	12,000	
				\$	17,381	

Professional Services

			2024		Increase	Var %
Legal			pending			
Engineering		\$	70,700.00	\$	5,350	8%
Technology			pending			

Audio & Streaming for Conference Room

Company		Quotes	Suggested Budget amount
True View Security	\$	43,500.00	\$ 65,000.00
PPC	\$	63,821.00	

Open Positions

Position		
Assessor	\$	43,970
Assessor Trainee		\$40,000-\$44,000
Account Clerk (Ordinance)	\$	33,500
Account Clerk (Ordinance)	\$	33,500

Jo Anne Klenovic

From: Hon. Michael A. Fedish <mfedish@nycourts.gov>
Sent: Wednesday, August 16, 2023 11:04 AM
To: Jo Anne Klenovic
Cc: Hon. Wendy Scott
Subject: Request to be placed on agenda for the August 23rd Town Board Meeting

Supervisor Klenovic

I am requesting to be placed on the agenda for the August 23rd, Town board meeting to discuss with the Board staffing within the Justice Court. Clerk to Justice Kendra Maslin will be leaving for a position in Binghamton City Court effective August 30th.

The current court clerk 2023 budget line A110.110 Justice -Court Clerk Personnel Services is \$103,817.

I am not requesting any additional funding. But to insure the continued efficient operation of the Justice Court I will need to adjust the remaining Clerk to Justice from \$36,214 to \$41,750 and have \$41,000 left over in the budget line to offer a qualified replacement for the open position. There would be no change to the Part Time Court Clerks rate of pay.

Hon. Michael A. Fedish
Chenango Town Justice
1529 NY Rt. 12
Binghamton, NY 13901
607-648-8565

President, Broome County Magistrates Association
Director, New York State Magistrates Association

TO: Jo Anne Klenovic, Town of Chenango Supervisor
FROM: Jessica Haas, Executive Director
DATE: August 8, 2023
SUBJECT: 282 Ransom Road Demolition Project Partnership

Thank you for taking the time to speak with me on several occasions regarding Broome County Land Bank activities, including a necessary demolition project we intend to undertake in the Town of Chenango.

As you are aware, 282 Ransom Road is in desperate need of demolition and has been for several years now. We have a strong understanding from the Town of Chenango Code Enforcement Office of the challenges the Town has faced over the years from this severely blighted property, leading to its condemnation. We've worked with the County Executive, County Legislature and Real Property Tax Service Department to identify and acquire this property from a recent tax foreclosure list to include in our county-wide demolition program.

To undertake and complete this project, we'll be utilizing our Land Bank Initiative (LBI) – Phase II funding from the NYS Department of Homes & Community Renewal, which was awarded several months ago. The Land Bank Board of Directors and I would like to thank you once again for your letter of support for this project and our organization. Having the support of local leaders, like yourself, directly assisted us in strengthening our application and made it as successful as it was.

Additionally, we have discussed the Land Bank's recent endeavors and accomplishments in pursuing and securing partnerships with local municipalities as it relates to demolition projects. More recently, the Land Bank partnered with the Villages of Deposit and Johnson City and the Town of Fenton on our most recent round of demolition projects this past May. Deposit provided \$4,000 in grant funding, Johnson City \$3,000 and Fenton \$3,000 for the respective demolition projects.

Further, the Town of Conklin has committed \$1,500 toward the demolition of 1363 Millburn Drive later this year. These partnerships have allowed the Land Bank to expand the number of projects we can undertake and extend our grant funds further to address more blight. As it relates to our proposed demolition project at 282 Ransom Road, the Land Bank has an interest in partnering with the Town of Chenango.

Should you want to discuss in more detail, please don't hesitate to contact me directly. I would also be happy to present to you and the Town Board if you so wish.

Thank you again for your consideration.

Jessica Haas
Executive Director
Broome County Land Bank

Jo Anne Klenovic

From: Haas, Jessica M. <Jessica.Haas@BroomeCountyny.gov>
Sent: Thursday, August 17, 2023 12:37 PM
To: Jo Anne Klenovic
Subject: RE: 282 Ransom Road Demolition Project

Supervisor Klenovic,

Our estimated cost for demolition at Ransom Road is approximately \$33,000 not including tipping fees. However, tipping fees are waived for the Land Bank. With our project partners, we will typically defer to them to determine the amount they would like to contribute. The average for Towns and Villages have been within the \$3,000-\$4,000 range but it's entirely up to you and your Board. The Land Bank is incredibly grateful for any amount contributed.

On another note, we have included 282 Ransom Road into our demolition round this Fall. We anticipate moving forward on pre-demolition activities shortly.

Thank you so much,
Jess

Jessica Haas (Nejeschleba), Executive Director

Broome County Land Bank Corporation
60 Hawley Street 5th Floor
Binghamton, New York 13901
(607) 778-6001
Broomelandbank.org

From: Jo Anne Klenovic <joanne.klenovic@townofchenangony.gov>
Sent: Thursday, August 17, 2023 11:23 AM
To: Haas, Jessica M. <Jessica.Haas@BroomeCountyny.gov>
Subject: RE: 282 Ransom Road Demolition Project

You don't often get email from joanne.klenovic@townofchenangony.gov. [Learn why this is important](#)

Jessica

Is there a contribution amount you are suggesting to the Board for Ransom Road?

Jo Anne

Jo Anne W Klenovic
Supervisor
Town of Chenango
607-648-4809 X6

8/23/2023 Town Board Meeting



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

Department Head
Engineering



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

DISCUSSION ITEMS:

1. Zoning Map: Available for any discussion
2. Monthly Planning Board application review. Ongoing.
3. Budget info Provide to J. Cox. I projected a 7.6%+/- increase to cover trends in out-of-scope services requested annually (wastewater project, zoning, etc.), as well as minor increases in BTSC dues, SWPPP reviews (more of them occurring), and anticipated solar project reviews.
4. Other?

End.

PUBLIC REPORT FOR AUGUST 2023

WATER DEPT:

Water well drawdowns were done.

Leak detection is being done throughout the Town.

1 Curb boxes were fixed.

Billing continues to come in.

Worked on Budget.

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.

One pump was replaced this month, one was ordered.

Billing continues to come in.

Worked on the budget.

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.

Second play structure was installed at Hider Park.

New fencing was installed at Hider Park.

There was a total of 17 after hours call out in the month of August 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) 648-4809 ext7
Fax: (607) 648-8519
water@townofchenango.com

8/4/23

Attn Town Board:

A capital reserve Fund was created for both Water and Sewer on October 3rd, 2016 by the Town Board. I have attached the resolution for reference. I was asked to also explain the uses I have for the funds plus current balances, and also how much I am interested in using from these funds. All figures were based on the 6/23 financial statement, I have also attached that as well.

Uses for Water Reserve Fund:

1. Replacement of well pump Electric line at Northgate Well.
2. Addition of a Well depth monitoring system. (Will be mandatory once NG is grandfathered into SRBC as was 12A Well)
3. Help off set costs of pump/motor replacement. Avg Cost \$25-\$30,000.

Theses are a few high dollar costs that I could uses reserve funds for to help pay for or offset costs to put less stress on budgets.

Water Reserve Fund balance as of 6/2023:
\$92,224.19

Water Fund use amount: Up to **50%** of fund balance.

Uses for Sewer Reserve Fund:

1. Help offset the cost of sewer pumps. Avg cost per pump \$8,000.
2. Outdated equipment replacement. (Still minimum 2 years away from Sewer improvements)

These are a few high dollar costs that I could use reserve funds for to help pay for or offset costs to put less stress on budgets.

Sewer Reserve Fund balance as of 6/23: **\$61,335.76**

Sewer Fund use amount: Up to **50% of fund balance**.

I have copied the Local laws pertaining to both water and sewer below also.

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

Thank you
Greg Burden

RESOLUTION NO. 51

RESOLUTION ESTABLISHING CAPITAL RESERVE FUNDS FOR THE WATER AND SEWER OPERATING FUNDS TO FINANCE A TYPE OF CAPITAL IMPROVEMENT

The Town Board of the Town of Chenango, duly convened in Regular Session, October 3, 2016, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, this Board has determined that it is in the best financial interest of the Town of Chenango to establish Capital Reserve Funds for water and sewer operating funds;

SECTION 2. NOW THEREFORE IT IS RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established Capital Reserve Funds to be known as the "Capital Improvement Reserve Funds" for water and sewer operating funds. The purpose of these Capital Reserve Funds is to accumulate moneys to finance the cost of a type of capital improvements. The type of capital improvements to be financed from these Capital Reserve Funds is the acquisition of capital or construction improvements; and it is further

RESOLVED, the supervisor is hereby directed to deposit and secure the moneys for these Reserve Funds in the manner provided by Section 10 of the General Municipal Law. The Supervisor of the Town Board of the Town of Chenango may invest the moneys in these Reserve Funds in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Chenango. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of these Reserve Funds. The Supervisor shall account for these Reserve Funds in a manner which maintains the separate identity of the Reserve Funds and shows the date and amount of each sum paid into the Funds, the amount and date of each withdrawal from the Funds and the total assets of the Funds, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of these Reserve Funds; and it is further

RESOLVED, that except as otherwise provided by law, expenditures from these Reserve Funds shall be made only for the purpose for which the Reserve Funds is established. No expenditures shall be made from these Reserve Funds without the approval of this Town Board, Town of Chenango and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c; and it is further

RESOLVED, that the notice shall be substantially the form attached;
Resolution shall take effect immediately.

Offered by: Terry Kellogg

Seconded by: Gene Hulbert

Roll Call: All Present - Harold Snopek, Gene Hulbert, Terry Kellogg, Jim DiMascio and Russell Hemedinger all voted Aye.

Ayes: 5 Nays 0



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
Fax: (607) 648-8519
water@townofchenango.com

7/28/23

Attn Town Board:

I was asked to explain in greater detail why I am looking to do a rate increase for both Water and Sewer. Below you will see examples for increases in both Departments.

Water:

1. Testing Cost have risen steadily since 2020, also the amount of testing has increased since 2020. Ex- Emergent Containments sampling was added (1-4 dioxane/PFOA/PFOS) that added over \$15,000 to our budget alone. In 2023 avg cost for 1-4 was \$651.25 per test per quarter (2-6 tests per quarter). Cost in 2021 per test \$600.00.

Water Coliform testing in 1/22 avg cost \$299.75 per month (10 tests) in 2023 avg cost is \$327.94 per month (10 tests). This is just one of many tests we test monthly or quarterly.

More stringent testing for Lead/Copper are one the way.

2. Lead and Copper sanitary survey will mandate the Town to do major excavation and replacement if issues are found.
3. Billing Software is almost outdated for the reading equipment we have, cloud-based access/storage will be mandatory with Neptune no later that 2025. New Software cost avg \$25-\$35,000 up front with a yearly fee of upwards of \$5-\$7,000. Current software does not support this and owner as of 2023 unwilling to update his software to accommodate cloud-based programming. Avg cost of software now \$725.00 per yr.
4. Chemical cost has risen over the years, we are pumping more water that means more chemical use. Avg monthly chlorine use is 225 gallons @ \$4.95 - \$5.30 per gallon in June of 23. In Feb of 23 chlorine cost increased by \$.75 per gallon. Avg monthly cost in 2023 **\$1,122.50**. In 2022 avg cost per gallon \$2.65-\$2.95 per gallon, on 5/9/22 Chlorine increase of \$1.05 per gallon. Avg monthly cost in **2022 \$603.50**

5. Well cleaning in 2023 avg cost to clean 12A/NG well is \$38,405.00, in 2021 well cleaning for NG well cost \$33,695.00. Average cleaning every 3-5 years.
6. Steel pricing have increased over the years. 6" water repair clamp in 2023 avg cost \$259.29 in 2022 avg cost \$224.88. This is just 6" I have 2-8" water mains that we do annual repairs on. This does not include copper/brass fittings to do taps or service line repairs.
7. The Town Water infrastructure is old and there will need to be replacements done in the near future, I feel its in the best interest of the dept. to do the increase, and start saving money to offset the costs to do these upgrades in the near future

This is just some of the rising cost that the dept. is facing in 2023 and the price are sure to rise some in 2024. I have not touched base on the Fuel index pricing that changes almost daily, but as you see the change at the pump it affects us as well.

Lastly, I am hopeful that the employee's rates will increase for the rest of 23 and moving fwd. to 2024. The rate increase will cover those cost also.

I am asking for a 5% rate increase to start in our second quarter billing for 2024. I am confident that Water rates will be able to stay where they are after the 5% for a couple years. Once we start looking into Water Projects rates may need to be adjusted again.

Sewer:

1. Camden Group VS Don Benjamin. June 2023 Camden cost for 1) 3a operator for the month of June was roughly \$11,900 last bill from Don B from 1/2023 was roughly \$6,000.00.
2. Chemical Cost have increased. Avg chlorine cost per Gallon in 2024 was \$4.95, in 2023 average cost were \$2.65 per gallon.

Polymer cost in 2022 per pound was \$2.51 plus freight charge of \$230.00
 2023 \$2.74 per ton plus freight charge of \$379.31.
 Average deliver of 3600 pounds (2/yearly).

3. Test cost have risen: Avg monthly NYS part 360 Subpart 4 sludge sample in 2022 was \$369.00 in 2023 \$404.36. This is just one of many tests performed in the Sewer Dept.
4. Pumping rates for Penn view (1/Monthly) and Chenango Heights (2/weekly) in 2022 was \$400 per load. In 2023 load price increased to \$550 per load. Avg yearly cost \$59,400. **Still 2 years away from a new operational pumping station at these locations.**
5. With the new upgrades to the Treatment plant, we will be converting to a membrane filter system that requires filter change out roughly every 10 years at a cost of \$1,000,000. My

goal is to be able to save a good portion of that money with some of the increased O/M costs.

6. Electrical cost currently keeps going up and I add more to the budget every year to cover the costs, as trends are going I'm sure we will see an increase again before the construction of new plant is over. We also have to take into consideration the new plant will consume more energy meaning larger electric bills.

I am hopeful that this increase will cover the cost of O/M currently and when the new plant starts up. We are unsure what chemical cost will be at the new plant once up and operating. I am proposing a 25% rate increase in the Sewer Department since no increases have been done since 2015. I am unsure if another increase is not needed when new plant is in operations.

I hope this is an adequate description of what you were looking for justification on why we need to raise the rates, and why I chose the numbers that I did.

Thank you
Gregory Burden
Superintendent of Public Works

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	\$77.52	Minimum Total:	\$29.10	\$116.40
Outside Users (51) double	\$35.76	\$134.24	Flate Rate + (\$3.00 CI)	\$53.34	\$213.36
Water (2236 Connections)	\$44,169.06	\$176,227.44	Sewer (2590 Connections)	\$86,204.28	\$344,817.12
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	\$39.40	\$157.60	Flate Rate	\$62.93	\$251.72
Water 2236 Connections	\$50,516.40	\$202,065.60	Sewer	\$117,342.80	\$469,371.20
			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	\$202,065.60	2590 Connections 2024	\$117,342.80	\$469,371.20
2236 Connections 2023	\$44,169.06	\$176,227.44	2590 Connections 2023	\$86,204.28	\$344,817.12
Revenue Increase	\$6,347.34	\$25,838.16	Revenue Increase	\$31,138.52	\$124,554.08

All Rates are estimated on minimum usage, no overages included.

Outside user fees have not increase since 2015!

All user pay Capital Improvement fee.



TOWN OF CHENANGO

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

1529 NYS Rt. 12
Binghamton, NY 13901
Telephone (607) 648-4809 Ext 7
Fax: (607) 648-8519
water@townofchenango.com

8/18/23

To: Town of Chenango Supervisor and Town Board Members

RE: Recommendation to hire

With the recent vacancy in the Public Works Department, we are left with 4 employees in a 7-man rotation. We have we posted to the Towns website and out-front on the sign board looking for qualified applicants for laborer's position.

We received a total of 5 Broome County applications over the 1 1/2-week period. An interview committee was created, applicants were vetted through Broome County and the committee interviewed all 5 applicants.

Interviews were performed by the committee and after careful review of the applicants, the interview committee has chosen 3 well qualified candidate. The interview committee would like the blessing from the Town Board to offer applicant 1, applicant 2 and applicant 4 the DPW laborer's position at a **Union starting rate of \$16.00 per hr**, with a start date of 8/28/23 or sooner pending the passing of a preemployment screening and Job notices. This will put the Public Works dept. back to a 7-man rotation.

Thank You for your kind consideration in this matter:

Greg Burden

Town of Chenango
Superintendent of Public Works

Amy MacLeod

From: Jo Anne Klenovic
Sent: Thursday, August 17, 2023 2:24 PM
To: Amy MacLeod
Subject: FW: Regional Electronics Collections

Supervisor's report

Jo Anne W Klenovic

Jo Anne W Klenovic
Supervisor
Town of Chenango
607-648-4809 X6

From: Broome County Landfill <BroomeCountyLandfill@broomecountyny.gov>
Sent: Thursday, August 17, 2023 2:08 PM
To: Broome County Landfill <BroomeCountyLandfill@broomecountyny.gov>
Subject: Regional Electronics Collections

Good afternoon,

In September/October we have three (3) regional electronics collections scheduled. The locations and dates are listed below. All collections will be held from 9 am to 1 pm. Collections are open to Broome County residents only. No businesses may participate.

Electronics accepted as part of this program are televisions, monitors, computers, laptops, printers, fax machines, cell phones, radios, stereos (no speakers), VCRs, GPS units, and gaming consoles.

Electronics NOT accepted as part of the program include countertop appliances, microwaves, answering machines, large appliances, vacuums, dehumidifiers, air conditioners, freezers, refrigerators, and humidifiers.

To promote the events we will utilize social media and paid advertising through the newspaper. Please feel free to share the information with your residents.

September 9th: Village of Windsor, Klump Park
September 23rd: Village of Endicott, Municipal Lot-Madison Avenue
October 7th: Town of Chenango/Broome County, Park and Ride Lot-12A

Please let me know if you have any questions.

Thank you

Debra Smith, Director
Broome County Div. of Solid Waste Management
60 Hawley St., Binghamton, NY 13902
607-778-2397
Email: Debra.Smith@BroomeCountyny.gov
Visit our website at www.gobroomecounty.com/solidwaste

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 16

The Town Board of the Town of Chenango, duly convened on Wednesday, August 23, 2023, does hereby RESOLVE to approve and pay the audited claims listed on Abstract 16 dated August 16, 2023, as follows:

General Fund - Voucher Nos. 536-581; Check Nos. 6222-6251, totaling the sum of \$37,814.40.

Highway Fund - Voucher Nos. 203-213; Check Nos. 2101-2108, totaling the sum of \$13,238.90.

Water Fund - Voucher Nos. 134-144; Check Nos. 2024-2033, totaling the sum of \$19,367.16.

Sewer Fund - Voucher Nos. 209-205; Check Nos. 2489-2505, totaling the sum of \$22,640.34.

Special Districts/Street Lights – Voucher Nos. 17; Check Nos. 1214, totaling the sum of \$951.77.

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 23rd day of August 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: August 23, 2023

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

Page 1 of 5

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$37,814.40

John W. Klenovic
See AB/ck

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
559	AGWAY 2308-597656/Bulk Topsoil	A7110.400	98.00	6222 08/17/2023
536	AIR TEMP 181361/Labor for follow up on NYSEG (tested)	A1620.400	290.00	6223 08/17/2023
574	ALEXANDER N. URDA 854/Zoning Map & Descriptions	A1440.400	2,177.17	6224 08/17/2023
573	ALEXANDER N. URDA 855/MS4 2023 annual Reporting/Including Trainings	A1440.403	748.20	6224 08/17/2023
575	ALEXANDER N. URDA 856/2022 Engineering Charges/Batch Floodplain/SWWPPP	A1440.405	316.25	6224 08/17/2023
577	ALEXANDER N. URDA 859/Byrne Dairy SEPPP	A1440.405	1,623.40	6224 08/17/2023
578	ALEXANDER N. URDA 860/Yellow (Kashou) Solar	A1440.405	462.20	6224 08/17/2023
579	ALEXANDER N. URDA 857/2023 Eng. Charges for Abbey Trust SWPPP	A1440.405	874.85	6224 08/17/2023
580	ALEXANDER N. URDA 858/Yellow (Kashou) Solar	A1440.406D	152.50	6224 08/17/2023
581	ALEXANDER N. URDA 861/Dimatos Solar - Professional Service	A1440.406E	181.40	6224 08/17/2023
537	ALLSEASONS TEXTILE SERVICES INC 8-3-2023/Mats & Rags for Town Hall	A1620.400	119.75	6225 08/17/2023
538	Amazon Capital Services 14L3-1CPP-L6L4/Rolling storage cart for clerk's office	A1620.400	164.99	6226 08/17/2023
560	BENNEDUM'S LOCKSMITH, INC. 315665/Keys for Town Hall	A1620.400	19.50	6227 08/17/2023
539	BODEK SEPTIC & EXCAVATING 4920/Town Parks Porta Johns	A7110.400	1,030.00	6228 08/17/2023
539	BODEK SEPTIC & EXCAVATING 4920/Kattelville Cemetery Porta John	A8810.400	195.00	6228 08/17/2023
572	BROOME BITUMINOUS PRODUCTS 063340/Misc Patch F2 for parking lot rear garage	A1620.400	212.72	6229 08/17/2023
540	BROOME COUNTY LANDFILL 1024529Permit Fee	A7110.400	85.00	6230 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 2 of 5

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$37,814.40

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
561	CHENANGO SUPPLY CO, INC. 2308-518252/T35 Univ Head w/ Line clam	A7110.400	32.14	6231 08/17/2023
542	CINTAS FIRST AID & SAFETY 8406388423/Serviced Medicine Cabinet @ Highway Dept.	A1620.400	49.73	6232 08/17/2023
542	CINTAS FIRST AID & SAFETY 8406388426/Serviced Medicine Cabinet @ Town Hall	A1620.400	238.58	6232 08/17/2023
542	CINTAS FIRST AID & SAFETY 8406388425/Serviced Medicine Cabinet @ Sewer Plant	A1620.400	106.80	6232 08/17/2023
542	CINTAS FIRST AID & SAFETY 8406388424/Serviced Medicine Cabinet @ Park's Dept.	A1620.400	61.85	6232 08/17/2023
543	CINTAS FIRST AID & SAFETY 8406379957/AED Mgmt 1 year	A1620.400	205.00	6232 08/17/2023
544	CONSTELLATION NEW ENERGY, INC. 66007018501/Town Hall	A1620.400	3,147.39	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65818434301/Near 92 Airport Rd	A1620.400	0.55	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65766758101/State Route 12	A1620.400	222.39	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65766758001/1041 Castle Creek Rd Pump House	A1620.400	16.95	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65776632101/1066 Castle Creek Rd	A1620.400	12.73	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65768899001/1060 Castle Creek Rd	A1620.400	2.44	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65751139901/1452 River Rd	A1620.400	7.11	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65729698101/716 1/2 River Rd	A1620.400	3.62	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65807326701/Kattelville Rd Traffic Light	A3310.400	12.22	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65766756201/R 81 Gen-St Light SC2	A5182.400	389.07	6233 08/17/2023
545	CONSTELLATION NEW ENERGY, INC. 65766757001/Street Light SC3	A5182.400	151.85	6233 08/17/2023
541	Cardmember Service 81966204/July 2023 sponsored jobs on Indeed	A1670.400	2.80	6234 08/17/2023
568	JOHN ENDRESS 8/15/2023/Assessor's Breakfast/mtg	A1355.400	11.07	6235 08/17/2023
562	LINDSEY LAWN & GARDEN, INC. 984272/Clutch	A7110.200	594.14	6236 08/17/2023
562	LINDSEY LAWN & GARDEN, INC. 984272/V Belt, Labor, Misc	A7110.400	300.22	6236 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 3 of 5

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$37,814.40

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
563	LINDSEY LAWN & GARDEN, INC. 991689/Plug for PE 6 Zero Turn	A7110.400	8.22	6236 08/17/2023
564	LINDSEY LAWN & GARDEN, INC. 991565/CP3 Pro Trimmer Line 095	A7110.400	58.99	6236 08/17/2023
570	LOWES 924536/Cleaners,brushes & materials for Public Hearing	A1620.400	474.99	6237 08/17/2023
576	LOWES 8/13/2023/Toilet Parts for Womens 1st Floor Toilet	A1620.400	10.71	6237 08/17/2023
565	LOWES 918255/2-10-8 top choice KD Fir (Credit)	A7110.201	-16.13	6237 08/17/2023
565	LOWES 911156/500 ft Br Fl Org 6 ct 60" tall wd landscape	A7110.201	44.49	6237 08/17/2023
565	LOWES 924843/2-10-8 Top Choice KD Fir (all for Wolf Park)	A7110.201	48.39	6237 08/17/2023
565	LOWES 24901/Swan 15 ft Utility Hose, CM Foam Nitr gloves,pn.	A7110.400	28.45	6237 08/17/2023
565	LOWES 23439/Control Pro 130, 3/16-4-8 Perf Hardboard T	A7110.400	240.81	6237 08/17/2023
565	LOWES 91387/Return above Brass Cup Hooks	A7110.400	-27.08	6237 08/17/2023
565	LOWES 24802/BH Brass Cup Hooks 1 1/4, 1/2 x 2ft x 4ft MDF	A7110.400	27.08	6237 08/17/2023
570	LOWES 924706/Theresa Blvd curb repairs	A8540.400	98.25	6237 08/17/2023
570	LOWES 975260/Edwards St catch basin repair	A8540.400	29.29	6237 08/17/2023
570	LOWES 924013/7 Davis drywell repair	A8540.400	14.40	6237 08/17/2023
570	LOWES 924659/23 Theresa Blvd curb repair	A8540.400	87.89	6237 08/17/2023
570	LOWES 923588/Credit	A8540.400	-2.17	6237 08/17/2023
566	MIRABITO 108897/Fuel for Parks vehicles July 2023 #5572380	A7110.400	669.47	6238 08/17/2023
546	MIRABITO 108897/Gas purchases for July/Ordinance	A8020.400	35.51	6238 08/17/2023
569	NYS ASSOC. OF TOWN SUPER. OF 8/11/2023/Early Bird Reg for 2023 Annual Conf	A5010.400	700.00	6239 08/17/2023
547	NYSEG 8/4/2023/Near 1 Baker Rd (svce 11/29/22-7/31/23)	A5182.400	330.24	6240 08/17/2023
548	NYSEG 8/1/2023/143 Castle Creek Rd Lights	A5182.400	39.14	6240 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 4 of 5

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$37,814.40

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
549	NYSEG 8/8/2023/1060 State Route 11	A5182.400	22.35	6240 08/17/2023
550	Pyramid Business Systems, Inc. 118346/Full managed services + Datto Backup	A1680.400	1,090.00	6241 08/17/2023
550	Pyramid Business Systems, Inc. 118347/AppRiver Email Bundle	A1680.400	1,032.24	6241 08/17/2023
571	R.J. ZIGMONT'S 10040/Cleaning out Poplar Hill Retention Ponds	A8540.400	1,150.00	6242 08/17/2023
551	Rogers Service Group 0275971/Shredding of Documents Town Hall	A1630.400	85.86	6243 08/17/2023
567	SANICO 301100/Can Liners, TP, Paper Towels for Bathrooms	A1620.400	486.94	6244 08/17/2023
553	STAPLES BUSINESS ADVANTAGE 3543409104/Perforated Dog Paper	A1660.400	125.82	6245 08/17/2023
553	STAPLES BUSINESS ADVANTAGE 3543269330/Binder Clips, adding machine rolls, pens	A1660.400	23.43	6245 08/17/2023
553	STAPLES BUSINESS ADVANTAGE 3544190207/Self Lamination Pouches	A1660.400	85.02	6245 08/17/2023
553	STAPLES BUSINESS ADVANTAGE 3543490295/Custom Inking Stamps	A1660.400	45.15	6245 08/17/2023
553	STAPLES BUSINESS ADVANTAGE 3543409107/Pocket Folders	A1660.400	25.30	6245 08/17/2023
552	STATE COMPTROLLER 0331540-2023-06-01/June 23-Monthly Court Receipts	A690	15,002.00	6246 08/17/2023
554	TAYLOR RENTAL CENTER 1-553249-08/P.H. Zoning & Solar- chairs & mics	A1010.400	274.00	6247 08/17/2023
555	THE NIGHT SHIFT 81204/Floor Service 7/31/23	A1620.400	432.00	6248 08/17/2023
556	US BANK EQUIPMENT FINANCE 507583326/Minolta Printer Svce Contract + late fees	A1620.400	359.48	6249 08/17/2023
557	VALENTI AUTO CLINIC, INC. 168672/5w30 synth oil and oil filter	A7110.400	56.67	6250 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell-Sprvsr/Jo Anne	A1220.400	31.20	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell-Assessor/John E	A1355.400	31.20	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell-Wtr Swr/Greg	A1490.400	31.20	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cellphone-Town/Tracy	A1620.400	16.81	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell DCO/Joel	A3510.400	31.20	6251 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 5 of 5

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$37,814.40

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
558	VERIZON WIRELESS(PW) 9940325840/Cell-Hwy/Derin & James	A5010.400	62.41	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell-Nick K	A7110.400	31.20	6251 08/17/2023
558	VERIZON WIRELESS(PW) 9940325840/Cell- Ordinance/Gavin & Richard	A8020.400	62.40	6251 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

HIGHWAY - TOWNWIDE FUND

TOWN OF CHENANGO

Page 1 of 1

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$13,238.90

Jane W. Klemow
AB/ck

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
203	AIRGAS USA, LLC 55014224448/Welding Tank Lease Renewals	DA5130.400	190.00	2101 08/17/2023
204	Auto Zone 4702804298/Permatex Right Stuff Gasket Sealer	DA5130.400	17.99	2102 08/17/2023
205	BARRETT NEW YORK CENTRAL 3275313/9.5mm Patch Oak Hill, Daniel, Penny, etc.	DA5110.400	205.62	2103 08/17/2023
205	BARRETT NEW YORK CENTRAL 3276673/9.5mm Patch Stever, Charnel	DA5110.400	209.44	2103 08/17/2023
206	BARRETT NEW YORK CENTRAL 3284122/9.5mm Patch Banford, Norton, Ellen. S. Wisc, Poplar	DA5110.400	3,924.64	2103 08/17/2023
207	BROOME BITUMINOUS PRODUCTS 063314/Misc Patch F2/August 2023	DA5110.400	214.09	2104 08/17/2023
208	BROOME BITUMINOUS PRODUCTS 063332/Patching Badger, Frederick & Norman	DA5110.400	211.34	2104 08/17/2023
209	BROOME BITUMINOUS PRODUCTS 063340/Patch for Clark, Jewell, Newman & Palmer St	DA5110.400	143.19	2104 08/17/2023
210	LOWES 923588/Credit	DA5130.400	-2.17	2105 08/17/2023
210	LOWES 924240/Nuts	DA5130.400	4.14	2105 08/17/2023
210	LOWES 9233349/Truck #13 Fuel Tank	DA5130.400	8.59	2105 08/17/2023
210	LOWES 924956/Laser Thermometer	DA5130.400	33.71	2105 08/17/2023
210	LOWES 923350/Credit	DA5130.400	-0.64	2105 08/17/2023
210	LOWES 923340/Nuts, bolts, washers	DA5130.400	7.63	2105 08/17/2023
211	MIRABITO 578499/Gasoline for Trucks/fees	DA5110.400	7,926.53	2106 08/17/2023
212	TALLMADGE TIRE OF BINGHAMTON 1-103486/Tire Mounting Service to #19A	DA5130.400	130.00	2107 08/17/2023
213	TRACEY ROAD EQUIPMENT X102054489:01/Spring Clutch for #12	DA5130.400	14.80	2108 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

WATER OPERATING

Page 1 of 2

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$19,367.16

James W. Klenovic
See AB/ck
rec

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
134	AMREX CHEMICAL CO., INC. 244946/Hypochlorite Solution 50 blk gllns/5 gal cube	F8330.400	514.00	2024 08/17/2023
134	AMREX CHEMICAL CO., INC. 244947/Hypochlorite Solution 40 blk gllns	F8330.400	257.50	2024 08/17/2023
135	AMREX CHEMICAL CO., INC. 111073/Credit/cube deposit	F8330.400	-24.00	2024 08/17/2023
135	AMREX CHEMICAL CO., INC. 244619/Hypochlorite solution 35 gllns/ 5 glln cube	F8330.400	336.25	2024 08/17/2023
135	AMREX CHEMICAL CO., INC. 244618/Hypochlorite solution 52 gallons	F8330.400	316.90	2024 08/17/2023
136	BARRETT NEW YORK CENTRAL 3284122/9.5mm used to patch water break on Calgary Ln	F8340.201	319.57	2025 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 55753698901/37 Patch Rd	F8320.400	126.86	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65981923801/85 Poplar Hill Rd	F8320.400	734.61	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65209545802/1384 River Rd	F8320.400	-42.81	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65818436001/Hospital Rd	F8320.400	87.31	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65886272601/1384 River Rd	F8320.400	1.11	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65817779001/Water Dist 1 3	F8320.400	7.40	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65844324801/17 Hillside Dr.	F8320.400	27.36	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 64970124902/85 Savitch Rd	F8320.400	-41.67	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65817786601/1250 Front St	F8320.400	2,073.54	2026 08/17/2023
137	CONSTELLATION NEW ENERGY, INC. 65817756001/Route 12A Pump	F8320.400	1,738.52	2026 08/17/2023
138	LOWES 72379/Paint Supplies	F8340.400	71.85	2027 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

WATER OPERATING

TOWN OF CHENANGO

Page 2 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$19,367.16

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
138	LOWES 72529/RO Strust Qt gloss recovery fee	F8340.400	43.13	2027 08/17/2023
138	LOWES 11995/Hisense PT Dehum.	F8340.400	155.80	2027 08/17/2023
138	LOWES 09519/AA batteries/8ct	F8340.400	35.12	2027 08/17/2023
141	MICROBAC LABS,INC. S23001670/NY Coliform	F8320.400	327.94	2028 08/17/2023
141	MICROBAC LABS,INC. S23001536/Water Quality Parameters	F8320.400	101.99	2028 08/17/2023
141	MICROBAC LABS,INC. S23001479/Water Quality Parameters	F8320.400	83.03	2028 08/17/2023
140	MIDWAY INDUSTRIAL SUPPLY IN164780/Poplar Hill Booster Station Pump & 1 Spare	F8340.200	10,537.24	2029 08/17/2023
142	MIRABITO 572398/Fuel for water vehicles July 2023	F8320.400	638.83	2030 08/17/2023
139	Mark Trammel 8/9/2023/Water Bill overpayment	F2140	19.38	2031 08/17/2023
143	USA BLUEBOOK 00100231/DPD Disp 10ML 100 tests/injctn fitng, sample cell	F8330.400	509.44	2032 08/17/2023
143	USA BLUEBOOK 00100231/Val Matic Silent check valve	F8340.200	362.95	2032 08/17/2023
144	VERIZON WIRELESS(W&S) 9940436786/Cell-Luke/On Call Phone	F8310.400	48.01	2033 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

SEWER OPERATING

Page 1 of 2

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$22,640.34

John W. Klenow
see
Abstract
rec

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
209	AMREX CHEMICAL CO., INC. 245012/Hypochlorite Solution Bulk 295 g	G8130.400	1,567.25	2489 08/17/2023
210	Auto Zone 4702801082/Funnel, JBweld, .080 TrimmerLine, Antifrz, GearOil	G8130.400	127.75	2490 08/17/2023
211	BODEK SEPTIC & EXCAVATING 4914/Septic Pump, Chenango Heights	G8130.400	1,100.00	2491 08/17/2023
212	CAMDEN GROUP 7740/July 2023 Charges for Plant Operations	G8110.401	10,166.95	2492 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65751380301/10 Whitcomb Dr	G8120.400	10.36	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65766759201/Rte 12 Valvoline	G8120.400	68.10	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65896837101/Rte 12A Woodland	G8120.400	265.73	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65766761701/Bishop Rd	G8120.400	23.61	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65981762601/11 Clarendon Dr	G8120.400	206.16	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65981860901/1 Fox Lane	G8120.400	110.63	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65768671201/Front St/ Days Inn	G8120.400	40.49	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65974168101/35 Broad St	G8120.400	13.70	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65974184501/71 Wisconsin Dr.	G8120.400	22.22	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65864984001/1146 Front St.	G8120.400	88.21	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65981872401/742 River Rd	G8120.400	129.23	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65817779201/Chenango Plaza/Lowes	G8120.400	203.72	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65817744701/Theresa Blvd	G8130.400	81.31	2493 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

SEWER OPERATING

TOWN OF CHENANGO

Page 2 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$22,640.34

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
213	CONSTELLATION NEW ENERGY, INC. 65817745601/NG Sewer	G8130.400	4,413.64	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65864972601/Prescott Rd	G8130.400	28.81	2493 08/17/2023
213	CONSTELLATION NEW ENERGY, INC. 65882257801/524 Castle Creek Rd	G8130.400	408.84	2493 08/17/2023
214	DIEKOW ELECTRIC, INC. 4203/State Rate for Poplar Hill Lift Station	G8120.400	260.00	2494 08/17/2023
215	F. W. WEBB CO. 81792452/Proflex shld/NH CPLG for N.G. WWTP	G8130.400	59.98	2495 08/17/2023
216	F. W. WEBB CO. 81859710/PVC,Pste Flux,Solv Cem,Sdr,PVC for NG WWTP	G8130.400	136.45	2495 08/17/2023
216	F. W. WEBB CO. 81864878/Red CPLG PVC S80 SO	G8130.400	13.80	2495 08/17/2023
217	LINDSEY LAWN & GARDEN, INC. 981672/Air filter, oil, filter element, labor for SE1	G8130.400	527.85	2496 08/17/2023
218	LOWES 23148/Items needed for N.G. WWTP	G8130.400	170.40	2497 08/17/2023
219	MICROBAC LABS,INC. S23001482/Salmonella	G8130.400	111.47	2498 08/17/2023
219	MICROBAC LABS,INC. S23001662/Northgate Wastewater	G8130.400	343.89	2498 08/17/2023
220	MIRABITO 108899/Fuel for Sewer vehicles/July 2023	G8120.400	296.78	2499 08/17/2023
221	MIRABITO 551798/Bulk Fuel Location T001/lust fee	G8120.400	380.27	2499 08/17/2023
221	MIRABITO 551797/Bulk Fuel Location T002/lust fee	G8120.400	106.38	2499 08/17/2023
222	MR. ROOTER 95787289/Camera/located lateral line-249 Port Rd	G8120.400	240.00	2500 08/17/2023
223	Polsinello Lubricants 144300/Shell aw hydraulic 55 gal for WWTP Blowers	G8130.200	662.33	2501 08/17/2023
224	USA BLUEBOOK 00100133/Safegrip 12 mil XL gloves, 25 ML grad polypropylene	G8130.400	207.83	2504 08/17/2023
225	VERIZON WIRELESS(W&S) 9940436786Ipad 607-651-4013/Seth Acct 986619828	G8110.400	46.20	2505 08/17/2023

ABSTRACT OF AUDITED VOUCHERS

LIGHT DISTRICT

Page 1 of 1

James W. Klenow

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/16/2023

NUMBER 016

TOTAL CLAIMS: \$951.77

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
17	CONSTELLATION NEW ENERGY, INC. 65766679901/Street Lights	SL5182.400	951.77	1214 08/17/2023

RESOLUTION NO. _____

RESOLUTION AUTHORIZING HIRING FULL TIME HELP IN THE HIGHWAY DEPARTMENT

The Town Board of the Town of Chenango, duly convened in Regular Session, August 23, 2023, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Highway Superintendent has requested authority to hire one (1) Brian Miller, 152 Steed Rd., Chenango Forks, NY 13746 for the position of Light Equipment Operator. The entry level rate is \$21.95.

WHEREAS the start date for employment in the Highway Department is effective, August 21, 2023

WHEREAS, this Board has carefully considered this request, now, therefore it is hereby

SECTION 2. RESOLVED, that Brian Miller is hereby hired as a full-time Light Equipment Operator in the Highway Department effective August 21, 2023.

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 23rd, day of August 2023. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____
Councilperson Gene Hulbert Jr _____
Councilperson Jim DiMascio _____
Councilperson Dave Johnson _____
Councilperson Kevin Worden _____

Town of Chenango Seal

Dated: August 23, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

RESOLUTION NO. _____

RESOLUTION AUTHORIZING HR TO OFFER THE POSITION OF LABORER IN THE PUBLIC WORKS DEPARTMENT

The Town Board of the Town of Chenango, duly convened in Regular Session on August 23, 2023, does hereby RESOLVE as follows:

WHEREAS, three vacancies for the position of Laborer are available which the Superintendent of Public Works has requested authority to fill; and

WHEREAS, the Interview Committee of the Town of Chenango has interviewed five potential candidates and recommends applicant 1, applicant 2 & applicant 4 for the position of Laborer; and

WHEREAS, this Board has reviewed this request, now; therefore, it is hereby

RESOLVED, that the Town Board of the Town of Chenango directs H.R. to offer the position of Laborer to applicant 1, applicant 2 & applicant 4 in the Public Works Department at the rate of \$16.00 per hour pending the completion of mandated drug and alcohol testing.

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 NY Rte. 12, Binghamton, New York on this 23rd day of August 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: August 23rd, 2023

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango



TOWN OF CHENANGO

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

1529 NYS Rt. 12
Binghamton, NY 13901
Telephone (607) 648-4809 Ext 7
Fax: (607) 648-8519
water@townofchenango.com

8/18/23

To: Town of Chenango Supervisor and Town Board Members

RE: Recommendation to hire

With the recent vacancy in the Public Works Department, we are left with 4 employees in a 7-man rotation. We have we posted to the Towns website and out-front on the sign board looking for qualified applicants for laborer's position.

We received a total of 5 Broome County applications over the 1 1/2-week period. An interview committee was created, applicants were vetted through Broome County and the committee interviewed all 5 applicants.

Interviews were performed by the committee and after careful review of the applicants, the interview committee has chosen 3 well qualified candidate. The interview committee would like the blessing from the Town Board to offer applicant 1, applicant 2 and applicant 4 the DPW laborer's position at a **Union starting rate of \$16.00 per hr**, with a start date of 8/28/23 or sooner pending the passing of a preemployment screening and Job notices. This will put the Public Works dept. back to a 7-man rotation.

Thank You for your kind consideration in this matter:

Greg Burden

Town of Chenango
Superintendent of Public Works

RESOLUTION NO. _____

RESOLUTION AUTHORIZING EXPENDITURES OF FUND BALANCE

The Town Board of the Town of Chenango, duly convened in Regular Session, August 23, 2023, does hereby RESOLVE as follows:

WHEREAS, the Town Board of the Town of Chenango at this meeting adopted a Fund Balance Policy; and

WHEREAS, the Town Board has requested the Department Heads review their plans for expenditures in future years and provide examples of items that would benefit the Town if done sooner; and

WHEREAS, the Town Board has reviewed the Town's current debt and found interest rates to be low and it not in the best interest of the Town to utilize excess fund balance to pay down debt; and

WHEREAS, the Town Board has requested the Department Heads review the Town's reserve funds and project list to recommend the best use of the Town's excess Fund Balance; and

WHEREAS, the Town Board wishes to allocate \$XXXXXX to XXXXX project out of the Town's excess fund balance;

WHEREAS, the Town Board has determined such purchase to be in the best interest of the Town of Chenango.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Board of the Town of Chenango authorizes the Department Heads to move forward with the projects; and be it further

RESOLVED, that the funds for such purchase be taken from the unexpended fund balance and memorialized in a future resolution authorizing the award of any contracts; and be it further

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 23rd day of August, 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: August 23, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE TOWN OF CHENANGO WASTEWATER TREATMENT AND CONVEYANCE IMPROVEMENTS PROJECT

WHEREAS, the Town of Chenango (Town) is the Owner of the Town of Chenango Wastewater Treatment and Conveyance Improvements Project (“Project”); and

WHEREAS, Barton & Loguidice, D.P.C. (B&L) has been retained by the Town to prepare design Contract Documents for the proposed Project and to assist the Town with bidding the Project in accordance with General Municipal Law; and

WHEREAS, the Project includes Contract No. 1 – Northgate Wastewater Treatment Plant Improvements, inclusive of the following:

- Contract No. 1A – General Construction
- Contract No. 1B – Electrical Construction
- Contract No. 1C – Mechanical Construction
- Contract No. 1D – Plumbing Construction

WHEREAS, the Project further includes Contract No. 2 – Sanitary Sewer Collection System Improvements, inclusive of the following:

- Contract No. 2A – General Construction
- Contract No. 2B – Electrical Construction

WHEREAS, the Town Board acknowledges a draft SPDES permit for the Northgate WWTP has been issued by NYSDEC on October 21, 2021 and NYSDEC approval of the basis of design report, plans and specifications was initially received on November 19, 2021 with supplemental approval of the addenda to the plans and specifications received on August 16, 2023; and

WHEREAS, the Town Board, acting as Lead Agency for the Project, previously made appropriate and necessary findings pursuant to the State Environmental Quality Review Act (SEQRA), constituting Article 8 of the Environmental Conservation Law and 6 N.Y.C.R.R., Regulations Part 617.5, and determined that no substantial adverse environmental impact will be caused by the Project, and a Negative Declaration was adopted; and

WHEREAS, the Town Board wishes to complete the bidding process as expeditiously as possible and without unnecessary delay.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chenango, does hereby authorize the advertisement for bids for the Town of Chenango Wastewater Treatment and Conveyance Improvements Project and the Town shall receive bids until October 24, 2023 at 2:00 PM; and

BE IT FURTHER RESOLVED, 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 Chenango Town Hall, 1529 NY Rte. 12, Binghamton, New York on this 23rd day of August 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 _____

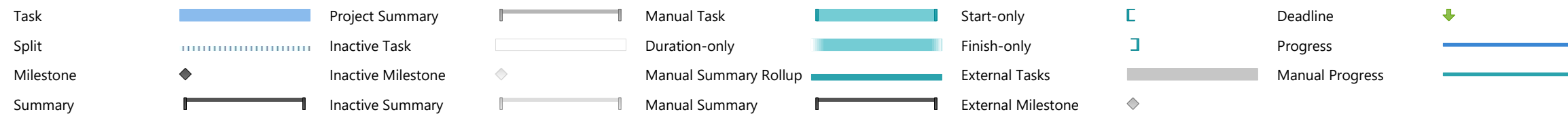
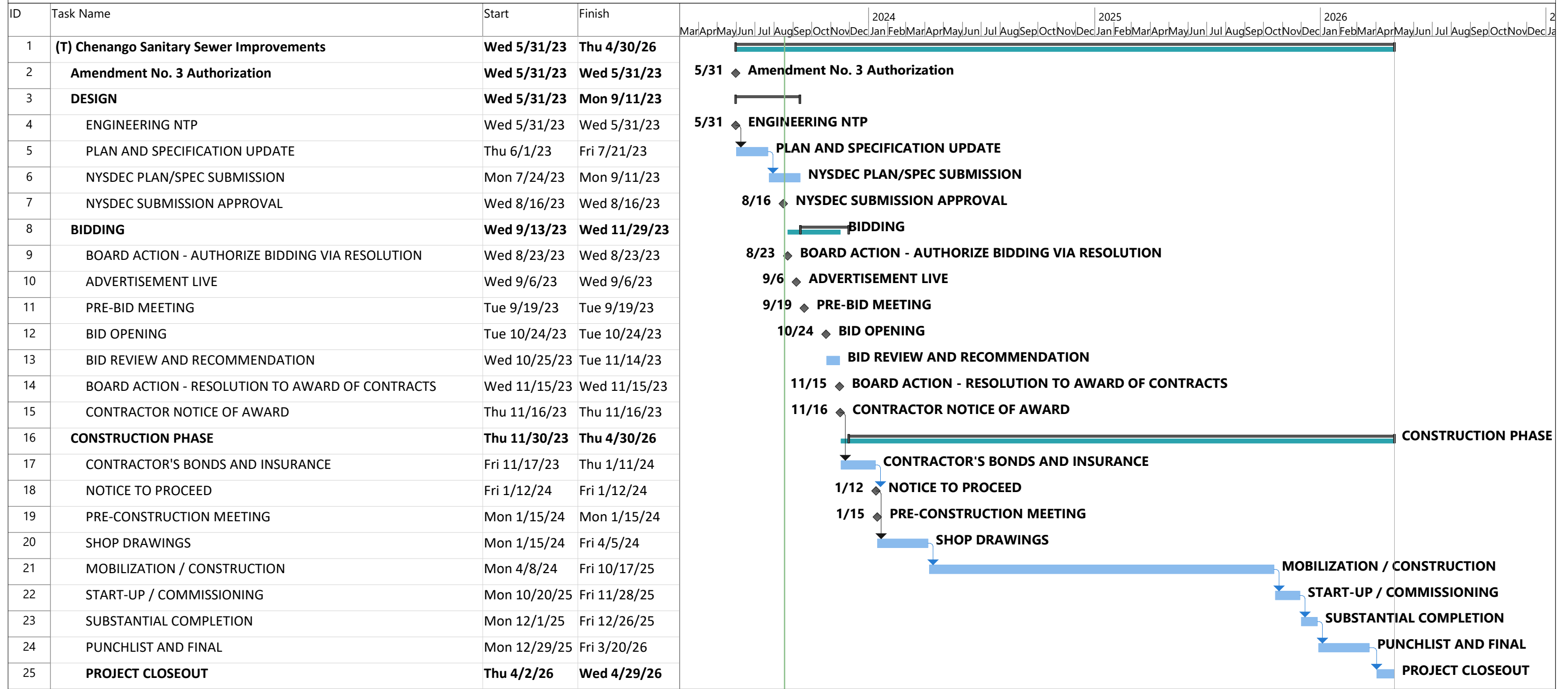
Town of Chenango Seal

DATED: August 23rd, 2023

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango

ANTICIPATED PROJECT TIMELINE

NORTHGATE WWTP AND COLLECTION SYSTEM IMPROVEMENTS (T) CHENANGO, BROOME COUNTY



RESOLUTION NO. _____

RESOLUTION INTRODUCING A PROPOSED LOCAL LAW

WHEREAS, a Local Law entitled “A LOCAL LAW UPDATING THE TOWN OF CHENANGO ZONING MAP” was introduced at this meeting, a copy of which is attached hereto, and

WHEREAS, the Town Code requires referral of the proposed Local Law to the Broome County Planning Department for review. The Town Board hereby refers it; and

WHEREAS, the Town Board desires to hold a public hearing with respect to the adoption of said Local Law.

NOW, THEREFORE, BE IT RESOLVED that a public hearing will be held by the Town Board of the Town of Chenango with respect to the adoption of the aforesaid Local Law on _____ at 6:00 p.m., or as soon thereafter as the matter may be heard, at Town Hall, 1529 NY RT 12, Binghamton, New York; and it is further

RESOLVED, that the Town Clerk is hereby authorized and directed to cause public notice of said hearing to be given as provided by law.

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 23rd day of August, 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 David Johnson	_____

Town of Chenango Seal

Dated: August 23, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

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. 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 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.

UPDATED AS OF AUGUST 14, 2023	8.23.23	9.20.23
	9.6.23	10.4.23
<u>PROJECT / DISCUSSION</u>	<u>POTENTIAL AGENDA DATE</u>	<u>ACTION / RESOLUTION</u>
2024 Budget & Finance		
*Review of Stipends for Safety Administrator	September 2023	
*Fund Balance Usage	8/23/2023	
*Grant Research	TBD	
*Contracts Review	8/23/2023	
*Budget Topics	8/23/2023	
*Budget Workshop (tentative)	9/20/2023	
*Preliminary Budget	10/18/2023	
*Budget Hearing	11/1/2023	
*Budget Vote	11/15/2023	
Buildings & Grounds		
*Fire Alarm System	9/6/2023 or 9/20/2023	
Dept. Head Evaluation		
*Evaluation	TBD	
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 - SEQR	8/23/2023	
*Chenango Parks / Open District	September	Keegan / Alex
*Solar Farms	8/23/2023	
*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	TBD	
*Work Rules	TBD	
*Town Assessor Search	TBD	
Meeting Efficiency / Technology		
*Streaming/Live feed interactions	TBD	
*Computer Training w/ Agenda Software	TBD	
*Improved Audio Technology in Community Room	TBD	
*Town Board Policy Manual	8/23/2023	
Town Clerk Reporting Procedures		

*Resolutions, Motions, Policies & Procedures	TBD	
Town of Chenango Vehicles		
*GPS in vehicles	TBD	J. DiMascio
WWTP Project		
*Resolution to Authorize Bids	TBD	
*Wendel Contract	TBD	
*Construction Procurement Limits	TBD	
*B&L Consultation	8/23, 9/20, 10/4, 11/1, 11/15	
*Outside Users	TBD	
*Sewer 12 Rates	TBD	
*Engineer's Agreement for WWTP	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