



## **Town of Chenango**

### **Minutes**

#### **Town Board**

5:00 PM - Wednesday, February 7, 2024

Town Office Building

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The Town Board of the Town of Chenango was called to order on Wednesday, February 7, 2024, at 5:00 PM, in the Town Office Building, with the following members present:

**Present:** Deputy Supervisor Jim DiMascio  
Councilperson Gene Hulbert Jr  
Councilperson Dave Johnson  
Councilperson Kevin Worden  
Supervisor Mike Lumsden

**Absent:**

**Also Present:** Nate VanWhy, Attorney  
Derin Kraak, Highway Superintendent  
Greg Burden, Superintendent of Public Works  
Alex Urda, Town Engineer  
John Endress, Town Assessor  
Dawn Blair, Town Clerk  
Adam Donahue, Deputy Town Clerk

## **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

The clerk took roll call, and all were present.

### **COMMUNICATIONS**

The Town Clerk asked for guidance from the Board on how to organize Music in the Parks this year. The concert series will be every Thursday evening beginning July 11 and ending August 29. It was agreed that the Clerk's office would be responsible for the first step, contacting the musicians who performed in the past, and will arrange the date, the park and the payment they will receive. Other responsibilities will be decided in the coming weeks.

### **OPEN FORUM**

A citizen asked that microphones be used because it was difficult to hear the speakers.

Several residents of Ransom Road complained about the solar farm that is being built at the top of their one-way road. Huge machinery and flatbed trucks have posed a dangerous situation for school buses and other vehicles traveling on the narrow road. Trucks frequently back onto Route 11 because they have no other way to exit the road. The road is covered with

mud, dust and debris and acres of land have been stripped of trees and vegetation. They are concerned about their property values, water quality, and any cleanup when the solar farm reaches the end of its use. They were concerned that they had never been told about the project. It was explained that approximately a year and a half ago there were several ZBA and Planning Board meetings announcing the project with public hearings inviting comment from the public. The Town now has a law controlling solar farm project developments. The Highway Department and Code Enforcement will be sent to evaluate the situation.

## **OLD BUSINESS**

### **Applications for Administrative Assistants - Towns**

Councilperson Hulbert and Councilperson DiMascio interviewed two candidates for the position of Administrative Assistant. Board members were given a packet with supporting information. Both are well qualified. The recommendation was to hire Candidate No. 1 and to offer the position to Candidate No. 2 if No. 1 did not accept the offer.

A motion was made to offer Candidate 1 the position of Administrative Assistant for the Town of Chenango at a yearly salary of \$37,500, which is an hourly rate of \$20.60. The position will be provisional until Candidate 1 passes the civil service test and is in the top three. At that time a probationary period will begin. If Candidate 1 does not accept the offer, the same offer may be made to Candidate 2.

Motion made by Deputy Supervisor Jim DiMascio, Seconded by Councilperson Gene Hulbert Jr

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

### **March 2023 Hancock Estabrook Report Discussion**

Supervisor Lumsden recused himself.

Attorney VanWhy reviewed the report and conferred with his colleagues who agreed that there is no problem releasing the report itself. The supporting documents with the report would involve confidentiality agreements, and therefore the Town would not be advised to release them. The audio belongs to Mr. Lumsden and can be released because they are recordings of public conversations in public spaces. He stated that names cannot be redacted in supporting documents because it is almost impossible not to be able to identify the witnesses due to the small number involved in the investigation. It was agreed that the report, selected supporting documents that do not involve confidentiality agreements, the audio provided by Mr. Lumsden, and a full financial disclosure should be released to the public. The Board went individually through the twelve supporting documents and agreed on those that should be released.

A motion was made to release the March 17, 2023 report issued by Attorney Robert Whitaker from the firm of Hancock Estabrook as it related to the confidential workplace investigation

and that the report is three pages long and cites several exhibits and the Board has agreed to release Exhibit No. 2 (the Town Employees Handbook), No. 4 (the December 14 letter to Mr. Lumsden requesting an interview), No. 5 (the Federal Express shipping confirmation of that letter), Nos. 6 and 7 (both FOIL requests by Mr. Lumsden), and No.12 (the town videos), along with the three audio files Mr. Lumsden provided to the Town Board, and the financial report reconciliation showing how much the firm of Hancock Estabrook was paid to complete this investigation.

Motion made by Councilperson Gene Hulbert Jr, Seconded by Councilperson Kevin Worden

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, and Councilperson Kevin Worden  
**Nays:** None  
**Abstained:** Supervisor Mike Lumsden  
**Carried:** 4-0

There was discussion about how to make the information available to the public. The report, approved supporting documents, and audio files may be included as an attachment to the minutes. Exhibit 12, the town videos, could be emailed if not too large or made available for viewing in the Town Clerk's Office.

[Hancock Report](#)

[Hancock Documents](#)

[Video - Main Lobby Sept 16, 2022 at 1025 AM \(H4944548x7A869\)](#)

[Video - Main Lobby Sept 23, 2022 11 AM \(H4944549x7A869\)](#)

[Video - Ordinance Desk - Hall Sept 23, 2022 \(H4944550x7A869\)](#)

[Video - Outdoor Front Parking North \(H4944552x7A869\)](#)

[Video - Outdoor Front Parking South \(H4944553x7A869\)](#)

[Video - Supervisors Office Staircase \(H4944554x7A869\)](#)

[Audio 1](#)

[Audio 2](#)

[Audio 3](#)

[Hancock Estabrook Financial Report](#)

Mr. Lumsden returned to the meeting.

### **PDD-R Rezoning Topic Update**

Councilperson Hulbert reached out to Attorney Nadine Bell and, because so much time has passed, she recommends that the Town Board reintroduce the local law amending the Town's code and schedule a public hearing. Depending on the feedback from the public hearing, the Board can decide whether to move forward with the local law as proposed or make revisions. In the meantime, she will send the last revision of the law to Councilperson Hulbert and will reach out to Alex Urda to make sure of the properties and zoning map for adoption. The decision for when to schedule a Public Hearing should be decided in Future Topics.

### **Email Historical Retention Policy**

Councilperson Hulbert spoke with Pyramid regarding historical retention of emails. It is a separate project that they will have to analyze before going forward with a recommendation. Their main concern is the length of time that should be restored. It was agreed that it should include the past elected official when there has been a new election or appointment to the

position.

### **Surplus Property Discussion for 21 Merrill Road**

Assessor John Endress spoke with Manasse Auctions, who sells real property for Broome County. He asked as a matter of interest if they would be willing to auction the property and they would. He checked with department heads, and they have no need for the property. It has an assessed value of \$10,000. He will get documentation to confirm that. Attorney VanWhy explained that once it is confirmed that the property is no longer needed, the Board can direct the sale of the property. Because it is real estate, the resolution to sell is subject to permissive referendum so there must be a notice in the paper requiring a town-wide vote on whether to sell it and for what price. Then a resolution can be made to do the steps to have Manasse sell it at auction.

### **Board of Ethics Members Update**

It was decided to have a discussion in an Executive Session on whether to interview the applicants for the Ethics Board. The subject was tabled until the Executive Session was called later in the meeting.

### **Audio Visual Improvements in Community Room**

Councilperson DiMascio received an email from Andrew Tucci stating that he has taken the project out to bid per the agreement. He is asking that the bids be submitted before March 1 and would like a place on the agenda for the March 6 meeting to discuss the project.

## **PUBLIC HEARINGS - 6:00PM**

## **NEW BUSINESS**

### **Abstract #1**

This is the cleanup resolution for 2023.

[Abstract #1 01.29.24](#)

### **2024 Work rules discussion**

Supervisor Lumsden expressed concern about the lack of accountability by hourly employees who do not have to prove the actual hours they begin and end their days and when they leave for lunch. In order for payroll to correctly document and pay for actual hours spent in the building, a better system of monitoring is necessary. It was agreed that a timeclock in the Town Hall offices, much like that used in Public Works and Highway, would assure accurate reporting and therefore necessary.

A motion was made to have all hourly employees and any other employees who are not exempt from the overtime rules, clock in and clock out at the beginning and end of their workday.

Motion made by Supervisor Mike Lumsden, Seconded by Councilperson Gene Hulbert Jr

<b>Ayes:</b>	Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden
<b>Nays:</b>	None
<b>Abstained:</b>	None
<b>Carried:</b>	5-0

Everyone agreed that time clocks will be inserted in the Work Rules.

### **Discussion for GPS in Town Vehicles**

Supervisor DiMascio said that Derin Kraak worked with the Town of Dickinson who is using a service called Highway Track. Data has been collected that will provide information on the quantity of vehicles and the cost per GPS and monthly subscription fee per GPS. A detailed document with a cost breakdown will be provided at the next meeting.

### **Court IT Vendor Discussion**

Supervisor Lumsden will ask Judge Fedish to provide a more detailed proposal for a future meeting.

### **Budget Journal Modifications Report Discussion**

There were no questions or concerns.

### **DPW Truck Bids Discussion**

Greg Burden requested permission of the Board to get bids for the purchase of a truck to pull the excavator. The purchase has been budgeted not to exceed \$65,000.00. He reviewed the bid request with Attorney VanWhy. The resolution has been prepared and will be voted on later in the meeting.

## **DEPARTMENT REPORTS / SUPERVISOR REPORT / ATTORNEY REPORT**

### **Public Works Department Report**

Public Works Superintendent Burden detailed his report on work completed in January. Details are needed on where cameras should be located in the building including any information on the original placement, who authorized changes, and why those changes were made. Every office should have a single screen to see where people are in the building, but it should not be displayed on individual computers.

There is a Public Hearing scheduled for February 21. The proposed water and sewer rate increases and justifications were discussed.

Water study recommendations were explained. The recommendation is to hire Barton & Loguidice to perform the water study. The next step will be to negotiate a contract or interview other firms in the top three. It was decided that Mr. Burden and Mr. Urda will interview both Barton & Loguidice before making a final decision. Their proposed timelines and sample agreements should be requested as part of the interview. Results will be reported back to the Board in March.

Mr. Burden is requesting permission to move the playgrounds in Broad Acre and Castle Creek parks to better locations within the parks. The locations will help with flooding problems in Castle Creek Park and vandalism and safety in both. The money has been budgeted for Castle Creek and there is a fund balance available for Broad Acres Park. The work will be done this spring.

The fire shutter in the Ordinance Office is not working and cannot be repaired. A quote from Gates Doors for replacement was presented. The Town's procurement policy requires three quotes, and two firms were contacted. Mr. Burden will contact the third company for a quote.

[January 2024 DPW report](#)

[2024 Water Rate Increase amounts](#)

[2024 Water Rate Increase Justification](#)

[Notice of Public Hearing for water and sewer rate increase](#)

[Water study recommendation](#)

[Proposed Park Location Changes](#)

[Map of Proposed Park Location Changes](#)

[Fire Shutter Recommendation](#)

[Fire Shutter Estimate](#)

### **Highway Department Report**

Highway Superintendent Kraak presented the January report. He requested permission to use the fund balance remaining from the purchase of a chipper dump truck to purchase a new truck to replace a 2015 Ford F350 marked for replacement in 2023. He will provide the Board with information showing the need for the truck replacement.

[Highway Feb 7 Report](#)

### **Attorney Report**

Attorney VanWhy

- Assisted Greg Burden and Alex Urda with bid packages.
- Worked on the drug and alcohol policy for Town employees.
- Reviewed the Hancock report discussed earlier in this meeting.
- Worked on the water sewer rates notice with Greg Burden.
- Reviewed a new application for a solar project to be built on River Road. It will be on the Planning Board's agenda February 12.
- Spoke with the Teamster's representative who had a counter proposal. An Executive Session was requested to discuss the proposal.

### **Assessor Report**

Assessor Endress reviewed his report. Applications for senior exemptions have doubled since the report was submitted. The new assistant is adapting well.

[John Endress Report](#)

### **Town Engineer Report**

Town Engineer Urda reviewed the items on his report. There was discussion about the Wastewater Improvements Project. There has been no progress on getting the easements to move the project forward. Authorization is needed to do a change order to remove the Poplar Hill and Valvoline easements with the hope of putting them in the project later. The change order is needed in order to get the funding to move the project forward. The change order will have to be prepared by engineering and the Board will have to authorize the change unless authority to sign the change order is given to Supervisor Lumsden.

[Engineering Report TB 2024 02 07](#)

## **RESOLUTIONS**

### **Resolution approving corrected abstract #25**

[Resolution for corrected Abstract 25](#)

A motion was made approving Abstract #25 to clarify the motion from Wednesday, January 24, 2024 to approve and pay the audited claims in Abstract #25 by stating specific sums for each fund as listed in the resolution.

Motion made by Deputy Supervisor Jim DiMascio, Seconded by Councilperson Gene Hulbert Jr

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

**Resolution setting the water rates Public Hearing**

[Resolution scheduling public hearing for water and sewer rate increase](#)

A motion was made to set a Public Hearing to increase the water and sewer rates to non-contract users of water and/or sewer systems. The public hearing will take place on February 21, 2024 at 6:00 p.m. in the Town Hall.

Motion made by Deputy Supervisor Jim DiMascio, Seconded by Councilperson Dave Johnson

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

**Resolution approving abstract #1**

[Resolution approving abstract #1](#)

A motion was made to approve Abstract #1 to pay the audited claims listed on Abstract 1 dated January 29, 2024 as listed in the resolution.

Motion made by Deputy Supervisor Jim DiMascio, Seconded by Councilperson Gene Hulbert Jr

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

**Resolution Adopting Year End Journal Modifications**

[Resolution Adopting Year End Budget Journal Modifications 2.7.2024](#)

A motion was made to adopt year-end journal modifications.

Motion made by Councilperson Gene Hulbert Jr, Seconded by Deputy Supervisor Jim DiMascio

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

**Resolution Authorizing Truck Bids for DPW**  
[Resolution Authorizing Truck Bids for DPW](#)

A motion was made to authorize advertisement for sealed bids for the purchase of a 2024 or Newer Class 6 Truck with Rancher Style Bed.

Motion made by Councilperson Kevin Worden, Seconded by Councilperson Dave Johnson

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:49 to discuss collective bargaining. The topic of the Ethics Board was tabled. Attorney VanWhy was included in the session.

Motion made by Councilperson Gene Hulbert Jr, Seconded by Deputy Supervisor Jim DiMascio

**Ayes:** Deputy Supervisor Jim DiMascio, Councilperson Gene Hulbert Jr, Councilperson Dave Johnson, Councilperson Kevin Worden, and Supervisor Mike Lumsden  
**Nays:** None  
**Abstained:** None  
**Carried:** 5-0

A motion was made to table the discussion in the Executive Session at 7:53 and return to the regular meeting.

Motion made by Councilperson Gene Hulbert, Seconded by Jim DiMascio.

Ayes: All

**FUTURE BOARD TOPICS**

Future Board Topics  
[2024.02.07 Future Topics List](#)

## **OPEN FORUM**

A resident stated that the calendar on the website should be updated. He also stated that the sound system needs to be updated because it is impossible for him to hear what is being said.

A resident asked if the Hancock report will be posted. He was told it will be part of the minutes and available in two weeks. The resident continued to say that there are too many missing minutes.

A resident complained that the calendar on the home page has not been updated. He was told that calendar under the Portal tab is updated for next few meetings.

Mrs.Kwatler has been coming to meetings since issues in the Hancock report started. She asked if people were identified by name when interviewed. Many of the people are no longer working in the building. She stated that it's disappointing that not all of the report is being released. Too much, time, money and altercations occurred, to have it end in this way.

## **ADJOURNMENT**

There being no further items for discussion, motion to adjourn the meeting at 8:13 p.m.

Motion made by Councilperson Jim DiMascio, Seconded by Kevin Worden

**Ayes: All**

Respectfully submitted,

Dawn Blair, Town Clerk  
Town of Chenango

**ROBERT C. WHITAKER, JR.**  
*rwhitaker@hancocklaw.com*

February 17, 2023

**Via Email**

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

**Re: Internal Investigation Report**

Dear Board Members:

The Town of Chenango (“Town”) retained our firm to investigate allegations regarding workplace safety concerns by Town employees. The purpose of my investigation was to objectively investigate the allegations to obtain reliable facts upon which my office and the Town Attorney can provide legal advice. Below is a summary of my factual findings and non-legal recommendations for the Town’s consideration.

**Evidence Considered**

I interviewed a total of 15 individuals including each person who submitted a written complaint.<sup>1</sup> All interviews were conducted in person except for one person who was interviewed via telephone due to a scheduling conflict. All interviews were conducted privately without any third-party present, except for one interview with a non-employee who requested that their attorney be present. Although attorneys are typically not permitted to attend such interviews, because many allegations pertained to this individual, they were permitted to have counsel present. None of the interviews were video or audio recorded as is typical for investigations conducted by our firm.

Also, I reviewed all written complaints and related documents, relevant Town policies, security camera video footage and audio recordings. The Town was cooperative and provided copies of all video footage and documents that I requested.

One non-employee had relevant audio recordings and stated that they were anonymously given documents related to this investigation. That individual played excerpts of relevant audio recordings during our meeting, and I was able to listen to their content. However, that individual would not provide me with full copies of the audio recordings or documents they possessed. Instead, the individual stated through their attorney that if the Board wants to hear the recordings

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<sup>1</sup> Because this document might be publicly disclosed, I will not identify any individual by name and instead use pseudonyms. I also intentionally use gender neutral terms to protect the identity of individuals.

or obtain any documents they can be personally provided to the Board. It is unclear why the individual would not provide them to our office.

### **Key Allegations & Findings**

Several employee complaints were received under the Town's Workplace Violence Prevention Program Policy ("WVP Policy"). Some of the allegations lacked specific details needed to meaningfully investigate. This report focuses on the most serious allegations in chronological order.

#### **A. General Threat**

A witness I spoke with confirmed that a non-employee citizen (hereafter "Citizen A") recently made verbal threats of violence against Town employees indicating they may shoot "everyone and [themselves]." The witness said that Citizen A often makes comments like this towards others, and they are unsure whether the threat is legitimate. The witness asked to remain anonymous for their own safety.

#### **B. November 9, 2022**

Several people expressed concern with aggressive behavior by those interacting with court staff in person and over the phone. Most recently, on November 8, 2022, an individual (hereafter "Citizen B") called the court claiming they could not make a required court appearance the next day. When court staff said Citizen B was required to appear, the individual screamed at the staff member. Citizen B subsequently was captured on video destroying a doorbell at the court's exterior entrance by kicking it and ripping it off the wall. Citizen B then went to the front of the Town Hall and destroyed a decorative flag.<sup>2</sup> When this occurred, the community room access door was open but thankfully the individual seemed unaware of this fact and did not enter the building. Citizen B was arrested and criminally charged.

Although no one was physically injured in the incident, it concerned many employees for their safety as the individual could have entered the building through another door. Given Citizen B's anger and violent behavior, employees in open offices without barriers were vulnerable to a confrontation with the individual. The incident presented a genuine workplace safety concern for employees.

#### **C. September 16, 2022**

This incident pertains to an alleged verbal attack of an employee (hereafter "Employee 1") by a non-employee citizen (hereafter "Citizen C") at the Town Hall on September 16, 2022.

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<sup>2</sup> I was unable to obtain a copy of the video which was turned over to law enforcement. However, I spoke with an employee who watched video of the incident and provided a sworn witness statement which resulted in a felony complaint being issued by the Broome County Sheriff's Office against Citizen B.



Employee 1 was working alone in their office when Citizen C unexpectedly entered and confronted them on several issues. Employee 1 said they initially greeted Citizen C by asking what they could do for them, and Citizen C immediately responded in a loud, argumentative and accusatory manner with their arms flailing while pacing back and forth. Several other employees located in different parts of the building, including those on different floors, reported that Citizen C was yelling loudly enough that they could hear it. Several employees reported that they were concerned for Employee 1's well-being and immediately checked on Employee 1 when the yelling stopped. Several witnesses who met with Employee 1 shortly after Citizen C left reported that Employee 1 was emotionally distraught and visibly shaken from the encounter.

I interviewed Citizen C who had legal counsel present. Because Citizen C insisted on having legal counsel and indicated they would bring recordings, I had an associate attorney present to witness the interaction and help me assess the evidence presented. Citizen C played an audio recording they took of the incident. They did not have video of the incident. Town video only showed Citizen C enter and exit the Town building and the employee's office. There was no video taken inside Employee 1's office where the incident occurred. Citizen C said they were about 14 feet away from Employee 1 while talking and denied yelling at the employee. Employee 1 said that Citizen C was physically close to them while yelling, standing right across from their desk. Employee 1 reported that they were particularly intimidated by the incident as Citizen C is substantially physically larger than them.

I listened to the audio recording of the incident which was played by Citizen C from a personal laptop. I was unable to assess the authenticity of the audio recording because Citizen C refused to provide me with a copy. However, at this time I have no reason to believe that Citizen C altered the recording.

The recording is consistent with Employee 1 and Citizen C's recollection regarding the content of their conversation.<sup>3</sup> The recording established that Employee 1 professionally greeted Citizen C who responded by stating "Listen, I know this ain't pleasant" followed by harsh allegations against Employee 1. Citizen C spoke loudly, and their voice escalated as the conversation shifted into a more personal topic related to their spouse. The manner in which Citizen C initiated this conversation with Employee 1 was noticeably more confrontational and louder than how they initially spoke to other Town employees in another recording I listened to during this interview.

Whether Citizen C "yelled" at Employee 1 is a more subjective determination. There is evidence to support this conclusion as several employees in different offices and on a different floor heard Citizen C "yelling" at the employee. These witnesses reported that normally they cannot hear people when they are talking in Employee 1's office. Further, the audio recording confirms Citizen C spoke loudly at the outset and became louder the more they talked. However, I listened to other recordings which demonstrate that Citizen C ordinarily speaks somewhat

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<sup>3</sup> Unlike Citizen C, Employee 1 did not have the benefit of possessing an audio recording of the incident and listening to it before and during our interview. Instead, they provided their statement based off memory.

loudly when interacting with Town employees. Thus, I find that Citizen C is sincere when they deny yelling at Employee 1, mostly due to a lack of self-awareness regarding their communication style.

However, I also find Employee 1's allegation of being yelled at and made to feel unsafe credible. In other words, Employee 1 rightfully felt yelled at by Citizen C regardless of Citizen C's intent. Because Citizen C ordinarily speaks loudly does not excuse the confrontational and loud way that they spoke toward Employee 1. Whether one defines this interaction as "yelling" based on Citizen C's communication style is largely irrelevant. Citizen C spoke loudly enough to disrupt several other employees in different offices on different floors who were immediately concerned for Employee 1's safety. This is not normal, and this undisputed fact makes clear that Citizen C spoke to Employee 1 much louder than they ordinarily do with other employees.

Overall, I find that the incident created a genuine safety concern for Employee 1 and other employees in the building. Employee 1 was alone and felt cornered by a person substantially larger who clearly entered Employee 1's office to loudly scold them and leave. Although the semantics of what constitutes yelling can be debated, Employee 1 had a rational basis to feel unsafe that day.

#### **D. September 23, 2022**

Two employees (collectively referred to as "Employee 2") alleged that on this date Citizen C was unnecessarily aggressive when they communicated with them. Citizen C allegedly spoke loudly and was confrontational based on a misconception that the Town recently entered Citizen C's property.

Citizen C played an audio recording of the interaction. I also reviewed Town video footage that shows Citizen C walking down a hallway in the Town building and standing at a window speaking to someone. Citizen C spoke sternly and warned Town employees to stay off their property without their permission or a warrant. Citizen C's communication was confrontational and understandably perceived as aggressive. However, unlike the September 16, 2023 incident, I do not find that it rises to the level of creating a genuine safety concern for employees.

#### **E. September 28, 2022**

It was also alleged that shortly after the September 23, 2022 incident, Citizen C confronted two employees in an aggressive manner because Citizen C inaccurately believed those employees had or might enter Citizen C's property. One employee nearby heard the conversation and became so concerned that they had their finger on the panic button and considered calling the police.

Employees could not recall the exact date of the event. However, it appears to have likely occurred on September 28, 2022. Citizen C provided an audio recording of this incident. Citizen C was confrontational and spoke loudly to the two employees (hereafter “Employee 3” and “Employee 4”) during portions of the conversation. Employee 3 immediately tried to diffuse the situation by assuring Citizen C they understood their position and did not enter Citizen C’s property. Employee 4 responded more sternly by telling Citizen C that Citizen C does not need to interrogate them. At that moment Citizen C and Employee 4’s voices escalated, however, Employee 3 quickly diffused the situation and shortly thereafter everyone began talking in a more amicable manner.

The portion of the audio played appears to match the allegation and contain the relevant portion of the conversation. Based on that evidence, I find that Citizen C initially communicated in a confrontational manner. However, I do not find that it rises to the level of creating a genuine safety concern for employees.

### **Additional Safety Concerns**

Employees provided examples of seemingly mentally ill or aggravated persons entering open office spaces where employees do not feel secure. Employees also expressed concern that individuals leaving the courtroom are often upset and pass by their open offices displaying hostile behavior which makes them feel unsafe. Overall, it appears that the Town Clerk’s Office is well secured, but the rest of the building generally lacks barriers between employees and the public leaving them vulnerable to security threats.

Many employees expressed concern that the community room door is typically unlocked which provides direct access to the Town Hall and an immediately adjacent stairwell. Most employees cannot see who enters and exits the community room allowing people to enter the Town Hall without passing by the main entrance cameras.

### **Breach of Confidentiality**

An issue arose during the investigation that is deeply concerning. I confirmed that copies of the confidential employee complaints were disclosed to Citizen C on or about October 1, 2022. Citizen C claims the documents were anonymously received in a yellow envelope in Citizen C’s personal mailbox. Citizen C claims they never tried to determine who provided the documents and has no idea who may have provided them to Citizen C. While I find this claim questionable, there is no direct evidence identifying who provided the information to Citizen C.

This is troubling for many reasons, including the fact that nearly every employee interviewed expressed concern that their statements might become public resulting in harassment or retaliation from those against whom they complained. Specifically, many employees believe that Citizen C targets anyone who disagrees with Citizen C, and fear that Citizen C will try to harass them and interfere with their employment.

**Non-Legal Recommended Corrective Action**

1. The Town should notify law enforcement of the threat made by a citizen to harm its employees. This type of threat should not be ignored under any circumstances.
  
2. I recommend that the Town promptly engage local law enforcement or a security consultant to assess current building and office access by the public and make recommendations on how employees can be better protected without improperly restricting public access. For example, many employees suggested that each department should have a single secure customer service access point where employees are protected behind a secure window like the Court Clerk's office. This would eliminate the ability of members of the public to enter personal offices and make employees feel more secure even when dealing with hostile individuals.
  
3. An egregious breach of trust occurred when someone provided a copy of employee complaints to Citizen C. I lack the authority to compel production of information that may reveal what occurred. Depending on the position held by the person who made this disclosure, it could constitute a policy or ethics violation. Thus, I recommend that the Board consider referring the matter to an external third-party that can issue subpoenas or otherwise compel production of evidence, such as the Broome County Board of Ethics.

Very truly yours,

HANCOCK ESTABROOK, LLP



Robert C. Whitaker, Jr.

RCW:sat

# EXHIBIT 2

**TOWN OF CHENANGO**

**EMPLOYEE GUIDE TO  
TOWN POLICIES**



## Table of Contents

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  - g) Vacation Schedule
  - h) Personal Days
  - i) Leave of Absence without Pay
  - j) Continuing Education Assistance
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4. Drug & Alcohol Policy
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10. Signature Sheets
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  - c) Ethnic, Gender, Harassment Complaint Form

## PURPOSE

The purpose of these rules is to ensure equitable treatment of employees and to provide uniformity in the matter of work rules and leave insofar as practicable and consistent with the efficient conduct of Town business.

## APPLICABILITY

Except as otherwise expressly provided, the rules and fringe benefits provided hereafter shall apply to all Town of Chenango full-time appointed and elected officials and employees.

If any provision of this document is, or shall at any time hereafter, be held contrary to law by a court of competent jurisdiction, then such a provision shall not be applicable, performed or enforced, except to the extent permitted by law.

If any provision of this document is, or shall at any time thereafter, be contrary to law, all remaining provisions shall continue in effect.

## WORK DAY

The standard work day for Town Hall staff shall be seven (7) hours per day with one (1) hour for lunch. The Secretary to the Highway Superintendent will work eight (8) hours per day with one half hour (Y2) for lunch. The standard work day for part-time elected officials shall be six (6) hours per day. All employees covered by a union contract will work according to their negotiated contract.

Compensatory time will only be granted under unusual circumstances with prior permission of the Town Supervisor. Employees are generally required to work the normal work schedule as assigned and are expected to spend the hours necessary for the successful completion of their assignments.

## EMERGENCY CLOSING

It is the decision of the Town Supervisor to close Town offices (even if a State of Emergency is declared in Broome County). If the decision to close Town offices is made, the Town Supervisor will notify Department Heads; and they, in turn, will notify their direct reports. If the Town offices are open, we will conduct business as usual, and employees should report to work. If you are unable to report to work, you must inform your Department Head, and you will be required to use personal or vacation time.

## SALARIES

Payment is made by direct deposit or check issued to each employee every other Wednesday.

When Wednesday is a holiday, payment will be made on the working day immediately before. Payment shall be issued to the Highway Department and Public Works Department employees in accordance with the work agreements.

### ABSENCES

Full-time employees shall be allowed one (1) day of sick leave for each month of service. Employees shall start to earn sick leave from the date of hire and shall accumulate sick leave as long as they are employed by the Town of Chenango to a maximum of 165 days. No credit for sick leave shall be allowed unless the employee shall have been on full pay status for at least 50% of the working days of the calendar month. Sick leave with pay may be granted to an employee covered under these Rules when incapacitated or unable to perform the duties of their position by reason of sickness or injury. Sick leave may be used in other instances involving the employee's family; however, such determination shall be left to the discretion of the Town Supervisor or designee.

Employees shall, in accordance with Section 41 (J) of the New York State Employees Retirement System, be permitted to apply all of their accumulated unused sick leave credits to their retirement.

Should any period of absence for personal sickness exceed two consecutive working days, including disability related to pregnancy which will be charged against accumulated sick leave credits, the Town Supervisor or designee may require such proof of illness as may be satisfactory or may require the employee to be examined by a physician. In the event of failure to submit proof of illness upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Town Supervisor or designee finds there is no satisfactory evidence of illness sufficient to justify the employee's absence from the performance of his/her duties, such absence shall be considered as unauthorized leave and shall be grounds for disciplinary action and/or dismissal.

### BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall receive up to three (3) days bereavement leave to make household adjustments, arrangements or to attend funeral services. Immediate family shall include husband, wife, children, step-children, mother, father, step-mother, step-father, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, or daughter-in-law of the employee or any other relative who is an actual member of the employee's household. In the event of an additional death in the immediate family, three (3) additional days shall be allowed.

### VACATION

All full-time employees shall be entitled to paid vacation based on the following schedule:

After one year – ten (10) Work Days

After ten years – fifteen (15) Work Days  
After fifteen years – twenty (20) Work Days

Employees will receive their vacation entitlement on their anniversary date.

Vacation time shall be taken in one half ( $1/2$ ) day increments. A maximum of two (2) weeks of vacation time may be carried over as of the anniversary date of employment.

Vacation shall be granted only at such time as the work of the department shall permit. (One day advance notice for one day of vacation; one weeks advance notice for one week of vacation; two week's notice for two weeks of vacation; etc.). Department Heads shall notify the Town Supervisor of their individual vacation requests in advance.

So far as practicable, all earned vacation shall be taken prior to any transfer, but where not able to be taken, the employee shall receive any earned vacation in the department to which transferred.

Money for vacation due an employee who resigns or retires (including vacation earned but not yet received) will be paid to the employee. Similarly, the estate or beneficiary of a deceased employee will be paid for any unused vacation time. Any employee covered under this policy who is discharged for cause shall not be paid for any vacation time.

Vacation time under this policy is not cumulative for any period when the employee is absent without pay.

New full-time employees may, with the approval of the Town Supervisor, be granted up to two weeks leave of absence without pay if they do not qualify for paid time off.

Exceptions to any provision of this policy may be granted only upon the explicit prior authorization of the Town Supervisor.

#### PERSONAL DAYS

All full-time employees will be allowed a total of five (5) personal days each year. The Secretary to the Highway Supervisor will be allowed a total of four (4) personal days each year. Employees shall not be required to provide a reason for personal leave, but shall give at least 24 hours' notice, except in an emergency situation. These five (5) personal days must be used in the year granted, and shall be taken in increments of at least one (1) hour.

Full-time employees hired after January 1, 2012 shall be entitled to personal day benefits as aforementioned except they will receive a total of three (3) personal days.

LEAVE OF ABSENCE WITHOUT PAY

A leave of absence request must be submitted for any absence over three (3) workdays not covered by paid time off. Any unpaid time for three (3) days or less may be approved by the Department Head or Town Supervisor, whichever is appropriate. All leaves in excess of thirty (30) days or more must be submitted in writing and approved by the Town Supervisor. No benefits shall accrue during a leave of thirty (30) days or more.

All medical leaves, regardless of duration shall be submitted in writing to the Department Head and the Town Supervisor or designee for final approval. Medical documentation must be provided before a medical leave will be approved. Leaves for extended illness shall not commence until all paid leave time is exhausted, except for leaves for Worker's Compensation. Military leaves of absence shall be governed by Military Law.

FINANCIAL ASSISTANCE POLICY FOR CONTINUING EDUCATION

The employee must be full-time and have been employed by the Town of Chenango for at least four (4) years.

The employee will agree to continue employment with the Town of Chenango after finishing courses or acquiring a degree, for two (2) consecutive years. If for some reason the employee does not complete two (2) years of employment, dismissal or voluntarily leaving, he/she will be required to reimburse the Town at a rate of:

First six month period	100%
Second six month period	75%
Third six month period	50 %
Fourth six month period	25%

Total two (2) years

Only job related courses are acceptable. All courses to be taken will need the approval of the Town Board. The Board has the right to deny any and all courses.

A minimum grade of "C" is required to continue taking courses under this policy. All grades are to be recorded in employee's personnel file. It will be the employee's responsibility to furnish the Town with their grades. If the employee fails to do so, the Board has the right to discontinue financial assistance.

The Town agrees to pay for:

- A. Student Tuition
- B. Student Fee

- C. Health Fee
- D. Parking Fee

The Town agrees to issue a check for such items on confirmation of registration for the course. Books and miscellaneous needs will be the employee's responsibility.

The Town suggests that the employee apply for any and all available funding such as grants and scholarships and should also check with the Financial Aid Counselor at the school the employee will be attending.

Employees agree to reimburse the Town if they do not successfully complete courses. The Town has the right to discontinue this policy at any time.

#### PENSIONS

Employees covered under these rules are entitled to coverage under the Employees Retirement System of the State of New York.

#### EMPLOYEES ENGAGING IN OTHER TRANSACTIONS AND DUTIES

Department Heads and other management and supervisory personnel, employed on a full-time basis must inform the Town Supervisor of the nature and extent of the outside work so as to avoid any conflicts of interest.

#### LEAVE FOR SUBPOENAED APPEARANCES AND JURY ATTENDANCE

Upon proof of the necessity of jury service or the appearance as a witness pursuant to a subpoena or other order of a court or body, an employee shall be granted a leave with pay, with no charge against leave credits; provided, however, that this shall not apply to any absence of an employee occasioned by such appearance if he is a party to the proceedings.

#### ENTITLEMENT OF PART-TIME EMPLOYEES TO BENEFITS

All part-time employees hired prior to January 1, 2012 shall be entitled to the following benefits:

Vacation hours at one-half the number of hours of vacation credited to full-time employees.

A total of 17.5 hours of personal time each year. Employees shall not be required to provide a reason for personal leave, but must give at least 24 hours' notice, except in an emergency situation. These hours are non-cumulative, can only be used in the year granted, and shall be taken according to the part-time employee's normal work schedule in increments not less than <sup>1</sup>/<sub>2</sub> hour.

Sick leave at one-half the number of hours of sick leave credited to full-time employees.

Bereavement as aforementioned in the rules and will be paid for the amount of time they would

have ordinarily been scheduled.

Holidays as provided in the rules except they will be paid one-half the number of hours provided to full-time employees. The employee shall not be paid for any amount of hours in excess of their normal work schedule.

Part-time employees hired on or after January 1, 2012 will not be entitled to any of the aforementioned benefits.

ENTITLEMENT OF PART-TIME EMPLOYEES AND PART-TIME ELECTED OFFICIALS TO MEDICAL AND DENTAL INSURANCE BENEFITS

Part-time employees and part-time elected officials requesting medical or dental insurance benefits, who were hired before December 31, 1997, shall pay the cost of insurance at the same rate as full-time employees. Those hired after December 31, 1997 shall pay 50% of the cost of the total amount allocated for medical and dental benefits. Effective January 1, 2017, part-time elected officials will no longer be eligible for any medical or dental insurance benefits.

ADDITIONAL BENEFITS

- A. Coverage under New York Disability Insurance Plan.
- B. Provided with Career Retirement Plan benefits as provided under Section 75E, G. and I of the Retirement and Social Security Law of the State of New York.
- C. Provided with life insurance coverage that provides for a minimum payment of three times the officer's, officials and/or employees annual income; pursuant to Section 60 (b) of the Retirement and Social Security Law of the State of New York.

Seasonal employees or appointed board members shall not be entitled to any of the benefits.

Home

# Town of Chenango

## Workplace Violence Prevention Program

August 2010

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### **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

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 SEXUAL HARASSMENT POLICY

### Introduction

The Town of Chenango (“Town”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town’s commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. The Town’s policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Town who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Jo Anne Klenovic, Supervisor; or Joy Kasmarcik, Safety Administrator. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

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<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Jo Anne Klenovic, Supervisor; Greg Burden, Public Works Director or Joy Kasmarcik, Safety Administrator.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is "Sexual Harassment"?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted

verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** The Town cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Jo Anne Klenovic, Supervisor; or Joy Kasmarcik, Safety Administrator. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Jo Anne Klenovic, Supervisor; or Joy Kasmarcik, Safety Administrator.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

## **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Jo Anne Klenovic, Supervisor; or Joy Kasmarcik, Safety Administrator.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

## **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Jo Anne Klenovic, Supervisor; or Joy Kasmarcik, Safety Administrator and the Safety Committee<sup>3</sup> will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

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<sup>3</sup> Safety Committee Members (JoAnne Klenovic, Joy Kasmarcik, Greg Burden, Derin Kraack, Joe Eidel, John Freer, Jack Felter and Kendra Maslin)

## Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Town but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from

the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

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# **Town of Chenango**

## **Drug & Alcohol Testing Policy**

### **ARTICLE I.**

#### **INTRODUCTION**

##### **A. Background**

The Town of Chenango recognizes the importance of a safe, efficient and healthy, work environment for its employees and its responsibility to the citizens of the community.

Federal Law requires that employers of persons who hold a Commercial Driver's License (CDL) and whose job function requires such license, institute a policy requiring drug and alcohol testing of those employees, as well as education and training of employees and supervisors.

Accordingly the Town Board of the Town of Chenango has adopted a policy on drug and alcohol testing to comply with the requirement of the regulations of the Federal Highway Administration to assure safe and healthy operations.

##### **B. Goals**

This policy is designed to:

1. Protect employees and the public from injury and economic loss caused by employees affected by drugs and alcohol.
2. Create an environment eliminating use, possession, and sale of drugs on, or off of Town property.
3. Provide education and training on the effects and indicators of drug and alcohol use.
4. Provide for the use of rehabilitation programs so that employees who fail to pass the drug and alcohol tests may qualify for return to work in the same or equivalent positions.

##### **C. Scope and Applicability**

1. This policy is intended to comply with all applicable laws and regulations governing drug and alcohol testing of employees.
2. The Federal Highway Administration (FHWA) has adopted and published regulations at 49 C.F.R Part 382, entitled Controlled Substances and Alcohol Use and Testing. All employees

whose job function requires a Commercial Driver's License (CDL) come under these regulations effective January 1, 1996.

3. The regulations mandate urine drug testing and breath alcohol testing for these positions, and prevent performance of duties when there is a positive test result.

4. The US Department of Transportation (DOT) has also promulgated regulations at C.F.R. Part 40 entitled Procedures for Transportation Work Place Drug and Alcohol Testing Programs, setting standards for the collection and testing of urine specimens and the administration of breath alcohol tests.

5. This policy is intended to be in full compliance with the foregoing regulations. If there is any inconsistency between those regulations and the provisions of this policy, or if this policy fails to cover anything contained in those regulations, the provisions of the regulations shall prevail, and shall be considered to be part of this policy. All issues relating to implementation and application of this policy shall be subject to grievance and arbitration procedures in the respective collective bargaining agreements.

## **ARTICLE II.**

### **DEFINITIONS**

A. For the purpose of this policy "**prohibited drugs**" are defined and limited to the following prohibited substances:

- \$ Marijuana
- \$ Cocaine
- \$ Opiates
- \$ Amphetamines
- \$ Phencyclidine

#### **B. Alcohol**

As used herein, alcohol means the intoxicating agent in alcoholic beverages (ethyl alcohol), or other low molecular weight alcohol including methyl and isopropyl alcohol.

References to use and possession of alcohol include the following:

1. Reference to **use** means the consumption, or ingestion of any beverage, mixture, or preparation containing alcohol, which if consumed in sufficient quantities may cause impairment of faculties.

2. Reference to **possession** means having alcohol on one's person, in personal effects, or in vehicles of conveyance, either private, or Town owned while on Town property, or involved in Town business.

### **C. Alcohol Misuse**

The Town of Chenango recognizes that the use of alcohol is legal when done off the job and in a manner that does not affect job performance. Alcohol misuse consists of a violation of the following requirements:

1. No employee shall report to work, or remain on duty while having a blood alcohol concentration of 0.02% or greater.
2. No employee shall be on duty, operate a vehicle, or use Town equipment while that employee uses, or possesses alcohol.
3. No employee required to take a post-accident alcohol test shall consume alcohol for eight hours following the accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first. Such use will result in immediate dismissal.
4. No employee shall perform any on-duty function within four hours after consuming alcohol.

*Functions include, but are not limited to the following:*

- a. Off duty waiting to be dispatched, unless the employee has been relieved from that status.
- b. Inspecting equipment, or otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
- c. All driving time.
- d. Riding in, or upon, any motor vehicle.
- e. Loading, or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle giving or receiving receipts for shipments loaded, or unloaded.
- f. Performing driver requirements relating to accidents.
- g. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **D. Substance Abuse Professional denotes one of the following:**

A licensed physician, certified psychologist, social worker, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse

Counselors Certification Commission, with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

### **ARTICLE III.**

#### **EDUCATION AND TRAINING**

A. The Town, or a contract vendor engaged by it, will conduct an employee education and training program for all employees who perform functions. The training program will contain no less than 60 minutes of instruction.

B. The education component shall include relevant material for display and distribution.

C. The training component for employees shall include information on the effects and consequences of prohibited drug use on personal health, safety, and work environment, the signs and symptoms that may indicate prohibited drug use, the effect of alcohol misuse on an individual's health, work and personal life, signs and symptoms of an alcohol problem and available methods of intervening when an alcohol problem exists, including confrontation, and/or, referral to management.

D. Supervisory employees shall receive at least 60 minutes of additional training on the physical, behavioral and performance indicators of probable drug testing for reasonable suspicion under this policy.

E. Records shall be maintained of all education and training conducted. Attendance of employees being trained will be recorded.

### **ARTICLE IV.**

#### **VOLUNTARY LEAVE OF ABSENCE**

A. All employees who are experiencing a medically verifiable addiction and have not been instructed to undergo a reasonable suspicion, post-accident or random drug alcohol test under this policy, shall have the right to obtain leave of absence for the purpose of participating in an authorized rehabilitation program.

B. Such employee shall be entitled to sick leave, vacation time and any other accrued benefits in accordance with the respective collective bargaining agreement and Town work rules. If and when such benefits are exhausted, the employee shall be entitled to an unpaid leave of absence in accordance with the respective collective bargaining agreement and Town work rules.

To obtain such a leave the employee shall furnish to the employee's supervisor evidence of participation in a certified drug, or alcohol rehabilitation program. It is important to inform the supervisor of the drug, or alcohol problem before being instructed to take one of the tests enumerated in the first paragraph of this section.

**ARTICLE V.**

**TESTING FOR PROHIBITED DRUGS AND ALCOHOL**

Analytical testing of urine of employees for prohibited drugs, and of breath for alcohol misuse, shall be conducted as provided by this policy, and as required by law, or regulations.

The six testing categories are as follows:

- § Pre-employment testing
- § Reasonable Suspicion testing
- § Post-accident testing
- § Random testing
- § Return-to-duty testing
- § Follow-up testing

**A. Pre-employment Testing**

1. All applicants for employment in, or assignment to function, shall be tested for prohibited drugs and alcohol.
2. The drug and alcohol tests required by this section shall be administered only after the applicant is informed in writing that the urine sample being collected will be tested for the five classes of prohibited drugs, and that breath will be tested for alcohol.
3. An applicant who fails a drug test shall not be hired for, or assigned to a function, but shall not be barred from re-applying at a later date, not less than one year after the date of the failed test.
4. If a pre-employment alcohol test result indicates an alcohol content of 0.02% or greater, the applicant shall not be hired for, or assigned to a function.

**B. Reasonable Suspicion Testing**

1. An employee who performs a function, and who is reasonably suspected by two supervisors of using a prohibited drug, or the misuse of alcohol, or both, shall be administered a drug test (urine), or alcohol test (breath), or both, as appropriate.

An employee is reasonably suspected of using a prohibited drug, or the misuse of alcohol, or both, when two supervisors who are trained in the detection of drug use, or in the detection of alcohol misuse, make specific, contemporaneous articulate observations concerning the appearance, behavior, speech, or body odors of the employee indicating such use, or misuse, or both.

Neither of the supervisors who make the determination that reasonable suspicion warrants an alcohol or drug test shall conduct the alcohol or drug testing of the employee.

2. Alcohol testing is authorized only if the observations stated above are made during, immediately preceding, or immediately after the period of the workday that the employee is required to be in compliance with the restrictions on alcohol use.

When two supervisors determine that a reasonable suspicion alcohol test should be administered, the employee shall not perform, or continue to perform functions, until an alcohol test is administered, and the employees' alcohol concentration measures less than 0.02% or 24 hours have elapsed following the determination that there is a reasonable suspicion to believe that the employee has violated the restriction on alcohol use.

### **C. Post-accident Testing**

1. For purposes of this policy, the term "accident" means an occurrence associated with the operation of a vehicle causing:

- a. The death of an individual.
- b. Bodily injury to an individual who immediately receives medical treatment away from the scene of the accident.
- c. Disabling damage to one or more vehicles requiring the vehicle to be transported away from the scene by a tow-truck or other vehicle. The phrase "disabling damage" means damage which precludes the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.

2. Each employee performing functions with respect to a vehicle involved in an accident shall be tested for alcohol and drugs if the accident involved the loss of human life, or if the employee received a citation under state, or local law for a moving violation arising from the accident.

3. An employee who is subject to post-accident testing shall remain readily available for such testing, or may be deemed to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit an employee from leaving the scene of an accident, or to obtain necessary emergency medical care.

4. A post-accident alcohol test shall be administered within 8 hours of the accident. A post-accident drug test shall be administered within 32 hours following the accident.

### **D. Random Testing (Non-CDL Drivers Excluded)**

1. Any employee performing a function shall be subject to random drug and alcohol testing.

2. The selection of employees for random alcohol, or drug testing shall be made by a scientifically valid method, such as, a random number table, or a computer based random number generator that is matched with the employees' social security number, payroll identification number, or other comparable identifying number. Each employee shall have an equal chance of being tested each time selections are made.

3. The number of random drug tests conducted each year shall be equal to at least 50% of the number of employees subject to random drug testing.

The number of random alcohol tests conducted each year shall be equal to at least 25% of the number of employees subject to alcohol testing.

An employee may be selected for both types of tests at the same time.

4. Random alcohol and drug tests are unannounced, and the dates for administering them shall be spread reasonably throughout the calendar year.

5. Each employee who is notified of selection for random alcohol, and/or drug testing shall proceed to the test site immediately, or if the employee is performing a function at the time of notification, the employee shall cease to perform the function and proceed to the testing site within two hours of notification.

#### **E. Return-To-Duty Testing**

1. Before an employee returns to duty requiring the performance of a function after engaging in alcohol misuse, the employee shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02%.

2. Before an employee returns to duty requiring the performance of a function after engaging in drug use, the employee shall undergo a return-to-duty drug test with a result indicating a verified negative result for drug use.

#### **F. Follow-up Testing**

1. Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems associated with alcohol misuse, and/or use of drugs, the employee shall be subject to unannounced follow-up alcohol, and/or, drug testing as directed by a substance abuse professional.

2. The number and frequency of follow-up tests shall be as directed by the substance abuse professional, and shall consist of at least six (6) tests in the first twelve (12) months following the employees' return to duty.

3. The employees' supervisor may direct the employee to undergo return-to-duty and follow up testing for both alcohol and drugs, if the substance abuse professional determines that return-to-duty and follow up testing for both alcohol and drugs is necessary for that employee.

4. Follow up testing shall not exceed 60 months from the date of the employees' return to duty.

5. The substance abuse professional may terminate the requirement for follow up testing at any time after the first six tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.

#### **ARTICLE VI.**

##### **COLLECTION AND ANALYSIS (NON-CDL DRIVERS EXCLUDED)**

**A.** All collection of urine, or breath, for random testing shall be performed at a facility or facilities, to be designated by the Town, and for all other testing required by this policy, at the site of an independent health provider selected by the Town Board.

Employees shall be advised of the location of the testing site during training on alcohol and drugs, and by a supervisor at the time testing is required.

**B.** Collection and testing of urine and breath shall be in accordance with 49 C.F.R. Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

**C.** The collection site for urine samples will provide a privacy enclosure for urination, a toilet, a suitable clean writing surface, and water source for hand washing, which, if practicable, will be outside the privacy enclosure. Any water source within the privacy enclosure will be secured to prevent its use to adulterate the urine sample.

**D.** The employee will be assured of privacy during urination except in circumstances where there is evidence that a prior sample was altered, adulterated, or tampered with, in which case a re-test will be required and privacy will not be assured. Failure to provide a specimen for re-test will result in immediate dismissal.

**E.** The urine specimen must be split and poured into two specimen bottles. This provides the employee with the option of having an analysis of the split sample performed at a separate laboratory if the primary specimen test result is verified positive.

**F.** Urine testing will be conducted at a laboratory certified by the United States Department of Health and Human Services.

**G.** All drug testing laboratory results will be reviewed by a qualified Medical Review Officer (MRO) to verify and validate test results. The MRO is a licensed physician responsible for

receiving laboratory results generated by a drug testing program who has knowledge of substance abuse disorders, and has relevant training and qualifications.

**H.** The MRO will review and interpret all confirmed positive tests by reviewing the employees' medical history, including any medical records and biomedical information provided, affording the employee a reasonable opportunity to discuss the test result, and deciding whether there is a legitimate medical examination for the result, including legally prescribed medication.

**I.** The MRO will notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen at a separate certified laboratory.

**J.** Upon completion of the MRO's review, the MRO shall report each verified test result to the Town Supervisor. The employee's supervisor will be informed by the Town Supervisor of a verified positive test result and the employee will be removed from all functions and shall be subject to the consequences outlined in Article VIII of this policy.

Removal from functions will be immediate, and will not await the result of any requested re-test. If re-test results are negative the employee will immediately return to work and be compensated for any time off.

**K.** An employee requesting a drug re-test shall advance the cost of the additional analysis, as well as, all costs associated with the transfer of the specimen to another laboratory, including shipping and handling. If the re-test results in the employee passing the drug test, the Town shall reimburse any moneys collected in advance. It is the responsibility of the employee to obtain a list of certified laboratories from which to select a facility to perform re-tests.

## **ARTICLE VII.**

### **ALCOHOL TESTING PROCEDURES**

**A.** Alcohol testing shall be conducted by collection of a breath specimen through the use of an Evidential Breath Testing device (EBT) that is approved by the National Highway Traffic Safety Administration. The test must be performed by a Breath Alcohol Technician (BAT), who is trained to proficiency in the operation of the EBT being used, and in the alcohol testing procedures specified in the regulations.

**B.** The persons who will serve as BAT's shall be personnel employed by a health facility selected by the Town Board. The health facility will be identified to employees during training and by a supervisor at the time of selection for an alcohol test.

**C.** Alcohol tests will be conducted at a site that provides privacy to the individual being tested.

**D.** Upon arrival at the alcohol collection site, the employee must provide positive identification to the BAT. After testing procedures are explained to the employee, the employee and the BAT must complete, date and sign the alcohol testing form.

### **E. Screening Test**

1. The BAT will open an individually sealed, disposable mouth piece in view of the employee and attach it to the EBT. The BAT will instruct the employee to blow forcefully into the mouth piece for at least six seconds, or until an adequate amount of breath has been obtained.
2. Following the screening test, the BAT must show the employee the result displayed on the EBT or a printed result. If the result of the screening test is an alcohol concentration of less than 0.02%, no further testing is required and the test will be reported to the employer as a negative test. The employee may then return to his or her position.

### **F. Confirmation Test**

1. If the result of the screening test is an alcohol concentration of 0.02%, or greater, a confirmation test must be performed.
2. The confirmation test must be conducted at least 15 minutes, but not more than 30 minutes, after completion of the initial test. The employee will be instructed not to eat, drink, or put any object, or substance in his/her mouth, and will be instructed not to belch to the extent possible while awaiting the confirmation test. The confirmation test will be performed whether or not the employee complies with such instructions.
3. The confirmation test is conducted using the same procedures as the screening test. A new mouthpiece will be used.
4. If the initial and confirmation test results are not identical, the confirmation test result is deemed to be the final result.
5. The BAT will transmit all results to the Town Supervisor in a confidential manner. If the employee must be removed from duty, the BAT will notify the Town Supervisor immediately, and the employee will be removed from duty by the supervisor.
6. Where a random, reasonable suspicion, or post-accident alcohol test indicates an alcohol concentration of 0.02% percent or more, but less than 0.04% percent, the employee shall not perform functions until at least 24 hours after such test. During such time the employee will receive the employee's regular rate of pay.
7. On the day following a random, suspicion, or post-accident alcohol test indicating an alcohol concentration of 0.02 percent, or more, but less than 0.04 percent, the employee may be required to submit to another alcohol test, whether or not, the employee is reasonably suspected of alcohol misuse.

## **ARTICLE VIII.**

### **VIOLATIONS**

**A. Major Violations** - The following conduct shall be considered a major violation of this policy:

1. Taking a drug, or alcohol test required by this policy leading to a verified positive result. For purposes of this sub-paragraph 1, a verified positive result includes an alcohol test indicating an alcohol concentration of 0.04% percent or more.
2. Using alcohol while performing any job related duties.
3. Using alcohol within eight hours after an accident requiring a post-accident alcohol test, or until the employee undergoes a post-accident alcohol test, whichever occurs first.
4. Refusal to submit to a post-accident alcohol, or drug test, a random alcohol, or drug test, a reasonable suspicion alcohol or drug test, or follow-up alcohol, or drug test required by this policy.
5. Failure to produce an adequate urine, or breath sample when selected for testing, where such failure is not consistent with the requirements of 49 C.F.R. Part 40.
6. Altering, adulterating, or tampering with a urine sample, or a breath sample used in a drug, or alcohol test required by this policy, or otherwise distorting the result of a required drug, or alcohol test, or attempting to do any of the foregoing.
7. Refusal to sign consents, or releases required by federal regulations in connection with drug or alcohol tests.
8. Reporting for duty, or remaining on duty while having an alcohol concentration of 0.04% percent, or greater.
9. Reporting for duty, or remaining on duty when the employee uses any of the drugs prohibited by this policy, except when the use is pursuant to the instructions of a physician who has advised the employee that the drug does not adversely affect the employees' ability to safely operate a commercial motor vehicle.
10. Failure to comply with the requirements of a treatment, or rehabilitation program, prescribed by a substance abuse professional while on authorized leave as a result of a violation of this policy.

**B. Minor Violations** - The following conduct shall be considered a Minor Violation of this policy:

1. Being on duty, or operating a commercial motor vehicle while possessing alcohol.
2. Reporting for duty within four hours after using alcohol.

## **ARTICLE IX.**

### **CONSEQUENCES**

**A.** Each employee who commits a Major Violation of this policy shall be immediately removed from the job as required by federal law and regulations.

In addition, although not required by federal law, or regulation:

1. Any employee who commits a Major Violation, if not terminated, shall be placed on involuntary unpaid leave of absence.
2. During such leave of absence, the employee may use accrued benefits, such as sick time, vacation time, compensatory time, etc. Nothing shall be construed to prevent the imposition of progressive discipline up to, and including termination for conduct of such employee while under the influence of alcohol, or while using any prohibited drugs. (See Disciplinary Guidelines, Sec. 15, pp. 4 - Town Of Chenango Safety Manual)
3. Any employee who commits a Major Violation involving the death of a person, bodily injury to an individual who immediately receives medical treatment away from the scene of the accident, shall be subject to progressive disciplinary action up to, and including, termination.
4. The employment of any employee who commits a Major Violation of this policy twice within a five-year period shall be terminated immediately.
5. Any discipline imposed shall be subject to the Town of Chenango Disciplinary Policy Sec. 15. pp. 4.

**B.** Each employee who has engaged in conduct prohibited by this policy shall be advised of the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including the names, addresses, and telephone numbers of the substance abuse professionals, and counseling and treatment programs.

**C.** Each employee who engages in conduct prohibited by this policy and has not had, his/her employment terminated immediately shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug abuse.

**D.** Each employee identified as needing assistance in resolving problems associated with alcohol misuse, or drug use, shall be referred to a treatment, or rehabilitation program and shall be evaluated by a substance abuse professional, and by passing a return to duty drug test, or alcohol test, or both as specified by the substance abuse professional.

**E.** An employee who has violated this policy and has not had his or her employment terminated immediately shall qualify for return to duty by following the recommendations of a substance abuse professional including completion of a treatment, or rehabilitation program, as certified by such substance abuse professional, and by passing a return to duty drug test, or alcohol test, or both, as specified by the substance abuse professional.

**F.** An employee who has violated this policy and undertakes a treatment, or rehabilitation program upon the recommendation of a substance abuse professional shall bear the expense of such treatment, or rehabilitation program. Medical benefits, if available to the employee, may be used for such purposes.

**G.** Any employee who returns to work after having satisfied the requirements shall be subject to follow-up testing.

## **ARTICLE X.**

### **EMPLOYEE RIGHTS**

#### **A. Testing and Waiting Time**

All time spent on testing, including reasonable travel time of not more than one hour to and from the testing facility, is paid time under regular pay status, including over-time, if applicable. Employees will be paid for the time away from duty while being tested, or if their duty assignment has ended, they will be paid up to the time they are released from the testing site. All cost of testing under this policy shall be borne by the Town, except as specifically provided.

#### **B. Confidentiality**

The Town shall make every effort to assure confidentiality throughout the testing process, and to protect the individual dignity, and right to privacy of all employees. Personal data regarding the drug testing results and rehabilitation program evaluations will be forwarded only to the Supervisor and are confidential. Any release of this information to persons other than Town Board and the Town Attorney are prohibited without the written permission of the employee tested.

**C. Return to Work**

Any employee qualified to return to duty pursuant to this policy has the right to return to duty in the same position, or equivalent, immediately, subject to the provisions of Section 72 of the Civil Service Law.

**D.** The Town shall make reasonable efforts to afford employees the right to union representation, whenever an employee is directed to submit to an alcohol, or drug test. Such representation shall not interfere with, or more than minimally delay, the movement of the employee to the testing site and shall not include the presence of a union representative when the independent health provider referred to in Article VI, Section A, is conducting the testing, collection, or required preliminary procedure (Interview, Identification, Consents, etc).

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# **Discrimination & Harassment Prevention Policies & Procedures**

## **TOWN OF CHENANGO'S POLICY AGAINST DISCRIMINATION AND HARASSMENT**

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**SECTION 1: PURPOSE**

The Town of Chenango believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Town of Chenango is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is Town of Chenango's policy to provide an employment environment free from harassment and discrimination based on race, color, gender, religion, religious creed, sex, marital status, age, national origin or ancestry, physical or mental disability, genetic information, military or veteran status, sexual orientation, gender identity, gender expression, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation) citizenship or any other characteristics protected by applicable federal, state or local law.

A. **Scope of Policy** This Policy applies to all Town of Chenango's employees and all personnel in a contractual or other business relationship with the Town of Chenango including, for example, applicants, temporary or leased employees, interns (whether paid or unpaid), independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of Town of Chenango's exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of Town of Chenango's employees in the workplace. This Policy applies with equal force on Town of Chenango's property as it does at municipal sponsored events, programs, and activities that take place off Town of Chenango's premises.

B. **Policy Objectives** By adopting and publishing this Policy, it is the intention of the Town of Chenango's Board to:

- (1) Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy;
- (2) Inform employees about the complaint procedures established by the Town of Chenango that enable any employee who believes (s)he is the victim of harassment or discrimination to submit a complaint which will be investigated by the Town of Chenango;
- (3) Clearly advise all supervisory staff, administrators, and employees that harassment and discrimination is strictly prohibited and no such person possesses the authority to harass or discriminate; and
- (4) Notify all employees that the Town of Chenango has appointed a Compliance Officer who is specifically designated to receive complaints and ensure

compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive and investigate complaints are listed below at the end of this Policy.

## **SECTION 2: DEFINITIONS**

### **“Prohibited Discrimination of Employees”**

Prohibited discrimination of employees can take the form of any adverse employment action against an employee, by either a Town of Chenango employee or official or a third party engaged in activities sponsored by the municipality which is based upon the employee’s protected characteristic. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic, including “Sexual Harassment” as defined below.

### **“Harassment”**

Harassment is strictly prohibited and includes, but is not limited to:

- (1) Conduct that unreasonably interferes with the ability of any employee or non-employee to perform their expected job duties. This includes extending welcome or unwelcome attention and/or hostility to someone based on a protected characteristic, including that which is sexual in nature, which thereby reduces personal productivity or time available to work at assigned tasks.
- (2) Conduct which creates an intimidating, hostile, or offensive work environment. This includes unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions that are sexual in nature or based upon any other protected characteristic.
- (3) Rejection or submission to sexual favors as the implicit or explicit basis for decisions concerning one's employment, assignment, advancement, compensation, or any other condition of employment.
- (4) Slurs, jokes, or other verbal, visual, or physical conduct relating to an individual's race, color, gender/sex, religion, national origin, age, disability, sexual orientation, marital/family status, or any other characteristic protected by applicable state, local or federal law.

### **“Sexual Harassment”**

Sexual harassment is strictly prohibited including, but not limited to inappropriate forms of sex-based or sexual behavior including, but not limited to, unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, even if an employee suffers no adverse consequences and/or is otherwise

treated well, as long as the actions of the harasser are found to be offensive, including where:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile or offensive working environment.

The foregoing includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for the same.

Specific forms of behavior Town of Chenango considers harassment or sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

- **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee's protected characteristic, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendoes; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes; propositions; threats; comments on a person's appearance that make the person feel uncomfortable because of his or her protected characteristic; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; comments about an employee's anatomy or protected characteristic that are unwelcome, unreasonably interfere with an employee's work performance, or create an intimidating, hostile or offensive work environment; and unwelcome advances or demands based on someone's protected characteristic.
- **Nonverbal:** Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries based on a protected characteristic; derogatory cartoons or caricatures; luring or obscene gestures in the workplace; staring at a person's body in a sexually suggestive manner; gestures or motions based on a protected characteristic; sending material through the Town of Chenango e-mail system or other electronic communication devices (e.g. voice mail) or using the Town of Chenango's mail or computers to view material that is demeaning or derogatory based on one's protected characteristic.
- **Physical:** Unwelcome physical conduct, including but not limited to: hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, assault, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.

While a single incident of these types of behavior may not create a hostile learning environment, if

such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits, such conduct constitutes prohibited harassment.

### **SECTION 3: POLICY**

Town of Chenango prohibits harassment and discrimination based on any characteristic protected by applicable law and will not tolerate any form of unlawful discrimination or harassment. Town of Chenango will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace.

All employees, including but not limited to, Town of Chenango's officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to one of the Compliance Officers listed in *Section 10* of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to Human Resources. Furthermore, if any employee believes that any member of management has violated this policy or has not properly responded to and/or handled a report or concerns of discrimination or harassment, the employee should immediately contact Human Resources.

Each employee is assured pursuant to *Section 6* of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any employee for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws shall be subject to discipline, up to and including termination of employment. Any employee who believes he/she has been retaliated against in violation of this policy should report violations to one of the Compliance Officers listed in *Section 10* of this Policy in accordance with the Complaint Procedure set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in *Section 10* of this Policy.

### **SECTION 4: POLICY ENFORCEMENT**

#### **A. Complaint Procedure for Employees**

##### **i. Notification Procedure**

Prompt reporting of complaints or concerns is required so that timely and constructive action can be taken before relationships become strained.

Reporting of all perceived incidents of prohibited discrimination and/or

harassment is essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact his or her supervisor or a Compliance Officer listed in *Section 10* of this Policy, or another administrator.

ii. **Making a Complaint**

If the complainant prefers, s/he may report the matter directly to her/his supervisor. If the complainant feels uncomfortable reporting the harassment to her/his supervisor, s/he should immediately report the matter to any other member of management. Employees who work during off-hours are encouraged to contact their supervisors or any member of management at home if these individuals do not work during the employees shift. Town of Chenango will not tolerate violations of this policy and strongly encourages reporting of suspected harassment or discrimination as soon as it occurs.

**B. Time for Reporting a Complaint**

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed.

**C. Confidentiality and Privacy**

The Town of Chenango shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the Town of Chenango may be required by law to contact and cooperate with the appropriate law enforcement authorities.

**D. Acknowledgement of Complaints**

Complainants are expected to cooperate with the Town of Chenango's investigation procedures by providing all relevant information relating to the complaint in writing, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

**SECTION 5: INVESTIGATION AND REMEDY**

**A. Timing of Investigations**

When the [Municipality] receives allegations of misconduct, it will conduct a fair, timely and thorough investigation.

**B. Method of Investigation**

The investigation must provide all parties due process, and reach reasonable conclusions based on the evidence collected.

**C. Notification to Complaining Party and the Accused Party**

The results of the investigation shall be communicated in writing to both the

person filing the complaint and the accused party.

**D. Remedial Measures**

If, at the end of the investigation, misconduct is found, appropriate remedial measures (including discipline) shall be taken including, but not limited to, termination from employment.

**SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY**

Retaliation is strictly prohibited by this Policy and by law against anyone for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws.

Complaints of retaliation should be brought directly to a Compliance Officer, or another administrator. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

**SECTION 7: APPEALS**

Any complainant or accused party who wishes to appeal the conclusion which the Town of Chenango reached in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Town of Chenango. The appellant shall be entitled to present evidence as to why the conclusion was flawed, improper, or otherwise not supported by the evidence. The Town of Chenango's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Town of Chenango, or its designee, shall render a decision. The Town of Chenango's decision shall be final. The appellant shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the Town of Chenango's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the Town of Chenango at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.



## **Town of Chenango**

### **Cell Phone and Personal Communication Device Policy**

This policy outlines the use of personal cell phones and Personal Digital Assistants (PDA's) at work and the safe use of cell phones or PDA's while driving.

#### **General Use at Work**

Employees should restrict the use of personal communication devices for personal matters during work times except in emergencies, to check briefly on family matters or communicate with supervisors. Personal calls, messages or use of data retrieval during the workday, regardless of the device use, can interfere with employee productivity, be distracting to others or potentially be dangerous. Personal communications should be conducted only during scheduled breaks or lunch periods, except in active work areas. Employees should make their friends and family aware of the Town's policy

#### **Safety Issues for Cell Phone and PDA Use**

All employees are expected to follow applicable State and Federal laws or regulations regarding the use of cell phones or PDA's at all times.

An employee who drives a Town owned vehicle is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or Town related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages or any other purpose.

We recognize that other distractions occur during driving, however restricting the use of cell phones, while driving, is one way to minimize the risk of accidents for our employees. Employees are required to stop the vehicle in a safe location so that they may safely use the cell phone or device.

Employees who are charged with traffic violations resulting from the use of a cell phone or PDA while driving will be solely responsible for all tickets that result from such action.

#### **Use of Camera Phones**

The use of camera phones, PDA's or other audio or visual recording capable devices may constitute an invasion of employee's personal privacy.

Employees may not take photographs and video, whether by camera phone or other device in "private" areas (restrooms).

Therefore, the use of camera or other video-capable recording devices are prohibited without the expressed prior permission of the person(s) present at the time.

Employees who violate this policy will be subject to disciplinary action which may include termination or employment and or legal action.

#### **Town Provided Cell Phones/Equipment**

Employees in possession of Town issued cell phones or other equipment are expected to protect the equipment from loss, damage or theft. Any employee unable to present equipment in good working condition within a reasonable time period after a request is made, may be expected to purchase a replacement.

The Town retains the right to monitor employee's cell phone usage on Town issued devices. Signs of potential misuse may be brought to the attention of the employee's supervisor, who will determine if action is required.

#### **Policy Enforcement:**

Enforcement of the policy will follow the discipline policy as stated in the Town's Safety Manual.

Egregious violations of this policy such as using a device to record, send or display lewd, sexually explicit or suggestive, or derogatory material that may create a hostile work environment will result in suspension and potential termination following an investigation.

Instances where the Town does not monitor or strictly enforce this policy will not be construed as a waiver of the Town's right to enforce its policy in any particular situation.

The Town reserves the right to restrict the possession or use of these electronic devices in all work areas.

The Town is not liable for the loss of personal cell phones or PDA's brought into the work.

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## Town of Chenango

### Policy for Use of Computers, Internet and E-Mail

#### **Terms and Conditions**

The Internet offers many resources to employees for the efficient exchange of information and the timely completion of assigned responsibilities. The use of Internet facilities and by e-mail by any employee, volunteer or contractor must be consistent with this Policy.

This policy delineates acceptable use of the Internet and computer hardware and software by employees, volunteers, and contractors while using Government-owned or leased equipment, facilities, Internet e-mail addresses, or domain names registered to the Town of Chenango.

The following Internet and/or computer users are covered by this policy:

1. Authorized full and part-time employees
2. Volunteers who are authorized to use the resources to access the Internet
3. Contractors who are authorized to use Town owned or leased equipment or facilities.

Employees, volunteers and contractors who are not authorized to access the Internet as part of their official duties, may not be access the Internet using the Town's facilities. It is expected that users who are authorized to access the Internet as part of their official duties, will do so to improve their job knowledge, to access scientific, technical, and other information on topics which have relevance to their assignments and to communicate with their peers in other Government agencies, academia, and industry. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Town of Chenango, they might be perceived by others to represent the Town. Users are advised not to sue the Internet for any purpose which would reflect negatively on the Town or its employees.

If an authorized user violates any of these provisions, his or her access privileges may be terminated and future access may be denied and may be cause for disciplinary action up to and including discharge. The signature at the end of this document is binding and indicates the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by those terms and conditions.

#### **Acceptable Use of Internet Access and e-mail for Authorized Users:**

The purpose of the Internet is to support research and enhance worker productivity by providing access to resources and communications. The use of your account must be in support of Town of Chenango's business goals and objectives. The use of the Internet may not be used in violation of any Local, State, Federal or International laws, regulations, or other government requirements. This includes, but is not limited to theft or infringements of copyrights, trademarks, trade secrets, or misappropriation of funds, credit cards, or personal information and threats of physical harm or harassment. Non-business communications and access to information for non-business related activities is **not** authorized.

E-mail messages must be drafted in a professional, business manner and shall use appropriate language. E-mail messages sent to employees in a mass mailing must be approved by the sender's supervisor prior to delivery.

**Privileges:**

The use of the Town's computer resources including e-mail and Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may be cause for disciplinary action up to and including discharge. The Town Board may deny, revoke, or suspend specific user access privileges, when use that violates these policies has been determined.

**Inappropriate use of computer resources:**

- a) Participating or engaging in activities that violate the law.
- b) Creating, storing, viewing or transmitting information which is fraudulent, harassing, embarrassing, sexually explicit, obscene, or defamatory.
- c) Participating in any activity which constitutes harassment under the Town of Chenango's Workplace Violence Policy or under State or Federal law or regulations.
- d) Reading, deleting, copying or modifying e-mail messages sent to others without their permission.
- e) Promoting political or religious positions.
- f) Operating a personal business, or any use for personal gain.
- g) Using or installing any software or peripheral equipment not approved in advance by the Town Board.
- h) Engaging in any activity which would compromise the security of the Town's network and computer resources such as any attempt to harm or destroy data through the upload or creation of computer viruses, hacking, monitoring or using systems without authorization.

**Security:**

Security is a high priority and the following must be adhered to:

- a) Do not use another individual's account.
- b) Do not give your password to any other individual.
- c) Attempts to log into the network as any other user will result in cancellation of user privileges.
- d) Any user identified as a security risk may be denied access to the Town's computer resources.

**Rights of the Town of Chenango:**

- a) The Town retains the right to monitor employee's use of computer resources including computers, the Internet and e-mail to assure compliance with applicable laws, rules and regulations, as well as the Town's Use Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. There can be no expectation of privacy with respect to an employee's use of the Internet.
- b) The Town reserves the right to record the location of all Internet sites accessed by users.

- c) The Town reserves the right to block access to or from any Internet resources.
- d) The Town will not be responsible for any damages. This includes but is not limited to the loss of data resulting from delays, non-deliveries, viruses or service interruptions. Use of any information obtained is at the user's risk. Any computer connected to the Town's network should have anti-virus software installed.

Each employee must agree to abide by this approved Use Policy for provided e-mail and Internet access. Conformance to this Policy should be considered to be a term and condition of employee's employment. Abuse of e-mail and Internet access privileges or other non-conformance to this Policy may be cause for disciplinary action up to and including discharge. The signature at the end of this document is binding and the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by those terms and conditions.

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**Town of Chenango  
Ethics Policy**

**Section 1. Purpose.**

Officers and employees of the Town of Chenango hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This Ethics Policy establishes those standards.

**Section 2. Definitions.**

- (a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning of board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.
- (b) "Policy" means this Ethics Policy.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- (d) "Municipality" means Town of Chenango. The word "municipal" refers to the municipality.
- (e) "Municipal officer or employee" means a paid or unpaid officer or employee including but not limited to, the members of any municipal board.
- (f) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

**Section 3. Applicability.**

This Ethics Policy applies to the officers and employees of the Town of Chenango and shall supersede any prior Ethics Policy. The provisions of this policy shall apply in addition to all applicable State and Local laws relating to conflicts of interest and ethics including, but not

limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Chenango.

**Section 4. Prohibition on use of municipal position for personal or private gain.**

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

**Section 5. Disclosure of interest in legislation and other matters.**

(a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

(c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position.

In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

**Section 6. Recusal and abstention.**

(a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could bestow a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not

have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

**Section 7. Exceptions:**

**When disclosure, recusal and abstention are not required.**

(a) This policies prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(\* all municipal officers or employees;

(\* all residents or taxpayers of the municipality or an area of the municipality;  
or

(\* the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

**Section 8. Investments in conflict with official duties.**

(a) No municipal officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than an occasional recusal and abstention under section 6 of this code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

(1) real property located within the municipality and used as his or her personal residence;

(2) less than five percent of the stock of a publicly traded corporation; or

(3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

### **Section 9. Private employment in conflict with official duties.**

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;

(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

### **Section 10. Future employment.**

(a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.

(c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

**Section 11. Personal representations and claims permitted.**

This policy shall not be construed as prohibiting a municipal officer or employee from:

(a) representing himself or herself, or his or her spouse or minor children before the municipality; or

(b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

**Section 12. Use of municipal resources**

(a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.

(b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of municipal resources authorized by law or municipal policy;  
(2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation.

(3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule. No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

**Section 13. Interests in Contracts.**

(a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

(b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

**Section 14. Nepotism.**

Except as otherwise required by law:

(a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.

(b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

**Section 15. Political Solicitations.**

(a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

**Section 16. Confidential Information.**

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

**Section 17. Gifts.**

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section (805-a)(1)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the

donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the municipality;

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

#### **Section 18. Board of Ethics.**

(a) There is hereby established a board of ethics for the municipality. The Board of Ethics shall consist of three members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such Board of Ethics shall be appointed by the Town Board, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.

(b) The Board of Ethics shall render advisory opinions to the officers and employees of the Town of Chenango with respect to article 18 of the General Municipal Law and this policy. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the Board of Ethics may prescribe. The Board of Ethics shall have the advice of legal counsel employed by the Board, or if none, the municipality's legal counsel. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Ethics Policy, or amendments thereto, upon the request of the Town Board.

**Section 19. Posting and distribution.**

(a) The Town Clerk must promptly cause a copy of this policy, and a copy of any amendment to this policy, to be posted publicly and conspicuously in each building under the municipality's control. The policy must be posted within ten days following the date on which the policy takes effect. An amendment to the policy must be posted within ten days following the date on which the amendment takes effect.

b) The Safety officer must promptly cause a copy of this policy, including any amendments to the policy, to be distributed to every person who is or becomes an officer and employee of the Town of Chenango.

(c) Every municipal officer or employee who receives a copy of this policy or an amendment to the policy must acknowledge such receipt in writing. Such acknowledgments must be filed with the Town Clerk, who must maintain such acknowledgments as a public record.

(d) The failure to post this policy or an amendment to the policy does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

**Section 20. Enforcement.**

Any municipal officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

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**TOWN OF CHENANGO**  
**EMERGENCY ACTION PLAN**

**OBJECTIVE**

The objective of the Town of Chenango's Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the Town of Chenango; 1529 NY Route 12; Binghamton, NY 13901 and all of its annexes.

**ASSIGNMENT OF RESPONSIBILITY**

**Safety Committee**

The Safety Administrator shall manage the Emergency Action Plan for the Town of Chenango. The Safety Administrator will also manage all the training records for the Emergency Action Plan.

The Safety Committee Chairperson shall be responsible for scheduling routine tests of the Town of Chenango of the Town of Chenango's emergency notification system with the appropriate authorities.

The Safety Committee Chairperson shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

**Department Coordinators:**

Department heads or the assigned designees are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency.

- The Justice Department will be responsible for evacuating court attendees.
- The Supervisor's office will be responsible for evacuating guests using the Community Room.

**PLAN IMPLEMENTATION:**

**Reporting Fires and Other Emergencies**

All fires and emergency situations will be reported as soon as possible to your Department Head by one of the following means:

1. Verbally as soon possible
2. Two-way radio
3. By telephone

The telephone numbers and contact information for the emergency response personnel for the Town of Chenango are:

1. Fire: 911
2. Police/Sheriff: 778-1911 or 911
3. Ambulance/EMS: 911

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

#### **Town Vehicles**

If you smell or see smoke or flames stop the vehicle in safe place and exit the vehicle. Each vehicle has a portable fire extinguisher in it. If possible identify the area that that may be on fire. If you see flames use the fire extinguisher, call 911 if the fire has not been extinguished. Do not attempt to drive the vehicle until the mechanic or fire personal have indicated it is safe to do so. Call the department head or designee to inform them of the situation.

#### **Informing Town of Chenango Employees of Fires and Emergency Situations**

In the event of a fire or emergency situation, each Department Head or Designee shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). The employees are to exit the building immediately upon hearing the alarm sound.

If a fire or emergency situation occurs after normal business hours, Department Heads or Designees shall contact all employees not on shift of future work status, depending on the nature of the situation.

Fire alarms and extinguishers are located next to all exits in the buildings of the Town Complex.

#### **Workplace Violence Incident**

##### *Town Hall*

Each department has a silent alarm located at a desk or at the counter. The silent alarm is to be used if an emergency response is needed but a 911 call is not possible or if staying in place to make that call puts an individual in imminent danger. In such an event press the silent alarm button and exit the building and immediately leave the vicinity of the Town Complex. Do

not try to return and assess the situation. If possible take a cell phone with you so that you can relay as much information as possible to a 911 dispatcher.

#### *DPW Building*

The silent alarm is located to the left of the computer screen, under the desk, of the Highway Secretary's desk.

In the event that the emergency is an active shooter, do not use the fire alarm system as a means to evacuate people. This will only allow the shooter to have a broad range of targets as individuals gather at the designated location for a fire alarm.

If possible start the inside and outside cameras on a computer to aide in finding the safest escape route possible.

#### **Run, Hide, Shelter**

In the event of an active workplace violence incident the employees are instructed to run, hide and shelter in place if need be. Shelter in place locations are locations that have no windows and doors that lock from the inside out.

- Shower room in the main hallway of the DPW Building
- Records room on the main floor of the Town Hall
- Courts storage room on the second floor of the Town Hall

#### **Evacuation Routes**

Emergency evacuation escape route plans are posted in throughout both buildings in the Town of Chenango complex. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by each Department Head or his/her designee all employees shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the parking lot closest to NYS Route 12. Employees with offices shall close the doors as they leave.

In the event of an evacuation only trained DPW individuals may remain in the building for the express purpose of closing doors and moving vehicles if possible. Those individuals will remain only long enough to secure the equipment and shall be capable of recognizing when the task or operation needs to be abandoned.

#### **Accountability**

Each Department Head or designee will visually or audibly confirm that their department's employees as well as any visitors are no longer in the building. If crews are assigned to work off premises they will be notified that the facility has been evacuated and that they are not to return to the Town Complex until notified that it is safe to do so.

### **Medical or Emergency Rescue**

If a medical emergency occurs instruct someone to call 911 and reach out to CPR/AED trained employees. These employees are currently:

- Joy Kasmarcik; DPW building
- Kathy Rudy; Town Hall
- Gavin Stiles; Town Hall
- Julie Wyatt; Town Hall
- Kendra Maslin; Justice Dept

There is an AED located near the elevator on the main floor of the Town Hall. There is also an AED located in the main hallway of the DPW building.

### **Contact Information**

Employees may contact any member of the Safety Committee to review or discuss this plan. Those individuals are:

Safety Committee Chairperson  
Safety Administrator  
Safety Committee Member  
Safety Committee Member  
Safety Committee Member  
Safety Committee Member  
Safety Committee Member  
Safety Committee Member  
Safety Committee Member

JoAnne Klenovic  
Joyanne Kasmarcik  
Derin Kraack  
Greg Burden  
Jack Felter  
Todd Klubek  
Joseph Eidel  
John Freer  
Kendra Maslin

**Town of Chenango**

1529 NY Route 12

Binghamton, NY 13901

**Training Signature Sheet**

**Training Module/Classes:**

1. General Employee Work Rules/Union Contract
2. Workplace Violence Prevention Program
3. Sexual Harassment Policy
4. Drug & Alcohol Policy
5. Discrimination and Harassment Policy
6. Cell Phone & Personal Communication Device Policy
7. Policy for Use of Computers, Internet and E-mail
8. Ethics Policy
9. Emergency Action Plan

*I confirm that I attended/reviewed the training classes listed above. I listened, read, and understood the training, and I understand that as an employee, it is my responsibility to abide by the Town of Chenango policies and procedures, in accordance with the training.*

*If I have questions about the training, materials presented or the Town of Chenango's policies and procedures, I understand it is my responsibility to seek clarification from the Department Head or Safety Committee Chairperson.*

**Employee**

**Signature** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_



# TOWN OF CHENANGO

1529 NY Route 12  
Binghamton, NY 13901  
Telephone: (607) 648-4809  
Fax: (607) 648-6533  
[pavroll@townofchenango.com](mailto:pavroll@townofchenango.com)

Please be advised that as a part time or temporary employee, you have the option to join the New York State Employees' Retirement System (full time employees are required to join). If you choose to join, a percentage of your gross wages will be deducted as set by the Retirement System. Please mark your choice below and sign and date this form and return it to this office. If you have any questions, please feel free to contact me or the NYS Employees' Retirement System. Thank you for your cooperation.

Sincerely,

Tami Carl  
Secretary to Supervisor

\_\_\_\_\_ I wish to join the NYS Employees' Retirement System. (Please complete the membership application.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I decline membership in the NYS Employees' Retirement System.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I am presently enrolled in or retired from the NYS Employees' Retirement System.

Membership Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print your full name and Social Security Number below.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Town Of Chenango  
Workplace Violence  
Incident Reporting Form

**Date:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Department** \_\_\_\_\_

**Are you the victim of this complaint?** \_\_Yes      \_\_No

**If not, insert victim's name:** \_\_\_\_\_

**Location Of Incident:** \_\_\_\_\_

**Date and Time Of Incident:** \_\_\_\_\_

**1. Names of employees directly involved in the incident:**

\_\_\_\_\_

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

**2. Name of other individuals involved:**

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

**3. Names of Witnesses (if other than Employees, get telephone numbers and addresses:**

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

**4. Detailed description of the incident, including events leading up to the incident and how the incident ended:**

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

**Nature and extent of injuries:**

<b>NAME(S)</b>	<b>TYPE OF INJURY</b>	<b>MEDICAL ATTENTION (Dr, Hospital, Other, None</b>
----------------	-----------------------	---

_____	_____	_____
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee/Representative Signature:** \_\_\_\_\_

**Privacy Concern Case?**  **Yes**  **No**

**Submitted to:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

**Safety Chairperson Signature:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

**Findings:**

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

**Type of Corrective Actions:**

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

**TOWN OF CHENANGO**  
**SEXUAL HARASSMENT COMPLAINT FORM**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your immediate supervisor or a member of the safety committee. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit:** <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

**Complainant Information**

Name: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

Job title: \_\_\_\_\_

Please indicate your preferred communication method: Email Phone In Person

**Supervisory Information**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work address: \_\_\_\_\_

**Complaint Information**

1. The Complaint of sexual harassment is made against:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Relationship to you:  Supervisor  Subordinate  Co-worker  Other (\_\_\_\_\_)

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

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

*Answering this last question is optional but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

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

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Chenango

## ETHNIC, GENDER AND/OR DISCRIMINATION COMPLAINT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Select Preferred Communication Method:  Email  Phone  In Person

Supervisor's  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Your complaint of Harassment and/or Discrimination is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach and relevant documents or evidence.

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Date(s) harassment and/or discrimination occurred:

\_\_\_\_\_

Is it continuing?  Yes  No

*This question is optional, but may help the investigation.*

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Name Reported to: \_\_\_\_\_ Date initially reported: \_\_\_\_\_

Name of Witnesses to incident(s): \_\_\_\_\_

\_\_\_\_\_

If you have retained legal counsel and would like to work with them, please provide their contact information

Name of Counsel: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT 4



**ROBERT C. WHITAKER, JR.**  
DIRECT DIAL: (315) 565-4557  
[rwhitaker@hancocklaw.com](mailto:rwhitaker@hancocklaw.com)

December 14, 2022

**Via Federal Express**

Michael Lumsden  
309 East Hill Rd  
Binghamton, NY 13901

**Re: Town of Chenango Investigation**

Dear Mr. Lumsden:

Our firm has been retained by the Town of Chenango ("Town") to conduct an objective investigation into complaints regarding workplace safety. The purpose of my investigation is to obtain reliable facts that will enable my office and the Town Attorney to provide legal advice regarding the complaints.

Although you are not employed by the Town, certain allegations relate to your interaction with its employees. Therefore, I would like to interview you to address these allegations and obtain any relevant information you might have. You are not obligated to speak with me, but I want to extend the offer.

Please note that when I conduct interviews during the investigation, no third party is permitted to attend the interview, including attorneys and other representatives. Also, video and audio recording are not permitted. These same ground rules would apply to your interview.

If you would like to speak with me, please let me know by December 23, 2022 and we can schedule a date, time and location for the interview. You may contact me via email at [rwhitaker@hancocklaw.com](mailto:rwhitaker@hancocklaw.com), via phone at (315) 565-4557 or via mail at the address on my letterhead. If I do not hear from you by December 23, 2022, I will assume that you do not wish to speak with me.

Thank you for your time and consideration in this matter.

Very truly yours,

HANCOCK ESTABROOK, LLP

Robert C. Whitaker, Jr.

RCW:sat

# EXHIBIT 5

**FedEx**  
Express **Package**  
**US Airbill**

FedEx Tracking Number **8173 9368 4403**

**MUR 1**

Form ID No. **0215**

Sender's Copy

**1 From** Please print and press hard.  
**Date** Dec 13, 2012 **Sender's FedEx Account Number** 817393684403  
**Sender's Name** Robert C Whitaker Jr Esq **Phone** (315) 544-1800  
**Company** HANCOCK CONSULTING LLP  
**Address** 100 MADISON ST STE 1000  
**City** SYRACUSE **State** NY **ZIP** 13202-1000

**Your Internal Billing Reference** 124411  
 First 24 characters will appear on invoice.

**To Recipient's Name** MICHAEL LUMSDEN **Phone** ( )  
**Company**  
**Address** 309 EAST HILL RD  
 We cannot deliver to PO boxes or PO ZIP codes. **Dept./Room/Suite/Room**  
**Address**  
 Use this line for the HOLD location address or for continuation of your shipping address.  
**City** BINGHAMTON **State** NY **ZIP** 13901

**Hold Weekday**  
 FedEx location address REQUIRED (NOT available for FedEx First Overnight).  
 **Hold Saturday**  
 FedEx location address REQUIRED. Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.

**4 Express Package Service** \* To most locations. Packages up to 150 lbs. For packages over 150 lbs, use the FedEx Express Freight US Airbill.

**Next Business Day**  
 **FedEx First Overnight**  
 Earliest next business morning delivery to select locations. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.  
 **FedEx Priority Overnight**  
 Next business morning. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.  
 **FedEx Standard Overnight**  
 Next business afternoon. Saturday Delivery NOT available.

**2 or 3 Business Days**  
 **FedEx 2Day A.M.**  
 Second business morning. Saturday Delivery NOT available.  
 **FedEx 2Day**  
 Second business afternoon. Thursday shipments will be delivered on Monday unless Saturday Delivery is selected.  
 **FedEx Express Saver**  
 Third business day. Saturday Delivery NOT available.

**5 Packaging** \* Declared value limit \$500.  
 **FedEx Envelope\***  **FedEx Pak\***  **FedEx Box**  **FedEx Tube**  **Other**

**6 Special Handling and Delivery Signature Options** Fees may apply. See the FedEx Service Guide.

**Saturday Delivery**  
 NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.  
 **No Signature Required**  
 Package may be left without obtaining a signature for delivery.  
 **Direct Signature**  
 Someone at recipient's address may sign for delivery.  
 **Indirect Signature**  
 If no one is available at recipient's address, someone at a neighboring address may sign for delivery. For residential deliveries only.  
**Does this shipment contain dangerous goods?**  
 One box must be checked.  
 **No**  **Yes** As per attached Shipper's Declaration.  **Yes** Shipper's Declaration not required.  **Dry Ice** Dry Ice, UN 1845 \_\_\_\_\_ x \_\_\_\_\_ kg  
 Specifications apply for dangerous goods — see the current FedEx Service Guide.  **Cargo Aircraft Only**

**7 Payment Bill to:** Enter FedEx Acct. No. below. This label can be used only when billing to a FedEx account number. For cash, check, or credit card transactions, please go to a staffed shipping location.

**Sender** Acct. No. in Section 1 will be billed.  **Recipient**  **Third Party**  
 FedEx Acct. No.

**Total Packages** \_\_\_\_\_ **Total Weight** \_\_\_\_\_ lbs. **Total Declared Value\*** \$ \_\_\_\_\_

\*Our liability is limited to USD100 unless you declare a higher value. See back for details. By using this label you agree to the service conditions on the back of this label and in the current FedEx Service Guide, including terms that limit our liability.  
 Rev. Date 3/16 • Part #103104 • ©1996-2010 FedEx • PRINTED IN U.S.A.



611



FedEx Tracking

Track Another Shipment Help

DELIVERED

# Thursday

12/15/2022 at 10:08 am

Signature not required

Package delivered to recipient address

[Obtain Proof of delivery](#)

How was your delivery?



Want updates on this shipment? Enter your email and we will do the rest!

YOUR EMAIL

SUBMIT

Manage Delivery

DELIVERY STATUS

Delivered



TRACKING ID

817393684403

**FROM**  
SYRACUSE, NY US

**PACKAGE RECEIVED BY FEDEX**  
NORTH SYRACUSE, NY  
12/14/2022 7:00 PM

**IN TRANSIT**  
BINGHAMTON, NY  
12/15/2022 8:45 AM

**OUT FOR DELIVERY**  
BINGHAMTON, NY  
12/15/2022 9:13 AM

**DELIVERED**  
NY US

*DELIVERED*  
12/15/2022 at 10:08 AM

[View travel history](#)

## Shipment facts

Shipment overview

<b>TRACKING NUMBER</b>	817393684403
<b>DELIVERED TO</b>	Residence
<b>SHIP DATE</b>	12/14/22
<b>STANDARD TRANSIT</b>	12/15/22 before 12:00 pm
<b>ACTUAL DELIVERY</b>	12/15/22 at 10:08 am

Services

<b>SERVICE</b>	FedEx Priority Overnight
----------------	--------------------------

# EXHIBIT 6

October 11, 2022

11 2022

TOWN OF CHENANGO TOWN CLERK:

I am making a foil request for all written or documented complaints about misbehavior or disruptive behavior by citizens in the town building or properties made by citizens or employees (as referenced by documents given to board members at the town board meeting on October 5, 2022) from 1/1/2022 to 10/11/2022.

Michael Lumsden  
309 East Hill Road  
Binghamton, NY 13901  
607-343-5342

October 11, 2022

TOWN OF CHENANGO TOWN CLERK:

I am making a foil request for all emails between any and all board members and/or supervisor between 9/1/2022 and 10/11/2022.

Michael Lumsden  
309 East Hill Road  
Binghamton, NY 13901  
607-343-5342

# EXHIBIT 7

**TOWN OF CHENANGO**

1529 NY RT 12  
Binghamton, New York 13901  
607-648-4809

Nov 14 2022

9:57 AM

**APPLICATION FOR PUBLIC ACCESS TO RECORDS  
(FREEDOM OF INFORMATION LAW)**

TO: RECORDS ACCESS OFFICER

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

(Please provide a detailed, specific description of records sought.)

*Fail The complaint that the supervisor wrote at the direction of the safety committee that she distributed to the town board about Michael Lumsden in his office on the 16 of September 2022 that she referenced in the town meetings on November 2, Town meetings 11/3/22*

Date of Response

I would like to inspect the record(s)

I would like to obtain copies of the record(s)

- Photocopies of regular and legal sized documents are available at a cost of \$0.25 per page.
- If the records are stored electronically, the town may be able to respond with the requested material at no charge.
- This office will make every effort to find the information you are seeking and provide it to you promptly. Some information is not releasable, and sometimes the information may not exist. In accordance with the Public Officers Law, we will advise you within the next five business days whether your request for information will be granted, denied, granted in part, or if we will need more time not to exceed 20 days to respond to your request. At that time, we will inform you as to whether the materials you have requested will be made available to you and when. Public Officers Law provides for the information to be made available, unless it is denied, within a reasonable time frame.

Purpose of Request (Optional):

Applicant's Name: *Michael Lumsden*

Applicant's Mailing Address (include the name of firm or organization and mailing address if applicable): *309 East Hill Road Binghamton NY 13901*

Applicant's Phone Number: *607 343534* Email:

Signature *[Handwritten Signature]*

Date *11/3/22*

**NOTICE: You have the right to appeal a denial of this application to the head of this agency who must fully explain his or her reasons for such denial in writing within seven days after receiving an appeal.**

**TOWN OF CHENANGO**  
**VENDOR TRANSACTION**  
**HANCOCK ESTABROOK LLP**

Code: 109619

Date	Account	Claim	Check #/Status (*cleared)	Invoice/Description	Amount
12/15/2022	A1420.401	858	5627	478329/INVESTIGATION TO MULTIPLE COMP	4,187.50
02/02/2023	A1420.401	43	5758	479413/Legal Services rendered throug	453.11
03/02/2023	A1420.401	118	5812	480384/Legal Services rendered throug	1,312.50
03/30/2023	A1420.401	188	5874	481363/Legal matter - Town investigat	3,476.25
04/27/2023	A1420.401	286	5938	4825311/INVESTIGATION OF MULTIPLE COMP	1,058.12
<b>Total:</b>					10,487.48

# ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 1 of 2

COUNTY, NEW YORK

DATE OF AUDIT: 01/29/2024

NUMBER 001

TOTAL CLAIMS: \$29,870.32

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.

2/1/24  
Date

Dawn Blau  
Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
889	COSTELLO, COONEY & FEARON PLLC 261117/ZBA, Abbey Family Trust #4 Building	A1420.400	266.00	6575 01/30/2024
890	ALEXANDER N. URDA 891/Abbey Trust SWPPP	A1440.405	985.40	6576 01/30/2024
891	Auto Zone 4702934127/2 & 3 jaw 5-ton	A7110.400	43.55	6577 01/30/2024
892	MIRABITO 122862/Fuel for parks vehicles	A7110.400	216.38	6578 01/30/2024
893	UNITED OCC. MEDICINE 214566/Drug Screening	A3989.400	140.00	6579 01/30/2024
894	THE HARTFORD 948310619148/Disability Insurance	A9055.800	125.19	6580 01/30/2024
895	Adjacent Computing 00139/Phase 1 - AV Project	A1010.200	2,000.00	6581 01/30/2024
896	Elan Financial Services Card/January bill	A1220.400	480.00	6582 01/30/2024
897	Tolls by Mail 17907776774/Tolls	A1220.400	4.78	6583 01/30/2024
898	STAPLES BUSINESS ADVANTAGE 3555273024/Folders, coffee	A1410.400	52.04	6584 01/30/2024
899	WILLIAMSON LAW BOOK CO. 199671/Miscellaneous Forms	A1220.400	25.18	6585 01/30/2024
900	ICC CDS, LLC PC0000033234/ICC General Code Setup services	A8020.403	10,380.00	6586 01/30/2024
901	MAUS ENGRAVING 5194/Name Plates	A1620.400	34.90	6587 01/30/2024
902	Pyramid Business Systems, Inc. 119871/Business Appliance	A1680.403	1,040.00	6588 01/30/2024
902	Pyramid Business Systems, Inc. 119870/Computer System	A1680.403	3,458.00	6588 01/30/2024
903	WILLIAMSON LAW BOOK CO. 199558/Checks - General and Sewer	A1220.400	302.42	6589 01/30/2024
904	CONSTELLATION NEW ENERGY, INC. 67072841601/Electricity	A1620.400	733.12	6590 01/30/2024

**ABSTRACT OF AUDITED VOUCHERS**

**GENERAL FUND - TOWNWIDE**

**TOWN OF CHENANGO**

*Page 2 of 2*

**COUNTY, NEW YORK**

**DATE OF AUDIT: 01/29/2024**

**NUMBER 001**

**TOTAL CLAIMS: \$29,870.32**

<b>Voucher #</b>	<b>Claimant/Invoice/Description</b>	<b>Account #</b>	<b>Amount</b>	<b>Check</b>
905	DIEKOW ELECTRIC, INC. 4250/Town hall lighting	A1620.400	1,050.11	6591 01/30/2024
906	FIRSTLIGHT 16310671/Voice, internet, fax, previous balance	A1620.400	1,666.17	6592 01/30/2024
907	NYSEG December electricity	A1620.400	6,867.08	6593 01/30/2024

**ABSTRACT OF AUDITED VOUCHERS**

**HIGHWAY - TOWNWIDE FUND**



**TOWN OF CHENANGO**

*Page 1 of 1*

**COUNTY, NEW YORK**

**DATE OF AUDIT: 01/29/2024**

**NUMBER 001**

**TOTAL CLAIMS: \$434.96**

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.

2/1/24  
Date

Dawn Blaw  
Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
334	STEPHENSON EQUIPMENT, INC. 50060730/Ignition switch to Leeboy	DA5130.400	387.11	2212 01/30/2024
335	THE HARTFORD 948310619148/4th quarter 2023	DA9055.800	47.85	2213 01/30/2024

**ABSTRACT OF AUDITED VOUCHERS**

**WATER OPERATING**

**TOWN OF CHENANGO**

*Page 1 of 1*

**COUNTY, NEW YORK**

**DATE OF AUDIT: 01/29/2024**

**NUMBER 001**

**TOTAL CLAIMS: \$7,121.92**

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.

2/1/24  
Date

Dawn Blau  
Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
242	<b>NETWORK ORIENTED SOLUTIONS</b> 100245-1110/Water Works software maintenance	F8310.400	450.00	2128 01/30/2024
243	<b>HP, Inc.</b> 9018123880/Pro Desktop Computer	F8310.200	1,071.36	2129 01/30/2024
244	<b>MIRABITO</b> 122863/Fuel for water vehicles	F8320.400	547.54	2130 01/30/2024
245	<b>CONSTELLATION NEW ENERGY, INC.</b> 67035080401/Electricity	F8320.400	5,053.02	2131 01/30/2024

**ABSTRACT OF AUDITED VOUCHERS**



**SEWER OPERATING**

**TOWN OF CHENANGO**

Page 1 of 1

**COUNTY, NEW YORK**

**DATE OF AUDIT: 01/29/2024**

**NUMBER 001**

**TOTAL CLAIMS: \$10,059.82**

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.

2/1/24

Date

Dawn Blair

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
352	<b>SLACK CHEMICAL CO.</b> 462876/Drum of Water Treatment chemicals	G8130.400	1,046.85	2621 01/30/2024
353	<b>THE HARTFORD</b> 948310619148/4th quarter 2023	G9055.800	8.25	2622 01/30/2024
354	<b>Auto Zone</b> 4702928589/Headlights, deicer, motor oil	G8130.400	64.80	2623 01/30/2024
355	<b>CONSTELLATION NEW ENERGY, INC.</b> 67035091201	G8120.400	1,653.71	2624 01/30/2024
355	<b>CONSTELLATION NEW ENERGY, INC.</b> 67035091201/Electricity	G8130.400	5,473.51	2624 01/30/2024
356	<b>HP, Inc.</b> 9018123880/Pro Desk Top Computer	G8110.200	1,071.36	2625 01/30/2024
357	<b>MIRABITO</b> 122864/Fuel for sewer vehicles	G8120.400	291.34	2626 01/30/2024
358	<b>NETWORK ORIENTED SOLUTIONS</b> 100245-1110/Water works software maintenance	G8110.400	450.00	2627 01/30/2024

**ABSTRACT OF AUDITED VOUCHERS**

**LIGHT DISTRICT**

*Page 1 of 1*



**TOWN OF CHENANGO**

**COUNTY, NEW YORK**

**DATE OF AUDIT: 01/29/2024**

**NUMBER 001**

**TOTAL CLAIMS: \$5,841.75**

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.

2/1/24  
Date

Dawn Blau  
Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
28	NYSEG Electricity December	SL5182.400	5,841.75	1223 01/30/2024

## **DPW REPORT FOR JANUARY 2024**

### **WATER DEPT:**

Water well drawdowns were done for January.

Billing is continuing to come in.

Leak detection is being done throughout the Town, 2 water main leaks were located, and repairs were made. We continue to look for leaks on a weekly basis.

A chlorine analyzer was installed at NG Pumping Station.

Tree fell on Cherry Lane pump house at the end of January, still addressing if there was much damage, tree was cleaned up by Parks dept.

Crew Chief is out with arm surgery, I am filling in doing sampling, leak detection, excavation, water main repairs etc.

New Employee started in the DPW, training is going on and he is learning more every day.

### **SEWER DEPT:**

Repairs continue at the plant, what can not be fixed in house has or will be contracted out.

Lift Stations are being pumped down on a weekly basis.

Repairs to woodland, Mcgirks, Whitcomb, and Quinn estates pumping stations.

Billing continues to come in.

### **PARKS DEPT:**

Sidewalks were cleaned several times in January.

Repairs were made to the sidewalk snowblower.

Summer equipment is being cleaned on slow days.

Tree branches from storms were cleaned up.

There was a total of 14 after-hours call out in the month of January for the Public Works Dept.

### **Building Update:**

Data drop for the community room was installed, waiting on IT to install new data switch in computer room.

2 Cameras were moved in the Judges hallway, one more needs to be removed or relocated in the Assessor's office, I need board decision and approval for that.

Data line for the new Assessor helper was installed.

Desk was moved by DPW employees for new Assessor.

Here are the latest updates on the PFAS Lawsuit:

The PFAS lawsuit is advancing. In December the Court held a final fairness hearing to listen to all parties for and against the proposed settlement with DuPont. There are few in opposition and the Court is doing its due diligence as to fairness overall. The larger of the two settlements is 3M. The final fairness hearing is being conducted by the Court on 2/2. With this said, I think in the first or second quarter of 2024 we will have judicial consent and the funds can begin to flow based on the levels of contamination and flow rate of water systems. We have all this information from you and will file your claims should the court approve the settlements. This will occur within the first 60 days after judicial approval.



## 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](mailto:water@townofchenango.com)

Here is what I am proposing for the Sewer/Water rate increase.

1. 5% increase on minimum 750cf used:  
From: \$16.38  
To: \$17.20
2. 5% increase to additional 100cf used:  
From: \$1.68  
To: \$1.76
3. 5% increase to outside users:  
From: \$32.76  
To: \$34.40
4. Capital Improvement fee increase:  
From: \$3.00  
To: \$5.00
5. 25% increase on minimum 750cf used:  
From: \$26.10  
To: \$32.63
6. 25% increase to additional 100cf used:  
From: \$2.69  
To: \$3.36
7. 25% increase to Flat rate users (Sewer only):  
From: \$50.34  
To: \$62.93
8. Capital Improvement fee increase:  
From: \$3.00  
To: \$9.00

This is what we will have to publish in the newspaper, to show what we are increasing and how much.

Thank you.  
Gregory 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](mailto:water@townofchenango.com)

2/1/24

## Water Rate Increase Justification:

2024 Budget increased by **\$84,000.**

5% increase on minimum used is roughly \$25,389.36.

5% increase on additional cf used \$57,221.84. (Based on 2023 cf pumped minus minimum cf used and minus Town of Dickinson use)

Estimated yearly total increase of **\$82,611.20.** Roughly 5% increase!

Capital improvement increase from \$3-\$5.00 x 2236 customers = \$17,888.00 increase.  
(This is separate from the 5% O/M increase)

## Sewer Rate increase Justification:

2024 Budget increased by **\$136,400.00** (Budgeted \$150,000 for Camden Group).

25% increase on minimum used \$15,298.99.

25% increase on additional cf used \$119,810.51 (Based on 2023 cf pumped minus minimum cf used).

25% Flat Rate increase \$22,501.98.

(Budget line 8130.400 was decreased from request by \$14,000 request was for \$150,400).

Estimated increase of **\$157,610.99**

Capital Improvement increase from \$3-\$9.00 x 2590 customers = \$15,540 increase.  
(This is separate from the 25% O/M increase)

Thank you.

Gregory Burden  
Superintendent of Public Works

**NOTICE OF PUBLIC HEARING**

The Town Board of the Town of Chenango will hold a public hearing on Wednesday, February 21, 2024 at 6:00 p.m. at the Town Hall, 1529 State Route 12, Binghamton, New York to consider an increase in water and sewer rates for non-contract users of the Town of Chenango water and/or sewer systems, as follows:

<b><u>WATER</u></b>	Current Quarterly Charge	Proposed Quarterly Charge
Minimum Charge (first 750 cubic feet):	\$16.38	\$17.20
Minimum Charge, Outside User (first 750 cubic feet):	\$32.76	\$34.40
Each additional 100 cubic feet:	\$1.68	\$1.76
Capital Improvement fee (all users):	\$3.00	\$5.00

<b><u>SEWER</u></b>	Current Quarterly Charge	Proposed Quarterly Charge
Minimum Charge (first 750 cubic feet):	\$26.10	\$32.63
Each additional 100 cubic feet:	\$2.69	\$3.36
Flat Rate User (no water meter):	\$50.34	\$62.93
Capital Improvement fee (all users):	\$3.00	\$9.00

This rate change will take effect with the billing cycle that starts in April 2024.

All interested persons are invited to attend the hearing. Written comments may also be submitted to the Town Clerk in advance of the hearing. Anyone planning to attend the meeting and in need of special assistance should advise the Clerk in advance.

Dated: \_\_\_\_\_, 2024

Dawn Blair  
Town Clerk of the Town of Chenango  
Chenango Town Hall  
1529 State Route 12  
Binghamton, New York  
607-648-4809



# 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](mailto:water@townofchenango.com)

1/30/24

Attn Town Board:

All submissions were evaluated and ranked by the below criteria:

Criteria	B&L	Hunt	Wendel
Experience w/ TOC Personnel & Water/Sewer Systems.	9.00%	4.00%	8.00%
SRBC Permitting & Hydrogeologic Service Experience.	20.00%	15.00%	21.00%
Demonstrated Funding expertise.	20.00%	17.00%	17.00%
Applicable Project Experience.	15.00%	15.00%	15.00%
Project Team Experience.	15.00%	15.00%	15.00%
References (recent/local ).	3.00%	3.00%	2.00%
Evaluated ranking:	82.00%	69.00%	78.00%

After careful review of the 3 RFQ contracts, I have ranked them using a percentage-based model and scored them based on my knowledge of the firm, who I have worked with in the past, and the above-mentioned criteria.

After careful review I am recommending to the Board that we hire barton & Loguidice to perform the Water Study for the Town of Chenango.

Thank you.  
 Gregory 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](mailto:water@townofchenango.com)

Attention Town Board:

With changes in the parks being made I am asking the Board to look at the map attachments, I am interested in moving the location of the playgrounds once we do new installations of playgrounds.

One reason is to move Castle Creek playground out of the path of the creek when it floods, I would hate to have the Town spend upwards of \$150,000 and have the new equipment and surfaces ruined due to flooding.

The second reason is vandalism. We have an issue in the park with graffiti and vandalism. If we moved the park out of the back and into a more lighted area maybe the issues would stop or at least slow down.

Down fall to moving CC park closer to the road is we would have to shorten up the basketball court and move the hoops 90 degrees or worst case remove one hoop and move the park monument.

Broad acres park, I want to move the park to the roadside of the basketball court, so it's easier to access, more out in the open for safety.

I am asking the board their option on the moves, so when it's time to do installations, I have the locations of where the new structures are going.

Thank you.  
Gregory Burden  
Superintendent of Public Works





Scale = 1 :





## 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](mailto:water@townofchenango.com)

2/1/24

The fire shutter in the ordinance office has stopped working again and there is no one in the area willing to work on it due to its age and it's not a brand they sell or work on. I attached a quote for a replacement fire shutter.

I would recommend the Board approve the replacement of the shutter and allow me to accept the quote from Gates Doors.

Thank you.  
Gregory Burden  
Superintendent of Public Works

**Gates Garage Door Company**

1339 Campville Road  
Endicott, NY 13760 US  
(607)724-0187  
Gatesdoorcompany@yahoo.com  
www.Gatesgaragedoor.com



**PROPOSAL**

ADDRESS  
Town of Chenango - Highway Dept.  
1529 Rt. 12  
Binghamton, NY 13901

PROPOSAL 3908  
DATE 01/29/2024

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Raynor	Provide and Install RAYNOR Rolling Steel Fire Shutter Size: Width 14'1" x Height 4'7" Model: Firecoil - OF Color: Gray Curtain: 22 Gauge Flat Slat Rating: 4 HR Operation: Motor - Lawrence FGH 211 Voltage: 115v / 1PH Reversing Device: Electric Sensing Edge Release Device: LM21XPBB (Alarm company to run signal wires for smoke and fire detection)	1	13,755.0 0	13,755.00
Remove and haul	Remove Drop Ceiling as Needed. Any Additional Drop Ceiling Framing or Tiles by Other. Remove and Haul Old Door	1	0.00	0.00
Terms	**DUE TO CONSTANT PRICE INCREASES PRICING IS SUBJECT TO CHANGE AT ANYTIME AND WILL BE REVIEWED AT TIME OF ORDER** ** IF USING A CREDIT CARD A 5% FEE WILL BE ADDED** ** PLEASE ALLOW 12-14 WEEKS FOR DOOR ORDER ARRIVAL, ONCE DOOR HAS FULLY ARRIVED WE WILL SCHEDULE FOR INSTALL - ESTIMATED TIME 2 WEEKS** **FINAL PAYMENT IS DUE AT TIME OF COMPLETION**	1	0.00	0.00

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SUBTOTAL	13,755.00
TAX	0.00
<b>TOTAL</b>	<b>\$13,755.00</b>

Accepted By

Accepted Date

## January 2024 Recap

The Highway Department went out 16 times during the month for snow removal. We had a total of 25.4" of snow which is a departure of 5.5 inches from normal snow fall. This departure was offset by a higher-than-normal amount of precipitation. We had a total of 4.62 inches of rain which is 2.00 inches higher than normal for the month.

Crews were dispatched periodically throughout the month to collect and chip Christmas trees as well as storm damage that was placed curbside. A tree that came down on Asbury Ave was removed from the roadway.

The tops of catch basins were cleaned off and pipes were opened to help prevent water issues.

The crews went cold patching to patch potholes.

A mailbox was fixed at 19 Hospital Hill Rd.

The Highway Department worked with the Water Department to dig out Charmel Dr looking for a water break. They later patched the hole with cold patch.

Lawn damage was repaired on Belair Dr and S. Wisconsin Dr.

### Items to be Discussed.

Budget line DA-05130.205 was added to the 2024 Highway Budget for the purchase of a new chipper dump truck. The estimated cost for this piece of equipment was originally estimated to be near \$175,000.00 but the bid that we accepted and awarded was \$94,545.63. That leaves an available balance of \$80,454.37.

The previously submitted equipment replacement schedule had our main patching truck, #5 a 2015 Ford F350 marked for replacement in 2023. I opted to keep that vehicle and go for an updated chipper truck.

This vehicle is used year-round for patching, picking up yardwaste from our rural routes and doubles as a small plow truck in the winter.

I, therefore, respectfully ask that the remaining fund balance be reallocated to the purpose of replacing the 2015 Ford F350.

Assessor's Progress report as of February 2, 2024  
Prepared for the work session of February 7, 2024

The Second notice postcard was mailed and generated much interest. As of Thursday noon, we received eleven new applications for the Senior Exemption and have received half as many applications for Enhanced STAR.

The opening on the Board of Assessment Review remains.

Regarding 21 Merrill St., I spoke with Manasse Auctions. They sell real property for Broome County and would be pleased to work with the town in the future. Mapes Auctioneers sell personal property, not real property. Lambrecht Auction, located near Sidney, NY, was not immediately available for comment. A review of their website shows they primarily auction building materials. One real property sale in 2021, Guilford, NY.

## 2/7/2024 Town Board Meeting



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

Department Head  
Engineering



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

### **DISCUSSION ITEMS:**

1. DPW:
  - a. Wastewater Improvements Project
    - i. Precon held 2/2/24 at Town by B&L
    - ii. Assisting with final easement pursuit Re: Valvoline easement (Poplar Hill eliminated)
  - b. New Well Request for Qualifications (RFQ) Reviewed with Greg B. Recommendation for Contract Negotiation attached.
  - c. Exit 6 Watermain Design – Project Startup meeting to be held this month with Griffiths.
  - d. Generator Project – Project Startup meeting to be held this month with Delta.
  - e. Compost. Ongoing communication with NYSDEC on status.
  - f. Hazard Mitigation Planning: Attended County class 2/1/24 on plan and required elements from the Town. Continue to work with Joy K. on updates.
2. Codes/planning
  - a. Attend Planning Board meeting 12/11/23 (1 review completed)
  - b. Assisting with Floodplain permit application review for applicant for re-occupancy of the NASCO building; Issues with modifications relative to base flood elevation.
  - c. Continue ongoing review of SWPPP (stormwater) complaint relative to Abbey residential project.
3. Highway: Frederick Road Study – Project Startup meeting to be held this month with Keystone.
4. AOT NYC Annual Training. Thank you for authorizing me to attend this year, but unfortunately I will not be able to Re: scheduling conflict.
5. BCSWDC Justin P. would like to present the Wolfe Park stormwater detention project to the Board that was previously discussed in 2023. Keep an eye out for his letter to the Supervisor.
6. Other?

End.



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

February 1, 2024

Mr. Michael Lumsden, Town Supervisor  
 Town of Chenango  
 1529 NY Route 12  
 Binghamton, NY 13901

Re: Request for Qualifications (RFQ) for Engineering Consultant Services for the  
 Town of Chenango Water System Improvement Project  
**Canvass of Qualifications and Recommendation**

Dear Supervisor Lumsden:

The Town of Chenango (Town) openly advertised to receive qualification packages from water system engineering consultants for the referenced project. Three (3) proposals were received by November 20, 2023; 4:00 PM and accepted by the Town Clerk. Subsequently, the assigned review team individually reviewed each package in no specific order and graded each per the RFQ Section 5 'Method of Selection' % ranking. Individual reviews were later discussed as a group and the ratings averaged and listed below in order of ranking. The review team consisted of two (2) persons:

Greg Burden, Director of Public Works  
 Alex Urda, Engineer for the Town

Refer to the attached individual ranking reviews from the review team.

All three (3) proposals were from competent consultants and were deemed complete. Reviewer results were fairly consistent and resulted in the following consultant ranking.

<b>RANK</b>	<b>CONSULTANT</b>	<b>SCORE</b>
1	Barton & Loguidice, D.P.C.	85.5%
2	Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, PC	83.0%
3	Hunt Engineers, Architects, Land Surveyors, and Landscape Architect, DPC	74.0%

Per the RFQ Section 5.3 and 5.4 the Town can conduct follow-up discussions and interviews with the consultants. The qualifications packages submitted were detailed and additional discussions were not held. Should the Town Board desire that additional discussion or interview be had with the consultants please prior to contract negotiation please advise.

The review team recommends that **Barton & Loguidice, D.P.C** as the top ranked consultant be interviewed for Contract Negotiation.

Please feel free to contact me with any questions or concerns. Thank you.

Sincerely,  
 Urda Engineering, PLLC

Alexander N. Urda, P.E.  
 Engineer for the Town of Chenango

Cc: Town Board Members; Lizanne Tiesi-Korinek; Don Benjamin; K. Coughlin; File

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# 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](mailto:water@townofchenango.com)

1/30/24

Attn Town Board:

All submissions were evaluated and ranked by the below criteria:

Criteria	B&L	Hunt	Wendel
Experience w/ TOC Personnel & Water/Sewer Systems.	9.00%	4.00%	8.00%
SRBC Permitting & Hydrogeologic Service Experience.	20.00%	15.00%	21.00%
Demonstrated Funding expertise.	20.00%	17.00%	17.00%
Applicable Project Experience.	15.00%	15.00%	15.00%
Project Team Experience.	15.00%	15.00%	15.00%
References (recent/local ).	3.00%	3.00%	2.00%
Evaluated ranking:	82.00%	69.00%	78.00%

After careful review of the 3 RFQ contracts, I have ranked them using a percentage-based model and scored them based on my knowledge of the firm, who I have worked with in the past, and the above-mentioned criteria.

After careful review I am recommending to the Board that we hire barton & Loguidice to perform the Water Study for the Town of Chenango.

Thank you.  
Gregory Burden  
Superintendent of Public Works



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

Department Head  
 Engineering



Request for Qualifications (RFQ) for Engineering Consultant Services for the Town of Chenango Water System Improvement Project

**Canvass of Qualification Submittals**

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

1/30/24

All submissions were evaluated and ranked by the below criteria:

Criteria	BASIS	B&L	Hunt	Wendel
Experience w/ TOC Personnel & Water/Sewer Systems.	10%	9	6	8
SRBC Permitting & Hydrogeologic Service Experience.	30%	25	20	25
Demonstrated Funding expertise.	25%	22	20	22
Applicable Project Experience.	15%	15	15	15
Project Team Experience.	15%	15	15	15
References (recent/local ).	5%	3	3	3
Evaluated ranking:	100%	89%	79%	88%



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

**ADDENDUM NUMBER 1  
RFQ for Engineering Consultant Services**

**Town of Chenango Water System  
Improvement Project**

**TOWN OF CHENANGO  
1529 NYS Route 12  
Binghamton, NY 13901**

**DATE:** November 20, 2023

**CONTACT:** Alexander N. Urda, P.E, Urda Engineering, PLLC  
Engineer for the Town  
607.760.6545  
alex@urdaengineering.com

This addendum forms a part of the base Request for Qualifications dated October 25, 2023 with amendments and additions noted below.

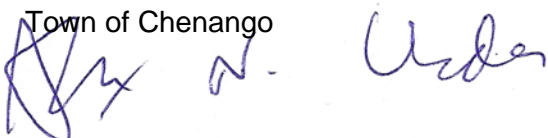
**Acknowledge receipt of this “Addendum Number 1” in your proposal.** Failure to do so may disqualify the proposal.

Amendments:

- 1. A time extension is being applied. The initial ‘Response Deadline: November 23, 2023 at 4 PM’ is a holiday. The amended Response Deadline is:

**Tuesday, November 28. 2023 at 4:00 PM**

END OF ADDENDUM

Town of Chenango  


Alexander N. Urda, P.E.  
Engineer for the Town of Chenango

Request for Qualifications  
for  
Engineering Consultant Services  
for the  
Town of Chenango Water System Improvement Project

Issuing Date: October 25, 2023

**Response Deadline: November 23, 2023 at 4 PM**

Contact: Lizanne Tiesi-Korinek, Town of Chenango Clerk

Email: [townclerk@townofchenangony.gov](mailto:townclerk@townofchenangony.gov)

Address: 1529 State Route 12, Binghamton, NY 13901

Phone: 607-648-4809

Request for Qualifications  
for  
Engineering Consultant Services  
for the  
Town of Chenango Water System Improvement Project

*LEGAL NOTICE*

The Town of Chenango is seeking qualifications of engineering consultants to perform planning, design, and construction phase consulting services on the Town of Chenango Water System Improvements project. Qualification packages shall be emailed to the Town Clerk ([townclerk@townofchenangony.gov](mailto:townclerk@townofchenangony.gov)) no later than November 23, 2023 at 4 PM. The full Request for Qualifications documents can be obtained by emailing the Town Clerk ([townclerk@townofchenangony.gov](mailto:townclerk@townofchenangony.gov)).

Lizanne Tiesi-Korinek  
Town Clerk  
Town of Chenango, Broome County New York

.....

Request for Qualifications  
for  
Engineering Consultant Services  
for the  
Town of Chenango Water System Improvement Project

**1. General Information**

The Town of Chenango (Town) owns and maintains a municipal drinking water system. The Town seeks professional engineering services to complete proposed improvements to various components of their drinking water system. The Town is hereby requesting Licensed Professional Engineers to submit qualification packages in response to this Request for Qualifications to conduct planning, design and construction phase consulting services. Minority and Women Business Enterprise firms are encouraged to respond.

Interested firms shall email qualification packages to the Town Clerk at [townclerk@townofchenangony.gov](mailto:townclerk@townofchenangony.gov) no later than November 23, 2023 at 4 PM Eastern Daylight Savings Time.

The Town Board reserves the right to reject all submissions that do not meet the intent of these RFQ requirements and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Qualification Package Presentation Costs: The Respondents must bear all costs associated with submittal preparation, including labor, copying, postage, and delivery costs. The Town is not responsible for any costs or expenses incurred by persons responding to this RFQ.

Cancellation of Solicitation: The Town retains the right to cancel this Solicitation at any time prior to the execution and approval of a Contract. If this Solicitation is canceled, all Submittals received in response to this RFQ will be rejected. All package preparation costs remain the responsibility of the Proposer.

Return of Information Package: The Town shall be under no obligation to return any materials submitted by a Respondent in response to this RFQ.

**2. Background**

Current State

The Town of Chenango's water system serves approximately 9,550 people through 2,683 service accounts. The total water produced in 2022 was 48,161,301 cubic feet (360,246,530 gal.). The daily average of water treated and pumped into the distribution system was 131,949 cubic feet (986,977 gal.) In 2022, water customers were charged \$ 16.38 for the first 750 cubic feet of water used and \$1.68 for each additional 100 cubic feet.

The Town's public water system has eight groundwater wells throughout the town. Listed below are the well names and locations.

1. Northgate well
2. Route 12A well
3. Maplewood well (Emergency source)
4. Applewood well
5. Chenango Heights
6. Run Acres well
7. Pennview well
8. Cherry Lane well (Emergency source)

A figure showing the general location of the Town's water system prepared by Barton & Loguidice, DPC is included as Exhibit A.

Both the Maplewood and Cherry Lane wells are considered emergency sources and cannot be used without Health Department approval. Under normal conditions the Northgate well pumps water simultaneously to the Hillside Drive (150,000 gal.) and Savitch Road (412,000 gal.) storage tanks, the Route 12A well pumps to the Hospital Hill tank (500,000 gal.) and the Poplar Hill tank (218,600), the Maplewood/Applewood well's pump to the Maplewood tank (212,000 gal.), the Chenango Heights well pumps to the Chenango Heights tank (86,000 gal.), the Pennview well pumps to a hydro-pneumatic tank (2,000 gal.), and the Run Acres well pumps to a hydro-pneumatic tank (1,000 gal.). The Northgate and 12A wells are interconnected and each is capable of supplying the other water. It's not uncommon that customers in these districts have more than one source of water during the course of a year. Customers in the Maplewood District receive water from the Applewood well.

Water from all source wells meets or exceeds New York State Part 5 standards for drinking water. Raw water from the Pennview well has an elevated iron content which is treated by filtration through Iron Removal Media, and it is also treated with soda ash to reduce lead and copper leaching. Water from the Maplewood and Applewood wells is treated with a polyphosphate compound to reduce lead and copper leaching. Maplewood well had an MCL violation of 1,4-Dioxane, which caused the Town to switch to Applewood well as a primary source for the Maplewood district in 2021. Water from all the Town wells is disinfected using chlorine for microbiological control. During 2022, none of the Town's systems experienced any water restrictions.

### Deficiencies

As previously stated, the Maplewood well is offline due to lack of treatment and the Town only currently utilizes the Applewood well for the Maplewood Service Area. Additionally, there is only one well serving the Chenango Heights service area. The Town is looking to add system interconnectivity and redundancy to ensure their system can provide clean, uncontaminated, and uninterrupted water service to all system users.

Further deficiencies include antiquated water main, storage deficiencies, and areas of the Town in need of public water supply.

### Proposed Improvements

The Town believes the following water system improvements will be required or should be evaluated:

- Conduct groundwater investigations. Pending successful results, development of a uncontaminated well source that does not require costly treatment;
- Connection of the Maplewood and Applewood wells to a PFOA/PFNA treatment system;
- Improving system consolidation, interconnectivity and redundancy;
- Improving the yield and throughput of the Chenango Heights well;
- Installing an additional production well with a safe yield of 1.0 – 1.5 MGD;

- General system improvements consisting of distribution and storage improvements.

### 3. Available Information

Questions about this RFQ shall only be directed to the Town Clerk. For technical questions about the water system, prospective consultants can contact the Town DPW Superintendent [greg.burden@townofchenangony.gov](mailto:greg.burden@townofchenangony.gov) (Greg Burden) or Town Engineer [alex@urdaengineering.com](mailto:alex@urdaengineering.com) (Alex Urda).

#### General Description of Requested Services

The contracted engineering consultant will be expected to perform the following services at minimum:

- Review available existing information and perform site visits as necessary;
- Prepare GIS system mapping and hydraulic model;
- Confirm and/or recommend modifications to proposed improvements;
- Hydrogeological Evaluation / Well Siting consisting of:
  1. Information Review
  2. Contaminate Threat Assessment
  3. Site Inspection
  4. Assessment of Available Recharge & Storage
  5. Identifications of Promising Areas for Groundwater Development
  6. Well Siting with Geophysical Survey
  7. Analysis of Results with Report & Recommendations
- Estimate capital improvement costs of final recommendations;
- Prepare a funding agency compliant engineering and design report;
- Prepare final drawings and specifications for municipal bidding;
- Obtain project permitting as required for construction;
- Assist the Town with the municipal bidding process;
- Provide Construction Administrative services;
- Provide Resident Project Representative services;
- Comply with all funding agency project requirements (NYSEFC, WIIA, BIL, etc.) and provide assistance to the Town with complying with all funding requirements.

*Specific scope of services will be negotiated with the selected consultant after selection. No scope of services is requested at this time, but interested consultants should demonstrate ability to complete proposed project and required services. A funding agency compliant EJCDC agreement will be required.*

### 4. Submission Requirements

Each submission shall be inclusive of the following information:

- Firm Overview: Provide a background on your company including the size, location(s), overview of general services provided, etc.
- Qualifications: Provide details of similar project experience and firm qualifications to complete this project. Qualifications shall be inclusive of both technical capabilities and managerial capabilities (including funding agency experience);
- Project Team: Provide an overview of all key staff that will assist your firm on this project;
- References: Provide a minimum of three references from similar projects.

### 5. Method of Selection

The following process will be utilized to select an Engineering consultant:

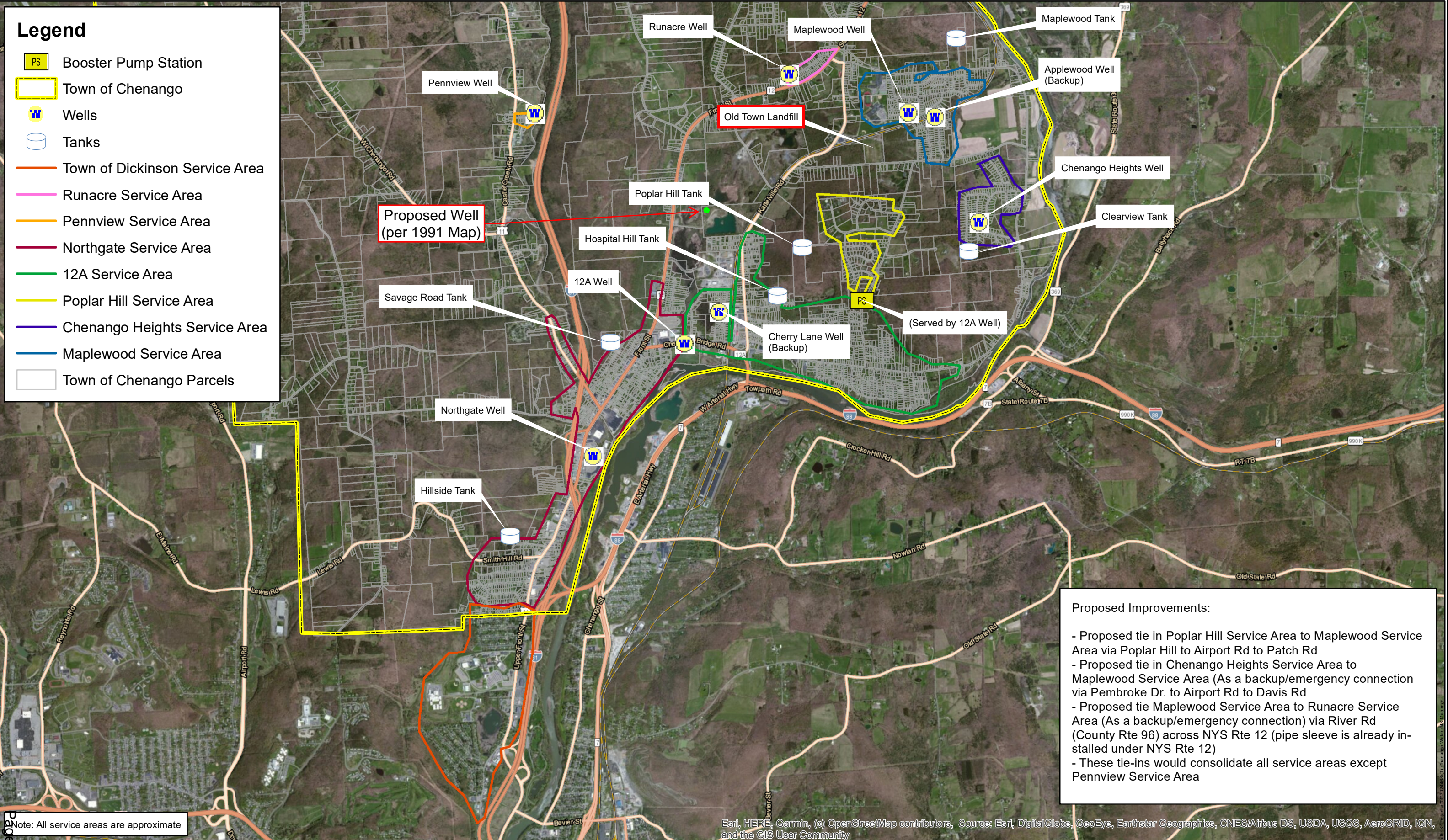
1. This Request for Qualifications document will be publically advertised and responses will be solicited.
2. All submissions will be evaluated by the Town and ranked based on the submitted qualifications statements. The following criteria will be utilized to rank the submissions received:
  - a. Experience w/ (T) Chenango Personnel & Water/Sewer Systems 10 %
  - b. SRBC Permitting & Hydrogeologic Services Experience 30 %
  - c. Demonstrated Funding Expertise 25 %
  - d. Applicable Project Experience 15 %
  - e. Project Team Experience 15 %
  - f. References (recent/local references preferred): 5 %
3. Firm Project Discussions and/or Interviews: The Town will discuss the project with top three ranked firms. Discussions may include interviewing one or more firms.
4. Final Rankings and Firm Selection: The Town will re-rank the top three firms based on both the submitted qualifications statements and the follow-up discussions/interviews. The same ranking criteria will apply, but discussions in the interview process will be considered when finalizing the rankings.

Contract Negotiations: The Town will negotiate scope and fee with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification until a firm is selected. A funding agency compliant EJCDC engineering agreement will be utilized (NYSEFC including the required Terms and Conditions).

**End.**

**Legend**

- PS Booster Pump Station
- Town of Chenango
- W Wells
- T Tanks
- Town of Dickinson Service Area
- Runacre Service Area
- Pennview Service Area
- Northgate Service Area
- 12A Service Area
- Poplar Hill Service Area
- Chenango Heights Service Area
- Maplewood Service Area
- Town of Chenango Parcels



**Proposed Improvements:**

- Proposed tie in Poplar Hill Service Area to Maplewood Service Area via Poplar Hill to Airport Rd to Patch Rd
- Proposed tie in Chenango Heights Service Area to Maplewood Service Area (As a backup/emergency connection via Pembroke Dr. to Airport Rd to Davis Rd)
- Proposed tie Maplewood Service Area to Runacre Service Area (As a backup/emergency connection) via River Rd (County Rte 96) across NYS Rte 12 (pipe sleeve is already installed under NYS Rte 12)
- These tie-ins would consolidate all service areas except Pennview Service Area

Note: All service areas are approximate

Esri, HERE, Garmin, (c) OpenStreetMap contributors, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

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

**RESOLUTION APPROVING ABSTRACT NO. 25**

The Town Board of the Town of Chenango, duly convened on Wednesday, February 7, 2024, does hereby RESOLVE to clarify its motion from Wednesday, January 24, 2024, that approved and payed the audited claims listed on Abstract 25 dated January 5, 2024, by stating the specific sums for each fund as follows:

General Fund – Voucher Nos. 865-888; Check Nos. 6552-6574, totaling the sum of \$33,228.73.

Highway – Voucher Nos. 311-333; Check Nos. 2189-2211, totaling the sum of \$21,744.49.

Water Fund – Voucher Nos. 223-241; Check Nos. 2109-2127, totaling the sum of \$27,396.78

Sewer Operating Fund – Voucher Nos. 331-351; Check Nos. 2600-2620, totaling the sum of \$35,539.11.

Capital Projects Fund – Voucher Nos. 26-27; Check Nos. 1132-1133, totaling the sum of \$1,897.05.

WHEREAS this resolution shall take effect immediately.

Offered by:

Seconded by:

**CERTIFICATION**

I, Dawn Blair, 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 7<sup>th</sup> day of February, 2024. Said resolution was adopted by the following roll call vote:

Town Supervisor Michael Lumsden	_____
Councilperson Jim DiMascio	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Kevin Worden	_____
Councilperson Dave Johnson	_____

Town of Chenango Seal

Dated: February 7, 2024

\_\_\_\_\_  
Dawn Blair, Town Clerk  
Town of Chenango

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

**RESOLUTION SCHEDULING A PUBLIC HEARING TO CONSIDER AN INCREASE IN WATER AND SEWER RATES FOR NON-CONTRACT USERS OF THE TOWN OF CHENANGO WATER AND/OR SEWER SYSTEMS**

**WHEREAS**, the Superintendent of Public Works has proposed an increase in water and sewer rates for non-contract users of the Town of Chenango water and/or sewer systems, to take effect with the billing cycle that starts in April 2024 as follows:

<b><u>WATER</u></b>	Current Quarterly Charge	Proposed Quarterly Charge
Minimum Charge (first 750 cubic feet):	\$16.38	\$17.20
Minimum Charge, Outside User (first 750 cubic feet):	\$32.76	\$34.40
Each additional 100 cubic feet:	\$1.68	\$1.76
Capital Improvement fee (all users):	\$3.00	\$5.00

<b><u>SEWER</u></b>	Current Quarterly Charge	Proposed Quarterly Charge
Minimum Charge (first 750 cubic feet):	\$26.10	\$32.63
Each additional 100 cubic feet:	\$2.69	\$3.36
Flat Rate User (no water meter):	\$50.34	\$62.93
Capital Improvement fee (all users):	\$3.00	\$9.00

**WHEREAS**, the Town Board desires to hold a public hearing with respect to the proposed water and sewer rate increases;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Chenango will hold a public hearing to consider an increase in water and sewer rates for non-contract users of the Town of Chenango water and/or sewer systems as proposed by the Superintendent of Public Works on **February 21, 2024 at 6:00 p.m.**, or as soon thereafter as the matter may be heard, at Town Hall, 1529 State Route 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.

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

**RESOLUTION APPROVING ABSTRACT NO. 1**

The Town Board of the Town of Chenango, duly convened on Wednesday, February 7, 2024, does hereby RESOLVE to approve and pay the audited claims listed on Abstract 1 dated January 29, 2024, as follows:

General Fund - Voucher Nos. 889-907; Check Nos. 6575-6593, totaling the sum of \$29,870.32.

Highway Fund - Voucher Nos. 334-335; Check Nos. 2212-2213, totaling the sum of \$434.96.

Water Fund - Voucher Nos. 242-245; Check Nos. 2128-2131, totaling the sum of \$7,121.92.

Sewer Fund - Voucher Nos. 352-358; Check Nos. 2621-2627, totaling the sum of \$10,059.52.

Special Districts/Street Lights – Voucher No. 28; Check No. 1223, totaling the sum of \$5,841.75.

WHEREAS this resolution shall take effect immediately.

Offered by:

Seconded by:

**CERTIFICATION**

I, Dawn Blair, 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 7th day of February. Said resolution was adopted by the following roll call vote:

Supervisor Mike Lumsden	_____
Councilperson Jim DiMascio	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Kevin Worden	_____
Councilperson Dave Johnson	_____

Town of Chenango Seal

Dated: February 7, 2024

\_\_\_\_\_  
Dawn Blair, Town Clerk  
Town of Chenango

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

**RESOLUTION ADOPTING YEAR END BUDGET JOURNAL MODIFICATIONS**

The Town Board of the Town of Chenango, duly convened in regular session on February 7, 2024, does hereby RESOLVE as follows:

**WHEREAS**, the Bookkeeper has reviewed the Budget for 2023; and

**WHEREAS**, the Bookkeeper recommends certain modifications as detailed in Attachment A, a copy of which is attached hereto and incorporated herein; and

**WHEREAS**, the Board has carefully reviewed the same.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the attached listed year end budget journal modifications are hereby adopted; and it is further

**RESOLVED**, that this resolution shall take effect immediately.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Said resolution was adopted by the following roll call vote:

Supervisor Michael Lumsden	_____
Councilperson Jim DiMascio	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson David Johnson	_____
Councilperson Kevin Worden	_____

ATTACHMENT A - 2023 YEAR END BUDGET JURNAL MODIFICATIONS

GENERAL

Debit	Credit	Amount	Amount	Explanation
A9030.800		3,958.52		Social Security
A9060.800		206,389.27		Health Insurance
A9050.800		1,559.38		Unemployment Insurance
A8189.400		7,187.96		Santin - Landill
A8020.100		3,338.31		Ordin/Admin - Personal services
A8540.200		26,014.00		Drainage - Permanent Improvements
A8540.404		15,153.47		Drainage - Wallace RD Trash Rack Project
A8810.400		5,353.98		Cemeteries - Contractual
A1010.200			1,885.99	Town Board - Equipment Adjacent Computing - phase 1 - AV Project
A1010.400			929.87	Town Board - Contractual Envelopes for Public hearing
A1110.110			1,500.87	Justice-Court Clerk Pers serv Coverage due to employee leaving
A1220.110			261.70	Supervisor- Admin Asst Pers Serv Coverage due to employee leaving (Tami covering)
A1220.400			3,512.73	Supervisor -Contractual Expense Pyramid charges /Julie Wayatt/WLB Misc forms
A1355.110			3,338.31	Assessor - Asses Admin Pers Serv ordin/admin was coded incorrectly in payroll
A1410.400			412.74	Town Clerk -Contractual Increased cost in office supplies
A1440.400			3,682.44	Engineer - Contractual Alex out of scope wk, closeout ex, cpmpost fac permit
A1440.405			5,342.74	Engineer- Stormwater Polu Protect Plan Alex-eng chges Abbe, Solar review,eng, sission fill.
A1440.406D			152.50	Eng- Prof fees Yellow 20 solar Alex - Yellow (Kashou) Solar
A1440.406E			430.50	Eng - Prof fees Dimatos solar Alex - Dimatos Solar
A1680.403			2,797.80	Data Processing - Townwide Technology Pyramid charges - computer system
A1930.400			190.01	Judgments and Claims Tax deficit dut to Broome
A5010.110			0.60	Highway Supt - Admin pers sevr
A5182.400			9,413.92	Street Lighting - Contractual NYSEG Charges
A5410.200			4,828.40	Sidewalks - Equipment Snowblowers
A7020.200			319.44	Parks & Recreation - Equipment Budget Fence charges
A7110.200			219,224.34	Parks - Equipment play & park Structures, case 580, Kubota tractor
A7110.201			76.75	Parks - Permanent Improvements
A7110.400			8,302.03	Parks - Contractual Expenses related to misc parts, fuel, oil , ect..
A7510.100			0.04	Historian - Personnel Services
A8189.100			700.43	Santn-Personnel Services Coded wrong in payroll
A8540.400			1,650.74	Drainage - Contractual Expenses to supplies

268,954.89 268,954.89

**HIGHWAY**

Debit	Credit	Amount	Amount
DA3502	NYS Other Highway Aid	142,060.56	
DA2402	Savings Interest	8,607.01	
DA5110.100	Gen Repairs - Personnel Services	22,476.30	
DA5130.100	Machinery - Personnel Services	5,077.93	
DA9060.800	Health Insurance	3,648.42	
DA1930.400	Judgment and Claims		1,296.14 Tax Deficit due to Broome county
DA5110.400	Gen Repairs - Contractual		2,745.70 Misc work Boot/clothing Reimbur
DA5112.200	Permanent Improvements		168,610.43 Cost of paving
DA5130.400	Machinery - Contractual		3,713.43 cost of misc repair / parts
DA5140.400	MISC - Brush/Weed - Contractual	38.46	
DA5142.400	Snow Removal - Contractual		4,609.81 cost of Deicing Salt and misc parts
DA9010.800	State Retirement	856.25	
		<u>181,870.22</u>	<u>181,870.22</u>

**WATER**

Debit	Credit	Amount	Amount
F8310.400	Administr - Contractual	4,158.19	
	Judgment and Claims		269.70 Tax Deficit due to Broome county
	Administr - Equipment		503.36 computer
	State Retirement	83.00	
	Health Insurance		3,302.13
		<u>4,158.19</u>	<u>4,158.19</u>

SEWER	Debit	Credit	Amount	Amount
	G2120	Sewer Charges	11,203.88	
	G2124	Sewer Capital	452.58	
	G2128	Sewer Penalties	1,000.73	
	G2401	Checking Interest	223.24	
	G2402	Savings Interest	2,327.10	
	G8110.100	Sewer Admin- Personal Services	0.49	
	G8110.110	Sewer Admin - Sewer Clerk pers services	0.16	
	G8120.100	Sew Coll Sys - Personnel Services	39,738.61	
	G8120.110	Sew Coll Sys - Sampling Stipend pers ser	3,360.00	
	G8120.200	Sew Coll Sys -Equipment	25,596.53	
	G8120.400	Sew Coll Sys - Contractual	4,925.59	
	G9010.800	State Retirement	61.50	
	G9030.800	Social Security	3,591.61	
	G9040.800	Workers Compensation	1,687.00	
	G9055.800	Disability Insurance	62.05	
	G9060.800	Health Insurance	24,130.76	
	G9710.700	Cons Sewer Serial Bond - interest	0.94	
	G9720.700	Statutory Install Bond Interest	0.60	
	G1930.400	Judgments and Claims		651.67 Tax Deficit due to Broome county
	G8110.200	Sewer Admin - Equipment		932.36 Computer
	G8110.400	Sewer Admin - Contractual		4,226.03 misc monthly phone svrs /chrgs, water works maint
	G8110.401	Sewer Admin - WWTP Operator Contractual		64,510.93 increased monthly charges to Camden Group
	G8130.200	Sew Trtmnt & Dspl - Equipment		12,099.81 increased repairs
	G8130.400	Sew Trtmnt & Dspl - Contractual		116,189.71 Higher cost of parts, Electrical and chemical costs
			<u>118,363.37</u>	<u>198,610.51</u> 80,247.14 short funds

FIRE DISTRICT #1		Amount	Amount
Debit	Creidit		
SF1-3410.42	Fire Protection - Forks	0.86	
SF1-2401	Savings Interst	1.22	
SF1-1930.400	Judgments and Claims		2.08 Tax Deficit due to Broome county
		<u>2.08</u>	<u>2.08</u>

FIRE DISTRICT #2		Amount	Amount
Debit	Creidit		
SF2401	Checking intrst	31.22	
SF2-1930.400	Judgments and Claims		1,224.03 Tax Deficit due to Broome county
		<u>31.22</u>	<u>1,224.03</u> 1,192.81 short funds

Light District		Amount	Amount
Debit	Creidit		
SL2401	Judgments and Claims	64.63	
SL1930.400	Judgments and Claims		64.63 Tax Deficit due to Broome county
		<u>64.63</u>	<u>64.63</u>

SEWER CONSOLIDATED CAPITAL PROJECTS		Amount	Amount
Debit	Creidit		
H2-3990	State Aid - Sewer Capital Projects	209,223.83	
H2-8110.200	Sewer Admin Expenses		209,223.83 Expenses related to WWTP Project
		<u>209,223.83</u>	<u>209,223.83</u>

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF REVENUES**  
December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
A1001	REAL PROPERTY TAXES	176,207.00	176,206.53	0.47	0.0
A1030	SPEC ASSESS - SIDEWALK DISTRICT TAX	10,500.00	10,500.07	-0.07	0.0
A1031	SPEC ASSESS - LAWN MOWING	0.00	0.00	0.00	0.0
A1032	SPEC ASSESS - PROPERTY MAINTENANCE	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAXES	186,707.00	186,706.60	0.40	0.0
<b>REAL PROPERTY TAX ITEMS</b>					
A1081	OTHER PYMTS IN LIEU OF TAXES	12,750.00	12,708.55	41.45	0.3
A1090	INT/PEN - REAL PROPERTY TAX	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAX ITEMS	12,750.00	12,708.55	41.45	0.3
<b>NON-PROPERTY TAX ITEMS</b>					
A1120	SALES TAX FROM COUNTY	1,800,000.00	2,142,927.21	-342,927.21	0.0
A1170	FRANCHISE FEES	100,000.00	103,880.36	-3,880.36	0.0
A1189	OTHER NON-PROPERTY TAX	0.00	0.00	0.00	0.0
	TOTAL NON-PROPERTY TAX ITEMS	1,900,000.00	2,246,807.57	-346,807.57	0.0
<b>DEPARTMENTAL INCOME</b>					
A1255	CLERK'S FEES	4,000.00	6,065.78	-2,065.78	0.0
A1570	CHARGES FOR DEMO OF UNSAFE BLDGS	0.00	0.00	0.00	0.0
A1989	OTHER - BC WOLFE PARK GRANT	0.00	56,166.67	-56,166.67	0.0
A2110	ZONING FEES	3,000.00	2,458.80	541.20	18.0
A2115	PLANNING FEES	3,000.00	1,520.00	1,480.00	49.3
A2116	SPECIAL PERMIT	0.00	360.00	-360.00	0.0
A2190	CEMETERY LOT SALES & BURIALS	3,000.00	3,695.00	-695.00	0.0
	TOTAL DEPARTMENTAL INCOME	13,000.00	70,266.25	-57,266.25	0.0
<b>USE OF MONEY AND PROPERTY</b>					
A2401	CHECKING INTEREST GENERAL	0.00	1,971.77	-1,971.77	0.0
A2402	SAVINGS INTEREST GENERAL	6,000.00	182,756.60	-176,756.60	0.0
A2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	18,659.55	-18,659.55	0.0
A2404	CHECKING INTEREST EQUIPMENT RESERVE	0.00	3,246.69	-3,246.69	0.0
A2405	CHECKING INTEREST ARPA FUNDS	0.00	33,126.86	-33,126.86	0.0
A2406	NY MUNI INSUR INTEREST ON CAPITAL	0.00	0.00	0.00	0.0
	TOTAL USE OF MONEY AND PROPERTY	6,000.00	239,761.47	-233,761.47	0.0
<b>LICENSES AND PERMITS</b>					
A2530	GAMES OF CHANCE LICENSES	0.00	0.00	0.00	0.0
A2544	DOG LICENSES	22,000.00	21,430.00	570.00	2.6
A2555	BUILDING PERMITS	8,000.00	13,124.06	-5,124.06	0.0

**TOWN OF CHENANGO**

**GENERAL FUND - TOWNWIDE**

**DETAIL OF REVENUES**

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
	TOTAL LICENSES AND PERMITS	30,000.00	34,554.06	-4,554.06	0.0
<b>FINES AND FORFEITURES</b>					
A2610	FINES & BAIL	100,000.00	99,076.75	923.25	0.9
A2612	TRAFFIC DIVERSION PROGRAM	100,000.00	80,900.00	19,100.00	19.1
A2613	UNCLAIMED EXONERATED BAIL	0.00	0.00	0.00	0.0
	TOTAL FINES AND FORFEITURES	200,000.00	179,976.75	20,023.25	10.0
<b>SALE OF PROPERTY &amp; COMPENSATION FOR LOSS</b>					
A2650	SALE OF SCRAP	0.00	0.00	0.00	0.0
A2655	MISC MINOR SALES	0.00	36.00	-36.00	0.0
A2660	SALES OF REAL PROPERTY	0.00	0.00	0.00	0.0
A2665	SALES OF EQUIPMENT	3,000.00	149.50	2,850.50	95.0
A2680	INSURANCE RECOVERY	0.00	0.00	0.00	0.0
A2690	OTHER COMP FOR LOSS	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	3,000.00	185.50	2,814.50	93.8
<b>MISCELLANEOUS LOCAL SOURCES</b>					
A2701	REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	522.80	-522.80	0.0
A2705	GIFTS AND DONATIONS	0.00	0.00	0.00	0.0
A2705A	DONATIONS - MUSIC IN THE PARKS	0.00	0.00	0.00	0.0
A2750	NYS AIM RELATED PAYMENTS	89,033.00	0.00	89,033.00	100.0
A2770	OTHER REVENUE	0.00	0.00	0.00	0.0
A2771	NYSEG REBATES	0.00	0.00	0.00	0.0
A2772	BC SMALL COMMUNITY GRANT	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	89,033.00	522.80	88,510.20	99.4
<b>STATE AID</b>					
A3001	STATE AID PER CAPITA	0.00	89,032.40	-89,032.40	0.0
A3005	MORTGAGE TAX	100,000.00	62,215.74	37,784.26	37.8
A3088	NYS JUSTICE CT ASSIST PROGRAM	0.00	0.00	0.00	0.0
A3960	STATE AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL STATE AID	100,000.00	151,248.14	-51,248.14	0.0
<b>FEDERAL AID</b>					
A4089	OTHER FEDERAL AID (ARPA)	0.00	57,735.11	-57,735.11	0.0
A4960	FED AID EMERG DISASTER	0.00	7,935.00	-7,935.00	0.0
	TOTAL FEDERAL AID	0.00	65,670.11	-65,670.11	0.0
<b>INTERFUND TRANSFERS</b>					
A5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	<b>TOTAL REVENUES:</b>	<b>2,540,490.00</b>	<b>3,188,407.80</b>	<b>-647,917.80</b>	<b>0.0</b>

**TOWN OF CHENANGO**

**GENERAL FUND - TOWNWIDE  
DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>CELEBRATIONS</b>						
<b>CONTRACTUAL EXPENSE</b>						
A7550.400	CELEBRATIONS - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL CELEBRATIONS	0.00	0.00	0.00	0.00	0.0
	TOTAL CULTURE AND RECREATION	294,877.56	501,762.25	0.00	-206,884.69	0.0
<b>HOME AND COMMUNITY SERVICES</b>						
<b>ZONING</b>						
<b>PERSONNEL SERVICES</b>						
A8010.100	ZONING - BOARD PERS SERV	5,700.00	5,700.00	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	5,700.00	5,700.00	0.00	0.00	0.0
<b>CONTRACTUAL EXPENSE</b>						
A8010.400	ZONING - CONTRACTUAL	2,600.00	0.00	0.00	2,600.00	100.0
	TOTAL CONTRACTUAL EXPENSE	2,600.00	0.00	0.00	2,600.00	100.0
	TOTAL ZONING	8,300.00	5,700.00	0.00	2,600.00	31.3
<b>ORDIN/ADMIN</b>						
<b>PERSONNEL SERVICES</b>						
A8020.100	ORDIN/ADMIN - PERSONNEL SERVICES	121,947.00	116,465.07	0.00	5,481.93	4.5
A8020.120	ORDIN/ADMIN - FIRE INSPECTOR PERS SERV	3,000.00	0.00	0.00	3,000.00	100.0
	TOTAL PERSONNEL SERVICES	124,947.00	116,465.07	0.00	8,481.93	6.8
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A8020.200	ORDIN/ADMIN - EQUIPMENT	3,000.00	0.00	0.00	3,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	3,000.00	0.00	0.00	3,000.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A8020.400	ORDIN/ADMIN - CONTRACTUAL	18,500.00	12,303.79	0.00	6,196.21	33.5
A8020.401	ORDIN/ADMIN - SERVING FEE	500.00	0.00	0.00	500.00	100.0
A8020.402	PROPERTY MAINTENANCE CHARGE	1,000.00	0.00	0.00	1,000.00	100.0
A8020.403	ORDIN/ADMIN - SOFTWARE	80,000.00	28,090.00	0.00	51,910.00	64.9
	TOTAL CONTRACTUAL EXPENSE	100,000.00	40,393.79	0.00	59,606.21	59.6
	TOTAL ORDIN/ADMIN	227,947.00	156,858.86	0.00	71,088.14	31.2
<b>PLANNING BOARD</b>						
<b>PERSONNEL SERVICES</b>						
A8025.100	PLANNING BOARD - PERSONNEL SERVICES	8,550.00	4,875.00	0.00	3,675.00	43.0
	TOTAL PERSONNEL SERVICES	8,550.00	4,875.00	0.00	3,675.00	43.0
<b>CONTRACTUAL EXPENSE</b>						
A8025.400	PLANNING BOARD - CONTRACTUAL	2,600.00	0.00	0.00	2,600.00	100.0
	TOTAL CONTRACTUAL EXPENSE	2,600.00	0.00	0.00	2,600.00	100.0
	TOTAL PLANNING BOARD	11,150.00	4,875.00	0.00	6,275.00	56.3
<b>GARBAGE</b>						
<b>CONTRACTUAL EXPENSE</b>						
A8160.400	GARBAGE - CONTRACTUAL	5,000.00	1,387.50	0.00	3,612.50	72.3

# TOWN OF CHENANGO

## GENERAL FUND - TOWNWIDE

### DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>CONTRACTUAL EXPENSE</b>						
A6989.400	OTHER ECON DEV - GRANT WRITING	5,000.00	0.00	0.00	5,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	5,000.00	0.00	0.00	5,000.00	100.0
	TOTAL OTHER ECON DEV	5,000.00	0.00	0.00	5,000.00	100.0
	TOTAL ECONOMIC ASSISTANCE AND OPPORTUNITY	6,000.00	0.00	0.00	6,000.00	100.0
<b>CULTURE AND RECREATION</b>						
<b>PARKS &amp; RECREATION</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A7020.200	PARKS & RECREATION - EQUIPMENT	21,500.00	21,819.44	0.00	-319.44	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	21,500.00	21,819.44	0.00	-319.44	0.0
<b>CONTRACTUAL EXPENSE</b>						
A7020.400	PARKS & RECREATION - CONTRACTUAL	14,000.00	9,935.00	0.00	4,065.00	29.0
	TOTAL CONTRACTUAL EXPENSE	14,000.00	9,935.00	0.00	4,065.00	29.0
	TOTAL PARKS & RECREATION	35,500.00	31,754.44	0.00	3,745.56	10.6
<b>PARKS</b>						
<b>PERSONNEL SERVICES</b>						
A7110.100	PARKS - PERSONNEL SERVICES	82,222.00	78,871.16	0.00	3,350.84	4.1
A7110.110	PARKS - SEASONAL PERS SERV	10,184.00	9,561.93	0.00	622.07	6.1
A7110.120	PUBLIC WORKS BUYOUT	25,261.14	25,261.14	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	117,667.14	113,694.23	0.00	3,972.91	3.4
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A7110.200	PARKS - EQUIPMENT	47,700.00	266,924.34	0.00	-219,224.34	0.0
A7110.201	PARKS - PERMANENT IMPROVEMENTS	44,133.42	44,210.17	0.00	-76.75	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	91,833.42	311,134.51	0.00	-219,301.09	0.0
<b>CONTRACTUAL EXPENSE</b>						
A7110.400	PARKS - CONTRACTUAL	27,000.00	35,302.03	0.00	-8,302.03	0.0
	TOTAL CONTRACTUAL EXPENSE	27,000.00	35,302.03	0.00	-8,302.03	0.0
	TOTAL PARKS	236,500.56	460,130.77	0.00	-223,630.21	0.0
<b>YOUTH</b>						
<b>CONTRACTUAL EXPENSE</b>						
A7310.400	YOUTH - CONTRACTUAL	19,400.00	7,400.00	0.00	12,000.00	61.9
	TOTAL CONTRACTUAL EXPENSE	19,400.00	7,400.00	0.00	12,000.00	61.9
	TOTAL YOUTH	19,400.00	7,400.00	0.00	12,000.00	61.9
<b>HISTORIAN</b>						
<b>PERSONNEL SERVICES</b>						
A7510.100	HISTORIAN - PERSONNEL SERVICES	2,477.00	2,477.04	0.00	-0.04	0.0
	TOTAL PERSONNEL SERVICES	2,477.00	2,477.04	0.00	-0.04	0.0
<b>CONTRACTUAL EXPENSE</b>						
A7510.400	HISTORIAN - CONTRACTUAL	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL HISTORIAN	3,477.00	2,477.04	0.00	999.96	28.8

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	%
						Remaining
<b>PUBLIC HEALTH</b>						
<b>REG/VITAL STATS</b>						
<b>CONTRACTUAL EXPENSE</b>						
A4020.400	REG/VITAL STATS - CONTRACTUAL	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL REG/VITAL STATS	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL PUBLIC HEALTH	2,000.00	0.00	0.00	2,000.00	100.0
<b>TRANSPORTATION</b>						
<b>HIGHWAY SUPT</b>						
<b>PERSONNEL SERVICES</b>						
A5010.100	HIGHWAY SUPT - PERSONNEL SERVICES	75,860.00	75,859.94	0.00	0.06	0.0
A5010.110	HIGHWAY SUPT - ADMIN PERS SERV	46,412.00	46,412.60	0.00	-0.60	0.0
	TOTAL PERSONNEL SERVICES	122,272.00	122,272.54	0.00	-0.54	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A5010.200	HIGHWAY SUPT - EQUIPMENT	1,500.00	224.59	0.00	1,275.41	85.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	224.59	0.00	1,275.41	85.0
<b>CONTRACTUAL EXPENSE</b>						
A5010.400	HIGHWAY SUPT - CONTRACTUAL	10,500.00	8,475.87	0.00	2,024.13	19.3
	TOTAL CONTRACTUAL EXPENSE	10,500.00	8,475.87	0.00	2,024.13	19.3
	TOTAL HIGHWAY SUPT	134,272.00	130,973.00	0.00	3,299.00	2.5
<b>STREET LIGHTING</b>						
<b>CONTRACTUAL EXPENSE</b>						
A5182.400	STREET LIGHTING - CONTRACTUAL	42,000.00	51,413.92	0.00	-9,413.92	0.0
	TOTAL CONTRACTUAL EXPENSE	42,000.00	51,413.92	0.00	-9,413.92	0.0
	TOTAL STREET LIGHTING	42,000.00	51,413.92	0.00	-9,413.92	0.0
<b>SIDEWALKS</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A5410.200	SIDEWALKS - EQUIPMENT	3,500.00	8,328.40	0.00	-4,828.40	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	3,500.00	8,328.40	0.00	-4,828.40	0.0
<b>CONTRACTUAL EXPENSE</b>						
A5410.400	SIDEWALKS - CONTRACTUAL	7,000.00	1,596.87	0.00	5,403.13	77.2
	TOTAL CONTRACTUAL EXPENSE	7,000.00	1,596.87	0.00	5,403.13	77.2
	TOTAL SIDEWALKS	10,500.00	9,925.27	0.00	574.73	5.5
	TOTAL TRANSPORTATION	186,772.00	192,312.19	0.00	-5,540.19	0.0
<b>ECONOMIC ASSISTANCE AND OPPORTUNITY</b>						
<b>PROMOTION OF TOWN</b>						
<b>CONTRACTUAL EXPENSE</b>						
A6410.400	PROMOTION OF TOWN	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL PROMOTION OF TOWN	1,000.00	0.00	0.00	1,000.00	100.0
<b>OTHER ECON DEV</b>						

# TOWN OF CHENANGO

## GENERAL FUND - TOWNWIDE DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
A1920.400	MUNICIPAL ASSN DUES	1,500.00	1,350.00	0.00	150.00	10.0
A1930.400	JUDGMENTS AND CLAIMS	100.00	290.01	0.00	-190.01	0.0
A1989.400	OTHER GOVERNMENTAL SUPPORT	0.00	0.00	0.00	0.00	0.0
A1990.400	CONTINGENT ACCOUNT	0.00	0.00	0.00	0.00	0.0
	TOTAL SPECIAL ITEMS	116,600.00	111,259.30	0.00	5,340.70	4.6
	TOTAL GENERAL GOVERNMENT SUPPORT	1,354,298.00	1,177,269.08	0.00	177,028.92	13.1
<b>PUBLIC SAFETY</b>						
<b>TRAFFIC CONTROL</b>						
<b>PERSONNEL SERVICES</b>						
A3310.100	TRAFFIC CONTROL - PERSONNEL SERVICES	7,841.00	7,514.10	0.00	326.90	4.2
	TOTAL PERSONNEL SERVICES	7,841.00	7,514.10	0.00	326.90	4.2
<b>CONTRACTUAL EXPENSE</b>						
A3310.400	TRAFFIC CONTROL - CONTRACTUAL	25,000.00	19,242.70	0.00	5,757.30	23.0
	TOTAL CONTRACTUAL EXPENSE	25,000.00	19,242.70	0.00	5,757.30	23.0
	TOTAL TRAFFIC CONTROL	32,841.00	26,756.80	0.00	6,084.20	18.5
<b>DOG CONTROLS</b>						
<b>PERSONNEL SERVICES</b>						
A3510.100	DOG CONTROLS - PERSONNEL SERVICES	17,794.00	17,793.88	0.00	0.12	0.0
	TOTAL PERSONNEL SERVICES	17,794.00	17,793.88	0.00	0.12	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A3510.200	DOG CONTROLS - EQUIPMENT	500.00	0.00	0.00	500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	500.00	0.00	0.00	500.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A3510.400	DOG CONTROLS - CONTRACTUAL	3,000.00	635.10	0.00	2,364.90	78.8
A3510.410	DOG CONTROLS - DOG SHELTER-COUNTY	18,000.00	12,500.75	0.00	5,499.25	30.6
	TOTAL CONTRACTUAL EXPENSE	21,000.00	13,135.85	0.00	7,864.15	37.4
	TOTAL DOG CONTROLS	39,294.00	30,929.73	0.00	8,364.27	21.3
<b>DEMOLITION OF UNSAFE BUILDINGS</b>						
<b>CONTRACTUAL EXPENSE</b>						
A3650.400	DEMOLITION OF UNSAFE BUILDINGS	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL DEMOLITION OF UNSAFE BUILDINGS	0.00	0.00	0.00	0.00	0.0
<b>SAFETY COMM</b>						
<b>PERSONNEL SERVICES</b>						
A3989.100	SAFETY ADMIN - PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.0
<b>CONTRACTUAL EXPENSE</b>						
A3989.400	SAFETY COMM - CONTRACTUAL	6,000.00	3,955.61	0.00	2,044.39	34.1
	TOTAL CONTRACTUAL EXPENSE	6,000.00	3,955.61	0.00	2,044.39	34.1
	TOTAL SAFETY COMM	6,000.00	3,955.61	0.00	2,044.39	34.1
	TOTAL PUBLIC SAFETY	78,135.00	61,642.14	0.00	16,492.86	21.1

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	%
						Remaining
TOTAL PERSONNEL SERVICES		16,830.00	16,830.00	0.00	0.00	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1620.200	BUILDINGS - EQUIPMENT	40,000.00	12,734.52	0.00	27,265.48	68.2
A1620.201	BLDGS - PERMANENT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		40,000.00	12,734.52	0.00	27,265.48	68.2
<b>CONTRACTUAL EXPENSE</b>						
A1620.400	BUILDINGS - CONTRACTUAL	200,000.00	156,140.00	0.00	43,860.00	21.9
A1620.401	BUILDINGS - CONTR COVID 19 EXPENSES	0.00	0.00	0.00	0.00	0.0
A1620.402	BUILDINGS - CONTR COMMUNITY ROOM IMPROV	0.00	0.00	0.00	0.00	0.0
TOTAL CONTRACTUAL EXPENSE		200,000.00	156,140.00	0.00	43,860.00	21.9
TOTAL BUILDINGS		256,830.00	185,704.52	0.00	71,125.48	27.7
<b>RECORDS MGMT</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1630.200	RECORDS MGMT - EQUIPMENT	500.00	0.00	0.00	500.00	100.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		500.00	0.00	0.00	500.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A1630.400	RECORDS MGMT - CONTRACTUAL	5,000.00	2,765.86	0.00	2,234.14	44.7
TOTAL CONTRACTUAL EXPENSE		5,000.00	2,765.86	0.00	2,234.14	44.7
TOTAL RECORDS MGMT		5,500.00	2,765.86	0.00	2,734.14	49.7
<b>CENTRAL STOREROOM</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1660.400	CENTRAL STOREROOM - CONTRACTUAL	8,000.00	6,569.81	0.00	1,430.19	17.9
TOTAL CONTRACTUAL EXPENSE		8,000.00	6,569.81	0.00	1,430.19	17.9
TOTAL CENTRAL STOREROOM		8,000.00	6,569.81	0.00	1,430.19	17.9
<b>CENT. PRINT/MAIL CONT</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1670.400	CENT. PRINT/MAIL CONT - CONTRACTUAL	35,000.00	2,740.24	0.00	32,259.76	92.2
TOTAL CONTRACTUAL EXPENSE		35,000.00	2,740.24	0.00	32,259.76	92.2
TOTAL CENT. PRINT/MAIL CONT		35,000.00	2,740.24	0.00	32,259.76	92.2
<b>DATA PROCESSING</b>						
<b>PERSONNEL SERVICES</b>						
A1680.100	DATA PROCESSING - PERSONNEL SERVICES	3,000.00	0.00	0.00	3,000.00	100.0
TOTAL PERSONNEL SERVICES		3,000.00	0.00	0.00	3,000.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A1680.400	DATA PROCESSING - IT SUPPORT	28,000.00	26,866.29	0.00	1,133.71	4.0
A1680.402	DATA PROCESSING - WEBSITE DEVELOPMENT	3,500.00	2,220.00	0.00	1,280.00	36.6
A1680.403	DATA PROCESSING - TOWNWIDE TECHNOLOGY	2,000.00	4,797.80	0.00	-2,797.80	0.0
TOTAL CONTRACTUAL EXPENSE		33,500.00	33,884.09	0.00	-384.09	0.0
TOTAL DATA PROCESSING		36,500.00	33,884.09	0.00	2,615.91	7.2
<b>SPECIAL ITEMS</b>						
A1910.400	UNALLOCATED INS	115,000.00	109,619.29	0.00	5,380.71	4.7

**TOWN OF CHENANGO**

**GENERAL FUND - TOWNWIDE  
DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
TOTAL CONTRACTUAL EXPENSE		180,000.00	161,811.41	0.00	18,188.59	10.1
TOTAL ATTY		180,000.00	161,811.41	0.00	18,188.59	10.1
		0.00	0.00	0.00	0.00	0.0
<b>CONTRACTUAL EXPENSE</b>						
A1430.400	PAYROLL PROCESSING	5,000.00	2,031.66	0.00	2,968.34	59.4
TOTAL CONTRACTUAL EXPENSE		5,000.00	2,031.66	0.00	2,968.34	59.4
<b>ENGINEER</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1440.400	ENGINEER - CONTRACTUAL	49,350.00	53,032.44	0.00	-3,682.44	0.0
A1440.400A	ENGINEER OUT OF SCOPE KELLY RD	0.00	0.00	0.00	0.00	0.0
A1440.402	ENGINEER - BROOME TIOGA STORMWATER	4,200.00	1,500.00	0.00	2,700.00	64.3
A1440.403	ENGINEER - CONTRACTUAL - MS-4	4,200.00	3,145.40	0.00	1,054.60	25.1
A1440.404	ENGINEER - LITIGATION EXPENSES	2,000.00	0.00	0.00	2,000.00	100.0
A1440.405	ENGINEER-STORMWATER POLU PROTECT PLAN	2,000.00	7,342.74	0.00	-5,342.74	0.0
A1440.406	ENGINEER - PROFESSIONAL FEES	3,600.00	0.00	0.00	3,600.00	100.0
A1440.406A	ENG-PROF FEES CITIZENS SOLAR W CHEN	0.00	0.00	0.00	0.00	0.0
A1440.406B	ENG-PROF FEES CHEN SOLAR AIRPORT RD	0.00	0.00	0.00	0.00	0.0
A1440.406C	ENG - PROF FEES RANSOM SOLAR	0.00	0.00	0.00	0.00	0.0
A1440.406D	ENG - PROF FEES YELLOW 20 SOLAR	0.00	152.50	0.00	-152.50	0.0
A1440.406E	ENG - PROF FEES DIMATOS SOLAR	0.00	430.50	0.00	-430.50	0.0
TOTAL CONTRACTUAL EXPENSE		65,350.00	65,603.58	0.00	-253.58	0.0
TOTAL ENGINEER		65,350.00	65,603.58	0.00	-253.58	0.0
<b>ELECTION</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1450.400	ELECTION - CONTRACTUAL	33,000.00	31,712.00	0.00	1,288.00	3.9
TOTAL CONTRACTUAL EXPENSE		33,000.00	31,712.00	0.00	1,288.00	3.9
TOTAL ELECTION		33,000.00	31,712.00	0.00	1,288.00	3.9
<b>PUBLIC WORKS</b>						
<b>PERSONNEL SERVICES</b>						
A1490.100	PUBLIC WORKS - DIRECTOR PERS SERV	25,083.00	25,082.70	0.00	0.30	0.0
TOTAL PERSONNEL SERVICES		25,083.00	25,082.70	0.00	0.30	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1490.200	PUBLIC WORKS - EQUIPMENT	1,500.00	1,061.00	0.00	439.00	29.3
TOTAL EQUIPMENT/CAPITAL OUTLAY		1,500.00	1,061.00	0.00	439.00	29.3
<b>CONTRACTUAL EXPENSE</b>						
A1490.400	PUBLIC WORKS - CONTRACTUAL	1,700.00	374.58	0.00	1,325.42	78.0
TOTAL CONTRACTUAL EXPENSE		1,700.00	374.58	0.00	1,325.42	78.0
TOTAL PUBLIC WORKS		28,283.00	26,518.28	0.00	1,764.72	6.2
<b>BUILDINGS</b>						
<b>PERSONNEL SERVICES</b>						
A1620.100	BUILDINGS - PERSONNEL SERVICES	16,830.00	16,830.00	0.00	0.00	0.0

**TOWN OF CHENANGO**

**GENERAL FUND - TOWNWIDE  
DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
TOTAL PERSONNEL SERVICES		45,481.00	35,442.11	0.00	10,038.89	22.1
<b>CONTRACTUAL EXPENSE</b>						
A1310.400	BOOKKEEPER - CONTRACTUAL	1,000.00	288.42	0.00	711.58	71.2
TOTAL CONTRACTUAL EXPENSE		1,000.00	288.42	0.00	711.58	71.2
TOTAL BOOKKEEPER		46,481.00	35,730.53	0.00	10,750.47	23.1
<b>PUBLIC ACCOUNTANT</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1320.400	PUBLIC ACCOUNTANT - CONTRACTUAL	7,500.00	5,850.00	0.00	1,650.00	22.0
TOTAL CONTRACTUAL EXPENSE		7,500.00	5,850.00	0.00	1,650.00	22.0
TOTAL PUBLIC ACCOUNTANT		7,500.00	5,850.00	0.00	1,650.00	22.0
<b>ASSESSORS</b>						
<b>PERSONNEL SERVICES</b>						
A1355.100	ASSESSORS - PERSONNEL SERVICES	42,689.00	42,688.88	0.00	0.12	0.0
A1355.110	ASSESSOR - ASSESS ADMIN PERS SERV	33,366.00	36,704.31	0.00	-3,338.31	0.0
A1355.120	ASSESSORS - ASSESS REV BD PERS SERV	1,600.00	1,081.64	0.00	518.36	32.4
TOTAL PERSONNEL SERVICES		77,655.00	80,474.83	0.00	-2,819.83	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1355.200	ASSESSORS - EQUIPMENT	1,250.00	1,250.00	0.00	0.00	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		1,250.00	1,250.00	0.00	0.00	0.0
<b>CONTRACTUAL EXPENSE</b>						
A1355.400	ASSESSORS - CONTRACTUAL	23,200.00	3,931.44	0.00	19,268.56	83.1
TOTAL CONTRACTUAL EXPENSE		23,200.00	3,931.44	0.00	19,268.56	83.1
TOTAL ASSESSORS		102,105.00	85,656.27	0.00	16,448.73	16.1
<b>TOWN CLERK</b>						
<b>PERSONNEL SERVICES</b>						
A1410.100	TOWN CLERK - PERSONNEL SERVICES	49,504.00	49,504.00	0.00	0.00	0.0
A1410.110	TOWN CLERK - DEPUTY PERS SERVICES	51,607.00	48,566.41	0.00	3,040.59	5.9
A1410.120	BOARD PERSONNEL SERVICES	800.00	200.00	0.00	600.00	75.0
A1410.130	TOWN CLERK - SHARED CLERK PERS SERV	13,346.00	13,216.20	0.00	129.80	1.0
TOTAL PERSONNEL SERVICES		115,257.00	111,486.61	0.00	3,770.39	3.3
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1410.200	TOWN CLERK - EQUIPMENT	1,500.00	1,056.00	0.00	444.00	29.6
TOTAL EQUIPMENT/CAPITAL OUTLAY		1,500.00	1,056.00	0.00	444.00	29.6
<b>CONTRACTUAL EXPENSE</b>						
A1410.400	TOWN CLERK - CONTRACTUAL	3,000.00	3,412.74	0.00	-412.74	0.0
TOTAL CONTRACTUAL EXPENSE		3,000.00	3,412.74	0.00	-412.74	0.0
TOTAL TOWN CLERK		119,757.00	115,955.35	0.00	3,801.65	3.2
<b>ATTY</b>						
<b>CONTRACTUAL EXPENSE</b>						
A1420.400	ATTY - CONTRACTUAL - C&G	150,000.00	139,915.20	0.00	10,084.80	6.7
A1420.401	ATTY - CONTRACTUAL - OTHER	30,000.00	21,896.21	0.00	8,103.79	27.0

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Unencumbered Encumbered	Unencumbered balance	%
						Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>TOWN BOARD</b>						
<b>PERSONNEL SERVICES</b>						
A1010.100	TOWN BOARD - PERSONNEL SERVICES	57,948.00	57,947.76	0.00	0.24	0.0
	TOTAL PERSONNEL SERVICES	57,948.00	57,947.76	0.00	0.24	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1010.200	TOWN BOARD - EQUIPMENT	1,000.00	2,885.99	0.00	-1,885.99	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,000.00	2,885.99	0.00	-1,885.99	0.0
<b>CONTRACTUAL EXPENSE</b>						
A1010.400	TOWN BOARD - CONTRACTUAL	13,925.00	14,854.87	0.00	-929.87	0.0
	TOTAL CONTRACTUAL EXPENSE	13,925.00	14,854.87	0.00	-929.87	0.0
	TOTAL TOWN BOARD	72,873.00	75,688.62	0.00	-2,815.62	0.0
<b>JUSTICE</b>						
<b>PERSONNEL SERVICES</b>						
A1110.100	JUSTICE - PERSONNEL SERVICES	54,080.00	52,000.00	0.00	2,080.00	3.8
A1110.110	JUSTICE - COURT CLERK PERS SERV	103,817.00	105,317.87	0.00	-1,500.87	0.0
	TOTAL PERSONNEL SERVICES	157,897.00	157,317.87	0.00	579.13	0.4
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1110.200	JUSTICE - EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.0
A1110.201	JUSTICE - COURT PERM IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A1110.400	JUSTICE - CONTRACTUAL	8,000.00	5,093.05	0.00	2,906.95	36.3
	TOTAL CONTRACTUAL EXPENSE	8,000.00	5,093.05	0.00	2,906.95	36.3
	TOTAL JUSTICE	167,397.00	162,410.92	0.00	4,986.08	3.0
<b>SUPERVISOR</b>						
<b>PERSONNEL SERVICES</b>						
A1220.100	SUPERVISOR - PERSONNEL SERVICES	23,982.00	19,462.21	0.00	4,519.79	18.8
A1220.110	SUPERVISOR - ADMIN ASST PERS SERV	37,140.00	37,401.70	0.00	-261.70	0.0
	TOTAL PERSONNEL SERVICES	61,122.00	56,863.91	0.00	4,258.09	7.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A1220.200	SUPERVISOR - EQUIPMENT	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	100.0
<b>CONTRACTUAL EXPENSE</b>						
A1220.400	SUPERVISOR - CONTRACTUAL	5,000.00	8,512.73	0.00	-3,512.73	0.0
	TOTAL CONTRACTUAL EXPENSE	5,000.00	8,512.73	0.00	-3,512.73	0.0
	TOTAL SUPERVISOR	68,122.00	65,376.64	0.00	2,745.36	4.0
<b>BOOKKEEPER</b>						
<b>PERSONNEL SERVICES</b>						
A1310.100	BOOKKEEPER - PERSONNEL SERVICES	45,481.00	35,442.11	0.00	10,038.89	22.1

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
TOTAL CONTRACTUAL EXPENSE		5,000.00	1,387.50	0.00	3,612.50	72.3
TOTAL GARBAGE		5,000.00	1,387.50	0.00	3,612.50	72.3
<b>SANTN</b>						
<b>PERSONNEL SERVICES</b>						
A8189.100	SANTN - PERSONNEL SERVICES	4,167.00	4,867.43	0.00	-700.43	0.0
TOTAL PERSONNEL SERVICES		4,167.00	4,867.43	0.00	-700.43	0.0
<b>CONTRACTUAL EXPENSE</b>						
A8189.400	SANTN - LANDFILL	15,000.00	7,812.04	0.00	7,187.96	47.9
TOTAL CONTRACTUAL EXPENSE		15,000.00	7,812.04	0.00	7,187.96	47.9
TOTAL SANTN		19,167.00	12,679.47	0.00	6,487.53	33.8
<b>DRAINAGE</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A8540.200	DRAINAGE - PERMANENT IMPROVEMENTS	50,000.00	23,986.00	0.00	26,014.00	52.0
A8540.201	DRAINAGE - EQUIPMENT	125,000.00	125,000.00	0.00	0.00	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		175,000.00	148,986.00	0.00	26,014.00	14.9
<b>CONTRACTUAL EXPENSE</b>						
A8540.400	DRAINAGE - CONTRACTUAL	50,000.00	51,650.74	0.00	-1,650.74	0.0
A8540.401	DRAINAGE - WALLACE/NORTON PROJECT	0.00	0.00	0.00	0.00	0.0
A8540.403	DRAINAGE - JULY 2021 FLASH FLOOD	0.00	0.00	0.00	0.00	0.0
A8540.404	DRAINAGE - WALLACE RD TRASH RACK PROJ	42,000.00	832.57	0.00	41,167.43	98.0
TOTAL CONTRACTUAL EXPENSE		92,000.00	52,483.31	0.00	39,516.69	43.0
TOTAL DRAINAGE		267,000.00	201,469.31	0.00	65,530.69	24.5
<b>DISASTER</b>						
<b>CONTRACTUAL EXPENSE</b>						
A8746.400	DISASTER - FLOOD EXPENSES	0.00	0.00	0.00	0.00	0.0
A8746.401	DISASTER - FIRE EXPENSES	0.00	0.00	0.00	0.00	0.0
A8746.402	DISASTER - JULY 2021 FLASH FLOOD	0.00	0.00	0.00	0.00	0.0
TOTAL CONTRACTUAL EXPENSE		0.00	0.00	0.00	0.00	0.0
TOTAL DISASTER		0.00	0.00	0.00	0.00	0.0
<b>CEMETERIES</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
A8810.200	CEMETERIES - EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		4,000.00	4,000.00	0.00	0.00	0.0
<b>CONTRACTUAL EXPENSE</b>						
A8810.400	CEMETERIES - CONTRACTUAL	21,000.00	12,307.71	0.00	8,692.29	41.4
TOTAL CONTRACTUAL EXPENSE		21,000.00	12,307.71	0.00	8,692.29	41.4
TOTAL CEMETERIES		25,000.00	16,307.71	0.00	8,692.29	34.8
TOTAL HOME AND COMMUNITY SERVICES		563,564.00	399,277.85	0.00	164,286.15	29.2
<b>EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
A9010.800	STATE RETIREMENT	103,597.00	103,561.00	0.00	36.00	0.0

**TOWN OF CHENANGO**  
**GENERAL FUND - TOWNWIDE**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	%
						Remaining
A9030.800	SOCIAL SECURITY	72,875.00	68,916.48	0.00	3,958.52	5.4
A9040.800	WORKERS COMPENSATION	76,678.00	66,290.00	0.00	10,388.00	13.5
A9050.800	UNEMPLOYMENT INSURANCE	2,000.00	0.00	0.00	2,000.00	100.0
A9055.800	DISABILITY INSURANCE	1,200.00	618.30	0.00	581.70	48.5
A9060.800	HEALTH INSURANCE	521,081.00	314,691.73	0.00	206,389.27	39.6
	TOTAL EMPLOYEE BENEFITS	777,431.00	554,077.51	0.00	223,353.49	28.7
<b>DEBT SERVICE</b>						
<b>SERIAL BONDS</b>						
<b>PRINCIPAL</b>						
A9710.600	SERIAL BONDS - PRINCIPAL	185,000.00	185,000.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	185,000.00	185,000.00	0.00	0.00	0.0
<b>INTEREST</b>						
A9710.700	SERIAL BONDS - INTEREST	45,350.00	45,350.00	0.00	0.00	0.0
	TOTAL INTEREST	45,350.00	45,350.00	0.00	0.00	0.0
	TOTAL SERIAL BONDS	230,350.00	230,350.00	0.00	0.00	0.0
<b>GENERAL ADM EXP</b>						
<b>CONTRACTUAL EXPENSE</b>						
A9740.400	GENERAL ADM EXP	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL GENERAL ADM EXP	0.00	0.00	0.00	0.00	0.0
	TOTAL DEBT SERVICE	230,350.00	230,350.00	0.00	0.00	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
A9901.900	TRANSFERS TO OTHER FUNDS	287,517.97	287,517.97	0.00	0.00	0.0
	TOTAL	287,517.97	287,517.97	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	287,517.97	287,517.97	0.00	0.00	0.0
<b>TRANSFERS TO CAPITAL FUNDS</b>						
A9950.900	TRANSFERS TO CAPITAL FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL	0.00	0.00	0.00	0.00	0.0
	TOTAL TRANSFERS TO CAPITAL FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	287,517.97	287,517.97	0.00	0.00	0.0
	TOTAL EXPENDITURES:	3,780,945.53	3,404,208.99	0.00	376,736.54	10.0

**TOWN OF CHENANGO**  
**HIGHWAY - TOWNWIDE FUND**  
**DETAIL OF REVENUES**  
December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
DA1001	REAL PROPERTY TAXES	871,784.00	871,784.71	-0.71	0.0
	TOTAL REAL PROPERTY TAXES	871,784.00	871,784.71	-0.71	0.0
<b>REAL PROPERTY TAX ITEMS</b>					
DA1081	OTHER PYMT'S IN LIEU OF TAXES	2,700.00	2,516.07	183.93	6.8
	TOTAL REAL PROPERTY TAX ITEMS	2,700.00	2,516.07	183.93	6.8
<b>NON-PROPERTY TAX ITEMS</b>					
DA1120	SALES TAX FROM COUNTY	650,000.00	650,000.00	0.00	0.0
DA1120R	SALES TAX FOR RESERVE FUND	50,000.00	50,000.00	0.00	0.0
	TOTAL NON-PROPERTY TAX ITEMS	700,000.00	700,000.00	0.00	0.0
<b>USE OF MONEY AND PROPERTY</b>					
DA2401	CHECKING INTEREST	0.00	898.86	-898.86	0.0
DA2402	SAVINGS INTEREST	0.00	8,821.70	-8,821.70	0.0
DA2403	CHECKING INTEREST EQUIPMENT RESERVE	0.00	2,720.51	-2,720.51	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	12,441.07	-12,441.07	0.0
<b>SALE OF PROPERTY &amp; COMPENSATION FOR LOSS</b>					
DA2650	SALES OF SCRAP	500.00	1,125.79	-625.79	0.0
DA2665	SALE OF EQUIPMENT	142.23	410.00	-267.77	0.0
DA2680	INSURANCE RECOVERY	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	642.23	1,535.79	-893.56	0.0
<b>MISCELLANEOUS LOCAL SOURCES</b>					
DA2701	REFUND PRIOR YRS	0.00	0.00	0.00	0.0
DA2770	OTHER REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	0.00	0.00	0.0
<b>STATE AID</b>					
DA3501	CHIPS AID	176,000.00	200,296.46	-24,296.46	0.0
DA3501A	CHIPS AID PRIOR YEAR	0.00	0.00	0.00	0.0
DA3502	NYS OTHER HIGHWAY AID	0.00	117,764.10	-117,764.10	0.0
DA3960	ST AID EMRGY DISAST	0.00	0.00	0.00	0.0
	TOTAL STATE AID	176,000.00	318,060.56	-142,060.56	0.0
<b>FEDERAL AID</b>					
DA4960	FED AID EMRGY DISAST	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
<b>INTERFUND TRANSFERS</b>					
DA5031	INTERFUND TRANSFERS	287,517.97	287,517.97	0.00	0.0
	TOTAL INTERFUND TRANSFERS	287,517.97	287,517.97	0.00	0.0

**TOWN OF CHENANGO**  
**HIGHWAY - TOWNWIDE FUND**  
**DETAIL OF REVENUES**  
 December 31, 2023

	Modified budget	Earned 2023	Unearned Balance	%
TOTAL REVENUES	2,038,644.20	2,193,856.17	-155,211.97	0.0

**TOWN OF CHENANGO**  
**HIGHWAY - TOWNWIDE FUND**  
**DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
DA1930.400	JUDGMENTS AND CLAIMS	100.00	1,396.14	0.00	-1,296.14	0.0
	TOTAL SPECIAL ITEMS	100.00	1,396.14	0.00	-1,296.14	0.0
	TOTAL GENERAL GOVERNMENT SUPPORT	100.00	1,396.14	0.00	-1,296.14	0.0
<b>TRANSPORTATION</b>						
<b>GEN REPAIRS</b>						
<b>PERSONNEL SERVICES</b>						
DA5110.100	GEN REPAIRS - PERSONNEL SERVICES	299,315.00	276,838.70	0.00	22,476.30	7.5
	TOTAL PERSONNEL SERVICES	299,315.00	276,838.70	0.00	22,476.30	7.5
<b>CONTRACTUAL EXPENSE</b>						
DA5110.400	GEN REPAIRS - CONTRACTUAL	152,348.00	155,093.70	0.00	-2,745.70	0.0
	TOTAL CONTRACTUAL EXPENSE	152,348.00	155,093.70	0.00	-2,745.70	0.0
	TOTAL GEN REPAIRS	451,663.00	431,932.40	0.00	19,730.60	4.4
<b>PERMANENT IMPROVEMENTS</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
DA5112.200	PERMANENT IMPROVEMENTS	176,000.00	344,610.43	0.00	-168,610.43	0.0
DA5112.201	BROTZMAN ROAD PAVING	220,890.41	220,890.41	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	396,890.41	565,500.84	0.00	-168,610.43	0.0
	TOTAL PERMANENT IMPROVEMENTS	396,890.41	565,500.84	0.00	-168,610.43	0.0
<b>MACHINERY</b>						
<b>PERSONNEL SERVICES</b>						
DA5130.100	MACHINERY - PERSONNEL SERVICES	59,708.00	54,630.07	0.00	5,077.93	8.5
	TOTAL PERSONNEL SERVICES	59,708.00	54,630.07	0.00	5,077.93	8.5
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
DA5130.200	MACHINERY - EQUIPMENT	40,000.00	832.00	0.00	39,168.00	97.9
DA5130.200R	MACHINERY - EQUIPMENT RESERVE	50,000.00	0.00	0.00	50,000.00	100.0
DA5130.204	MACHINERY - HWY CHIPPER	61,223.13	61,223.13	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	151,223.13	62,055.13	0.00	89,168.00	59.0
<b>CONTRACTUAL EXPENSE</b>						
DA5130.400	MACHINERY - CONTRACTUAL	91,654.43	95,367.86	0.00	-3,713.43	0.0
	TOTAL CONTRACTUAL EXPENSE	91,654.43	95,367.86	0.00	-3,713.43	0.0
	TOTAL MACHINERY	302,585.56	212,053.06	0.00	90,532.50	29.9
<b>MISC</b>						
<b>CONTRACTUAL EXPENSE</b>						
DA5140.400	MISC-BRUSH/WEED - CONTRACTUAL	6,142.23	6,180.68	0.00	-38.45	0.0
	TOTAL CONTRACTUAL EXPENSE	6,142.23	6,180.68	0.00	-38.45	0.0
	TOTAL MISC	6,142.23	6,180.68	0.00	-38.45	0.0
<b>SNOW REMOVAL</b>						
<b>PERSONNEL SERVICES</b>						

# TOWN OF CHENANGO

## HIGHWAY - TOWNWIDE FUND DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
DA5142.100	SNOW REMOVAL - PERSONNEL SERVICES	223,483.00	204,663.61	0.00	18,819.39	8.4
	TOTAL PERSONNEL SERVICES	223,483.00	204,663.61	0.00	18,819.39	8.4
<b>CONTRACTUAL EXPENSE</b>						
DA5142.400	SNOW REMOVAL - CONTRACTUAL	200,000.00	204,609.81	0.00	-4,609.81	0.0
	TOTAL CONTRACTUAL EXPENSE	200,000.00	204,609.81	0.00	-4,609.81	0.0
	TOTAL SNOW REMOVAL	423,483.00	409,273.42	0.00	14,209.58	3.4
	TOTAL TRANSPORTATION	1,580,764.20	1,624,940.40	0.00	-44,176.20	0.0
<b>HOME AND COMMUNITY SERVICES</b>						
<b>FLOOD DISASTER</b>						
<b>CONTRACTUAL EXPENSE</b>						
DA8746.400	FLOOD DISASTER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
DA8746.402	DISASTER - JULY 2021 FLASH FLOOD	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL FLOOD DISASTER	0.00	0.00	0.00	0.00	0.0
	TOTAL HOME AND COMMUNITY SERVICES	0.00	0.00	0.00	0.00	0.0
<b>EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
DA9010.800	STATE RETIREMENT	64,928.00	65,784.25	0.00	-856.25	0.0
DA9030.800	SOCIAL SECURITY	44,853.00	38,957.84	0.00	5,895.16	13.1
DA9040.800	WORKERS COMPENSATION	48,057.00	41,546.00	0.00	6,511.00	13.5
DA9055.800	DISABILITY INSURANCE	500.00	184.80	0.00	315.20	63.0
DA9060.800	HEALTH INSURANCE	252,715.00	140,743.56	0.00	111,971.44	44.3
	TOTAL EMPLOYEE BENEFITS	411,053.00	287,216.45	0.00	123,836.55	30.1
<b>DEBT SERVICE</b>						
<b>SERIAL BOND</b>						
<b>PRINCIPAL</b>						
DA9710.600	SERIAL BOND- PRINCIPAL	0.00	0.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00	0.0
<b>INTEREST</b>						
DA9710.700	SERIAL BOND - INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL SERIAL BOND	0.00	0.00	0.00	0.00	0.0
<b>STAT INSTL BND</b>						
<b>PRINCIPAL</b>						
DA9720.600	STAT INSTL BND - PRINCIPAL	123,908.00	123,907.07	0.00	0.93	0.0
	TOTAL PRINCIPAL	123,908.00	123,907.07	0.00	0.93	0.0
<b>INTEREST</b>						
DA9720.700	STAT INSTL BND - INTEREST	24,058.00	24,057.45	0.00	0.55	0.0
	TOTAL INTEREST	24,058.00	24,057.45	0.00	0.55	0.0
	TOTAL STAT INSTL BND	147,966.00	147,964.52	0.00	1.48	0.0

BAN

**TOWN OF CHENANGO**  
**HIGHWAY - TOWNWIDE FUND**  
**DETAIL OF EXPENDITURES**  
December 31, 2023

		Modified budget	Expended 2023	Unencumbered Encumbered	Unencumbered balance	% Remaining
<b>PRINCIPAL</b>						
DA9730.600	BAN - PRINCIPAL	0.00	0.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00	0.0
<b>INTEREST</b>						
DA9730.700	BAN - INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL BAN	0.00	0.00	0.00	0.00	0.0
<b>VEHICLE/ADM EXP</b>						
<b>CONTRACTUAL EXPENSE</b>						
DA9740.412	VEHICLE/ADM EXP	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL VEHICLE/ADM EXP	0.00	0.00	0.00	0.00	0.0
	TOTAL DEBT SERVICE	147,966.00	147,964.52	0.00	1.48	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
DA9901.900	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL	0.00	0.00	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.0
	TOTAL EXPENDITURES:	2,139,883.20	2,061,517.51	0.00	78,365.69	3.7

## TOWN OF CHENANGO

WATER OPERATING  
DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
F1001	REAL PROPERTY TAX	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
<b>DEPARTMENTAL INCOME</b>					
F2140	METERED SALES	710,000.00	754,592.76	-44,592.76	0.0
F2141	FIRE LINE CHARGES	4,000.00	4,268.54	-268.54	0.0
F2143	MISC WATER FEES	0.00	0.00	0.00	0.0
F2144	SW SERVICE CHARGES	1,000.00	25,470.00	-24,470.00	0.0
F2146	WATER CAPITAL	33,000.00	33,800.69	-800.69	0.0
F2148	WATER PENALTIES	6,000.00	-2,896.16	8,896.16	148.3
	TOTAL DEPARTMENTAL INCOME	754,000.00	815,235.83	-61,235.83	0.0
<b>USE OF MONEY AND PROPERTY</b>					
F2401	CHECKING INTEREST	0.00	240.42	-240.42	0.0
F2402	SAVINGS INTEREST	0.00	11,326.12	-11,326.12	0.0
F2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	2,926.98	-2,926.98	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	14,493.52	-14,493.52	0.0
<b>SALE OF PROPERTY &amp; COMPENSATION FOR LOSS</b>					
F2650	SALE OF SCRAP & EXCESS	0.00	0.00	0.00	0.0
F2665	SALE OF EQUIPMENT	4,109.00	5,720.00	-1,611.00	0.0
F2680	INSURANCE RECOVERY	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	4,109.00	5,720.00	-1,611.00	0.0
<b>MISCELLANEOUS LOCAL SOURCES</b>					
F2701	REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	1,203.46	-1,203.46	0.0
F2770	OTHER REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	1,203.46	-1,203.46	0.0
<b>STATE AID</b>					
F3960	STATE AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL STATE AID	0.00	0.00	0.00	0.0
<b>FEDERAL AID</b>					
F4960	FED AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
<b>INTERFUND TRANSFERS</b>					
F5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	758,109.00	836,652.81	-78,543.81	0.0

## TOWN OF CHENANGO

WATER OPERATING  
DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
F1930.400	JUDGMENTS AND CLAIMS	5.00	274.70	0.00	-269.70	0.0
	TOTAL SPECIAL ITEMS	5.00	274.70	0.00	-269.70	0.0
	TOTAL GENERAL GOVERNMENT SUPPORT	5.00	274.70	0.00	-269.70	0.0
<b>HOME AND COMMUNITY SERVICES</b>						
<b>ADMINISTR</b>						
<b>PERSONNEL SERVICES</b>						
F8310.100	ADMINISTR - PERSONNEL SERVICES	25,083.00	25,082.69	0.00	0.31	0.0
F8310.110	ADMINISTR - WATER CLERK PERS SERV	27,564.00	27,563.61	0.00	0.39	0.0
F8310.120	ADMINISTR - SHARED CLERK PERS SERV	20,020.00	19,824.50	0.00	195.50	1.0
	TOTAL PERSONNEL SERVICES	72,667.00	72,470.80	0.00	196.20	0.3
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
F8310.200	ADMINISTR - EQUIPMENT	1,500.00	2,003.36	0.00	-503.36	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	2,003.36	0.00	-503.36	0.0
<b>CONTRACTUAL EXPENSE</b>						
F8310.400	ADMINISTR - CONTRACTUAL	16,400.00	7,950.67	0.00	8,449.33	51.5
F8310.401	ADMINISTR - CONTR WATER STUDIES	80,000.00	0.00	0.00	80,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	96,400.00	7,950.67	0.00	88,449.33	91.8
	TOTAL ADMINISTR	170,567.00	82,424.83	0.00	88,142.17	51.7
<b>SW SOURCE OF SUPPL</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
F8320.200	SW SOURCE OF SUPPL - EQUIPMENT	95,000.00	69,080.29	0.00	25,919.71	27.3
	TOTAL EQUIPMENT/CAPITAL OUTLAY	95,000.00	69,080.29	0.00	25,919.71	27.3
<b>CONTRACTUAL EXPENSE</b>						
F8320.400	SW SOURCE OF SUPPL - CONTRACTUAL	142,000.00	138,535.07	0.00	3,464.93	2.4
	TOTAL CONTRACTUAL EXPENSE	142,000.00	138,535.07	0.00	3,464.93	2.4
	TOTAL SW SOURCE OF SUPPL	237,000.00	207,615.36	0.00	29,384.64	12.4
<b>SS PURFCTN</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
F8330.200	SS PURFCTN - EQUIPMENT	3,500.00	2,542.59	0.00	957.41	27.4
	TOTAL EQUIPMENT/CAPITAL OUTLAY	3,500.00	2,542.59	0.00	957.41	27.4
<b>CONTRACTUAL EXPENSE</b>						
F8330.400	SS PURFCTN - CONTRACTUAL	17,000.00	15,767.36	0.00	1,232.64	7.3
	TOTAL CONTRACTUAL EXPENSE	17,000.00	15,767.36	0.00	1,232.64	7.3
	TOTAL SS PURFCTN	20,500.00	18,309.95	0.00	2,190.05	10.7
<b>SW TRANSMNSN</b>						
<b>PERSONNEL SERVICES</b>						
F8340.100	SW TRANSMNSN - PERSONNEL SERVICES	96,512.00	75,547.53	0.00	20,964.47	21.7
F8340.110	SW TRANSMNSN - FOREMAN PERS SERV	54,922.00	56,973.36	0.00	-2,051.36	0.0

# TOWN OF CHENANGO

## WATER OPERATING DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
TOTAL PERSONNEL SERVICES		151,434.00	132,520.89	0.00	18,913.11	12.5
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
F8340.200	SW TRANSMSN - EQUIPMENT	70,000.00	69,940.09	0.00	59.91	0.1
F8340.201	SW TRANSMSN - WATER MAIN REPAIRS	40,000.00	5,945.50	0.00	34,054.50	85.1
TOTAL EQUIPMENT/CAPITAL OUTLAY		110,000.00	75,885.59	0.00	34,114.41	31.0
<b>CONTRACTUAL EXPENSE</b>						
F8340.400	SW TRANSMSN - CONTRACTUAL	50,000.00	32,991.16	0.00	17,008.84	34.0
TOTAL CONTRACTUAL EXPENSE		50,000.00	32,991.16	0.00	17,008.84	34.0
TOTAL SW TRANSMSN		311,434.00	241,397.64	0.00	70,036.36	22.5
<b>FLOOD DISASTER</b>						
<b>CONTRACTUAL EXPENSE</b>						
F8746.400	FLOOD DISASTER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
TOTAL CONTRACTUAL EXPENSE		0.00	0.00	0.00	0.00	0.0
TOTAL FLOOD DISASTER		0.00	0.00	0.00	0.00	0.0
TOTAL HOME AND COMMUNITY SERVICES		739,501.00	549,747.78	0.00	189,753.22	25.7
<b>EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
F9010.800	STATE RETIREMENT	24,855.00	24,938.00	0.00	-83.00	0.0
F9030.800	SOCIAL SECURITY	17,171.00	14,898.24	0.00	2,272.76	13.2
F9040.800	WORKERS COMPENSATION	18,397.00	15,905.00	0.00	2,492.00	13.5
F9055.800	DISABILITY INSURANCE	250.00	101.73	0.00	148.27	59.3
F9060.800	HEALTH INSURANCE	32,271.00	35,573.13	0.00	-3,302.13	0.0
TOTAL EMPLOYEE BENEFITS		92,944.00	91,416.10	0.00	1,527.90	1.6
<b>DEBT SERVICE</b>						
<b>CONS. WATER SRL BND</b>						
<b>PRINCIPAL</b>						
F9710.600	CONS. WATER SRL BND - PRINCIPAL	60,884.00	60,884.00	0.00	0.00	0.0
TOTAL PRINCIPAL		60,884.00	60,884.00	0.00	0.00	0.0
<b>INTEREST</b>						
F9710.700	CONS. WATER SRL BND - INTEREST	35,601.00	35,600.70	0.00	0.30	0.0
TOTAL INTEREST		35,601.00	35,600.70	0.00	0.30	0.0
TOTAL CONS. WATER SRL BND		96,485.00	96,484.70	0.00	0.30	0.0
<b>BAN</b>						
<b>PRINCIPAL</b>						
F9730.600	BAN - PRINCIPAL	0.00	0.00	0.00	0.00	0.0
F9730.601	BAN - PRINCIPAL WATER CONSOLIDATED	0.00	0.00	0.00	0.00	0.0
TOTAL PRINCIPAL		0.00	0.00	0.00	0.00	0.0
<b>INTEREST</b>						
F9730.700	BAN - INTEREST	0.00	0.00	0.00	0.00	0.0
F9730.701	BAN - INTEREST WATER CONSOLIDATED	0.00	0.00	0.00	0.00	0.0
TOTAL INTEREST		0.00	0.00	0.00	0.00	0.0

**TOWN OF CHENANGO**

**WATER OPERATING  
DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
TOTAL BAN		0.00	0.00	0.00	0.00	0.0
TOTAL DEBT SERVICE		96,485.00	96,484.70	0.00	0.30	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
F9901.900	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
TOTAL		0.00	0.00	0.00	0.00	0.0
TOTAL TRANSFERS TO OTHER FUNDS		0.00	0.00	0.00	0.00	0.0
TOTAL INTERFUND TRANSFERS		0.00	0.00	0.00	0.00	0.0
TOTAL EXPENDITURES:		928,935.00	737,923.28	0.00	191,011.72	20.6

## TOWN OF CHENANGO

SEWER OPERATING  
DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
G1001	REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
<b>DEPARTMENTAL INCOME</b>					
G2120	SEWER CHARGES	660,000.00	671,203.88	-11,203.88	0.0
G2123	SEWER CHARGES - OUTSIDE REVENUE	0.00	0.00	0.00	0.0
G2124	SEWER CAPITAL	35,000.00	35,452.58	-452.58	0.0
G2128	SEWER PENALTIES	8,000.00	9,000.73	-1,000.73	0.0
	TOTAL DEPARTMENTAL INCOME	703,000.00	715,657.19	-12,657.19	0.0
<b>INTERGOVERNMENTAL CHARGES</b>					
G2374	SEWER SERVICES FOR OTHER GOVTS	0.00	0.00	0.00	0.0
	TOTAL INTERGOVERNMENTAL CHARGES	0.00	0.00	0.00	0.0
<b>USE OF MONEY AND PROPERTY</b>					
G2401	CHECKING INTEREST	0.00	223.24	-223.24	0.0
G2402	SAVINGS INTEREST	0.00	2,327.10	-2,327.10	0.0
G2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	1,946.65	-1,946.65	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	4,496.99	-4,496.99	0.0
<b>SALE OF PROPERTY &amp; COMPENSATION FOR LOSS</b>					
G2650	SALE OF SCRAP	0.00	0.00	0.00	0.0
G2665	SALE OF EQUIPMENT	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	0.00	0.00	0.00	0.0
<b>MISCELLANEOUS LOCAL SOURCES</b>					
G2770	OTHER REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	0.00	0.00	0.0
<b>STATE AID</b>					
G3901	STATE AID OPER/MAINT SEWER TRTMNT PLANT	0.00	0.00	0.00	0.0
G3960	ST AID EMRGY DISAST ASST	0.00	0.00	0.00	0.0
	TOTAL STATE AID	0.00	0.00	0.00	0.0
<b>FEDERAL AID</b>					
G4960	FED AID EMRGY DISASTER	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
<b>INTERFUND TRANSFERS</b>					
G5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	703,000.00	720,154.18	-17,154.18	0.0

# TOWN OF CHENANGO

## SEWER OPERATING DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
G1930.400	JUDGMENTS AND CLAIMS	5.00	656.67	0.00	-651.67	0.0
	TOTAL SPECIAL ITEMS	5.00	656.67	0.00	-651.67	0.0
	TOTAL GENERAL GOVERNMENT SUPPORT	5.00	656.67	0.00	-651.67	0.0
<b>HOME AND COMMUNITY SERVICES</b>						
<b>SEWER ADMIN</b>						
<b>PERSONNEL SERVICES</b>						
G8110.100	SEWER ADMIN - PERSONNEL SERVICES	25,083.00	25,082.51	0.00	0.49	0.0
G8110.110	SEWER ADMIN - SEWER CLERK PERS SERV	11,813.00	11,812.84	0.00	0.16	0.0
	TOTAL PERSONNEL SERVICES	36,896.00	36,895.35	0.00	0.65	0.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8110.200	SEWER ADMIN - EQUIPMENT	1,500.00	2,432.36	0.00	-932.36	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	2,432.36	0.00	-932.36	0.0
<b>CONTRACTUAL EXPENSE</b>						
G8110.400	SEWER ADMIN - CONTRACTUAL	18,100.00	22,326.03	0.00	-4,226.03	0.0
G8110.401	SEWER ADMIN - WWTP OPERATOR CONTRACTUAL	71,500.00	136,010.93	0.00	-64,510.93	0.0
	TOTAL CONTRACTUAL EXPENSE	89,600.00	158,336.96	0.00	-68,736.96	0.0
	TOTAL SEWER ADMIN	127,996.00	197,664.67	0.00	-69,668.67	0.0
<b>SEWAGE COLLECTING SYSTEM</b>						
<b>PERSONNEL SERVICES</b>						
G8120.100	SEW COLL SYS - PERSONNEL SERVICES	109,782.00	70,043.39	0.00	39,738.61	36.2
G8120.110	SEW COLL SYS - SAMPLING STIPEND PERS SER	4,680.00	1,320.00	0.00	3,360.00	71.8
	TOTAL PERSONNEL SERVICES	114,462.00	71,363.39	0.00	43,098.61	37.7
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8120.200	SEW COLL SYS - EQUIPMENT	105,000.00	79,403.47	0.00	25,596.53	24.4
	TOTAL EQUIPMENT/CAPITAL OUTLAY	105,000.00	79,403.47	0.00	25,596.53	24.4
<b>CONTRACTUAL EXPENSE</b>						
G8120.400	SEW COLL SYS - CONTRACTUAL	80,600.00	75,674.41	0.00	4,925.59	6.1
	TOTAL CONTRACTUAL EXPENSE	80,600.00	75,674.41	0.00	4,925.59	6.1
	TOTAL SEWAGE COLLECTING SYSTEM	300,062.00	226,441.27	0.00	73,620.73	24.5
<b>SEWER TRTMNT &amp; DSPSL</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8130.200	SEW TRTMNT & DSPSL - EQUIPMENT	47,691.85	59,791.66	0.00	-12,099.81	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	47,691.85	59,791.66	0.00	-12,099.81	0.0
<b>CONTRACTUAL EXPENSE</b>						
G8130.400	SEW TRTMNT & DSPSL - CONTRACTUAL	157,000.00	273,189.71	0.00	-116,189.71	0.0
G8130.401	NYS EFC GRANT PROJECT	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	157,000.00	273,189.71	0.00	-116,189.71	0.0
	TOTAL SEWER TRTMNT & DSPSL	204,691.85	332,981.37	0.00	-128,289.52	0.0

# TOWN OF CHENANGO

## SEWER OPERATING DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>FLOOD DISASTER</b>						
<b>CONTRACTUAL EXPENSE</b>						
G8746.400	FLOOD DISASTER - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL FLOOD DISASTER	0.00	0.00	0.00	0.00	0.0
	TOTAL HOME AND COMMUNITY SERVICES	632,749.85	757,087.31	0.00	-124,337.46	0.0
<b>EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
G9010.800	STATE RETIREMENT	16,818.00	16,756.50	0.00	61.50	0.4
G9030.800	SOCIAL SECURITY	11,618.00	8,026.39	0.00	3,591.61	30.9
G9040.800	WORKERS COMPENSATION	12,448.00	10,761.00	0.00	1,687.00	13.6
G9055.800	DISABILITY INSURANCE	100.00	37.95	0.00	62.05	62.1
G9060.800	HEALTH INSURANCE	29,189.00	5,058.24	0.00	24,130.76	82.7
	TOTAL EMPLOYEE BENEFITS	70,173.00	40,640.08	0.00	29,532.92	42.1
<b>DEBT SERVICE</b>						
<b>CONS SEWER SERIAL BOND</b>						
<b>PRINCIPAL</b>						
G9710.600	CONS SEWER SERIAL BOND - PRINCIPAL	72,744.00	72,744.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	72,744.00	72,744.00	0.00	0.00	0.0
<b>INTEREST</b>						
G9710.700	CONS SEWER SERIAL BOND - INTEREST	45,152.00	45,151.06	0.00	0.94	0.0
	TOTAL INTEREST	45,152.00	45,151.06	0.00	0.94	0.0
	TOTAL CONS SEWER SERIAL BOND	117,896.00	117,895.06	0.00	0.94	0.0
<b>STATUTORY INSTALLMENT BOND PRINCIPAL</b>						
<b>PRINCIPAL</b>						
G9720.600	STATUTORY INSTALL BOND PRINCIPAL	16,600.00	16,600.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	16,600.00	16,600.00	0.00	0.00	0.0
<b>INTEREST</b>						
G9720.700	STATUTORY INSTALL BOND INTEREST	897.00	896.40	0.00	0.60	0.1
	TOTAL INTEREST	897.00	896.40	0.00	0.60	0.1
	TOTAL STATUTORY INSTALLMENT BOND PRINCIP	17,497.00	17,496.40	0.00	0.60	0.0
<b>BAN</b>						
<b>PRINCIPAL</b>						
G9730.600	BAN - PRINCIPAL	0.00	0.00	0.00	0.00	0.0
G9730.601	BAN - PRINCIPAL SEWER CONSOLIDATED	0.00	0.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00	0.0
<b>INTEREST</b>						
G9730.700	BAN - INTEREST	0.00	0.00	0.00	0.00	0.0
G9730.701	BAN - INTEREST SEWER CONSOLIDATED	0.00	0.00	0.00	0.00	0.0
	TOTAL INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL BAN	0.00	0.00	0.00	0.00	0.0

**TOWN OF CHENANGO**

**SEWER OPERATING  
DETAIL OF EXPENDITURES**

December 31, 2023

		Modified budget	Expended 2023	Unencumbered Encumbered	Unencumbered balance	% Remaining
<b>ADMIN EXPENSE</b>						
<b>CONTRACTUAL EXPENSE</b>						
G9740.401	SEWER CONSOLIDATED - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL ADMIN EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL DEBT SERVICE	135,393.00	135,391.46	0.00	1.54	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
G9901.900	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL	0.00	0.00	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.0
	TOTAL EXPENDITURES:	838,320.85	933,775.52	0.00	-95,454.67	0.0

## TOWN OF CHENANGO

FIRE DISTRICT #2  
DETAIL OF EXPENDITURES

December 31, 2023

	Modified budget	Expended 2023	Unencumbered Encumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>				
<b>SPECIAL ITEMS</b>				
SF2-1930.400 JUDGMENTS AND CLAIMS	0.00	1,224.03	0.00	-1,224.03 0.0
TOTAL SPECIAL ITEMS	0.00	1,224.03	0.00	-1,224.03 0.0
TOTAL GENERAL GOVERNMENT SUPPORT	0.00	1,224.03	0.00	-1,224.03 0.0
<b>PUBLIC SAFETY</b>				
<b>FIRE PROTECTION</b>				
<b>CONTRACTUAL EXPENSE</b>				
SF2-3410.41 FIRE PROTECTION - CHENANGO	305,058.00	305,058.00	0.00	0.00 0.0
TOTAL CONTRACTUAL EXPENSE	305,058.00	305,058.00	0.00	0.00 0.0
TOTAL FIRE PROTECTION	305,058.00	305,058.00	0.00	0.00 0.0
TOTAL PUBLIC SAFETY	305,058.00	305,058.00	0.00	0.00 0.0
<b>INTERFUND TRANSFERS</b>				
<b>TRANSFERS TO OTHER FUNDS</b>				
SF2-9901.900 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00 0.0
TOTAL	0.00	0.00	0.00	0.00 0.0
TOTAL TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00 0.0
TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.00 0.0
TOTAL EXPENDITURES:	305,058.00	306,282.03	0.00	-1,224.03 0.0

## TOWN OF CHENANGO

## FIRE DISTRICT #1

## DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
SF1-1001	REAL PROPERTY TAXES	344,045.00	344,044.57	0.43	0.0
	TOTAL REAL PROPERTY TAXES	344,045.00	344,044.57	0.43	0.0
<b>REAL PROPERTY TAX ITEMS</b>					
SF1-1081	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAX ITEMS	0.00	0.00	0.00	0.0
<b>USE OF MONEY AND PROPERTY</b>					
SF1-2401	CHECKING INTEREST	0.00	41.55	-41.55	0.0
SF1-2402	SAVINGS INTEREST	0.00	0.00	0.00	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	41.55	-41.55	0.0
	TOTAL REVENUES	344,045.00	344,086.12	-41.12	0.0

# TOWN OF CHENANGO

## FIRE DISTRICT #1 DETAIL OF EXPENDITURES

December 31, 2023

	Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>					
<b>SPECIAL ITEMS</b>					
SF1-1930.400 JUDGMENTS AND CLAIMS	0.00	2.08	0.00	-2.08	0.0
TOTAL SPECIAL ITEMS	0.00	2.08	0.00	-2.08	0.0
TOTAL GENERAL GOVERNMENT SUPPORT	0.00	2.08	0.00	-2.08	0.0
<b>PUBLIC SAFETY</b>					
<b>FIRE PROTECTION</b>					
<b>CONTRACTUAL EXPENSE</b>					
SF1-3410.41 FIRE PROTECTION - BRIDGE	319,055.00	319,055.00	0.00	0.00	0.0
SF1-3410.42 FIRE PROTECTION - FORKS	24,990.00	24,989.14	0.00	0.86	0.0
TOTAL CONTRACTUAL EXPENSE	344,045.00	344,044.14	0.00	0.86	0.0
TOTAL FIRE PROTECTION	344,045.00	344,044.14	0.00	0.86	0.0
TOTAL PUBLIC SAFETY	344,045.00	344,044.14	0.00	0.86	0.0
TOTAL EXPENDITURES:	344,045.00	344,046.22	0.00	-1.22	0.0

## TOWN OF CHENANGO

## FIRE DISTRICT #2

## DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
SF2-1001	REAL PROPERTY TAXES	305,058.00	305,057.70	0.30	0.0
	TOTAL REAL PROPERTY TAXES	305,058.00	305,057.70	0.30	0.0
<b>USE OF MONEY AND PROPERTY</b>					
SF2-2401	CHECKING INTEREST	0.00	31.22	-31.22	0.0
SF2-2402	SAVINGS INTEREST	0.00	0.00	0.00	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	31.22	-31.22	0.0
	TOTAL REVENUES:	305,058.00	305,088.92	-30.92	0.0

# TOWN OF CHENANGO

## FIRE DISTRICT #2 DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
SF2-1930.400	JUDGMENTS AND CLAIMS	0.00	1,224.03	0.00	-1,224.03	0.0
	TOTAL SPECIAL ITEMS	0.00	1,224.03	0.00	-1,224.03	0.0
	TOTAL GENERAL GOVERNMENT SUPPORT	0.00	1,224.03	0.00	-1,224.03	0.0
<b>PUBLIC SAFETY</b>						
<b>FIRE PROTECTION</b>						
<b>CONTRACTUAL EXPENSE</b>						
SF2-3410.41	FIRE PROTECTION - CHENANGO	305,058.00	305,058.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	305,058.00	305,058.00	0.00	0.00	0.0
	TOTAL FIRE PROTECTION	305,058.00	305,058.00	0.00	0.00	0.0
	TOTAL PUBLIC SAFETY	305,058.00	305,058.00	0.00	0.00	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
SF2-9901.900	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL	0.00	0.00	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.0
	TOTAL EXPENDITURES:	305,058.00	306,282.03	0.00	-1,224.03	0.0

## TOWN OF CHENANGO

LIGHT DISTRICT  
DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>REAL PROPERTY TAXES</b>					
SL1001	REAL PROPERTY TAXES	55,000.00	54,999.95	0.05	0.0
	TOTAL REAL PROPERTY TAXES	55,000.00	54,999.95	0.05	0.0
<b>REAL PROPERTY TAX ITEMS</b>					
SL1081	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAX ITEMS	0.00	0.00	0.00	0.0
<b>USE OF MONEY AND PROPERTY</b>					
SL2401	CHECKING INTEREST	0.00	156.50	-156.50	0.0
SL2402	SAVINGS INTEREST	0.00	0.00	0.00	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	156.50	-156.50	0.0
<b>SALE OF PROPERTY &amp; COMPENSATION FOR LOSS</b>					
SL2680	INSURANCE RECOVERY	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	55,000.00	55,156.45	-156.45	0.0

## TOWN OF CHENANGO

### LIGHT DISTRICT DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Unencumbered Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
SL1930.400	JUDGMENTS AND CLAIMS	100.00	164.63	0.00	-64.63	0.0
	TOTAL SPECIAL ITEMS	100.00	164.63	0.00	-64.63	0.0
	TOTAL GENERAL GOVERNMENT SUPPORT	100.00	164.63	0.00	-64.63	0.0
<b>TRANSPORTATION</b>						
<b>STREET LIGHTING</b>						
<b>CONTRACTUAL EXPENSE</b>						
SL5182.400	STREET LIGHTING - CONTRACTUAL	70,000.00	61,524.00	0.00	8,476.00	12.1
	TOTAL CONTRACTUAL EXPENSE	70,000.00	61,524.00	0.00	8,476.00	12.1
	TOTAL STREET LIGHTING	70,000.00	61,524.00	0.00	8,476.00	12.1
	TOTAL TRANSPORTATION	70,000.00	61,524.00	0.00	8,476.00	12.1
	TOTAL EXPENDITURES:	70,100.00	61,688.63	0.00	8,411.37	12.0

## TOWN OF CHENANGO

SEWER CONSOLIDATED  
DETAIL OF REVENUES

December 31, 2023

		Modified budget	Earned 2023	Unearned Balance	%
<b>USE OF MONEY AND PROPERTY</b>					
112-2401	CHECKING INTEREST	0.00	4.79	-4.79	0.0
112-2402	SAVINGS INTEREST	0.00	0.00	0.00	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	4.79	-4.79	0.0
<b>MISCELLANEOUS LOCAL SOURCES</b>					
112-2701	REFUND OF PRIOR YEAR'S EXPENSE	0.00	0.00	0.00	0.0
112-2710	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	0.00	0.00	0.0
<b>STATE AID</b>					
H2-3990	STATE AID - SEWER CAPITAL PROJECTS	0.00	209,720.60	-209,720.60	0.0
	TOTAL STATE AID	0.00	209,720.60	-209,720.60	0.0
<b>INTERFUND TRANSFERS</b>					
H2-5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
<b>PROCEEDS OF OBLIGATIONS</b>					
H2-5710	PROCEEDS OF SERIAL BONDS	0.00	0.00	0.00	0.0
H2-5720	PROCEEDS OF STAT INSTALL BONDS	0.00	0.00	0.00	0.0
H2-5731	SEWER CONSOL. BAN REDMD FROM APPROP	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	0.00	209,725.39	-209,725.39	0.0

## TOWN OF CHENANGO

SEWER CONSOLIDATED  
DETAIL OF EXPENDITURES

December 31, 2023

		Modified budget	Expended 2023	Encumbered	Unencumbered balance	% Remaining
<b>HOME AND COMMUNITY SERVICES</b>						
<b>SEWER ADMIN EXPENSES</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
H2-8110.200	SEWER ADMIN EXPENSES	0.00	209,223.83	0.00	-209,223.83	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	209,223.83	0.00	-209,223.83	0.0
<b>CONTRACTUAL EXPENSE</b>						
H2-8110.400	SEWER ADMIN EXPENSES	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL SEWER ADMIN EXPENSES	0.00	209,223.83	0.00	-209,223.83	0.0
<b>NG WWTP PROJECT</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
H2-8130.200	NG WWTP PROJ CONTRACT 1A	0.00	0.00	0.00	0.00	0.0
H2-8130.210	NG WWTP PROJ CONTRACT 1B	0.00	0.00	0.00	0.00	0.0
H2-8130.220	NG WWTP PROJ CONTRACT 2A	0.00	0.00	0.00	0.00	0.0
H2-8130.230	NG WWTP PROJ CONTRACT 2B	0.00	0.00	0.00	0.00	0.0
H2-8130.240	NG WWTP PROJ CONTRACT 1C	0.00	0.00	0.00	0.00	0.0
H2-8130.250	NG WWTP PROJ CONTRACT 1D	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
	TOTAL NG WWTP PROJECT	0.00	0.00	0.00	0.00	0.0
<b>CONSOLIDATED SEWER EXPENSES</b>						
<b>CONTRACTUAL EXPENSE</b>						
H2-8189.400	CONSOLIDATED SEWER EXPENSES	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL CONSOLIDATED SEWER EXPENSES	0.00	0.00	0.00	0.00	0.0
<b>SEWER EQUIPMENT/CAPITAL OUTLAY</b>						
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
H2-8197.200	SEWER EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
	TOTAL SEWER EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
	TOTAL HOME AND COMMUNITY SERVICES	0.00	209,223.83	0.00	-209,223.83	0.0
<b>INTERFUND TRANSFERS</b>						
<b>TRANSFERS TO OTHER FUNDS</b>						
H2-9901.900	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL	0.00	0.00	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.0
	TOTAL EXPENDITURES:	0.00	209,223.83	0.00	-209,223.83	0.0

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR SEALED BIDS FOR  
PURCHASE OF A 2024 OR NEWER CLASS 6 TRUCK WITH RANCHER STYLE BED  
AND APPROPRIATING MONEY FOR THE SAME**

The Town Board of the Town of Chenango, duly convened in regular session, February 7, 2024, hereby does RESOLVE as follows:

**WHEREAS**, the Town Superintendent of Public Works of the Town of Chenango has recommended and requested approval to advertise for sealed bids for the purchase of one (1) 2024 or Newer Class 6 Truck with Rancher Style Bed; and

**WHEREAS**, the Town Superintendent of Public Works has assembled a bid package;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Board of the Town of Chenango authorizes the advertisement for sealed bids for the purchase of a 2024 or Newer Class 6 Truck with Rancher Style Bed; and it is further

**RESOLVED** that sealed bids for one (1) 2024 or Newer Class 6 Truck with Rancher Style Bed shall be received until March 1, 2024 at 2:00 p.m. at the Town Clerk’s Office at 1529 NY RT 12, Binghamton, NY 13901, at which time the said bid shall be opened, read aloud and referred to the Town Board for further action, and it is further

**RESOLVED** that this Town Board reserves the right to reject any and all bids as their interest may appear; and it is further

**RESOLVED**, that this resolution shall take effect immediately.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

# Town of Chenango Future Topics List

February 21, 2024

- Fund Balance Report Update
- Policy Manual Discussion
- Treatment Plant Monthly Report Format Discussion
- Possible Records Room Renovations Discussion
- Procurement Policy Discussion

March 6, 2024

- Planning Board Members Update
- Diligent Board Member Module Discussion
- Security System Discussion
- Email Historical Retention

Topics Not Yet Discussed for Agenda Schedule

- Construction Reserve Fund
- Department Head Evaluation Form