



MINUTES OF MEETING
Multi-Services Committee
April 25, 2022
7:00 PM

I. COMMUNICATIONS

Minutes of a meeting of the Multi-Services Committee of the Chemung County Legislature held in the Hazlett Building, 5th Floor, 203 Lake Street, Elmira, New York on Monday, April 25, 2022.

Members and officials present: John Pastrick, David Manchester, L. Thomas Sweet, Joseph Brennan, Mark Margeson, Christina Sonsire, Martin Chalk, Robert Briggs, William McCarthy, Scott Drake, Michael Smith, Rodney Strange, Bryan Maggs, Tom Freeman, Brian Hart, John Brennan

Legislator excused: Brian Hyland, Peggy Woodard, John Burin

In the absence of the Chairman of the committee, the Chairman of the Legislature called the meeting to order.

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution designating Dominion Voting as a sole source vendor and authorizing Purchase Agreement with Dominion Voting on behalf of the Chemung County Board of Elections

Motion made by Robert Briggs, seconded by L. Thomas Sweet, and Passed with a vote of 4-0, designating Dominion Voting as a sole source vendor and authorizing Purchase Agreement with Dominion Voting on behalf of the Chemung County Board of Elections.

2. Resolution authorizing application for and acceptance of a New York State Community Development Block Grant on behalf of the Chemung County Planning Department (calling for initial public hearing June 6, 2022)

Motion made by L. Thomas Sweet, seconded by Robert Briggs, and Passed with a vote of 4-0, authorizing application for and acceptance of a New York State Community Development Block Grant on behalf of the Chemung County Planning Department (calling for initial public hearing June 6, 2022).

3. Resolution authorizing agreement with Industrial Appraisal Company on behalf of the Chemung County Department of Central Services (RFP-2333 - valuation of County owned real property and building contents)

Motion made by Robert Briggs, seconded by L. Thomas Sweet, and Passed with a vote of 4-0, authorizing agreement with Industrial Appraisal Company on behalf of the Chemung County Department of Central Services (RFP-2333 - valuation of County owned real property and building contents).

4. Resolution calling for a public hearing relative to the proposed 2022 Chemung County Legislative Redistricting Plan

Mr. Brennan asked if the legislature received any district maps other than the maps posted on the Chemung County website. Mr. Sweet noted that district maps were sent to the legislature the same day the Legislative Redistricting and Efficiency of County Government Committee received the maps. At the request of Mr. Brennan, Mr. Sweet and Attorney Maggs reiterated that the public will have two more opportunities to provide input.

Motion made by Robert Briggs, seconded by L. Thomas Sweet, and Passed with a vote of 4-0, calling for a public hearing relative to the proposed 2022 Chemung County Legislative Redistricting Plan.

5. Resolution calling for a public hearing for the purpose of considering the increased cost of proposed improvements for the Chemung County Elmira Sewer District and Chemung County Sewer District No. 1 (Wastewater Treatment Plant Consolidation Project)

Mr. Smith requested a presentation on updates to the Wastewater Treatment Plant Consolidation Project.

Motion made by Robert Briggs, seconded by L. Thomas Sweet, and Passed with a vote of 4-0, calling for a public hearing for the purpose of considering the increased cost of proposed improvements for the Chemung County Elmira Sewer District and Chemung County Sewer District No. 1 (Wastewater Treatment Plant Consolidation Project).

III. OLD BUSINESS

1. Resolution adopting Introductory Local Law No. 2 for the Year 2022 in relation to the amendment of Local Law No. 4 of the Year 1973 entitled "A Local Law to provide for the establishment of a County Charter for the County of Chemung, State of New York" relating to the provisions of Article 4 of the Municipal Home Rule Law of the State of New York (filed with the Department of State of the State of New York as Local Law No. 3 of the Year 1973), amending Article IV, Section 401; Article XX, Section 2001; Article XXI, Section 2101; Article XXII, Section 2301, Article XXVIII, Section 2704 (adding Section 2706)

Mr. Manchester stated that the Legislature is awaiting more information regarding this resolution.

IV. NEW BUSINESS

V. ADJOURNMENT

This meeting was adjourned on the motion made by Mr. Sweet, seconded by Mr. Briggs. Motion Carried.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution designating Dominion Voting as a sole source vendor and authorizing Purchase Agreement with Dominion Voting on behalf of the Chemung County Board of Elections

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The funds for the purchase of ten (10) Dominion Voting Systems was approved during the annual budgeting process for 2022. The funds are currently available in the Board's budget. Seeking approval to place an order for the ten machines once the purchase of equipment is allowed in April. These are not grant funds. They are funds approved because the originally purchased machines (2008) are continuing to time out and are being pieced together from one another for parts. Therefore it is necessary to replace as many systems as possible annually.

Prior Resolution 21-393

Vendor/Provider Dominion Voting

Term Total Amount \$109,050 Prior Amount

Local Share State Share Federal Share

Project Budgeted? Yes Funds are in Account #

CREATION:

Date/Time:	Department:
3/28/2022 11:13:16 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
3/28/2022 11:16 AM	Approved	County Executive	
3/29/2022 8:53 AM	Approved	Budget and Research	
4/7/2022 4:23 PM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Dominion Quote.pdf	Dominion Quote	Cover Memo
Dominion Justification Letter.pdf	Justification	Cover Memo

**Chemung County, NY**

Prepared by:
Gio Costantiello
gio.costantiello@dominionvoting.com

Q00007028

Budgetary Quote

Product/Service	Description	Part Number	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware					
ImageCast Evolution Kit (NY)		175-000058	10	\$10,900.00	\$109,000.00
Sub-Total					\$109,000.00
Consumables/Parts					
ICE/ICP2 iButton Technician Key - Yellow		171-000010	2	\$25.00	\$50.00
Sub-Total					\$50.00
Purchase Sub-Total					\$109,050.00
Purchase Total					\$109,050.00

Terms and Conditions

Contract Number: PC69385 Group Number: 22300 Award Number: 23198

Each ICE Kit includes: ICE tabulator and BMD, ICE plastic ballot box, ATI Kit, Report tape, 2 CF Memory Cards, 5 year firmware maintenance, 5 year hardware warranty.

Signatures

Customer Name (printed)	Title		Signature	Date (MM/DD/YYYY)

County of Chemung
Board of Elections
378 S. Main Street – PO Box 588
Elmira, New York 14902-0588
Phone 607-737-5475
Fax 607-737-5499

Commissioners
James E. Hare
Sperry J. Navone

Deputy Commissioners
Mary M. Collins
Mickey H. Masker

April 6, 2022

Justification for sole source purchase of Dominion Voting Systems:

The Board of Elections uses Dominion Voting Systems for all elections. We cannot mix and match different voting systems. We are ordering these new systems as part of the replacement and updating process. Most of our current machines are over ten years old and are out of warranty.

It is more cost effective to gradually replace these machines with new ones that come with warranties. It will also decrease the likelihood of emergency breakdowns.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing application for and acceptance of a New York State Community Development Block Grant on behalf of the Chemung County Planning Department (calling for initial public hearing June 6, 2022)

Resolution #:

Slip Type: GRANT
SEQRA status Full-time
State Mandated False

Explain action needed or Position requested (justification):

Resolution calling for a Public hearing to obtain the views of citizens, public agencies, and other interested parties on the housing and community development needs of the County and eligible Community Development Block Grant (CDBG) activities and to provide the public with an opportunity to comment on the County's proposal to submit a Community Development Block Grant application to the New York State Office of Community Renewal for funding to implement a microenterprise assistance program

The Chemung County Planning Department wishes to assess the advisability of submitting a Community Development Block Grant ("CDBG") application to the New York State Office of Community Renewal (the "OCR") for a grant to implement a microenterprise assistance program.

The Chemung County Legislature is required to hold a public hearing to provide information to the public and to consider citizen comments regarding community needs and the proposal prior to submitting an application for CDBG funding.

Vendor/Provider	New York State Office of Community Renewal			
Term	up to 36 months from contract date	Total Amount	up to \$300,00	Prior Amount
Local Share		State Share		Federal Share 100%
Project Budgeted?	No	Funds are in Account #		

CREATION:

Date/Time:	Department:
4/11/2022 11:04:45 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
4/11/2022 11:15 AM	Approved	County Executive	

4/13/2022 11:10 AM	Approved	Budget and Research	
4/14/2022 12:57 PM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
CDBG_Microenterprise_FAQ_s.pdf	CDBG Microenterprise FAQs	Cover Memo
microenterprise-program-guidelines-12.29.2020_0.pdf	microenterprise program guidelines	Cover Memo
NOTICE OF PUBLIC HEARING - CDBG 2022.pdf	Notice of Public Hearing	Cover Memo

New York State COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

Microenterprise Assistance

FREQUENTLY ASKED QUESTIONS



**Homes and
Community Renewal**

OFFICE OF COMMUNITY RENEWAL

ANDREW M. CUOMO, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER

MICROENTERPRISE FREQUENTLY ASKED QUESTIONS

Contents

Program Guidelines and Application	3
Grant Agreement	5
Environmental	5
Disbursements	5
Program Requirements.....	6
Reporting	6
Closeout.....	8

Program Guidelines and Application

Q.1 Is a Microenterprise defined as 5 or fewer employees using Full-Time Equivalents, or 5 or fewer employees by head count?

A.1 The definition of a Microenterprise is determined by a "five or fewer test," which is based on total employee head count including the owner (not the number of FTEs).

Q.2 Do seasonal employees count towards the 5 or fewer total employees at the time of application?

A.2 If the seasonal position is not considered their principal occupation, then their position would not count towards the 5 or fewer determination. If the seasonal position is considered their principal occupation, it would be counted. "Principal occupation" means that the job comprises the majority of the hours worked during the year.

Q.3 If a business has 5 or fewer employees at the time of application, but the project will result in the creation of positions that puts that business over the "5 by head count", does that make them ineligible to apply?

A.3 No. Microenterprise businesses must be eligible at the time of application to the community. If a business exceeds 5 employees post-award, it does not affect eligibility. In fact, job growth is encouraged. However, it is important to note that if a business exceeds 5 employees as a result of receiving the award, they will not be eligible for assistance again under future microenterprise programs.

Q.4 Are NYS CDBG Microenterprise projects income-qualified at the time of award or at the time of application?

A.4 Recipients must determine income eligibility, for the purpose of meeting the public benefit standard, at the time funds are obligated to activities, that is, the time of award to the business. The recipient must reference the HUD Income Limits for the specific year that the Family Income Form will be completed or be the most up-to-date HUD data at the time that individuals fill out the Family Income Forms and provide supporting income documentation.

Q.5 Can funds raised by crowd sourcing be used towards equity?

A.5 Yes, funds raised by crowdsourcing could be used towards their equity. Like traditional equity, the funds would need to be available and able to be documented at the time of application and must not have an obligation to be repaid.

Although crowdsourcing is technically allowable, traditional owner equity is still preferable. Crowdsourcing would diminish the proportion of a business' individual investment, and the purpose of the equity requirement is to ensure that the owner invests in their own business and has a demonstrable interest in the success of the project.

Q.6 Can equity include bank financing?

A.6 No. Equity must be in the form of cash, with no associated debt. Bank loans cannot be part of the 10% minimum.

Q.7 Is the 10% equity match to the total grant amount or is it 10% of the total amount excluding program delivery and admin costs?

A.7 Equity must be at least 10% of the total grant amount excluding program

delivery and administrative costs.

Q.8 Is a start-up defined as not having been in business for more than 6 months before the time of award or the time of application?

A.8 A start-up is a business that has been actively providing goods and services for less than 6 months prior to submitting their application for assistance to the community. This is a state programmatic definition.

Q.9 If an existing business was purchased by a new owner in the last 6 months, is this business considered a start-up?

A.9 If a new DUNS and tax ID were obtained, it may be considered new business or a start-up. If the business owner is still operating the business under the same DUNS and tax ID as the previous owner, it would not be considered a start-up. A change in business ownership does not automatically render a business a start-up. Contact OCR in the event that this relates to your project.

Q.10 Do 50% of the businesses funded under the microenterprise program have to be start-ups?

A.10 No, however at least 50% of the total CDBG award (less grant administration costs) must be awarded to start-up businesses. This does not mean that half of the total number of businesses awarded must be start-ups, since award sizes may vary.

Q.11 At what point can a community re-apply for microenterprise assistance?

A.11 A community can submit an application for a second award once $\frac{3}{4}$ of program funds have been expended, the project has been monitored, and all job reporting is complete. Communities with an open Microenterprise program should contact OCR before submitting another Microenterprise application.

Q.12 Is construction an eligible use of funds under the NYS CDBG Microenterprise Program?

A.12 No, construction is considered an ineligible expense under the NYS CDBG Microenterprise Program.

Q.13 Is the purchase of construction materials, such as windows and doors, an eligible expense if the business proposes to do the work themselves?

A.13 Contact OCR in the event that this relates to your project. As it relates to furniture, fixtures, and equipment (FF&E), only those items that can be taken or removed if the business was to liquidate are considered eligible.

Q.14 What constitutes an eligible vs ineligible fixture?

A.14 Items that are permanently affixed to the structure of the building (non-movable) are generally considered construction-related and are therefore an ineligible use of CDBG funds. The OCR follows the generally accepted accounting definition that (FF&E) are movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building or utilities.

Q.15 Can businesses that have previously been awarded under the microenterprise program re-apply for funding?

A.15 Businesses which have previously been awarded are eligible to re-apply for funding, however they are still required to meet all eligibility criteria (ie. 5 or fewer employees including principle owner, additional required equity contribution). Additionally, for any businesses that were previously awarded and qualified as low- and moderate-income business owners will be required to create jobs if awarded again. Contact OCR in the event that this relates to your project.

Q.16 Can the same business receive assistance from two concurrent Microenterprise programs? E.g. County and Village both assist a project in the Village

A.16 No. Two recipients cannot concurrently assist the same business. In addition, Counties cannot assist a business within the service area of another active microenterprise program that lies within the County.

Grant Agreement

Q.17 What steps are taken after a municipality receives an award?

A.17 Once awarded, municipalities will receive an award letter along with two copies of the unsigned grant agreement. Both copies of the grant agreement must be signed by the Chief Elected Official and returned by mail to the Office of Community Renewal. Documents that should be included with the Grant agreement are Forms 1-1, 1-2, 7-2, and 8-1 and any documents identified in the Schedule A. Forms 1-1 and 1-2 require original signature. A grant agreement is not considered to be fully executed until all required documents are received. Once approved, the municipality will receive an executed grant agreement letter by mail. This is sent to the Chief Elected Official. The recipient must also complete and send any "Schedule A" items identified in the grant agreement.

Environmental

Q.18 Is an environmental review required if the business is only purchasing machinery and equipment?

A.18 Yes, the Environmental Review is required of all NYS CDBG Economic Development Projects, regardless of the use of funds. OCR must issue a Release of Funds or Concurrence letter before costs are incurred or funds can be expended.

Q.19 Should the environmental review cover the CDBG-related costs of the project or the total scope and cost of the project?

A.19 The Environmental Review should be comprehensive of the total project cost and should reflect all project activities and funding sources, not just CDBG related activities.

Disbursements

Q.20 Can an applicant incur costs once awarded?

A.20 No. Applicants cannot incur costs until an Environmental Review has been completed, approved and the applicant has received a Release of Funds or Concurrence letter.

Q.21 What are the funding limits for each awarded microenterprise business?

A.21 Funding limits are between \$5,000 and \$35,000 for each microenterprise business. This does not include program delivery and grant administration costs.

Q.22 Can award funds be drawn down before businesses are selected?

A.22 OCR will allow for a portion of grant administration funds to be drawn down prior to businesses being selected. Funds associated with program delivery cannot be drawn prior to businesses being selected.

Q.23 What should be included in a request for draw?

A.23 Forms 1-6, and 1-6A should be included along with any documentation

of expenditures, such as invoices or purchase orders. Under no circumstances will quotes or in-cart documentation from an online vendor be accepted. When a draw is being requested for a newly awarded business, Form 1-6B is needed in addition to Forms 1-6 and 1-6A.

Q.24 Are NYS CDBG funds subject to state and federal tax laws?

A.24 All awarded businesses should consult with a tax professional on how to determine any tax liabilities.

Q.25 Are there any expenses considered to be ineligible when submitting a drawdown request?

A.25 Yes. Funds requested for construction expenses or the repayment of existing debt (ie. a loan incurred prior to award, payments for equipment purchased prior to award, etc.) are ineligible. The purchase and/or lease of a motor vehicle is considered to be ineligible without prior approval from OCR. Also, the purchase of electronic equipment *might be eligible* including computers, laptops, phones, and other electronic equipment. Requests for equipment of this nature should be accompanied by a written agreement from the business owner(s) that they will only be used for business purposes.

Q.26 Is the advancement of funds an allowable expense?

A.26 No. You cannot request funds for expenses that have not yet been incurred. For example, working capital costs including utility bills, rent, etc. are not allowable expenses if submitted prior to having been incurred.

Program Requirements

Q.27 What Program Delivery activities are eligible under the Microenterprise Program?

A.27 Various program delivery activities are eligible under the Microenterprise Program and can be referenced in the CDBG Grant Administration Manual, Chapter 3. It is important to keep in mind that any of the activities listed **MUST** be tied to a specific business which has been awarded in order to be eligible. Reimbursement sought for businesses not funded as a part of the project are not considered to be eligible activities.

Q.28 When determining budgets, what amount may be requested for program delivery, administration, and training?

A.28 Effective with the 2017 CFA application round, applicants may request up to 15% of the CDBG award in program delivery, administration, and training combined. Of the 15%, administration must not exceed more than 5% of the total project cost. All Microenterprise programs prior to 2017 may continue to request up to 25% of the CDBG award in program delivery, administration, and training.

Reporting

Q.29 Can a business owner meeting an LMCMC National Objective be included or reported as a created job?

A.29 No. Meeting an LMCMC National Objective is not the same as job creation and should not be reported as a created job.

Q.30 When can I count a seasonal employee toward the job creation requirements?

A.30 A seasonal employee can be counted on a pro-rata basis (based on a 40/hour work week or 2,000 hours/year). Seasonal jobs are considered to be permanent if the season is long enough for the job to be considered as the employee's principal occupation. "Principal occupation" means that the job comprises the majority of the

hours worked during the year.

Q.31 Do all applicants need to fill out a family income form, or just those who fall under the low- and moderate-income (LMI) households?

A.31 All persons applying for a job, not just those categorized as LMI, are required to fill out a Family Income Form. These forms should be maintained within the files.

Q.32 Is a Family Income Form sufficient evidence of income verification for meeting an LMCMC national objective?

A.32 No. In addition to a Family Income form, a business owner will need to provide their most recent tax returns at the time of application.

Q.33 Can retained jobs be used towards fulfilling a national objective?

A.33 No. Retention is not allowed under the Microenterprise Program.

Q.34 If a business has more than one owner, are all owners required to complete the entrepreneurial training program?

A.34 No. If a business has more than one owner, at least one owner must complete the course.

Q.35 If a business reporting an LMCMC national objective has more than one owner, how many of them need to qualify as LMI?

A.35 If there is more than one owner reporting an LMCMC national objective, at least 51% of the owners (not ownership) must qualify as LMI.

Q.36 What is the difference between taken (held) by/made available to?

A.36 'Taken (Held) By' A job is considered to be taken by an LMI person if, at the time their employment starts, that person is a member of a family whose income falls at or below the applicable Section 8 Income Limits. Income is verified through a Family Income Form.

'Made Available To': A job is considered to be made available to an LMI person if the position does not require special skills acquired from substantial training or more than 1 year work experience, and education beyond high school and special licenses/certifications are not a prerequisite to employment. Also, the assisted business must take actions to ensure that LMI persons receive first consideration for filling such jobs. Recipients are encouraged to use OCR generated "Economic Development Job Forms" to document efforts to made positions available to low- and moderate-income persons. These forms can be found here: <https://hcr.ny.gov/community-development-block-grant-economic-development-program>

Q.37 Does each business have to create at least one FTE?

A.37 Each activity is required to meet a National Objective. There are two national objectives that are applicable to the microenterprise program. The first is low- and moderate-income job creation activities, or LMJ. The second is low- and moderate-income owner, or LMCMC. When fulfilling an LMJ national objective, each funded business is required to create at least one LMI FTE. If more than 1 job is created, 51% of the jobs must benefit LMI individuals. When fulfilling an LMCMC national objective, a business owner must be qualified as low-to moderate income based on the HUD Income Limits. Income is verified through the most recent tax returns and a completed Family Income Form at the time of application.

Q.38 Should the Annual Performance Reports (APRs) reflect cumulative job reporting or just for the year being reported?

A.38 The January APRs and final APRs should only report jobs created within the year being reported and should not be cumulative. Applicants can submit a final APR at any time of the year and do not have to wait until the January reporting.

Q.39 Is the cost of the entrepreneurial training an eligible use of funds?

A.39 Yes. The cost of the entrepreneurial training is an eligible use of funds under the NYS CDBG Microenterprise Program.

Q.40 Is an application fee an eligible use of funds?

A.40 No. An application fee is not an eligible use of funds. Municipalities are not permitted to charge applicants a fee to apply.

Q.41 Can an employee or business owner obtain a waiver for a previously completed training program?

A.41 Yes, a waiver may be obtained by completing a request for a waiver. A request for a waiver for any individuals, who have previously completed a relevant training course within 24 months, or a reasonable timeframe, will need to include the following:

- A review of the business's application for the program,
- A letter from the Chief Elected Official requesting an exemption and stating why it is merited,
- The resume of the entrepreneur, and
- Proof of the training program(s) completed, and certificates received (received with application)

A waiver is not considered approved by providing these things. Written approval will be submitted to the municipality by OCR if a waiver has been granted. Requests for reimbursement for eligible project costs cannot be submitted until a business has either completed the required course of training or been granted a training waiver per the above process.

Closeout

Q.42 When is the project considered to be 'closed'?

A.42 A project is considered closed when 1) all funds have been disbursed 2) all job reporting documentation has been received and approved by OCR 3) a comprehensive monitoring visit has been conducted by OCR 4) any findings/concerns related to the monitoring are satisfactorily addressed 5) all required Federal Assistance Expenditure (FAE) forms and/or single audits have been received and approved by OCR 6) OCR issues a closeout packet electronically to the Recipient 7) the Recipient signs and returns the closeout packet, and 8) a Certificate of Completion is issued by OCR.

New York State **COMMUNITY DEVELOPMENT** **BLOCK GRANT PROGRAM**

Microenterprise Assistance

PROGRAM GUIDELINES



**Homes and
Community Renewal**

OFFICE OF COMMUNITY RENEWAL

KATHY HOCHUL, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER

Contents

I. INTRODUCTION	1
II. PROGRAM DESCRIPTION.....	1
A. General Requirements	1
B. Meeting a National Objective.....	2
III. APPLICATION PROCESS.....	2
A. Post Award.....	4
IV. ELIGIBLE APPLICANTS.....	4
A. Roles and Responsibilities.....	4
V. MICROENTERPRISE PROGRAM DESIGN PLAN.....	5
VI. EVALUATION OF ELIGIBLE ACTIVITIES AND ADDITIONAL FUNDING REQUIREMENTS	5
A. Examples of eligible and ineligible uses of NYS CDBG Microenterprise funds.....	5
B. Grant Underwriting Guidelines.....	6
C. Entrepreneurial Training Requirement.....	6
D. Owner Equity Requirement.....	7
VII. DISBURSEMENT OF FUNDS.....	7

I. INTRODUCTION

NYS Community Development Block Grant Program (NYS CDBG) is a federally-funded program that provides financial resources to assist in the development of viable communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low- and moderate-income (LMI). The Office of Community Renewal (OCR) administers NYS CDBG funds for non-entitlement communities which are generally cities, towns and villages with populations under 50,000 and counties with populations under 200,000. There are approximately 1,300 eligible communities (units of local government) statewide.

New York State must ensure that not less than 70% of its CDBG funds are used for activities that benefit low- and moderate-income (LMI) persons (at or below 80% of median). This is achieved by granting maximum priority to activities that meet one of the following Federal National Objectives: benefit low- and moderate-income persons or families; or aid in the prevention or elimination of slums or blight; or meet an urgent community development need.

The NYS CDBG Microenterprise program achieves the National Objective by providing jobs and economic opportunities for persons from LMI families. The program provides funds to eligible local governments to assist qualifying businesses undertake activities that result in the creation of job opportunities for persons from LMI families. Funding decisions are based, in part, on the following: severity of need; public benefit; program feasibility; sustainability of activity outcomes; reasonableness of costs; extent to which the activity compliments other local, state, or federal programs; and public support for the locally-driven program.

II. PROGRAM DESCRIPTION

The NYS CDBG Microenterprise program provides resources to support and foster the development of microbusinesses by providing grants in conjunction with capacity building and entrepreneurial assistance. The program is designed to stimulate economic growth and create businesses and jobs that will improve and preserve NYS homes and communities. An objective of the NYS CDBG Microenterprise program is to create opportunities for the development of microbusinesses that promote employment opportunities for persons of low- to moderate-income families.

A microenterprise is defined as a commercial enterprise that has five (5) or fewer employees, one (1) or more of which is the principal and owns the enterprise at the time of application. This includes both part-time and full-time employees. A microenterprise is a private for-profit business entity; corporation, partnership, or sole proprietorship that is legal, licensed and operating. Nonprofit entities are not microenterprises.

A. General Requirements

- The maximum total allocation for which a community can apply is \$300,000.
- A minimum of 50% of a total allocation (less grant administration costs) must be awarded to start-up businesses. A start up business is one which has been in operation less than six (6) months from the time of application.
- Although it is not required that specific microenterprises are identified as part of the application for Microenterprise Program funding, an application that identifies microenterprises and entrepreneurs that have gone through a prescreening stage is recommended. The prescreening stage should verify eligibility, evaluate the proposed project and determine funding need.
- NYS CDBG Microenterprise funds must be allocated as a grant to each microenterprise.
- Grant assistance to an individual microenterprise must be between \$5,000 and \$35,000. The maximum award is not intended to serve as a target amount for requests for assistance. The amount of CDBG assistance should be based on need and CDBG funds should not be used to reduce the amount of non-federal financial support for the project.
- Grants may not exceed 90% of the total project cost to assist in the start-up or expansion of a microenterprise.
- A minimum amount of 10% owner equity contribution to the project is required.
- Each microenterprise owner must complete an approved entrepreneurial assistance or small business training program prior to receiving CDBG Microenterprise grant funds. The cost for the owner to attend the training may be an eligible CDBG expense.
- Applicants may request up to 15% of the CDBG award in program delivery, administration, and training combined. Of the 15%, administration must not exceed more than 5% of the total project cost.
- Retention is not permitted in the Microenterprise Program.

B. Meeting a National Objective

The primary objective of the CDBG program is the development of viable communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate- income (LMI). For this to be achieved, each CDBG funded activity must meet a National Objective. A microenterprise may meet a National Objective one of two ways:

1. By creating a minimum of one (1) permanent full-time equivalent job for persons from LMI families. A full time equivalent (FTE) job is any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week. If more than one (1) FTE job is created as a result of NYS CDBG assistance, a minimum of fifty-one percent (51%) of the jobs must benefit persons from LMI families. A LMI job activity is one which creates a job that is either *held by* or considered to be *made available* to persons from LMI families. The distinction between “held by” and “made available to” is detailed below.
 - “taken (held) by” - A job is considered to be taken by a LMI person if, at the time their employment starts, that person is a member of a family whose income falls at or below the applicable Section 8 Income Limits. (Reference <https://www.huduser.gov/portal/datasets/il.html> or the most current income limits.)
 - “available to” - A job is considered to be made available to a LMI person if the position does not require special skills acquired from substantial training or work experience, and education beyond high school is not a prerequisite to employment. The assisted business must take actions to ensure that LMI persons receive “first consideration” for filling such jobs.

For a Microenterprise business creating jobs there are three principles involved in providing “first consideration”:

- a. The business must use a hiring practice that under usual circumstances would result in over 51% of LMI persons interviewed for applicable jobs being hired,
 - b. The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person, and
 - c. The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.
2. If the beneficiary / entrepreneur receiving the grant qualifies as LMI himself/herself. For microenterprises that are owned and operated by more than one individual, a majority of the owners must qualify as LMI in order to meet the Limited Clientele Microenterprise (LMCMC) National Objective. The business owner(s) cannot be counted towards job reporting.

III. APPLICATION PROCESS

The microenterprise application is now available through the consolidated Funding Application (CFA) on an Open Round, rolling basis, and not subject to the annual “competitive” CFA deadline.

The application involves a two-step process. First, an applicant must complete a Pre-Application within the CFA system. The Pre-application will be reviewed by the Office of Community Renewal. Once the applicant clicks ‘Submit’ within the Pre-Submission part of the application, the applicant will receive one of three notifications via email:

- **Accept-** The Pre-Submission has been approved and the applicant can proceed to the full application within the CFA Portal. An Invitation to Apply will be sent within the CFA system. An applicant must complete the full application in the CFA portal within 60 days of the invitation to apply.
- **Reject-** The Pre-Submission form has not been approved. The applicant will not be able to proceed to the full application within the CFA Portal. An Invitation to Apply will not be sent.
- **Needs More Information-** OCR has determined that additional information is required before the application can be approved and an Invitation to Apply sent.

For all of the above, OCR staff will be in contact with the applicant to discuss the next steps.

The following steps summarize the Open Round and Pre-Submission process for NYS CDBG Economic Development projects:

1. **Citizen Participation:** Applicants must hold at least one (1) public hearing prior to the submission of the CDBG application for the purpose of obtaining citizens’ views and responding to proposals and questions. The application must be made available to the public for inspection at the municipal office(s). Applicants must meet the citizen

participation requirements at 24 CFR 570.486 and NYS Homes and Community Renewal's Citizen Participation Plan as amended, which require Applicants to follow a citizen participation plan. Prior to submitting a CDBG application, Applicants must issue a public hearing notice and hold one public hearing (one in each jurisdiction of a joint application) allowing for citizen feedback on the community and economic development needs of the applicant community and any proposed project(s). When issuing the notice and holding the public hearing, please note the following:

- All hearings must also be conducted in accordance with the New York State Open Meetings Law
- The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
- The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website
- The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
- The notice for the hearing must specifically mention the municipality's intent to apply for NYS CDBG funds and the current program year
- The notice must identify all activities that the Applicant may be applying for during current program year, which may include Housing, Public Infrastructure/Facilities, Economic Development, or Community Planning
- Public hearings must be held in a location accessible to persons with disabilities and/or provide reasonable accommodations to allow all interested parties to participate
- The municipal resolution authorizing the public hearing, the hearing notice, affidavit of publication, list of attendees, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application

A copy of the application must be available for public inspection at the municipal office(s). **Public hearings must be held in the same calendar year in which the application is submitted. Exceptions may be made for projects under board consideration in January. In those cases, OCR will accept hearings held in December of the previous year.**

After award a recipient of CDBG funds must hold a second public hearing to report project accomplishments, following the same guidelines provided above. For more information on citizen participation requirements, refer to Chapter 8 of the CDBG Grant Administration Manual at <https://hcr.ny.gov/community-development-block-grant-economic-development-program>

- 2. Submission of Applications:** Applications are project-based. Applicants will answer threshold questions to determine whether their project may be eligible for funding and from what funding source(s). Because some funding sources are only available to certain categories of project sponsors—such as municipalities, nonprofits, or businesses—two sponsors undertaking similar projects may qualify for different funding sources.
- 3. The Office of Community Renewal Review:** Applications will undergo due diligence and technical review by the Office of Community Renewal (OCR). OCR will undertake a comprehensive review of the application to determine compliance with federal, state, and program regulations, policies, and statutes.

OCR Scoring Criteria

Applications are reviewed based on the following factors:

- The documented need for microenterprise assistance in the project area.
- The extent to which the program will create permanent, full time equivalent job opportunities for persons of low- and moderate- income either through the support of LMI entrepreneurs or the creation of LMI jobs.
- The usefulness and practicality of the entrepreneurial training program.
- The degree to which the program supports a community-approved strategic or comprehensive plan.
- The program's impact on increasing the viability of the "Main Street" business sector and/or targeted industry sectors.
- Demonstration of expertise in technical assistance.
- The degree to which the program is financially and technically feasible.

- Reasonableness of program costs.
- The extent of documentation that supports the timely completion of the proposed activities within the term of the grant agreement. Issues which may hinder timely completion of the program must be addressed prior to award
- Demonstrated assurance of the success of the program
- Capacity to complete activities in a timely & effective manner
- Leveraging and availability of other resources
- CDBG and administrative performance history, if any
- Extent to which activity complements other federal, state, & local programs

HCR staff shall generally apply the criteria noted above when awarding funding for applications received through the Consolidated Funding Application Portal. In addition to the criteria noted above, HCR shall have the discretion to consider additional factors in determining the relative merits of projects.

The capacity of the Applicant to complete activities in a timely manner may impact the evaluation of the application. OCR will review an applicant's program history, beginning with Program Year 2000, to determine whether or not the Applicant has completed and/or made appropriate progress with any and all prior OCR grants including the number of extensions requested to complete a project beyond the specified deadline. **Applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified program completion period of twenty-four (24) months.** Applicants should not proceed with a program that cannot be completed within the specified timeframe or with the assumption that an extension of the project deadline will be considered.

1. Post Award

If funding is approved by the HTFC, the recipient must undertake the following prior to the disbursement of funds.

- Participate in a Program Implementation Conference Call arranged by OCR Economic Development staff. All parties involved in the implementation of the program must participate.
- Execute the grant agreement and set up a non-interest bearing bank account specifically for the deposit and disbursement of NYS CDBG funds.
- Conduct an environmental review of the project and complete the environmental review record. Refer to the OCR Grant Administration Manual at <https://hcr.ny.gov/community-development-block-grant-economic-development-program> or additional information on the environmental requirements.
- Submit an Administration Plan prior to the first request for funds

IV. ELIGIBLE APPLICANTS

Eligible applicants are non-entitlement units of general local government (village, city, town or county), excluding metropolitan cities, urban counties and Indian Tribes that are designated entitlement communities. Non-entitlement areas are generally defined as cities, towns and villages with populations of less than 50,000, except those designated principal cities of Metropolitan Statistical Areas, and counties with populations of less than 200,000. The NYS CDBG program does not provide direct financial assistance to businesses.

A. Roles and Responsibilities

Recipients assume responsibility for ensuring successful completion of the program; evaluating and selecting activities to be supported; entering into grant agreements with microenterprises; monitoring each microenterprise throughout the term of the grant agreement; and assuring compliance with all local, state and federal laws and regulations. Each Microenterprise Program will be implemented and managed in accordance with the NYS CDBG Grant Agreement, the OCR Grant Administration Manual, and program guidance material located on the OCR website. The Recipient must ensure that all projects are completed and have met the National Objectives within the 24-month term of the grant agreement between the Recipient and the HTFC, represented by OCR.

Each microenterprise must comply with HUD Underwriting Standards, set forth in 24 CFR 570.482(e) and Appendix A to Part 570. It is the responsibility of the Recipient to underwrite each grant application. The purpose of the underwriting is to select microenterprise projects which are financially viable and make the most effective use of NYS CDBG Microenterprise funds. In addition to HUD's underwriting criteria, the grants provided must be underwritten using typical commercial financing underwriting criteria. See Grant

Underwriting Guidelines under section VII of these program guidelines for an overview of the criteria and how to comply.

V. MICROENTERPRISE PROGRAM DESIGN PLAN

The development of sound policies and procedures and the implementation of a well-designed program are critical to a successful microenterprise program. Applicants proposing microenterprise activities must submit a Program Design Plan that describes how the proposed activities will be implemented. The Program Design Plan should provide a clear and detailed description of the following program elements:

- a. **Eligibility** — Explain who is eligible to participate, the process that will be followed to verify participant eligibility, and what activities are eligible under the program.
- b. **Funding** — Describe the terms and conditions for providing assistance, and the means of securing compliance during the regulatory term.
- c. **Marketing and Supporting Activities** — Describe program marketing and outreach efforts. Summarize any unique program design features or additional administrative support for the program (such as business counseling, job training, etc.) that will increase the likelihood of successful completion.
- d. **Entrepreneurial Training Requirement** — Describe the entrepreneurial assistance or small business training program each microenterprise must complete prior to receiving NYS CDBG Microenterprise funds. See Entrepreneurial Training Requirement under Section VII of this program guide for additional guidance on the training requirement.
- e. **Program Objectives and Impact** — Provide a detailed description of all appropriate quantifiable information and any unique aspects. Examples of quantifiable information are the number of grants to be made, and the number of jobs to be created. Describe how the benefits of the program will be sustained, resulting in long-term benefits.
- f. **Program Oversight and Grant Approvals** — Provide a clear demonstration of the expertise to manage the grant fund program and identify other resources that will be made available to the participants. In addition, describe the grant approval process and a list of individuals who will be involved in the selection and approval process. The Recipient's Microenterprise Grant Committee should be diverse and include qualified individuals from related professions, such as bankers, business owners, attorneys, etc.

VI. EVALUATION OF ELIGIBLE ACTIVITIES AND ADDITIONAL FUNDING REQUIREMENTS

A microenterprise that lacks access to traditional financing and is struggling to start or grow their enterprise is typically a good candidate for a NYS CDBG Microenterprise Program. Although a business may meet the definition of a microenterprise based on the number of employees, for the purpose of this program the proposed activity or project the microenterprise is undertaking may not qualify as a microenterprise activity. In that event, the Recipient and the Grant Committee must review the proposed activity to determine if it is an effective use of NYS CDBG Microenterprise funds. In addition, Recipients should confer with OCR staff when making such a determination.

A. Examples of eligible and ineligible uses of NYS CDBG Microenterprise funds

Eligible Uses of Funds:

- Inventory
- Procurement of machinery, furniture, fixtures and equipment
 - *Computers, laptops, phones, and other electronic equipment must be accompanied by a written agreement from business owners verifying that they will ONLY be used for business purposes*
 - *Fixtures and equipment consist of moveable items that have no permanent connection to the structure of a building or utilities. Consult with OCR should you have a question regarding this.*
- Operating capital
- Reimbursement of the cost to attend the required entrepreneurial training program

Ineligible or Restricted Project Activities:

- The repayment of existing debt
- Construction, building or other improvements when Davis Bacon and Related Acts must be applied

- (prevailing wage rate requirements)
- Assistance to a nonprofit
- Reimbursement of costs incurred prior to grant award
- Political or religious activities
- Lobbying any governmental entity
- Advancement of funds
- Purchase and/or lease of a motor vehicle without prior consent from OCR

B. Grant Underwriting Guidelines

Underwriting is a process by which the Recipient of the NYS CDBG funds assesses the eligibility of a potential microenterprise and decides whether the entrepreneur is grant worthy by measuring risk and determining need. The Recipient must, at a minimum, use the underwriting guidelines that meet the requirements set forth in 24 CFR 570.482(e) and Appendix A to Part 570 when evaluating potential microenterprises. The underwriting criteria is designed to support a program that assists microenterprises that could not proceed without CDBG assistance, and to determine whether a proposed CDBG grant is appropriate to assist the microenterprise. The objectives of the underwriting guidelines are to ensure:

- That project costs are reasonable;
- That all sources of project financing are committed;
- That to the extent practicable, CDBG funds are not substituted for non-Federal financial support;
- That the project is financially feasible;
- That to the extent practicable, the return on the owner's equity investment will not be unreasonably high;
- That to the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided to the project.

These guidelines provide a framework for financially underwriting and selecting projects which are financially viable and will make the most effective use of CDBG grant funds. NYS CDBG funds cannot be used to substitute other committed funding and the microenterprise must show that without NYS CDBG funding the proposed project could not be completed. Evidence of underwriting must be retained in the project files. In addition, there must be clear evidence that job creation will occur and/or that the owner(s) of the microenterprise qualifies as LMI before a grant is awarded.

Recipients of past CDBG Microenterprise assistance must have committed at least 85% of any current awards prior to applying for additional funding.

C. Entrepreneurial Training Requirement

Each microenterprise owner that is awarded a grant must complete an entrepreneurial training class prior to incurring project costs and requesting CDBG grant funds. Owner(s) of the microenterprise must attend the entrepreneurial training. Attendance by the employees does not satisfy this requirement. If the microenterprise is owned and operated by more than one individual, at least one person must complete the training program.

The training requirement must be a classroom-style training that teaches the fundamentals of owning and operating a business. The training program should help entrepreneurs develop business skills. At minimum, the training program should consist of the following elements:

- Developing a business plan
- Legal issues
- Taxes, recordkeeping, accounting
- Financing
- Marketing, advertising
- Employee issues

NYS CDBG Microenterprise training funds cannot be used to subsidize the cost of conducting a training program. **NYS CDBG funds may be used to reimburse the microenterprise business owner(s) for participating in an entrepreneurial training course.** Reimbursement will not occur until the owner has

successfully completed the course and has been awarded a NYS CDBG Microenterprise grant.

OCR will consider waivers of this requirement when a microenterprise owner can document completion of a similar entrepreneurial course(s) within the past 24 months. Requests for Waivers of the entrepreneurial training requirement must be submitted to the OCR for a determination. Recipients should not proceed with an award until a waiver determination has been issued by the OCR.

A request for a waiver must include the following:

- A review of the business's application for the program,
- A letter from the Chief Elected Official requesting an exemption and stating why it is merited,
- The resume of the entrepreneur, and
- Proof of the training program(s) completed and certificates received.

D. Owner Equity Requirement

Investments of NYS CDBG microenterprise funds must be matched by a minimum of 10% owner equity. The equity contribution must be provided as cash; not to be associated with debt of any kind. Equity must be committed and available to the project at the time of the business application. Documentation of the equity commitment must be kept in the Recipient's files. Project funds cannot be incurred or expended, including equity, prior to the approval of grant award by the Recipient and the Recipient has received OCR's approval of the Request for Release of Funds.

VII. DISBURSEMENT OF FUNDS

The National Environmental Policy Act of 1969 ("NEPA") requires Recipients to conduct an environmental review of their projects and establish a written record of their findings, known as an Environmental Review Record. A Recipient cannot expend or encumber CDBG funds for any activity, except those listed as exempt under 24 CFR 58.34, or which fall under the categorical exclusions set forth in 24 CFR 58.35(b), until a Recipient has completed the environmental and historic requirements. Further, microenterprise project costs must not be incurred prior to the microenterprise successfully completing the required entrepreneurial training requirement and receiving approval of grant award by the Recipient.

NYS CDBG funds are disbursed electronically upon the approval of the request for funds submitted by the Recipient. Funds should be available for withdrawal from the Recipient's CDBG bank account within 1-2 weeks from receipt of the request. Factors such as incomplete or incorrect request for funds will delay the disbursement process. OCR will not disburse funds to a Recipient for a microenterprise until the microenterprise obtains a DUNS number.

In order to substantiate all expenditures, Recipients must obtain copies of invoices for inventory or materials purchased, and cancelled checks from the business owners. Quotes and in-cart documentation from an online vendor are **NOT** accepted. Recipients should refer to of the OCR Grant Administration Manual for guidance on Financial Management. The manual is located at <https://hcr.ny.gov/community-development-block-grant-economic-development-program>

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE is given that the County of Chemung, New York will hold a public hearing on June 6, 2022 at 6:55 p.m. in the Chemung County Legislative Chambers, 5th Floor, Hazlett Building, 203 Lake Street, in Elmira, New York, for the purpose of hearing public comments and to obtain the views of citizens, public agencies, and other interested parties on the housing and community development needs of the County and eligible Community Development Block Grant (CDBG) activities and to provide the public with an opportunity to comment on the County's proposal to submit a Community Development Block Grant application to the New York State Office of Community Renewal for funding to implement a microenterprise assistance program. A summary of the CDBG program will be presented at the public hearing as well as details regarding the proposed microenterprise program. The hearing facility is handicapped accessible. The County encourages public comment and participation in the identification of needs and in the preparation of the grant application. The hearing is being conducted pursuant to Section 570.486, Subpart I of the Code of Federal Regulations and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

Written comments are invited and will be accepted upon delivery to the office of the Chemung County Executive, P.O. Box 588 Elmira, New York 14902. Written comments may also be submitted by e-mail to the Chemung County Planning Commissioner at kmeindl@chemungcountyny.gov. Written comments must be received by 4:30 o'clock p.m. on June 6, 2022.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with Industrial Appraisal Company on behalf of the Chemung County Department of Central Services (RFP-2333 - valuation of County owned real property and building contents)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Resolution authorizing agreement with Industrial Appraisal Company for a two-year period to conduct valuation assessments of County owned real property for use in financial reporting, property control, insurance placement, and proof of loss. The contract may be extended for up to two (2) additional two-year periods. In addition to annual revaluations based on County reported asset changes (i.e., additions, deletions, modifications), the contract also provides an option for an on-site inspection and appraisal of buildings and high-value equipment assets (>\$5K). During such an on-site visit, any high-value contents and equipment items would be inventoried and tagged so the County fixed asset database remains current. Industrial Appraisal's bid submission was carefully reviewed and determined to be fully satisfactory in terms of professional competency, capacity and responsiveness.

Vendor/Provider	Industrial Appraisal Company			
Term	24 months	Total Amount	\$40,100	Prior Amount
Local Share	100%	State Share	0	Federal Share 0
Project Budgeted?	Yes	Funds are in	Account #	

CREATION:

Date/Time:	Department:
3/28/2022 11:46:38 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
3/28/2022 11:53 AM	Approved	County Executive	
3/29/2022 8:50 AM	Approved	Budget and Research	
4/6/2022 4:27 PM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
1-24-2022 - County Bids - RFP-2333 - - VALUATION OF CHEMUNG COUNTY OWNED REAL PROPERTY WITH OPTION.pdf	1/24/2022 County Bids - RFP-2333	Cover Memo

CHEMUNG COUNTY

REQUEST FOR PROPOSALS

RFP-2333

**VALUATION OF CHEMUNG COUNTY OWNED REAL PROPERTY
WITH OPTION FOR VALUATION OF BUILDING CONTENTS**

2022



Submitted by Chemung County Purchasing Department, 203 Lake Street, Elmira, NY 14901

2/3/2022

Chemung County Purchasing Department
John H. Hazlett Building – 2nd Floor
203 Lake Street PO Box 588
Elmira, NY 14901
FX: 607-737-2073

NOTICE IS HEREBY GIVEN, that sealed proposals are sought and requested by the County of Chemung for the performance of the following professional contract:

**RFP-2333 - VALUATION OF CHEMUNG COUNTY OWNED REAL PROPERTY
WITH OPTION FOR VALUATION OF BUILDING CONTENTS**

The sealed proposals will be received in the Chemung County Purchasing Department, Second Floor, John H. Hazlett Building, 203 Lake Street, Elmira, New York 14901, until **1:45 P.M. on February 24, 2022.**

Please take note:

The Purchasing Office is **not open** from 12:00 Noon to 1:00 P.M. daily.

The Purchasing Office receives one daily US Mail delivery **after 2:00 P.M.**

Any proposal received by the Purchasing Office **after 1:45 P.M. on the due date will not be considered.**

Bid proposals must be submitted in **duplicate** (one original and one (1) exact copy)

The County of Chemung reserves the right to accept or reject any and all bids submitted and to waive any informality.

The County of Chemung officially distributes bidding documents through the Empire State Purchasing Group at www.EmpireStateBidSystem.com. Bid documents will be available on the website on or after Thursday, February 3, 2022. Vendors must first register for either the free service or the paid service at that site. The paid service **is not required** to obtain our bids. After registration, click on *Chemung County/City of Elmira* from the list of participating agencies; click on the *title of the bid* or search the NIGP codes. Copies from any other source are not considered official copies. Only those proposers who obtain bidding documents from the Empire State Purchasing Group are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Empire State Purchasing Group, it is recommended that you obtain an official copy by registering with this service.

By:

Tricia A. Wise, NIIGP-CPP, CPPO, CPPB
Purchasing Director
Chemung County-City of Elmira

INFORMATION FOR PROPOSERS

SECTION 1 - CONDITIONS OF WORK

1.01 Receipt and Opening of Proposals: The County of Chemung, New York (herein called the Owner) invites Proposals on the form attached hereto. Each proposer shall submit his/her proposal in a sealed envelope which shall bear thereon the following inscription:

**PROPOSAL FOR:
RFP-2333 - THE VALUATION OF CHEMUNG COUNTY OWNED REAL PROPERTY**

And either mail or deliver the same in person to the address specified in the Notice of Proposers. The outside of the proposal envelope must bear the name and address of the company submitting the proposal.

Included in the proposal (**one original and one exact copy**) shall be:

All required submissions listed in Section 1.02 D;
Vendor Certification;
Regret Letter (If No Bid);
Non-Collusive Form;
Waiver of Immunity;
Iranian Energy Divestment Certification;
Certification of Sexual Harassment;

The original proposal document shall be **clearly marked "ORIGINAL"**. If any discrepancy exists between the original document and the copy, the original document **shall be binding.**

The Owner may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any or all proposals. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified will not be considered. No proposal may be withdrawn within forty-five days after actual date of the opening thereof.

Proposals delivered prior to the day the proposals are due will be deemed received upon the day of the actual opening of the proposals and will be retained in the interim only as a courtesy to the Proposer.

1.02 Scope of Work: See Section 1.02.

1.03 Commencement of Work: Upon execution and delivery of the Contract and insurance certificates by the Contractor to the Owner and the approval thereof by the Owner's attorney, the Contractor will be notified to proceed with the work of the Contract.

1.04 Taxes: The County of Chemung is a municipal corporation and is exempt from all sales tax.

1.05 Contractor's Insurance: The Proposer, at their own expense, shall procure and maintain, until final acceptance by the Owner of the work covered by the Contract, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided in insurance companies authorized to do such business in the State covering all operations under the Contract whether performed by the Contractor or by sub-contractor. Before commencing the work, the Contractor and each sub-contractor shall furnish to the Owner one duplicate original policy together with two certificates of insurance for each of the kinds of insurance required satisfactory in form to the Owner showing that the Contractor and each sub-contractor has complied with this Section. The policies and certificates shall provide that the policies shall not be changed or cancelled until 15 days after written notice to the Owner.

Owner is to be named as an additional insured on a primary basis on all policies including completed operations with the exception of workers' compensation and a certificate of insurance will be provided within

48 hours of request by owner. All certificates of insurance will provide 30 days notice to owner of cancellation or non-renewal. Contractor waives all rights of subrogation against owner and will have all policies endorsed setting forth this waiver of subrogation.

All insurance coverages required to be purchased and maintained by the Contractor under this Agreement shall be primary for the defense and indemnification of any action or claim asserted against the County and/or the Contractor for work performed under this agreement, regardless of any other collectible insurance or any language in the insurance policies that may be to the contrary.

Should the Contractor's insurance be written on claims made basis, the CONTRACTOR agrees to maintain coverage for claims arising from services rendered during the term of this Agreement, but submitted after the termination of this Agreement. If necessary, CONTRACTOR will purchase "tail coverage" to meet the financial obligation of this Agreement and instruct its insurer to send the County a Certificate of Insurance as evidence of the coverage required by this paragraph.

The kinds and amounts of insurance are as follows:

A. PROFESSIONAL LIABILITY INSURANCE: In satisfaction of the insurance requirements of this Agreement, CONTRACTOR is required to procure and maintain **PROFESSIONAL LIABILITY INSURANCE** in the sum of at least **ONE MILLION DOLLARS (\$1,000,000.00)** and **GENERAL LIABILITY INSURANCE IN THE SUM OF AT LEAST ONE MILLION DOLLARS (\$1,000,000.00)**

CONTRACTOR is further required to furnish copies of proof of said coverages in Certificates of Insurance naming the COUNTY as an additional insured with respect to the general liability policy. These Certificates of Insurance must include the term of this Agreement or CONTRACTOR shall, on or before thirty (30) days of the expiration date of the above insurance, provide the COUNTY with a Certificate of Insurance with the same coverage for the balance of the term of this Agreement.

Any required insurance will be in companies authorized to do business in New York State, covering all operations under this Agreement, whether performed by the CONTRACTOR or by subcontractors.

All insurance coverage required to be purchased and maintained by the CONTRACTOR under this agreement shall be primary for the defense and indemnification of any action or claim asserted against the COUNTY and/or the CONTRACTOR for work performed under this Agreement, regardless of any other collectible insurance or any language in the insurance policies which may be to the contrary.

Should the Contractor's insurance be written on claims made basis, the CONTRACTOR agrees to maintain coverage for claims arising from services rendered during the term of this Agreement, but submitted after the termination of this Agreement. If necessary, CONTRACTOR will purchase "tail coverage" to meet the financial obligation of this Agreement and instruct its insurer to send the County a Certificate of Insurance as evidence of the coverage required by this paragraph.

B. AUTOMOBILE INSURANCE: Automobile public liability and property damage insurance covering all claims against the Contractor, each sub-Contractor and the Owner, as a result of work under the Contract, shall be provided by the Contractor in the following amounts:

COMBINED SINGLE LIMIT OF \$ 1,000,000.00

C. STATE PROVISIONS - WORKERS' COMPENSATION: Pursuant to Section 108 of the General Municipal Law, it is stipulated that the Contractor shall at all times during the life of this Contract provide adequate Workers' Compensation at his own cost and expense, and this Contract shall be void and of no effect unless the said Contractor shall secure compensation for the benefit of, and keep insured during the life of said Contract, such employees in compliance with the provisions of Chapter 41 of the Laws of 1914, as amended.

1.06 Indemnification Clause: The Contractor agrees to defend, indemnify and hold harmless the County, its officers and agents, to the fullest extent permitted by applicable law, against all liability, judgments, costs, and expenses upon any claims arising from the negligence of the Contractor, its agents, officers or employees, in performing the work under this Agreement.

1.07, 1.08, 1.09: Not applicable

1.10 Executory Clause: It shall be understood by and between the parties that this agreement shall be deemed executory to the extent of the monies available to the County of Chemung for said purposes and no liability on account thereof shall be incurred by the County of Chemung beyond monies available for said purposes.

Cancellation: This Contract may be terminated by the County of Chemung, with written notice being given to the Contractor 30 days prior to cancellation and said agreement shall be null and void and have no further effect 30 days after the Contractor's receipt of said written notice from the County.

1.11 Contractor Status: The relationship of the Contractor to the County of Chemung shall be that of an independent Contractor. That the said Contractor in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself in accordance with such status, that it will neither hold itself out as nor claim to be an officer or employee of the County of Chemung by reason thereof and that it will not by reason thereof, make any claim, demand, or application to or for any rights, or privilege applicable to an officer or employee of the County of Chemung, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage or retirement membership or credits.

1.12 Pertaining to General Municipal Law: The Contractor shall agree that Sections 103-a and 103-b of the General Municipal Law relative to ground for cancellation of Contract by municipal corporation, and disqualification to contract with municipal corporations, are made parts hereof as though fully set forth herein.

1.13 Specification Discrepancy: Should a discrepancy be found in, or omissions from the specifications, requirements for contract, or bid proposal form, or should the bidder be in doubt as to their meaning, they shall at once, no later than seven days prior to submission of Proposal, notify the Purchasing Director in writing who will send written Addenda to all bidders where necessary. The County of Chemung will not be responsible for any oral instructions.

1.14 Assignment and Subletting: The Contractor shall not assign, transfer, sublease, pledge, hypothecate, surrender, or otherwise encumber or dispose of this Contract or any estate created by this Contract, or any interest in any portion of the same, or permit any other person or persons, company or corporation to perform, without the written consent of the County first being obtained.

1.15 Non-waiver: Any waiver of any breach of covenants herein contained to be kept and performed by Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same condition or covenant or otherwise.

1.16 Default: Provided always, these entire agreements are upon this condition, that if Contractor shall fail or neglect to do or perform or observe any of the covenants contained herein on its part to be kept and performed and such failure or neglect shall continue for a period of not less than seven (7) days after the County has notified Contractor in writing of Contractor's default hereunder and the Contractor has failed to correct such default within said seven (7) days, or if Contractor shall be declared to be bankrupt or insolvent according to law, or if any assignment of its property shall be made for the benefit of creditors, then in either of said cases or events, the County, or those having its estate in the premises, lawfully may, at its option, immediately or at any time thereafter without demand or notice, cancel the whole and expel Contractor and those claiming by, through or under Contractor, and remove Contractor and their effects, if any, forcibly if necessary, without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used.

1.17 Rejection or Acceptance: The right is reserved by the County to waive any irregularities or informalities in any proposal, to reject any or all proposals, to re-advertise for proposals if desired, and to accept the proposal which, in the judgment of the County is deemed the most advantageous for the public and the County. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the proposal. In the event of default of the successful applicant, or his refusal to enter into a contract with the County, the County reserves the right to accept the proposal of any other applicant without necessity of re-advertisement.

1.18 License Requirement: Contractor shall agree to maintain continuously applicable state, county, city and federal licenses. The County of Chemung reserves the right to investigate thoroughly the finances, character, experience and record of each proposer and the final award will consider these aspects with the actual proposal. The company submitting the proposal shall fully cooperate in providing information necessary to facilitate the investigation herein stated above.

1.19 Contract Period: See Specifications/Scope of Work Section 1.02.

1.20 Limitations to Liability: Chemung County does not assume responsibility or liability for costs incurred by proposers responding to the Request For Proposal (RFP) or to any subsequent requests for interviews, additional data, etc.

1.21 Equal Opportunity Employment: Attention of Proposers is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition, carrier status or marital status.

1.22 Compliance with Law: The Contractor/Proposer agrees to comply with and fulfill all laws, orders, ordinances, rules and requirements of Federal, State, City, County or other applicable governmental authority; all applicable OSHA and New York State Labor rules, regulations, and statutes. Chemung County is a Municipal Separate Storm Sewer System (MS4) entity, and its MS4 operators together with third party entities are required to meet the storm water discharge regulations of its Storm Water Management Plan (SWMP). The bidder is advised it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards.

1.23 Iranian Energy Sector Divestment:

1. Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

2. Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

3. Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Chemung County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

4. Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Chemung has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Chemung would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

1.24 NEW YORK STATE SEXUAL HARASSMENT LAWS

By submission of this Bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>.

1.25 EXTENSION OF CONTRACT TO OTHER GOVERNMENT ENTITIES:

Under NYS General Municipal Law Section (103), subdivision (3), it is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to contract for services from the resulting award. Each participating entity shall be billed by and make payment directly to the successful offeror. In the event of a failure or breach in performance of any such contract by a participating entity or the successful offeror, Chemung County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this RFP.

SECTION 1.02 RFP-2333 VALUATION OF CHEMUNG COUNTY OWNED REAL PROPERTY WITH OPTION FOR VALUATION OF BUILDING CONTENTS

A. BACKGROUND AND INTENT

1. **The County of Chemung** is seeking proposals for the valuation of County owned real property as listed in "Schedule A" for use in its financial reporting, property control, insurance placement, and proof of loss. Proposers shall provide prices for professional services as indicated on page 11 of the Form for Submission of Proposal.
2. **It is the intent of** the County of Chemung, in its sole discretion and to serve its best interests, may opt to award the base proposal only, or the base proposal plus either or both of the options. The County also reserves the right to award a separate contract for Option # 2. The successful Contractor shall execute a contract with the County in compliance and conformance with this proposal document within fifteen days of award by the Chemung County Legislature. The final contract shall be subject to the approval of the County Attorney.

B. TERM OF CONTRACT

1. **A contract resulting** from this solicitation shall be for a period of two (2) years. The original two year term shall begin on date of the contract execution which will be within ten (10) business days of award by the Chemung County Legislature.
2. **The contract may** be extended for up to two (2) additional two (2) year terms. Any contract extensions shall be upon mutual agreement between the County and the successful contractor and are subject to the approval of the Chemung County Legislature.

B. SUBMISSION OF PROPOSALS:

1. Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
2. Submission of any proposal indicates acceptance of all the conditions contained in the RFP.
3. The County of Chemung reserves the right to reject any and all proposals in whole or in part and to waive any and all informalities, if its best interests would be served thereby.
4. All proposals shall remain valid until the execution of a Contract by the County.
5. Proposals shall be evaluated by the County and will be based upon the following criteria:
 - a. Proposer's demonstrated capabilities and professional qualifications.
 - b. Total proposed cost
 - c. Professional experience
 - d. Financial qualifications
6. Proposal Prices: Proposers shall provide prices per property group as listed on page 11 of the "Form for Submission of Proposal". Proposers must provide prices for the base proposal (Real Property Valuation) and Option # 1 (Real Property Valuation annual up-date). Proposers may provide a price for Option # 2.

The County, in its sole discretion, may elect to award the Base Proposal only, or the Base Proposal plus Option #1 and/or Option # 2. The County also reserves the right to award a separate contract for Option # 2.

- a. **Option # 1:** Provide prices to update property valuations annually after completion and County acceptance of the base proposal work. Option # 1 up-date work shall be completed within ninety (90) days of the first anniversary of the base proposal work completion and acceptance date. Payment shall be made for Option # 1 work upon completion and County acceptance of the up-dated real property valuation reports. The up-dated reports shall be in the same format as specified in Section 1.02 – F.3.c.
- b. **Option # 2:** Provide prices for the appraisal of all county owned personal property contained within the real property, exclusive of automobiles and mobile equipment typically insured on “Floater” policies. **The price for Option # 2** shall reflect a five thousand (\$5,000.00) dollar per item threshold, above which will entail a specific appraisal calculation, and below which will be assigned a grouped value of all items below the threshold within the property.

D. MINIMUM QUALIFICATIONS

1. The successful proposer and any assigned staff shall be licensed by the State of New York to perform the contract work.
2. The successful proposer shall have a minimum of ten (10) current years of experience in the valuation of commercial and/or governmental real property.
3. The successful proposer shall have successfully completed a minimum of five (5) projects of similar size and scope as the work described in this document.
4. The successful proposer shall be financially solvent and have the means to complete all required contract work without pre-payments.
5. The successful proposer shall have adequate, licensed staff to perform all contract work within the contract time.

E. SUBMITTALS:

1. Provide a brief history of your firm, including all names and business addresses under which your firm has operated.
2. Identify the professional staff members who would be performing the work, listing their qualifications, experience, and license information.
3. Provide references from the five (5) latest projects of similar size and scope to this project, including the contract manager name, address, telephone, and fax numbers.
4. Provide your firm’s latest audited annual financial statement (Confidential).
5. Provide proof of all minimum qualifications listed in **Section 1.02 – D**.
6. In addition, the County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of request, all such information and data for this purpose as may be requested. The County reserves the right to reject any proposals if the evidence submitted by or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work therein.

F. SCOPE OF SERVICES:

1. Provide valuations of all buildings listed on attached “**Schedule A**”, pages **A.1 through A5**.
2. Provide the County with a comprehensive real property record for each parcel as follows:
 - a. Property name, location, tax ID
 - b. Square footage
 - c. Condition
 - d. Status
 - e. Normal useful life
 - f. Actual cash value
 - g. Replacement value
 - h. Functional replacement value as defined in the Insurance Services Office Form Number CP0438.
3. The services provided by the Contractor shall include, but are not limited to:
 - a. Inspecting property and property records and interviewing key personnel to ensure a complete valuation.
 - b. Preparing a comprehensive narrative report describing the scope, procedures, and definitions used in the service performed.
 - c. Provide one (1) complete final report in hard copy including all specified requirements listed in Section 1.02-F, and a corresponding computer file in MS Excel or PDF format.
4. All contract work, including final reports, shall be completed within ninety (90) days of the contract execution date.

G. SELECTION OF CONTRACTOR:

1. **Any contract resulting** from this solicitation will be awarded to the responsive and responsible proposer whose proposal, in the sole discretion of Chemung County, best conforms to the solicitation and will most effectively meet the needs of ELM. Any award will be by the Chemung County Legislature.
2. **The County** will take into consideration the level of effort, technical quality, and responsiveness to the **Scope of Contract Services**. Other factors which the Selection Committee will take into account in recommending a contractor shall include but not be limited to:
 - a. **30% Responsiveness** of proposer in identifying and addressing the needs of the County related to the scope of services to be provided;
 - b. **20% Specific knowledge** and expertise in working in public buildings and high security environments;
 - c. **20% Overall qualifications** and experience;
 - d. **15% Key personnel** assigned to the project;
 - e. **15% Price** proposal.

H. CONTACT PERSON: All inquiries with respect to this Request for Proposals shall be submitted in writing to:

Tricia A. Wise, Purchasing Director
twise@chemungcountyny.gov

Proposal modifications will be addressed by written Addenda issued by the Purchasing Department. Oral or other interpretations or clarifications will be without legal effect.

ATTACHMENT A - CHEMUNG COUNTY STATEMENT OF VALUES

AIRPORT

1-1	Administration Building & terminal	A.	56,364,435
2401	276 Sing Sing Rd., Horseheads, NY 14845	B.	1,727,438
1-2	Crash Fire Rescue Bldg.	A.	660,558
2402	276 Sing Sing Rd., Horseheads, NY 14845	B.	102,785
1-3	Electric Vault Building	A.	168,630
2403	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
1-4	Fixed Base Operator Office and Hangar #1	A.	1,504,188
2404	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
1-8	Fixed Base Operator Office and Hangar #2	A.	1,271,250
2405	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
1-5	Airport Maintenance & Storage	A.	1,734,194
2406	276 Sing Sing Rd., Horseheads, NY 14845	B.	123,894
1-6	Airport Service Equip. Bldg.	A.	308,820
2407	276 Sing Sing Rd., Horseheads, NY 14845	B.	3,239
1-7	FBO Main Hangar Building	A.	1,359,029
2408	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
1-16	Airport T Hangar A - 10 Place	A.	1,177,871
2409	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
1-14	Throughout - Telephone System & EDP	A.	42,380
2498	276 Sing Sing Rd., Horseheads, NY 14845	B.	2,400,000

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
	1-15	Yard & Outside at 276 Sing Sing Rd., Horseheads, NY		
	2499	Passenger Canopies	A.	142,336
	2499	Machinery & Equipment	Y.	112,652
	2499	Sign, Flagpoles, Fencing & Lighting	Y.	1,393,929
	2499	Runway lights	Y.	371,777
	62-1	Car Rental Facility	A.	379,399
	2410	Yawger Rd., Horseheads, NY 14845	B.	0
	1-9	Airport T Hangar - 6 Place #1	A.	158,873
	2401a	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
	1-10	Airport T Hangar - 6 Place #2	A.	158,873
	2401b	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
	1-11	Airport T Hangar - 6 Place #3	A.	158,873
	2401c	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
	1-13	Above ground fuel farm - tanks & piping	A.	737,687
	2401e	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
	1-17	Electric Vault Building	A.	252,500
	2401f	276 Sing Sing Rd., Horseheads, NY 14845	B.	0
	68-1	Display Hangar	A.	6,822,673
	2501	17 Aviation Drive, Horseheads, NY 14845	B.	0
Airport Total				79,638,283

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
DOWNTOWN ELMIRA	7-1	Court House	A.	\$7,789,286 *
	0101	224 Lake St., Elmira, NY 14901	B.	31,249
	6-1	Clerk's Office & Data Processing	A.	5,762,008 *
	0201	210 Lake St., Elmira, NY 14901	B.	466,588
	8-1	District Attorney's Bldg.	A.	1,934,518 *
	0301	226-228 Lake St., Elmira, NY 14901	B.	164,231
	2-1	Hazlett Building	A.	11,999,912
	0401	203-207 Lake St., Elmira, NY 14901	B.	462,687
	11-1	Treasurer's Building	A.	2,715,040
	0501a	167-171 Lake St., Elmira, NY 14901	B.	261,611
	4-1	Justice Building	A.	5,993,593
	0601	203-209 William St., Elmira, NY 14901	B.	499,563
	14-1	Maintenance, Storage & Sheriff Garage	A.	71,729
	0601a	Rear 222 Lake St., Elmira, NY 14901	B.	95,975
	3-1	Jail	A.	22,531,577
	0701	211 William St., Elmira, NY 14901	B.	1,264,780
	0799	Flagpole & Fencing	Y.	46,246
	24-1	Human Resources Center	A.	28,375,570
	0801	425 Pennsylvania Ave., Elmira, NY 14904	B.	2,654,127
	0899	Flagpole	Y.	12,923
	24-2	Storage Building	A.	71,163
	0802	Rear 425 Pennsylvania Ave., Elmira, NY 14904	B.	16,277
	26-1	Nursing Facility and Health Department	A.	0 (4)
	0901	103 Washington St., Elmira, NY 14901	B.	2,600,336
	0999	Flagpole, Fencing, Lighting	Y.	142,387
	9-1	Environmental Health Center	A.	801,057
	1001	601-611 John St., Elmira, NY 14901	B.	137,769
	10-1	Transit Department Building	A.	2,849,434
	1101	1201 Clemens Center Parkway, Elmira, NY 14901	B.	16,646
	1199	Flagpole, Fencing, Lighting	Y.	52,282
	16-1	Intermodal Transportation Center	A.	1,257,689
	1201	100 E. Church St., Elmira, NY 14901	B.	0
	15-1	911 Communications Center	A.	0
	1301	315 E. Church St., Elmira, NY 14901	B.	13,380,777
	5-1	Historical Museum	A.	5,313,124 *
	1401	415 E. Water St., Elmira, NY 14901	B.	0
	1499	Lighting	Y.	31,969
	20-1	Board of Elections Office	A.	1,090,098
	1801	378 S. Main St., Elmira, NY 14904	B.	405,045
	12-1	Building & Grounds Department	A.	1,504,430
	1901	217 Madison Ave., Elmira, NY 14901	B.	278,319
	58-1	Public Defender's Office	A.	510,595
	2001a	163 Lake St., Elmira, NY 14901	B.	72,509
	59-1	Child Advocacy Office	A.	0
	2001b	304 Hoffman St., Elmira, NY 14905	B.	131,980
	70-1	318 Madison Ave, Elmira, NY 14901	A.	0
	70a	DSS Office	B.	5,510
	Downtown Elmira Total			123,802,609

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
FAIRGROUNDS	17-2	Grandstand & Bleachers	A.	1,255,609
	2802	170 Fairview Road, Horseheads, NY 14845	B.	0
	2899	Fencing	Y.	22,594
	17-22	Stage	A.	61,560
	2803	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-23	Judge's Stand	A.	5,021
	2804	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-1	Pavilion	A.	62,157
	2802a	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-3	4-H Building	A.	200,529
	2802b	170 Fairview Road, Horseheads, NY 14845	B.	29,662
	17-4	Caretakers Building	A.	110,288
	2802c	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-5	Ladies Building (Octagon)	A.	70,186
	2802d	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-6	Concession Buildings (2)	A.	100,262
	2802e	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-7	Holstein Breeders Assoc. Barn	A.	160,422
	2802f	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-8	Pole Barn	A.	160,422
	2802g	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-9	Horse Barn	A.	170,449
	2802h	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-10	Horse Barn	A.	80,208
	2802i	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-11	Horse Barn	A.	110,288
	2802j	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-12	Horse Barn	A.	170,449
	2802k	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-13	Horse Barn	A.	80,208
	2802l	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-14	Horse Barn	A.	80,208
	2802m	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-15	Horse Barn (Pole Barn)	A.	402,540
	2802n	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-16	Toilet Building (W. Grandstand)	A.	150,393
	2802o	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-17	Toilet Building (Picnic Area)	A.	100,261
	2802p	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-18	Cattle Barn (4-H)	A.	170,449
	2802q	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-19	Sheep & Swine Barn	A.	80,208
	2802r	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-20	Poultry Building	A.	90,237
	2802s	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-21	Horse Arena	A.	250,660
	2802t	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-24	K-9 Building	A.	397,038
	2802u	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-25	Log Cabin	A.	230,225
	2802v	170 Fairview Road, Horseheads, NY 14845	B.	0
	17-26	Agricultural Society Building	A.	62,333
	2805	170 Fairview Road, Horseheads, NY 14845	B.	0
	Fairgrounds Total			4,864,866

HARRIS HILL

18-10 2601	Soaring Visitors & Operations Center 51 Soaring Hill Dr., Elmira, NY 14903	A. B.	97,583 0
18-9 2602	National Soaring Museum 51 Soaring Hill Dr., Elmira, NY 14903	A. B.	6,051,724 0
18-6 2603	Glider Hangar #2 599 Harris Hill Rd., Elmira, NY 14903	A. B.	301,794 0
18-17 2604	Youth Bureau, Parks Office, Visitor Center Harris Hill Rd., Big Flats, NY 14814	A. B.	637,223 81,209
18-1 2605	Youth Camp Recreation Building 599 Harris Hill Rd., Elmira, NY 14903	A. B.	293,357 39,113
18-13 2606	Outing Center Harris Hill Rd., Big Flats, NY 14814	A. B.	116,066 16,553
18-20 2607	Outing Center - Recreation Building Harris Hill Rd., Big Flats, NY 14814	A. B.	33,180 3,101
18-21 2608	Outing Center - Pavilion Harris Hill Rd., Big Flats, NY 14814	A. B.	76,225 0
18-4 2609	Bath House 599 Harris Hill Rd., Elmira, NY 14903	A. B.	294,461 14,339
18-5 2610	Pool Chlorination Building 599 Harris Hill Rd., Elmira, NY 14903	A. B.	123,582 4,374
18-3 2611	Swimming Pool & Equipment 599 Harris Hill Rd., Elmira, NY 14903	A. B.	587,160 0
18-22 2612	Training Pool Harris Hill Rd., Big Flats, NY 14814	A. B.	92,719 0
18-16 2613	Maintenance & Storage Building Harris Hill Rd., Big Flats, NY 14814	A. B.	304,142 16,775
18-8 2614	Restroom Building 599 Harris Hill Rd., Elmira, NY 14903	A. B.	350,458 0
18-2 2615	Five-Car Garage 599 Harris Hill Rd., Elmira, NY 14903	A. B.	30,924 0
18-12 2616	Water Tank Harris Hill Rd., Big Flats, NY 14814	A. B.	131,924 0
18-23 2699	Yard & Outside at Harris Hill Rd., Town of Big Flats, NY Equipment	B.	73,117
2699	Sign, Fencing, Lighting & Flagpole	Y.	36,456
18-7 2601a	Frame Dwelling (Caretaker's Home) Glider Field Rd., Big Flats, NY 14814	A. B.	132,025 0
18-11 2601b	Soaring Museum Storage Bldg. 51 Soaring Hill Dr., Elmira, NY 14903	A. B.	143,461 0
18-14 2601c	Cabin #6 (Men's Toilet Building) Harris Hill Rd., Big Flats, NY 14814	A. B.	14,347 0
18-15 2601d	Cabin #7 (Women's Toilet Building) Harris Hill Rd., Big Flats, NY 14814	A. B.	14,347 0

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
	18-18 2601e	Storage Building Harris Hill Rd., Big Flats, NY 14814	A. B.	122,968 0
	18-19 2601f	Playground Equipment Harris Hill Rd., Big Flats, NY 14814	Y.	171,301
	71-1	Pump Station (for Harris Hill) Suburban Drive, Big Flats, NY 14814	A. B.	82,188 162,101
Harris Hill Total				10,650,297

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
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HIGHWAY

19-6	Office Building (Highway & Civil Def.)	A.	564,150
2301	803 Chemung St., Horseheads, NY 14845	B.	170,601
19-1	Garage #1	A.	1,627,724
2302	803 Chemung St., Horseheads, NY 14845	B.	322,913
19-2	Garage #2	A.	282,103
2303	803 Chemung St., Horseheads, NY 14845	B.	117,784
19-3	Garage #3	A.	206,159
2304	803 Chemung St., Horseheads, NY 14845	B.	2,104
19-4	Storage Shed	A.	76,303
2305	803 Chemung St., Horseheads, NY 14845	B.	0
19-5	Salt & Sand Storage	A.	266,432
2301a	803 Chemung St., Horseheads, NY 14845	B.	0
19-13	Throughout - Telephone system	A.	23,418
2398	803 Chemung St., Horseheads, NY 14845	B.	0
19-13	Yard & Outside at 803 Chemung St., Horseheads, NY		
2399	Fuel System	B.	75,847
2399	Flagpole, Fencing & Lighting	Y.	26,039
19-7	Soil & Water Conservation Quanset Hut	A.	92,784
2301b	803 Chemung St., Horseheads, NY 14845	B.	0
19-9	Gas Meter House (Masonry)	A.	4,098
2301d	803 Chemung St., Horseheads, NY 14845	B.	0
19-10	Sand / Gravel Storage	A.	153,710
2301e	803 Chemung St., Horseheads, NY 14845	B.	0
19-11	Sand / Gravel Storage	A.	31,159
2301f	803 Chemung St., Horseheads, NY 14845	B.	0
19-12	Soil & Water Conservation Office & Garage	A.	611,136
2301g	803 Chemung St., Horseheads, NY 14845	B.	0
19-14	Soil & Water Conservation Sawmill	A.	100,207
2301h	803 Chemung St., Horseheads, NY 14845	B.	0
19-15	Soil & Water Coverall Quanset Hut	A.	84,190
2306	803 Chemung St., Horseheads, NY 14845	B.	0
19-16	Truck Cold Storage Building	A.	263,095
2307	803 Chemung St., Horseheads, NY 14845	B.	0
Highway Department Total			5,101,956

MISCELLANEOUS

60-1	Communication Equipment at WETM Tower	A.	0
60a	Television Road, Big Flats, NY 14814	B.	372,566
61-1	339 Daniel Zenker Dr., Horseheads, NY 14845	A.	3,176,846
61a	Museum	B.	0
61-2	339 Daniel Zenker Dr., Horseheads, NY 14845	A.	779,755
61b	Storage	B.	0
63-1	256 Latta Brook Industrial Park Road, Elmira, NY 14903	A.	742,271
63a	Fire Training Facility	B.	0
65-1	235 N. Chemung Rd., Breesport, NY 14816	A.	117,913
65a	Training & Storage	B.	9,204
69-1	3300 Chamber Rd S, Suite C-19, Horseheads, NY 14845	A.	0
69a	Sheriff Satellite Office	B.	11,023
Miscellaneous Total			5,209,578

PARK STATION

23-1	Bath House	A.	351,254
2701	2 W. Beaver Pond Rd., Erin, NY 14838	B.	11,737
23-2	Maintenance Building	A.	124,121
2702	2 W. Beaver Pond Rd., Erin, NY 14838	B.	50,021
23-12	Lift Station No. 1	A.	42,445
2703	2 W. Beaver Pond Rd., Erin, NY 14838	B.	29,674
23-13	Lift Station No. 2	A.	42,445
2704	2 W. Beaver Pond Rd., Erin, NY 14838	B.	36,982
23-14	Yard & Outside at Beaver Pond Rd., Erin, NY 14838		
2799	Equipment	B.	145,087
2799	Fencing & Sign	Y.	454,847
23-3	Toilet Building	A.	122,968
2701a	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-4	Wash House	A.	225,441
2701b	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-5	Control Station	A.	21,255
2701c	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-6	Caretaker's House	A.	174,204
2701d	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-7	Concession & Refreshment Stand	A.	56,824
2701e	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-8	Pavilion	A.	52,566
2701f	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-9	Pavilion	A.	51,236
2701g	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-10	Boat Rental Building	A.	10,250
2701h	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-11	Restroom Facility	A.	61,483
2701i	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-15	Lakefront Playground		
2701j	2 W. Beaver Pond Rd., Erin, NY 14838	Y.	124,945
23-16	Campground Playground		
2701k	2 W. Beaver Pond Rd., Erin, NY 14838	Y.	25,121
23-17	Walk Bridge #1		
2701l	2 W. Beaver Pond Rd., Erin, NY 14838	Y.	27,804
23-18	Walk Bridge #2		
2701m	2 W. Beaver Pond Rd., Erin, NY 14838	Y.	25,535
23-19	Pavilion	A.	11,678
2705	2 W. Beaver Pond Rd., Erin, NY 14838	B.	0
23-20	Floating Docks (6)		
2701o	2 W. Beaver Pond Rd., Erin, NY 14838	Y.	7,538
Park Station Total			2,287,461

SEWER DISTRICT #1

44-1	Office and Garage	A.	1,389,083
2901	1700 Lake St., Elmira, NY 14901	B.	93,519
44-17	Maintenance Building	A.	154,989
2902	1700 Lake St., Elmira, NY 14901	B.	24,699
44-11	Sludge Control Building	A.	552,638
2903	1700 Lake St., Elmira, NY 14901	B.	550,902
44-3	Pump House	A.	1,204,249
2904	1700 Lake St., Elmira, NY 14901	B.	953,635

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
	44-14	Filter Recirculation Building	A.	548,201
	2905	1700 Lake St., Elmira, NY 14901	B.	653,186
	44-2	Chlorine Bldg	A.	116,373
	2906	1700 Lake St., Elmira, NY 14901	B.	60,012
	44-15	Polymer Building	A.	76,142
	2907	1700 Lake St., Elmira, NY 14901	B.	33,770
	44-6	Sludge Dewatering Building	A.	104,558
	2908	1700 Lake St., Elmira, NY 14901	B.	260,839
	44-18	Sludge Roll-Off Shelter	A.	8,194
	2909	1700 Lake St., Elmira, NY 14901	B.	0
	44-4	Garage	A.	43,565
	2910	1700 Lake St., Elmira, NY 14901	B.	6,209
	44-19	Electrical Building	A.	11,989
	2911	1700 Lake St., Elmira, NY 14901	B.	9,195
	44-5	Sludge Drying Beds	A.	389,557
	2901a	1700 Lake St., Elmira, NY 14901	B.	0
	44-12	Primary Trickling Filter	A.	629,627
	2913	1700 Lake St., Elmira, NY 14901	B.	173,946
	44-13	Secondary Trickling Filter	A.	629,627
	2914	1700 Lake St., Elmira, NY 14901	B.	173,946
	44-7	Primary Settling Tank	A.	1,295,191
	2915	1700 Lake St., Elmira, NY 14901	B.	1,343,662
	44-9	Secondary Settling Tank	A.	1,208,526
	2916	1700 Lake St., Elmira, NY 14901	B.	2,529,346
	44-8	Primary Digester	A.	433,962
	2917	1700 Lake St., Elmira, NY 14901	B.	987,553
	44-10	Secondary Digester	A.	433,962
	2918	1700 Lake St., Elmira, NY 14901	B.	697,004
	44-20	Post Aeration Tank	A.	283,860
	2919	1700 Lake St., Elmira, NY 14901	B.	51,404
	44-16	Underground Passageway	A.	377,126
	2920	1700 Lake St., Elmira, NY 14901	B.	241,294
	44-21	Yard & Outside at 1700 Lake St., Elmira, NY 14901		
	2999	Fuel System & Machinery	Y.	121,641
	2999	Flagpole, Fencing & Lighting	Y.	109,900
	56-1	Pump Station	A.	42,445
	3201	Airport Drive, Town of Big Flats, NY 14814	B.	54,365
	3299	Fencing	Y.	5,039
	53-1	Pump Station	A.	25,250
	3301	Hancock Drive, Horseheads, NY 14845	B.	35,127
	57-1	Pump Station	A.	28,730
	3401	Colonial Drive, Horseheads, NY 14845	B.	74,239
	3499	Fencing	Y.	10,136
	52-1	Pump Station	A.	24,400
	3501	Daniel Zenker Dr., Town of Big Flats, NY 14814	B.	44,456
	3599	Fencing	Y.	2,995
	49-1	Pump Station	A.	26,919
	3601	IDA Site-Latta Brook Rd, Horseheads, NY 14845	B.	36,650
	50-1	Pump Station	A.	31,606
	3701	Latta Brook Road, Horseheads, NY 14845	B.	50,269
	46-1	Pump Station	A.	47,559
	3801	Route 14, Horseheads 14845	B.	37,673
	51-1	Pump Station	A.	36,936
	3901	County Rt. 64, Horseheads, NY 14845	B.	54,365
	48-1	Pump Station	A.	20,869
	4001	Pine Circle, Horseheads, NY 14845	B.	47,279
	54-1	Pump Station	A.	25,848
	4101	Scenic Drive, Horseheads, NY 14845	B.	25,799
	55-1	Pump Station	A.	25,848
	4201	Sing Sing Road, Horseheads, NY 14845	B.	35,127
	45-1	Pump Station	A.	25,848
	4301	Willow Street, Horseheads, NY 14845	B.	35,127
	47-1	Pump Station	A.	49,176
	4401	Wygant Road, Horseheads, NY 14845	B.	48,886

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
	66-1	Pump Station	A.	31,441
	3001q	Barrington Estates West, Horseheads, NY 14845	B.	50,044
	67-1	Pump Station	A.	31,441
	3001r	Daniel Zenker West, Horseheads, NY 14845	B.	50,044
	72-1	Pump Station	A.	142,071
	4801	Corning Guthrie Hospital, Corning, NY 14830	B.	0
			Y.	0
	73-1	Pump Station	A.	113,657
	4901	Maple St, Big Flats, NY 14814	B.	0
			Y.	0
	74-1	Pump Station	A.	155,946
	5001	Kahler Rd, Sperr Park, Big Flats, NY 14814	B.	0
			Y.	0
Chemung County Sewer District No. 1 Total				20,550,691

**CHEMUNG ELMIRA
SEWER DISTRICT**

27-10	Control and Maintenance Building	A.	4,828,929
3001	600 Milton St., Elmira, NY 14904	B.	319,863
27-1	Entrance Structure	A.	4,104,169
3002	600 Milton St., Elmira, NY 14904	B.	1,444,478
3099	Lighting	Y.	117,782
3099	Flagpole, Fencing & Sign	Y.	176,403
3099	Fuel System & Machinery	Y.	26,557
27-18	Machinery & Equipment		
3098	600 Milton St., Elmira, NY 14904	B.	714,610
27-7	Solids Handling Building	A.	8,355,389
3003	600 Milton St., Elmira, NY 14904	B.	3,108,288
27-11	Trickling Filter Pump Station	A.	1,610,061
3004	600 Milton St., Elmira, NY 14904	B.	1,468,439
27-2	Equalization Basin	A.	1,164,865
3005	600 Milton St., Elmira, NY 14904	B.	402,010
27-3	Primary Clarifier #1	A.	485,608
3006	600 Milton St., Elmira, NY 14904	B.	218,513
27-12	Primary Clarifier #2	A.	485,608
3007	600 Milton St., Elmira, NY 14904	B.	218,513
27-5	Secondary Clarifier #1	A.	736,813
3008	600 Milton St., Elmira, NY 14904	B.	230,028
27-13	Secondary Clarifier #2	A.	736,813
3009	600 Milton St., Elmira, NY 14904	B.	230,028
27-4	Trickling Filter #1	A.	985,915
3010	600 Milton St., Elmira, NY 14904	B.	255,107
27-14	Trickling Filter #2	A.	985,915
3011	600 Milton St., Elmira, NY 14904	B.	255,107
27-15	Trickling Filter Bridge & Stair Tower	A.	125,595
3012	600 Milton St., Elmira, NY 14904	B.	0
27-6	Sludge Aeration Tank	A.	182,952
3013	600 Milton St., Elmira, NY 14904	B.	60,124
27-9	Disinfection/Post Aeration Basin	A.	722,310
3014	600 Milton St., Elmira, NY 14904	B.	97,714
27-16	Primary Digester	A.	710,532
3015	600 Milton St., Elmira, NY 14904	B.	634,280
27-17	Secondary Digester	A.	710,532
3016	600 Milton St., Elmira, NY 14904	B.	755,136
27-8	Gravity Thickener	A.	213,125
3017	600 Milton St., Elmira, NY 14904	B.	100,371
27-19	Storage Building	A.	209,944
3018	600 Milton St., Elmira, NY 14904	B.	15,527
43-1	Waste Water Treatment Plant	A.	483,610
3101	100 Baker Road, Chemung, NY 14825	B.	0
28-1	Pump Station	A.	89,357
3001a	Grace Street, Elmira, NY 14904	B.	35,037
29-1	Pump Station	A.	89,357
3001b	1418 College Avenue, Elmira, NY 14901	B.	38,157
30-1	Pump Station	A.	89,357
3001c	Durland Avenue, Elmira, NY 14905	B.	38,157

Department	Loc # IAC # (1)	Description Address	Item (2)	Replacement Cost (3)
	31-1	Pump Station	A.	31,441
	3001d	Warner Avenue, Elmira, NY 14905	B.	50,044
	32-1	Pump Station	A.	31,441
	3001e	Harcourt/Gaines St., Elmira, NY 14904	B.	50,044
	33-1	Pump Station	A.	31,441
	3001f	Marion St., Elmira, NY 14904	B.	50,044
	34-1	Pump Station	A.	28,568
	3001g	Coldbrook Dr., Elmira, NY 14904	B.	73,907
	35-1	Pump Station	A.	25,696
	3001h	Hopkins St., Elmira, NY 14904	B.	34,971
	36-1	Pump Station	A.	25,696
	3001i	City Yard, Elmira, NY 14901	B.	34,971
	37-1	Pump Station	A.	31,441
	3001j	Gould St., Elmira, NY 14905	B.	50,044
	38-1	Pump Station	A.	10,198
	3001k	Locust St., Elmira, NY 14904	B.	28,180
	39-1	Pump Station	A.	89,357
	3001l	Parkside Dr., Elmira, NY 14904	B.	35,037
	40-1	Pump Station	A.	31,441
	3001m	Hampton Rd., Elmira, NY 14904	B.	50,044
	41-1	Pump Station	A.	31,441
	3001n	Moore St., Elmira, NY 14904	B.	50,044
	42-1	Screening Building	A.	123,189
	3001o	Sullivan St., Elmira, NY 14901	B.	278,867
	64-1	Pump Station	A.	31,441
	3001p	Kinyon St., Elmira, NY 14904	B.	50,044
Chemung Elmira Sewer District Total				40,426,017

SOLID WASTE

21-1	Administrative Office	A.	172,125
2101	1690 Lake St., Elmira, NY 14901	B.	0
21-2	Shredder Station - Shell only	A.	505,000
2102	1690 Lake St., Elmira, NY 14901	B.	0
21-3	Materials Recycling Facility	A.	1,519,696
2103	1690 Lake St., Elmira, NY 14901	B.	0
22-1	Landfill Upper Shop	A.	566,033
2201	4349 County Rt. 60, Lowman, NY 14861	B.	0
22-2	Landfill Lower Shop	A.	208,116
2202	4349 County Rt. 60, Lowman, NY 14861	B.	0
Solid Waste Total			2,970,970

FORM FOR SUBMISSION OF PROPOSAL FOR: RFP-2333 - Chemung County Owned Real Property Valuation

TO THE COUNTY OF CHEMUNG: The undersigned hereby declares that he has carefully examined all proposal and contract documents and all interpretations of any addenda to the Contract Documents issued by the County of Chemung and that he has satisfied himself as to all the quantities and conditions, and understands that in signing this Proposal/Proposal he waives all rights to plead any misunderstanding regarding the same.

Pursuant to and in compliance with the Proposals and the Documents relating thereto, the Proposer hereby offers to furnish all equipment and whatever else is necessary or proper for, or incidental to, the completion of this Contract, as required by and in strict compliance with the applicable provisions of all contract documents, for the prices listed on the **Form for Submission of Proposal on Page 13.**

If written notice of the acceptance of this Proposal/Proposal is delivered to the undersigned, the undersigned will, within fifteen days after the date of such delivery, execute and deliver the Contract or Contracts in the form of the Agreement attached hereto, or in a special Contract form that may be drawn up in accordance with the County Attorney's requirements.

In the event that any addenda are issued, the undersigned hereby acknowledges the receipt of same and agrees that they are bound by all addenda, whether or not listed herein:

Addendum # _____ Addendum # _____ Addendum # _____

Proposer or Authorized Representative

Name of Company

Address of Company

Phone and Fax Numbers of Company

E-Mail

FORM FOR SUBMISSION OF PROPOSAL CONTINUED ON NEXT PAGE

FORM FOR SUBMISSION OF PROPOSAL (CONTINUED)

Property Group	Base Proposal Price for <u>Property</u> Valuation	Option # 1: Price for annual up-date of property valuation.	Option #2 : Price to Value Contents
Airport			
Downtown Elmira Facilities			
Fair Grounds			
Harris Hill			
Highway Department			
Libraries			
Solid Waste Disposal Facilities			
Park Station			
Health Department			
Chemung County – Elmira Sewer District			
Chemung County Sewer District # 1			
911 Communications Equipment (City Hall) – <u>Option # 2 Contents valuation price only</u>	X	X	

**NON-COLLUSIVE PROPOSAL DING CERTIFICATE PURSUANT TO 103d
OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK**

A. By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by Law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

B. A proposal shall not be considered for award nor shall any award be made where (a)-(1), (2) and (3) have not been complied with; provided however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. Where (a)-(1), (2) and (3) have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposal (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

By submission of this proposal, the undersigned hereby affirms the truth of the foregoing certification under the penalties of perjury.

Signature of Proposer

**ALL PROPOSERS MUST SIGN
THIS CERTIFICATION PRIOR
TO THE OPENING OF THE PROPOSALS.**

**WAIVER OF IMMUNITY PURSUANT TO 103a
OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK**

The Contractor and/or Vendor and/or Supplier, pursuant to General Municipal Law, section 103a, hereby agrees to the provisions in the law which require that upon refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a Public Authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a Waiver of Immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract.

(a) Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting proposals to or receiving awards from or entering into any contract with any municipal corporation or fire district or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that

(b) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this Law, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid.

Authorized Signature for Proposer

Title

Date

(Corporate Seal, if any)
(If no seal, write "No Seal"
across this place and sign)

BIDDER'S STATEMENT ON SEXUAL HARASSMENT

IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139-1

In accordance with State Finance Law §139-1, which generally prohibits the County of Chemung from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Dated: _____, New York
_____, 20____

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title

Sworn to before me this
_____ day of _____, 20_____

AGREEMENT

THIS CONTRACT, made and entered into this _____ day of _____, _____ by and between the County of Chemung, 203 Lake Street, Elmira, New York 14901 (Administrative Office address), hereinafter designated as the OWNER, and:

Hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the parties hereto, each in consideration of the Agreements of the part of the other herein contained, have mutually agreed and hereby mutually agree, the OWNER for itself and its successors and the CONTRACTOR for itself, himself, herself, or themselves and its successors, his, hers, or their executors, administrators and assigns as follows:

Article 1. DESCRIPTION: Under this Agreement and Contract, the CONTRACTOR shall proceed with such project or services as hereby described:

Valuation of Chemung County Owned Real Property

Article 2. In consideration of the payments to be made as hereinafter provided, and of the performance of the Owner of all of the matters and thing to be performed by the Owner and herein provided; the Contractor agrees, at his/her own sole cost and expense, to perform all the labor and services and to furnish all the labor and materials, plant and equipment necessary to complete, and to complete in good, substantial, workmanlike and approved manner, the work described under Article 1. Hereof, within the time hereinafter specified and in accordance with the terms, conditions and provisions of this Contract and with the instructions, orders and directions as contained in the proposal package and specifications, made in accordance with this Contract.

Article 3. The Owner agrees to pay and the Contractor agrees to accept as full compensation for all work done, and materials furnished and equipment and supplies sold, and also for all costs and expenses incurred and loss or damages sustained by reason of the action of the elements, or growing out of the nature of the work, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all risks of every description connected with the work, and for all expenses incurred by, or in consequence of, the suspension or discontinuance of the work as herein specified, and for faithfully completing the work and the whole thereof as herein provided, and for maintaining the work in good condition until the final payment is made, the prices stipulated in the Proposal hereto attached.

Article 4. The following documents shall constitute integral parts of the agreement, the whole to be collectively known and referred to as the Contract Documents: Information for Proposers; Form for Submission of Proposal; Scope of Work; Addendum Sheets (if any); Non-Collusion Proposal Certificate; Agreement form; Insurance Certificates; and Schedule A. Headings and Titles contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents, and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

Article 5. If the Contractor shall fail to comply with any of the terms, conditions, provisions or stipulations of this Contract, according to the true intent and meaning thereof, then the Owner may make use of any or all remedies provided in that behalf in the Contract and shall have the right and power to proceed in accordance with the provisions thereof.

Article 6. The following alterations and addenda have been made and included in this Contract before it was signed by the parties hereto:

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands and seals and have executed this Agreement,

(Seal)

By: (Contractor)

Signature

Company Name

Company Address

(Seal)

By: (Owner - County)

Christopher J. Moss,
Chemung County Executive

SITE ENTRY AGREEMENT AND INDEMNITY

Date: _____

Owned and/or Operated by the following:

CONTRACTOR: _____ Print Name

_____ Address

() _____ Phone

_____ Person to Contact

SITE/PROJECT: _____

Subject to the terms and conditions herein stated and agreed to by the above named Contractor, the above named Owner does hereby give permission to Contractor to enter the above named project.

A. INSURANCE: Contractor represents and warrants that Contractor has in force the following insurance coverage applicable to their operations.

1. Workers' Compensation and Employers Liability coverage for all employees, including corporate officers, partners and proprietors.

2. Commercial General Liability Insurance, including but not limited to project & operations, personal injury, products-completed operations, contractual liability covering the liability assumed under this Site Entry Agreement and Indemnity. The minimum limits of liability applicable to this insurance will be at least \$1,000,000 each occurrence and \$2,000,000 General aggregate. For products and completed operations aggregate, the limit will be at least \$2,000,000. The policy will be endorsed providing the per location aggregate endorsement CG2504.

3. Professional Liability Insurance: Unless stated otherwise in the specifications, the policy must have limits of not less than \$ 1,000,000.00 per occurrence and \$1,000,000.00 aggregate.

4. Comprehensive Automobile Liability with combined bodily injury and property damage of at least \$1,000,000 such coverage to include all owned, non-owned and hired vehicles.

5. Umbrella Excess Liability, with limits for each occurrence of at least \$1,000,000 and an aggregate limit of at least \$1,000,000., unless otherwise stated in specifications.

Owner is to be named as an additional insured on a primary basis on all policies including completed operations with the exception of workers' compensation and a certificate of insurance will be provided within 48 hours of request by owner. All certificates of insurance will provide 30 days notice to owner of cancellation or non-renewal. Contractor waives all rights of subrogation against owner and will have all policies endorsed setting forth this waiver of subrogation.

B. CONTRACTOR'S EQUIPMENT: All equipment owned by Contractor, and used at the Project, is at the sole responsibility of the Contractor and will be insured or self-insured by Contractor.

C. INDEMNITY: To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless OWNER and its agents, employees and representatives from an against all liabilities, claims, damages, losses and expenses (including, but not limited to, attorney' fees, whether incurred as a result of a third party claim or to enforce this provision) arising out of or resulting directly or indirectly from the performance of the work or the enforcement of the contract documents, irrespective to whether there is a breach of a statutory obligation or rule of apportioned liability; provided, however, that Contractor's indemnification obligation shall not apply to the extent it is caused by the negligence of a person indemnified and indemnification of such person is precluded specifically by applicable law. Contractor's indemnification obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any part or person described in this paragraph.

D. LIMITATION ON ENTRY: Contractor's rights to enter onto the project are subject to cancellation if Contractor does not provide evidence of required insurance coverage to owner within 48 hours of owner's request.

E. AUTHORIZATION: The individual signing this Site Entry Agreement and Indemnity for Contractor is authorized to sign this document on behalf of Contractor (and if Owner requests will provide evidence of such authority to owner within 24 hours).

F. RECEIPT OF COPY: Contractor acknowledges receipt of a copy of this Site Entry Agreement and Indemnity.

IT IS AGREED that any clause of the Agreement that is found to be void and unenforceable will not affect the enforceability of any of the remaining provisions.

CONTRACTOR:

(Name of Company)

(Print Name & Title)

(Signature)

APPROVAL OF OWNER:

Christopher J. Moss
Chemung County Executive



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution calling for a public hearing relative to the proposed 2022 Chemung County Legislative Redistricting Plan

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Public hearing to be held June 6, 2022 at 6:50 p.m.

CREATION:

Date/Time:	Department:
4/8/2022 3:26:09 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
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ATTACHMENTS:

Name:	Description:	Type:
NOTICE OF PUBLIC HEARING - Proposed Legislative District Maps.pdf	Notice of Public Hearing	Cover Memo

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that a public hearing will be held by the Chemung County Legislature on Monday, June 6, 2022 at 6:50 p.m. in the Chambers of the Chemung County Legislature located at 203 Lake Street, Elmira, New York to hear any and all comment regarding the proposed Chemung County Legislative Redistricting maps (as required by Chemung County Charter, Article II, Section 201.6). Maps of the proposed modifications to the Legislative Districts may be examined on the Chemung County Legislatures's home page on the Chemung County website at www.chemungcountyny.gov or by contacting the Clerk of the Legislature at 607-737-2850 or at ckalweit@chemungcountyny.gov and a copy will be provided. All parties in interest and citizens will be heard by the Chemung County Legislature at the public hearing, with any submitted written comment distributed to the Legislature.

DATED: May 30, 2022
Elmira, New York

BY ORDER OF THE COUNTY
LEGISLATURE OF THE
COUNTY OF CHEMUNG, NEW YORK

Cynthia G. Kalweit, Clerk, Chemung County Legislature

Please publish one time only on May 30, 2022 in the Elmira Star-Gazette (customer #414400, BGM-414400) Mail bill and affidavit of publication to:

Cynthia Kalweit, Clerk
Chemung County Legislature
P.O. Box 588
Elmira, NY 14902-0588
607-737-2850, email: ckalweit@chemungcountyny.gov



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution calling for a public hearing for the purpose of considering the increased cost of proposed improvements for the Chemung County Elmira Sewer District and Chemung County Sewer District No. 1 (Wastewater Treatment Plant Consolidation Project)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Public hearing to be held on June 6th at 6:50 p.m. Project budget increase from \$160,000,000.00 to \$235,000,00.00.

CREATION:

Date/Time:	Department:
4/12/2022 9:49:12 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
4/12/2022 9:54 AM	Approved	County Executive	
4/13/2022 11:07 AM	Approved	Budget and Research	
4/14/2022 11:15 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
CHEMUNG COUNTY (2-506) OCPH ELMIRA SEWER DIST (Consolidation Project) 4148-9098-0662 1.pdf	Chemung County OCPH Elmira Sewer District Project	Cover Memo
CHEMUNG COUNTY (2-506) OCPH SEWER DIST NO 1 (Consolidation Project) 4124-4072-0694 1.pdf	Chemung County (2-506) OCPH Sewer District Consolidation Project	Cover Memo
Notice of Public Hearing - WWTP Consolidation Project - increase in cost.pdf	Notice of Public Hearing	Cover Memo



Orrick, Herrington & Sutcliffe LLP
51 West 52nd Street
New York, NY 10019-6142

+1 212 506 5000

orrick.com

April 6, 2022

VIA E-MAIL (jfurman@co.chemung.ny.us)

Ms. Jennifer Furman
County Treasurer
County of Chemung
320 East Market Street
Elmira, NY 14901

Thomas E. Myers

E tmyers@orrick.com

D +1 212 506 5212

F +1 212 506 5151

Re: County of Chemung, New York
Elmira Sewer District – Consolidation Project-Increased Cost
Orrick File: 42345-2-506

Dear Jennifer:

In accordance with the information provided to us, we have enclosed herewith a draft form of the resolution calling for the hearing in relation to the above matter.

Please note the need to insert the new cost to the District and the typical property owner.

Please see that the Notice of hearing is published 10 but no more than 20 days prior to the hearing date.

In due course, please furnish us with the following:

- (a) An originally certified of the enclosed resolution.
- (b) An original printer's affidavit of publication of the notice of the hearing.

With best wishes,

Very truly yours,

Tom

Thomas E. Myers

/es

Enclosure

cc: Ms. Cindy Kalweit (ckalweit@chemungcountyny.gov)
Ms. Hannah Rockwell (Hannah.Rockwell@arcadis.com)
Ms. Alexandra Rennie (abrennie@chemungcountyny.gov)
Ms. Ann Overdorff (aloverdorff@chemungcountyny.gov)

At a regular meeting of the County Legislature of the County of Chemung, New York, held at the John H. Hazlett Office Building, in Elmira, New York, on the ____ day of April, 2022, at _____ o'clock P.M., Prevailing Time.

The meeting was called to order by Legislator _____, and upon roll being called, the following were:

PRESENT:

ABSENT:

The following resolution was offered by Legislator _____, who moved its adoption, seconded by Legislator _____, to-wit:

A RESOLUTION CALLING A PUBLIC HEARING FOR THE PURPOSE OF
CONSIDERING THE INCREASED COST OF PROPOSED IMPROVEMENTS FOR THE
ELMIRA SEWER DISTRICT.

WHEREAS, in 2021 the County approved an increase and improvement on behalf of the Elmira Sewer District, consisting of improvements to and expansion of the Milton Street Wastewater Treatment Plant and decommissioning of the Lake Street Wastewater Treatment Plant including a conveyance system, pump station and other improvements all in connection with a master consolidation plan for treatment of wastewater treatment system; and

WHEREAS, such improvements were approved at a total maximum estimated cost of \$160,000,000 of which \$90,694,596 was allocated to the District; and

WHEREAS, it is now necessary to increase the total maximum estimated cost of the improvements and the amount allocable to the District; and

WHEREAS, it is now desired to call a public hearing thereon; now therefore, BE IT

RESOLVED, by the County Legislature of the County of Chemung, New York, as follows:

Section 1. A meeting of the County Legislature, the County of Chemung, New York, to be held at the John H. Hazlett Office Building, in Elmira, New York, in said County, on the ____ day of May, 2022, at _____ o'clock P.M., prevailing time, for the purpose of conducting a Public Hearing upon the aforesaid matter. The Clerk of said County Legislature is hereby authorized and directed to cause a notice of such public hearing to be published and posted in the manner provided by law.

Section 2. The Clerk of the Legislature is hereby authorized and directed to cause a copy of the Notice of Public Hearing hereinafter provided to be published once in the official newspaper not less than ten, nor more than twenty days before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the County Legislature of the County of Chemung, New York, will meet at the County Legislature, 5th Floor, Hazlett Building, 203 Lake Street, in Elmira, New York, on May __, 2022, at _____ o'clock __.M., Prevailing Time, for the purpose of conducting a public hearing in relation to the proposed increased cost of various improvements on behalf of the Elmira Sewer District, consisting of improvements to and expansion of the Milton Street Wastewater Treatment Plant and decommissioning of the Lake Street Wastewater Treatment Plant including a conveyance system, pump station and other improvements all in connection with a master consolidation plan for treatment of wastewater. The improvements were originally approved at a maximum estimated cost of \$160,000,000 (of which \$90,694,596 was allocated to the District). The new maximum estimated cost is \$235,000,000 (of which \$_____ was allocated to the District). The revised estimated annual cost to the typical property owner in the District as a result thereof is \$_____.

The proposed improvements have been determined to constitute a Type I Action for purposes of the State Environmental Quality Review Act for which the County has determined will not have a significant adverse environmental impact.

Dated: Elmira, New York,
_____, 2022.

BY ORDER OF THE COUNTY
LEGISLATURE OF THE
COUNTY OF CHEMUNG, NEW YORK

Clerk, County Legislature

Section 4. This resolution takes effect immediately.

RESOLUTION NO. 2022-_____ CARRIED BY THE FOLLOWING VOTE:

AYES:

NAYS:

EXCUSED:

This resolution was thereupon declared duly adopted.

* * * * *

STATE OF NEW YORK)
) ss.:
COUNTY OF CHEMUNG)

I, the undersigned Clerk of the County Legislature of the County of Chemung, New York (the "Issuer"), DO HEREBY CERTIFY:

1. That a meeting of the Issuer was duly called, held and conducted on the _____ day of April, 2022.
2. That such meeting was a **special regular** (circle one) meeting.
3. That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer.
4. That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board.
5. That all members of the Board of the Issuer had due notice of said meeting.
6. That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the "Open Meetings Law".
7. That notice of said meeting (the meeting at which the proceeding was adopted) was given PRIOR THERETO in the following manner:

PUBLICATION (here insert newspaper(s) and date(s) of publication)

POSTING (here insert place(s) and date(s) of posting)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this _____ day of April, 2022.

(CORPORATE
SEAL)

Clerk, County Legislature



Orrick, Herrington & Sutcliffe LLP
51 West 52nd Street
New York, NY 10019-6142

+1 212 506 5000

orrick.com

April 6, 2022

VIA E-MAIL (jfurman@co.chemung.ny.us)

Ms. Jennifer Furman
County Treasurer
County of Chemung
320 East Market Street
Elmira, NY 14901

Thomas E. Myers

E tmyers@orrick.com

D +1 212 506 5212

F +1 212 506 5151

Re: County of Chemung, New York
Sewer District No. 1 – Consolidation Project-Increased Cost
Orrick File: 42345-2-506

Dear Jennifer:

In accordance with the information provided to us, we have enclosed herewith a draft form of the resolution calling for the hearing in relation to the above matter.

Please note the need to insert the new cost to the District and the typical property owner.

Please see that the Notice of hearing is published 10 but no more than 20 days prior to the hearing date.

In due course, please furnish us with the following:

- (a) An originally certified of the enclosed resolution.
- (b) An original printer's affidavit of publication of the notice of the hearing.

With best wishes,

Very truly yours,

Tom

Thomas E. Myers

/es

Enclosure

cc: Ms. Cindy Kalweit (ckalweit@chemungcountyny.gov)
Ms. Hannah Rockwell (Hannah.Rockwell@arcadis.com)
Ms. Alexandra Rennie (abrennie@chemungcountyny.gov)
Ms. Ann Overdorff (aloverdorff@chemungcountyny.gov)

At a regular meeting of the County Legislature of the County of Chemung, New York, held at the John H. Hazlett Office Building, in Elmira, New York, on the ____ day of April, 2022, at _____ o'clock P.M., Prevailing Time.

The meeting was called to order by Legislator _____, and upon roll being called, the following were:

PRESENT:

ABSENT:

The following resolution was offered by Legislator _____, who moved its adoption, seconded by Legislator _____, to-wit:

A RESOLUTION CALLING A PUBLIC HEARING FOR THE PURPOSE OF
CONSIDERING THE INCREASED COST OF PROPOSED IMPROVEMENTS FOR
SEWER DISTRICT NO. 1.

WHEREAS, in 2021 the County approved an increase and improvement on behalf of Sewer District No. 1, consisting of improvements to and expansion of the Milton Street Wastewater Treatment Plant and decommissioning of the Lake Street Wastewater Treatment Plant including a conveyance system, pump station and other improvements all in connection with a master consolidation plan for treatment of wastewater treatment system; and

WHEREAS, such improvements were approved at a total maximum estimated cost of \$160,000,000 of which \$69,305,404 was allocated to the District; and

WHEREAS, it is now necessary to increase the total maximum estimated cost of the improvements and the amount allocable to the District; and

WHEREAS, it is now desired to call a public hearing thereon; now therefore, BE IT

RESOLVED, by the County Legislature of the County of Chemung, New York, as follows:

Section 1. A meeting of the County Legislature, the County of Chemung, New York, to be held at the John H. Hazlett Office Building, in Elmira, New York, in said County, on the ____ day of May, 2022, at _____ o'clock P.M., prevailing time, for the purpose of conducting a Public Hearing upon the aforesaid matter. The Clerk of said County Legislature is hereby authorized and directed to cause a notice of such public hearing to be published and posted in the manner provided by law.

Section 2. The Clerk of the Legislature is hereby authorized and directed to cause a copy of the Notice of Public Hearing hereinafter provided to be published once in the official newspaper not less than ten, nor more than twenty days before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the County Legislature of the County of Chemung, New York, will meet at the County Legislature, 5th Floor, Hazlett Building, 203 Lake Street, in Elmira, New York, on May __, 2022, at _____ o'clock __.M., Prevailing Time, for the purpose of conducting a public hearing in relation to the proposed increased cost of various improvements on behalf of Sewer District No. 1, consisting of improvements to and expansion of the Milton Street Wastewater Treatment Plant and decommissioning of the Lake Street Wastewater Treatment Plant including a conveyance system, pump station and other improvements all in connection with a master consolidation plan for treatment of wastewater. The improvements were originally approved at a maximum estimated cost of \$160,000,000 (of which \$69,305,404 was allocated to the District). The new maximum estimated cost is \$235,000,000 (of which \$_____ is allocated to the District). The revised estimated annual cost to the typical property owner in the District as a result thereof is \$_____.

The proposed improvements have been determined to constitute a Type I Action for purposes of the State Environmental Quality Review Act for which the County has determined will not have a significant adverse environmental impact.

Dated: Elmira, New York,
_____, 2022.

BY ORDER OF THE COUNTY
LEGISLATURE OF THE
COUNTY OF CHEMUNG, NEW YORK

Clerk, County Legislature

Section 4. This resolution takes effect immediately.

RESOLUTION NO. 2022-_____ CARRIED BY THE FOLLOWING VOTE:

AYES:

NAYS:

EXCUSED:

This resolution was thereupon declared duly adopted.

* * * * *

STATE OF NEW YORK)
) ss.:
COUNTY OF CHEMUNG)

I, the undersigned Clerk of the County Legislature of the County of Chemung, New York (the "Issuer"), DO HEREBY CERTIFY:

1. That a meeting of the Issuer was duly called, held and conducted on the _____ day of April, 2022.
2. That such meeting was a **special regular** (circle one) meeting.
3. That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer.
4. That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board.
5. That all members of the Board of the Issuer had due notice of said meeting.
6. That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the "Open Meetings Law".
7. That notice of said meeting (the meeting at which the proceeding was adopted) was given PRIOR THERETO in the following manner:

PUBLICATION (here insert newspaper(s) and date(s) of publication)

POSTING (here insert place(s) and date(s) of posting)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this _____ day of April, 2022.

(CORPORATE
SEAL)

Clerk, County Legislature

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the County Legislature of the County of Chemung, New York, will meet at the County Legislature, 5th Floor, Hazlett Building, 203 Lake Street, in Elmira, New York, on June 6, 2022, at 6:55 o'clock P .M., Prevailing Time, for the purpose of conducting a public hearing in relation to the proposed increased cost of various improvements on behalf of the Chemung County Elmira Sewer District and the Chemung County Sewer District No. 1, consisting of improvements to and expansion of the Milton Street Wastewater Treatment Plant and decommissioning of the Lake Street Wastewater Treatment Plant including a conveyance system, pump station and other improvements all in connection with a master consolidation plan for treatment of wastewater. The improvements were originally approved at a maximum estimated cost of \$160,000,000 (of which \$90,694,596 was allocated to the Chemung County Elmira Sewer District and \$69,305,404 was allocated to the Chemung County Sewer District No. 1). The new maximum estimated cost is \$235,000,000 of which \$133,950,000 will be allocated to the Chemung County Elmira Sewer District and \$101,050,000 will be allocated to the Chemung County Sewer District No. 1. The revised estimated annual cost to the typical property owner in the Chemung County Elmira Sewer District as a result thereof is \$295.00. The revised estimated annual cost to the typical property owner in the Chemung County Sewer District No. 1 is \$295.00.

The proposed improvements have been determined to constitute a Type I Action for purposes of the State Environmental Quality Review Act for which the County has determined will not have a significant adverse environmental impact.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution adopting Introductory Local Law No. 2 for the Year 2022 in relation to the amendment of Local Law No. 4 of the Year 1973 entitled "A Local Law to provide for the establishment of a County Charter for the County of Chemung, State of New York" relating to the provisions of Article 4 of the Municipal Home Rule Law of the State of New York (filed with the Department of State of the State of New York as Local Law No. 3 of the Year 1973), amending Article IV, Section 401; Article XX, Section 2001; Article XXI, Section 2101; Article XXII, Section 2301, Article XXVIII, Section 2704 (adding Section 2706)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
4/20/2022 4:20:07 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
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ATTACHMENTS:

Name:	Description:	Type:
Local Law - No. 2 of 2022 - Charter Amendments.pdf	Local Law	Cover Memo

RESOLUTION NO. 22-

RESOLUTION ADOPTING INTRODUCTORY LOCAL LAW NO. 2 FOR THE YEAR 2022 IN RELATION TO THE AMENDMENT OF LOCAL LAW NO. 4 OF THE YEAR 1973 ENTITLED "A LOCAL LAW TO PROVIDE FOR THE ESTABLISHMENT OF A COUNTY CHARTER FOR THE COUNTY OF CHEMUNG, STATE OF NEW YORK" RELATING TO THE PROVISIONS OF ARTICLE 4 OF THE MUNICIPAL HOME RULE LAW OF THE STATE OF NEW YORK (FILED WITH THE DEPARTMENT OF STATE OF THE STATE OF NEW YORK AS LOCAL LAW NO. 3 OF THE YEAR 1973), amending Article IV, Section 401; Article XX, Section 2001; Article XXI, Section 2101, Article XXIII, Section 2301, Article XXVII, Section 2704 (adding Section 2706)

By:

Seconded by:

WHEREAS, Introductory Local Law No. 2 for the Year 2022 has been introduced and filed with the County Legislature seven (7) calendar days prior to consideration, exclusive of Sunday, upon the desks of the members of the Chemung County Legislature as required by Section 20 of the Municipal Home Rule Law; and the Clerk of the County Legislature has made her affidavit of service of filing the same; and

WHEREAS, Municipal Home Rule Law, Section 20 requires the Chief Executive Officer of the County to hold a Public Hearing thereon within the time limits as stated therein; and

WHEREAS, the Chemung County Charter, Article II, provides for adoption of Local Laws by the Chemung County Legislature; now, therefore, be it

RESOLVED, that the following Introductory Local Law No. 2 for the Year 2022, be and the same is hereby enacted and promulgated by the Chemung County Legislature as follows:

COUNTY OF CHEMUNG INTRODUCTORY
LOCAL LAW NO. 2 FOR THE YEAR 2022

A Local Law in relation to the amendment of Local Law No. 4 of the Year 1973 entitled "A Local Law to provide for the establishment of a County Charter for the County of Chemung, State of New York" relating to the provisions of Article 4 of the Municipal Home Rule Law of the State of New York (filed with the Department of State of the State of New York as Local Law No. 3 of the Year 1973) (Terms of County Treasurer and Sheriff, amend Section 2704, add Section 2706).

BE IT ENACTED by the Chemung County Legislature of the County of Chemung, State of New York, as follows:

Section 1. Article I of the Chemung County Charter enacted by Local Law No. 4 of the year 1973 and filed with the Department of State of the State of New York as Local Law No. 3 of the year 1973 be and hereby is amended as follows:

ARTICLE IV
DEPARTMENT OF FINANCE

Section 401. Department of Finance; County Treasurer; Elections; Qualifications.
Section 402. Powers and Duties.
Section 403. Deputies.

Section 401. Department of Finance; County Treasurer; Elections; Qualifications.
There shall be a Department of Finance, headed by a County Treasurer who shall be elected from the County at large. His term of office shall be for ~~four (4) three (3)~~ years beginning with the first day of January immediately succeeding his election except that the provisions of this section with respect to such election shall not take effect until the General Election of 1974, at which time the County Treasurer shall be elected for a ~~four (4) three (3)~~ year term to commence on ~~January 1, 1975~~ January 1, 2023, and every County Treasurer thereafter shall have a term of ~~four (4) three (3)~~ years.

ARTICLE XX
DEPARTMENT OF RECORDS

Section 2001. Department of Records; County Clerk; Election; Qualifications.
Section 2002. Powers and Duties.
Section 2003. Deputy County Clerks.

Section 2001. Department of Records; County Clerk; Election; Qualifications.
There shall be a Department of Records headed by a County Clerk, who shall be elected from the County at large. His term of office shall be for ~~four (4) three (3)~~ years beginning with the first day of January immediately succeeding his election, except that the provisions of this section with respect to such election shall not take effect until the General Election of 1974, at which time the County Clerk shall be elected for a ~~four (4) three (3)~~ year term to commence on ~~January 1, 1975~~ January 1, 2023, and every County Clerk thereafter shall have a term of ~~four (4) three (3)~~ years.

ARTICLE XXI
DISTRICT ATTORNEY

Section 2101. District Attorney; Election; Term; Qualifications.
Section 2102. Powers and Duties.
Section 2103. Assistant District Attorneys.

Section 2101. District Attorney; Election; Term; Qualifications. There shall be a District Attorney who shall be elected from the County at large. His term of office shall

be for four (4) ~~three (3)~~ years beginning with the first day of January immediately succeeding his election, except that the provisions of this section with respect to such election shall not take effect until the General Election of 1976 at which time the District Attorney shall be elected for a four (4) ~~three (3)~~ year term to commence on January 1, 2024 ~~January 1, 1977~~, and every District Attorney thereafter shall have a term of four (4) ~~three (3)~~ years.

ARTICLE XXIII SHERIFF

Section 2301. Sheriff; Election; Term; Qualifications.

Section 2302. Powers and Duties.

Section 2303. Deputies.

Section 2301. Sheriff; Election; Term; Qualifications. There shall be a Sheriff who shall be elected from the County at large. His term of office shall be for four (4) ~~three (3)~~ years beginning with the first day of January immediately succeeding his election, except that the provisions of this section with respect to such election shall not take effect until the General Election of 1974 at which time the Sheriff shall be elected for a four (4) ~~three (3)~~ year term to commence on January 1, 2024 ~~January 1, 1975~~, and every Sheriff thereafter shall have a term of four (4) ~~three (3)~~ years.

ARTICLE XXVII OTHER COUNTY BOARDS, OFFICES, INSTITUTIONS AND FUNCTIONS

Section 2704. Additional Appointments by County Executive. The following offices, boards and administrative units are hereby continued, and its head and members as presently authorized shall continue in offices for the terms established thereof, and upon expiration of the term of said head or member, shall be appointed by the County Executive subject to confirmation by the County Legislature for terms presently authorized ~~by~~ by to wit: Civil Service Commission (Civil Service Law Sec. 15-a); Drug Abuse Council (Gen. Mun. Law Art. 12-E Sec. 239-u); Economic Opportunity; Fire Advisory Board (pursuant to Sec. 225-A County Law); Fish and Wildlife Management Board (pursuant to Sec. 198, Fish and Game Law); Forest Practice Board (Conservation Law Art. 3-1105); Historical Association; Human Relations Commission; ~~Industrial Development Agency (N.Y.S. I. D. A. Art. Sec. 856)~~; Jury Board (Judicial Law Art. 18); Medical Advisory Committee; Mental Health Board (Mental Hygiene Sec. 190-B); Soil Conservation Board; Southern Tier Central Regional Planning and Development Board (Art. 12-C Gen. Mun. Law); Finger Lakes Commission; Newtown-Hoffman Creeks Watershed; Harris Hill Soaring; Southern Tier Crime Control Planning Committee; Civil Defense Director; Veterans' Service Director; representatives on the County Extension Service; Dog Warden; Alcoholic Beverage Control Board; County Agriculture Society; County Conservation Commission; County Historian; Reforestry.

By adding the following Section to Article XXVII OTHER COUNTY BOARDS, OFFICES, INSTITUTIONS AND FUNCTIONS

Section 2706

The following offices, boards and administrative units are hereby continued, and its head members as presently authorized shall continue in office for the terms established thereof, and upon expiration of the term of said head or member shall be appointed by the Chemung County Legislature for terms presently authorized by to wit: Industrial Development Agency (N.Y.S.I.D.A. Art. Sec. 856)

Section 2. This Local Law is subject to referendum on petition as provided by law.

Section 3. This Local Law shall take effect immediately upon appropriate filing with the Department of State pursuant to the provision of the Municipal Home Rule Law.

and, be it further

RESOLVED, that the Clerk of the Chemung County Legislature be and hereby is authorized to transmit the same to the County Executive for a public hearing and said County Executive shall hold said public hearing within twenty (20) days after the presentation of said Local Law Introductory No. 2 for the Year 2022 to him.