



Town of Chenango Work Session Agenda

Wednesday – March 9, 2022 @ 5:00 PM

PLEDGE OF ALLEGIANCE

OPEN FORUM

Guests shall speak in an orderly fashion The speaker shall deliver their comments or concerns for a period of five timed minutes or less, in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

PUBLIC HEARINGS

PANEL PRESENTATION

DEPARTMENT HEAD REPORTS

2 nd Work Session	3 rd Work Session
Public Works – Greg Burden	Highway – Derin Kraack
PUBLIC WORKS REPORTS FOR FEB 2 Letter Head 2022 vfd applewood.doc Proposal - Applewood VFD.pdf	
Engineering – Alex Urda	Engineering – Alex Urda
Assessor – John Endress	Dog Control – Joel Troutman
Assessor's Report.docx	

WORK SESSION REPORTS

- Jo Anne Klenovic – Supervisor
- Town Updates

- Keegan Coughlin – Town Attorney
- Town Business

OLD BUSINESS

- Resolution Introducing an Amendment to PDD-C to allow for Churches



Intro Reso (Zoning Section 73-50 LL).do



Zoning Section 73-50 Local Law.doc



PDD-C Church.docx

- Review of Resolution to Local Agricultural & Residential Accessories



Intro Reso (Zoning
Section 73-44 LL).do



Zoning Section
73-44 Local Law.doc



Structure LL
Redline.docx

- Staff Vacancies
 - Planning Board
 - Zoning Board Alternate
 - Building & Code Inspector
- WWTP Project
 - Reschedule Public Hearing

NEW BUSINESS / REVIEW OF RESOLUTIONS

- Highway Dept. Backhoe Purchase



2022 Backhoe
Memo.doc



Contract Award
Notification.pdf



Equipment.pdf



Purchase
Agreement.pdf



Financing of new
Highway Backhoe.p

- Community Room
 - 2022 Contract
 - 
 - COMMUNITY HALL
AGREEMENT 2022 -
 - Open House Date / Re-Opening Date

TO BE DISCUSSED AT A FUTURE MEETING DATE

- Town of Chenango Email Discontinuance
- ARPA Funds/Uses 2022
- Random Employee Drug Testing
- USPO in Castle Creek Update – J Klenovic
- Attracting, Training and Retaining Planning Board, Zoning Board of Appeals and Board of Assessment Review Members and Updating Terms

OPEN FORUM

Guests shall speak in an orderly fashion. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

MEETING and PUBLIC HEARING REMINDERS

March 14, 2022 – Planning Board, 7PM

March 16, 2022 – Work Session, 5PM; Town Board, 7PM

March 22, 2022 – Zoning Board of Appeals, 7PM

FOR YOUR INFORMATION – FROM THE SUPERVISOR

- Building Safety & Fire Alarm



Proposed Upgrades
to Fire Alarm System



RE Insurance
Question.msg

JOIN THE ZOOM MEETING

Topic: 3.09.2022 WS
Time: Mar 9, 2022 05:00 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/86312537040?pwd=ZzNaYk9xSjdOaW83Q0JlT1hWQk1Pd09>

Meeting ID: 863 1253 7040
Passcode: 102981

PUBLIC WORKS REPORTS FOR FEBRUARY 2022

- Repaired 2 curb boxes
- Water well drawdowns were done for the month of February
- There were 15 after hour call outs in February
- Hauled wood chips out of the sewer plant to cherry lane
- Parks department finished up work in the community room
- Public works employees moved Town assessor and file cabinets to second floor board room
- Sidewalks were done several times in February
- Frozen water main and service lines at 365 Dorman and 1295 upper front street
- Water main break/repair on Charmel
- Public works employees help with moving filing cabinets in clerk's office



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 ext 7 Fax: (607) 648-
8519
water@townofchenango.com

March 4, 2022

Attn: Town Board

The Town of Chenango Water Dept. is replacing the existing soft start and panelboard in Applewood pump house. With the constant use of Applewood well now, the existing motor controls and panel box need to be updated immediately. We are on borrowed time with the soft start. We are continually resetting it to operate properly. We will also change out the panel board since it is rotting out and was installed in 1998 and is now rotted out in several spots.

I have attached a quote for the work to be performed and the material costs. Lead time on this is at least 20 days to build then a few days to ship. I am asking the Board to approve this upgrade.

F8320.200 (Source of Supply) is the budget line the funds will come from. Total price of \$9,000.00 (Labor and Materials).

Thank You

Gregory Burden

Diekow Electric, Inc.

375 Route 11 South
P O Box 417
Marathon, New York 13803

Telephone 607-849-4343
Fax 607-849-4396

February 9, 2022

Town of Chenango
Route 12
Binghamton, NY 13901

Proposal for new VFD at Applewood Pump House:

This proposal is to remove exiting soft start and panelboard at the Applewood pump house.
Proposal includes labor and materials to install a new 20HP VFD and 100A panelboard.

Labor Price: \$2,500.00
Materials Price: \$6,500.00
Total Price: \$9,000.00

Terms:

Pricing is good for 30 days.

Please contact me with any questions.

Regards,



Eric Burns
607-849-4343 (O)
607-760-7536 (C)
ericburns@diekowelectric.com

Assessor's Progress report as of March 3, 2022
Prepared for the work session of March 9, 2022

Taxable Status Day has come and gone. A big thank you to Diane and Kari for assisting folks in filling out their forms.

Some interesting statistics as provided by the Broome County Chamber of Commerce:

- Residential homes were on the market for an average of twenty-seven days for the month of December 2021. That's down from 107 for December 2019.
- Residential homes sold for an average of \$173,622 during December 2021. That is up from \$121,761 in December 2019.
- Residential homes available for purchase during December 2021 was 349, which is down from 861 for December 2019.

As a result of the strong residential housing market, the Town of Chenango should have fewer grievances than average.

Last month, I mentioned that New York State sent letters to households which they thought would be eligible for the Enhanced STAR program. There were forty-six IVPs sent to Albany as of this writing, and of those most were locally generated, not by the NYS letter.

Assessors were notified on February 28 that New York State is requesting a copy of third-party notice through the use of a new form: RP-425-TPN. The due date is April 1, 2022. In my humble opinion, the state's effort would be more successful if the DTF had provided a longer lead time for their request.

Residents of manufactured homes are being transitioned from STAR Exemption to the STAR Credit program. Evidence is that so far, everything is working out fine.

Other work in the office is proceeding.

John Endress

Town of Chenango

RESOLUTION INTRODUCING A PROPOSED LOCAL LAW

WHEREAS, a Local Law entitled “A LOCAL LAW AMENDING SECTION 73-50 OF THE TOWN CODE ENTITLED ‘ZONING’”, was introduced at this meeting, a copy of which is attached hereto, and

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

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

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

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on 9th day of March, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Frank Carl	_____
Councilperson Jim DiMascio	_____

Town of Chenango Seal

Dated: March 9, 2022

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

Town of Chenango

Local Law No. 3 of the year 2022

**A LOCAL LAW AMENDING SECTION 73-50
OF THE TOWN CODE ENTITLED “ZONING”**

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

Section 1. Section 73-50 Permitted Uses-Principal shall be amended as follows:

14. Church
15. Uses permitted by special permit (Article IV, § 73-12)
 - a. Adult entertainment business
 - b. Quarry, sandpit, gravel pit and topsoil stripping

Section 2. Separability

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

Section 3. Repealer

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

Section 4. Effective Date

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

ZONING

73 Attachment 7

Town of Chenango

§ 73-50. Attachment VII: Schedule of Regulations, PDD-C Planned Development District-Commercial.
[Amended 7-18-1983; 11-6-1989; 4-15-1996 by L.L. No. 2-1996; 5-5-2008 by L.L. No. 2-2008; 10-3-2016 by L.L. No. 2-2016; 12-8-2021 by L.L. No. 5-2021]

Permitted Uses¹		Density (per acre)	Lot Size		Yards						Maximum Lot Coverage (percent)	Building Height		Minimum Floor Area (square feet)					
Principal	Accessory		Area (acres)	Width (feet)	Principal Use			Accessory Use				Principal (feet)	Accessory (feet)						
					Front (feet)	Side (feet)	Rear (feet)	Front	Side (feet)	Rear (feet)									
Commercial: 1. Hotel, motel 2. Offices: business, financial, real estate 3. Machinery and equipment sales and service 4. Auto and truck sales (new and old) auto repair and body shop 5. Mobile home and trailer sales 6. Amusement centers 7. Indoor/outdoor recreation uses 8. Animal hospital and kennels 9. Gasoline service stations 10. Retail uses (same as in NC District) 11. Shopping centers 12. Medical arts center 13. Restaurants, eating or drinking establishments, including but not limited to establishments selling and serving alcoholic beverages and cannabis products 14. Church 15. Uses permitted by special permit (Article IV, § 73-12) a. Adult entertainment business b. Quarry, sandpit, gravel pit and topsoil stripping	1. Uses customary for commercial uses 2. Temporary structures are allowed for a maximum of 90 days in any 12-month period 3. Roof-mounted solar energy systems		6	350 Lot Depth: 450	30	10	25	Behind principal use	10	25	60				See Article VI, § 73-20	See Article VI, § 73-21	Required for all uses and structures; see Article VIII, § 73-28	Subject to Article V regulations	8. See Remark No. 1

NOTES:
' Any use not expressly permitted under this section is hereby expressly excluded.

Town of Chenango

RESOLUTION INTRODUCING A PROPOSED LOCAL LAW

WHEREAS, a Local Law entitled “A LOCAL LAW AMENDING SECTION 73-44 OF THE TOWN CODE ENTITLED ‘ZONING’”, was introduced at this meeting, a copy of which is attached hereto, and

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

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

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

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on 9th day of March, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic	_____
Councilperson Gene Hulbert Jr.	_____
Councilperson Frank Carl	_____
Councilperson Jim DiMascio	_____

Town of Chenango Seal

Dated: March 9, 2022

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

Town of Chenango

Local Law No. 2 of the year 2022

**A LOCAL LAW AMENDING SECTION 73-44
OF THE TOWN CODE ENTITLED “ZONING”**

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

Section 1. Section 73-44 Permitted Uses-Accessory shall be amended as follows:

- “3. One detached garage (not to exceed 1,500 square feet) or one carport (not to exceed 200 square feet) to accommodate vehicles.”

Section 2. Section 73-44 Yards-Accessory Use-Front shall be amended as follows:

“Behind principal use”

Section 3. Separability

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

Section 4. Repealer

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

Section 5. Effective Date

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

ZONING

73 Attachment 1

Town of Chenango

§ 73-44. Attachment I: Schedule of Regulations, R Residential District.

[Amended 7-16-1979; 7-18-1983; 11-6-1989; 4-15-1996 by L.L. No. 2-1996; 6-15-1998 by L.L. No. 1-1998; 5-5-2008 by L.L. No. 2-2008; 10-3-2016 by L.L. No. 2-2016; 6-1-2020 by L.L. No. 3-2020; 8-4-2021 by L.L. No. 2-2021]

Permitted Uses¹		Density (per acre)	Lot Size		Yards						Maximum Building Lot Coverage (percent)	Building Height		Minimum Floor Area (square feet)	Off-Street Parking	Loading	Site Plan	Signs	Remarks
					Principal Use			Accessory Use				Principal (feet)	Accessory (feet)						
Principal	Accessory		Area (square feet)	Dimensions (feet)	Front (feet)	Side (feet)	Rear (feet)	Front	Side (feet)	Rear (feet)									
1. 1-family dwelling 2. (Reserved) 3. Churches and other places ofworship, parish house and convents 4. Schools; public, parochial,nursery, elementary and secondary 5. Public buildings and uses 6. Public parks and recreation areas. 7. Permitted by special permit(Article IV, § 73-12) a. Electrical distribution, substations or other public utility. b. Professional office as part of residence c. More than two accessory buildings d. Home occupation as part of residence	1. Maximum of two customary buildings/structures (each building not to exceed 288 square feet) and uses not for commercial purposes, i.e., lawn shed or swimming pool (with pool house). Exceeding the maximum of two requires a special permit 2. One unoccupied recreational vehicle behind the front building line 3. One detached garage (not to exceed 1,500 square feet) or one carport (not to exceed 200 square feet) with a minimum of ten-foot side yard setback, a thirty-foot front yard setback and a five-foot rear yard setback, to accommodate vehicles 4. A building permit is required for all accessory buildings/structures 5. Roof-mounted solar system	3 																	

NOTES:

¹ Any use not expressly permitted under this section is hereby expressly excluded.

²Footprint of principal structure including any detached or attached garage and driveway must be at least 10 feet.



TOWN OF CHENANGO

1529 NY Rte 12
Binghamton, NY 13901
Telephone (607) 648-4809
Fax (607) 648-8511
www.townofchenango.com

MEMORANDUM

TO: Town of Chenango Town Board

FROM: Derin Kraack; Highway Superintendent

cc: Amy MacLeod, Lizanne Tiesi-Korinek, Keegan Coughlin

DATE: March 4, 2022

SUBJECT: Purchase of New Backhoe

The Highway Department's backhoe is overdue for replacement. The backhoe we currently have is a 2013 Case 590SN that was purchased, by bid, in 2013 for \$87,932.00. This was done by bidding. I have not attached that historical documentation but will look for it if it is requested.

I am approaching the board with this request and am providing preliminary documentation for your review and consideration. It is my intent, with the board's approval, to have a resolution drafted for the March 16th, 2022 board meeting. I will submit the required documentation again as well.

I would like to purchase a backhoe through the New York State Office of General Services Procurement Services (NYS OGS) Award PGB-22792. The vendor that I would like to purchase with is CNH Industrial America (PC69383) for a 2022 Case 590SN. The approved dealer for them in our area is Monroe Tractor per the locate a dealer link on their website.

The OGS quoted price is \$138,500.00 less trade-in of the 2013 backhoe for \$36,000.00 for a total purchase price of \$102,500.00.

I have spoken with Julie regarding the financing of this purchase. I believe she did forward an email to the board on this subject.

Thank you for your time and attention and consideration of a new purchase in order to continue the services the Highway Department provides.

Attachments:

NYS OGS Award Document
NYS OGS Equipment List

Monroe Tractor Quote
Financing per Julie Wyatt



Contract Award Notification

Title	:	Group 40625 –Heavy Equipment (Statewide) Classification Code(s): 21, 22, 23, 24, 25, 39 and 40
Award Number	:	<u>PGB-22792</u>
Contract Period	:	Various. See Contractor Information page
Bid Opening Date	:	May 30, 2014
Date of Issue	:	July 8, 2014 (Revised December 15, 2021)
Specification Reference	:	As Incorporated In The Piggyback Agreements
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Jacqueline Burke Title : Contract Management Specialist Phone : 518-486-1821 E-mail : jacqueline.burke@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 E-mail : customer.services@ogs.ny.gov

Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.

Description

This award includes a wide variety of heavy duty equipment including but not limited to aerial lift trucks, backhoes, compaction rollers, compression rollers, compressors, dozers, graders, excavators, mowing tractors, and mowing attachments and trailers with related accessories, attachments and supplies.

PR # 22792

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PC68200	Alamo Group (TX) Inc. DBA Alamo Industrial 1502 East Walnut St. Seguin, TX 78155	742362509 1000058230
PC68526	Altec Industries, Inc. 33 Inverness Center Pkwy, Suite 110 Birmingham, AL 35242	630362926 1000009606
PC68218	Atlantic Machinery, Inc. 2628 Garfield Ave. Silver Spring, MD 20910	521190648 1100147906
PC69406	Caterpillar Inc. 100 NE Adams St., Peoria IL 61629	370602744 1100137599
PC68956	Cives Corporation DBA Viking Cives (USA) 14331 Mill Street Harrisville, NY 13648	160955800 1000007605
PC69396	Clark Equipment Company d/b/a Bobcat Company 250 E. Beaton Dr. West Fargo, ND 58078	380425350 1000009236
PC69204	Clark Equipment Company d/b/a Doosan Portable Power 1293 Glenway Drive Statesville, NC 28625-9218	380425350 1000009236
PC69377	CNH Industrial America, LLC 700 State Street Racine, WI 53404 (Agriculture)	760433811 1100123548
PC69383	CNH Industrial America, LLC 700 State Street Racine, WI 53404 (Construction)	760433811 1100123548
PC68131	Deere & Company 2000 John Deere Run Cary, NC 27513	362382580 1000009176

CONTRACT #	CONTRACTOR & ADDRESS	FED.IDENT.# / NYS VENDOR#
PC69378	Deere & Company 2000 John Deere Run Cary, NC 27513	362382580 1000009176
PC68466	Falcon Road Maintenance Equipment, Inc. 2000 Austin St. Midland, MI 48642	472654196 1100158088
PC69232	Felling Trailers, Inc. 1525 Main Street South Sauk Centre, MN 56378	411329390 1100157965
PC69150	Gradall Industries, Inc. 406 Mill Ave. S.W. New Philadelphia, OH 44663	742660540 1100121209
PC68449	Gradall Industries, Inc. 406 Mill Ave. S.W. New Philadelphia, OH 44663 (Vacall Product Line)	742660540 1100121209
PC69052	Henderson Products, Inc. 1085 South 3rd Street Manchester, IA 52057	271184835 1000034909
PC69513	Hyundai Construction Equipment Americas, Inc. 6100 Atlantic Blvd. Norcross, GA 30071	363793157 1100247262
PC68962	J.A. Larue, Inc. 660 Lenoir St. Quebec City, QC, Canada G1X3W3	300431656 1100143510
PC69235	JCB, Inc. 2000 Bamford Blvd Pooler, GA 31322	520907423 1000018096
PC69403	John Deere Shared Services, Inc. d/b/a John Deere Construction Retail Sales 1515 5th Ave. Moline, IL 61205	363387700 1000044783
PC69404	Kubota Tractor Corporation 1000 Kubota Drive Grapevine, TX 76051	952801513 1100162991
PC68527	Morbark, LLC 8507 S. Winn Rd. P.O. Box 1000 Winn, MI 48896	382805772 1000044812

CONTRACT #	CONTRACTOR & ADDRESS	FED.IDENT.# / NYS VENDOR#
PC69161	RPM Tech Inc. 1318 Principale St-Valerien-de-Milton, Quebec Canada J0H 2B0	981521239 1100243801
PC69050	Schwarze Industries, Inc. 1055 Jordan Road Huntsville, AL 35811	630727445 1100213939
PC68896	The Toro Company 8111 Lyndale Ave. South Bloomington, MN 55420-1196	410580470 1100137208
PC68687	Trail King Industries 300 E Norway Ave. Mitchell, SD 57301	460320593 1100162815
PC69437	Volvo Construction Equipment North America, LLC 304 Volvo Way Shippensburg, PA 17257	221582040 1100260175

For Contractor and pricing information, and equipment for this Award, please see the “Contractor Information Summary” page in the “Contractor Info” weblink and “Equipment” page located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/4062522792can.HTM>

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:
The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:
Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

CONTRACT BILLINGS AND PAYMENTS:

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate. Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at <http://www.osc.state.ny.us/epay/index.htm> or by e-mail at epayments@osc.state.ny.us.

Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above. Inquiries relating to OSC's Electronic Payments program should be directed to:

NYS Office of the State Comptroller
Vendor Management Unit
110 State Street Mail Drop 10-4
Albany, NY 12236
Telephone: (855) 233-8363
E-Mail: helpdesk@sfs.ny.gov

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

OGS PROCUREMENT SERVICES DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services’ Procurement Services to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to OGS Procurement Services bid solicitations or contract awards. OGS Procurement Services encourages vendors to seek resolution of disputes through consultation with OGS Procurement Services staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of OGS Procurement Services Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.ny.gov).

State of New York
Office of General Services
PROCUREMENT SERVICES
Contract Performance Report

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

Contract No.:_____ Contractor._____

Describe Product* Provided (Include Item No., if available):_____

*Note: “Product” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments:_____

_____ (over)

Agency:_____

Prepared by:_____

Address:_____

Title:_____

Date:_____

Phone:_____

E-mail:_____

Please detach or photocopy this form & return to jacqueline.burke@ogs.ny.gov or mail to:

OGS PROCUREMENT SERVICES
Customer Services, 38th Floor
Attn: Jacqueline Burke
Corning Tower - Empire State Plaza
Albany, New York 12242
* * * * *

Available equipment types for each Contractor (updated 02/07/2022)

Contractors

[illegible]

Available equipment types for each Contractor (updated 02/07/2022)

[illegible]

PURCHASE AGREEMENT



Order date:02/23/2022Acct no.CHENA005

Sold To:TOWN OF CHENANGO

Address:1529 ROUTE 12, BINGHAMTON NY13901

Phone:

Email:

FOB:

Store info: 6 Equipment Drive Binghamton, New York 13904 • 607-754-6570

New/Used/Rental	Stock number	Description (make and model)	Serial number	Price
New	H040711	2022 CASE 590SN		\$ 125,000.00
New		24" BACKHOE BUCKET		\$ 2,000.00
New		92" CLAM BUCKET		\$ 11,500.00
New				
-----				\$ 0.00
-----				\$ 0.00
-----				\$ 0.00
-----				\$ 0.00
-----				\$ 0.00

Trade-in equipment

Year	Make	Model	Serial number	Hours	Trade allowance	Loan status
2013	CASE	590SN	JJGN59SNCDC591154	3500	\$ 36,000.00	-----
					\$ 0.00	-----
					\$ 0.00	-----
					\$ 0.00	-----
					\$ 0.00	-----
					\$ 0.00	-----
Subtotal					\$ 36,000.00	

S&H	\$ 0.00
Subtotal	\$ 138,500.00

Sale price	\$ 138,500.00
Trade allowance	-\$ 36,000.00
Net balance	\$ 102,500.00
Sales tax	\$ 0.00
Total	\$ 102,500.00
Down payment	\$ 0.00
Net due	\$ 102,500.00

☐ Sold as is, no warranty of any kind have been given by dealer or its agent.

☒ Sold with new manufactures warranty

Special agreements:

Financing terms:

Tax exempt: Y☒ N☐

THERE ARE NO OTHER WARRANTIES MADE BY THE DEALER, EXPRESS OR IMPLIED, OR TO MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. DEALER SHALL NOT BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES WHETHER OR NOT ANY WARRANTIES ARE EXTENDED TO BUYER BY DEALER OR MANUFACTURER. ALL WARRANTY REPAIRS MADE UNDER THIS AGREEMENT MUST BE MADE IN DEALER'S SHOP AND BUYER IS RESPONSIBLE FOR HAULING EQUIPMENT FOR REPAIR. NO WARRANTY IS GIVEN BY THE DEALER FOR TIRES, BATTERIES, OR ACCESSORIES. BUYER IS FULLY RESPONSIBLE FOR REPAIRS NECESSITATED BY ACCIDENT, MISUSE, OR NEGLIGENCE. ANY WARRANTY GIVEN BY DEALER UNDER THIS AGREEMENT IS NOT TRANSFERABLE.

Seller Monroe Tractor & Implement CO., INC.

Buyer

Salesperson:Chris Maier

Print name:

Branch Manager/Accepted*:

Signature*:

* Order valid when signed and accepted.

Kasmarcik, Joy I.

From: Wyatt, Julie A.
Sent: Monday, February 28, 2022 11:48 AM
To: DiMascio, Jim
Cc: Kraack, Derin; highway; Keegan J. Coughlin (KCoughlin@cglawoffices.com); Klenovic, Jo Anne
Subject: Financing of new Highway Backhoe

Jim,

Good morning!

Derin approached me last week regarding the financing of a new Monroe Tractor Backhoe for the Highway Department.

The purchase price is \$138,500, however, with the trade in of the existing backhoe (\$36,000), the net amount would be \$102,500.

- Option 1: Derin proposed pulling from 3 different lines to finance the purchase:
- 1. Use the \$50,000 that the Board authorized for the 2022 Budget to establish an Equipment Reserve Fund for Highway
 - 2. Use \$27,500 from the DA5130.200 Machinery Equipment line which has a total budget of \$40,000
 - 3. Use \$25,000 from the Highway Drainage budget found in the General Fund budget

Option 2: Derin also mentioned that Monroe Tractor offers a leasing program. The rate for a 5 year lease is currently 3.69%.

Option 3: With the cost of borrowing still being extremely low at this time, I would recommend a third option of a 5 year SIB. I reached out to Tioga State Bank and the Bank of Greene County to get their current rates. TSB offered a rate of 1.78% and BoGC offered a rate of 1.5%.

It was my understanding that the Board wanted to establish the Equipment Reserve fund with the plan of building upon it each year to be utilized when the Highway Fund truly needed the funds and/or borrowing rates were much higher.

Bottom line, I believe that when rates are low you take advantage of it and borrow.

If the Board chooses the first option presented above, then the 2022 Budget would need to be modified to reflect the changes. For options 2 and 3 (leasing or borrowing the full amount), no change would be necessary for the 2022 Budget as the first payment would not be due until 2023.

Please let me know if you have any questions regarding the summary above or need additional information.

Julie Wyatt
Town of Chenango Bookkeeper
607-648-4809 X6

TOWN OF CHENANGO COMMUNITY ROOM AGREEMENT 2022

The Town of Chenango Community Room is available for use by Not for Profit Organizations, including but not limited to charitable, civic and community groups, and clubs daily between the hours of 6:30am and 9:45pm, subject to the following terms and conditions:

1. This agreement must be signed and returned at least five (5) business days prior to the event to: Supervisor's Office, Chenango Town Hall, 1529 NYS Rt. 12, Binghamton, NY 13901 or emailed to payroll@townofchenango.com
 2. Use of the Community Room is based upon availability and will be granted only if such use does not conflict with Town Board Meetings and/or functions.
 3. Smoking and/or consumption of alcoholic beverages in Town Hall is strictly prohibited.
 4. Those organizations authorized to use the Community Room shall be liable for any damage to Town Hall property. The Town is not responsible for personal property.
 5. No commercial activity shall be conducted on Town property during use of the Community Room by any authorized organization.
 6. Town Board desks must remain in place. Tables and chairs can be rearranged to accommodate your event.
 7. Upon completion of use of the Community Room, the organization shall return the room to its original state:
 - All waste removed
 - Tables and chairs returned to their original place
 - Sinks/Counters/Appliances cleaned and clear of debris
 - Leave nothing behind
- **Please note that a dumpster is near the side entrance to the Community Room****
8. NO cleaning or banquet supplies are provided.
 9. Those organizations authorized to use the Community Room after normal business hours shall limit their activities to the Community Room only. Access to other areas in and around the building is prohibited.
 10. It is the responsibility of the group leader to pick up a key Fob in the Supervisor's Office located on the 2nd floor of the Town Hall weekdays between 9:00am - 3:00pm the day of the event (or the Friday before if even is on a weekend). At that time instructions will be given as to the use of the fob and how to disarm and arm the building. Upon completion of the event, the Fob must be returned in the drop box for the Water & Justice Departments behind the flags outside the front of the building. If the Fob is lost or stolen, report this immediately to the Supervisor at 648-4809 ext.8. A fee of \$25.00 will be charged to replace the Fob.
 11. Maximum Capacity of the Community Hall is **100 people**.
 12. Will you be using the kitchen appliances? ☐ Yes ☐ No
Will you be using the TV/DVD player? ☐ Yes ☐ No
 13. A new contract must be submitted before April 1, 2022. At the start of 2023 and each calendar year thereafter, a new contract will need to be submitted.
 14. Groups MUST EXIT and ARM the building by 9:45 PM.

Name of Organization: _____

Date(s) of Event: _____

Recurring Event: ____Yes ____No Weekly or Monthly (Please circle)

Door **UNLOCK** Time: _____ Door **LOCK** Time: _____

Name and Address of Person Responsible for Fob:

Print and Sign

Address: _____

Phone Number: _____

E-mail Address: _____

TOWN OF CHENANGO
COMMUNITY ROOM SECURITY INSTRUCTIONS

The day of your meeting or event (or day before if you are meeting on the weekend), you will need to come to the Supervisor’s Office to sign out a Key Fob. The Key Fob will be used to disarm and arm the building. You must Fob into the building **PRIOR** to the unlock time designated or alarms will not be deactivated!

To access the Community Room and deactivate the alarm system, wave the Fob over the black access module to the right of the doors at the **COMMUNITY ROOM ENTRANCE** (not the Town Hall Main Doors) and the doors will briefly unlock.

Note: The doors will not permanently unlock until the time designated by the group. If you come early to set up, you will need to use the Fob to enter and re-enter the building as the doors will lock behind you until the scheduled unlock time. **Please do not chock the doors open!**

When your meeting has ended and you have cleaned up the Community Room, please ensure all appliances and lights are turned off. Then **PLEASE MAKE SURE NO ONE IS IN THE BUILDING!** Arming it will activate an alarm and if someone is still in the building after you leave, alarms will go off when motion is detected.

Go to the keypad to the right of the **COMMUNITY ROOM DOORS** (not the Lobby Doors). Press the CMD button at the bottom right. ARM/DISARM will appear on the screen. Press ARM button (top left). The screen will read Enter Code. At this point wave the Fob over the green swish to the left and it will beep and turn red and the screen will read that the building is being armed. A timer will then start and you have 60 seconds to exit the building.

Please check that the doors are locked behind you and place the Key Fob in the drop box located in the wall behind the flag (Water/Sewer and Justice Court).

If you have any problems, please call Tracy Croffutt (Building and Maintenance) @ 343-0625.

March 2022



TOWN OF CHENANGO

Jo Anne Klenovic
Supervisor

1529 NYS Rt. 12
Binghamton, NY 13901
Telephone: (607) 648-4809
Fax: (607) 648-6533
supervisor@townofchenango.com

Building & Fire Safety Meeting – March 3, 2022

Jason Aurelio from Sentry Alarms is preparing a quote for potential upgrades to our smoke alarms and control panel. The proposed alarm upgrade benefits are as follows:

- Standardization with Broome County, 911, Fire Depts.
- Eliminate vendor – Syracuse Time & Alarm
- Insurance premium savings
- Set standard for Town businesses/Code compliant
- Aging building – primarily original construction

Klenovic, Jo Anne

From: MacLeod, Amy
Sent: Friday, March 04, 2022 10:03 AM
To: Klenovic, Jo Anne
Subject: FW: Insurance Question

FYI

From: Nicholas Spencer <nspencer@smithbrothersusa.com>
Sent: Friday, March 4, 2022 9:40 AM
To: MacLeod, Amy <payroll@townofchenango.com>
Subject: RE: Insurance Question

Good morning Amy,

Thank you for reaching out on this. I forwarded your message on to your account underwriter and loss control specialist at NYMIR for their input. They advised that there are no immediate cost impacts for improving your system, and they will note your file that you are taking proactive measures to protect property and improve life safety, which will help you on long-term total cost and renewal pricing.

They also do not have any set standards that are required to be met. The only suggestion they have is that the alarm be a central station monitored system as opposed to a local alarm only.

I hope that this helps! Please let me know if you have any questions or if there is anything else we can do to help.

Thank you,

Nicholas Spencer, CPCU, CLCS
Account Manager

OFFICE 607-754-1411
DIRECT 607-754-9876 | **FAX** 607-754-6463
nspencer@smithbrothersusa.com | SmithBrothersUSA.com | 
Location / Mailing: 300 Plaza Drive, Vestal New York 13850



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From: MacLeod, Amy <payroll@townofchenango.com>
Sent: Thursday, March 3, 2022 1:38 PM
To: Nicholas Spencer <nspencer@smithbrothersusa.com>
Subject: [EXTERNAL] Insurance Question

Good afternoon Nick,

Supervisor Klenovic had a meeting with Sentry Alarms and the Chenango Fire Company Chief this morning. There was discussion regarding some upgrades to our fire alarm system. We'd like to have a copy of what the standards are that we have to meet if we were to make any changes. Also, can you provide us with an estimated cost adjustment to our policy if upgrades are made to all smoke detectors and the control panel? Thank you in advance for your help.

Amy MacLeod
Administrative Assistant
Supervisor's Office - Town of Chenango
1529 NYS Rt 12
Binghamton NY 13901
(607) 648-4809 Option 8

CAUTION: THIS IS AN EXTERNAL EMAIL - Do not open attachments or click on links from unknown senders or unexpected emails.