



Town of Chenango

Town Board Agenda

Wednesday, August 9, 2023 - 5:00 PM

Town Office Building

Public Hearings to Start at 6:00pm

Page

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **COMMUNICATIONS**

4. **OPEN FORUM**

Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

5. **OLD BUSINESS**

5.1. Review of Fund Balance Policy

4 - 6

[Draft Fund Balance Policy](#)

5.2. Possible Fund Balance Usage

7 - 130

[Buildings-Grounds updates](#)
[park projects](#)

[Copy of Proposed 2023 Capital Projects](#)

[2022 Year End Balance Sheet](#)

[2022 Balance Sheet](#)

[2023 Monthly Reports](#)

[Copy of Sales Tax Historical Info](#)

5.3. Benefit Assessment & EDU Recommendation

131 - 132

[EDU Recommendation](#)

5.4. A Local Law Repealing and Replacing Chapter 67 of the Town Code Entitled "Renewable Energy Systems"

133 - 179

[Renewable Energy Systems Local Law](#)

[Environmental Assessment Form \(Renewable Energy Systems LL\)](#)

[239-2023-091 Comments Chenango LLA Renewable Energy Local Law](#)

5.5. A Local Law Rezoning Property and Updating the Town of Chenango Zoning Map

180 - 212

[TOC Zoning Map and list of splits to rezone with trafford highlighted](#)

[Environmental Assessment Form \(Rezoning LL\)](#)

[239-2023-092 Signed Comments Chenango LLA RZ](#)

6. **NEW BUSINESS**

6.1. Public Works Laborer Vacancy

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[laborer advertisement 8-4-23](#)

6.2. Senior Clerk Vacancy

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	Senior Clerk Report	
6.3.	Town Assessor Search Town Assessor Recruitment	224 - 229
6.4.	Town Board Policy Manual & Pending Policies Town of Chenango Board Policy Index	230 - 231
7.	PUBLIC HEARINGS - 6:00PM	
8.	DEPARTMENT REPORTS / SUPERVISOR REPORT / ATTORNEY REPORT	
8.1.	Town Engineer Report 001-MEMO-engineering WS 2023 08 09 Solar LL 239 review memo 2023 08 03 Zoning Map update 239 review memo 2023 08 03	232 - 236
8.2.	Highway Report DKWS080923	237
8.3.	Ordinance Report Ordinance Report	238 - 239
8.4.	Dog Control Report Dog Report July 2023 2	240
8.5.	Town Attorney Report	
8.6.	Town Supervisor Report	
9.	RESOLUTIONS	
9.1.	Resolution to Approve Abstract #15 Abstract Resolution Abstract of Audited Vouchers	241 - 249
9.2.	Resolution to Approve 2022 Audit Report Audit Resolution Audit Report	250 - 302
9.3.	Resolution Authorizing Attendance at the NYSAOTSOH Annual Conference, Education Symposium and Expo Resolution for Highway Conference NYSAOTSOH-2023-Annual-Conference-Registration-Brochure-for-web-1	303 - 309
9.4.	Resolution to Approve Fund Balance Policy Resolution for Fund Balance Policy	310
9.5.	Resolution to Approve Potential Spending of Fund Balance Resolution Spending Fund Balance	311 - 312
10.	FUTURE BOARD TOPICS	
10.1.	Town Board Projects	313 - 315
11.	OPEN FORUM Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.	

12. ADJOURNMENT

Fund Balance Policy

Purpose

The Town of Chenango (the “Town”) has enacted the following policy to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes.

Reserve funds (which essentially are a legally authorized savings account for specific purposes) are an important component in the Town's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To this end, the Town may establish and maintain reserve funds in accordance with New York State laws. The Town will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law.

Town reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Town may engage independent experts and professionals, including but not limited to auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Town Board may require.

The Town’s primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Town also seeks to maintain the highest possible credit ratings, which are dependent, in part, on the Town’s maintenance of a healthy fund balance.

Fund Balance Definitions

Fund Balance: Fund balance is the difference between the assets and liabilities reported in a governmental fund. Fund balance is not necessarily the cash balance of the Town. The fund balance consists of other assets as well such as money due from the state and federal government, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet.

The Town shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Types Definitions. GASB Statement Number 54 (first issued in 2001) established the following classifications depicting how specific amounts can be spent:

- **Non-spendable** fund balance consists of amounts that are not in a spendable form in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, and financial assets held for resale.

- **Restricted** fund balance consists of amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- **Committed** fund balance consists of amounts that are subject to a purpose constraint imposed by a formal action of the Town Board before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
- **Assigned** fund balance consists of amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- **Unassigned** fund balance consists of amounts that are available for any purpose; these amounts are reported only in the General Fund.

Policy Statement

The fund balance of the Town's General Fund and Highway Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The objective is to maintain an unrestricted fund balance of not less than 50% of annual appropriations for the fiscal year.

Town finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Town's creditworthiness. The decision to retain an unrestricted fund balance of not less than 50% of fund appropriations stems from the following:

- This amount provides adequate funding to cover approximately two months of expenditures;
- This amount provides the liquidity necessary to accommodate the Town's uneven cash flow, which is inherent in its periodic tax collection schedule; and
- This amount is consistent with guidelines suggested by the NYS Comptroller's office and the Government Finance Officers Association.

The Town Board will set aside certain amounts as committed fund balance. Amounts are to be determined by the Town Supervisor based on the need for extraordinary operating capital that could not be anticipated and cannot be funded with current budget resources.

The Town Supervisor will set aside committed fund balances equal to the amount of outstanding purchase orders or encumbrances.

The Town Board delegates to the Town Supervisor the authority to determine the proper amounts to be assigned for purposes as are deemed necessary. This would provide the liquidity to respond to contingent liabilities and provide for capital asset replacements.

Effective as of the year ending December 31, 2022, the unassigned fund balance shall be any remaining amounts left within the General Fund.

The Town will spend, as allowed and available, the most restricted dollars before less restricted in the following order:

- a) Non-spendable (if funds become spendable)
- b) Restricted
- c) Committed
- d) Assigned
- e) Unassigned

Should the fund balance reach an upper limit of 20% above the 50% fund balance threshold after the books have been balanced and closed on a monthly basis; the amount over 15% above the 50% fund balance threshold will be applied in the following order:

- a) Applied to debt
- b) Deposited into a reserve fund based on the Five-Year Plan
- c) Balance the following year budget

The Town will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues. This policy will be reviewed annually in February. This policy has been adopted August 9, 2023.



TOWN OF CHENANGO

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

1529 NYS Rt. 12
Binghamton, NY 13901
Telephone: (607) 648-4809 ext7
Fax: (607) 648-8519
water@townofchenango.com

8/2/23

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

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

Thank you
Greg Burden
Superintendent of Public Works



TOWN OF CHENANGO

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

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

6/22/23

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

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

This job could be performed by Town Employees.

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

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

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

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

Thank you
Greg Burden
Superintendent of Public Works

Project Number	Project Name	Description	<u>Low End</u> Estimated Costs	<u>High End</u> Estimated Costs
1	Brotzman Rd	Paving 3 miles of upper portion	\$174,000.00	\$189,120.00
2	Chipper/Truck	Purchase of new chipper & truck	\$174,000.00	\$189,120.00
3	Packer	New(ish) Garbage Packer	\$75,000.00	\$150,000.00
4	Sand/Salt Shed	Construct a new sand/salt shed	\$500,000.00	\$500,000.00
5	Poplar Hill Rd	Full length reconstruction	\$232,484.00	\$232,484.00
Totals			\$1,155,484.00	\$1,260,724.00

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

A200	CASH - CHECKING	130,990.44
A201	CASH - SAVINGS	5,344,556.62
A202	CASH - ARPA FUNDS	1,081,552.19
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	579,324.94
A231B	EQUIPMENT RESERVE FUND	100,800.16
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	939,469.23
A480	PREPAID EXPENSE	20,071.75
	TOTAL	8,197,165.33

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	1,077,432.65
	UNEXPENDED FUND BALANCE	7,119,732.68
	TOTAL LIABILITIES & FUND BALANCE	8,197,165.33

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF REVENUES
 DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
REAL PROPERTY TAXES					
A1001	REAL PROPERTY TAXES	176,207.00	176,206.99	0.01	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	186,707.06	-0.06	0.0
REAL PROPERTY TAX ITEMS					
A1081	OTHER PYMTS IN LIEU OF TAXES	12,793.00	12,771.15	21.85	0.2
A1090	INT/PEN - REAL PROPERTY TAX	0.00	271.33	-271.33	0.0
	TOTAL REAL PROPERTY TAX ITEMS	12,793.00	13,042.48	-249.48	0.0
NON-PROPERTY TAX ITEMS					
A1120	SALES TAX FROM COUNTY	1,800,000.00	2,907,057.76	-1,107,057.76	0.0
A1170	FRANCHISE FEES	100,000.00	110,278.55	-10,278.55	0.0
A1189	OTHER NON-PROPERTY TAX	0.00	0.00	0.00	0.0
	TOTAL NON-PROPERTY TAX ITEMS	1,900,000.00	3,017,336.31	-1,117,336.31	0.0
DEPARTMENTAL INCOME					
A1255	CLERK'S FEES	3,000.00	7,029.41	-4,029.41	0.0
A1570	CHARGES FOR DEMO OF UNSAFE BLDGS	0.00	0.00	0.00	0.0
A2110	ZONING FEES	3,000.00	4,430.00	-1,430.00	0.0
A2115	PLANNING FEES	3,000.00	5,195.00	-2,195.00	0.0
A2116	SPECIAL PERMIT	0.00	630.00	-630.00	0.0
A2190	CEMETERY LOT SALES & BURIALS	3,000.00	7,010.00	-4,010.00	0.0
	TOTAL DEPARTMENTAL INCOME	12,000.00	24,294.41	-12,294.41	0.0
USE OF MONEY AND PROPERTY					
A2401	CHECKING INTEREST GENERAL	0.00	351.59	-351.59	0.0
A2402	SAVINGS INTEREST GENERAL	6,000.00	19,804.48	-13,804.48	0.0
A2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	2,265.25	-2,265.25	0.0
A2404	CHECKING INTEREST EQUIPMENT RESERVE	0.00	394.15	-394.15	0.0
A2405	CHECKING INTEREST ARPA FUNDS	0.00	3,975.35	-3,975.35	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	26,790.82	-20,790.82	0.0
LICENSES AND PERMITS					
A2530	GAMES OF CHANCE LICENSES	0.00	0.00	0.00	0.0
A2544	DOG LICENSES	24,000.00	21,860.00	2,140.00	8.9
A2555	BUILDING PERMITS	7,000.00	19,205.00	-12,205.00	0.0
	TOTAL LICENSES AND PERMITS	31,000.00	41,065.00	-10,065.00	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF REVENUES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
FINES AND FORFEITURES					
A2610	FINES & BAIL	100,000.00	84,849.75	15,150.25	15.2
A2612	TRAFFIC DIVERSION PROGRAM	100,000.00	101,582.50	-1,582.50	0.0
A2613	UNCLAIMED EXONERATED BAIL	0.00	10.00	-10.00	0.0
	TOTAL FINES AND FORFEITURES	200,000.00	186,442.25	13,557.75	6.8
SALE OF PROPERTY & COMPENSATION FOR LOSS					
A2650	SALE OF SCRAP	0.00	0.00	0.00	0.0
A2655	MISC MINOR SALES	0.00	63.00	-63.00	0.0
A2660	SALES OF REAL PROPERTY	0.00	0.00	0.00	0.0
A2665	SALES OF EQUIPMENT	5,000.00	15,485.00	-10,485.00	0.0
A2680	INSURANCE RECOVERY	0.00	1,597.00	-1,597.00	0.0
A2690	OTHER COMP FOR LOSS	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOSS	5,000.00	17,145.00	-12,145.00	0.0
MISCELLANEOUS LOCAL SOURCES					
A2701	REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	18,370.75	-18,370.75	0.0
A2705	GIFTS AND DONATIONS	0.00	0.00	0.00	0.0
A2705A	DONATIONS - MUSIC IN THE PARKS	0.00	330.00	-330.00	0.0
A2750	NYS AIM RELATED PAYMENTS	89,033.00	89,033.00	0.00	0.0
A2770	OTHER REVENUE	0.00	0.00	0.00	0.0
A2771	NYSEG REBATES	0.00	5,260.40	-5,260.40	0.0
A2772	BC SMALL COMMUNITY GRANT	0.00	27,254.00	-27,254.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	89,033.00	140,248.15	-51,215.15	0.0
STATE AID					
A3001	STATE AID PER CAPITA	0.00	0.00	0.00	0.0
A3005	MORTGAGE TAX	100,000.00	212,043.21	-112,043.21	0.0
A3088	NYS JUSTICE CT. ASSIST PROGRAM	0.00	23,963.28	-23,963.28	0.0
A3960	STATE AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL STATE AID	100,000.00	236,006.49	-136,006.49	0.0
FEDERAL AID					
A4089	OTHER FEDERAL AID	0.00	0.00	0.00	0.0
A4960	FED AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS					
A5031	INTERFUND TRANSFERS	0.00	13,635.73	-13,635.73	0.0
	TOTAL INTERFUND TRANSFERS	0.00	13,635.73	-13,635.73	0.0
	TOTAL REVENUES:	2,542,533.00	3,902,713.70	-1,360,180.70	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
GENERAL GOVERNMENT SUPPORT						
TOWN BOARD						
PERSONNEL SERVICES						
A1010.100	TOWN BOARD - PERSONNEL SERVICES	58,648.00	55,273.25	0.00	3,374.75	5.8
	TOTAL PERSONNEL SERVICES	58,648.00	55,273.25	0.00	3,374.75	5.8
EQUIPMENT/CAPITAL OUTLAY						
A1010.200	TOWN BOARD - EQUIPMENT	10,000.00	6,118.74	0.00	3,881.26	38.8
	TOTAL EQUIPMENT/CAPITAL OUTLAY	10,000.00	6,118.74	0.00	3,881.26	38.8
CONTRACTUAL EXPENSE						
A1010.400	TOWN BOARD - CONTRACTUAL	24,000.00	9,302.53	0.00	14,697.47	61.2
	TOTAL CONTRACTUAL EXPENSE	24,000.00	9,302.53	0.00	14,697.47	61.2
	TOTAL TOWN BOARD	92,648.00	70,694.52	0.00	21,953.48	23.7
JUSTICE						
PERSONNEL SERVICES						
A1110.100	JUSTICE - PERSONNEL SERVICES	52,000.00	52,000.00	0.00	0.00	0.0
A1110.110	JUSTICE - COURT CLERK PERS SERV	102,841.07	88,066.29	0.00	14,774.78	14.4
	TOTAL PERSONNEL SERVICES	154,841.07	140,066.29	0.00	14,774.78	9.5
EQUIPMENT/CAPITAL OUTLAY						
A1110.200	JUSTICE - EQUIPMENT	1,500.00	1,310.00	0.00	190.00	12.7
A1110.201	JUSTICE - COURT PERM IMPROVEMENTS	26,421.61	26,421.61	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	27,921.61	27,731.61	0.00	190.00	0.7
CONTRACTUAL EXPENSE						
A1110.400	JUSTICE - CONTRACTUAL	8,000.00	3,559.79	0.00	4,440.21	55.5
	TOTAL CONTRACTUAL EXPENSE	8,000.00	3,559.79	0.00	4,440.21	55.5
	TOTAL JUSTICE	190,762.68	171,357.69	0.00	19,404.99	10.2
SUPERVISOR						
PERSONNEL SERVICES						
A1220.100	SUPERVISOR - PERSONNEL SERVICES	23,982.00	23,981.88	0.00	0.12	0.0
A1220.110	SUPERVISOR - ADMIN ASST PERS SERV	33,456.00	31,989.71	0.00	1,466.29	4.4
	TOTAL PERSONNEL SERVICES	57,438.00	55,971.59	0.00	1,466.41	2.6
EQUIPMENT/CAPITAL OUTLAY						
A1220.200	SUPERVISOR - EQUIPMENT	2,588.08	2,588.08	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	2,588.08	2,588.08	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1220.400	SUPERVISOR - CONTRACTUAL	6,000.00	2,175.14	0.00	3,824.86	63.7
	TOTAL CONTRACTUAL EXPENSE	6,000.00	2,175.14	0.00	3,824.86	63.7
	TOTAL SUPERVISOR	66,026.08	60,734.81	0.00	5,291.27	8.0
BOOKKEEPER						
PERSONNEL SERVICES						
A1310.100	BOOKKEEPER - PERSONNEL SERVICES	40,981.00	40,980.94	0.00	0.06	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
TOTAL PERSONNEL SERVICES		40,981.00	40,980.94	0.00	0.06	0.0
CONTRACTUAL EXPENSE						
A1310.400	BOOKKEEPER - CONTRACTUAL	1,000.00	736.52	0.00	263.48	26.3
TOTAL CONTRACTUAL EXPENSE		1,000.00	736.52	0.00	263.48	26.3
TOTAL BOOKKEEPER		41,981.00	41,717.46	0.00	263.54	0.6
PUBLIC ACCOUNTANT						
CONTRACTUAL EXPENSE						
A1320.400	PUBLIC ACCOUNTANT - CONTRACTUAL	6,800.00	5,950.00	0.00	850.00	12.5
TOTAL CONTRACTUAL EXPENSE		6,800.00	5,950.00	0.00	850.00	12.5
TOTAL PUBLIC ACCOUNTANT		6,800.00	5,950.00	0.00	850.00	12.5
ASSESSORS						
PERSONNEL SERVICES						
A1355.100	ASSESSORS - PERSONNEL SERVICES	38,189.04	38,189.04	0.00	0.00	0.0
A1355.110	ASSESSOR - ASSESS ADMIN PERS SERV	28,866.00	28,865.98	0.00	0.02	0.0
A1355.120	ASSESSORS - ASSESS REV BD PERS SERV	1,600.00	393.00	0.00	1,207.00	75.4
TOTAL PERSONNEL SERVICES		68,655.04	67,448.02	0.00	1,207.02	1.8
EQUIPMENT/CAPITAL OUTLAY						
A1355.200	ASSESSORS - EQUIPMENT	1,250.00	269.99	0.00	980.01	78.4
TOTAL EQUIPMENT/CAPITAL OUTLAY		1,250.00	269.99	0.00	980.01	78.4
CONTRACTUAL EXPENSE						
A1355.400	ASSESSORS - CONTRACTUAL	23,200.00	9,010.73	0.00	14,189.27	61.2
TOTAL CONTRACTUAL EXPENSE		23,200.00	9,010.73	0.00	14,189.27	61.2
TOTAL ASSESSORS		93,105.04	76,728.74	0.00	16,376.30	17.6
TOWN CLERK						
PERSONNEL SERVICES						
A1410.100	TOWN CLERK - PERSONNEL SERVICES	43,505.00	43,503.98	0.00	1.02	0.0
A1410.110	TOWN CLERK - DEPUTY PERS SERVICES	30,108.00	29,825.62	0.00	282.38	0.9
A1410.120	BOARD PERSONNEL SERVICES	800.00	400.00	0.00	400.00	50.0
A1410.130	TOWN CLERK - SHARED CLERK PERS SERV	11,546.34	11,546.34	0.00	0.00	0.0
TOTAL PERSONNEL SERVICES		85,959.34	85,275.94	0.00	683.40	0.8
EQUIPMENT/CAPITAL OUTLAY						
A1410.200	TOWN CLERK - EQUIPMENT	1,500.00	763.54	0.00	736.46	49.1
TOTAL EQUIPMENT/CAPITAL OUTLAY		1,500.00	763.54	0.00	736.46	49.1
CONTRACTUAL EXPENSE						
A1410.400	TOWN CLERK - CONTRACTUAL	3,000.00	2,582.33	0.00	417.67	13.9
TOTAL CONTRACTUAL EXPENSE		3,000.00	2,582.33	0.00	417.67	13.9
TOTAL TOWN CLERK		90,459.34	88,621.81	0.00	1,837.53	2.0
ATTY						
CONTRACTUAL EXPENSE						
A1420.400	ATTY - CONTRACTUAL - C&G	143,000.00	126,209.31	0.00	16,790.69	11.7
A1420.401	ATTY - CONTRACTUAL - OTHER	14,899.50	14,899.50	0.00	0.00	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
	TOTAL CONTRACTUAL EXPENSE	157,899.50	141,108.81	0.00	16,790.69	10.6
	TOTAL ATTY:	157,899.50	141,108.81	0.00	16,790.69	10.6
		0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1430.400	PAYROLL PROCESSING	6,000.00	4,644.89	0.00	1,355.11	22.6
	TOTAL CONTRACTUAL EXPENSE	6,000.00	4,644.89	0.00	1,355.11	22.6
ENGINEER						
CONTRACTUAL EXPENSE						
A1440.400	ENGINEER - CONTRACTUAL	53,364.61	53,364.61	0.00	0.00	0.0
A1440.400A	ENGINEER OUT OF SCOPE KELLY RD	1,320.00	1,320.00	0.00	0.00	0.0
A1440.400B	OUT OF SCOPE ENG NY RISING GENERATOR	0.00	0.00	0.00	0.00	0.0
A1440.400C	OUT OF SCOPE ENG NY RISING WELL PUMPS	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	794.20	0.00	3,405.80	81.1
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	1,111.80	0.00	888.20	44.4
A1440.406	ENGINEER - PROFESSIONAL FEES	3,397.20	0.00	0.00	3,397.20	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	202.80	202.80	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	70,684.61	58,293.41	0.00	12,391.20	17.5
	TOTAL ENGINEER	70,684.61	58,293.41	0.00	12,391.20	17.5
ELECTION						
CONTRACTUAL EXPENSE						
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
PUBLIC WORKS						
PERSONNEL SERVICES						
A1490.100	PUBLIC WORKS - DIRECTOR PERSONNEL SERV	23,582.76	23,582.76	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	23,582.76	23,582.76	0.00	0.00	0.0
EQUIPMENT/CAPITAL OUTLAY						
A1490.200	PUBLIC WORKS - EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	100.0
CONTRACTUAL EXPENSE						
A1490.400	PUBLIC WORKS - CONTRACTUAL	1,200.00	574.81	0.00	625.19	52.1
	TOTAL CONTRACTUAL EXPENSE	1,200.00	574.81	0.00	625.19	52.1
	TOTAL PUBLIC WORKS	26,282.76	24,157.57	0.00	2,125.19	8.1
BUILDINGS						
PERSONNEL SERVICES						
A1620.100	BUILDINGS - PERSONNEL SERVICES	15,300.00	15,300.00	0.00	0.00	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
TOTAL PERSONNEL SERVICES		15,300.00	15,300.00	0.00	0.00	0.0
EQUIPMENT/CAPITAL OUTLAY						
A1620.200	BUILDINGS - EQUIPMENT	10,000.00	1,850.00	0.00	8,150.00	81.5
A1620.201	BLDGS - PERMANENT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		10,000.00	1,850.00	0.00	8,150.00	81.5
CONTRACTUAL EXPENSE						
A1620.400	BUILDINGS - CONTRACTUAL	200,000.00	172,187.73	0.00	27,812.27	13.9
A1620.401	BUILDINGS - CONTR COVID 19 EXPENSES	10,000.00	0.00	0.00	10,000.00	100.0
A1620.402	BUILDINGS - CONTR COMMUNITY ROOM IMPROV	14,353.37	14,353.37	0.00	0.00	0.0
TOTAL CONTRACTUAL EXPENSE		224,353.37	186,541.10	0.00	37,812.27	16.9
TOTAL BUILDINGS		249,653.37	203,691.10	0.00	45,962.27	18.4
RECORDS MGMT						
EQUIPMENT/CAPITAL OUTLAY						
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
CONTRACTUAL EXPENSE						
A1630.400	RECORDS MGMT - CONTRACTUAL	5,000.00	2,891.20	0.00	2,108.80	42.2
TOTAL CONTRACTUAL EXPENSE		5,000.00	2,891.20	0.00	2,108.80	42.2
TOTAL RECORDS MGMT		5,500.00	2,891.20	0.00	2,608.80	47.4
CENTRAL STOREROOM						
CONTRACTUAL EXPENSE						
A1660.400	CENTRAL STOREROOM - CONTRACTUAL	8,000.00	6,823.72	0.00	1,176.28	14.7
TOTAL CONTRACTUAL EXPENSE		8,000.00	6,823.72	0.00	1,176.28	14.7
TOTAL CENTRAL STOREROOM		8,000.00	6,823.72	0.00	1,176.28	14.7
CENT. PRINT/MAIL CONT						
CONTRACTUAL EXPENSE						
A1670.400	CENT. PRINT/MAIL CONT - CONTRACTUAL	30,000.00	24,386.92	0.00	5,613.08	18.7
TOTAL CONTRACTUAL EXPENSE		30,000.00	24,386.92	0.00	5,613.08	18.7
TOTAL CENT. PRINT/MAIL CONT		30,000.00	24,386.92	0.00	5,613.08	18.7
DATA PROCESSING						
CONTRACTUAL EXPENSE						
A1680.400	DATA PROCESSING - IT SUPPORT	29,011.62	29,011.62	0.00	0.00	0.0
A1680.402	DATA PROCESSING - WEBSITE DEVELOPMENT	3,500.00	1,980.00	0.00	1,520.00	43.4
A1680.403	DATA PROCESSING - TOWNWIDE TECHNOLOGY	2,000.00	471.74	0.00	1,528.26	76.4
TOTAL CONTRACTUAL EXPENSE		34,511.62	31,463.36	0.00	3,048.26	8.8
TOTAL DATA PROCESSING		34,511.62	31,463.36	0.00	3,048.26	8.8
SPECIAL ITEMS						
A1910.400	UNALLOCATED INS	106,775.00	106,003.56	0.00	771.44	0.7
A1920.400	MUNICIPAL ASSN DUES	1,500.00	1,350.00	0.00	150.00	10.0
A1930.400	JUDGMENTS AND CLAIMS	120.76	120.76	0.00	0.00	0.0
A1989.400	OTHER GOVERNMENTAL SUPPORT	0.00	0.00	0.00	0.00	0.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
A1990.400	CONTINGENT ACCOUNT	0.00	0.00	0.00	0.00	0.0
	TOTAL SPECIAL ITEMS	108,395.76	107,474.32	0.00	921.44	0.9
	TOTAL GENERAL GOVERNMENT SUPPORT	1,311,709.76	1,152,452.33	0.00	159,257.43	12.1
PUBLIC SAFETY						
TRAFFIC CONTROL						
PERSONNEL SERVICES						
A3310.100	TRAFFIC CONTROL - PERSONNEL SERVICES	7,023.00	6,969.60	0.00	53.40	0.8
	TOTAL PERSONNEL SERVICES	7,023.00	6,969.60	0.00	53.40	0.8
CONTRACTUAL EXPENSE						
A3310.400	TRAFFIC CONTROL - CONTRACTUAL	27,713.91	27,713.91	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	27,713.91	27,713.91	0.00	0.00	0.0
	TOTAL TRAFFIC CONTROL	34,736.91	34,683.51	0.00	53.40	0.2
DOG CONTROLS						
PERSONNEL SERVICES						
A3510.100	DOG CONTROLS - PERSONNEL SERVICES	16,176.00	16,175.90	0.00	0.10	0.0
	TOTAL PERSONNEL SERVICES	16,176.00	16,175.90	0.00	0.10	0.0
EQUIPMENT/CAPITAL OUTLAY						
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
CONTRACTUAL EXPENSE						
A3510.400	DOG CONTROLS - CONTRACTUAL	3,000.00	876.68	0.00	2,123.32	70.8
A3510.410	DOG CONTROLS - DOG SHELTER-COUNTY	17,000.00	16,391.77	0.00	608.23	3.6
	TOTAL CONTRACTUAL EXPENSE	20,000.00	17,268.45	0.00	2,731.55	13.7
	TOTAL DOG CONTROLS	36,676.00	33,444.35	0.00	3,231.65	8.8
DEMOLITION OF UNSAFE BUILDINGS						
CONTRACTUAL EXPENSE						
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
SAFETY COMM						
PERSONNEL SERVICES						
A3989.100	SAFETY ADMIN - PERSONNEL SERVICES	700.00	699.92	0.00	0.08	0.0
	TOTAL PERSONNEL SERVICES	700.00	699.92	0.00	0.08	0.0
CONTRACTUAL EXPENSE						
A3989.400	SAFETY COMM - CONTRACTUAL	6,255.63	6,255.63	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	6,255.63	6,255.63	0.00	0.00	0.0
	TOTAL SAFETY COMM	6,955.63	6,955.55	0.00	0.08	0.0
	TOTAL PUBLIC SAFETY	78,368.54	75,083.41	0.00	3,285.13	4.2
PUBLIC HEALTH						
REG/VITAL STATS						
PERSONNEL SERVICES						

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
A4020.100	REG/VITAL STATS - PERSONNEL SERVICES	1,500.00	1,499.94	0.00	0.06	0.0
	TOTAL PERSONNEL SERVICES	1,500.00	1,499.94	0.00	0.06	0.0
	CONTRACTUAL EXPENSE					
A4020.400	REG/VITAL STATS - CONTRACTUAL	1,520.63	1,520.63	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	1,520.63	1,520.63	0.00	0.00	0.0
	TOTAL REG/VITAL STATS	3,020.63	3,020.57	0.00	0.06	0.0
	TOTAL PUBLIC HEALTH	3,020.63	3,020.57	0.00	0.06	0.0
TRANSPORTATION						
	HIGHWAY SUPT					
	PERSONNEL SERVICES					
A5010.100	HIGHWAY SUPT - PERSONNEL SERVICES	63,360.00	63,359.92	0.00	0.08	0.0
A5010.110	HIGHWAY SUPT - ADMIN PERS SERV	41,213.00	41,212.06	0.00	0.94	0.0
	TOTAL PERSONNEL SERVICES	104,573.00	104,571.98	0.00	1.02	0.0
	EQUIPMENT/CAPITAL OUTLAY					
A5010.200	HIGHWAY SUPT - EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	100.0
	CONTRACTUAL EXPENSE					
A5010.400	HIGHWAY SUPT - CONTRACTUAL	10,500.00	6,215.94	0.00	4,284.06	40.8
	TOTAL CONTRACTUAL EXPENSE	10,500.00	6,215.94	0.00	4,284.06	40.8
	TOTAL HIGHWAY SUPT	116,573.00	110,787.92	0.00	5,785.08	5.0
	STREET LIGHTING					
	CONTRACTUAL EXPENSE					
A5182.400	STREET LIGHTING - CONTRACTUAL	42,000.00	34,642.13	0.00	7,357.87	17.5
	TOTAL CONTRACTUAL EXPENSE	42,000.00	34,642.13	0.00	7,357.87	17.5
	TOTAL STREET LIGHTING	42,000.00	34,642.13	0.00	7,357.87	17.5
	SIDEWALKS					
	EQUIPMENT/CAPITAL OUTLAY					
A5410.200	SIDEWALKS - EQUIPMENT	8,500.00	8,500.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	8,500.00	8,500.00	0.00	0.00	0.0
	CONTRACTUAL EXPENSE					
A5410.400	SIDEWALKS - CONTRACTUAL	2,000.00	2,000.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	2,000.00	2,000.00	0.00	0.00	0.0
	TOTAL SIDEWALKS	10,500.00	10,500.00	0.00	0.00	0.0
	TOTAL TRANSPORTATION	169,073.00	155,930.05	0.00	13,142.95	7.8
ECONOMIC ASSISTANCE AND OPPORTUNITY						
	PROMOTION OF TOWN					
	CONTRACTUAL EXPENSE					
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
	OTHER ECON DEV					

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
CONTRACTUAL EXPENSE						
A6989.400	OTHER ECON DEV - GRANT WRITING	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 OTHER ECON DEV	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL ECONOMIC ASSISTANCE AND OPPORTUNITY	2,000.00	0.00	0.00	2,000.00	100.0
CULTURE AND RECREATION						
PARKS & RECREATION						
EQUIPMENT/CAPITAL OUTLAY						
A7020.200	PARKS & RECREATION - EQUIPMENT	2,000.00	1,069.98	0.00	930.02	46.5
	TOTAL EQUIPMENT/CAPITAL OUTLAY	2,000.00	1,069.98	0.00	930.02	46.5
CONTRACTUAL EXPENSE						
A7020.400	PARKS & RECREATION - CONTRACTUAL	13,000.00	3,127.60	0.00	9,872.40	75.9
A7020.401	PARKS & REC - SUPER COOPER PROJECT	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	13,000.00	3,127.60	0.00	9,872.40	75.9
	TOTAL PARKS & RECREATION	15,000.00	4,197.58	0.00	10,802.42	72.0
PARKS						
PERSONNEL SERVICES						
A7110.100	PARKS - PERSONNEL SERVICES	82,181.00	63,058.90	0.00	19,122.10	23.3
A7110.110	PARKS - SEASONAL PERS SERV	11,253.16	11,253.16	0.00	0.00	0.0
A7110.120	PARKS - PUBLIC WORKS BUYOUT	19,285.20	19,285.20	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	112,719.36	93,597.26	0.00	19,122.10	17.0
EQUIPMENT/CAPITAL OUTLAY						
A7110.200	PARKS - EQUIPMENT	54,000.00	53,259.20	0.00	740.80	1.4
A7110.201	PARKS - PERMANENT IMPROVEMENTS	4,913.54	4,913.54	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	58,913.54	58,172.74	0.00	740.80	1.3
CONTRACTUAL EXPENSE						
A7110.400	PARKS - CONTRACTUAL	30,232.05	30,232.05	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	30,232.05	30,232.05	0.00	0.00	0.0
	TOTAL PARKS	201,864.95	182,002.05	0.00	19,862.90	9.8
YOUTH						
CONTRACTUAL EXPENSE						
A7310.400	YOUTH - CONTRACTUAL	19,400.00	19,400.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	19,400.00	19,400.00	0.00	0.00	0.0
	TOTAL YOUTH	19,400.00	19,400.00	0.00	0.00	0.0
HISTORIAN						
PERSONNEL SERVICES						
A7510.100	HISTORIAN - PERSONNEL SERVICES	2,252.03	2,252.03	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	2,252.03	2,252.03	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A7510.400	HISTORIAN - CONTRACTUAL	1,000.00	200.00	0.00	800.00	80.0
	TOTAL CONTRACTUAL EXPENSE	1,000.00	200.00	0.00	800.00	80.0

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
TOTAL HISTORIAN		3,252.03	2,452.03	0.00	800.00	24.6
CELEBRATIONS						
CONTRACTUAL EXPENSE						
A7550.400	CELEBRATIONS - 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 CELEBRATIONS	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL CULTURE AND RECREATION	240,516.98	208,051.66	0.00	32,465.32	13.5
HOME AND COMMUNITY SERVICES						
ZONING						
PERSONNEL SERVICES						
A8010.100	ZONING - BOARD PERS SERV	4,800.00	4,085.00	0.00	715.00	14.9
	TOTAL PERSONNEL SERVICES	4,800.00	4,085.00	0.00	715.00	14.9
CONTRACTUAL EXPENSE						
A8010.400	ZONING - CONTRACTUAL	2,600.00	35.00	0.00	2,565.00	98.7
	TOTAL CONTRACTUAL EXPENSE	2,600.00	35.00	0.00	2,565.00	98.7
	TOTAL ZONING	7,400.00	4,120.00	0.00	3,280.00	44.3
ORDIN/ADMIN						
PERSONNEL SERVICES						
A8020.100	ORDIN/ADMIN - PERSONNEL SERVICES	119,257.00	99,968.59	0.00	19,288.41	16.2
A8020.110	ORDIN/ADMIN - CONSTABLE PERS SERV	2,400.00	0.00	0.00	2,400.00	100.0
A8020.120	ORDIN/ADMIN - FIRE INSPECTOR PERS SERV	3,000.00	0.00	0.00	3,000.00	100.0
	TOTAL PERSONNEL SERVICES	124,657.00	99,968.59	0.00	24,688.41	19.8
EQUIPMENT/CAPITAL OUTLAY						
A8020.200	ORDIN/ADMIN - EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	100.0
CONTRACTUAL EXPENSE						
A8020.400	ORDIN/ADMIN - CONTRACTUAL	18,500.00	10,358.09	0.00	8,141.91	44.0
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 MAINTENANCE	8,500.00	0.00	0.00	8,500.00	100.0
	TOTAL CONTRACTUAL EXPENSE	28,500.00	10,358.09	0.00	18,141.91	63.7
	TOTAL ORDIN/ADMIN	154,657.00	110,326.68	0.00	44,330.32	28.7
PLANNING BOARD						
PERSONNEL SERVICES						
A8025.100	PLANNING BOARD - PERSONNEL SERVICES	5,000.00	4,375.00	0.00	625.00	12.5
	TOTAL PERSONNEL SERVICES	5,000.00	4,375.00	0.00	625.00	12.5
CONTRACTUAL EXPENSE						
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	7,600.00	4,375.00	0.00	3,225.00	42.4
GARBAGE						

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
CONTRACTUAL EXPENSE						
A8160.400	GARBAGE - CONTRACTUAL	5,000.00	1,155.00	0.00	3,845.00	76.9
	TOTAL CONTRACTUAL EXPENSE	5,000.00	1,155.00	0.00	3,845.00	76.9
	TOTAL GARBAGE	5,000.00	1,155.00	0.00	3,845.00	76.9
SANTN						
PERSONNEL SERVICES						
A8189.100	SANTN - PERSONNEL SERVICES	3,787.00	3,138.96	0.00	648.04	17.1
	TOTAL PERSONNEL SERVICES	3,787.00	3,138.96	0.00	648.04	17.1
CONTRACTUAL EXPENSE						
A8189.400	SANTN - LANDFILL	15,000.00	12,164.75	0.00	2,835.25	18.9
	TOTAL CONTRACTUAL EXPENSE	15,000.00	12,164.75	0.00	2,835.25	18.9
	TOTAL SANTN	18,787.00	15,303.71	0.00	3,483.29	18.5
DRAINAGE						
PERSONNEL SERVICES						
A8540.100	DRAINAGE - COORDINATOR PERS SERV	8,000.00	7,999.94	0.00	0.06	0.0
	TOTAL PERSONNEL SERVICES	8,000.00	7,999.94	0.00	0.06	0.0
EQUIPMENT/CAPITAL OUTLAY						
A8540.200	DRAINAGE - PERMANENT IMPROVEMENTS	50,000.00	38,074.58	0.00	11,925.42	23.9
A8540.210	DRAINAGE - ARPA THERESA RD PROJECT	26,758.74	26,758.74	0.00	0.00	0.0
A8540.220	DRAINAGE - ARPA KELLY RD PROJECT	24,584.00	24,584.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	101,342.74	89,417.32	0.00	11,925.42	11.8
CONTRACTUAL EXPENSE						
A8540.400	DRAINAGE - CONTRACTUAL	58,888.70	58,888.70	0.00	0.00	0.0
A8540.401	DRAINAGE - WALLACE/NORTON PROJECT	0.00	0.00	0.00	0.00	0.0
A8540.402	DRAINAGE - FREDERICK RD PROJECT	0.00	0.00	0.00	0.00	0.0
A8540.403	DRAINAGE - JULY 2021 FLASH FLOOD	178,086.00	178,086.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	236,974.70	236,974.70	0.00	0.00	0.0
	TOTAL DRAINAGE	346,317.44	334,391.96	0.00	11,925.48	3.4
DISASTER						
CONTRACTUAL EXPENSE						
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
CEMETERIES						
EQUIPMENT/CAPITAL OUTLAY						
A8810.200	CEMETERIES - EQUIPMENT	6,000.00	5,489.98	0.00	510.02	8.5
	TOTAL EQUIPMENT/CAPITAL OUTLAY	6,000.00	5,489.98	0.00	510.02	8.5
CONTRACTUAL EXPENSE						
A8810.400	CEMETERIES - CONTRACTUAL	14,500.00	10,930.36	0.00	3,569.64	24.6

TOWN OF CHENANGO
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
	TOTAL CONTRACTUAL EXPENSE	14,500.00	10,930.36	0.00	3,569.64	24.6
	TOTAL CEMETERIES	20,500.00	16,420.34	0.00	4,079.66	19.9
	TOTAL HOME AND COMMUNITY SERVICES	560,261.44	486,092.69	0.00	74,168.75	13.2
EMPLOYEE BENEFITS						
EMPLOYEE BENEFITS						
A9010.800	STATE RETIREMENT	127,832.00	90,964.50	0.00	36,867.50	28.8
A9030.800	SOCIAL SECURITY	65,638.79	60,844.46	0.00	4,794.33	7.3
A9040.800	WORKERS COMPENSATION	75,846.00	68,014.00	0.00	7,832.00	10.3
A9050.800	UNEMPLOYMENT INSURANCE	2,000.00	0.00	0.00	2,000.00	100.0
A9055.800	DISABILITY INSURANCE	1,200.00	672.41	0.00	527.59	44.0
A9060.800	HEALTH INSURANCE	398,642.81	329,611.12	0.00	69,031.69	17.3
	TOTAL EMPLOYEE BENEFITS	671,159.60	550,106.49	0.00	121,053.11	18.0
DEBT SERVICE						
SERIAL BONDS						
PRINCIPAL						
A9710.600	SERIAL BONDS - PRINCIPAL	180,000.00	180,000.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	180,000.00	180,000.00	0.00	0.00	0.0
INTEREST						
A9710.700	SERIAL BONDS - INTEREST	49,450.00	49,450.00	0.00	0.00	0.0
	TOTAL INTEREST	49,450.00	49,450.00	0.00	0.00	0.0
	TOTAL SERIAL BONDS	229,450.00	229,450.00	0.00	0.00	0.0
GENERAL ADM EXP						
CONTRACTUAL EXPENSE						
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	229,450.00	229,450.00	0.00	0.00	0.0
INTERFUND TRANSFERS						
TRANSFERS TO OTHER FUNDS						
A9901.900	TRANSFERS TO OTHER FUNDS	9,851.11	9,851.11	0.00	0.00	0.0
	TOTAL	9,851.11	9,851.11	0.00	0.00	0.0
	TOTAL TRANSFERS TO OTHER FUNDS	9,851.11	9,851.11	0.00	0.00	0.0
TRANSFERS TO CAPITAL FUNDS						
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	9,851.11	9,851.11	0.00	0.00	0.0
	TOTAL EXPENDITURES:	3,275,411.06	2,870,038.31	0.00	405,372.75	12.4

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

DA200	CASH - CHECKING	284,824.55
DA201	CASH - SAVINGS	101,590.99
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,172.78
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	13,458.25
	TOTAL	450,046.57

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	450,046.57
	TOTAL LIABILITIES & FUND BALANCE	450,046.57

TOWN OF CHENANGO
HIGHWAY - TOWNWIDE FUND
DETAIL OF REVENUES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
REAL PROPERTY TAXES					
DA1001	REAL PROPERTY TAXES	854,690.00	854,690.04	-0.04	0.0
	TOTAL REAL PROPERTY TAXES	854,690.00	854,690.04	-0.04	0.0
REAL PROPERTY TAX ITEMS					
DA1081	OTHER PYMTS IN LIEU OF TAXES	2,824.00	2,770.33	53.67	1.9
	TOTAL REAL PROPERTY TAX ITEMS	2,824.00	2,770.33	53.67	1.9
NON-PROPERTY TAX ITEMS					
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
DEPARTMENTAL INCOME					
DA1270	SHARED SERVICES	0.00	0.00	0.00	0.0
	TOTAL DEPARTMENTAL INCOME	0.00	0.00	0.00	0.0
USE OF MONEY AND PROPERTY					
DA2401	CHECKING INTEREST	0.00	110.50	-110.50	0.0
DA2402	SAVINGS INTEREST	0.00	1,233.29	-1,233.29	0.0
DA2403	CHECKING INTEREST EQUIPMENT RESERVE	0.00	172.78	-172.78	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	1,516.57	-1,516.57	0.0
SALE OF PROPERTY & COMPENSATION FOR LOSS					
DA2650	SALES OF SCRAP	500.00	824.22	-324.22	0.0
DA2665	SALE OF EQUIPMENT	30,000.00	29,685.00	315.00	1.1
DA2680	INSURANCE RECOVERY	0.00	0.00	0.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	30,500.00	30,509.22	-9.22	0.0
MISCELLANEOUS LOCAL SOURCES					
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
STATE AID					
DA3501	CHIPS AID	176,000.00	176,512.79	-512.79	0.0
DA3501A	CHIPS AID PRIOR YEAR	0.00	0.00	0.00	0.0
DA3502	NYS OTHER HIGHWAY AID	117,831.60	117,831.60	0.00	0.0
DA3960	ST AID EMRGY DISAST	0.00	0.00	0.00	0.0
	TOTAL STATE AID	293,831.60	294,344.39	-512.79	0.0
FEDERAL AID					
DA4960	FED AID EMRGY DISAST	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0

TOWN OF CHENANGO
HIGHWAY - TOWNWIDE FUND
DETAIL OF REVENUES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
INTERFUND TRANSFERS					
DA5031	INTERFUND TRANSFERS	0.00	10,806.31	-10,806.31	0.0
	TOTAL INTERFUND TRANSFERS	0.00	10,806.31	-10,806.31	0.0
	TOTAL REVENUES:	1,881,845.60	1,894,636.86	-12,791.26	0.0

TOWN OF CHENANGO
HIGHWAY - TOWNWIDE FUND
DETAIL OF EXPENDITURES
 DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
GENERAL GOVERNMENT SUPPORT						
SPECIAL ITEMS						
DA1930.400	JUDGMENTS AND CLAIMS	100.00	2.63	0.00	97.37	97.4
	TOTAL SPECIAL ITEMS	100.00	2.63	0.00	97.37	97.4
	TOTAL GENERAL GOVERNMENT SUPPORT	100.00	2.63	0.00	97.37	97.4
TRANSPORTATION						
GEN REPAIRS						
PERSONNEL SERVICES						
DA5110.100	GEN REPAIRS - PERSONNEL SERVICES	293,172.00	287,120.86	0.00	6,051.14	2.1
	TOTAL PERSONNEL SERVICES	293,172.00	287,120.86	0.00	6,051.14	2.1
CONTRACTUAL EXPENSE						
DA5110.400	GEN REPAIRS - CONTRACTUAL	161,428.67	161,428.67	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	161,428.67	161,428.67	0.00	0.00	0.0
	TOTAL GEN REPAIRS	454,600.67	448,549.53	0.00	6,051.14	1.3
PERMANENT IMPROVEMENTS						
EQUIPMENT/CAPITAL OUTLAY						
DA5112.200	PERMANENT IMPROVEMENTS	277,305.11	277,305.11	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	277,305.11	277,305.11	0.00	0.00	0.0
	TOTAL PERMANENT IMPROVEMENTS	277,305.11	277,305.11	0.00	0.00	0.0
MACHINERY						
PERSONNEL SERVICES						
DA5130.100	MACHINERY - PERSONNEL SERVICES	59,100.00	53,595.92	0.00	5,504.08	9.3
	TOTAL PERSONNEL SERVICES	59,100.00	53,595.92	0.00	5,504.08	9.3
EQUIPMENT/CAPITAL OUTLAY						
DA5130.200	MACHINERY - EQUIPMENT	40,000.00	15,378.22	0.00	24,621.78	61.6
DA5130.200R	MACHINERY - EQUIPMENT RESERVE	50,000.00	0.00	0.00	50,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	90,000.00	15,378.22	0.00	74,621.78	82.9
CONTRACTUAL EXPENSE						
DA5130.400	MACHINERY - CONTRACTUAL	87,825.92	87,825.92	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	87,825.92	87,825.92	0.00	0.00	0.0
	TOTAL MACHINERY	236,925.92	156,800.06	0.00	80,125.86	33.8
MISC						
CONTRACTUAL EXPENSE						
DA5140.400	MISC-BRUSH/WEED - CONTRACTUAL	6,000.00	5,300.57	0.00	699.43	11.7
	TOTAL CONTRACTUAL EXPENSE	6,000.00	5,300.57	0.00	699.43	11.7
	TOTAL MISC	6,000.00	5,300.57	0.00	699.43	11.7
SNOW REMOVAL						
PERSONNEL SERVICES						
DA5142.100	SNOW REMOVAL - PERSONNEL SERVICES	224,372.00	206,383.93	0.00	17,988.07	8.0
	TOTAL PERSONNEL SERVICES	224,372.00	206,383.93	0.00	17,988.07	8.0

TOWN OF CHENANGO
HIGHWAY - TOWNWIDE FUND
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Unencumbered Encumbered balance	% Remaining
CONTRACTUAL EXPENSE					
DA5142.400	SNOW REMOVAL - CONTRACTUAL	233,163.01	233,163.01	0.00	0.00
	TOTAL CONTRACTUAL EXPENSE	233,163.01	233,163.01	0.00	0.00
	TOTAL SNOW REMOVAL	457,535.01	439,546.94	0.00	17,988.07
	TOTAL TRANSPORTATION	1,432,366.71	1,327,502.21	0.00	104,864.50
HOME AND COMMUNITY SERVICES					
FLOOD DISASTER					
CONTRACTUAL EXPENSE					
DA8746.400	FLOOD DISASTER - CONTRACTUAL	0.00	0.00	0.00	0.00
DA8746.401	AUGUST 2018 FLASH FLOOD	0.00	0.00	0.00	0.00
DA8746.402	DISASTER - JULY 2021 FLASH FLOOD	0.00	0.00	0.00	0.00
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00
	TOTAL FLOOD DISASTER	0.00	0.00	0.00	0.00
	TOTAL HOME AND COMMUNITY SERVICES	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS					
EMPLOYEE BENEFITS					
DA9010.800	STATE RETIREMENT	67,419.52	59,417.25	0.00	8,002.27
DA9030.800	SOCIAL SECURITY	43,249.00	39,762.80	0.00	3,486.20
DA9040.800	WORKERS COMPENSATION	50,855.00	45,604.00	0.00	5,251.00
DA9055.800	DISABILITY INSURANCE	500.00	222.66	0.00	277.34
DA9060.800	HEALTH INSURANCE	177,989.37	177,989.37	0.00	0.00
	TOTAL EMPLOYEE BENEFITS	340,012.89	322,996.08	0.00	17,016.81
DEBT SERVICE					
SERIAL BOND					
PRINCIPAL					
DA9710.600	SERIAL BOND- PRINCIPAL	0.00	0.00	0.00	0.00
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00
INTEREST					
DA9710.700	SERIAL BOND - INTEREST	0.00	0.00	0.00	0.00
	TOTAL INTEREST	0.00	0.00	0.00	0.00
	TOTAL SERIAL BOND	0.00	0.00	0.00	0.00
STAT INSTL BND					
PRINCIPAL					
DA9720.600	STAT INSTL BND - PRINCIPAL	82,979.00	82,978.53	0.00	0.47
	TOTAL PRINCIPAL	82,979.00	82,978.53	0.00	0.47
INTEREST					
DA9720.700	STAT INSTL BND - INTEREST	27,580.00	19,703.48	0.00	7,876.52
	TOTAL INTEREST	27,580.00	19,703.48	0.00	7,876.52
	TOTAL STAT INSTL BND	110,559.00	102,682.01	0.00	7,876.99
BAN					
PRINCIPAL					

TOWN OF CHENANGO
HIGHWAY - TOWNWIDE FUND
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
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
INTEREST						
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
VEHICLE/ADM EXP						
CONTRACTUAL EXPENSE						
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	110,559.00	102,682.01	0.00	7,876.99	7.1
INTERFUND TRANSFERS						
TRANSFERS TO OTHER FUNDS						
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:	1,883,038.60	1,753,182.93	0.00	129,855.67	6.9

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

F200	CASH - CHECKING	69,890.06
F201	CASH - SAVINGS	351,642.80
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,873.64
F350	WATER CHARGES RECEIVABLE	18,290.97
F355	OVERDUE CHARGES RECEIVABLE	70,658.02
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	4,907.00
	TOTAL	606,287.49

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	606,287.49
	TOTAL LIABILITIES & FUND BALANCE	606,287.49

TOWN OF CHENANGO

WATER OPERATING

DETAIL OF REVENUES

DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
REAL PROPERTY TAXES					
F1001	REAL PROPERTY TAX	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
DEPARTMENTAL INCOME					
F2140	METERED SALES	688,000.00	759,983.29	-71,983.29	0.0
F2141	FIRE LINE CHARGES	4,000.00	4,279.41	-279.41	0.0
F2143	MISC WATER FEES	0.00	0.00	0.00	0.0
F2144	SW SERVICE CHARGES	1,000.00	19,439.25	-18,439.25	0.0
F2146	WATER - CAPITAL	33,000.00	33,675.43	-675.43	0.0
F2148	WATER PENALTIES	6,000.00	8,733.92	-2,733.92	0.0
	TOTAL DEPARTMENTAL INCOME	732,000.00	826,111.30	-94,111.30	0.0
USE OF MONEY AND PROPERTY					
F2401	CHECKING INTEREST	0.00	96.50	-96.50	0.0
F2402	SAVINGS INTEREST	0.00	599.39	-599.39	0.0
F2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	355.11	-355.11	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	1,051.00	-1,051.00	0.0
SALE OF PROPERTY & COMPENSATION FOR LOSS					
F2650	SALE OF SCRAP & EXCESS	0.00	0.00	0.00	0.0
F2665	SALE OF EQUIPMENT	5,000.00	16,585.00	-11,585.00	0.0
F2680	INSURANCE RECOVERY	0.00	2,427.50	-2,427.50	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	5,000.00	19,012.50	-14,012.50	0.0
MISCELLANEOUS LOCAL SOURCES					
F2701	REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	0.00	0.00	0.0
F2711	PREM ON OBLIGATIONS/ESCROW BALANCE	0.00	0.00	0.00	0.0
F2770	OTHER REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	0.00	0.00	0.0
STATE AID					
F3960	STATE AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL STATE AID	0.00	0.00	0.00	0.0
FEDERAL AID					
F4960	FED AID EMERG DISASTER	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS					
F5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	737,000.00	846,174.80	-109,174.80	0.0

TOWN OF CHENANGO
WATER OPERATING
DETAIL OF EXPENDITURES
DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
GENERAL GOVERNMENT SUPPORT						
SPECIAL ITEMS						
F1930.400	JUDGMENTS AND CLAIMS	5.00	-0.03	0.00	5.03	100.6
	TOTAL SPECIAL ITEMS	5.00	-0.03	0.00	5.03	100.6
	TOTAL GENERAL GOVERNMENT SUPPORT	5.00	-0.03	0.00	5.03	100.6
HOME AND COMMUNITY SERVICES						
ADMINISTR						
PERSONNEL SERVICES						
F8310.100	ADMINISTR - PUBLIC WORKS DIR PERS SERV	23,582.76	23,582.76	0.00	0.00	0.0
F8310.110	ADMINISTR - WATER CLERK PERS SERV	23,305.00	20,479.70	0.00	2,825.30	12.1
F8310.120	ADMINISTR - SHARED CLERK PERS SERV	17,320.00	17,319.62	0.00	0.38	0.0
	TOTAL PERSONNEL SERVICES	64,207.76	61,382.08	0.00	2,825.68	4.4
EQUIPMENT/CAPITAL OUTLAY						
F8310.200	ADMINISTR - EQUIPMENT	1,500.00	962.72	0.00	537.28	35.8
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	962.72	0.00	537.28	35.8
CONTRACTUAL EXPENSE						
F8310.400	ADMINISTR - CONTRACTUAL	14,400.00	7,757.10	0.00	6,642.90	46.1
F8310.401	ADMINISTR - CONTR WATER STUDIES	32,703.17	0.00	0.00	32,703.17	100.0
	TOTAL CONTRACTUAL EXPENSE	47,103.17	7,757.10	0.00	39,346.07	83.5
	TOTAL ADMINISTR	112,810.93	70,101.90	0.00	42,709.03	37.9
SW SOURCE OF SUPPL						
EQUIPMENT/CAPITAL OUTLAY						
F8320.200	SW SOURCE OF SUPPL - EQUIPMENT	55,000.00	49,862.61	0.00	5,137.39	9.3
	TOTAL EQUIPMENT/CAPITAL OUTLAY	55,000.00	49,862.61	0.00	5,137.39	9.3
CONTRACTUAL EXPENSE						
F8320.400	SW SOURCE OF SUPPL - CONTRACTUAL	136,000.00	115,713.48	0.00	20,286.52	14.9
	TOTAL CONTRACTUAL EXPENSE	136,000.00	115,713.48	0.00	20,286.52	14.9
	TOTAL SW SOURCE OF SUPPL	191,000.00	165,576.09	0.00	25,423.91	13.3
SS PURFCTN						
EQUIPMENT/CAPITAL OUTLAY						
F8330.200	SS PURFCTN - EQUIPMENT	2,302.59	2,302.59	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	2,302.59	2,302.59	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
F8330.400	SS PURFCTN - CONTRACTUAL	20,399.75	20,399.75	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	20,399.75	20,399.75	0.00	0.00	0.0
	TOTAL SS PURFCTN	22,702.34	22,702.34	0.00	0.00	0.0
SW TRANSMSN						
PERSONNEL SERVICES						
F8340.100	SW TRANSMSN - PERSONNEL SERVICES	96,771.80	96,771.80	0.00	0.00	0.0
F8340.110	SW TRANSMSN - FOREMAN PERS SERV	55,284.25	55,284.25	0.00	0.00	0.0

TOWN OF CHENANGO

WATER OPERATING DETAIL OF EXPENDITURES

DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
TOTAL PERSONNEL SERVICES		152,056.05	152,056.05	0.00	0.00	0.0
EQUIPMENT/CAPITAL OUTLAY						
F8340.200	SW TRANSMN - EQUIPMENT	44,584.68	44,584.68	0.00	0.00	0.0
F8340.201	SW TRANSMN - WATER MAIN REPAIRS	40,000.00	19,068.48	0.00	20,931.52	52.3
TOTAL EQUIPMENT/CAPITAL OUTLAY		84,584.68	63,653.16	0.00	20,931.52	24.7
CONTRACTUAL EXPENSE						
F8340.400	SW TRANSMN - CONTRACTUAL	45,000.00	26,218.90	0.00	18,781.10	41.7
TOTAL CONTRACTUAL EXPENSE		45,000.00	26,218.90	0.00	18,781.10	41.7
TOTAL SW TRANSMN		281,640.73	241,928.11	0.00	39,712.62	14.1
FLOOD DISASTER						
CONTRACTUAL EXPENSE						
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		608,154.00	500,308.44	0.00	107,845.56	17.7
EMPLOYEE BENEFITS						
EMPLOYEE BENEFITS						
F9010.800	STATE RETIREMENT	31,252.00	22,406.25	0.00	8,845.75	28.3
F9030.800	SOCIAL SECURITY	15,770.00	15,462.79	0.00	307.21	1.9
F9040.800	WORKERS COMPENSATION	18,543.00	16,628.00	0.00	1,915.00	10.3
F9055.800	DISABILITY INSURANCE	250.00	148.77	0.00	101.23	40.5
F9060.800	HEALTH INSURANCE	32,777.00	32,675.74	0.00	101.26	0.3
TOTAL EMPLOYEE BENEFITS		98,592.00	87,321.55	0.00	11,270.45	11.4
DEBT SERVICE						
CONS. WATER SRL BND						
PRINCIPAL						
F9710.600	CONS. WATER SRL BND - PRINCIPAL	53,721.00	53,721.00	0.00	0.00	0.0
TOTAL PRINCIPAL		53,721.00	53,721.00	0.00	0.00	0.0
INTEREST						
F9710.700	CONS. WATER SRL BND - INTEREST	38,466.00	38,465.82	0.00	0.18	0.0
TOTAL INTEREST		38,466.00	38,465.82	0.00	0.18	0.0
TOTAL CONS. WATER SRL BND		92,187.00	92,186.82	0.00	0.18	0.0
BAN						
PRINCIPAL						
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
INTEREST						
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, 2022 - AFTER CLOSING

	Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
TOTAL BAN	0.00	0.00	0.00	0.00	0.0
TOTAL DEBT SERVICE	92,187.00	92,186.82	0.00	0.18	0.0
INTERFUND TRANSFERS					
TRANSFERS TO OTHER FUNDS					
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:	798,938.00	679,816.78	0.00	119,121.22	14.9

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

G200	CASH - CHECKING	26,467.42
G201	CASH - SAVINGS	151,647.03
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,437.55
G360	SEWER CHARGES RECEIVABLE	31,024.89
G365	OVERDUE CHARGES RECEIVABLE	106,579.94
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	3,202.50
	TOTAL	379,384.33

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	379,384.33
TOTAL LIABILITIES & FUND BALANCE	379,384.33

TOWN OF CHENANGO

SEWER OPERATING
DETAIL OF REVENUES

DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Earned 2022	Unearned Balance	%
REAL PROPERTY TAXES					
G1001	REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
	TOTAL REAL PROPERTY TAXES	0.00	0.00	0.00	0.0
DEPARTMENTAL INCOME					
G2120	SEWER CHARGES	662,673.00	685,711.92	-23,038.92	0.0
G2123	SEWER CHARGES OUTSIDE REVENUE	0.00	0.00	0.00	0.0
G2124	SEWER CAPITAL	33,000.00	34,912.00	-1,912.00	0.0
G2128	SEWER PENALTIES	8,000.00	12,926.41	-4,926.41	0.0
	TOTAL DEPARTMENTAL INCOME	703,673.00	733,550.33	-29,877.33	0.0
INTERGOVERNMENTAL CHARGES					
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
USE OF MONEY AND PROPERTY					
G2401	CHECKING INTEREST	0.00	37.27	-37.27	0.0
G2402	SAVINGS INTEREST	0.00	612.82	-612.82	0.0
G2403	CHECKING INTEREST CAP IMPROVE RESERVE	0.00	236.23	-236.23	0.0
	TOTAL USE OF MONEY AND PROPERTY	0.00	886.32	-886.32	0.0
SALE OF PROPERTY & COMPENSATION FOR LOSS					
G2650	SALE OF SCRAP	0.00	163.75	-163.75	0.0
G2665	SALE OF EQUIPMENT	4,000.00	16,785.00	-12,785.00	0.0
	TOTAL SALE OF PROPERTY & COMPENSATION FOR LOS	4,000.00	16,948.75	-12,948.75	0.0
MISCELLANEOUS LOCAL SOURCES					
G2701	REFUND OF PRIOR YEAR'S EXPENDITURES	0.00	510.71	-510.71	0.0
G2711	PREM ON OBLIGATIONS/ESCROW BALANCE	0.00	0.00	0.00	0.0
G2770	OTHER REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	510.71	-510.71	0.0
STATE AID					
G3901	STATE AID OPER/MAINT SEWER TRIMNT 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
FEDERAL AID					
G4960	FED AID EMRGY DISASTER	0.00	0.00	0.00	0.0
	TOTAL FEDERAL AID	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS					
G5031	INTERFUND TRANSFERS	0.00	896.43	-896.43	0.0
	TOTAL INTERFUND TRANSFERS	0.00	896.43	-896.43	0.0

TOWN OF CHENANGO
SEWER OPERATING
DETAIL OF REVENUES
DECEMBER 31, 2022 - AFTER CLOSING

	Modified budget	Earned 2022	Unearned Balance	%
TOTAL REVENUES:	707,673.00	752,792.54	-45,119.54	0.0

TOWN OF CHENANGO

SEWER OPERATING
DETAIL OF EXPENDITURES

DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
GENERAL GOVERNMENT SUPPORT						
SPECIAL ITEMS						
G1930.400	JUDGMENTS AND CLAIMS	5.00	-22.25	0.00	27.25	545.0
	TOTAL SPECIAL ITEMS	5.00	-22.25	0.00	27.25	545.0
	TOTAL GENERAL GOVERNMENT SUPPORT	5.00	-22.25	0.00	27.25	545.0
HOME AND COMMUNITY SERVICES						
SEWER ADMIN						
PERSONNEL SERVICES						
G8110.100	SEWER ADMIN - PERSONNEL SERVICES	23,582.52	23,582.52	0.00	0.00	0.0
G8110.110	SEWER ADMIN - SEWER CLERK PERS SERV	9,988.00	8,777.02	0.00	1,210.98	12.1
	TOTAL PERSONNEL SERVICES	33,570.52	32,359.54	0.00	1,210.98	3.6
EQUIPMENT/CAPITAL OUTLAY						
G8110.200	SEWER ADMIN - EQUIPMENT	1,742.75	1,742.75	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,742.75	1,742.75	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
G8110.400	SEWER ADMIN - CONTRACTUAL	21,749.82	21,749.82	0.00	0.00	0.0
G8110.401	SEWER ADMIN - WWTP OPERATOR CONTRACTUAL	41,564.99	41,564.99	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	63,314.81	63,314.81	0.00	0.00	0.0
	TOTAL SEWER ADMIN	98,628.08	97,417.10	0.00	1,210.98	1.2
SEWAGE COLLECTING SYSTEM						
PERSONNEL SERVICES						
G8120.100	SEW COLL SYS - PERSONNEL SERVICES	107,931.00	105,660.56	0.00	2,270.44	2.1
G8120.110	SEW COLL SYS - SAMPLING STIPEND PERS SER	4,680.00	990.00	0.00	3,690.00	78.8
	TOTAL PERSONNEL SERVICES	112,611.00	106,650.56	0.00	5,960.44	5.3
EQUIPMENT/CAPITAL OUTLAY						
G8120.200	SEW COLL SYS - EQUIPMENT	40,197.78	40,197.78	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	40,197.78	40,197.78	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
G8120.400	SEW COLL SYS - CONTRACTUAL	137,538.04	137,538.04	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	137,538.04	137,538.04	0.00	0.00	0.0
	TOTAL SEWAGE COLLECTING SYSTEM	290,346.82	284,386.38	0.00	5,960.44	2.1
SEWER TRTMNT & DSPSL						
EQUIPMENT/CAPITAL OUTLAY						
G8130.200	SEW TRTMNT & DSPSL - EQUIPMENT	75,345.27	75,345.27	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	75,345.27	75,345.27	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
G8130.400	SEW TRTMNT & DSPSL - CONTRACTUAL	149,550.66	149,550.66	0.00	0.00	0.0
G8130.401	NYS EFC GRANT PROJECT	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	149,550.66	149,550.66	0.00	0.00	0.0
	TOTAL SEWER TRTMNT & DSPSL	224,895.93	224,895.93	0.00	0.00	0.0

TOWN OF CHENANGO

SEWER OPERATING DETAIL OF EXPENDITURES

DECEMBER 31, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Unencumbered Encumbered balance	% Remaining
FLOOD DISASTER					
CONTRACTUAL EXPENSE					
G8746.400	FLOOD DISASTER - CONTRACTUAL	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.0
	TOTAL FLOOD DISASTER	0.00	0.00	0.00	0.0
	TOTAL HOME AND COMMUNITY SERVICES	613,870.83	606,699.41	0.00	7,171.42 1.2
EMPLOYEE BENEFITS					
EMPLOYEE BENEFITS					
G9010.800	STATE RETIREMENT	21,033.00	15,079.25	0.00	5,953.75 28.3
G9030.800	SOCIAL SECURITY	10,964.00	10,471.01	0.00	492.99 4.5
G9040.800	WORKERS COMPENSATION	12,479.00	11,191.00	0.00	1,288.00 10.3
G9055.800	DISABILITY INSURANCE	100.00	42.06	0.00	57.94 57.9
G9060.800	HEALTH INSURANCE	14,407.40	6,123.33	0.00	8,284.07 57.5
	TOTAL EMPLOYEE BENEFITS	58,983.40	42,906.65	0.00	16,076.75 27.3
DEBT SERVICE					
CONS SEWER SERIAL BOND					
PRINCIPAL					
G9710.600	CONS SEWER SERIAL BOND - PRINCIPAL	56,791.00	56,790.00	0.00	1.00 0.0
	TOTAL PRINCIPAL	56,791.00	56,790.00	0.00	1.00 0.0
INTEREST					
G9710.700	CONS SEWER SERIAL BOND - INTEREST	48,390.00	48,389.43	0.00	0.57 0.0
	TOTAL INTEREST	48,390.00	48,389.43	0.00	0.57 0.0
	TOTAL CONS SEWER SERIAL BOND	105,181.00	105,179.43	0.00	1.57 0.0
STATUTORY INSTALLMENT BOND PRINCIPAL					
PRINCIPAL					
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
INTEREST					
G9720.700	STATUTORY INSTALL BOND INTEREST	1,640.00	1,120.50	0.00	519.50 31.7
	TOTAL INTEREST	1,640.00	1,120.50	0.00	519.50 31.7
	TOTAL STATUTORY INSTALLMENT BOND PRINCIP	18,240.00	17,720.50	0.00	519.50 2.8
BAN					
PRINCIPAL					
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
INTEREST					
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, 2022 - AFTER CLOSING

		Modified budget	Expended 2022	Encumbered	Unencumbered balance	% Remaining
ADMIN EXPENSE						
CONTRACTUAL EXPENSE						
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	123,421.00	122,899.93	0.00	521.07	0.4
INTERFUND TRANSFERS						
TRANSFERS TO OTHER FUNDS						
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:	796,280.23	772,483.74	0.00	23,796.49	3.0

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

JANUARY 31, 2022

ASSETS

A200	CASH - CHECKING	1,634,856.88
A201	SAVINGS - GENERAL	3,825,011.91
A202	SAVINGS - ARPA FUNDS	538,897.12
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,098.89
A231B	EQUIPMENT RESERVE FUND	100,412.83
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	4,189.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	30,749.25
	TOTAL	6,711,615.99

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	538,716.33
	UNEXPENDED FUND BALANCE	6,172,899.66
	TOTAL LIABILITIES & FUND BALANCE	6,711,615.99

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

FEBRUARY 28, 2022

ASSETS

A200	CASH - CHECKING	627,145.98
A201	SAVINGS - GENERAL	4,325,259.11
A202	SAVINGS - ARPA FUNDS	538,931.95
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,136.19
A231B	EQUIPMENT RESERVE FUND	100,419.32
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	<u>6,170,206.66</u>

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	26,118.00
	TOTAL	<u>564,834.33</u>
	UNEXPENDED FUND BALANCE	<u>5,605,372.33</u>
	TOTAL LIABILITIES & FUND BALANCE	<u>6,170,206.66</u>

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

MARCH 31, 2022

ASSETS

A200	CASH - CHECKING	560,758.05
A201	CASH - SAVINGS	4,325,552.89
A202	SAVINGS - ARPA FUNDS	538,968.56
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,175.39
A231B	EQUIPMENT RESERVE FUND	100,426.14
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	6,104,195.14

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	32,702.00
	TOTAL	571,418.33
	UNEXPENDED FUND BALANCE	5,532,776.81
	TOTAL LIABILITIES & FUND BALANCE	6,104,195.14

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

APRIL 30, 2022

ASSETS

A200	CASH - CHECKING	482,803.96
A201	CASH - SAVINGS	5,025,847.25
A202	SAVINGS - ARPA FUNDS	539,005.24
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,214.67
A231B	EQUIPMENT RESERVE FUND	100,432.97
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	6,726,618.20

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	538,716.33
	UNEXPENDED FUND BALANCE	6,187,901.87
	TOTAL LIABILITIES & FUND BALANCE	6,726,618.20

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

MAY 31, 2022

ASSETS

A200	CASH - CHECKING	361,369.79
A201	CASH - SAVINGS	5,026,188.62
A202	SAVINGS - ARPA FUNDS	539,041.85
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,253.88
A231B	EQUIPMENT RESERVE FUND	100,439.79
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	6,605,608.04

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	34,211.00
	TOTAL	572,927.33
	UNEXPENDED FUND BALANCE	6,032,680.71
	TOTAL LIABILITIES & FUND BALANCE	6,605,608.04

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

JUNE 30, 2022

ASSETS

A200	CASH - CHECKING	278,957.01
A201	CASH - SAVINGS	5,026,510.68
A202	SAVINGS - ARPA FUNDS	539,076.39
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,290.87
A231B	EQUIPMENT RESERVE FUND	100,446.23
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	6,523,595.29

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	538,716.33
A690	OVERPYMT/CLEARING ACCT	59,425.00
	TOTAL	598,141.33
	UNEXPENDED FUND BALANCE	5,925,453.96
	TOTAL LIABILITIES & FUND BALANCE	6,523,595.29

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

JULY 31, 2022

ASSETS

A200	CASH - CHECKING	633,394.89
A201	CASH - SAVINGS	5,026,863.02
A202	SAVINGS - ARPA FUNDS	1,077,830.41
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,331.24
A231B	EQUIPMENT RESERVE FUND	100,453.26
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,417,186.93

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	21,503.00
	TOTAL	1,098,935.65
	UNEXPENDED FUND BALANCE	6,318,251.28
	TOTAL LIABILITIES & FUND BALANCE	7,417,186.93

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

AUGUST 31, 2022

ASSETS

A200	CASH - CHECKING	524,853.19
A201	CASH - SAVINGS	5,027,204.46
A202	SAVINGS - ARPA FUNDS	1,077,903.62
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,370.46
A231B	EQUIPMENT RESERVE FUND	100,460.08
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	914.11
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,309,105.92

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	18,498.00
	TOTAL	1,095,930.65
	UNEXPENDED FUND BALANCE	6,213,175.27
	TOTAL LIABILITIES & FUND BALANCE	7,309,105.92

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

SEPTEMBER 30, 2022

ASSETS

A200	CASH - CHECKING	252,690.86
A201	CASH - SAVINGS	5,027,534.98
A202	SAVINGS - ARPA FUNDS	1,077,974.49
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,408.42
A231B	EQUIPMENT RESERVE FUND	100,466.69
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,036,475.44

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	1,077,432.65
	UNEXPENDED FUND BALANCE	5,959,042.79
	TOTAL LIABILITIES & FUND BALANCE	7,036,475.44

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

OCTOBER 31, 2022

ASSETS

A200	CASH - CHECKING	391,922.78
A201	CASH - SAVINGS	5,528,762.36
A202	SAVINGS - ARPA FUNDS	1,078,219.03
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,539.41
A231B	EQUIPMENT RESERVE FUND	100,489.48
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,677,333.06

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	30,636.00
	TOTAL	1,108,068.65
	UNEXPENDED FUND BALANCE	6,569,264.41
	TOTAL LIABILITIES & FUND BALANCE	7,677,333.06

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

NOVEMBER 30, 2022

ASSETS

A200	CASH - CHECKING	228,792.94
A201	CASH - SAVINGS	5,331,508.89
A202	SAVINGS - ARPA FUNDS	1,078,754.65
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	577,826.31
A231B	EQUIPMENT RESERVE FUND	100,539.40
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	20,071.75
	TOTAL	7,337,893.94

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	1,077,432.65
	UNEXPENDED FUND BALANCE	6,260,461.29
	TOTAL LIABILITIES & FUND BALANCE	7,337,893.94

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

A200	CASH - CHECKING	130,990.44
A201	CASH - SAVINGS	5,344,556.62
A202	CASH - ARPA FUNDS	1,081,552.19
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	579,324.94
A231B	EQUIPMENT RESERVE FUND	100,800.16
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	939,469.23
A480	PREPAID EXPENSE	20,071.75
	TOTAL	8,197,165.33

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,077,432.65
A690	OVERPYMT/CLEARING ACCT	0.00
	TOTAL	1,077,432.65

	UNEXPENDED FUND BALANCE	7,119,732.68
	TOTAL LIABILITIES & FUND BALANCE	8,197,165.33

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

JANUARY 31, 2022

ASSETS

DA200	CASH - CHECKING	902,435.74
DA201	CASH - SAVINGS	100,364.52
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	19,042.50
	TOTAL	1,021,842.76

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

	UNEXPENDED FUND BALANCE	1,020,928.65
	TOTAL LIABILITIES & FUND BALANCE	1,021,842.76

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

FEBRUARY 28, 2022

ASSETS

DA200	CASH - CHECKING	267,614.97
DA201	CASH - SAVINGS	600,371.01
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	867,985.98

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

UNEXPENDED FUND BALANCE	867,071.87
TOTAL LIABILITIES & FUND BALANCE	867,985.98

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

MARCH 31, 2022

ASSETS

DA200	CASH - CHECKING	113,628.97
DA201	CASH - SAVINGS	600,411.79
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	714,040.76

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

UNEXPENDED FUND BALANCE	713,126.65
TOTAL LIABILITIES & FUND BALANCE	714,040.76

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

APRIL 30, 2022

ASSETS

DA200	CASH - CHECKING	179,691.83
DA201	CASH - SAVINGS	600,452.65
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	780,144.48

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

	UNEXPENDED FUND BALANCE	779,230.37
	TOTAL LIABILITIES & FUND BALANCE	780,144.48

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

MAY 31, 2022

ASSETS

DA200	CASH - CHECKING	86,931.16
DA201	CASH - SAVINGS	600,493.43
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	<u>687,424.59</u>

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>914.11</u>

	UNEXPENDED FUND BALANCE	<u>686,510.48</u>
	TOTAL LIABILITIES & FUND BALANCE	<u>687,424.59</u>

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

JUNE 30, 2022

ASSETS

DA200	CASH - CHECKING	251,192.42
DA201	CASH - SAVINGS	300,531.91
DA210	PETTY CASH	0.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	551,724.33

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

	UNEXPENDED FUND BALANCE	550,810.22
	TOTAL LIABILITIES & FUND BALANCE	551,724.33

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

JULY 31, 2022

ASSETS

DA200	CASH - CHECKING	251,592.15
DA201	CASH - SAVINGS	300,552.93
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,000.00
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	602,145.08

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11
	UNEXPENDED FUND BALANCE	601,230.97
	TOTAL LIABILITIES & FUND BALANCE	602,145.08

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

AUGUST 31, 2022

ASSETS

DA200	CASH - CHECKING	114,369.27
DA201	CASH - SAVINGS	300,573.35
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,003.40
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	464,946.02

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	914.11
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	914.11

	UNEXPENDED FUND BALANCE	464,031.91
	TOTAL LIABILITIES & FUND BALANCE	464,946.02

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

SEPTEMBER 30, 2022

ASSETS

DA200	CASH - CHECKING	156,595.41
DA201	CASH - SAVINGS	300,593.11
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,006.69
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	507,195.21

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	507,195.21
	TOTAL LIABILITIES & FUND BALANCE	507,195.21

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

OCTOBER 31, 2022

ASSETS

DA200	CASH - CHECKING	216,616.51
DA201	CASH - SAVINGS	300,661.31
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,018.04
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	567,295.86

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	567,295.86
	TOTAL LIABILITIES & FUND BALANCE	567,295.86

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

NOVEMBER 30, 2022

ASSETS

DA200	CASH - CHECKING	95,264.36
DA201	CASH - SAVINGS	200,810.67
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,042.89
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	13,458.25
	TOTAL	359,576.17

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

	UNEXPENDED FUND BALANCE	359,576.17
	TOTAL LIABILITIES & FUND BALANCE	359,576.17

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

DA200	CASH - CHECKING	284,824.55
DA201	CASH - SAVINGS	101,590.99
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,172.78
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	13,458.25
	TOTAL	450,046.57

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	450,046.57
	TOTAL LIABILITIES & FUND BALANCE	450,046.57

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

JANUARY 31, 2022

ASSETS

F200	CASH - CHECKING	51,359.73
F201	CASH - SAVINGS	201,057.07
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,524.68
F350	WATER CHARGES RECEIVABLE	189,968.93
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	7,685.25
	TOTAL	540,620.66

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	540,620.66
	TOTAL LIABILITIES & FUND BALANCE	540,620.66

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

FEBRUARY 28, 2022

ASSETS

F200	CASH - CHECKING	108,454.80
F201	CASH - SAVINGS	151,070.06
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,530.53
F350	WATER CHARGES RECEIVABLE	73,041.76
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	<u>423,122.15</u>

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>

	UNEXPENDED FUND BALANCE	<u>423,122.15</u>
	TOTAL LIABILITIES & FUND BALANCE	<u>423,122.15</u>

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

MARCH 31, 2022

ASSETS

F200	CASH - CHECKING	84,347.26
F201	CASH - SAVINGS	151,080.32
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,536.68
F350	WATER CHARGES RECEIVABLE	57,402.41
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	<u>383,391.67</u>

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>
	UNEXPENDED FUND BALANCE	<u>383,391.67</u>
	TOTAL LIABILITIES & FUND BALANCE	<u>383,391.67</u>

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

APRIL 30, 2022

ASSETS

F200	CASH - CHECKING	66,733.15
F201	CASH - SAVINGS	151,090.60
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,542.84
F350	WATER CHARGES RECEIVABLE	214,464.47
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	<u>522,856.06</u>

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>
	UNEXPENDED FUND BALANCE	<u>522,856.06</u>
	TOTAL LIABILITIES & FUND BALANCE	<u>522,856.06</u>

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

MAY 31, 2022

ASSETS

F200	CASH - CHECKING	162,912.09
F201	CASH - SAVINGS	151,100.86
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,548.99
F350	WATER CHARGES RECEIVABLE	75,707.17
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	480,294.11

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	480,294.11
	TOTAL LIABILITIES & FUND BALANCE	480,294.11

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

JUNE 30, 2022

ASSETS

F200	CASH - CHECKING	121,450.80
F201	CASH - SAVINGS	151,110.54
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,554.79
F350	WATER CHARGES RECEIVABLE	67,037.73
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	430,178.86

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	430,178.86
	TOTAL LIABILITIES & FUND BALANCE	430,178.86

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

JULY 31, 2022

ASSETS

F200	CASH - CHECKING	153,742.13
F201	CASH - SAVINGS	151,121.11
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,561.12
F350	WATER CHARGES RECEIVABLE	226,780.66
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	622,230.02

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	622,230.02
TOTAL LIABILITIES & FUND BALANCE	622,230.02

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

AUGUST 31, 2022

ASSETS

F200	CASH - CHECKING	249,569.93
F201	CASH - SAVINGS	151,131.37
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,567.27
F350	WATER CHARGES RECEIVABLE	77,110.38
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	568,403.95

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	568,403.95
	TOTAL LIABILITIES & FUND BALANCE	568,403.95

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

SEPTEMBER 30, 2022

ASSETS

F200	CASH - CHECKING	216,964.80
F201	CASH - SAVINGS	151,141.31
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,573.22
F350	WATER CHARGES RECEIVABLE	69,862.57
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	528,566.90

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	528,566.90
TOTAL LIABILITIES & FUND BALANCE	528,566.90

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

OCTOBER 31, 2022

ASSETS

F200	CASH - CHECKING	198,904.00
F201	CASH - SAVINGS	151,175.59
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,593.76
F350	WATER CHARGES RECEIVABLE	224,319.72
F355	OVERDUE CHARGES RECEIVABLE	70,658.02
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	735,676.09

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	735,676.09
	TOTAL LIABILITIES & FUND BALANCE	735,676.09

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

NOVEMBER 30, 2022

ASSETS

F200	CASH - CHECKING	305,791.31
F201	CASH - SAVINGS	151,250.69
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,638.76
F350	WATER CHARGES RECEIVABLE	43,728.95
F355	OVERDUE CHARGES RECEIVABLE	70,658.02
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	4,907.00
	TOTAL	666,999.73

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	666,999.73
	TOTAL LIABILITIES & FUND BALANCE	666,999.73

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

F200	CASH - CHECKING	69,890.06
F201	CASH - SAVINGS	351,642.80
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	90,873.64
F350	WATER CHARGES RECEIVABLE	18,290.97
F355	OVERDUE CHARGES RECEIVABLE	70,658.02
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	4,907.00
	TOTAL	606,287.49

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE

606,287.49

TOTAL LIABILITIES & FUND BALANCE

606,287.49

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

JANUARY 31, 2022

ASSETS

G200	CASH CHECKING	84,670.17
G201	CASH SAVINGS	201,047.87
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,205.41
G360	SEWER CHARGES RECEIVABLE	192,990.70
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	5,071.75
	TOTAL	<u>544,010.90</u>

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>

UNEXPENDED FUND BALANCE	<u>544,010.90</u>
TOTAL LIABILITIES & FUND BALANCE	<u>544,010.90</u>

TOWN OF CHENANGO - SEWER DISTRICT 12**BALANCE SHEET**

JANUARY 31, 2022

ASSETS

GA200	CASH - CHECKING	348.99
GA360	SEWER 12 CHARGES RECEIVABLE	9,484.48
GA365	OVERDUE RENTS RECEIVABLE	0.00
GA391	DUE FROM OTHER FUNDS	0.00
GA410	STATE GRANT RECEIVABLE	0.00
	TOTAL	<u>9,833.47</u>

LIABILITIES AND FUND BALANCE

GA600	ACCOUNTS PAYABLE	0.00
GA630	DUE TO OTHER FUNDS	0.00
	TOTAL	<u>0.00</u>

	UNEXPENDED FUND BALANCE	9,833.47
	TOTAL LIABILITIES & FUND BALANCE	<u>9,833.47</u>

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

FEBRUARY 28, 2022

ASSETS

G200	CASH CHECKING	60,738.05
G201	CASH SAVINGS	201,060.86
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,209.30
G360	SEWER CHARGES RECEIVABLE	108,232.44
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	<u>430,265.65</u>

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>

UNEXPENDED FUND BALANCE	<u>430,265.65</u>
TOTAL LIABILITIES & FUND BALANCE	<u>430,265.65</u>

TOWN OF CHENANGO - SEWER DISTRICT 12**BALANCE SHEET**

FEBRUARY 28, 2022

ASSETS

GA200	CASH - CHECKING	-1,509.53
GA360	SEWER 12 CHARGES RECEIVABLE	4,847.98
GA365	OVERDUE RENTS RECEIVABLE	0.00
GA391	DUE FROM OTHER FUNDS	0.00
GA410	STATE GRANT RECEIVABLE	0.00
	TOTAL	3,338.45

LIABILITIES AND FUND BALANCE

GA600	ACCOUNTS PAYABLE	0.00
GA630	DUE TO OTHER FUNDS	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	3,338.45
TOTAL LIABILITIES & FUND BALANCE	3,338.45

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

MARCH 31, 2022

ASSETS

G200	CASH - CHECKING	29,466.57
G201	CASH - SAVINGS	201,074.52
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,213.39
G360	SEWER CHARGES RECEIVABLE	85,666.49
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	376,445.97

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	376,445.97
TOTAL LIABILITIES & FUND BALANCE	376,445.97

TOWN OF CHENANGO - SEWER DISTRICT 12**BALANCE SHEET**

MARCH 31, 2022

ASSETS

GA200	CASH - CHECKING	-4,180.02
GA360	SEWER 12 CHARGES RECEIVABLE	2,339.87
GA365	OVERDUE RENTS RECEIVABLE	0.00
GA391	DUE FROM OTHER FUNDS	0.00
GA410	STATE GRANT RECEIVABLE	0.00
	TOTAL	-1,840.15

LIABILITIES AND FUND BALANCE

GA600	ACCOUNTS PAYABLE	0.00
GA630	DUE TO OTHER FUNDS	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	-1,840.15
TOTAL LIABILITIES & FUND BALANCE	-1,840.15

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

APRIL 30, 2022

ASSETS

G200	CASH - CHECKING	38,248.01
G201	CASH - SAVINGS	201,088.20
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,217.49
G360	SEWER CHARGES RECEIVABLE	217,325.63
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	516,904.33

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	516,904.33
TOTAL LIABILITIES & FUND BALANCE	516,904.33

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

MAY 31, 2022

ASSETS

G200	CASH - CHECKING	94,720.01
G201	CASH - SAVINGS	201,101.86
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,221.58
G360	SEWER CHARGES RECEIVABLE	115,556.58
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	471,625.03

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	471,625.03
TOTAL LIABILITIES & FUND BALANCE	471,625.03

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

JUNE 30, 2022

ASSETS

G200	CASH - CHECKING	57,427.13
G201	CASH - SAVINGS	151,114.75
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,225.44
G360	SEWER CHARGES RECEIVABLE	103,440.65
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	372,232.97

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	372,232.97
TOTAL LIABILITIES & FUND BALANCE	372,232.97

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

JULY 31, 2022

ASSETS

G200	CASH - CHECKING	102,451.89
G201	CASH - SAVINGS	151,125.32
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,229.65
G360	SEWER CHARGES RECEIVABLE	206,934.48
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	520,766.34

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	520,766.34
TOTAL LIABILITIES & FUND BALANCE	520,766.34

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

AUGUST 31, 2022

ASSETS

G200	CASH - CHECKING	141,099.80
G201	CASH - SAVINGS	151,135.59
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,233.74
G360	SEWER CHARGES RECEIVABLE	117,038.69
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	<u>469,532.82</u>

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	<u>0.00</u>

UNEXPENDED FUND BALANCE	<u>469,532.82</u>
TOTAL LIABILITIES & FUND BALANCE	<u>469,532.82</u>

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

SEPTEMBER 30, 2022

ASSETS

G200	CASH - CHECKING	101,273.92
G201	CASH - SAVINGS	151,145.53
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,237.70
G360	SEWER CHARGES RECEIVABLE	108,538.73
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	421,220.88

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	421,220.88
TOTAL LIABILITIES & FUND BALANCE	421,220.88

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

OCTOBER 31, 2022

ASSETS

G200	CASH - CHECKING	59,480.04
G201	CASH - SAVINGS	151,179.82
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,251.36
G360	SEWER CHARGES RECEIVABLE	178,062.63
G365	OVERDUE CHARGES RECEIVABLE	106,579.94
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	555,578.79

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	555,578.79
TOTAL LIABILITIES & FUND BALANCE	555,578.79

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

NOVEMBER 30, 2022

ASSETS

G200	CASH - CHECKING	76,424.39
G201	CASH - SAVINGS	151,254.92
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,281.29
G360	SEWER CHARGES RECEIVABLE	67,121.81
G365	OVERDUE CHARGES RECEIVABLE	106,579.94
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	3,202.50
	TOTAL	464,889.85

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	464,889.85
TOTAL LIABILITIES & FUND BALANCE	464,889.85

TOWN OF CHENANGO - SEWER OPERATING

BALANCE SHEET

DECEMBER 31, 2022 - AFTER CLOSING

ASSETS

G200	CASH - CHECKING	26,467.42
G201	CASH - SAVINGS	151,647.03
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,437.55
G360	SEWER CHARGES RECEIVABLE	31,024.89
G365	OVERDUE CHARGES RECEIVABLE	106,579.94
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	3,202.50
	TOTAL	379,384.33

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	379,384.33
TOTAL LIABILITIES & FUND BALANCE	379,384.33

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE**BALANCE SHEET**

JANUARY 31, 2023

ASSETS

A200	CASH - CHECKING	1,061,601.06
A201	CASH - SAVINGS	5,358,097.12
A202	CASH - ARPA FUNDS	1,026,557.33
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	580,792.74
A231B	EQUIPMENT RESERVE FUND	101,055.55
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	8,128,503.80

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	27,986.00
	TOTAL	1,047,683.54
	UNEXPENDED FUND BALANCE	7,080,820.26
	TOTAL LIABILITIES & FUND BALANCE	8,128,503.80

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE

BALANCE SHEET

FEBRUARY 28, 2023

ASSETS

A200	CASH - CHECKING	493,808.23
A201	CASH - SAVINGS	5,770,843.39
A202	CASH - ARPA FUNDS	1,028,989.92
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	582,169.02
A231B	EQUIPMENT RESERVE FUND	101,295.02
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,977,505.58

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	42,557.00
	TOTAL	1,062,254.54
	UNEXPENDED FUND BALANCE	6,915,251.04
	TOTAL LIABILITIES & FUND BALANCE	7,977,505.58

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE

BALANCE SHEET

MARCH 31, 2023

ASSETS

A200	CASH - CHECKING	283,295.02
A201	CASH - SAVINGS	5,785,565.05
A202	CASH - ARPA FUNDS	1,031,607.77
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	583,650.11
A231B	EQUIPMENT RESERVE FUND	101,552.72
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	7,786,070.67

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	24,237.00
	TOTAL	1,043,934.54
	UNEXPENDED FUND BALANCE	6,742,136.13
	TOTAL LIABILITIES & FUND BALANCE	7,786,070.67

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE

BALANCE SHEET

APRIL 30, 2023

ASSETS

A200	CASH - CHECKING	764,996.79
A201	CASH - SAVINGS	5,899,547.92
A202	CASH - AREA FUNDS	1,034,101.02
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	585,060.71
A231B	EQUIPMENT RESERVE FUND	101,798.16
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	8,385,904.60

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	30,032.00
	TOTAL	1,049,729.54
	UNEXPENDED FUND BALANCE	7,336,175.06
	TOTAL LIABILITIES & FUND BALANCE	8,385,904.60

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE

BALANCE SHEET

MAY 31, 2023

ASSETS

A200	CASH - CHECKING	1,088,154.15
A201	CASH - SAVINGS	5,414,389.47
A202	CASH - ARPA FUNDS	1,036,702.67
A210	PETTY CASH - TOWN CLERK	200.00
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	586,532.64
A231B	EQUIPMENT RESERVE FUND	102,054.27
A250	TAXES RECEIVABLE	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	8,228,233.20

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	19,309.00
	TOTAL	1,039,006.54
	UNEXPENDED FUND BALANCE	7,189,226.66
	TOTAL LIABILITIES & FUND BALANCE	8,228,233.20

TOWN OF CHENANGO - GENERAL FUND - TOWNWIDE

BALANCE SHEET

JUNE 30, 2023

ASSETS

A200	CASH - CHECKING	
A201	CASH - SAVINGS	969,403.32
A202	CASH - ARPA FUNDS	5,427,331.23
A210	PETTY CASH - TOWN CLERK	1,039,180.81
A211	PETTY CASH - COURT	200.00
A231A	CAPITAL IMPROVEMENTS RESERVE FUND	200.00
A231B	EQUIPMENT RESERVE FUND	587,934.69
A250	TAXES RECEIVABLE	102,298.22
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A410	ACCOUNTS RECEIVABLE - FEMA	0.00
A440	DUE FROM OTHER GOVTS	0.00
A480	PREPAID EXPENSE	0.00
	TOTAL	8,126,548.27

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	0.00
A630	DUE TO OTHER FUNDS	0.00
A688	LIABILITY - AMERICAN RESCUE PLAN FUNDS	1,019,697.54
A690	OVERPYMT/CLEARING ACCT	45,693.00
	TOTAL	1,065,390.54
	UNEXPENDED FUND BALANCE	7,061,157.73
	TOTAL LIABILITIES & FUND BALANCE	8,126,548.27

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND

BALANCE SHEET

JANUARY 31, 2023

ASSETS

DA200	CASH - CHECKING	611,735.01
DA201	CASH - SAVINGS	101,848.38
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,299.90
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	763,883.29

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS`	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	763,883.29
	TOTAL LIABILITIES & FUND BALANCE	763,883.29

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

FEBRUARY 28, 2023

ASSETS

DA200	CASH - CHECKING	401,557.46
DA201	CASH - SAVINGS	602,089.73
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,419.09
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	1,054,066.28

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	1,054,066.28
	TOTAL LIABILITIES & FUND BALANCE	1,054,066.28

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND

BALANCE SHEET

MARCH 31, 2023

ASSETS

DA200	CASH - CHECKING	222,918.46
DA201	CASH - SAVINGS	603,621.50
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	50,547.36
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	877,087.32

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	877,087.32
	TOTAL LIABILITIES & FUND BALANCE	877,087.32

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND**BALANCE SHEET**

APRIL 30, 2023

ASSETS

DA200	CASH - CHECKING	302,025.33
DA201	CASH - SAVINGS	605,080.37
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	100,669.53
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	1,007,775.23

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	1,007,775.23
	TOTAL LIABILITIES & FUND BALANCE	1,007,775.23

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND

BALANCE SHEET

MAY 31, 2023

ASSETS

DA200	CASH - CHECKING	196,481.60
DA201	CASH - SAVINGS	606,602.66
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	100,922.80
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	904,007.06

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	904,007.06
	TOTAL LIABILITIES & FUND BALANCE	904,007.06

TOWN OF CHENANGO - HIGHWAY - TOWNWIDE FUND

BALANCE SHEET

JUNE 30, 2023

ASSETS

DA200	CASH - CHECKING	300,688.96
DA201	CASH - SAVINGS	308,052.69
DA210	PETTY CASH	0.00
DA231A	EQUIPMENT RESERVE FUND	101,164.05
DA250	TAXES RECEIVABLE	0.00
DA391	DUE FROM OTHER FUNDS	0.00
DA410	ACCOUNTS RECEIVABLE - FEMA	0.00
DA480	PREPAID EXPENSE	0.00
	TOTAL	709,905.70

LIABILITIES AND FUND BALANCE

DA600	ACCOUNTS PAYABLE	0.00
DA630	DUE TO OTHER FUNDS	0.00
DA651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	709,905.70
	TOTAL LIABILITIES & FUND BALANCE	709,905.70

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

JANUARY 31, 2023

ASSETS

F200	CASH - CHECKING	157,216.29
F201	CASH - SAVINGS	352,533.73
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	91,103.88
F350	WATER CHARGES RECEIVABLE	150,802.91
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	751,681.81

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	751,681.81
	TOTAL LIABILITIES & FUND BALANCE	751,681.81

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

FEBRUARY 28, 2023

ASSETS

F200	CASH - CHECKING	139,697.19
F201	CASH - SAVINGS	353,369.12
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	91,319.77
F350	WATER CHARGES RECEIVABLE	40,411.38
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	624,822.46

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	624,822.46
	TOTAL LIABILITIES & FUND BALANCE	624,822.46

TOWN OF CHENANGO - WATER OPERATING

BALANCE SHEET

MARCH 31, 2023

ASSETS

F200	CASH - CHECKING	99,008.30
F201	CASH - SAVINGS	354,268.12
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	91,552.10
F350	WATER CHARGES RECEIVABLE	204,124.62
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	748,978.14

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	748,978.14
	TOTAL LIABILITIES & FUND BALANCE	748,978.14

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

APRIL 30, 2023

ASSETS

F200	CASH - CHECKING	93,367.22
F201	CASH - SAVINGS	355,124.34
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	91,773.37
F350	WATER CHARGES RECEIVABLE	165,893.02
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	706,182.95

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	706,182.95
	TOTAL LIABILITIES & FUND BALANCE	706,182.95

TOWN OF CHENANGO - WATER OPERATING**BALANCE SHEET**

MAY 31, 2023

ASSETS

F200	CASH - CHECKING	170,946.69
F201	CASH - SAVINGS	356,017.78
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	92,004.26
F350	WATER CHARGES RECEIVABLE	37,812.45
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	656,806.18

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	656,806.18
TOTAL LIABILITIES & FUND BALANCE	656,806.18

TOWN OF CHENANGO - WATER OPERATING

BALANCE SHEET

JUNE 30, 2023

ASSETS

F200	CASH - CHECKING	143,512.07
F201	CASH - SAVINGS	356,868.81
F210	PETTY CASH	25.00
F231A	CAPITAL IMPROVEMENTS RESERVE FUND	92,224.19
F350	WATER CHARGES RECEIVABLE	34,106.13
F355	OVERDUE CHARGES RECEIVABLE	0.00
F391	DUE FROM OTHER FUNDS	0.00
F410	ACCOUNTS RECEIVABLE - FEMA	0.00
F480	PREPAID EXPENSE	0.00
	TOTAL	626,736.20

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	0.00
F630	DUE TO OTHER FUNDS	0.00
F651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	626,736.20
	TOTAL LIABILITIES & FUND BALANCE	626,736.20

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

JANUARY 31, 2023

ASSETS

G200	CASH - CHECKING	175,110.75
G201	CASH - SAVINGS	152,031.25
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,590.68
G360	SEWER CHARGES RECEIVABLE	117,866.51
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	505,624.19

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE

505,624.19

TOTAL LIABILITIES & FUND BALANCE

505,624.19

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

FEBRUARY 28, 2023

ASSETS

G200	CASH - CHECKING	76,086.00
G201	CASH - SAVINGS	152,391.51
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,734.26
G360	SEWER CHARGES RECEIVABLE	59,412.45
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	348,649.22

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	348,649.22
	TOTAL LIABILITIES & FUND BALANCE	348,649.22

TOWN OF CHENANGO - SEWER OPERATING

BALANCE SHEET

MARCH 31, 2023

ASSETS

G200	CASH - CHECKING	36,784.54
G201	CASH - SAVINGS	152,779.21
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	60,888.77
G360	SEWER CHARGES RECEIVABLE	202,821.82
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	453,299.34

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE

453,299.34

TOTAL LIABILITIES & FUND BALANCE

453,299.34

TOWN OF CHENANGO - SEWER OPERATING**BALANCE SHEET**

APRIL 30, 2023

ASSETS

G200	CASH - CHECKING	25,857.94
G201	CASH - SAVINGS	153,148.46
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	61,035.93
G360	SEWER CHARGES RECEIVABLE	148,600.19
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	388,667.52

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	388,667.52
TOTAL LIABILITIES & FUND BALANCE	388,667.52

TOWN OF CHENANGO - SEWER OPERATING

BALANCE SHEET

MAY 31, 2023

ASSETS

G200	CASH - CHECKING	86,279.14
G201	CASH - SAVINGS	103,533.76
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	61,189.49
G360	SEWER CHARGES RECEIVABLE	62,229.96
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	313,257.35

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	313,257.35
TOTAL LIABILITIES & FUND BALANCE	313,257.35

TOWN OF CHENANGO - SEWER OPERATING

BALANCE SHEET

JUNE 30, 2023

ASSETS

G200	CASH - CHECKING	53,496.27
G201	CASH - SAVINGS	53,781.25
G210	PETTY CASH	25.00
G231A	CAPITAL IMPROVEMENTS RESERVE FUND	61,335.76
G360	SEWER CHARGES RECEIVABLE	58,364.18
G365	OVERDUE CHARGES RECEIVABLE	0.00
G380	ACCOUNTS RECEIVABLE	0.00
G391	DUE FROM OTHER FUNDS	0.00
G410	ACCOUNTS RECEIVABLE FEMA	0.00
G440	DUE FROM OTHER GOVTS	0.00
G480	PREPAID EXPENSE	0.00
	TOTAL	227,002.46

LIABILITIES AND FUND BALANCE

G600	ACCOUNTS PAYABLE	0.00
G630	DUE TO OTHER FUNDS	0.00
G651	ACCRUED INTEREST PAYABLE	0.00
	TOTAL	0.00

UNEXPENDED FUND BALANCE	227,002.46
TOTAL LIABILITIES & FUND BALANCE	227,002.46

BROOME COUNTY SALES TAX - HISTORICAL INFO

8/4/2023

					Total			Amt Over/
Year	1Q	2Q	3Q	4Q	Collected	Gen Budget	Hwy Budget	(Under) Budget
2018	\$641,159	\$698,702	\$769,791	\$734,584	\$2,844,235	\$1,620,000	\$620,000	\$604,235
2019	\$675,924	\$795,842	\$739,582	\$736,198	\$2,947,546	\$1,800,000	\$620,000	\$527,546
2020	\$745,575	\$605,139	\$790,118	\$779,168	\$2,920,000	\$1,800,000	\$620,000	\$500,000
2021	\$734,900	\$895,375	\$882,753	\$852,919	\$3,365,947	\$1,800,000	\$650,000	\$915,947
2022	\$915,674	\$815,472	\$936,443	\$939,469	\$3,607,058	\$1,800,000	\$700,000	\$1,107,058
2023	\$897,974	\$955,739			\$1,853,713	\$1,800,000	\$700,000	(\$646,287)

EDU Model Recommendation

Greg Burden, John Endress
August 9, 2023

We recommend that the Town Board approve the 15/30 EDU plan to repay construction costs for the Wastewater Treatment Plant. In this plan, all residential and vacant parcels with access to the plant would be assigned one EDU. The EDUs for commercial parcels, as defined by their property use codes, would be calculated using their annual water consumption.

Current Sewage Debt is guided by Town Law, Section 56-5. It is the purpose of our recommendation to replace that section of town law with new a new calculation.

The Calculation

$$\text{EDU value} = \frac{D/T}{R + V + C + Cw}$$

Where: D is the total amount of debt to be retired

T is the time, in years, to retire the debt

R is the set of residential EDUs

V is the set of vacant lot EDUs

C is the set of commercial parcel EDUs

Cw is the set of commercial car wash and ice rink EDUs

Definitions

Residential single household properties with access to sewer line are assessed one EDU. Two household properties are assessed two EDUs, and three household are assessed three EDUs.

Vacant lots, regardless of zoning, with access to sewer line are assessed one EDU.

Commercial property EDUs are calculated by 1 EDU plus, the annual water usage, divided by 15,000 and rounded up to the nearest whole number.

Commercial car wash and ice rink properties, as designated by the Property Class, calculate their EDUs are calculated by 1 EDU plus, the annual water usage divided by 30,000 and rounded up to the nearest whole number.

Commercial EDU calculations are rounded up to the nearest whole number. Residential is defined as parcels with Property Class 200-299. Vacant parcels are 300-399. Commercial parcels are Property Class 400+

Zero water use, but in sewer system: Trailer Park: 1 EDU per lot. Apartments, ½ EDU for 1 a bedroom apartment, ¾ EDU for a 2 bedroom apartment, 1 EDU for 3 bedrooms or more.

Impact

The following table illustrates the impact of the calculation using different divisors for the commercial parcels. For each address, a description of the parcel is provided, in addition to the amount of annual debt repayment assuming a constant number of residential and vacant lot EDUs.

Address	Description	Impact
119 Bishop Rd	Residence	\$376
524 Castle Creek Rd	Apartments	22,910
2 Farrell Rd	Trailer Park	34,117
1070 Upper Front St	Restaurant	4,507
1261 Upper Front St	Car Wash	21,407
33 Chenango Bridge Rd	Grocery store	9,389
1367 Upper Front St	Laundromat	4,507
143 Castle Creek Rd	Church	751

Town of Chenango, Broome County, New York

Local Law No. 5 of the Year 2023

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

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

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

§ 67-1. Title.

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

§ 67-2. Authority.

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

§ 67-3 Statement of Purpose.

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

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

§67-4 Word Usage and Definitions.

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

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

ACCESSORY STRUCTURE

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

APPLICANT

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

BUILDING

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

BUILDING INTEGRATED SOLAR ENERGY SYSTEM

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

CERTIFICATE OF COMPLIANCE

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

COMMERCIAL SOLAR ENERGY SYSTEM

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

FARMLAND OF STATEWIDE IMPORTANCE

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

GLARE

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

GROUND-MOUNTED SOLAR ENERGY SYSTEM

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

LAND ORDINANCE

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

NET METERING

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

NON-COMMERCIAL SOLAR ENERGY SYSTEM

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

NON-PARTICIPATING PROPERTY

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

PARTICIPATING PROPERTY

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

PHOTOVOLTAIC SYSTEMS

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

PRIME FARMLAND

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

ROOF-MOUNTED SOLAR ENERGY SYSTEM

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

SOLAR ACCESSORY FACILITY OR STRUCTURE

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

SOLAR COLLECTOR/SOLAR PANEL

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

SOLAR ENERGY EQUIPMENT

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

SOLAR ENERGY SYSTEM

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

STRUCTURE

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

TOWN PLANNING BOARD

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

§67-5 Applicability.

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

§67-6 Non-Commercial Solar Energy Systems

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. A landscaping and screening plan showing:

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

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

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

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

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

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

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

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

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

§67-11. Related Permits and Fees.

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

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

§67-12. Right to Inspect.

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

§67-13. Liability insurance.

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

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

§67-14. Penalties for Violations.

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

§67-15. Default and/or Revocation.

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

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

§67-16. Permit Time Frame.

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

§67-17. Abandonment of Use and Decommissioning.

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

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

- (3) Restoration of the surface grade and soil after removal of all aboveground solar panels, solar energy equipment and accessory facilities or structures.
 - (4) Revegetation of restored soil areas with native seed mixes that exclude any invasive species.
 - (5) A reasonable timeframe for the completion all decommissioning and site restoration activities.
- B. The implementation of the decommissioning plan shall commence and proceed in accordance with subsections C, D and E of this Chapter 67-17., as applicable, upon the occurrence of any of the following:
- (1) The Applicant abandons or otherwise ceases operation of the commercial ground-mounted solar energy system for a cumulative period of 180 days in any 365-day period;
 - (2) The Applicant or subsequent owner begins but does not complete construction of the project within 18 months, or 24 months upon the granting of an extension by the Planning Board as described in subsection A above, after receiving Special Use Permit approval; or
 - (3) The Special Use Permit for the commercial solar energy system is revoked, terminated, or expires and is not renewed.
 - (4) When a permitted commercial solar energy system falls into such a state of disrepair that it creates a health or safety hazard.
 - (5) When commercial solar energy systems are located, constructed or modified without first obtaining, or in a manner not authorized by, the required site plan review approval, Special Use Permit, or any other necessary authorization.

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

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

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

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

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

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

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

Section 2. Separability

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

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

Section 3. Repealer

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

Section 4. Effective Date

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

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning	
a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. If Yes, what is the zoning classification(s) including any applicable overlay district?	□ Yes □ No
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	
b. Is the use permitted or allowed by a special or conditional use permit?	□ Yes □ No
c. Is a zoning change requested as part of the proposed action? If Yes,	□ Yes □ No
i. What is the proposed new zoning for the site? _____	
C.4. Existing community services.	
a. In what school district is the project site located? _____	
b. What police or other public protection forces serve the project site? _____	
c. Which fire protection and emergency medical services serve the project site? _____	
d. What parks serve the project site? _____ _____	

D. Project Details

D.1. Proposed and Potential Development	
a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? _____	
b. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres	
c. Is the proposed action an expansion of an existing project or use? □ Yes □ No i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____	
d. Is the proposed action a subdivision, or does it include a subdivision? □ Yes □ No If Yes, i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____ ii. Is a cluster/conservation layout proposed? □ Yes □ No iii. Number of lots proposed? _____ iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____	
e. Will the proposed action be constructed in multiple phases? □ Yes □ No i. If No, anticipated period of construction: _____ months ii. If Yes: <ul style="list-style-type: none"> • Total number of phases anticipated _____ • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year • Anticipated completion date of final phase _____ month _____ year • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____ <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> 	

f. Does the project include new residential uses? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Total number of structures _____ ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Purpose of the impoundment: _____ ii. If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____ iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe. _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? <input type="checkbox"/> Yes <input type="checkbox"/> No ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐
If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

<ul style="list-style-type: none"> • Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ <p>If Yes:</p> <ul style="list-style-type: none"> • Describe extensions or capacity expansions proposed to serve this project: _____ _____ _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____ _____ _____</p>		
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____ _____ _____</p>		
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p style="margin-left: 40px;">_____ Square feet or _____ acres (impervious surface)</p> <p style="margin-left: 40px;">_____ Square feet or _____ acres (parcel size)</p> <p>ii. Describe types of new point sources. _____ _____</p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____ _____</p> <ul style="list-style-type: none"> • If to surface waters, identify receiving water bodies or wetlands: _____ _____ • Will stormwater runoff flow to adjacent properties? _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____</p>		
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs) 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate methane generation in tons/year (metric): _____</p> <p>ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p>ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____</p> <p>iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p>iv. Does the proposed action include any shared use parking? Yes No</p> <p>v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p>vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p>ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p>iii. Will the proposed action require a new, or an upgrade, to an existing substation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. <input type="checkbox"/> Urban <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Rural (non-farm) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

<p>c. Is the project site presently used by members of the community for public recreation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. If Yes: explain: _____</p>	
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes,</p> <p>i. Identify Facilities: _____</p> <p>_____</p>	
<p>e. Does the project site contain an existing dam? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection: _____</p> <p>_____</p>	
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, cite sources/documentation: _____ <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____</p> <p>_____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p> <p>_____</p>	
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p> <p>_____</p>	
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Yes – Spills Incidents database</p> <p><input type="checkbox"/> Yes – Environmental Site Remediation database</p> <p><input type="checkbox"/> Neither database</p> </div> <div style="width: 50%;"> <p>Provide DEC ID number(s): _____</p> <p>Provide DEC ID number(s): _____</p> </div> </div> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>_____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p> <p>_____</p>	

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p>_____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p> <p>_____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p> <p>_____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p> <p>_____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Project :

Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

2. Impact on Geological Features The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) <i>If “Yes”, answer questions a - f. If “No”, move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in “a” through “c”, above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If “Yes”, answer questions a - j. If “No”, move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:</p> <p>e.</p> <p>i. The proposed action may result in the destruction or alteration of all or part of the site or property.</p> <p>ii. The proposed action may result in the alteration of the property’s setting or integrity.</p> <p>iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.</p>	<p>E3e, E3g, E3f</p> <p>E3e, E3f, E3g, E1a, E1b</p> <p>E3e, E3f, E3g, E3h, C2, C3</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>		
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>		
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

13. Impact on Transportation The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - f. If "No", go to Section 14.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

☐ NO

☐ YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: ☐ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Page 175 of 315

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

☐ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>



State of New York County of Broome Government Offices

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

July 13, 2023

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

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

Dear Supervisor Klenovic:

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

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

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

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

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

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

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

Sincerely,

A handwritten signature in blue ink that reads "Beth A. Lucas". The signature is fluid and cursive, with the first name "Beth" being more prominent.

Beth Lucas
Director

BL/lmz

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

Zier, Lora M.

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

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

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

Sincerely,

Lora M. Zier

Senior Planner

Broome County Department of
Planning and Economic Development

Tele: 607-778-2370

Fax: 607-778-2175

lora.zier@broomecountyny.gov

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

Lora:

Please see the comment below.

Thanks,

Sean Murphy

Regional GIS Coordinator/Regional Site Plan Review Coordinator/Primavera Technical Support

New York State Department of Transportation, Region 9

44 Hawley Street, Binghamton, NY 13901

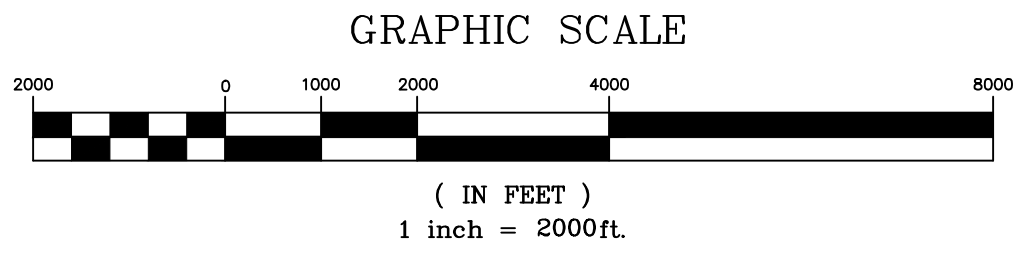
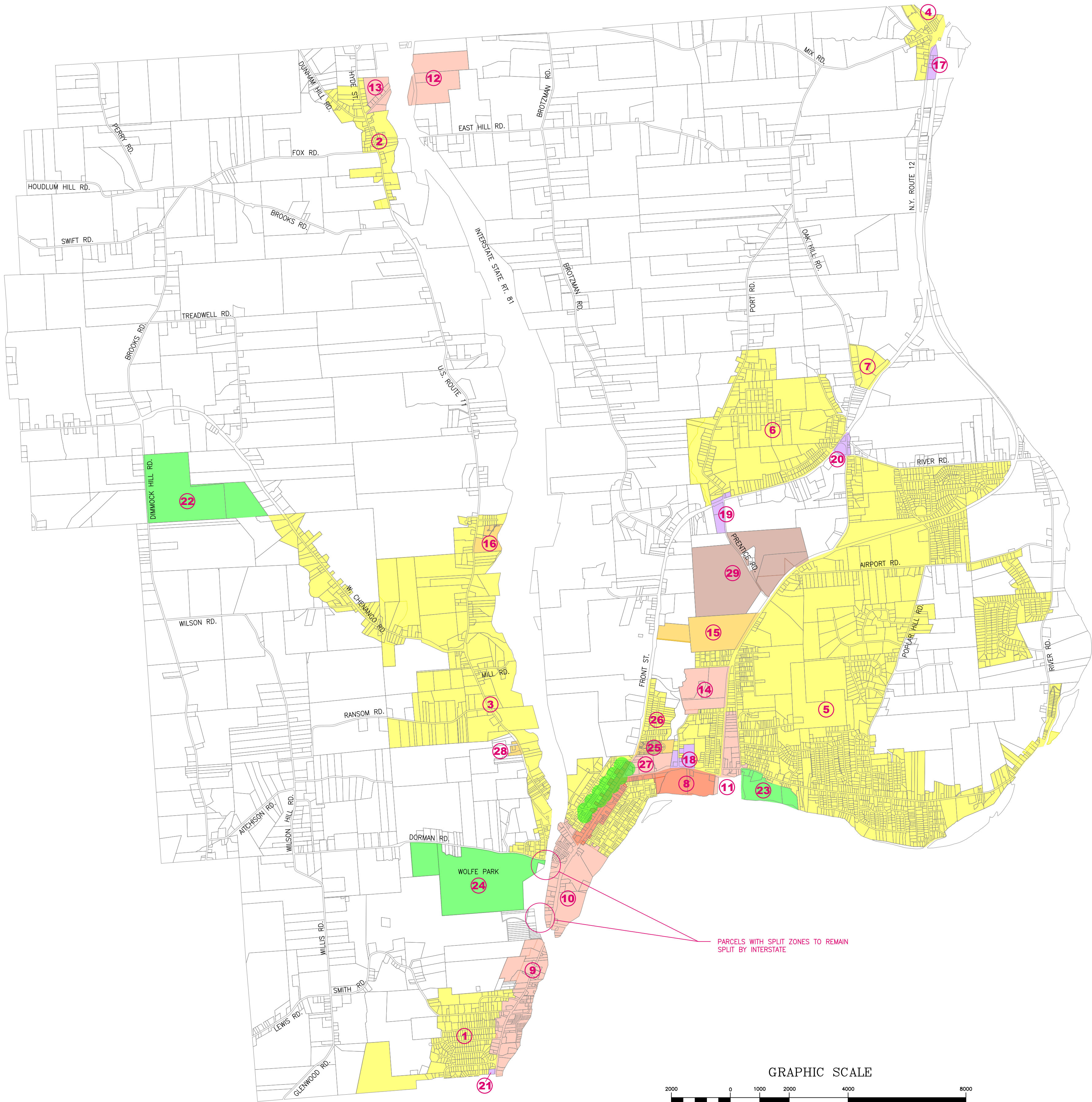
+1 607-772-7335 | Sean.Murphy@dot.ny.gov

www.dot.ny.gov




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

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



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

ZONING MAP OF THE TOWN OF CHENANGO



URDA
ENGINEERING, PLLC

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

Warning: It is a violation of Article 145, Section 7209, Subdivision 2 for any person, unless he/she is acting under the direction of a licensed professional engineer or land surveyor, to alter an item in any way on any plans, specifications, plats, and/or reports to which the seal of a professional engineer or land surveyor has been applied. If an item bearing the seal of an engineer or land surveyor is altered, the altering engineer or land surveyor shall affix to the item his seal and the notation "altered by" followed by his/her signature and the date of such alteration, and a specific description of the alteration.

Revisions:		
NO.	BY	DESCRIPTION

Client:

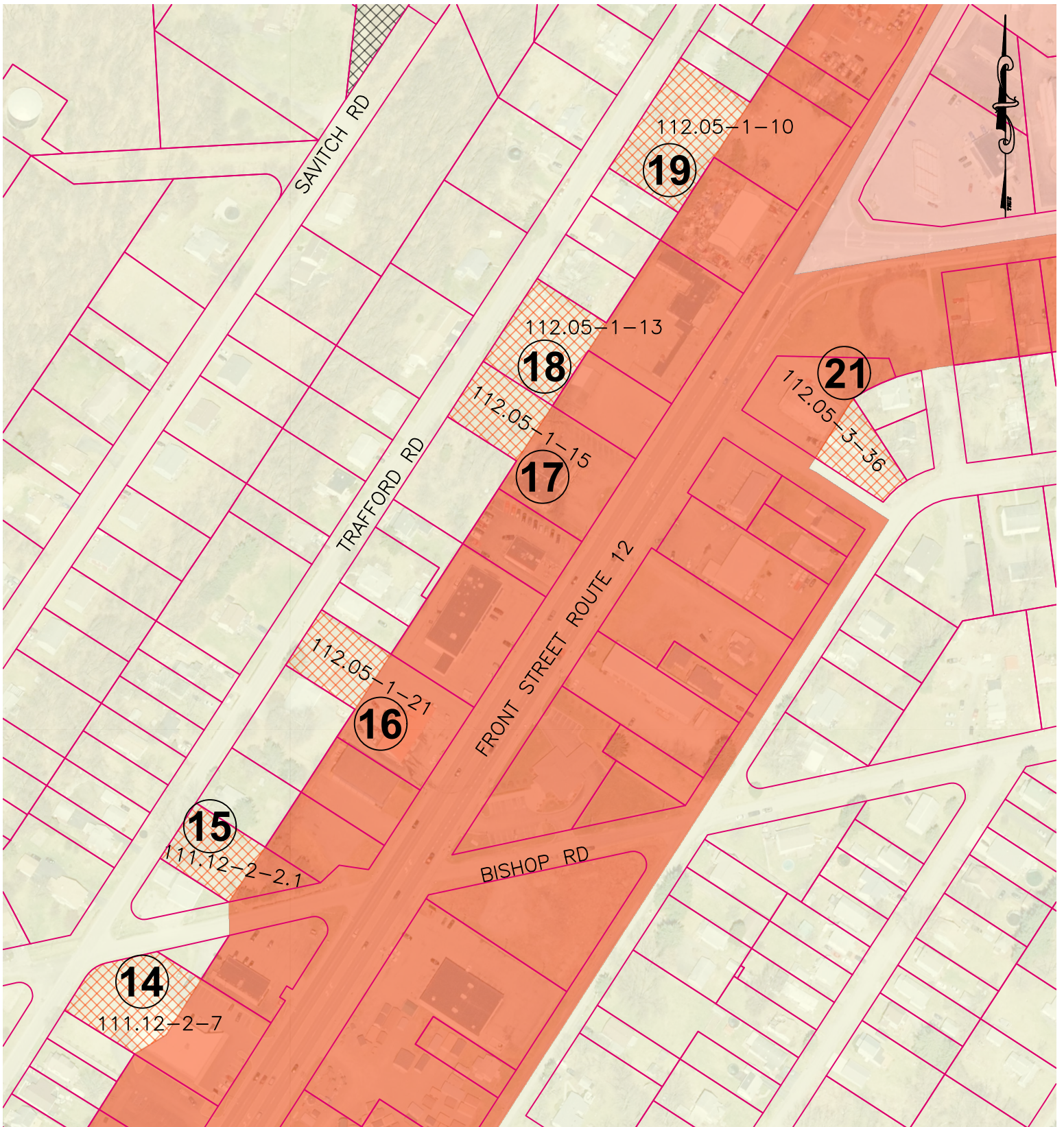
Town of Chenango
1529 NY Route 12
Binghamton
Broome County, NY

Date Drawn:

June 8, 2023

Drawn by: A. URDA
Project no.: 0016.00122.9
File: Toc-zon-2023 06 08.dwg
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ZONING MAP
of the
Town of Chenango



SOURCE: NYSGIS
2018 Aerial

SCALE: 1 INCH = 200 FT

May 1, 2023

URDA
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Project: TOWN OF CHENANGO ZONING REVIEW

EXISTING

R
A
NC
PDD-R II

PROPOSED

R
A
NC
PDD-R II

EXISTING

PDD-C
PDD-I
PDD-R
CD

PROPOSED

PDD-C
PDD-I
PDD-R
CD

Sheet Title:

**ZONING w/
AERIAL PHOTO**

ID#:

14-19 & 21
Page 181 of 315

TOWN OF CHENANGO PROPOSED ADJUSTEMENT OF SPLIT ZONED PARCELS

Town of Chenango
Broome County , NY

6/8/2023
A. Urda,
Urda Engineering

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

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning	
a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. If Yes, what is the zoning classification(s) including any applicable overlay district?	□ Yes □ No
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	
b. Is the use permitted or allowed by a special or conditional use permit?	□ Yes □ No
c. Is a zoning change requested as part of the proposed action? If Yes,	□ Yes □ No
i. What is the proposed new zoning for the site? _____	
C.4. Existing community services.	
a. In what school district is the project site located? _____	
b. What police or other public protection forces serve the project site? _____	
c. Which fire protection and emergency medical services serve the project site? _____	
d. What parks serve the project site? _____ _____	

D. Project Details

D.1. Proposed and Potential Development	
a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? _____	
b. a. Total acreage of the site of the proposed action?	_____ acres
b. b. Total acreage to be physically disturbed?	_____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?	_____ acres
c. Is the proposed action an expansion of an existing project or use? □ Yes □ No	
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____	
d. Is the proposed action a subdivision, or does it include a subdivision? □ Yes □ No	
If Yes,	
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____	
ii. Is a cluster/conservation layout proposed? □ Yes □ No	
iii. Number of lots proposed? _____	
iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____	
e. Will the proposed action be constructed in multiple phases? □ Yes □ No	
i. If No, anticipated period of construction: _____ months	
ii. If Yes:	
• Total number of phases anticipated	_____
• Anticipated commencement date of phase 1 (including demolition)	_____ month _____ year
• Anticipated completion date of final phase	_____ month _____ year
• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____ _____ _____	

f. Does the project include new residential uses? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Total number of structures _____ ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Purpose of the impoundment: _____ ii. If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____ iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe. _____ _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? <input type="checkbox"/> Yes <input type="checkbox"/> No ix. Summarize site reclamation goals and plan: _____ _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

<ul style="list-style-type: none"> • Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ <p>If Yes:</p> <ul style="list-style-type: none"> • Describe extensions or capacity expansions proposed to serve this project: _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____	
If Yes: <ul style="list-style-type: none"> • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____ 	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____	
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____	
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____	
If Yes: <ul style="list-style-type: none"> i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or _____ acres (impervious surface) _____ Square feet or _____ acres (parcel size) ii. Describe types of new point sources. _____ 	
iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____	
<ul style="list-style-type: none"> • If to surface waters, identify receiving water bodies or wetlands: _____ 	
<ul style="list-style-type: none"> • Will stormwater runoff flow to adjacent properties? _____ 	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____	
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____	
If Yes, identify: <ul style="list-style-type: none"> i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____ 	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____	
If Yes: <ul style="list-style-type: none"> i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: <ul style="list-style-type: none"> • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs) 	

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate methane generation in tons/year (metric): _____</p> <p>ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p>ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____</p> <p>iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p>iv. Does the proposed action include any shared use parking? Yes No</p> <p>v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p>vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p>ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p>iii. Will the proposed action require a new, or an upgrade, to an existing substation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. <input type="checkbox"/> Urban <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Rural (non-farm) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

<p>c. Is the project site presently used by members of the community for public recreation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. If Yes: explain: _____</p>	
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes,</p> <p>i. Identify Facilities: _____</p> <p>_____</p>	
<p>e. Does the project site contain an existing dam? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection: _____</p> <p>_____</p>	
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, cite sources/documentation: _____ <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____</p> <p>_____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p> <p>_____</p>	
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p> <p>_____</p>	
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes – Spills Incidents database <input type="checkbox"/> Yes – Environmental Site Remediation database <input type="checkbox"/> Neither database </div> <div> Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ </div> </div> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>_____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p> <p>_____</p>	

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p>_____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p> <p>_____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p> <p>_____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p> <p>_____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Project :

Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

2. Impact on Geological Features The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflouorocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:</p> <p>e.</p> <p>i. The proposed action may result in the destruction or alteration of all or part of the site or property.</p> <p>ii. The proposed action may result in the alteration of the property's setting or integrity.</p> <p>iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.</p>	<p>E3e, E3g, E3f</p> <p>E3e, E3f, E3g, E1a, E1b</p> <p>E3e, E3f, E3g, E3h, C2, C3</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - f. If "No", go to Section 14.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

☐ NO

☐ YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: ☐ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Page 206 of 315

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

☐ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>



State of New York County of Broome Government Offices

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

July 26, 2023

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

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

Dear Supervisor Klenovic:

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

Applicant: Town of Chenango
Project: Local Law: A Local Law Rezoning Property and Updating the Town of Chenango Zoning Map
Municipality: Town of Chenango
Tax Map No: town-wide
BC Case: 239-2023-092

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

- The Proposed Local Law Section 75 and SEQR FEAF should include the specific goals and objectives and recommendations of the Town of Chenango Comprehensive Plan and the Town Board decisions that prompted these proposed rezonings. See also BMTS and NYSDOT comments enclosed.
- The Town Board should consider the most intensive uses allowed in the proposed rezoning districts, the potential for more intensive development and the potential full buildout to occur with the proposed rezonings. This should be especially considered in areas where the proposed rezonings could allow for more intensive uses closer to less intensive uses and disturb the relatively clear lines between the more intensive districts and the less intensive districts, such as:
 - the relatively clear lines between the residential and commercial districts along Upper Front Street and Chenango Bridge Road
 - between the steep slopes/AGR and PDD-C districts along Upper Front Street
 - the AGR portion of 12 Prentice that appears to provide a buffer between the PDD-IND and the RES districts.

See also BMTS and NYSDOT comments enclosed.

- The Town Board should ensure that the proposed changes are appropriate. For example, the Town Board should ensure that the proposed change from PDD-R II to AGR and not MH is appropriate for 2 Farrell Drive and provide the reason. Section 73-4 A.
- Areas to be rezoned include those within the Existing and Preliminary FEMA Special Flood Hazard Area. The Town Board should consider and use caution in consideration of the rezonings located within the SFHA as well as those proposed rezonings located within steep slopes, wetlands, and within any

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

other/any other potential environmental and infrastructure constraints. See also BMTS and NYSDOT comments enclosed.

- The Town Board should ensure consistency with Section 73-11 Aquifer District and Wellhead Protection District regulations.
- The Town Board should ensure consistency between the Official Zoning Map Zoning Districts, Chapter 73, Article II, Section 73-4 A. Zoning Districts, and the BCGIS Parcel Mapper. For example, the proposed Zoning Map (dated June 8, 2023) shows 11 zoning districts, Section 73-4 A. shows 12 zoning districts, and the BCGIS Parcel Mapper shows 8 zoning districts for the Town of Chenango.
- The Town should coordinate with the Broome County Division of GIS to ensure that these broad changes are appropriately integrated into the online Parcel Information System. As we recommend for other towns, the Town Board could establish the Zoning Map shown on the BCGIS Parcel Mapper as the Official Zoning Map, keep the Official Zoning Map current, and inform Broome County Planning of changes and request the changes be made within a specified time frame.

The case file was routed to the Binghamton Metropolitan Transportation Study (BMTS), New York State Department of Transportation (NYSDOT), Broome County Department of Public Works (DPW), and Broome County Health Department (BCHD) for review. Enclosed are comments from the BMTS and NYSDOT that need to be addressed. DPW and BCHD had no comments.

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

Sincerely,



Beth Lucas
Director

BL/lmz

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

Zier, Lora M.

From: McCullen, Leigh A.
Sent: Wednesday, July 26, 2023 10:31 AM
To: Zier, Lora M.
Subject: RE: 239-2023-092 Chenango LLA RZ FW: 239 Review - Town of Chenango Rezoning Local Law

BMTS concurs with NYSDOT's comments dated July 25, 2023.

From: Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>
Sent: Tuesday, July 25, 2023 4:13 PM
To: Zier, Lora M. <Lora.Zier@broomecountyny.gov>; McCullen, Leigh A. <Leigh.McCullen@broomecountyny.gov>; Yonkoski, Jennifer L. <Jennifer.Yonkoski@broomecountyny.gov>; Giurastante, Marie (DOT) <Marie.Giurastante@dot.ny.gov>; Lavrinovich, Eduard V. <Eduard.Lavrinovich@broomecountyny.gov>; Brown, Roger V. <Roger.Brown@broomecountyny.gov>; Laine, Matthew J. <Matthew.Laine@broomecountyny.gov>
Cc: Newby, Drew (DOT) <Drew.Newby@dot.ny.gov>; Phillips, Thomas D. (DOT) <Thomas.Phillips@dot.ny.gov>; Bump, Christopher (DOT) <Christopher.Bump@dot.ny.gov>; Taylor, Jennifer M (DOT) <Jennifer.Taylor@dot.ny.gov>
Subject: RE: 239-2023-092 Chenango LLA RZ FW: 239 Review - Town of Chenango Rezoning Local Law

Lora:

Please find the attached letter outlining the Regional Site Plan Committee's comments regarding the above proposal.

Thanks,

Sean Murphy

Regional GIS Coordinator/Regional Site Plan Review Coordinator/Primavera Technical Support

New York State Department of Transportation, Region 9

44 Hawley Street, Binghamton, NY 13901

+1 607-772-7335 | Sean.Murphy@dot.ny.gov

www.dot.ny.gov



From: Zier, Lora M. <Lora.Zier@broomecountyny.gov>
Sent: Friday, June 30, 2023 2:42 PM
To: McCullen, Leigh A. <Leigh.McCullen@broomecountyny.gov>; Yonkoski, Jennifer L. <Jennifer.Yonkoski@broomecountyny.gov>; Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>; Giurastante, Marie (DOT) <Marie.Giurastante@dot.ny.gov>; Lavrinovich, Eduard V. <Eduard.Lavrinovich@broomecountyny.gov>; Brown, Roger V. <Roger.Brown@broomecountyny.gov>; Laine, Matthew J. <Matthew.Laine@broomecountyny.gov>
Subject: 239-2023-092 Chenango LLA RZ FW: 239 Review - Town of Chenango Rezoning Local Law

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Zier, Lora M.

From: Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>
Sent: Tuesday, July 25, 2023 4:13 PM
To: Zier, Lora M.; McCullen, Leigh A.; Yonkoski, Jennifer L.; Giurastante, Marie (DOT); Lavrinovich, Eduard V.; Brown, Roger V.; Laine, Matthew J.
Cc: Newby, Drew (DOT); Phillips, Thomas D. (DOT); Bump, Christopher (DOT); Taylor, Jennifer M (DOT)
Subject: RE: 239-2023-092 Chenango LLA RZ FW: 239 Review - Town of Chenango Rezoning Local Law
Attachments: 23-114 Town of Chenango Rezoning Local Law - Broome RL.pdf

Lora:

Please find the attached letter outlining the Regional Site Plan Committee's comments regarding the above proposal.

Thanks,

Sean Murphy

Regional GIS Coordinator/Regional Site Plan Review Coordinator/Primavera Technical Support

New York State Department of Transportation, Region 9

44 Hawley Street, Binghamton, NY 13901

+1 607-772-7335 | Sean.Murphy@dot.ny.gov

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Sent: Friday, June 30, 2023 2:42 PM
To: McCullen, Leigh A. <Leigh.McCullen@broomecountyny.gov>; Yonkoski, Jennifer L. <Jennifer.Yonkoski@broomecountyny.gov>; Murphy, Sean W. (DOT) <Sean.Murphy@dot.ny.gov>; Giurastante, Marie (DOT) <Marie.Giurastante@dot.ny.gov>; Lavrinovich, Eduard V. <Eduard.Lavrinovich@broomecountyny.gov>; Brown, Roger V. <Roger.Brown@broomecountyny.gov>; Laine, Matthew J. <Matthew.Laine@broomecountyny.gov>
Subject: 239-2023-092 Chenango LLA RZ FW: 239 Review - Town of Chenango Rezoning Local Law

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Hello Leigh, Sean, Marie, Eduard, and Matt,

Please see the email below and the 5 attachments for this project.

Sincerely,

Lora M. Zier

Senior Planner

Broome County Department of
Planning and Economic Development



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

JAMES P. RUSAK, P. E.
Regional Director

July 25, 2023

Ms. Lora Zier, Senior Planner
Broome County Department of Planning and Economic Development
Edwin L. Crawford County Office Building
60 Hawley Street
P.O. Box 1766
Binghamton, New York 13901

Dear Ms. Zier:

**RE: LOCAL LAW REVIEW – TOWN OF CHENANGO REZONINGS
VARIOUS LOCATIONS,
TOWN OF CHENANGO, BROOME COUNTY
NYSDOT CASE #23-114**

NYSDOT has reviewed the materials for the above-referenced proposal. As these zoning changes may result in more intense land uses and impacts to the transportation system, please forward any planning documents received from the Town of Chenango in support of this action. Additionally, please provide any plans for development of the rezoned properties for NYSDOT review, when available.

If you have any questions, or need further assistance, please contact Jennifer Taylor of the NYSDOT Region 9 Planning and Program Management Office at 607-721-8257.

Sincerely,
***Original signed by
Sean Murphy for***

Tony Signorelli, P.E.
Regional Traffic Engineer



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

8/4/23

We are once again down a Public Works Laborer, I received resignation on Thursday 8/4/2023 and he gave me 2 weeks (8/18/23). I am asking the board to allow me to put out the sign board, post to the Town website and on indeed.

Thank You
Greg Burden
Superintendent of Public Works

Senior Clerk - Scenario #1

Assessor / Ordinance

Purpose: Hire an Account Clerk to replace the Senior Clerk presently employed to ascertain additional skill sets for the duties of the shared position. This will be a financially beneficial solution however logistically difficult to navigate. With 2 locations it would leave the Ordinance, Assessor or both understaffed for vacation, sick leave, etc. The learning curve in both departments is significant, Ordinance staff is building a new software network, Code EO is PT, the valued senior member of the team is eligible for retirement at any time.

Proposed Timeline:

- Post 8.10.23 – 8.18.23
- Interviews Friday 8.19.23 & Monday 8.21.23
- Board Resolution Agenda 8.23.23
- On Board ASAP
- Interview Committee Ordinance Dept Head, Assessor, HR

Current salary \$33,366 (18.33ph)

Proposed salary range \$33,500 (18.41 ph) to \$35,000 (19.23 ph)

Current Hours Monday–Friday 8-4

Proposed Hours Monday-Friday 8-4

Department share:

	Assessor	Ordinance
Monday	8-11:30	12:30-4
Tuesday	N/A	8-4
Wednesday	8-11:30	12:30 – 4
Thursday	8-11:30	12:30-4
Friday	N/A	8-4

Scenario #2

Purpose: Hire a FT Account Clerk and a PT Senior Clerk to replace the Senior Clerk presently employed to ascertain additional skill sets for the duties of the Ordinance Department functions including technology savvy capabilities with some exposure to property sales, code, Planning or Zoning meeting formats, agenda and minutes preparation. Training for the part time assessor clerk would primarily come from the Assessor and would take some burden from Ordinance staff while they train the account clerk. This is my recommendation for optimal efficiency and necessary staffing in my opinion.

Proposed Timeline for both positions:

- Post 8.10.23 – 8.18.23
- Interviews Friday 8.19.23 & Monday 8.21.23
- Board Resolution Agenda 8.23.23
- On Board ASAP

	Assessor	Ordinance
	PT Senior Clerk	FT Account Clerk
Proposed salary range	\$18-19.25 per hour (\$16,800-\$18,000) Max 19hrs p/w	\$34,000-36,900

Proposed Schedule:

Monday	8-Noon	8-4
Tuesday	N/A	8-4
Wednesday	8-Noon	8-4
Thursday	8-Noon	8-4
Friday	N/A	8-4
Exemption period	+3-4 hrs weekly	
Grievance period	+3-4 hrs weekly	

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 1/2 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 shall 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 described in Resolution of the Work Rules above.

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of standard clerical tasks and the use of computer software to enter and retrieve information. Specific duties vary with the needs of the department. Incumbents may direct and review the work of lower-level clerical employees but regular supervision is not a responsibility of the class. The work of this class is distinguished from Clerk by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgment in selecting the best of a number of prescribed alternatives regarding clerical operations. May lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews documents for accuracy, completeness, processes, and conformity with established procedures and makes appropriate determinations;
Answers telephone and takes messages or provides callers with general information;
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
Makes contact by telephone and correspondence to obtain additional information or to update information;
Monitors agency record keeping system for proper maintenance (both manual and computerized);
Prepares and/or verifies the accuracy of a variety of records;
Maintains a variety of records which may include but are not limited to expenses, maintenance and operating costs;
Processes claims, verifies accuracy of billing, researches bills and, authorizes payment of outstanding bills;
Collects fees and accounts for monies received;
Uses a personal computer or scanner to enter information and retrieve pertinent data from computer files;
May instruct new employees in specialized clerical work of a unit;
May prepare standard written responses on matters where policies and procedures are well-defined;
May type correspondence, records and other written materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of the principles and practices of computerized records maintenance;
Good knowledge of modern methods used in record keeping;
Good knowledge of the specific laws, organizational rules, procedures, and policies of the assigned department;
Working knowledge of basic arithmetic functions of addition,

SENIOR CLERK-cont'd.

2

subtraction, multiplication and division;
Ability to understand and interpret complicated oral instructions
and/or written directions;
Ability to analyze and organize data and prepare accurate records
and reports;
Ability to operate a personal computer;
Ability to perform close, detail work involving considerable
visual effort and concentration;
Ability to articulate ideas and information effectively;
Ability to deal effectively with people;
Ability to establish and maintain effective working relationships
with others;
Accuracy.

MINIMUM QUALIFICATIONS:

One year of clerical experience.

Note:

Successful completion of coursework at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with thirty semester credit hours being equivalent to one year of experience.

R8

8/1/17

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
Reconciles all entries, both debits and credits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Produces data needed for State and Federal reimbursement claims;
Receives cash payments, issues receipts;
Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
May make bank deposits;
Contacts clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquires on financial records;
Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits simple payroll time records;
Processes data either for computer or other records;
Makes computations as necessary;
Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to write legibly;

ACCOUNT CLERK - Contd.

2

Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or
written directions;
Ability to perform close, detail work involving considerable visual
effort and strain;
Ability to develop effective working relationships and deal
diplomatically with the public;
Good judgment.

MINIMUM QUALIFICATIONS:

One year of clerical experience maintaining financial accounts and records, which must include as a regularly occurring function of the job some financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking voucher and purchase orders for arithmetical accuracy and completeness.

Note: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with one semester credit hours of related coursework as indicated above being equivalent to one month of experience.

R4

1/24/14

RESOLUTION NO.

RESOLUTION APPOINTING TOWN OF CHENANGO OFFICERS AND EMPLOYEES AND SETTING THE 2023 SALARY SCHEDULE

At a regular meeting of the Town of Chenango, held on the 25th day of January, 2023, the following resolution was offered and seconded:

SECTION 1. Pursuant to and in accordance with the provisions of Sections 20, 24, 27, 42, 220, 267, and 272 of the Town Law, the following offices are hereby established and appointments are made thereto; and the following salary schedule for all officers, employees, and officials, elected and appointed, is hereby adopted.

<u>Office</u>	<u>Name</u>	<u>Salary</u>
Supervisor	Jo Anne W. Klenovic	\$23,982
Councilperson	Kevin Worden	14,487
Councilperson	James H. DiMascio	14,487
Councilperson	Eugene H. Hulbert, Jr.	14,487
Councilperson	Dave Johnson	14,487
Admin Assistant - Towns	Amy B. MacLeod	37,140
Town Clerk	Lizanne M. Tiesi-Korinek	49,504
Deputy Town Clerk	Kathleen A. Rudy	34,607
Town Justice	Michael A. Fedish	27,040
Town Justice	Wendy H. Scott	27,040
Clerk to Justice	Kendra S. Maslin	45,872
Clerk to Justice	Trina Sorochinsky	36,214
Court Clerk – PT	Martha Nuzzela	19.90/hr
Highway Superintendent	Derin M. Kraack	75,860
Secretary to the Highway Supt.	Joyanne I. Kasmarcik	46,412
Superintendent of Public Works	Gregory A. Burden	75,248
Account Clerk (Water/Sewer)	Meri-K Ritter	37,793
Sr. Clerk (Water/Tn Clerk Office)	Stephanie M. Shuba	33,366
Assessor	John M. Endress	42,689
Bldg. & Code Inspect/Dept Head	Gavin R. Stiles	54,500
P/T Building & Code Inspector	Rick Fritz	27,500
Assessor/Ordinance Asst.	Diane M. Aurelio	39,947
Sr. Clerk (Ordinance/Assessor)	Kari L. Strabo	33,366
Sr. Account Clerk/Bookkeeper	Julie A. Wyatt	45,481
Dog Control Officer	Joel E. Troutman	17,794
Town Historian	Barbara A. Eccleston	2,477
Cleaner	Tracy B. Croffutt	16,830
Crossing Guard	Brian T. Evans	14.52/hr
Data Processing Personnel Svcs	As Needed	3,000

<u>Office</u>	<u>Name</u>	<u>Salary</u>
Planning Board Chairperson	One Chairperson	100.00/Mtg
Planning Board	Four Members/One Alternate	75.00/Mtg
Zoning Board Chairperson	One Chairperson	100.00/Mtg
Zoning Board	Four Members/One Alternate	75.00/Mtg
Assessment Review Board	Four Members	32.75/Hr
Stenographer for Boards	One Stenographer/Board	50.00/Mtg
Mileage Reimbursement	According to IRS Guidelines	

SECTION 2. **RESOLVED**, that all officers, employees, and officials appointed herein above shall serve for a term as set forth in Section 24 of the Town Law; and all officers, officials and employees of the Town of Chenango shall be paid on a bi-weekly basis or as required; and it is further

SECTION 3. **RESOLVED**, that the above officers, employees, and/or officials of the Town of Chenango shall be compensated as herein above provided, after the filing official undertakings and oaths of office as required by Section 25 of the Town Law; and it is further

SECTION 4. **RESOLVED**, that this Resolution shall take effect January 1, 2023.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct, and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 25th day of January, 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: January 25, 2023

 Lizanne Tiesi-Korinek
 Town Clerk of the Town of Chenango

TOWN STAFF POSITIONS

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>RATE OF PAY</u>	<u>YEARS ON JOB</u>	<u>CIVIL SERVICE STATUS</u>
Assessor/Ordinance Assistant	Ordinance	\$39,947.00	23 years	Waiting for test to be scheduled
Building & Code Inspector PT	Ordinance	\$27,500.00	1 year	No test needed
Building & Code Inspector FT	Ordinance	\$54,500.00	3 years	Test taken
Senior Clerk	Ordinance	\$33,366.00	2 years	Test taken
Superintendent of PW	DPW	\$75,248.00	20 years	Exam on 4/13/2024
Account Clerk	Water/Sewer	\$37,800.00	2 years	Test taken
Senior Clerk	Water/Sewer	\$33,500.00	less than 1 year	Exam on 10/21/2023
Senior Account Clerk	Supervisor	\$43,000	less than 1 year	Waiting for test to be scheduled
Admin. Assistant - Towns	Supervisor	\$37,140.00	1 year	Test taken
Cleaner	Janitorial	\$16,830.00		Exempt
Assessor	Assessor	\$42,689.00	3 years	Exempt
Historian	Historian	\$2,477.00	6 years	Exempt
Secretary to Hwy Superinten.	Highway	\$46,412.00	27 years	Exempt
Landfill Attendant - Seasonal	Highway	\$18.00/hr	less than 1 year	No test needed
Deputy Town Clerk	Town Clerk	\$34,607.00	6 years	No test needed
Deputy Town Clerk	Town Clerk	\$34,000.00	less than 1 year	No test needed
Town Clerk	Town Clerk	\$49,504.00	25 years	No test needed

Recruiting a Town Assessor

Proposed Timeline:

- Post position 8.10.23 - 9.8.23
 - May be necessary to be more creative/assertive with our search, Indeed with larger geographic range, NYAA magazine/newsletter, Syracuse newspaper
 - Advertising budget increase
- Interviews: September 13,14,15 (best case scenario)
- Committee - Current Assessor, Board member, Ordinance Department Head
- On Board - Projected 10.1.23 (Term expiration date: Sept 30, 2025)
- Transition to new Assessor – July 1, 2024

Employment Parameters

- | | |
|-------------------------------|--|
| • Current Salary | \$42,689 (\$34ph) (2024- \$43,969.67) |
| • Proposed range | \$40,000-\$44,000 |
| • Avg NY Assessor Salary | \$24-32 per hour (NYS Assessor website) TOC \$34ph |
| • Current hours | Tuesday, Wednesday Thursday 8-4 (Total 24) |
| • Proposed hours | Monday, Wednesday, Thursday 8-4 (Total 24) |
| • Additional hours | as needed during Dec-Feb Exemptions, Grievance Process |
| • Benefits | N/A hired after Jan 2012 |
| • Vacation, Personal and Sick | N/A hired after Jan 2012 |

Note: John Endress was originally hired on 6.15.20 as an Assessor Assistant under Tom Geisenhof. Beginning 9.5.20, John began taking basic NYS Assessor courses that qualified him as a Candidate for the Assessor and beginning 1.1.21, he became Sole Assessor. He then needed 12 additional months of on the job experience under the guidance of a sitting Assessor. The bottom line, John did his course work in record time however the State law allows 18 months to complete. John has announced his final day as 5.31.24 so not only would we be required to provide training for a replacement assessor, but the Town would also be looking for an Interim Assessor. Rate of pay and ample support staff will be essential to attracting a qualified candidate. This is a lengthy process.

John's term expires on 9.30.25 so the incoming Assessor would be appointed at date of hire for a term ending 9.30.25 and then re-appointed to a term of 10.1.25-9.30.31. Misc

See More Specific Requirements on the next page.

Assessor Job Description

Summary: A Sole Assessor is sought for a part-time position in the Town of Chenango. The Assessor serves under the Town Board and Town Supervisor, manages the Assessor's Office, and works in conjunction with the Ordinance Department.

Overview: The duties and responsibilities of the Assessor are determined by New York State Real Property Tax Law. The Assessor's principal duty is to prepare the annual Assessment Roll. Assessors are responsible for determining the market value of real property in the Town of Chenango. To do this, assessors analyze the characteristics and conditions of different properties through onsite inspections. They carefully monitor all property transfers, renovations and construction projects, building permits, as well as property sales and price trends to evaluate the value of real property.

Duties:

- Value all properties as of the taxable status date (March 1).
- Ensure the public is kept fully informed through open communication, basic education and practices that exemplify excellent customer service.
- Gather market data for property valuation and perform routine trending analysis.
- Defend any assessments under judicial review and work with Town-appointed attorneys to defend on behalf of the Town of Chenango.
- Attend all meetings of the Board of Assessment Review (BAR) and make changes to assessments as directed by the BAR.
- Attend town board meetings.
- Attend and maintain an annual requirement of 12 Continuing Education (CE) credits.
- Prepare and transmit reports of assessment activities to the Broome County ORPTS and to NYS DTF as required.
- Direct, administer and supervise all the work and undertakings of the Assessor's office and manage the department within budget.
- Inspect properties annually and document changes/improvements.
- Record all property transfers and building permits in RPS system.
- Record property splits or merges in RPS system
- Reviews and makes determinations with respect to applications for tax exemptions, and records exemptions in the RPS system.

General Requirements:

- A high school diploma or equivalent degree
- At least 6 months of full-time experience in valuing real property as assessor, appraiser, valuation data manager, appraisal aide or the like
- A positive and receptive temperament conducive to a good working relationship with the Building Department, County Office of Real Property, Town taxpayers and elected officials.

More specific requirements:

Either:

- A. Graduation from high school or possession of a high school equivalency diploma, **AND**
- B. Two years of satisfactory fulltime paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide

or the like. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples of finished products. Mere listing of real property for potential sale or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; **OR**

C. Graduation from a regionally accredited or New York State registered two-year college and one year of the experience described in (A) above; **OR**

D. Graduation from a regionally accredited or New York State registered four-year college and six months of the experience described (A) above; **OR**

E. Graduation from a regionally accredited or New York State registered four-year college and a written commitment from the County Director of Real Property Tax Services that the County will provide training in assessment administration, approved by the State Board, within a six-month period; **OR**

F. Certification by the State Board as a candidate for assessor.

NOTE: In evaluating the experience described in (A) above, the following conditions shall apply:

1. If the assessor has been previously certified by the State Board as a State certified assessor pursuant to Section 188-2.1 of "Rules for Real Property Administration" while serving as an elected assessor, such certification is equivalent to one year of the experience described in (A) above if it has not expired;
2. For the purpose of crediting fulltime paid experience, a minimum of 30 hours per week shall be deemed as fulltime employment;
3. Three years of parttime paid experience as sole assessor or a chairman of the board of assessors shall be credited as one year of fulltime paid experience, and five years of parttime paid experience as a member of a board of assessors shall be credited as one year of fulltime paid experience; Paid part-time experience in excess of these amounts shall be credited;
4. Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection, calculation of value estimates, preparation of preliminary valuation reports, providing routine assessment information to a computer center, public relations, and review of value estimates, computer output and exemption applications;
5. In no case shall less than six months of the experience described in (A) above be acceptable with the exception of county training as provided for in (E) above.

If you would like to know more about the process of becoming an assessor, visit the link below:
<https://nyassessor.org/becoming-an-assessor>

General education and prior experience requirements for Assessors: <https://bit.ly/SoleAssessor>



**STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES**

Educational Services
W. A. Harriman Campus
Albany, New York 12227
www.tax.ny.gov
orpts.edservices@tax.ny.gov
Telephone (518) 474-1764
FAX (518) 435-8628

Continuing Education Status Report
report date: 11/30/2022

John Endress
Appointed Assessor
1529 NY Route 12
Binghamton, NY 13901
Email: john.endress@townofchenango.com

State Certified Assessor: 08/27/2021

CE Begin Date: 10/01/2021

Current Continuing Education Year is October 1, 2022 - September 30, 2023

Continuing Education Year	Credits Awarded	Requirement Status
2021 / 2022	12	Met
2022 / 2023	12	Met
2023 / 2024	12	Met

You are not eligible for CE credit or reimbursement at this time. For courses completed on or after October 1, 2023, you will be eligible for a maximum of 12 CE credits.

Jurisdiction(s)
(SWIS: 032400) Town of Chenango

Course Date	Course, Seminar, or Conference	Hours Attended	Method	C.E. Credits Awarded
09/28/2020	Assessment Administration, Fundamentals of	Basic	web on-line	N/A
10/23/2020	Data Collection, Fundamentals of	Basic	self-study	N/A
11/23/2020	USPAP-7hr National Update Course	Basic	web on-line	N/A
01/08/2021	(R-5) Basic Appraisal Principles	Basic	web on-line	N/A
02/05/2021	(R-6) Basic Appraisal Procedures	Basic	web on-line	N/A
03/05/2021	(R-9) Residential Sales Comp. & Income	Basic	web on-line	N/A
04/07/2021	(R-8) Resid Appraisal, Site Value & Cost	Basic	web on-line	N/A
04/30/2021	Mass Appraisal, Fundamentals of	Basic	self-study	N/A
07/30/2021	Farm Appraisal, Introduction to	Basic	self-study	N/A
08/27/2021	Assessor Orientation	Basic	classroom	N/A
09/01/2021	One Day Seminar - Supermarket Valuation	6	web on-line	6
12/08/2021	One Day Sem - RPTL for Assessors Part 1	6	web on-line	6
12/15/2021	One Day Seminar - Real Property Tax Law 2	6	web on-line	6
01/24/2022	Intermediate Word Press	6	web on-line	6
04/06/2022	One Day Seminar - Land Valuation	6	web on-line	6
04/20/2022	One Day Seminar - Bank Appraisal	6	web on-line	6
08/31/2022	One Day Seminar - V4 Valuation Setup	7	web on-line	0
10/01/2022	Assessors Association Conference	12	classroom	12

!!!! END OF REPORT !!!!

ASSESSOR JOB DESCRIPTION

The Assessor should have a thorough knowledge of NYS Real Property Tax Law, practices and principals of real property assessment, exemption administration and RPSV4. He/She must meet or be willing and able to meet the minimum qualification standards as stated in 20 NYCRR § 8188-2.2 Certification Requirement for Assessors within three years. The Assessor is responsible for answering phones, walk in visits, and e-mail inquiries from residents regarding properties in the town. The Assessor maintains property inventory via tax roll, digital record and physical property files/cards. He/She collects data via site visits for building permits and sales/transfers. The Assessor is responsible for reviewing appraisals and market studies, addressing assessment valuations on properties with changes (new, additions, alterations), preparing assessments/tax estimates for proposed construction projects, determining the level of assessment together with NYSDTF. The Assessor prepares for Grievance Day and works with the Board of Assessment review. He/She manages Small Claims Assessment Review (SCAR), Article 7 Certioraris (assessment law suits), researches and applies laws pertaining to assessments and exemptions. The Assessor is required to receive 12 hours of continuing education credit per year.

HOURS/DAYS PER WEEK? Flexible?

Salary Range?

6/26/19

Position of Town of Chenango Assessor

The Town of Chenango is seeking qualified candidates for the part time (24 hours per week) position of Sole Assessor. The Town has a population of over 11,000 residents and nearly 5400 parcels, with a variety of property types.

Candidates should be highly motivated with good interpersonal skills as well as exhibit integrity and good judgement. Candidates must meet or be willing and able to meet the minimum qualification standards as stated in 20 NYCRR § 8188-2.2 Certification Requirement for Assessors within three years.

Applicants should have a thorough knowledge of New York State Real Property Tax Law, practices and principles of real property assessment, exemption administration and RPSV4. The Assessor will be responsible for maintaining property records for all Town properties and ensuring that each property is fairly assessed. In addition, the candidate will maintain property inventory data for all properties by conducting site visits for inventory verification, measurements and photos. The candidate will address assessment valuations on property changes such as new construction, additions or alterations. The incumbent will administer the various property tax exemptions in addition to the duties required by Board of Assessment Review, Small Claims Assessment Review and Article 7, Certioraris. To keep current within the field, the Assessor will maintain their required New York State Certification through continuing education.

There is an anticipated starting date of October 1, 2019, with a salary commensurate with experience.

If interested in this position, you may obtain and fill out an employment application, available at the Town of Chenango Clerk's office or on line at townofchenango.com – employment, or Broome County: <http://www.gobroomecounty.com/personnel>. Completed applications should be submitted to the Town Clerk's Office either in person or online at: townclerk@townofchenango.com. Deadline is July 30, 2019.

Town of Chenango Policy Index

- ***Agenda Policy**
- ***Board Actions Policy**
- **Breach Notification Policy**
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- **Ethnic, Gender, and Sexual Harassment Policy**
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- **Procurement Policy**
- **Rules of Order**
- **Tobacco Policy**
- **Workplace Violence Policy**
- **Work Rules**

***Pending Policies**

PENDING POLICIES

***Agenda Policy**

- Complete information to be sent to the Board by Friday before the Wednesday meeting.
- Internally, information due to Amy before start of business that Friday morning.
- "Late-breaking additions"
 - o At all times late agenda additions should be discouraged. The Board acknowledges that under limited circumstances issues may be pressing enough to be an exception but at all times the Board shall have a discussion as whether or not it is a true need to be considered or if the Board can take the time to discuss at the next meeting.
- Resolutions shall contain all relevant backup information for the Board's consideration or the Board may not consider the resolution. The Board acknowledges that the Agenda's and material are substantial and will help to the extent practicable in identifying these missing items or typos prior to the meeting to allow the department head or independent contract to work with Amy to remedy.

***Board Actions Policy**

- The Board acknowledges the reality that all decisions of the Board whether via resolution or motion or in some circumstances clear consensus of the Board constitute a Board Action. In appreciation for the confusion that frequently arises due to the semantics of this the Board asks that all substantive decisions be done via resolution when possible. In the event a motion is a substantive decision the Town Board requests the Town Clerk keep this record in a similar fashion to the Resolution book the Town Clerk keeps.

8/9/2023 Town Board Meeting



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

Department Head
Engineering



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

DISCUSSION ITEMS:

1. Zoning Map/Split Zones: Review of Broome County Section 239-l and -m comments July 26, 2023
2. Local Law Repealing and Replacing Chapter 67 of the Town Code Entitled "Renewable Energy Systems": Review of Broome County Section 239-l and -m comments July 13, 2023
3. Other?

End.

LOCAL LAW REPEALING AND REPLACING CHAPTER 67 OF THE TOWN CODE ENTITLED
'RENEWABLE ENERGY SYSTEMS'

Review of July 13, 2032 Broome County 239 Comments



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

Department Head
Engineering



From: Alex Urda, P.E. – Engineer for the Town
Date: August 3, 2023

DISCUSSION ITEMS:

1. *The Village (Town) should ensure appropriate regulations for the Battery Energy Storage Systems and consider the need for a BESS local law.*

The proposed code references battery storage in Section 67-7 A (15) iii relative to siting of commercial ground mounted systems in a floodplain, aquifer, or other environmentally sensitive area. It does not layout approvals for battery storage as a 'use'. There is currently no zoning district within the Town that allows BESS. They are therefore not approvable for development without special consideration for a use that is not allowed. The Town should consider reviewing a sample BESS model local law and perhaps adopt an appropriate version for the Town if desired.

2. The Town should ensure that the proposed local law addresses the following to the extent necessary (See also NYSERDA Solar Guidebook for Local Governments and NYSERDA Model Solar Energy Local Law to the extent necessary.):

- a. *stormwater detention ponds and swales; tree maintenance, replacement, and restoration; definition of "reasonable timeframe"; cost of final inspection; and retention of expert assistance in the abandonment/decommissioning and in the operation/maintenance regulations.*

Stormwater consideration is outlined in Sections 67-9 G (6) and (7). Any project is also subject to Chapter 57B Stormwater Management and Erosion and Sediment Control.

Landscaping as a requirement of any SWPPP will have maintenance outlined within the SWPPP. Any other landscaping requirement is outlined in Section 67-9 F. Consideration could be given to a requirement that landscaping shall be maintained indefinitely, especially if it is intended as a visual screen, and set a replacement date within 4 weeks of discovery of a deceased plant, or the upcoming growing season in the event of frozen ground or winter timing.

Decommissioning is outlined in Section 67-17. Subsection G references the letter of credit/financial guarantee. This section might add a note for the applicant to include a line item for 'cost of final inspection; and retention of expert assistance in the abandonment/decommissioning and in the operation/maintenance regulations'. Should the inspection fee be available regardless of if the decommission is done by the applicant/owner, or if they have defaulted and the Town undertakes the decommissioning?

- b. *certification that the equipment meets performance and safety standards to address any potential toxic release (see NYSERDA Guidebook),*

It is my understanding that this is handled at the building permit level via the Code Office.

c. *interconnection agreement and battery storage.*

The new local law might consider language to assure the interconnection agreement is filed and copied to the Town Code Office.

Refer to #1 above for battery storage information.

d. *provision of fire protection services equipment and staffing.*

Section 67-6 requires that the installation be compliant with all New York State requirements, including but not limited to, those set forth in Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

e. *soil testing report that shows the presence or absence of any preexisting, subsurface, hazardous materials that may be present at the project site to establish the original condition to which the project site soil must be restored upon decommissioning with proper removal and disposal of any hazardous substances present within the solar project, (See Town of Sanford Solar Local Law.)*

Section 67-17 A (2) iii requires hazardous/contaminants to be removed as part of decommissioning. There is no 'preexisting' subsurface testing required.

f. *Ensure that the proposed local law adequately states the required approvals and the reviewing and approving authority for the non-commercial solar energy systems which it does not seem to do.*

Section 67-6 might be updated to include reference to approval via building permit with the Code Office.

g. *Ensure the appropriate public hearing requirements for the special use permit application. See NYSEDA Guidebook: State law requires a public hearing and decision on special use permits.*

Section 67-8, H establishes that the Planning Board may hold a public hearing upon a majority vote. It would appear that this should be revised to require a public hearing for every application.

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

Understood. I defer to Keegan Coughlin for SEQR consideration and any updates.

End.

Local Law Rezoning Property and Updating the Town of Chenango Zoning Map
Review of July 26, 2032 Broome County 239 Comments



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

Department Head
Engineering



From: Alex Urda, P.E. – Engineer for the Town
Date: August 3, 2023

1. *The Proposed Local Law Section 75 and SEQR FEAF should include the specific goals and objectives and recommendations of the Town of Chenango Comprehensive Plan and the Town Board decisions that prompted these proposed re-zonings. See also BMTS and NYSDOT comments enclosed.*

I defer to Keegan Coughlin for SEQR items.

2. *The Town Board should consider the most intensive uses allowed in the proposed rezoning districts, the potential for more intensive development and the potential full buildout to occur with the proposed re-zonings. This should be especially considered in areas where the proposed re-zonings could allow for more intensive uses closer to less intensive uses and disturb the relatively clear lines between the more intensive districts and the less intensive districts, such as:*
 - a. *the relatively clear lines between the residential and commercial districts along Upper Front Street and Chenango Bridge Road*
 - b. *between the steep slopes/AGR and PDD-C districts along Upper Front Street*
 - c. *the AGR portion of 12 Prentice that appears to provide a buffer between the POD-IND and the RES districts.*

The mapping and proposed rezones of 'split parcels' took into consideration current and surrounding uses, as well as recommendations within the Town's Comprehensive Plan.

3. *The Town Board should ensure that the proposed changes are appropriate. For example, the Town Board should ensure that the proposed change from PDD-R II to AGR and not MH is appropriate for 2 Farrell Drive and provide the reason. Section 73-4 A.*

As noted in 2 above, the mapping and proposed rezones of 'split parcels' took into consideration current and surrounding uses such that the changes are intended to be 'appropriate'. In the example given of '2 Farrell Drive' all but the 1st 260 feet of Farrell Drive off of NY Route 11 is currently zoned Agricultural Zoning District. This area had the 1st mobile home installed in 1960.

4. *Areas to be rezoned include those within the Existing and Preliminary FEMA Special Flood Hazard Area. The Town Board should consider and use caution in consideration of the rezonings located within the SFHA as well as those proposed re-zonings located within steep slopes, wetlands, and within any other/any other potential environmental and infrastructure constraints. See also BMTS and NYSDOT comments enclosed.*

The rezonings take into consideration the Existing and Preliminary FEMA Special Flood Hazard Areas, as well as the other environmental conditions noted. Any future development of parcels impacted by flood zones and/or environmental issues will be required to conduct its own Flood Development Permit Application and/or SEQR review process as applicable as part of any Site Plan procedure.

5. *The Town Board should ensure consistency with Section 73-11 Aquifer District and Wellhead Protection District regulations.*

The split zone corrections as provided are consistent with this code section. Any future development of these parcels shall also have to comply with this section.

6. *The Town Board should ensure consistency between the Official Zoning Map Zoning Districts, Chapter 73, Article 11, Section 73-4 A. Zoning Districts, and the BCGIS Parcel Mapper. For example, the proposed Zoning Map (dated June 8, 2023) shows 11 zoning districts, Section 73-4 A. shows 12 zoning districts, and the BCGIS Parcel Mapper shows 8 zoning districts for the Town of Chenango.*

Section 73-4 A. Zoning Districts will need to be updated to assure the district names, abbreviations, color codes, symbols, and all other language match the current intent of the map and subsequent regulation of how to deal with future created split zoned parcels. The discrepancy in number of districts is as follows:

Section 73-4 A errantly includes under 'Planned Development' a 'General' designation which does not exist and is not intended to exist on the updated map. Elimination of this results in the code section and new map matching with 11 zones.

The BCGIS Parcel Mapper shows 8 zones. This is a result of there only being those 8 zones currently actively used. PDD-R I, PDD-CS, and MH currently have no parcels zoned as such within the Town. BCGIS should add these other 3 districts to their legend to make the list complete. We anticipate this will coincide with our intent to update the BCGIS map with our new map.

7. *The Town should coordinate with the Broome County Division of GIS to ensure that these broad changes are appropriately integrated into the online Parcel Information System. As we recommend for other towns, the Town Board could establish the Zoning Map shown on the BCGIS Parcel Mapper as the Official Zoning Map, keep the Official Zoning Map current, and inform Broome County Planning of changes and request the changes be made within a specified time frame.*

Understood. Once the map is complete we will work on a update routine to follow between BCGIS, the BC Real Property, and our Town Departments (Planning/Zoning/Codes and the Assessor) to keep all parties updated when parcel zone designations change. The Town has to maintain their own official map, but we will strive to assure the BCGIS version matches.

End.

July 2023 Recap

The creek at Parsons Rd was cleaned out.

The shoulders were cut on Mix Rd.

Ditching was performed on Hoodlum Hill Rd, Mix Rd and Saddlebrook Dr. The swale on Van Kuren Dr. was also cleaned out.

The drywell at 7 Davis Rd was rebuilt.

The following roads were milled and paved: Badger Rd, Everett Rd, S. Wisconsin (from River Rd to Badger Rd), Maple Ave, Mountainview Dr and Willow Ln.

New sluice pipes were installed at 800 Brotzman Rd, 483 Mix Rd and 6 Meadowood Ln. The sluice pipe at 6 Saddlebrook Dr was replaced.

The highway crews cleaned the garage and set up for the public hearings that were held in the garage on July 26, 2023.

Pothole patching continued and the low spots on milled roads were patched prior to the hot-mix paving.

2 trees came down during the month, one on S. Wisconsin and the other on Poplar Hill Rd. Trees were trimmed on Brookview Dr.

Discussion Items

We had 7 applicants for the position of light equipment operator. We have scheduled 3 interviews.

Ordinance Report JULY 2023

Building Permits

	Residential	Commercial
Received	13 — Royer, English, Faughnan, White, Ruffo, Larnerd, Royer, Bodiewaldt, Castle Creek Estates LLC, Daniels, Kane, Baker, Deangelis	1 — Chenango Commons Mgmt LLC
Issued	12	2
Inspections	8	1
C of O		
C of C	6	1

Building Permit Fees Collected: \$ 903.80

Special Permits

Type of Permit	# Permits Received	Permit Fees Paid	Applicant(s)
Sign		\$	
Site Plan	2	\$ 175.00	Blue Ox Energy, ASEES 2 LLC
Variances		\$	
Other		\$	

Fees Collected Total: \$ 175.00

Total Amount brought in by the Ordinance Department for July: \$ 1,078.80

Fire Inspections

	Total	Previously Done	New This Month	% Completed
Annual	49	4	1	10%
Tri-Annual	53	49	4	100%

Ordinance Report JULY 2023



Complaints

Complaint Type	# of Complaints Open 2022-Jun23	New in Jul 23	Closed in Jul 23	Total Closed 2023	Open
Property Maintenance	49	9	4	38	21
Open Storage garbage/debris	0				
Open Burning/smoke	2			1	
Junk Vehicles	3	1	1	3	1
Grass/undergrowth	5			5	
Noise	3	1	1	3	1
Operating a business	0				
BWOP	8		3	6	2
Rec vehicles/trailers	1			1	
Totals	71	11	9	57	25

Town of Chenango Monthly Report

July/August 2023 Monthly Complaints

Stray dog calls (running at large) - 1

Dog neglect calls - Several (forwarded to humane society for investigation)

Barking complaints - 1

Dog bite incident - 5

Dogs transported to shelter - 1

Calls pertaining to “other” animals - 1

Phone calls received - 50

Phone calls made (including past due reminder calls) - 17

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 15

The Town Board of the Town of Chenango, duly convened on Wednesday, August 9, 2023, does hereby RESOLVE to approve and pay the audited claims listed on Abstract 15 dated August 2, 2023, as follows:

General Fund - Voucher Nos. 504-535; Check Nos. 6149-6175, totaling the sum of \$52,654.88.

Highway Fund - Voucher Nos. 193-202; Check Nos. 2094-2100, totaling the sum of \$136,260.63.

Water Fund - Voucher Nos. 131-133; Check Nos. 2021-2023, totaling the sum of \$6,371.93.

Sewer Fund - Voucher Nos. 200-208; Check Nos. 2480-2488, totaling the sum of \$20,113.12.

Special Districts/Street Lights – Voucher Nos. 16; Check Nos. 1213, totaling the sum of \$4,075.53.

Capital Projects/WWTP – Voucher Nos. 13; Check Nos. 1117, totaling the sum of \$630.00

WHEREAS, this resolution shall take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct, and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 9th day of August 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: August 9, 2023

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 1 of 3

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$52,654.88

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
504	Cardmember Service 43216/4 x 8 Lighted Sign Board & Letter set	A1620.400	1,829.47	6149 08/03/23
504	Cardmember Service 35476/Box of 8" letters for sign board	A1620.400	270.00	6149 08/03/23
505	ALEXANDER N. URDA 852/Monthly Engineering Charge - August 2023	A1440.400	3,025.00	6150 08/03/23
506	ALLSEASONS TEXTILE SERVICESINC 1016041/Rubber Mats & Rags for Town Hall	A1620.400	119.75	6151 08/03/23
507	BERT ADAMS DISPOSAL 37F00453/Dumpster Service for Hider Park	A1620.400	86.83	6153 08/03/23
507	BERT ADAMS DISPOSAL 37F00454/Dumpster Service for Town Hall	A1620.400	359.51	6153 08/03/23
507	BERT ADAMS DISPOSAL 37F00452/Dumpster Service for Chenango Bridge Park	A1620.400	90.37	6153 08/03/23
507	BERT ADAMS DISPOSAL 37F00451/Dumpster Service for Castle Creek Park	A1620.400	78.68	6153 08/03/23
508	COUGHLIN & GERHART, LLP 300142780/Legal Services - FOIL Requests	A1420.400	2,960.00	6158 08/03/23
509	COUGHLIN & GERHART, LLP 300142781/Legal Services - Labor Matters	A1420.400	225.00	6158 08/03/23
510	COUGHLIN & GERHART, LLP 300142784/Legal Services - General Matters	A1420.400	9,500.00	6158 08/03/23
511	Eric Schuldt 7/22/2023/Reimbursement - Clothing Allowance	A7110.400	27.04	6160 08/03/23
512	FIRSTLIGHT 14743669/Phone, Internet & Fax for Town Hall- June/July	A1620.400	1,659.72	6161 08/03/23
513	GANNETT CENTRAL NY NEWSPAPERS 5773693/Public Hearing- ZBA 7/25 562 Oak Hill	A1670.400	58.49	6162 08/03/23
513	GANNETT CENTRAL NY NEWSPAPERS 5773700/Public Hearing- ZBA 7/25 267 Poplar Hill	A1670.400	59.30	6162 08/03/23
514	GREGORY BURDEN 7/20/2023/Water Reimbursement	A1620.400	6.42	6163 08/03/23
515	Here's The Twist, LLC 7/20/2023/Ice Cream Event @ Music in the Parks	A7020.400	200.00	6164 08/03/23

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 2 of 3

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$52,654.88

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
516	LOWES 24326/Materials needed for sign trailers	A1620.400	146.83	6167 08/03/23
517	LOWES 86332/Steel Trailer 4x8 for sign board	A1620.400	787.55	6167 08/03/23
517	LOWES 79859/Steel Trailer 4.8 for 2nd sign board	A1620.400	748.18	6167 08/03/23
518	MAUS ENGRAVING 5148/Name Plate - Jeremiah Cox	A1620.400	18.00	6168 08/03/23
519	MICHAEL WOLYNIAK Audit 2022/Review of Town Records - Audit 2022	A1320.400	3,700.00	6170 08/03/23
520	MICHAEL VANDOORN 7/31/2023/Medicare Reimbursement for 1st & 2nd QTR 2023	A9060.800	841.02	6169 08/03/23
521	NANCY SCHNURBUSCH 7/26/2023/Medicare Reimb for 1st & 2nd QTR 2023	A9060.800	841.02	6171 08/03/23
522	NEW YORK STATE ASSES. ASSOC. Conf# YCNTQ4P87N4/Conference Pass 10/23 w/ meal package	A1355.400	629.00	6173 08/03/23
523	NEW HOLLAND BINGHAMTON 32212/Tie-Rod for Backhoe - WE6	A7110.400	229.90	6172 08/03/23
524	NYSEG 1901-0000-677.7.2023/General Accounts w/ Misc. Fee	A1620.400	478.49	6174 08/03/23
524	NYSEG 1901-0000-677.7.2023/Kattelville Road Traffic Light	A3310.400	31.70	6174 08/03/23
524	NYSEG 1901-0000-677.7.2023/General Street Lights	A5182.400	1,625.24	6174 08/03/23
525	CHARTER COMMUNICATIONS 143749601071423/Internet & Voice	A1620.400	229.97	6156 08/03/23
526	STAPLES BUSINESS ADVANTAGE 3542940928/AAA/AA batteries, calculator, wireless mouse	A1620.400	114.45	6175 08/03/23
526	STAPLES BUSINESS ADVANTAGE 3542865474/Sortwik, Stento Pads & desktop hole punch	A1620.400	30.43	6175 08/03/23
526	STAPLES BUSINESS ADVANTAGE 3542268307/Coffee & Cups	A1620.400	107.12	6175 08/03/23
527	BUDGET FENCE, INC. KN051723-1*/Install 8 ft. Wood Posts in Hider Park	A7020.200	3,600.00	6155 08/03/23
527	BUDGET FENCE, INC. KN062223-1/Install 4 ft. Chain Link Fence	A7110.200	5,900.00	6155 08/03/23
528	NYSEG 1004-7518-971/Account 343 Near Dorman Road	A5182.400	40.50	6174 08/03/23
529	Karla Jensen 45127.00/Re-submit of Music in the Park 7/20	A7020.400	200.00	6166 08/03/23
530	Amazon Capital Services Pick. Ticket # 1080646/Battery for Ordinance Gate	A1620.400	27.39	6152 08/03/23

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND - TOWNWIDE

TOWN OF CHENANGO

Page 3 of 3

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$52,654.88

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
530	Amazon Capital Services 113-0078310-9948276/Safety glasses sign & Fire Dept. sign	A1620.400	25.92	6152 08/03/23
531	COOK BROS. TRIPLE CITIES TRUCK 1913634/Degreaser for garage doors	A1620.400	167.22	6157 08/03/23
532	BROOME BITUMINOUS PRODUCTS 06138Milling Maple, Everett, Mtn View, Badger, Willw.S. Wisc	A8540.200	9,105.00	6154 08/03/23
533	BROOME BITUMINOUS PRODUCTS 063145/patching over sluice @ 6 Saddlebrook	A8540.400	216.30	6154 08/03/23
534	ICC CDS, LLC PC0000032978/New Code Sftwre Municipality Phase 1 Discover	A8020.403	2,136.00	6165 08/03/23
535	EASTERN MANAGED PRINT NETWORK 3943002/Contract Payment for main copier	A1670.400	122.07	6159 08/03/23

ABSTRACT OF AUDITED VOUCHERS

HIGHWAY - TOWNWIDE FUND

TOWN OF CHENANGO

Page 1 of 1

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$136,260.63

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
193	Auto Zone 4702790632/Autoweld repair #19 dashboard	DA5130.400	14.84	2094 08/03/23
194	BROOME BITUMINOUS PRODUCTS 063019/Patch Milled roads:Mtn View,Badger,Maple,Evertt,SW	DA5110.400	214.94	2095 08/03/23
195	BROOME BITUMINOUS PRODUCTS 063067/Patching Clearview,Donna,Chris,GrnMdw,Badg&Wisc	DA5110.400	428.50	2095 08/03/23
196	BROOME BITUMINOUS PRODUCTS 063139/Paving of Jacobs, Edwards, LaFrance, Merrill	DA5112.200	48,988.63	2095 08/03/23
197	BROOME BITUMINOUS PRODUCTS 06138/Paving Maple,Everett,MtnView,Badger,Wllw,SWisc	DA5112.200	86,249.96	2095 08/03/23
198	COOK BROS. TRIPLE CITIES TRUCK 1907534/Alternator, S & H	DA5130.400	201.85	2096 08/03/23
198	COOK BROS. TRIPLE CITIES TRUCK 1907558/Credit	DA5130.400	-175.85	2096 08/03/23
199	Cardmember Service 110513/Throttle Linkage parts from Dougs Speed Shop	DA5130.400	15.00	2097 08/03/23
200	EARL STINSON 111-5299053-5722607/work boots reimbursement	DA5110.400	145.78	2098 08/03/23
200	EARL STINSON 10084965870/work clothes reimbursement	DA5110.400	108.08	2098 08/03/23
201	Southworth-Milton, Inc. INV2936783cap, o-ring & hose for 1.5 ton roller	DA5130.400	64.06	2099 08/03/23
202	VOLOS AUTO SUPPLY, INC. (NAPA) 681886/Rod to fix #19 throttle linkage	DA5130.400	4.84	2100 08/03/23

ABSTRACT OF AUDITED VOUCHERS

WATER OPERATING

Page 1 of 1

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$6,371.93

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
131	NYSEG 1901-0000-677-W.7.2023/All Water Accounts	F8320.400	2,497.97	2023 08/03/23
132	COLWELL BROS. CONST. LLC 42132/60 yards of # 3 CR Stone- Delivered	F8340.400	1,536.00	2021 08/03/23
133	MICROBAC LABS,INC. S23001383/Drinking Water - Pennview District	F8320.400	278.03	2022 08/03/23
133	MICROBAC LABS,INC. S23001373/Water Quality Parameters	F8320.400	101.99	2022 08/03/23
133	MICROBAC LABS,INC. S23001325/Applewood - Drinking Water	F8320.400	444.85	2022 08/03/23
133	MICROBAC LABS,INC. S23001370/SOCs Drinking Water	F8320.400	1,073.94	2022 08/03/23
133	MICROBAC LABS,INC. T23004422/Drinking Water	F8320.400	111.21	2022 08/03/23
133	MICROBAC LABS,INC. S23001245/NY Coliform - Drinking Water	F8320.400	327.94	2022 08/03/23

TOWN OF CHENANGO
Abstract of Unaudited Vouchers
SEWER OPERATING

Total Claims: \$9,175.25

08/02/2023

Number 015

Voucher #	Claimant	Account #	Amount	Check	Date
200	AMREX CHEMICAL CO., INC. 244473/Hypochlorite Solution	G8130.400	✓ 1,700.90		
201	BERT ADAMS DISPOSAL 37F00455/1250 River Road	G8130.400	✓ 78.68		
201	BERT ADAMS DISPOSAL 37F00456/1256 Front Street	G8130.400	✓ 78.17		
202	BODEK SEPTIC & EXCAVATING 4881/Chenango Heights - Septic Pump	G8130.400	✓ 1,100.00		
202	BODEK SEPTIC & EXCAVATING 4898/Chenango Heights - Septic Pump	G8130.400	✓ 1,100.00		
203	DIEKOW ELECTRIC, INC. 4196/Pulled & Replaced Blower Moter @ Chen. Hgts.	G8120.400	✓ 975.00		
204	FRONTIER(60764864321107004) 607-648-6432-110700-4-7/23/Pennview Sewer Plant Phone	G8110.400	✓ 55.89		
205	NYSEG 1901-0000-677-S.7.23/All Sewer Accounts	G8120.400	✓ 466.89		
205	NYSEG 1901-0000-677-S.7.23/All WWTP Accounts	G8130.400	✓ 1,991.57		
206	SENTRY ALARMS, LLC 504363/Commercial digital alarm monitoring- O'Shea's	G8120.400	✓ 453.00		
207	SETH MESSINA 07/27/2023/Reimbursement for Chlothing Allowance	G8130.400	✓ 332.60		
208	USA BLUEBOOK 00076626/Hayward Ball Valve for NG WWTP	G8130.200	✓ 674.78		
208	USA BLUEBOOK 00077507/Dispensers for NG & Chen. Heights WWTP	G8130.400	✓ 167.77		
Total:			9,175.25		

ABSTRACT OF AUDITED VOUCHERS

LIGHT DISTRICT

Page 1 of 1

TOWN OF CHENANGO

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$4,075.53

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
16	NYSEG 1901-0000-677-SL.7.20.23/Route 81 & Nimmonsburg Accounts	SL5182.400	4,075.53	1213 08/03/23

ABSTRACT OF AUDITED VOUCHERS

SEWER CONSOLIDATED

TOWN OF CHENANGO

Page 1 of 1

COUNTY, NEW YORK

DATE OF AUDIT: 08/02/23

NUMBER 015

TOTAL CLAIMS: \$630.00

To the Supervisor:

I certify that the vouchers listed on this Abstract were audited by the Town Board on the above date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Date

Town Clerk/Comptroller

Voucher #	Claimant/Invoice/Description	Account #	Amount	Check
13	COUGHLIN & GERHART, LLP 300142782/WWTP Capital Projects	H2-8110.200	630.00	1117 08/03/23

RESOLUTION NO. _____

Resolution Accepting Audit Report

At a regular meeting of the Town Board of the Town of Chenango, held on the 9th day of August, 2023 at Town Hall, 1529 NY RT 12, Binghamton, New York, the following resolution was offered and seconded:

WHEREAS, the Town of Chenango hired Michael Wolyniak to perform an audit of the Town's 2022 financial records; and

WHEREAS, Mr. Wolyniak has completed his audit of the Town's financial records, attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Town Board has reviewed the audit report and finds it in the best interest of the Town to accept the report and place on file.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby accepts the report and places on file; and be it further

RESOLVED that this resolution will take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct, and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 9th day of August 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: August 9, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

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

TOWN OF CHENANGO

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TOWN OF CHENANGO

AUDIT REPORT

July 19, 2023

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

Dear Supervisor Klenovic and Board Members:

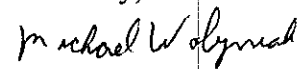
I am pleased to submit this report on my audit of the financial records and reports of the Town of Chenango using the checklists found in the appendices to the publication issued by the New York State Comptroller's Office entitled "Fiscal Oversight Responsibilities of the Governing Board." as the basis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

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

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

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

Sincerely,



Michael Wolyniak

Town of Chenango

Supervisor's Office

2022

Agreed Upon Procedures Review

State Comptroller's Checklist

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

Background

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

Audit Concerns:

1. Cash Receipts

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

Audit Procedures

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

Results: No discrepancies noted.

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

Results: No discrepancies noted.

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

Results: No discrepancies noted.

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

Results, No discrepancies noted

Reviewed a sample of cash receipts for timeliness of deposits

Results: Deposits are timely

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

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

Results: No discrepancies noted

Verified inter fund transfers between bank accounts

Results: No discrepancies noted

2. Cash Disbursement

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

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

Audit Procedures:

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

department approval

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

Traced a sample of claims to the abstract of audited claims

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted.

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

Results: No discrepancies noted

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

Results: No discrepancies noted.

Verified a sample of transfers between bank accounts

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

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

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

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

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

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

3. Cash Reconciliations

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

Audit Procedures

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

Results: No discrepancies noted

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

Results: No discrepancies noted.

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

Results: No discrepancies noted

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

Results: No discrepancies noted

4 Receivables

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

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

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

Audit Procedures

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: Amounts agreed.

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

Results: No discrepancies noted

5. Deposit Protection

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

Audit Procedures:

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

Depository at December 31, 2022

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

Reviewed make up of collateral for propriety

Results: Pledged collateral was proper.

6 Indebtedness Records

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

Audit Procedures:

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

Results: No discrepancies noted

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

Results: No discrepancies noted.

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

Results: No discrepancies noted

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

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

Results: No discrepancies noted

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

Results: No discrepancies noted

7 Financial Reporting

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

Audit Procedures

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

Results: The report was complete and filed timely.

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

Results: No discrepancies noted

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

Results: No discrepancies noted.

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

Results: No discrepancies noted

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

Results: No discrepancies noted

8 Payroll

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

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

Audit Procedures:

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

Results: No discrepancies noted.

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

Results: No discrepancies noted.

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

Results: No discrepancies noted.

Verified payrolls were certified by appropriate officials.

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

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

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

Results: No discrepancies noted

Findings

Fire Protection District #1

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

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

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

Fire Protection Contracts

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

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

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

Ambulance Service

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

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

Sidewalk Assessments

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

Fixed Assets

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

Bookkeeper

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

Conclusion

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

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Checklist for Review of Chief Fiscal Officer's Records

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

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

note 1

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

note 1

note 2

note 3

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>																		
Are bank accounts reconciled? By Whom? <u>Bookkeeper</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Supervisor</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Is the bank reconciliation performed by a person whose job duties do not include maintaining either the cash receipts or disbursements journals or receiving or disbursing cash?	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
Is the bank reconciliation performed timely after the bank statement is received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
<table border="1"> <thead> <tr> <th colspan="3"><u>Last Bank Reconciliation for Each Bank Account</u></th></tr> <tr> <th><u>Bank Account</u></th><th><u>Date Performed</u></th><th><u>Month Ending</u></th></tr> </thead> <tbody> <tr> <td><u>All accounts</u></td><td><u>7/7/2023</u></td><td><u>June 2023</u></td></tr> <tr> <td><u>See attached bank reconciliation for 12/31/2022</u></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>			<u>Last Bank Reconciliation for Each Bank Account</u>			<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>	<u>All accounts</u>	<u>7/7/2023</u>	<u>June 2023</u>	<u>See attached bank reconciliation for 12/31/2022</u>								
<u>Last Bank Reconciliation for Each Bank Account</u>																				
<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>																		
<u>All accounts</u>	<u>7/7/2023</u>	<u>June 2023</u>																		
<u>See attached bank reconciliation for 12/31/2022</u>																				
Are reconciliations documented and available for review?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
<u>Receivables</u>	<u>YES</u>	<u>NO</u>																		
Are receivable control accounts maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
<u>Investment Records</u>	<u>YES</u>	<u>NO</u>																		
Is an investment record maintained?	<input type="checkbox"/>	<input type="checkbox"/>																		
Is the record complete and up-to-date? <u>N/A</u>	<input type="checkbox"/>	<input type="checkbox"/>																		
<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>																		
Has the bank pledged adequate, eligible securities to protect deposits and investments (under the custody of the chief fiscal officer) that exceed FDIC insurance protection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		

**TOWN OF Chenango
Bank Reconciliation
For the Fiscal Year Ending 2022**

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-7376	\$15	\$0	\$669	(\$654)
*****-7325	\$220,930	\$0	\$89,939	\$130,990
*****-7333	\$312,879	\$0	\$28,055	\$284,825
*****-3970	\$7,912,574	\$25	\$0	\$7,912,599
*****-7341	\$180,210	\$0	\$70,040	\$110,170
*****-7368	\$92,522	\$0	\$5,133	\$87,389
*****-7392	\$53,380	\$0	\$5,024	\$48,356
*****-7406	\$98,079	\$0	\$26,229	\$71,850
Total Adjusted Bank Balance				\$8,645,525
Petty Cash				\$450.00
Adjustments				\$0.00
Total Cash				\$8,645,975
Total Cash Balance All Funds				\$8,645,976
* Must be equal				

9ZCASH *
9ZCASHB *

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Indebtedness Records <i>(This record is maintained by the clerk in certain local governments)</i>	YES	NO
Is an indebtedness register maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the register complete and up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note 4

Property Records	YES	NO
Are property records maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are the records up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fixed assets included in the records?	<input type="checkbox"/>	<input type="checkbox"/>
Are physical inventories taken and compared to the records?	<input type="checkbox"/>	<input type="checkbox"/>

Financial Reporting	YES	NO
Are interim reports (budget/actual; trial balances; etc.) prepared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the reports distributed to the governing board and department heads?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does total year-end recorded cash agree with that reported in the annual financial report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payrolls	YES	NO
Are payrolls certified/approved by the appropriate official?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is leave time accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

See "Funding" section of Report

Notes to Checklist

1. The accounting records are up-to-date in the computer system. The records are printed at the end of the month and can be printed at any time during the month.
2. Certain expenditures mainly for payroll related withholdings and expenditures, transfers of moneys between town bank accounts, certain debt payments and health insurance premium payments are made electronically.
3. Bank statements, cancelled checks or cancelled check images are not sent by the bank. These documents are accessed through a secure Tioga State Bank website. The bookkeeper prints all bank statements pertaining to the Supervisor's Office
4. The bookkeeper prepares a schedule of debt service payments that come due during the year to assist her in making timely payments. Debt records are maintained.

BLANK

**Town of Chenango
Town Clerk
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

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

Background

I gained an understanding of operations in the Town Clerk's office from discussions with the Town Clerk. We discussed the flow of transactions from the receipt of funds to their deposit, how transactions are recorded, the NYS Department of Environmental Conservation (DEC) license sales procedures, the banking process for moneys received, the distribution and reporting procedures, the computerized accounting system and related safeguards, the accountability for receipts and the reconciling of cash balances per the check register with adjusted bank balances and month end accountability. We also discussed credit card payment procedures.

Audit Concerns

1. Cash Receipts

Payments may be made in person, by mail, put in a drop box at town hall or to a contract vendor by credit card. The clerk and deputy collect funds using a common cash drawer for all collections other than NYS Department of Environmental Conservation (DEC) license sales. A separate common cash drawer is used for DEC license sales. In- person payments may be made by credit card. Credit card payments are credited to the Town Clerk's bank account usually within two days from the transaction date. All payments received in the clerk's office are recorded in the computer accounting system. Mail payments are set aside and entered into the computer system as soon as possible. Initially, decal sales are handled through the NYS Environmental Conservation Department's (DEC) computerized issuance and accounting system through a dedicated computer and internet connection in the clerk's office. At the end of the day a decal sales report is printed from the system and reconciled to collections. Total decal sales are entered into the clerks accounting system in total and the related collections are transferred to the clerk's cash drawer. A daily cash report is printed from the clerk's accounting program and

reconciled to the cash. A deposit is then prepared. Generally deposits are made within 1-2 days of receipt.

Audit Procedures:

Traced a sample of daily cashbook receipts to bank deposits and to the check register- This includes credit card payment transactions electronically transferred from the credit card vendor to the clerk's bank account

Results: No discrepancies noted

Viewed the transaction sequence numbers generated by the computer program for a sample period and investigate any missing numbers

Results: No discrepancies noted

Traced the town's copy of credit card payments to the cashbook

Results: No discrepancies noted

Traced a sample of new and renewed dog license sales generated from the computer data base to the daily cashbook comparing name, license number, amount and date paid

Results: No discrepancies noted

Traced a sample of new and renewal dog license sales from the daily cashbook to the respective account in the computer data base noting name, license number, amount and date paid

Results: No discrepancies noted

Traced a sample of NYS Department of Environmental Conservation (DEC) daily Sales Report totals generated from the DEC computer operations to the daily cashbook

Results: No discrepancies noted

Trace a sample of issued marriage licenses from the marriage license register to the daily cashbook and the monthly report to the NYS Dept. of Health.

Results: No discrepancies noted

Traced a sample of requests for certified copies (marriage license, birth and death certificates) to the cashbook

Results: No discrepancies noted

Traced receipts for games of chance licenses to the cashbook

Note: No games of chance – Possibly Covid

Traced a sample of receipts for permits and fees for planning and zoning related activities to the town clerks daily cashbook (Note- The fees are collected in the code enforcement department and immediately brought to the town clerks office where the receipt of the funds is entered in the computer by the clerk or deputy)

Results: No discrepancies noted

Viewed a sample of deposits for timeliness with the 72 hour deposit requirement for receipts in excess of \$250 (Town Law, Section 29(1-a)).

Results: No discrepancies noted.

2. Cash Disbursements:

All disbursements are made by check signed by the town clerk. The check register is used as the cash disbursement record. The town clerk makes copies of checks written each month to disburse the amounts received in the previous month. Cancelled checks or check images are not returned by the bank although the clerk has electronic access to them by using a secure bank website. Proceeds from the sale of NYS Department of Environmental Conservation (DEC) decals are deposited to the clerk's bank account and swept by DEC on or about the 15th of the month following the month collected. The computer accounting system keeps a record of the amounts due the state in addition to a report generated from the DEC licensing system.

Audit Procedures:

Traced a sample of the distribution of funds per the clerk's monthly report to the checks clearing the bank on the ensuing month's bank statement and to the check register

Results: No discrepancies noted

Compared a sample of DEC license sales from the DEC monthly summary report to the amount electronically transferred to DEC as noted on the bank statement

Results: No discrepancies noted

Traced a sample of amounts due the Supervisor per the clerk's monthly report to the Supervisor's cash receipt book

Results: No discrepancies noted

Reviewed the check register for 2022 for check sequence and accounting for void checks

Results: No discrepancies noted.

3. Cash Reconciliations

Formal bank reconciliations of the adjusted bank balance and the check register are performed monthly. The clerk also compares the total of the clerk's monthly report to the check register balance and the adjusted bank balance to see that they agree. Checks are then written for the amounts listed on the monthly report.

Audit Procedures.

Reviewed the December 31, 2022 bank reconciliation of the clerk's adjusted bank balance to the check register and month end liabilities
Results: No discrepancies noted

Verified the bank balance on the reconciliation to the bank statement
Results: No discrepancies noted

Traced deposits in transit on the December 31, 2022 bank reconciliation to their deposit in January 2023
Results: No discrepancies noted

4. Accountability

Shortly after the close of a month, the town clerk prepares a monthly report accounting for the financial activity for that month. The total of the monthly report is compared to the check register and the adjusted bank balance to see that they agree.

Audit Procedures:

Compared a sample of monthly Town Clerk reports to the month end check register balance and the checks written to distribute amounts due other agencies and the amount swept by NYSDEC on or about the 15th of the ensuing month
Results: No discrepancies noted

Compared Town Clerk's annual receipt detail for 2021 and 2022 and accounted for material increases or decreases.
Results: Total revenues increased in 2022 by \$14,452 due mainly to Storm Water Plan Fees and Cemetery Burials and Lot Sales

Verified petty cash assigned to the Town Clerk is accounted for.
Results: No discrepancies noted

5. Financial Reporting

The monthly report prepared by the town clerk summarizes the monthly financial activity and the amounts thereof that are payable to the supervisor and other agencies. The moneys are payable by the tenth of the month following collection. The clerk files a copy of the monthly report with the Supervisor along with the check remitting the amount due the Supervisor. The clerk prepares an annual report of financial activity in her office and files a copy with the town board.

Audit Procedures:

Traced a sample of monthly payments to the Supervisor for amounts due the town
Results: No discrepancies noted

Traced a sample of payments to other agencies per the clerk's monthly report to the check register
Results: No discrepancies noted

Verified the amounts swept by NYSDEC on or about the 15th of the ensuing month agreed with the clerk's monthly report amount
Results: No discrepancies noted

Verified payments are made timely.
Results: No discrepancies noted

Findings

None

Conclusion

Overall, the operations of the Town Clerk's Office are good. Moneys paid at the counter are recorded in the computer system as received. Mail receipts are recorded at some point in the day depending upon how busy they are. A cash receipt register is printed for the days' receipts and reconciled at the end of each day. Cash on hand prior to deposit is safeguarded. Deposits are made in a timely manner. Moneys are transmitted in a timely manner to the Supervisor and other agencies as required. Accountability is determined monthly. The procedures performed during the review of the Town Clerk's operations disclosed no irregularities or material errors.

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Checklist for Review of Town Clerk's Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Deposit: Date <u>4/17/2023</u> Amount <u>170⁰⁰</u>		
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements made by check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the town clerk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Check: # <u>1293</u> Date <u>4/11/2023</u> Amount <u>\$5.⁰⁰</u>		

Appendix D – General Recordkeeping Requirements for Town Clerks continued

<u>Cash Reconciliations</u>			<u>YES</u>	<u>NO</u>																					
Are bank accounts reconciled? By Whom? <u>Clerk + Deputy</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Clerk</u>			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Is the bank reconciliation performed timely after the bank statement is received?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
<table border="1"> <thead> <tr> <th colspan="3">Last Bank Reconciliation for Each Bank Account</th> </tr> <tr> <th>Bank Account</th> <th>Date Performed</th> <th>Month Ending</th> </tr> </thead> <tbody> <tr> <td>Town Clerk's Account</td> <td>4/3/2023</td> <td>March 2023</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Last Bank Reconciliation for Each Bank Account			Bank Account	Date Performed	Month Ending	Town Clerk's Account	4/3/2023	March 2023												
Last Bank Reconciliation for Each Bank Account																									
Bank Account	Date Performed	Month Ending																							
Town Clerk's Account	4/3/2023	March 2023																							
Are reconciliations documented and available for review?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
<u>Deposit Protection</u>			<u>YES</u>	<u>NO</u>																					
Has the bank pledged adequate, eligible securities to protect town clerk deposits that exceed FDIC insurance, if applicable? N/A			<input type="checkbox"/>	<input type="checkbox"/>																					
<u>Accountability</u>			<u>YES</u>	<u>NO</u>																					
Is accountability (what the town clerk owes) determined at the end of each month?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Does the accountability amount agree with the bank reconciliation and supporting records?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Are unissued licenses and permits (e.g., dog licenses) safeguarded?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Are revenues from town clerk fees comparable with those of previous years?			<input type="checkbox"/>	<input checked="" type="checkbox"/>																					
<u>Financial Reporting</u>			<u>YES</u>	<u>NO</u>																					
Are monthly reports and payments made timely to the supervisor?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Are monthly reports and payments made timely to other agencies?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Do reported amounts on monthly reports agree with cash receipts and disbursements books?			<input checked="" type="checkbox"/>	<input type="checkbox"/>																					

Appendix D – General Recordkeeping Requirements for Town Clerks continued

<u>Receivables</u> (if applicable, such as water rents)	<u>YES</u>	<u>NO</u>
Are receivable control accounts maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

See "Findings" Section of Report

Notes to Checklist

- Note1 Transactions are entered in the computer program at the time the transaction takes place. At the end of the day, the daily receipts are reconciled to the cash receipts journal after which the journal is printed for that day.
- Note 2 The check register is the cash disbursements journal.
- Note 3 The bank does not send cancelled checks or check images. The Town Clerk has access to this information through a secure bank website which can be accessed at any time.
- Note 4 Total revenues increased in 2022 by \$14,452 due mainly to storm Water Plan fees and Cemetery Burials and Lot sales

BLANK

**Town of Chenango
Justice Court
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

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

Background

I reviewed the operations in the Justice Court Office with the court clerk. We discussed the flow of transactions from receipt to deposit, how transactions are recorded, the banking process for moneys received, the transmittal of moneys received and related reporting procedures, the computerized accounting system, the court record keeping system including the maintenance of case files and related records, accountability for moneys received and disbursed and reconciling recorded receipts and disbursements to the related bank account. Also, credit card and internet payment procedures were reviewed

Audit Concerns

1. Cash Receipts

Payments to the court may be made in person, by mail, put in the drop box at town hall or to a contract vendor by bank card, a mobile electronic device or through the internet. A separate cash drawer is used for each justice. Any of the three individuals in the office collect funds and use the appropriate justices' cash drawer. A point of payment terminal is available at the counter in the court facility in town hall for bank card or mobile electronic device payments. Payment information from the contract vendor is downloaded by a court clerk, generally on a daily basis. Payments to the contract vendor are generally credited to the appropriate justice bank account within 2-4 days after the transaction. All payments are entered into the computerized accounting and recordkeeping system. Activity for each justice is accounted for separately. Sequentially numbered duplicate receipts using a different series for each justice is generated by the computer program for each transaction. One is retained and the other is either given to the person paying at the court office, mailed, if a self addresses stamped envelope is provided or placed in the case file. Daily cash receipts are reconciled to cash at the end of the day and contract vendor payments are verified to supporting documentation for each justice. A cash receipts sheet is printed and a deposit of cash, checks and money orders is prepared. This is done for each justice. Deposits are taken to the bank by one of the judges generally every 2-3 days. After the close of

the month, daily cash receipt reports for the month just ended are compared to the bank statements verifying the cash deposits and contract vendor payments from N Court.

Audit Procedures:

Traced a sample of duplicate receipts issued for all payments (fine and bail) received by the court to the to the daily cashbook report for each justice. Payments are in the form of cash, certified checks, money order or credit card on line or in person

Results: No discrepancies noted

Verified duplicate receipt number sequence for a sample month for both justices

Results: No discrepancies noted.

Traced a sample of cashbook daily receipts to bank deposits for each justice (The electronic deposit slip is summarized by type of payment – cash, check, money order, credit card or internet payment)

Results: No discrepancies noted

Compared date of receipt per the daily cashbook reports to date of deposit on the bank statements for timeliness of deposits for both justices.

Results: No discrepancies noted

Verified a sample of receipts from the daily cashbook reports to the corresponding monthly report to the State Comptroller's Office for both justices

Results: No discrepancies noted

Verified the cash receipts book is posted up to date

Results: No discrepancies noted

2. Cash Disbursements

Separate fine and bail accounts are maintained for each justice. Disbursements are made by check signed by the respective justice. Monthly reports to the State Comptroller's Office are filed electronically with the total of each judges' report being paid to the Supervisor's Office. The State Comptroller's Office notifies the Supervisor as to the amount to pay the Comptroller's Office and the amount to be credited with the town.

Audit procedures:

Verified a sample of funds transferred to the Supervisor's Office for the amount of the monthly report electronically filed with the State Comptroller's Office

Results: No discrepancies noted.

Verified payments to the Supervisor were timely

Results: Payments were made timely (by the 10th of the ensuing month)

Verified a sample of bail dispositions as recorded on the bail activity report generated from the court accounting program to the amount and corresponding check number of the cleared check on the respective bank statements

Results: No discrepancies noted

Reviewed fine account bank statements for each justice to verify check sequence

Results: No discrepancies noted

Reviewed bail activity report for 2022 for each justice to verify check sequence

Results: No discrepancies noted

3. Cash Reconciliations

Reconciliations of adjusted bank balances and amounts due the State Comptroller's Office are prepared monthly for the fine accounts. Reconciliations of the adjusted bank balances in the bail accounts to the total of the detail of outstanding bail are performed on a monthly basis.

Audit Procedures:

Reviewed for each justice the reconciliation of the fine account adjusted bank balance to the total amount reported on the monthly report to the State Comptrollers Office for the month of December 2022

Results: No discrepancies noted

Reviewed for each justice the reconciliation of the bail account adjusted bank balance to the total amount of the detail listing of bail being held as of the end of December 2022

Results: No discrepancies noted

Verified the bank balances on the reconciliations to the related bank statements for both justices

Results: No discrepancies noted

Verified any outstanding checks listed on the reconciliations for both justices

Results: No discrepancies noted

Verified any cash in transit on the reconciliations for both justices to their timely deposit on the ensuing months bank statement

Results: There was no cash in transit

4. Additional Supporting Records

An electronic bail register is maintained for each justice. The register shows the payee, defendant, date and amount received, disposition (returned, applied to fine or transferred to another court), check number and a running balance of total outstanding bail.

In those instances where defendants are allowed to pay fines in installments, accounts receivable records are maintained to track the payments and balance due. The computer system provides this info within each case file as well as a manually maintained system

Audit procedures:

Traced bail received as recorded in the cashbook to the bail activity report for both justices.

Results: No discrepancies noted

Traced bail disbursements per the bail activity report to the cancelled checks listed on the bank statement

Results: No discrepancies noted.

Traced a sample of transfers from the bail activity report for bail applied to a fine and any applicable bail poundage to the fine account

Results: No discrepancies noted

5. Dockets and Case Files

Dockets, case files and any other pertinent information and supporting documentation are maintained for each case.

Audit Procedures:

Traced a sample of reported cases on the monthly report to the State Comptroller's Office for each justice to the corresponding electronic case file noting the disposition and fine payment

Results: No discrepancies noted

Traced a sample of fine installment payments on the respective daily cashbook report for each justice to the payment record in the related case file noting the payment and any outstanding balance

Results: No discrepancies noted

Viewed a sample of case files for completeness

Results: No discrepancies noted

6. Accountability

Accountability is determined monthly. Adjusted bank balances in the fine accounts are reconciled to the total amount of the monthly reports to the State Comptroller's Office and the bail accounts are reconciled to the total of the detail listing of outstanding bail. Petty cash assigned to the court is used for change making purposes and is accounted for daily as part of the daily reconciliation of cash receipts to the cashbook report.

Audit Procedures:

Compared a sample of the adjusted bank balance for the fine account for both justices at December 31, 2022 to the total of the related monthly report to the State Comptroller's Office and the transfer of funds to the Supervisor's Office

Results: No discrepancies noted

Compared the adjusted bank balance per the bail bank account for both judges as of December 31, 2022 to the related total of the detail list of outstanding bail at that date

Results: No discrepancies noted

Verified the \$200 petty cash assigned to the court. Moneys are used as change funds in the cash drawers

Results: No discrepancies noted

Findings and Conclusion

Findings

None

Conclusion

Overall, the operations of the court are good. The court handles a large volume of cases. Moneys paid to the court are timely recorded. Recorded receipts are reconciled daily. Deposits are prepared for cash, check and money order payments and generally are deposited within 2-4 days of receipt. Payments to the contract vendor for electronic payments are generally credited to the appropriate justice bank account within 2-4 days after the transaction. Contract vendor payments are verified to supporting documentation for each justice. Monthly reports to the State Comptroller's Office and related transfers to the Supervisor are timely. The use of electronic payments of fines is a good internal control since it eliminates court employees from handling the money. The audit procedures performed during the review of justice court operations disclosed no irregularities or material errors.

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate receipt copies kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="text-align: right; margin-right: 50px;"> <i>FEDISH</i> Last Recorded Receipt: # <u>13790</u> Date <u>4/12/23</u> Amount <u>\$93.00</u> <i>SCOTT</i> <u>7830</u> <u>4/13/23</u> <u>\$210.00</u> </div>		
Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="text-align: right; margin-right: 50px;"> <i>FEDISH</i> Last Recorded Deposit: Date <u>4/11/23</u> Amount <u>\$333.00</u> <i>SCOTT</i> <u>4/11/23</u> <u>\$890.00</u> </div>		
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 1

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="text-align: right; margin-right: 50px;"> <i>FEDISH</i> Last Recorded Check: # <u>1097</u> Date <u>4/4/23</u> Amount <u>\$16,110.00</u> <i>SCOTT</i> <u>1079</u> <u>4/4/23</u> <u>13,922.00</u> </div>		

note 2

note 3

Appendix F –**General Recordkeeping Requirements for Town and Village Justice Courts continued**

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account: Both Judges</i> <i>Date Performed 4/4/23 Month Ending March 2023</i>		

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Determination of Accountability: Both Judges</i> <i>Date Performed 4/4/23 Month Ending March 2023</i>		

note 4

Appendix F -

General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Reports to Division of Criminal Justice Services</u>	<u>YES</u>	<u>NO</u>
Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> <hr/>		

<u>Reports to Justice Court Fund</u>	<u>YES</u>	<u>NO</u>
Are monthly reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Report Submitted:</i> <u>FEB 13</u> Month Ending <u>March 2022</u> Date <u>4/4/23</u> Amount <u>\$ 16,110</u> <u>5605</u> <u>March 2022</u> <u>4/4/23</u> <u>13,922</u>		
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> <hr/>		

<u>Reporting to Department of Motor Vehicles - TSLE&D Program</u>	<u>YES</u>	<u>NO</u>
Is information reported timely to TSLE&D?	<input type="checkbox"/>	<input type="checkbox"/>
Are reports from TSLE&D to the court maintained and utilized?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Last TSLE&D Report Available:</i> _____ <i>Date</i> _____		
How many cases are shown as pending in the last TSLE&D report? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of pending cases reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
How many cases are shown as pending for more than 90 days?	<input type="checkbox"/>	<input type="checkbox"/>
What actions have been taken to dispose of these cases?	<input type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding pending cases?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, why were the cases pending and what corrective actions were taken, if any?</i> <hr/>		
Has the court received any notices regarding late monthly reporting?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

If yes, why were the reports late and what corrective actions were taken?

Comments and Conclusions

See "Findings" Section of Report

Notes to Checklist

- Note 1 Receipts are generated by the computer program using a separate sequential series of receipt numbers for each justice
- Note 2 Bank statements and cancelled checks are not returned by the bank. The court clerk has access to these documents through a secure Tioga State Bank website. The e bank statements are generally printed within the first week of the month following the month just ended.
- Note 3 March 2023 monthly report totals paid to the Supervisor pending notification from the State Comptrollers Office of the amounts thereof to be paid to the state and town
- Note 4 Bank reconciliations are performed within the first week of the month for the month just ended.

RLB/10

**Town of Chenango
Water/Sewer
2022**

Agreed Upon Procedures Review

State Comptroller's Checklist

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

Background

I gained an understanding of operations in the Water/Sewer Office from discussions with the Administrative Assistant. We discussed the flow of transactions from receipt to deposit, how receipts are recorded, the banking process, the reporting procedures, the computerized accounting system and related safeguards, the accountability for billings and the reconciling of water and sewer rents receivable with the Supervisor's Office. We discussed the meter reading process. A drive-by electronic meter reading system is in place to obtain meter readings. The information from the meter reader computer is transferred to the accounting system computer from which usage is determined and bills are prepared and individual account information is updated.

Audit Concerns

1. Cash Receipts

Water/Sewer bills are based on meter readings and billed four times a year. Properties in a sewer served area but not on the town water system are billed a flat rate for use of the sewer system. All users on the water system have drive-by electronic read meters. After the meters are read the info is downloaded directly to the computer in the water/sewer office. Payments may be made in person, by mail, put in the drop box at town hall or by credit card. Two individuals working in the office receive payments. All payments are evidenced by a stub which is returned with the payment and retained to support the amount of the payment. If no stub is returned, one is prepared at the time of payment. A common cash drawer is used in the collection process. Credit card payments are made on line through a third party vendor. The vendor e mails the water/sewer department of any credit card payments. These payments are credited to the Supervisor's Water

Fund bank account within 1 -2 days after the transaction. Cash collections are reconciled to the stubs at the end of the day or first thing the next day. After reconciling, the paid info is entered into the computer system and a daily cash receipt register is printed. A deposit is then prepared for the cash while checks are electronically scanned to the bank for deposit to the Town Supervisor's Water Fund bank account. A confirmation detailed e mail of the scanned checks is sent by the bank A duplicate deposit ticket for the cash deposit is retained. The deposit is made by the Director of Public Works. An accounts receivable open balance report is also generated after each deposit. This report keeps a running up to date balance of the water and sewer rents receivable. This report, a copy of the daily cash receipts register and an amendment report for any adjustments are sent to the bookkeeper to update the receivable control accounts in the towns accounting system.

The bookkeeper transfers the sewer rents portion of deposits to the water fund bank account to the sewer fund bank account on a daily basis.

The Board imposed on each user a \$3 capital improvement charge per billing period on both the water and sewer portion of the bill in addition to the water and sewer rents. These charges are separately identified in the accounting records.

Audit Procedures:

Traced a sample of paid water/sewer bill stubs to the water/sewer cash receipts book
Results: No discrepancies noted

Traced credit card payment advices from the credit card company (Paygov) to the water/sewer cash receipts book
Results: No discrepancies note

Traced a sample of daily water/sewer cash receipt book totals to Supervisor's water fund bank account and the transfer of the sewer funds' portion to the sewer fund bank account
Results: No exceptions noted

Traced a sample of water/sewer cash receipt book totals to the respective Supervisors' water and sewer fund receivable control accounts and cash receipts book
Results: No exceptions noted

Verified a sample journal entry adding penalties to the respective water/sewer receivable control accounts for those accounts not paid in the penalty-free period
Results: No discrepancies noted

Verified a sample of payments made in the penalty period included the penalty amount
Results: Penalties were not imposed on delinquent water/sewer bills in a timely manner as provided for in the Town Ordinance. See Findings

Reviewed a sample of adjustments made to water/sewer bills for supporting documentation
Results: Documentation supporting the adjustments is on file

Traced a sample of daily receipts to the individual customer accounts
Results: No discrepancies noted

2. Accountability

The Administrative Assistant produces a running receivable balance for water and sewer rents receivables generally after each deposit. This report is transmitted to the bookkeeper and reconciled to the formal water and sewer receivable accounts in the towns' accounting records.

In the first week of October each year the Administrative Assistant prepares a list of unpaid water/sewer rents for re-levy on the ensuing years tax roll. The total amount for each fund is transmitted to the Bookkeeper. The towns' accounting records are updated to recognize the re-levy by moving the related amounts from the current receivable account to the overdue receivable accounts. The list of unpaid water/sewer rents is transmitted to the county for re-levy on the ensuing years tax roll. The amounts re-levied on the tax roll are received by the Supervisor in late January of the ensuing year.

Audit Procedures:

Verified a sample of quarterly billings from the billing register to the respective water/sewer receivable control account
Results: No discrepancies noted

Trace a sample of billings from the billing register to the individual customer account record
Results: No discrepancies noted.

Verified a sample of consumption on the billing register to the consumption report generated from the electronic meter readings
Results: No discrepancies noted

Compared water and sewer rents receivable detail totals maintained in the water/sewer department to the Supervisor's general ledger control account balances for the respective water/sewer rents receivable
Results: No discrepancies were noted

Verified that the detail total of the respective re-levied water/sewer rents report agreed with the amounts re-levied on the 2023 tax roll
Results: No discrepancies noted

Verified a sample of re-levied water/sewer rents was noted and credited to the individual customer account

Results: No discrepancies noted

Verified that capital charges for water and sewer operations were used for capital purposes

Result: The total capital expenditures for water and sewer funds as reported in the Annual Financial Report exceeded the reported capital charge revenues in each fund. Therefore, it is assumed that capital charge revenues were used for capital purposes. See the "Findings" section of this report relating to the lack of direction from the Board on the use of these capital charges.

Verified the petty cash assigned to the water/sewer department

Results: No discrepancies noted

Findings

Capital Charges

Per Resolution 42 of 2000, the board imposed a capital improvement charge of \$4 on each bill in each four month billing cycle on both water and sewer bills. In subsequent years the billing cycle was changed to three month periods and the related capital charges became \$3 per billing period. The resolution is silent as to the use of such funds. In a letter from the Water/Sewer Superintendent dated 5/22/2000 the water and sewer customers were notified that the capital charge funds would be used to replace failed equipment and to update inadequate or inefficient equipment. I found no indication that a determination was made to the extent that the funds were used for the stated purpose. Total reported capital expenditures in the Annual Financial Report for both water and sewer funds were compared to the respective reported total revenues for capital charges. The reported capital expenditures in both funds exceeded the reported capital charge revenues therefore it is assumed the said revenues were used for capital purposes.

The Board should consider making provisions in the Town Code to authorize the imposing of capital charges, the capital purposes for which such funds can be used and that any unspent funds would be carried forward for proper use in ensuing years. Making provisions in the Code provides a current resource to consult to verify the authorization for the imposition of the charge and the purposes for which the fund may be used.

Water/Sewer Billings

Section 71-24 of the Town Code states that "bills are to be paid on or before the 30th day of the month in which the charge is made". Further, Section 71-24 of the Town Code provides for a charge of 10% after 30 days. In 2022 the quarterly billings were dated from the 11th to the 20th of the month making the penalty free period only 10 to 19 days. In practice, penalties on water/sewer bills in 2022 were imposed on those accounts that were delinquent in excess of 50 days of the billing date.

The town board should review this section of the Town Code and provide for and define the 30 day interest free period. The imposing and collection of penalties should be made in accordance with the Town Code.

Sewer rates and billing

Chapter 56 of the Town Code titled "Sewers" is silent in the area of determining and setting sewer rates, when bills will be issued and become overdue, the penalty for overdue bills and the enforcement procedure for overdue bills. The town is following procedures found in Chapter 71 of the Town Code relating to water rates and billings since sewer rents are billed together with

the water rents. For consistency and providing authority and guidance, the Board should consider similar provisions for inclusion in the sewer chapter of the Code.

Fire line charge billings

Fire line charges are billed quarterly as a separate charge on the water/sewer bills. The Town Code provides for the rendering of semiannual statements on or about April 1 and October 1 (Town Code, Section 71-28(D)). The Code should be modified to correspond with the current practice of quarterly billings or said billings should be made in accordance with the Code.

Conclusion

Overall, the operations of the water/sewer office are good. The use of the electronic drive-by meter reading system and direct download into the computer system for bill preparation and individual account posting is very efficient and less likely for errors to occur. Direct deposit to the Supervisor's bank account relieves the Water/Sewer office of the responsibility for the money once deposited. Water/sewer bill collections are reconciled daily to the supporting stubs. The collections are recorded daily in the computer accounting system and promptly deposited. The audit procedures performed during the review of water/sewer department operations disclosed no irregularities or material errors.

Appendix G – General Recordkeeping Requirements for Departments continued

Checklist for Review of Departments

The following checklist may be used for reviewing departments that receive and/or disburse cash.

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely and recorded up-to-date? Last Recorded Deposit: Date <u>6/20/2022</u> Amount <u>109.78</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note 1

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

Note 2

Appendix G – General Recordkeeping Requirements for Departments continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>																											
Are bank accounts reconciled? <i>N/A</i> By Whom? _____ How Often? _____ Who Reviews/Verifies Them? _____	<input type="checkbox"/>	<input type="checkbox"/>																											
Is the bank reconciliation performed timely after the bank statement is received?	<input type="checkbox"/>	<input type="checkbox"/>																											
<table border="1"> <thead> <tr> <th colspan="3"><u>Last Bank Reconciliation for Each Bank Account</u></th> </tr> <tr> <th><u>Bank Account</u></th> <th><u>Date Performed</u></th> <th><u>Month Ending</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			<u>Last Bank Reconciliation for Each Bank Account</u>			<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>																					
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<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>																											
Are reconciliations documented and available for review?	<input type="checkbox"/>	<input type="checkbox"/>																											
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	<input type="checkbox"/>	<input type="checkbox"/>																											

note 3

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect deposits (held in department bank accounts) that exceed FDIC insurance protection, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>

note 3

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (what the department owes) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does accountability agree with bank reconciliation and supporting records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts for the year comparable with those of previous years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there significant safeguards for the protection of records and cash, such as a safe or a locking file cabinet, an office with a door that can be locked, regular deposits of cash, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 4

Appendix G – General Recordkeeping Requirements for Departments continued

<u>Financial Reporting</u>	<u>YES</u>	<u>NO</u>
Are monthly reports and payments to the chief fiscal officer timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do amounts reported agree with summarized cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are annual reports prepared and submitted timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do annual reports agree with the records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 5

<u>Other Concerns</u> <i>(if applicable)</i>	<u>YES</u>	<u>NO</u>
Are receivable control accounts maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

note 6

Comments and Conclusions

See "Findings" Section of Report

Notes to Checklist

- | | |
|--------|---|
| Note 1 | The cash receipts journal is computer generated at the end of the day or early the next morning. |
| Note 2 | All moneys received are deposited directly to the water fund bank account maintained by the Supervisor. No disbursements are made by the Water/Sewer Department. |
| Note 3 | The Water/Sewer Department maintains no bank accounts. |
| Note 4 | The Water/Sewer Department determines water and sewer rents receivable on a daily basis. |
| Note 5 | The Water/Sewer Department transmits reports on a daily basis to the Supervisor's office. Deposits are made at least every other day, directly to the water fund bank account maintained by the Supervisor. The bookkeeper electronically transfers the sewer fund portion of the deposit to the sewer fund bank account. |
| Note 6 | Formal receivable control accounts for water and sewer rents receivable are maintained in the town's accounting system. |

RESOLUTION NO _____

RESOLUTION AUTHORIZING ATTENDANCE AT THE NYSAOTSOH ANNUAL CONFERENCE,
EDUCATION SYMPOSIUM & EXPO

The Town Board of the Town of Chenango, duly convened in Regular Session, August 9, 2023, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Highway Superintendent, Derin Kraack, has requested permission to attend the New York State Association of Town Superintendent of Highways 2023 Annual Conference, Education Symposium and Expo, to be held in Verona, New York, September 26-29, 2023.

WHEREAS the Board has determined that attendance at the conference will enhance the knowledge of the Superintendent and benefit the Town,

WHEREAS Board recognizes the travel distance and need for accommodation, it is hereby

SECTION 2. RESOLVED, that Derin Kraack, is hereby authorized to travel and attend the above noted conference and all reasonable expenses shall be paid by the Town of Chenango, effective immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct, and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 9th day of August 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: August 9, 2023

Lizanne Tiesi-Korinek, Town Clerk

Town of Chenango



94th Annual Conference,
Education Symposium & EXPO
September 26-29, 2023
Turning Stone Casino & Resort
Verona, New York

BRIDGING CONNECTIONS THROUGH PARTNERSHIPS

REGISTRATION BROCHURE



Dave Miller
NYSAOTSOH President
Town of Lockport
Niagara County

A Message From the President

On behalf of NYSAOTSOH I am pleased to present our 94th Annual Conference registration brochure. Each year the association offers timely education sessions and many opportunities to network with highway superintendents around the state and interact with vendors showcasing their products and services.

Our theme this year is "Bridging Connections Through Partnerships." The educational information you will gain from attending the conference and the connections you will make are the most important pieces of this event.

If you are a seasoned attendee, please reach out to newly elected town superintendents of highways encouraging them to attend this conference. Be sure to mention our education sessions geared towards the many job responsibilities of a highway superintendent.

Please take a moment to review the registration brochure contents. We hope you make the decision to join us on September 26 – September 29, 2023 at Turning Stone Resort & Casino in Verona, NY.

I look forward to seeing you in September!

Dave Miller

Association Mission Statement

- Act as a medium of instruction in highway construction and maintenance
 - Ensure better and safer highways
 - Provide efficient public service
 - Realize economies, through exchange of ideas, cooperation, and coordination
 - Promote and support legislation that will benefit the best interest of the people in the towns
 - Promote the principle of Home-Rule
 - Defend the town form of government
-
-

Thank you Education Committee for planning the 94th Annual Conference, Education Symposium & EXPO:

- Michael Graham, Committee Chairman
- Kurt Allman, Vice Chairman
- Dave Miller, Committee Member
- Greg Hallberg, Committee Member
- Theresa Burke, Committee Member
- Michael Simone, Committee Member
- Mike Farrell, Committee Member
- Joe Wasilewski, Committee Member
- Craig Hiller, Committee Member

SCHEDULE OF EVENTS

September 26–29, 2023

Tuesday, September 26

2:00 PM – 4:00 PM

Registration

3:00 PM – 5:00 PM

President's Reception with Exhibitors

Sponsored by Chemung
Supply Corporation



5:00 PM

Dinner on Your Own

7:30 PM

Corn Hole Tournament and Karaoke

Sponsored by Viking Cives



Wednesday, September 27

6:00 AM – 7:00 AM

Early Morning Coffee

7:00 AM

Breakfast

8:00 AM – 8:45 AM

Keynote Address

William Van Slyke, Van Slyke Consulting

9:00 AM – 10:00 AM

Legislative & Advocacy Roundtable

Fred Hiffa and Megan Osika, Park Strategies

Association lobbyists will provide an overview of the 2023-24 Budget and Legislative Session.

10:00 AM – 10:30 AM

Break with Exhibitors

Sponsored by Five Star



10:30 AM – 11:30 AM

Best Practices for Salt Reduction

Tim Fiallo, Town of Hague, Warren Co.

Rob Vopleus, Town of Lake George, Warren Co.

Moderator: Phil Sexton, WIT Advisers

Winter Management Specialists, Tim Fiallo and Rob Vopleus will speak with pride and passion about the town of Hague and the town of Lake George's salt reduction efforts. Hear firsthand on how these Highway Departments successfully reduced their road salt by more than 50%.

12:00 PM – 1:00 PM

Lunch

1:00 PM – 5:00 PM

Golf and Afternoon Events

Golf Sponsored by Navistar, Inc. /
International Trucks



7:00 PM – 10:00 PM

Vendor Night, Reception and Dinner

NYSAOTSOH Conference, Edu

Thursday, September 28

6:00 AM – 7:00 AM

Early Morning Coffee

7:00 AM – 8:15 AM

Breakfast

8:30 AM – 9:30 AM

Superintendents Roundtable

Join fellow Highway Superintendents for a round table discussion on the ins and outs of the position and associated responsibilities.

9:45 AM – 10:45 AM

Navigating a First Amendment Audit

Michael Kenneally, Executive Director, New York State Municipal Workers' Compensation Alliance

Lori Mithen-DeMasi, General Counsel, Association of Towns of the State of New York

First Amendment audits are happening across New York State. First Amendment auditors seek to record town facilities, operations and interactions with town officers and employees and often post them on social media platforms. This session will review basic First Amendment principles and the use of recording equipment on town property. We'll also discuss employee safety and best practices for interacting with individuals who are conducting First Amendment audits.

10:45 AM – 11:15 AM

Break with Exhibitors

11:15 AM – 12:00 PM

Annual Meeting of the Members

12:15 PM – 1:00 PM

Lunch/Vendor Lunch

1:10 PM – 2:00 PM

DOT/CHIPS Update

NYSDOT Administered Aid to Local Agencies – NYSDOT representatives will provide an overview of funding programs available to municipalities to construct transportation projects and program requirements.

2:05 PM – 3:05 PM

Managing your Highway Budget

Dan Acquilano, Manager, Local Official Training Unit Division of Local Government & School Accountability

The Town Board is charged with the fiscal oversight of all Town functions, including adopting and monitoring the annual budget. The Town Highway Superintendent plays a critical role in assisting the Town Board in their oversight responsibilities by providing clear and carefully planned budget information that protects the taxpayers' interests by including only those expenditures that are necessary for operations, and planned revenues that are realistic. This session will walk through how the Highway Superintendent can provide more accurate budget estimates, to provide the Board meaningful information that they can use to make decisions during the budget process, development of the required Highway 284 agreement, and ensuring highway spending remains in line with the adopted and amended budget.

Education Symposium & EXPO

3:05 PM – 3:15 PM

Break

3:15 PM – 4:30 PM

Legal and Regulatory Panel

Timothy A. Frateschi, Esq., Baldwin, Sutphen & Frateschi, PLLC

*Lori Mithen-DeMasi, General Counsel,
Association of Towns of the State of New York
Moderator: David P. Orr, PE, Director, NYS LTAP
Center, Cornell Local Roads Program*

Industry and legal experts will be available for a question-and-answer session.

Friday, September 29

6:00 AM – 7:00 AM

Early Morning Coffee

7:00 AM – 8:30 AM

Breakfast

8:45 AM – 10:00 AM

Retirement Informational Session

A representative from the New York State and Local Retirement System will give a short presentation and answer any questions.

6:30 PM – 7:30 PM

Reception

*Sponsored by Alta
Equipment Company*



7:30 PM – 10:00 PM

Annual Banquet & Entertainment

Sponsored by Tenco and Conway Beam



Education Sessions Sponsored by:

Peckham Industries, Inc.





2023 NYSAOTSOH Annual Conference Registration Form

Turning Stone Resort & Casino - 5218 Patrick Road, Verona, NY 13478 - 1-800-771-7711
ALL REGISTRATION FEES AND MEALS TO BE PAID DIRECTLY TO NYSAOTSOH
111 Washington Ave., Suite 600, Albany, NY 12210 or online at www.nystownhwys.org.

Name (as you would like it to appear on your badge) _____

Guest/Spouse Name (if attending) _____

Job Title _____

Town/Organization _____

Address _____

City

State

Zip

Phone _____

Email _____

Registration Options:

Highway Superintendents and Vendor Package Options:

☐ Early Bird Registration (by 9/8/23) **\$700** - 3 Night Option (Full Conference, Tuesday – Friday) \$800 after 9/8/2023 Registration includes registration fee, 3 breakfasts, 2 lunches, 3 receptions/dinners, education sessions, annual meeting of the members, entertainment, optional activities, and refreshment breaks.

☐ Early Bird Registration (by 9/8/23) **\$600** – 2 Night Option (Wednesday Afternoon – Friday) \$700 after 9/8/2023 Registration includes registration fee, 2 breakfasts, 2 lunches, 2 receptions/dinners, education sessions, annual meeting of the members, entertainment, optional activities, and refreshment breaks

Guests/Spouse Package Options:

☐ Early Bird Registration (by 9/8/23) **\$600** - 3 Night Option (full Conference, Tuesday – Friday) \$700 after 9/8/2023 Registration includes registration fee, 3 breakfasts, 2 lunches, 3 receptions/dinners, entertainment, optional activities, and refreshment breaks.

☐ Early Bird Registration (by 9/8/23) **\$500** – 2 Night Option (Wednesday – Friday) \$600 after 9/8/2023 Registration includes registration fee, 2 breakfasts, 2 lunches, 2 receptions/dinners, entertainment, optional activities, and refreshment breaks

Hotel room rates are NOT included in registration package price

If you are choosing to not utilize the package options there is a registration fee required for all highway superintendent and vendor attendees:

☐ Early Bird Registration (by 9/8/23) **\$150** ☐ Registration Fee (after 9/8/23) **\$250** ☐ Registration Fee (retiree) **\$ 50**

Commuter Meals (Inclusive of tax and gratuity):

<input type="checkbox"/> Tuesday Reception	\$ 50	<input type="checkbox"/> Wednesday Vendor Night	\$ 155	<input type="checkbox"/> Thursday Banquet Night	\$ 155
<input type="checkbox"/> Wednesday Breakfast	\$ 45	<input type="checkbox"/> Thursday Breakfast	\$ 45	<input type="checkbox"/> Friday Breakfast	\$ 45
<input type="checkbox"/> Wednesday Lunch	\$ 55	<input type="checkbox"/> Thursday Lunch	\$ 55	Total \$	_____

Payment Options:

Via website: www.nystownhwys.org Via fax: 518-426-3838

Via mail: NYSAOTSOH, 111 Washington Ave., Suite 600

Albany, NY 12210

☐ Check ☐ Credit Card Amount: \$ _____

Name (as it appears on the card) _____

Card No: _____ Exp: _____

Security Code: _____ Telephone No. _____

Billing Address: _____

Email for Receipt: _____

Exhibit Booth Registration

☐ **\$500** Exhibit Booth (Includes one \$150) Conference registration. Meal packages are **NOT** included and must be purchased separately. (3-day \$700 before 9/8/2023, 2-day \$600 before 9/8/2023 or by commuter meal pricing). A floor plan of the exhibit space will be available in August.

Questions or special needs or dietary restrictions? Contact Beth Gould at (518) 426-1023 or info@nystownhwys.com

Emergency Contact Information:

Emergency Contact Name:

Emergency Contact Phone:

RESOLUTION NO. _____

RESOLUTION TO ADOPT FUND BALANCE POLICY

At a meeting of the Town Board of the Town of Chenango held on the 9th day of August, 2023, the following resolution was offered and seconded:

WHEREAS, the Town Board of the Town of Chenango desires to adopt a policy regarding the use and expenditure of any unexpended Fund Balance; and

WHEREAS, the Town Board has discussed and reviewed the attached hereto and incorporated herein Fund Balance Policy and finds it in the best interest of the Town to adopt the same.

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Chenango hereby adopts the Fund Balance Policy; and it is further

RESOLVED that this Resolution shall take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct, and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held on 9th day of August, 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: August 9, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

RESOLUTION NO. _____

RESOLUTION AUTHORIZING EXPENDITURES OF FUND BALANCE

The Town Board of the Town of Chenango, duly convened in Regular Session, August 9, 2023, does hereby RESOLVE as follows:

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

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

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

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

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

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

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

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

RESOLVED, that this Resolution shall take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held on this 9th day of August, 2023. Said resolution was adopted by the following roll call vote:

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

Town of Chenango Seal

Dated: August 9, 2023

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

<u>UPDATED AS OF AUGUST 1, 2023</u>	8.9.23	9.6.23
	8.23.23	9.20..23
<u>PROJECT / DISCUSSION</u>	<u>POTENTIAL AGENDA DATE</u>	<u>ACTION / RESOLUTION</u>
2024 Budget & Finance		
*Review of Stipends for Safety Administrator	September 2023	
*Fund Balance Usage	8/9/2023	
*Grant Research	TBD	
*Contracts Review	8/23/2023	
*Budget Topics	8/23/2023	
*Budget Workshop (tentative)	9/20/2023	
*Preliminary Budget	10/18/2023	
*Budget Hearing	11/1/2023	
*Budget Vote	11/15/2023	
Buildings & Grounds		
*Fire Alarm System	9/6/2023 or 9/20/2023	
Dept. Head Evaluation		
*Evaluation	TBD	
Engineering - Urda		
*Drinking Water Study - Applewood / Maplewood	Urda Engineering	
Ethics Code Policy		
*Recruitment for Ethics Board	9/6/2023	
Flood Mitigation		
*HMPG Grant		Submitted 5/31/22
*Wallace Road Project	Ongoing	
*Frederick Road Project	Ongoing	
*Smith Hill Project	Ongoing	

Highway Dept.		
Ordinance Dept.		
*Zoning Chenango Properties - Intro to Law Resolution	TBD	Public Hearing TBD
*Town Zoning Distric Map - SEQR	8/9/2023	
*Chenango Parks / Open District	September	Keegan / Alex
*Solar Farms	8/9/2023	
*Zoning Changes	9/6/2023	
a.) Boland		
b.) Lumsden		
c.) Abbey		
*Zoning for Storage Containers	TBD	Planning Board
Safety Committee		
*Building Security - Safety Report	TBD	
*Town of Chenango Safety Manual	TBD	
*Workplace Violence Plan	8/23/2023	
a.) Resolution for Workplace Violence Plan	TBD	
*Safety Committee Board Liason	TBD	
Staff		
*Comp Time Policy	TBD	
*Work Rules	TBD	
*Town Assessor Search	8/9/2023	
Meeting Efficiency / Technology		
*Streaming/Live feed interactions	8/23/2023	
*Computer Training w/ Agenda Software	TBD	
*Improved Audio Technology in Community Room	8/23/2023	
*Town Board Policy Manual	8/9/2023	
Town Clerk Reporting Procedures		

*Resolutions, Motions, Policies & Procedures	TBD	
Town of Chenango Vehicles		
*GPS in vehicles	8/9/2023 or 8/23/2023	J. DiMascio
WWTP Project		
*Benefit Assessment Model Discussion	8/9/2023	
*EDU's Model Discussion	8/9/2023	
*Resolution to Authorize Bids	TBD	
*Wendel Contract	TBD	
*Construction Procurement Limits	TBD	
*B&L Consultation	TBD	
*Outside Users	TBD	
*Sewer 12 Rates	TBD	
*Engineer's Agreement for WWTP	TBD	
Supervisor Watch List		
a.) North Otsinengo Dog Park		
b.) Broome County Grant Application (Fall 2023)		Safety Committee Requests
c.) Chenango Senior Center		
d.) Castle Creek USPO Ground Lease Resolution		
e.) Upper Susquehanna Coalition		
f.) Town Museum Updates / Activities		
g.) Music In The Parks		Begins 7/6/23, Ends 8/31/23
h.) DMV Office at Chenango Town Hall		
i.) FY24 Grant - Schumer/Gillibrand		Gillibrand - 7/28/23 decision
j.) NYS Senate Lea Webb 2023 Budget Appropriation		\$200,000
k.) Marc Molinaro Congressional Appropriation		\$5,000,000