



MINUTES OF MEETING
Budget Committee
June 6, 2022
7:00 PM

I. COMMUNICATIONS

Minutes of a meeting of the Budget Committee of the Chemung County Legislature held in the Hazlett Building, 5th Floor, 203 Lake Street, Elmira, New York on Monday, June 6, 2022.

Members present: David Manchester (Chairman), Joseph Brennan, Mark Margeson, John Burin, Martin Chalk, William McCarthy, Rodney Strange

Officials present: John Pastrick, L. Thomas Sweet, Brian Hyland, Christina Sonsire, Peggy Woodard, Robert Briggs, Scott Drake, Michael Smith, Bryan Maggs, Andy Avery, Kevin Meindl, Steve Hoover

The meeting was called to order by the Chairman of the committee, David Manchester.

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution authorizing transfers and appropriations by the County Executive

Motion made by Martin Chalk, seconded by John Burin, and Passed with a vote of 7-0, authorizing transfers and appropriations by the County Executive.

2. Resolution authorizing transfer in the Chemung County Legislature Accounts

Motion made by Rodney Strange, seconded by John Burin, and Passed with a vote of 7-0, authorizing transfer in the Chemung County Legislature Accounts.

3. Resolution authorizing the County Treasurer to transfer funds from Contingency to the Chemung County Stormwater Team

Motion made by Martin Chalk, seconded by Mark Margeson, and Passed with a vote of 7-0, authorizing the County Treasurer to transfer funds from Contingency to the Chemung County Stormwater Team.

4. Resolution extending Sales Tax Agreement between the County of Chemung and the City of Elmira

Mr. Burin requested more information on resolution extending Sales Tax Agreement between the County of Chemung and the City of Elmira.

On the Motion made by Mr. Burin, seconded by Mr. Margeson, Passed with a vote of 7-0 to TABLE resolution extending Sales Tax Agreement between the County of Chemung and the City of Elmira. Motion Carried.

5. Resolution amending Capital Program as contained within the 2022 Chemung County Budget (Construction for WWTP Consolidation Project)

Motion made by Rodney Strange, seconded by Martin Chalk, and Passed with a vote of 7-0, amending Capital Program as contained within the 2022 Chemung County Budget (Construction for WWTP Consolidation Project).

6. Resolution authorizing allocation of 2021 room tax collections as recommended by the Chemung County Hotel Tax Collection and Disbursement Committee

Motion made by Rodney Strange, seconded by John Burin, and Passed with a vote of 7-0, authorizing allocation of 2021 room tax collections as recommended by the Chemung County Hotel Tax Collection and Disbursement Committee.

7. Resolution authorizing agreement with Weiler Associates on behalf of the Chemung County Legislature (boundary description for redistricting maps)

Motion made by Martin Chalk, seconded by Rodney Strange, and Passed with a vote of 7-0, authorizing agreement with Weiler Associates on behalf of the Chemung County Legislature (boundary description for redistricting maps).

8. Resolution adopting ARPA Fund Subrecipient Monitoring Plan

Motion made by Martin Chalk, seconded by Mark Margeson, and Passed with a vote of 7-0, adopting ARPA Fund Subrecipient Monitoring Plan.

9. Resolution amending Resolution 22-072 (agreement with Incubator Works)

Motion made by Mark Margeson, seconded by John Burin, and Passed with a vote of 7-0, amending Resolution 22-072 (agreement with Incubator Works).

10. Resolution authorizing agreement with The Chautauqua Center on behalf of the Chemung County Legislature

Motion made by Martin Chalk, seconded by Mark Margeson, and Passed with a vote of 6-1, with Mr. Brennan Opposed, authorizing agreement with The Chautauqua Center on behalf of the Chemung County Legislature.

11. Resolution authorizing participation in NYCLASS Cooperative Investment Program on behalf of the Chemung County Treasurer

Motion made by Martin Chalk, seconded by Mark Margeson, and Passed with a vote of 7-0, authorizing participation in NYCLASS Cooperative Investment Program on behalf of the Chemung County Treasurer.

12. Resolution authorizing agreement with GST BOCES on behalf of the Chemung County Treasurer (tax bill printing and tax system administration)

Motion made by Rodney Strange, seconded by Mark Margeson, and Passed with a vote of 7-0, authorizing agreement with GST BOCES on behalf of the Chemung County Treasurer (tax bill printing and tax system administration).

13. Resolution authorizing Letter of Engagement with The Actuarial Advantage on behalf of the Chemung County Treasurer (Workers Compensation Actuarial Services)

Motion made by John Burin, seconded by Martin Chalk, and Passed with a vote of 7-0, authorizing Letter of Engagement with The Actuarial Advantage on behalf of the Chemung County Treasurer (Workers Compensation Actuarial Services).

14. Resolution authorizing certain applications for and disbursement of Community Development Funds (Legislature)

Motion made by Martin Chalk, seconded by Rodney Strange, and Passed with a vote of 7-0, authorizing certain applications for and disbursement of Community Development Funds (Legislature).

III. OLD BUSINESS

IV. NEW BUSINESS

1. CCIDA quarterly update

Joseph Roman, Executive Director of the Chemung County Industrial Development Agency (CCIDA) provided the Legislature a quarterly update on CCIDA projects.

2. Presentation - Michael Pease, C.E.O., The Chautauqua Center

Mike Peace, Chief Executive Officer of The Chautauqua Center, a Federally Qualified Health Center (FQHC), provided an overview on core functions of an FQHC. See presentation attached.

V. ADJOURNMENT

This meeting was adjourned on the motion made by Mr. Chalk, seconded Mr. Margeson. Motion Carried.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing transfers and appropriations by the County Executive

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
5/12/2022 12:24:26 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Transfers and appropriations - June 2022.pdf	June transfers	Cover Memo

Mr. Dave Manchester, Chairman
Chemung County Legislature
203 Lake Street
Elmira, NY 14901

Received
MAY 27 2022
CC Legislature

May 27, 2022,

Dear Dave,

Please consider the attached budget modifications for at the June 6th, Budget Committee meeting.

The Regular Contingency balance after the meeting will be \$420,590.

Please contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Stue".

Steven Hoover



Chemung County Budget Action Form

Monday, April 18, 2022

Type of Transaction:

Adjustment

Fiscal Year of Action

2022

Requesting Department

District Attorney

Department Head's Email

wwetmore@chemungcountyny.gov

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	10	1165	1165	42770			Unclassified Revenue	10000.00

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	10	1165	1165	50409			Miscellaneous	10000.00

Reason

To cover the initial cost of our asset forfeiture audits, and for which we will be reimbursed from the asset forfeiture account.

Approval Activity History

Approvers	Approver Actions	Date
Chemung County Executive	Approve	Monday, April 18, 2022
Notification	Email sent. (Executive Approved Action) shoover@chemungcountyny.gov	Monday, April 18, 2022
Matthew N Fogarty	Approve	Monday, April 18, 2022

Chairman of Legislature

DSM 5-18-22



Thursday, April 21, 2022

Chemung County Budget Action Form

Type of Transaction:

Adjustment

Fiscal Year of Action

2021

Requesting Department

Records Imaging Center

Department Head's Email

dmccormick2@chemungcountyny.gov

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	10	1460	1461	42798			Shared Services Revenue	4644

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	10	1460	1461	50202			Equip over \$999,99	4644

Reason


Equipment ordered & budgeted in 2020, did not arrive until 2021. Therefore the 2021 account was charged, but was not in budget funds for 2021.

PO 2020-1997

Approval Activity History

Approvers	Approver Actions	Date
Chemung County Executive	Approve	Friday, April 22, 2022
Notification	Email sent. (Executive Approved Action) shoover@chemungcountyny.gov	Friday, April 22, 2022
Matthew N Fogarty	Approve	Thursday, April 21, 2022

Chairman of Legislature

 5-18-22



Friday, April 22, 2022

Chemung County Budget Action Form

Type of Transaction:

Transfer & Adjustment

Fiscal Year of Action

2022

Requesting Department

Public Works

Department Head's Email

aaavery@chemungcountyny.gov

Received

MAY 27 2022

CC Legislature

Transfer - From:

Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
10	1990	0	50408			Contingency	94500

Transfer - To:

Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
10	9522	0	50900.1			Transfer to Highway	94500

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	20	0000	0	42810			Contributions-Gen Fund	94500
Increase	20	5010	0	50446			Intra Fund Transfer Acct	94500

Adjustment

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
--------	------	------------	----------------	---------	----------------	------------	--------------	-------------------

Action	Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
Increase	21	0000	0	42822			Non Departmental Rev	94500
Increase	21	5130	0	50418			Gasoline, Fuel & Oil	94500

Reason

Due to unexpected rise in fuel costs, fuel is forecasted to have been under budgeted in 2022. Transfer needed to cover projected fuel expenses in 2022. Backup attached.

Approval Activity History

Approvers

Approver Actions

Date

Chemung County Executive

Approve

Thursday, May 5, 2022

Notification

Email sent. (Executive Approved Action)
shoover@chemungcountyny.gov

Thursday, May 5, 2022

Matthew N Fogarty

Approve

Friday, April 22, 2022

Chairman of Legislature

 5-31-22



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing transfer in the Chemung County Legislature Accounts

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Transfer:

\$1,000.00 from 10 1040 1040 50404 Travel- Employee

to 10 1040 1040 50202 Equipment over \$500

to purchase new smart tv and sound bar for conference room. The tv monitor that is currently being used is the property of the Sheriff and is technologically obsolete. The Sheriff has requested that it be declared surplus property.

CREATION:

Date/Time:	Department:
5/26/2022 2:05:10 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Request for budget transfer denied.pdf	budget transfer request denied	Cover Memo
Resolutions - Transfer of funds - Legislature.pdf	Resolutions - transfer of funds - Legislature	Cover Memo

Kalweit, Cindy

From: Kalweit, Cindy
Sent: Thursday, May 5, 2022 11:17 AM
To: Fogarty, Matthew; Hoover, Steve
Subject: FW: Your request has been denied.

Please explain why this request was denied.

Thank you,
Cindy

From: Chemung County <noreply@formresponse.com>
Sent: Thursday, May 5, 2022 10:51 AM
To: Budget Request <budgetrequest@chemungcountyny.gov>; Manchester, David <dmanchester@chemungcountyny.gov>; Kalweit, Cindy <ckalweit@chemungcountyny.gov>
Subject: Your request has been denied.

Your request has been denied.

Chemung County Budget Action Form

Type of
Transaction: Transfer

Type a
question

Requesting
Department: Legislature

Submitter
Email: dmanchester@chemungcountyny.gov

Email: ckalweit@chemungcountyny.gov

Control
Number

BR2022-0074

Transfer -
From:

Fund	Department	Sub Department	Account	Sub Account(.)	Proj. Code	Account Name	Amount (Whole \$)
10	1040	1040	50404			Travel - employee	1000

Transfer -
To:

Fund	Department	Sub Department	Account	Sub Account (.)	Proj. Code	Account Name	Amount (Whole \$)
10	1040	1040	50202			Equipment over \$500	1000

New
Account

No

Reason

Transfer funds for purchase of new TV and sound bar for Legislative Conference Room

File Upload

[Amazon.com SAMSUNG UN65TU7000 65 4K Ultra HD Smart LED TV \(2020\) with Deco Gear Soundbar Bundle Electronics.html](#)

Name

Cynthia Kalweit

Type a
question

Kalweit, Cindy

From: Hoover, Steve
Sent: Monday, May 9, 2022 12:09 PM
To: Kalweit, Cindy
Subject: RE: Your request has been denied.

Hi Cindy,

When departments provide no explanation why an item, in this case a television, was not included within their original budget request it is typically rejected. Furthermore, there should be an explanation why funds are available within the Travel Account to fund this transfer.

Thank you,
Steve

and be it further

RESOLVED, that pursuant to law and in accordance with the communications of the Director of Real Property Tax Services, so much of any tax or levy including interest thereon as shall be refunded which was imposed by the town or special district shall be charged to said town or special district and said town or special district shall refund said amount as required by law.

Resolution No. 78-246 carried by the following vote:

AYES — Benjamin, Griffith, Margeson, Thomas, Dunbar, Johnson, Milliken, Augustine, Chalk, Bennett, McNerny, Prunier, Habeck, Flory, Douglas (Chairman) — 15. NAYS — None.

RESOLUTION NO. 78-247

RESOLUTION AUTHORIZING TRANSFERS IN THE CHEMUNG COUNTY LEGISLATURE ACCOUNTS

BY BENJAMIN:

SECONDED BY FLORY.

WHEREAS, the Chairman of the County Legislature has requested the following transfers in the County Legislative accounts; and

WHEREAS, the County Legislature is not an administrative unit of County Government and is not included within the intra-fund transfers which require the County Executive's approval; and

WHEREAS, the same has been reviewed by the Budget Committee and the inter-fund transfer approved by the County Executive, now, therefore, be it

RESOLVED, that the County Treasurer be and hereby is authorized to transfer funds in the County Legislative Budget in the following amounts, to wit:

TO	FROM	
A1040.100 Personnel		\$4,000.00
	1990.410 Contingency	\$2,000.00
	A1040.404 Travel	1,000.00
	A1040.403 Office Supplies	200.00
	A1040.409 Misc.	800.00
A1040.402 Telephone	250.00	
	A1040.406 Equip.-Maint.	100.00
	A1040.403 Office Supplies	150.00

A1040.405 Equip.

Rental 150.00

A1040.407 Postage

150.00

Resolution No. 78-247 carried by the following vote:

AYES — Benjamin, Griffith, Margeson, Thomas, Dunbar, Johnson, Milliken, Augustine, Chalk, Bennett, McInerny, Prunier, Habeck, Flory, Douglas (Chairman) — 15. NAYS — None.

RESOLUTION NO. 78-248

RESOLUTION AUTHORIZING EASEMENT TO NEW YORK
STATE ELECTRIC & GAS CORPORATION TO PROVIDE UN-
DERGROUND SERVICE TO THE STEELE MEMORIAL LIBR-
ARY

BY DOUGLAS:

SECONDED BY BENNETT.

WHEREAS, the following information has been submitted:

Requested by: Superintendent of Buildings & Grounds

Purpose: To provide underground electric service to the Chemung
County Steele Memorial Library by locating an underground
vault and an above grade switch on County property per
blueprints Haskell, Conner & Frost

Authority: Article II, Section 203 of the County Charter

Approved by: Library Project Committee — 4/17/78

Prior Resolutions: Resolution 78-026 "Resolution Approving Design
Development Phase of the Library Project by the Architects,
Haskell, Conner and Frost; Resolution 78-048; 78-165; 78-193

now, therefore, be it

RESOLVED, that based upon the aforesaid information, the County
Executive be and hereby is authorized and directed to execute, on behalf
of the County of Chemung, an easement with the New York State
Electric & Gas Corporation relative to installing an underground vault
and an above grade switch in order to provide underground electric ser-
vice to the new library, such easement to be in such form as approved by
the County Attorney.

Resolution No. 78-248 carried by the following vote:

AYES — Benjamin, Griffith, Margeson, Thomas, Dunbar, Johnson,
Milliken, Augustine, Chalk, Bennett, McInerny, Prunier, Habeck, Flory,
Douglas (Chairman) — 15. NAYS — None.

RESOLUTION NO. 77-196**RESOLUTION AUTHORIZING TRANSFERS WITHIN THE
COUNTY LEGISLATIVE BUDGET ACCOUNTS****BY AUGUSTINE:****SECONDED BY GRIFFITH.**

WHEREAS, the Chairman of the County Legislature has requested the following transfers within the County Legislative accounts; and

WHEREAS, the County Legislature is not an administrative unit of County Government and is not included within the intra-fund transfers which require the County Executive's approval; and

WHEREAS, the same has been reviewed by the Budget Committee

now, therefore, be it

RESOLVED, that the County Treasurer be and hereby is authorized to transfer within the County Legislative budget the following amounts, to wit:

FROM		TO	
A1040.100 (Legislature- Personnel)	\$750.00	A1040.402 (Legislature- Telephone)	\$750.00

MOTION**BY AUGUSTINE:****SECONDED BY DUNBAR.**

MOVED, that Resolution No. 77-196 "RESOLUTION AUTHORIZING TRANSFERS WITHIN THE COUNTY LEGISLATIVE BUDGET ACCOUNTS" be amended to include the following:

FROM		TO	
A1040.100 Personnel	\$400.00	A1040.405 Equipment Rental	\$400.00

CARRIED.**AMENDED RESOLUTION NO. 77-196****RESOLUTION AUTHORIZING TRANSFERS WITHIN THE
COUNTY LEGISLATIVE BUDGET ACCOUNTS****BY AUGUSTINE:****SECONDED BY GRIFFITH.**

WHEREAS, the Chairman of the County Legislature has requested the following transfers within the County Legislative accounts; and

WHEREAS, the County Legislature is not an administrative unit of County Government and is not included within the intra-fund transfers which require the County Executive's approval; and

WHEREAS, the same has been reviewed by the Budget Committee

now, therefore, be it

RESOLVED, that the County Treasurer be and hereby is authorized to transfer within the County Legislative budget the following amounts, to wit:

FROM		TO	
A1040.100 (Legislature- Personnel)	\$750.00	A1040.402 (Legislature- Telephone)	\$750.00
A1040.100 (Legislature- Personnel)	\$400.00	A1040.405 (Legislature- Equip. Rental)	\$400.00

Resolution No. 77-196 carried by the following vote:

AYES — Benjamin, Griffith, Thomas, Dunbar, Johnson, Milliken, Augustine, Chalk, Bennett, McInerney, Prunier, Habeck, Flory, Douglas (Chairman) — 14. NAYS — None. EXCUSED — Feighery — 1.

RESOLUTION NO. 77-197

RESOLUTION RELATIVE TO INSURANCE PROCEEDS FOR VEHICLE LOSS IN SHERIFF'S DEPARTMENT

BY AUGUSTINE:

SECONDED BY BENJAMIN.

WHEREAS, the following information has been submitted:

Requested by: Sheriff's Department

Purpose: To execute a proof of loss for destruction of a vehicle in the Sheriff's Dept. on their collision portion of the insurance policy of the county subject to \$500 deductible.

Authority: 367 of the County Law

Funds Involved: \$2,750.00 less \$500 deductible

Approved by: Budget Committee

now, therefore, be it

RESOLUTION NO. 76-304**RESOLUTION AUTHORIZING TRANSFERS WITHIN
THE COUNTY LEGISLATIVE BUDGET ACCOUNTS****BY LEGISLATOR AUGUSTINE:****SECONDED BY LEGISLATOR GISMONDI.**

WHEREAS, the Chairman of the County Legislature has requested the following transfers within the County Legislative accounts; and

WHEREAS, the County Legislature is not an administrative unit of County Government and is not included within the intra-funds transfers which requires the County Executive's approval; and

WHEREAS, the same has been reviewed by the Budget Committee now, therefore, be it

RESOLVED, that the County Treasurer be and hereby is authorized to transfer within the County Legislative budget the following amounts as designated:

From	To:	Amount
A1040.100 Legislative Personnel	A1040.401 Printing	\$1,559.07
A1040.402 Legislative Telephone	A1040.401 Printing	23.42
A1040.403 Legislative Off. Sup.	Printing	1,060.21
A1040.406 Legislature Equip. Maint.	A1040.401 Printing	33.90
A1040.407 Postage	A1040.401 Printing	435.80
A1040.408 Contracts	A1040.401 Printing	1,750.00

Resolution No. 76-304 carried by the following vote:

AYES — Benjamin, Griffith, Gismondi, Thomas, Dunbar, Milliken, Augustine, Chalk, Bennett, McNerny, Prunier, Habeck, Flory, Douglas (Chairman) — 14. NAYS — 0. Excused — Johnson — 1.

RESOLUTION NO. 76-305**RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE
TO EXECUTE A SUPPLEMENTAL AGREEMENT
BETWEEN CHEMUNG COUNTY AND THE STATE OF
NEW YORK**



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing the County Treasurer to transfer funds from Contingency to the Chemung County Stormwater Team

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated True

Explain action needed or Position requested (justification):

Requesting approval to transfer funds from contingency to the County Stormwater team for restoration of Educator Position.

This agenda item requests the Executive and Legislature approve the transfer of \$38,750 from contingency to the County's Stormwater team to restore the Educator's position. This position was eliminated due to a lack of funding for the team - our budget has remained at \$300,000 per year since 2008. The current Intermunicipal Agreement (IMA) runs out in June of 2023, we will be requesting an increase in the IMA for the next 5-year period.

Stormwater Education is required by the federal and state governments, as we are a Municipal Separate Stormwater Sewer System (MS4) community.

The requested amount will cover salary and fringe for the position for the balance of the year.

CREATION:

Date/Time:	Department:
5/12/2022 7:46:55 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/12/2022 7:48 AM	Approved	County Executive	
5/16/2022 8:44 AM	Approved	Budget and Research	
6/2/2022 9:29 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution extending Sales Tax Agreement between the County of Chemung and the City of Elmira

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Eleventh Amendment. Term January 1, 2023 through December 31, 2024

Please see the attached agreement.

CREATION:

Date/Time:	Department:
5/19/2022 9:45:39 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/19/2022 10:03 AM	Approved	County Executive	
5/20/2022 8:28 AM	Approved	Budget and Research	
5/26/2022 11:44 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Sales_Tax_11th_Amendment_2022.pdf	Eleventh Amendment to the Sales Tax Agreement	Cover Memo
Sales_Tax_10th_Amendment_2020_Final(1).pdf	Tenth Amendment	Cover Memo

**ELEVENTH AMENDMENT TO THE
SALES TAX AGREEMENT**

THIS ELEVENTH AMENDMENT made this _____ day of _____, 2022, between

COUNTY OF CHEMUNG, with its principal place of business at 203 Lake Street,
Elmira, New York (hereinafter "COUNTY")

and

CITY OF ELMIRA, with its principal place of business at 317 East Church Street,
Elmira, New York (hereinafter "CITY");

WITNESSETH:

WHEREAS, Chapters 93 and 94 of the Laws of 1965 authorized both the COUNTY and the CITY to impose certain taxes on retail sales and other similar transactions and compensating use taxes as herein specified, to be administered by the State Tax Commission, and provide certain priorities and preemptive rights for each of the parties, and pursuant to Tax Law Section 1105, New York State receives an exclusive four percent (4%) tax on taxable sales, and pursuant to Tax Law Sections 1210(27) and 1224(u), the COUNTY receives an exclusive one percent (1%) tax on taxable sales; and

WHEREAS the law provides that the CITY and the COUNTY each are authorized to impose up to three percent (3%) local tax on taxable sales; and

WHEREAS, if the CITY does not pre-empt and impose its own 3 percent tax on sales tax collections within the City, the CITY is permitted to share in County receipts in accordance with an Agreement with the COUNTY, or (in the absence of an agreement) pursuant to the formula set forth in Tax Law Section 1262; and

WHEREAS, pursuant to Tax Law Section 1262, the COUNTY is authorized to determine what portion of its three percent (3%) County sales tax collections (hereinafter "total collections") are not needed for County purposes, which moneys are allocated to the COUNTY, CITY, towns and villages in accordance with Tax Law Section 1262; and

WHEREAS, the COUNTY is desirous of allocating a certain portion of the 3% "total collections" to the CITY and towns and villages, and has approved an agreement allocating such monies in certain percentages to the CITY; and

WHEREAS, the COUNTY and the CITY entered into a Sales Tax Distribution Agreement dated November 3, 1999 (" Agreement") as amended in a First Amendment to Sales Tax Agreement, a Second Amendment to Sales Tax Agreement, a Third Amendment to Sales Tax Agreement, a Fourth Amendment to Sales Tax Agreement, a Fifth Amendment to Sales Tax Agreement, a Sixth Amendment to Sales Tax Agreement, a Seventh Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax; a Eighth Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax; a Ninth Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax ; a Tenth Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax dated December 31, 2020, and is scheduled to be expiring on December 31, 2022, which Agreement incorporated a new formula for the allocation of the 3 percent of sales tax revenue that is shared among the COUNTY, the CITY, and the towns and villages in the County of Chemung (the 11/3/1999 Agreement) and the Ten amendments are collectively referred to herein as the "Sales Tax Agreement"; and

WHEREAS, the governing bodies of the COUNTY and the CITY are now desirous of entering into a new sales tax distribution agreement as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto mutually covenant and agree as follows:

1. During the term of this Agreement, the COUNTY shall continue to impose all of the taxes described in Article 28 of the Tax Law of the State of New York, pursuant to the provisions of Section 1210(a) of said law, at a rate of three percent (3%) and shall not set aside any part thereof for County purposes or educational purposes, except as herein otherwise provided.

2. During the term of this agreement, the CITY shall refrain from imposing any of said

taxes above specified in Item #1, effective January 1, 2023.

3. This agreement shall continue for a term of Two (2) years, commencing January 1, 2023 through December 31, 2024.

4. This agreement may be renewed upon terms as agreed to by the parties, provided, however, that any such renewal terms shall be for a period after December 31, 2024. The COUNTY acknowledges and agrees that if no renewal occurs, the CITY shall then have the right to exercise its right of preemption and in such event, the COUNTY hereby agrees to waive any and all notice requirements pertaining to the CITY'S exercise of its right of preemption.

5. The 3% total collections of said tax imposed, collected and received by the COUNTY shall be allocated and disposed of as follows (chart demonstrating annual allocation using constant projected annual receipts for illustrative purposes attached as "Schedule A").

A. In each of the following years, the following percentage of such total collections shall be set aside for County purposes ("County Rate") and shall be available for any legitimate County purpose:

"County Rate"

2023: 66.70%

2024: 65.45

B. In each of the following years, the following percentages of total collections shall be allocated to the City and towns, with the City and towns receiving their share of such collections

a. Years 2023 and 2024: at the following respective percentages ("City Rate" or "Town Rate"), in proportion to the City's share (31.52%) or Towns share (68.48%) of the total County population as determined by the 2020 number of U.S. Census Bureau:

b. Years 2023 and 2024: the percentages of total collections shall be allocated to

the City and towns, with the City and towns receiving their share of such collections based at the respective percentages ("City Rate" or "Town Rate"), in proportion to the City's share (city population percentage) or Towns share (town population percentage) of the total County population as determined by the 2020 census finalized by the U.S. Census Bureau

	"City Rate"	"Town Rate"
2023	33.30%	33.30%
2024	34.55%	34.55%

For illustrative purposes, the 3% total collection allocation described above shall be distributed in accordance with the following formula for each year:

Year 2023: City: Total collections x (____% [City population percentage]) x City Rate (Year)

Towns: Total collections x (____% [Town population percentage]) x Town Rate (Year)

Year 2024: Town: Total collections x (city population % determined by 2020 census) [City population percentage]) x City Rate (Year) Towns: Total collections x (Town population % determined by 2020 census [Town population percentage]) x Town Rate (Year)

C. Any village situated in said County within a town shall be paid that amount proportionate to its share of the total full value of taxable real property in the Town as of the 2022 Assessment data and shall remain as such under the term of this agreement.

D. The amounts to be paid under paragraphs (B) and (C) above shall be paid by the COUNTY to the respective municipalities located within said COUNTY within thirty (30) days after receiving the same from the State Comptroller.

6. This agreement is subject to the approval of the State Comptroller of the State of New York.

7. The COUNTY represents and acknowledges to the CITY that the COUNTY is taking

into account in the course of preparing and adopting its budget for the year 2023 and 2024, the possibility that the COUNTY and CITY might enter into an agreement pertaining to the distribution of sales and compensating use tax revenues and providing for the direct cash payments of a portion of such revenues to the CITY in lieu of applying such payments to a reduction of COUNTY taxes levied upon real property in the CITY. By reason thereof, the COUNTY waives any legal notice requirements pertaining to the method of distribution and payment to the CITY.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date and year first above written.

Date:

COUNTY OF CHEMUNG

By _____
Christopher J. Moss
County Executive

Date:

CITY OF ELMIRA

By _____
Daniel J. Mandell, Jr.
City Mayor

STATE OF NEW YORK)

) ss.

COUNTY OF CHEMUNG)

On this ____ day of _____, 2022, before me personally came Christopher J. Moss, to me personally known, who being by me duly sworn, did depose and say that he resides in Elmira, New York; that he is the County Executive of the County of Chemung, the municipal corporation described in and which executed the within agreement; that he knows the seal of said corporation; that the seal was so affixed by authorization of the Chemung County Legislature; and that he signed his name thereto by like order.

Notary Public

STATE OF NEW YORK)

) ss.

COUNTY OF CHEMUNG)

On this ____day of _____ 2022, before me personally came DANIEL J. MANDELL, JR., to me personal known, who being by me duly sworn, did depose and say that he resides in Elmira, New York; that he is the Mayor of the City of Elmira, the municipal corporation described in and which executed the within agreement; that he knows the seal of said corporation; that the seal was so affixed by authorization of the Common Council; and that he signed his name thereto by like order.

Notary Public

EXHIBIT "A"

Allocation Formula

2023 Allocation Formula

Year	County Rate	Municipal Rate	
2023	66.70%	33.30%	
		City Rate	Town Rate
		33.30%	33.30%

2024 Allocation Formula

Year	County Rate	Blended Municipal Rate	
2024	65.45%	34.55%	
		City Rate	Town Rate
		34.55%	34.55%

**TENTH AMENDMENT TO THE
SALES TAX AGREEMENT**

THIS TENTH AMENDMENT made this _____ day of December, 2020, between

COUNTY OF CHEMUNG, with its principal place of business at 203 Lake Street,
Elmira, New York (hereinafter "COUNTY")

and

CITY OF ELMIRA, with its principal place of business at 317 East Church Street,
Elmira, New York (hereinafter "CITY");

WITNESSETH:

WHEREAS, Chapters 93 and 94 of the Laws of 1965 authorized both the COUNTY and the CITY to impose certain taxes on retail sales and other similar transactions and compensating use taxes as herein specified, to be administered by the State Tax Commission, and provide certain priorities and preemptive rights for each of the parties, and pursuant to Tax Law Section 1105, New York State receives an exclusive four percent (4%) tax on taxable sales, and pursuant to Tax Law Sections 1210(27) and 1224(u), the COUNTY receives an exclusive one percent (1%) tax on taxable sales; and

WHEREAS the law provides that the CITY and the COUNTY each are authorized to impose up to three percent (3%) local tax on taxable sales; and

WHEREAS, if the CITY does not pre-empt and impose its own 3 percent tax on sales tax collections within the City, the CITY is permitted to share in County receipts in accordance with an Agreement with the COUNTY, or (in the absence of an agreement) pursuant to the formula set forth in Tax Law Section 1262; and

WHEREAS, pursuant to Tax Law Section 1262, the COUNTY is authorized to determine what portion of its three percent (3%) County sales tax collections (hereinafter "total collections") are not needed for County purposes, which moneys are allocated to the COUNTY, CITY, towns and villages in accordance with Tax Law Section 1262; and

WHEREAS, the COUNTY is desirous of allocating a certain portion of the 3% "total collections" to the CITY and towns and villages, and has approved an agreement allocating such monies in certain percentages to the CITY; and

WHEREAS, the COUNTY and the CITY entered into a Sales Tax Distribution Agreement dated November 3, 1999 (" Agreement") as amended in a First Amendment to Sales Tax Agreement, a Second Amendment to Sales Tax Agreement, a Third Amendment to Sales Tax Agreement, a Fourth Amendment to Sales Tax Agreement, a Fifth Amendment to Sales Tax Agreement, a Sixth Amendment to Sales Tax Agreement, a Seventh Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax; a Eighth Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax; a Ninth Amendment to Sales Tax Agreement, which Agreements provided for the distribution of the County sales tax dated January 4, 2019, and expiring on December 31, 2020, which Agreement incorporated a new formula for the allocation of the 3 percent of sales tax revenue that is shared among the COUNTY, the CITY, and the towns and villages in the County of Chemung (the 11/3/1999 Agreement and the Nine amendments are collectively referred to herein as the "Sales Tax Agreement"); and

WHEREAS, the governing bodies of the COUNTY and CITY are now desirous of entering into a new sales tax distribution agreement as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto mutually covenant and agree as follows:

1. During the term of this Agreement, the COUNTY shall continue to impose all of the taxes described in Article 28 of the Tax Law of the State of New York, pursuant to the provisions of Section 1210(a) of said law, at a rate of three percent (3%) and shall not set aside any part thereof for County purposes or educational purposes, except as herein otherwise provided.
2. During the term of this agreement, the CITY shall refrain from imposing any of said taxes above specified in Item #1, effective January 1, 2021.

3. This agreement shall continue for a term of Two (2) years, commencing January 1, 2021 through December 31, 2022.

4. This agreement may be renewed upon terms as agreed to by the parties, provided, however, that any such renewal terms shall be for a period after December 31, 2022. The COUNTY acknowledges and agrees that if no renewal occurs, the CITY shall then have the right to exercise its right of preemption and in such event, the COUNTY hereby agrees to waive any and all notice requirements pertaining to the CITY'S exercise of its right of preemption.

5. The 3% total collections of said tax imposed, collected and received by the COUNTY shall be allocated and disposed of as follows (chart demonstrating annual allocation using constant projected annual receipts for illustrative purposes attached as "Schedule A").

A. In each of the following years, the following percentage of such total collections shall be set aside for County purposes ("County Rate") and shall be available for any legitimate County purpose:

"County Rate"

- a. 2021: 63.30%
- b. 2022: 66.70%

B. In each of the following years, the following percentages of total collections shall be allocated to the City and towns, with the City and towns receiving their share of such collections in accordance with each municipality's respective share of the population as follows:

"City & Town Rate"

- a. Year 2021: 36.7% distributed in proportion that the City's population and the Town's populations bear to the County as a whole, as determined by the 2010 number of U.S. Census Bureau.
- b. Year 2022: 33.3% distributed in proportion that the City's population and the

Town's populations bear to the County as a whole, as determined by the 2020 number of U.S. Census Bureau

For illustrative purposes, the 3% total collection allocation described above shall be distributed in accordance with the following formula for 2021:

Year 2021: City: Total collections of 3 pennies x 36.7% (City & Town Rate 2021) x 32.87% (City's population as a percentage of the county, 2010 census)

Year 2022: The formula for allocation of the City's portion of the 33% of the County's 3 pennies collected in 2022 will correspond with the City's population as a percentage of the county per the 2020 census.

C. Any village situate in said County within a town shall be paid that amount proportionate to its share of the total full value of taxable real property in the Town.

D. The amounts to be paid under paragraphs (B) and (C) above shall be paid by the COUNTY to the respective municipalities located within said COUNTY within thirty (30) days after receiving the same from the State Comptroller.

6. This agreement is subject to the approval of the State Comptroller of the State of New York.

7. The COUNTY represents and acknowledges to the CITY that the COUNTY is taking into account in the course of preparing and adopting its budget for the year 2021 and 2022, the possibility that the COUNTY and CITY might enter into an agreement pertaining to the distribution of sales and compensating use tax revenues and providing for the direct cash payments of a portion of such revenues to the CITY in lieu of applying such payments to a reduction of COUNTY taxes levied upon real property in the CITY. By reason thereof, the COUNTY waives any legal notice requirements pertaining to the method of distribution and payment to the CITY.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date and year first above written.

COUNTY OF CHEMUNG

Date:

By _____
Christopher J. Moss
County Executive

CITY OF ELMIRA

Date:

By _____
Daniel J. Mandell, Jr.
City Mayor

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

On this ____ day of December, 2020, before me personally came Christopher J. Moss, to me personally known, who being by me duly sworn, did depose and say that he resides in Elmira, New York; that he is the County Executive of the County of Chemung, the municipal corporation described in and which executed the within agreement; that he knows the seal of said corporation; that the seal was so affixed by authorization of the Chemung County Legislature; and that he signed his name thereto by like order.

Notary Public

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

On this ____ day of December 2020, before me personally came DANIEL J. MANDELL, JR., to me personal known, who being by me duly sworn, did depose and say that he resides in Elmira, New York; that he is the Mayor of the City of Elmira, the municipal corporation described in and which executed the within agreement; that he knows the seal of said corporation; that the seal was so affixed by authorization of the Common Council; and that he signed his name thereto by like order.

Notary Public

DRAFT

EXHIBIT "A"

Current and 2021 Allocation Formulas

Year	County Rate	Municipal Rate	
2020	63.30%	36.70%	
2021	63.30%	Division per population in 2010 census	
		City Rate	Town Rate
		36.70%	36.70%

2022 Allocation Formula

Year	County Rate	Municipal Rate	
2022	66.70%	33.30%	
		Division per population in 2020 census	
		City Rate	Town Rate
		33.30%	33.30%



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution amending Capital Program as contained within the 2022 Chemung County Budget (Construction for WWTP Consolidation Project)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CCSD seeks permission to amend the 2022 Capital Plan to include the construction costs for the proposed construction of the WWTP Consolidation Project (treatment plant and conveyances) estimated at \$211,200,000. CCSD also requests authorization to go out to bid for the WWTP Consolidation Project.

See attached detailed summary.

CREATION:

Date/Time:	Department:
5/19/2022 10:14:45 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/19/2022 10:18 AM	Approved	County Executive	
5/20/2022 8:28 AM	Approved	Budget and Research	
5/26/2022 11:48 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Resolution amending Capital Program as contained within the 2022 Chemung County Budget.pdf	Resolution amending Capital Program as contained with the 2022 County Budget	Cover Memo
Resolution amending Capital Program as contained within the 2022 Chemung County Budget.docx	Resolution Amending Capital Program (word version)	Cover Memo

Resolution amending Capital Program as contained within the 2022 Chemung County Budget
(Construction for WWTP Consolidation Project)

CCSD seeks permission to amend the 2022 Capital Plan to include the construction costs for the proposed construction of the WWTP Consolidation Project (treatment plant and conveyances) estimated at \$211,200,000. CCSD also requests authorization to go out to bid for the WWTP Consolidation Project for the below contracts and their associated estimated costs. To meet with the NYSDEC compliance schedule, Contract 4A thru E must be bid in June 2022 so that a notice to proceed can be issued by November 1, 2022, in order to show start of construction per the compliance schedule in the permit.

3A UV Equipment Procurement: \$1.2M
4A Regional WWTP – General: \$103M
4B Influent Lift Stations – General: \$22M
4C WWTP Consolidation – Plumbing: \$1M
4D WWTP Consolidation – HVAC: \$8M
4E WWTP Consolidation – Elec: \$44M
5A Conveyances Construction: \$22M
5B Gravity Sewer Rehab: \$6M
5C SD1 Collection System Rehab: \$2.5M
6A Lake St Demo: \$1.5M

The Capital Plan already includes engineering costs (design and construction services) along with the first two contracts for construction (Contract 1 – Admin Bldg HVAC Improvements and Contract 2 - Regional WWTP Construction – Earthwork). CCSD recommends that the 2022 Capital Plan be amended to include the remaining total project costs of \$211,200,000, realizing that these funds will not all be spent this year. Additionally, CCSD is working to finalize short term financing of the project through EFC's State Revolving Fund.

Resolution amending Capital Program as contained within the 2022 Chemung County Budget
(Construction for WWTP Consolidation Project)

CCSD seeks permission to amend the 2022 Capital Plan to include the construction costs for the proposed construction of the WWTP Consolidation Project (treatment plant and conveyances) estimated at \$211,200,000. CCSD also requests authorization to go out to bid for the WWTP Consolidation Project for the below contracts and their associated estimated costs. To meet with the NYSDEC compliance schedule, Contract 4A thru E must be bid in June 2022 so that a notice to proceed can be issued by November 1, 2022, in order to show start of construction per the compliance schedule in the permit.

3A UV Equipment Procurement: \$1.2M
4A Regional WWTP – General: \$103M
4B Influent Lift Stations – General: \$22M
4C WWTP Consolidation – Plumbing: \$1M
4D WWTP Consolidation – HVAC: \$8M
4E WWTP Consolidation – Elec: \$44M
5A Conveyances Construction: \$22M
5B Gravity Sewer Rehab: \$6M
5C SD1 Collection System Rehab: \$2.5M
6A Lake St Demo: \$1.5M

The Capital Plan already includes engineering costs (design and construction services) along with the first two contracts for construction (Contract 1 – Admin Bldg HVAC Improvements and Contract 2 - Regional WWTP Construction – Earthwork). CCSD recommends that the 2022 Capital Plan be amended to include the remaining total project costs of \$211,200,000, realizing that these funds will not all be spent this year. Additionally, CCSD is working to finalize short term financing of the project through EFC's State Revolving Fund.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing allocation of 2021 room tax collections as recommended by the Chemung County Hotel Tax Collection and Disbursement Committee

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Attached are the recommendations from the Chemung County Hotel Tax Collection and Disbursement Committee. The recommendations for the funding are based on the 2021 collections by the Chemung County Treasurer's Office. Total amount for distribution after obligated funds of \$100,000 to the Clemens Center and \$103,000 to Chemung Canal Trust Company (First Arena), is \$373,338.00. Please see attached excel spreadsheet provided by the committee listing actual committee funding recommendations as well as organizational name. Members of the committee are as follows: Jennifer Herrick, David Sheen, David Manchester and Don Fisher.

Please refer to Resolution 19-582 for further details pertaining to the hotel tax collection and disbursement policy.

CREATION:

Date/Time:	Department:
5/12/2022 9:49:37 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/12/2022 10:53 AM	Approved	County Executive	
5/16/2022 8:24 AM	Approved	Budget and Research	
5/24/2022 10:49 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Organizational Funding 2022.pdf	Organizational Funding	Cover Memo

Full Legal Organizational Name:	Amount of funding being requested:	Committee Recommendations		
Chemung County Chamber of Commerce	\$ 232,570	\$ 230,575		
Chemung County Historical Society	\$ 5,000	\$ 5,000		
Cornell Cooperative Extension of Chemung County	\$ 15,000		Total For Distribution	\$576,338
Eldridge Park Carousel Preservation Society, Inc.	\$ 20,000	\$ 17,500	Clemens Center	\$100,000
Elmira Downtown Development, Inc.	\$ 5,000	\$ 5,000	First Arena	\$103,000
Finger Lakes Wine Country Tourism Marketing Association, Inc.	\$ 27,000			\$373,338
Finger Lakes Wine Country Tourism Marketing Association, Inc.	\$ 25,000			
Friends of the Chemung River Watershed	\$ 26,500	\$ 15,000		
Friends of the Elmira Civil War Prison Camp	\$ 30,000	\$ 20,000		
Harris Hill Soaring Corporation	\$ 2,500	\$ 2,500		
National Soaring Museum	\$ 20,000	\$ 10,000		
Tanglewood Community Nature Center, Inc.	\$ 15,000	\$ 15,000		
Town of Horseheads	\$ 14,000	\$ 12,000		
Wings of Eagles Discovery Center	\$ 12,000	\$ 12,000		
Requested Nonmandated	\$ 449,570			
After Contractual Commitments	\$ 373,338			
5% Admin (by Law)	\$ (28,816)			
PP AR Adj	\$ 54			
Amount to Be Distributed	\$ 344,576	\$ 344,575	Total Distribution from Committee	



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with Weiler Associates on behalf of the Chemung County Legislature (boundary description for redistricting maps)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Vendor/Provider Weiler Associates

Term	6/14/2022 - 8/1/2022	Total Amount	not to exceed \$2,500	Prior Amount
------	----------------------	--------------	-----------------------	--------------

Local Share	\$2,500	State Share	Federal Share
-------------	---------	-------------	---------------

Project Budgeted?	Yes	Funds are in Account #
-------------------	-----	------------------------

CREATION:

Date/Time:	Department:
5/25/2022 10:27:18 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution adopting ARPA Fund Subrecipient Monitoring Plan

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
5/25/2022 10:33:23 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Subrecipient Monitoring Plan (DRAFT).pdf	Draft Plan	Cover Memo



Chemung County, NY
Subrecipient Monitoring Plan

Dated: June 1, 2022

Introduction

The County of Chemung has developed this fiscal and subrecipient monitoring plan as required pursuant to the requirements of the Coronavirus Aid, Relief and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, and the American Rescue Plan (ARP). Chemung County staff, along with the grant program managers and recipients, are responsible for fiscal monitoring of expenditures of federal grants awarded to subrecipients, including local government units, public development corporations, and nonprofit organizations.

Overview

Chemung County serves as a pass-through entity for federal awards and, as such, is required to monitor the activities of subrecipients as needed, ensuring subawards are used for the authorized purposes, in accordance with federal statutes, regulations, and terms and conditions of the subaward. Monitoring includes an assessment of documentation and data maintained by the subrecipient; information obtained in interviews; and information obtained through observation. Should there be any changes to programs or policies relevant to a particular award, Chemung County may use interviews, email, and hard-copy paper communication to do this.

Subrecipient monitoring activities/methods that Chemung County can use include, but are not limited to, the following: annual risk assessment, single audit review, limited-scope audits, site visits, subrecipient report review, prior approval for certain activities, third-party evaluations, and technical assistance and training.

Purpose and Authority

Chemung County adheres to the following federal regulatory provisions under which fiscal accountability and compliance monitoring are conducted:

- 2 CFR §200.331 – Requirements for Pass-Through Entities;
- 2 CFR §200.3474 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements;
- 2 CFR §200 EDGAR – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 34 CFR §74 – Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations;
- 34 CFR §80 – Uniform Administrative Requirements for Grants and Cooperative Agreements; and
- OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations.

Internal Controls

Chemung County is responsible for ensuring its compliance with state and federal regulations in all aspects of grants' fiscal and programmatic management.

County Responsibilities/Activities

All subrecipient grant requests for subawards are reviewed and approved by the Legislature. Subawards undergo a review process prior to submission to the Legislature, to ensure that the proposed subrecipient has the financial resources, programmatic experience, and proper staffing, plans, policies and status to provide the County reasonable assurance that the subaward will be administered efficiently and properly pursuant to Federal and program requirements.

The County reviews subrecipient activities to provide reasonable assurance that the subrecipient administers federal awards in compliance with federal requirements by review of programmatic reports and on-site monitoring visits. Other activities that County fiscal and program staff carry out include:

- conducting fiscal monitoring;
- processing fund requests in a timely manner;
- correspondence to track grant programs and progress;
- developing policies for grant monitoring, single audits, and fund request/reimbursement process;
- regularly communicating the most recent up-to-date guidance on processes;
- ensuring sufficient guidance on the use of the grant funds; and
- conducting workshops, webinars, and meetings when needed.

Risk Assessment

The risk assessment identifies the likelihood a subrecipient may fail to observe prescribed rules. The risk assessment of an organization does not indicate the organization has passed or failed, but merely establishes whether the organization's compliance risk level is acceptable to the County. An organization's compliance and noncompliance can only be determined by an independent auditor or after a review by County monitoring staff.

Chemung County will conduct an annual risk assessment by reviewing all audit reports submitted by subrecipient organizations and, as a result, risk levels can change from year to year. The risk assessment targets areas that help identify changes critical to assessing the subrecipient's risk level, such as: financial problems that could lead to diversion of program funds; loss of essential personnel; loss of accreditation to operate the program; rapid growth; new activities or services; organizational restructuring; and complaints regarding program and/or fiscal operations.

This annual review allows Chemung County to focus its resources on the following approaches to mitigate the potential for risk while providing support to subrecipients at the same time:

- *Communication* – Regular communication with all subrecipients regarding programmatic and fiscal updates. Specific, tailored communication with subrecipients in areas identified as a potential risk.
- *Technical Assistance* – Organizations with a medium or high-risk level may be subject to special grant conditions and will be afforded focused technical training and assistance by County staff.
- *Selected Subrecipient Monitoring* – Annually, Chemung County may elect to choose subrecipients for fiscal monitoring. The higher the risk level, the more likely a subrecipient is to be selected for monitoring.

Monitoring

As a federal pass-through entity, Chemung County has responsibility to monitor subrecipients to ensure subawards are used for authorized purposes, and in accordance with federal and state statutes, regulations, and the terms and conditions set forth in the subaward. The monitoring process may review time and effort, grant expenditures, payroll cost, non-payroll cost, asset management, grants management.

Fiscal Monitoring Process

Based on annual single audit review and risk assessment, Chemung County develops and conducts the annual subrecipient monitoring plan. The risk assessment tool is used to help in determining the priority of subrecipients to be reviewed and the level of monitoring to be performed. Also, the risk assessment is used in determining the frequency of the subrecipient monitoring. The goal of any subrecipient monitoring is to ensure compliance with applicable federal statutes and regulations and grant program directives and requirements. Subrecipient monitoring is conducted either remotely or on site at the subrecipient locale.

Monitoring activities, at a minimum, encompass a review to determine:

- if costs are allowable, allocable, reasonable, and necessary for the performance and the administration of the program;
- if costs are applied consistently and conform to Generally Accepted Accounting Principles (GAAP);
- if costs are supported by adequate documentation, such as vendor invoices, time and attendance records, purchase orders, etc;
- if reported charges represent actual costs, not budgeted or projected amounts;
- if matching requirement contributions were met;
- if matching requirement contributions were from allowable sources;
- if cash advances/drawdowns are only for amounts necessary to meet immediate cash needs;

- if excess cash for the immediate needs of the program does not accumulate beyond the immediate needs of the program; and
- if program funds were used to acquire equipment.

Chemung County requires subrecipients to, at a minimum quarterly, report actual expenditures of funds received from Chemung County.

Corrective Actions Related to Federal Grants

Corrective actions can be imposed by Chemung County when subrecipients of federal grants are found to be noncompliant with the terms and conditions of federal grant programs. The purpose of any such corrective action is to ensure the subrecipient makes the necessary corrections and becomes compliant.

Corrective Action

When a subrecipient does not follow the terms and conditions of federal grant programs, Chemung County can impose corrective action. The purpose of any corrective action is not to punish the subrecipient but to bring them in line with federal requirements.

Noncompliance may be identified in: single audit or single audit review, federal monitoring review, or concerns identified through other means.

Once noncompliance has been identified, the subrecipient will receive notification of the necessary items to address the noncompliance. The notification will outline area(s) of noncompliance, enforcement actions (if any), corrective action plan submittal timeframe, corrective action completion timeframe.

It is the responsibility of the subrecipient to submit a corrective action plan that addresses each monitoring finding and for submitting proper supporting documentation.

Enforcing Corrective Action

Chemung County may impose an enforcement action as part of a corrective action plan or for noncompliance with an earlier corrective action. In 2 CFR §200.338 – Remedies for Noncompliance, Chemung County is authorized to impose enforcement actions. Chemung County may:

- temporarily withhold cash payments pending corrective action;
- disallow all or part of the cost of the activity or action not in compliance; wholly or partly suspend or terminate the federal award;
- initiate suspension or debarment proceedings;
- withhold further federal awards for the grant;
- take other remedies that may be legally available; and
- deny a grant application for federal funding as an enforcement action.

Completing Corrective Action

The subrecipient must validate that it has corrected the activity/deficiency that resulted in the noncompliance. Specific documentation is required, demonstrating the completion of the corrective action by the date identified in the corrective action notification. Required documentation should be sent to the Chemung County email address identified in the corrective action notification along with any questions or concerns. If the subrecipient needs more time to provide such information, they must request an extension in writing.

Applicable Refunds

If the corrective action results in a repayment of federal funds, send payment to:

Jennifer Furman
Chemung County Treasurer
203 Lake Street
Elmira, NY 14901

DRAFT



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution amending Resolution 22-072 (agreement with Incubator Works)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
5/25/2022 10:30:27 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Draft Resolution - Amending IW Resolution.pdf	Draft Resolution	Cover Memo

RESOLUTION NO. 22-

RESOLUTION AMENDING RESOLUTION 22-072

By:

Seconded by:

WHEREAS, the Chairman of the Chemung County Legislature has requested authorization to enter into an agreement with Alfred Technology Resources, Inc. d/b/a Incubator Works (“IW”) for the provision by IW of promoting entrepreneurship and business start-up and development and growth by identifying, locating and contacting industrial prospects (the “Services”) during the period June 1, 2022 through May 31, 2023 at a total cost to Chemung County not to exceed \$200,000 (100% Federal share [American Rescue Plan funds]); and

WHEREAS, the City of Elmira has passed a Resolution agreeing to contribute \$200,000 toward the services; and

WHEREAS, the purpose of this agreement is to carry out in a legal and proper manner the provisions of the Federal “American Rescue Plan Act of 2021” (“ARPA”) and the County Law of the State of New York, and to provide for the transfer of ARPA money received by the County of Chemung, in consideration of the said Alfred Technology Resources Inc., (D/B/A Incubator Works) (a New York State Not-for-Profit Corporation “Incubator Works”) fostering and promoting entrepreneurship and business start-up and development within the County of Chemung: said Incubator Works to offer to the residents of the Chemung County a place to gather, to work together, and to find support, resources and education on how to start a business, and private non-profit organizations to provide services and programs to respond to the negative economic impacts of Covid-19 in Chemung County; and

WHEREAS, the County has evaluated and is satisfied that IW presents a low to negligible risk of non-compliance based upon its prior experience, personnel, and ability to oversee and carryout the objectives of the agreement, and will operate and manage the award as a “sub recipient” under 2CFR§200.331(a); and

WHEREAS, monies furnished by the County, hereunder will be transferred for the above in conformity with ARPA 602 (c)(3), and making Incubator Works a “sub recipient” of ARPA funds; and

WHEREAS, Chemung County shall monitor compliance in accordance with 2CFR§200.332(d)-(g) and other applicable regulations and the County’s Sub Recipient Monitoring Plan; and

WHEREAS, the Budget Committee has recommended that the Chemung County Legislature approve this agreement; now, therefore, be it

RESOLVED, that the Chemung County Legislature does hereby authorize IW as a “sub recipient” of ARPA funding in the amount of TWO HUNDRED THOUSAND DOLLARS (\$200,000) for the period June 1, 2022, through May 31, 2023; and, be it further

RESOLVED, that the Chairman of the Legislature is hereby authorized and directed to enter into an agreement with IW for the Services to the County of Chemung, the terms and conditions of that agreement to be subject to the review and approval of the Attorney for the Legislature, at a total cost not to exceed \$200,000 (100% Federal share [American Rescue Plan funds]) during the period June 1, 2022 through May 31, 2023; and, be it further

RESOLVED, that the agreement with IW is subject to and conditioned upon the receipt by the County of Chemung of the Federal monies referred to in the Preamble of this Resolution and in the event that the County of Chemung does not receive the Federal monies more particularly described in the Preamble to this Resolution, the agreement with IW shall be of no further force and effect, and shall terminate without further action by this Legislature; and, be it further

RESOLVED, that the agreement shall not be renewed, the initial term thereof extended, or the agreement amended or cancelled without express consent by Resolution of this Legislature.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with The Chautauqua Center on behalf of the Chemung County Legislature

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Vendor/Provider

Term

Total Amount

Prior Amount

Local Share

State Share

Federal Share

Project Budgeted? No

Funds are in
Account #

CREATION:

Date/Time:	Department:
5/25/2022 10:24:37 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Chautauqua Center Resolution.pdf	Draft Resolution	Cover Memo

RESOLUTION NO. 22-

RESOLUTION AUTHORIZING AGREEMENT WITH THE CHAUTAUQUA CENTER ON
BEHALF OF THE CHEMUNG COUNTY LEGISLATURE

By:

Seconded by:

WHEREAS, the Chairman of the Chemung County Legislature has requested authorization to enter into an agreement with The Chautauqua Center (“TCC”) for the establishment by TCC of a Federally Qualified Health Center (“FQHC”) (the “Services”) whereby TCC would receive a fixed amount sub award from Chemung County not to exceed \$1,000,000 (100% Federal share [American Rescue Plan funds]) distribution of the award being contingent upon TCC receiving all required State approval need to operate a facility in Chemung County as an FQHC and contingent upon TCC committing to operate the FQHC in Chemung County for at least five (5) years or the funding shall be returned; and

WHEREAS, the purpose of this agreement is to carry out in a legal and proper manner the provisions of the Federal “American Rescue Plan Act of 2021” (“ARPA”) and the County Law of the State of New York, and to provide for the transfer of ARPA money received by the County of Chemung, in consideration of the said The Chautauqua Center (a New York State Not-for-Profit Corporation) using the funding to establish an FQHC to be operated in Chemung County, the award to be used for capital procurement and/or renovation; and

WHEREAS, upon establishment, the FQHC will operate as an independent (non-County) medical facility with no part of operations funded by the County, which fills a void in provision of medical services, particularly to the underserved and Medicaid population, because FQHC’s receive higher Medicaid reimbursement than hospitals and primary care providers; and

WHEREAS, the County has evaluated and is satisfied that TCC presents a low to negligible risk of non-compliance based upon its prior experience, personnel, and ability to oversee and carryout the objectives of the agreement, and will operate and manage the award as a “sub recipient” under 2CFR§200.331(a); and

WHEREAS, monies furnished by the County, hereunder will be transferred for the above in conformity with ARPA 602 (c)(3), and making TCC a “sub recipient” of ARPA funds; and

WHEREAS, Chemung County shall monitor compliance in accordance with 2CFR§200.332(d)-(g) and other applicable regulations and the County’s Sub Recipient Monitoring Plan; and

WHEREAS, the Budget Committee has recommended that the Chemung County Legislature approve this agreement; now, therefore, be it

RESOLVED, that the Chemung County Legislature does hereby authorize TCC as a “sub recipient” of ARPA funding an amount not to exceed ONE MILLION DOLLARS (\$1,000,000) for capital procurement and /or renovation for the operation of an FQHC; and, be it further

RESOLVED, that the Chairman of the Legislature is hereby authorized and directed to enter into an agreement with TCC for the Services to the County of Chemung, the terms and conditions of that agreement to be subject to the review and approval of the Attorney for the Legislature, at a total cost not to exceed \$1,000,000 (100% Federal share [American Rescue Plan funds]), contingent upon TCC receiving all required State approval need to operate a facility in Chemung County as an FQHC and contingent upon TCC committing to operate the FQHC in Chemung County for at least five (5) years or the funding shall be returned; and, be it further

RESOLVED, that the agreement with TCC is subject to and conditioned upon the receipt by the County of Chemung of the Federal monies referred to in the Preamble of this Resolution and in the event that the County of Chemung does not receive the Federal monies more particularly described in the Preamble to this Resolution, the agreement with TCC shall be of no further force and effect, and shall terminate without further action by this Legislature; and, be it further

RESOLVED, that the agreement shall not be renewed, the initial term thereof extended, or the agreement amended or cancelled without express consent by Resolution of this Legislature.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing participation in NYCLASS Cooperative Investment Program on behalf of the Chemung County Treasurer

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

In accordance with Chemung County Investment Policy (see: Purchase of Investments), County Treasurer is seeking county authorization to participate in NYCLASS Cooperative Investment Program.

Participation in NYCLASS is available to any municipal corporation under New York State statute including counties. NYCLASS is structured in accordance with NYS General Municipal Law (GML), Article 3-A and Article 5-G, Sections 119-n and o, and Chapter 623 of the Laws of 1998. All NYCLASS investment and custodial policies are in accordance with GML, Sections 10 and 11 (as amended by Chapter 708 of the Laws of 1992).

Currently NYCLASS Prime is offering a daily rate of .74% versus best optional current liquid rate allowable under the County Investment Policy of .45%.

This request is being made by the County Treasurer, therefore, to maximize the interest earnings of available liquid funds in accordance with the County's Investment Policy and strategic liquidity analysis.

CREATION:

Date/Time:	Department:
5/12/2022 1:02:13 PM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/12/2022 1:03 PM	Approved	County Executive	
5/16/2022 8:36 AM	Approved	Budget and Research	
5/24/2022 10:57 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
NYCLASS Registration Packet Prime Counties Only.pdf	NYCLASS Registration Packet	Cover Memo

NYCLASS[®]



Registration Packet

Welcome to NYCLASS

Thank you for choosing NYCLASS!

We believe you have made a sound financial decision in choosing New York Cooperative Liquid Assets Securities System (NYCLASS). We look forward to being your trusted partner to your organization and its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your NYCLASS account(s). If you have any questions about the registration process or about your NYCLASS account(s), please do not hesitate to contact us. The NYCLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (855) 804-9980 or by email at clientservices@newyorkclass.org.

Registration Procedures

To join NYCLASS, please complete the following:

1. Read the Municipal Cooperation Agreement and applicable NYCLASS Information Statement(s) located in the Document Center at www.newyorkclass.org.
2. Pass the resolution authorizing participation in NYCLASS (page 3).
3. Complete the Entity Registration (page 4).
4. Complete the Authorized Contacts Form (pages 5/6).
5. Complete the Accounts to be Established Form for NYCLASS (page 7); you may open as many accounts as you wish.
6. Complete the Accounts to be Established Form for NYCLASS Prime (page 8); you may open as many accounts as you wish.
7. Keep the original forms for your records and send the completed packet to the NYCLASS Client Service team by fax (855) 804-9981 or by email clientservices@newyorkclass.org.

Questions? Please contact us; we would love to hear from you:

NYCLASS Client Service Team

T (855) 804-9980

clientservices@newyorkclass.org

Through the NYCLASS website, www.newyorkclass.org, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Governing Board meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the NYCLASS program.

Municipal Cooperation Resolution

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the _____ wishes to invest portions of its available
Entity Name
investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the _____ wishes to satisfy the safety and liquidity
Entity Name
needs of their funds;

Now, therefore, it is hereby resolved as follows:

That _____, _____ of
Key Contact* Title
_____ is hereby authorized to participate in the NYCLASS program under
Entity Name
the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

Key Contact Signature

Title

Printed Name

Date

*The key contact on an account is the main point of contact for an entity. They receive voting credentials for Governing Board elections and all other important communications.

Fund Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town/Village County School District Fire District

Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

NYCLASS is hereby authorized to honor any telephoned, faxed, or electronic request believed to be authentic for withdrawal of funds from the pool. The withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the pool of any changes to its account.

Wires will be distributed every hour with the final distribution ending at 12:00 p.m. ET; distribution times are subject to change as needed by the NYCLASS Administrator.

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Authorized Contacts

Authorized Signers Can :	Read-Only Users Can
Approve changes to the Investor Profile Update banking/contact information Transfer funds Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Key Contact and Authorized Signer

Print First and Last Name

Title

Signature Required

Phone

Email

Fax

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Email Notifications (notice of report availability in the online portal)

Monthly Statements

Transaction Confirmations

Entity Name: _____

(To be completed by Participant)

[illegible]

Once your NYCLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@newyorkclass.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the NYCLASS Client Service team.

Entity Name: _____

(To be completed by Participant)

[illegible]

Once your NYCLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@newyorkclass.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the NYCLASS Client Service team.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with GST BOCES on behalf of the Chemung County Treasurer (tax bill printing and tax system administration)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

County Treasurer requesting to renew contract with GST BOCES for 2022-2023 for Tax Bill Printing and Tax System Administration.

Prior Resolution 21-314

Vendor/Provider	GST BOCES				
Term	1 Year	Total Amount	\$51,630.00	Prior Amount	\$51,613.00
Local Share	\$51,630.00	State Share		Federal Share	
Project Budgeted?	Yes	Funds are in Account #			

CREATION:

Date/Time:	Department:
5/19/2022 10:23:34 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/19/2022 10:30 AM	Approved	County Executive	
5/20/2022 8:28 AM	Approved	Budget and Research	
5/24/2022 10:53 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Chemung Co Attachment B 2022-23.pdf	Chemung Co. Attachment B 2022-23	Cover Memo
Chemung Co Taxes 2022-23.pdf	Chemung County Taxes 2022-23	Cover Memo
Chemung Co Taxes Attachment A 2022-23.pdf	Chemung Co Taxes Attachment A 2022-23	Cover Memo

ATTACHMENT B

PROPERTY TAX TIMELINE	GST BOCES - SCOPE OF SERVICES
09/03/22	Order tax bill paper for bill printing. Review accounts (account maintenance required, account coding, and grouping of bills for each parcel, etc.).
10/01/22	In Tax Bill Print System, modify bill formats for each entity. Adjust name; hours; due dates; penalty amounts, etc. Get approval from Taxing Officer of each entity. Verify file format prior to submitting tax foreclosure advertising files to Star Gazette & Broader View Weekly (three times in non-consecutive weeks in November and December).
11/01/22	Delinquent file from KVS Collection to Real Property for RPS.
12/03/22	Load & balance RPS bill & rate files for all municipalities to tax bill print system & Collection System (KVS).
12/10/22	Print sample tax bills for each collector/municipality to review and sign off. Print sample tax bills with MICR code and send to CCTC for testing.
12/17/22	Print tax bills for all municipalities (MICR code if necessary).
12/24/22	Send tax rolls, report, and files to each collector/municipality.
01/02/23	January-March/drop CCTC daily lockbox files to tax collection database for each collector to upload and balance to KVS. Set up database for duplicate bill printing.
03/02/23	Printing & distribution of 2nd Notices for County, Baldwin, Catlin, and Horseheads. Requires 3rd Party paid file from Horseheads to load & balance. Add \$2.00 notice fees in Tax Collection System (County, Catlin, and Baldwin).
04/01/23	Loading of payment files/unpaid to KVS from towns; City of Elmira; and Schools over 3 week period starting 4/1. City of Elmira and Schools require balancing to detail list. In tax collection database (KVS), set up new sequences and add penalties, interest as required for Year 1 unpaid/returns. May require rate table administration functions.
	Other - Year Round Activities
	Systems administration and application support of the KVS Tax Collection System. System administration and application support of the BOCES Tax Installment System End user application support (includes unlimited training). System and user security. Software and hardware maintenance. Maintenance of rate tables and reports. Database and end user function maintenance. Application/server hosting with nightly and weekly full data backup and data restoration services. Service and firewalled environment. Redundant air conditioning, fire suppression, and generator power.



Regional Information Center

Supporting the Mission of the Greater Southern Tier BOCES and Partnering Districts

GST BOCES TAX BILL PRINTING/ADMINISTRATION SERVICES MUNICIPAL AGREEMENT

The County of Chemung, on behalf of the Chemung County Treasurer, hereby agrees to follow the terms and conditions set forth below upon entry into this Municipal Agreement for Tax Bill Printing/Administration Services offered by the Schuyler Steuben Chemung Tioga Allegany BOCES, further known as the "BOCES".

- A) The Chemung County Legislature has adopted a resolution authorizing entry of the said municipality into the Tax Bill Printing/Administration Services for 2021 as outlined and sanctioned by GML 119-o and 119-n.
- B) The signing of this agreement commits the Chemung County Treasurer's Office to participate in this Tax Bill Printing/Administration Services commencing on the first day of July 1, 2022 and ending June 30, 2023.
- C) The signing of this Municipal Agreement indicates approval for entry into the Tax Bill Printing/ Administration Services and authorizes the Chemung County Treasurer's Office to pay a charge of \$51,630 for the 12 months of service.
- D) The continuation of service from one year to the next will not occur unless the Chemung County Legislature so extends this agreement by resolution.
- E) Payment for such service will be made to the BOCES 30 days after the municipality receives official invoice detailing the service provided. Failure to pay within 30 days may result in removal from the service.
- F) The BOCES reserves the right to terminate the participation of the Chemung County Treasurer's Office in the Tax Bill Printing/Administration Services upon ninety (90) days written notice for any and all reasons.
- G) The County of Chemung agrees to defend, indemnify and save harmless the BOCES and their agents and employees against any and all claims, losses, demands, and liabilities to which the BOCES may be subjected as a result of a breach of this contract or the negligence of Chemung County or the Chemung County Treasurer's Office.
- H) The BOCES agrees to defend, indemnify and save harmless the County of Chemung and their agents and employees against any and all claims, losses, demands, and liabilities to which the County of Chemung may be subjected as a result of a breach of this contract or the negligence of BOCES.
- I) See Attachment A – Scope of Work and Attachment B – Scope of Services.

COUNTY OF CHEMUNG

SCHUYLER STEUBEN CHEMUNG TIOGA ALLEGANY BOCES

Name

Name

Title

Title

Date

Date

GST BOCES Regional Information Center

459 Philo Road, Elmira, NY 14903 • Phone: 607-739-3581

"Believe in what we do; deliver what we promise"

ATTACHMENT A

GST BOCES - SCOPE OF WORK

1. **TERM OF AGREEMENT:**

This Agreement shall be effective July 1, 2022 through and including June 30, 2023.

2. **SERVICES AND COMPENSATION:**

BOCES will perform the Services as set forth in Schedule A. Chemung County agrees to pay \$51,630 for said services as outlined below:

	<u>No. Tax Bills</u>	<u>Cost</u>
Tax Bills 1 ST Printing (2021 Actuals)	39,233	\$29,425
Tax Bills 2 ND Printing (2021 Actuals)	3207	\$2,405,
Total Cost Tax Bills Printed (2021 Actuals)	42,440	\$31,830
Systems Administration/Support		\$12,000.00
GST Computer Service Hosting		\$5,400.00
Data Backup/Restoration Service		\$2,400.00
Total Tax Bill Support & Printing Service		\$51,630



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing Letter of Engagement with The Actuarial Advantage on behalf of the Chemung County Treasurer (Workers Compensation Actuarial Services)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The County Treasurer is requesting to enter into a 3 year engagement with the Actuarial Advantage for actuarial valuation services related to the County's workers compensation liability for GASB 10 reporting compliance.

Prior Resolution 20-388

Vendor/Provider	The Actuarial Advantage				
Term	3 Years (2022-2024)	Total Amount	\$5,100/22; \$5,200/23; \$5,300/24	Prior Amount	\$5,000.00
Local Share	\$5,100.00	State Share		Federal Share	
Project Budgeted?	Yes	Funds are in Account #			

CREATION:

Date/Time:	Department:
5/19/2022 10:37:36 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
5/19/2022 10:46 AM	Approved	County Executive	
5/20/2022 8:29 AM	Approved	Budget and Research	
5/24/2022 11:18 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
Chemung Co Engagement Letter 041122.pdf	Chemung Co Engagement Letter 041122	Cover Memo

April 11, 2022

Sent Via Email

Mr. Rejean Archambeault
County Controller
Chemung County, NY

Re: Letter of Engagement – Actuarial Services

Dear Mr. Archambeault:

As you requested, this engagement letter will confirm that Chemung County (the “County”) has engaged The Actuarial Advantage, Inc. to provide actuarial services.

As stated in our proposal, our understanding is that the services requested include the following:

- Estimate the County’s retained unpaid loss and allocated loss adjustment expenses under the County’s self-insured workers compensation insurance program. Estimates will be provided for the County’s fiscal years ending December 31 using data valued as of December 31. We will break out the indicated unpaid losses (the outstanding liability) into the Current Liability (the amount expected to be paid in the next 12 months) and longer-term liability. We will allocate the indicated liability to several County departments upon request.
- Provide an actuarial estimate of recommended funding levels for the County’s self-insured workers’ compensation claims for the coming fiscal year. Funding estimates will be based on our analysis of the County’s loss experience. Estimates will be presented at an expected loss level and, upon request by the County, at higher percent confidence levels.

The calculation of the unpaid losses and loss forecasts will comply with the requirements of GAAP as established by the Governmental Accounting Standards Board. We will use accepted actuarial methodologies and practices to review the County’s liabilities. Our work product each year will be a comprehensive report describing our findings and methodologies, supported by detailed exhibits of our calculations.

Our approach will be to use data provided by the County valued as of December 31 to the extent it is credible, and to supplement that data with industry data and information as we deem necessary. We will follow the approach and the timeline presented in our proposal to the County.

Professional fees to provide these services will be as follows:

December 31, 2022 Review:	\$5,100
December 31, 2023 Review:	\$5,200
December 31, 2024 Review:	\$5,300

Per your request, we are quoting a three-year engagement.


Should the County request an on-site visit to discuss our analysis or to present our findings, we will be happy to do so. Our fees for a visit will be \$500 plus all travel expenses.

Should the County require additional services beyond those outlined above, we would be willing to provide such services at an hourly rate or fixed fee, which will be agreed upon prior to performing the work.

An invoice will be sent after completion and delivery of each draft report. Invoices are payable within 30 days of their receipt.

If the above is agreeable and acceptable, please sign and return one copy of this letter and retain one copy for your files. I thank you for this opportunity to be of service to the County and look forward to working with you on this project.

Sincerely,


Robert W. Van Epps, FCAS, MAAA
Principal & Consulting Actuary

CHEMUNG COUNTY

Agreed and

Accepted: _____
(Signature)

Print Name: _____

Title: _____

Date: _____



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing certain applications for and disbursement of Community Development Funds (Legislature)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
5/12/2022 12:26:30 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
Application - Comm. Dev. Fund - Horseheads Historical Society (2022).pdf	Application	Cover Memo
Application - Comm. Dev. Fund - City of Elmira 2022 (Neighborhood Transformation Center).pdf	Application	Cover Memo
Application - Comm. Dev. Fund - City of Elmira 2022 (Community Arts Foundation).pdf	Application	Cover Memo



Tuesday, May 10, 2022

Application for Community Development Funds

The County of Chemung is accepting applications (requests) for grants to municipal corporations and special districts for projects that enhance the community during calendar year 2022. Not-for-profit corporations are not eligible for grants but are eligible to receive these funds to perform services for Chemung County to enhance the community. A County Legislator or the County Executive must sponsor all applications (requests) for funding. To view the Policy click [here](#):

If you wish to apply for Community Development Funds complete the application below. Applications will be processed and reviewed quarterly throughout 2022.

Project Description:

Activities considered eligible for funding include, but are not limited to, those that enhance the community in the areas of education, tourism, the arts, recreation, health, social services, public infrastructure, or conservation and preservation of historical and cultural resources.

The expected outcome of such projects is that residents throughout the Chemung County will receive benefits by utilizing these funds to support these important activities.

Full Legal Organizational Name	Horseheads Cultural Center and Historical Society
Address	312 West Broad Street, 601 North Pine Street Horseheads, New York, 14845
Organizational's Qualifications for Grant or Contract	501(c)(3)
Organization's Web-site address	Horseheads Historical Society.com
Organization's contact person and contact information	Barbara Tighe - Skorczewski
Phone Number	(607) 259 - 0633
Email	sparklesinhanoversquare@yahoo.com
Legislative District	District 3 (Town and Village of Horseheads): L. Thomas Sweet
If your organization has a committee, board or other organizational structure, have they been made aware the your organization is making this application	Yes
Total amount of project	5,000
Amount of funding requested	5,000
Is your organization receiving any other source of grant funding? If yes, please indicate the	

funding source and amount

The Horseheads Historical Society has not applied for or received any grant monies for the Eugene Zimmerman House at this time.

Please provide a brief summary and/or project narrative of what the requested funding will be utilized for and how your program/agency assists with the overall goals and objectives of promoting community development throughout Chemung County. (Please attach any additional information you feel may be beneficial to the application.)

The project is restoration of two stained glass windows in the Zim House, the North Elevation Parlor Window and the Front Entry Doorlight.

Glass will be removed, design documented, dismantled, repaired, cemented, waterproofed, reglazed and reinstalled.

The Horseheads Historical Society strives to promote local history by networking throughout the area with various community organizations and clubs offering meeting space and guided tours. We host local school tours for students to enhance their knowledge of local history. Several events are held at the Zim House and the Depot Museum during the year to enhance visibility and awareness in the community.

Thousands of brochures advertising our locations, hours, tours etc. are distributed in Chemung and adjoining counties annually.

The Zim House and Depot Museum are both on the National Historic Registry.

Grantee

Barbara Tighe - Skorczewski

Date

Monday, May 9, 2022



Application for Community Development Funds

MAY 05 2022
CC Legislature

The County of Chemung is accepting applications (requests) for grants to municipal corporations and special districts for projects that enhance the community during calendar year 2022. Not-for-profit corporations are not eligible for grants but are eligible to receive these funds to perform services for Chemung County to enhance the community. A County Legislator or the County Executive must sponsor all applications (requests) for funding. To view the Policy click [here](#):

If you wish to apply for Community Development Funds complete the application below. Applications will be processed and reviewed quarterly throughout 2022.

Project Description:

Activities considered eligible for funding include, but are not limited to, those that enhance the community in the areas of education, tourism, the arts, recreation, health, social services, public infrastructure, or conservation and preservation of historical and cultural resources.

The expected outcome of such projects is that residents throughout the Chemung County will receive benefits by utilizing these funds to support these important activities.

Full Legal Organizational Name *

City of Elmira

Address *

317 E. Church Street

Street Address

Street Address Line 2

Elmira

City

NY

State / Province

14901

Postal / Zip Code

Organizational's Qualifications for Grant or Contract *

- ☒ Municipal Corporation
- ☐ Special District
- ☐ 501(c)(3)
- ☐ Tax-exempt organization with valid EIN from the IRS
- ☐ Other

Organization's Web-site address *

cityofelmira.net

Organization's contact person and contact information *

Dan

First Name

Mandell

Last Name

Phone Number *

607

Area Code

- 737-5644

Phone Number

Email *

djmandell@cityofelmira.net

example@example.com

Legislative District

District 10 (City of Elmira): Martin Chalk



If your organization has a committee, board or other organizational structure, have they been made aware the your organization is making this application

- ☒ Yes
- ☐ No

Total amount of project *

\$5,000.00

Amount of funding requested *

\$600.00

Is your organization receiving any other source of grant funding? If yes, please indicate the funding source and amount *

No

Please provide a brief summary and/or project narrative of what the requested funding will be utilized for and how your program/agency assists with the overall goals and objectives of promoting community development throughout Chemung County. (Please attach any additional information you feel may be beneficial to the application.) *

This funding will go to assist the Neighborhood Transformation Center located on W. Church Street in the City of Elmira to provide after school programs for children.

Grantee *

Dan Mandell

(Print Name)

I hereby certify all statements and attachments to be truthful and accurate.



(Grantee Signature)

Clear

Date *

05-04-2022



Received

MAY 05 2022



CC Legislature

Application for Community Development Funds

The County of Chemung is accepting applications (requests) for grants to municipal corporations and special districts for projects that enhance the community during calendar year 2022. Not-for-profit corporations are not eligible for grants but are eligible to receive these funds to perform services for Chemung County to enhance the community. A County Legislator or the County Executive must sponsor all applications (requests) for funding. To view the Policy click [here](#):

If you wish to apply for Community Development Funds complete the application below. Applications will be processed and reviewed quarterly throughout 2022.

Project Description:

Activities considered eligible for funding include, but are not limited to, those that enhance the community in the areas of education, tourism, the arts, recreation, health, social services, public infrastructure, or conservation and preservation of historical and cultural resources.

The expected outcome of such projects is that residents throughout the Chemung County will receive benefits by utilizing these funds to support these important activities.

Full Legal Organizational Name *

City of Elmira

Address *

317 E. Church Street

Street Address

Street Address Line 2

Elmira

City

NY

State / Province

14901

Postal / Zip Code

Organizational's Qualifications for Grant or Contract *

- ☒ Municipal Corporation
- ☐ Special District
- ☐ 501(c)(3)
- ☐ Tax-exempt organization with valid EIN from the IRS
- ☐ Other

Organization's Web-site address *

cityofelmira.net

Organization's contact person and contact information *

Dan

First Name

Mandell

Last Name

Phone Number *

607

Area Code

- 737-5644

Phone Number

Email *

djmandell@cityofelmira.net

example@example.com

Legislative District

District 10 (City of Elmira): Martin Chalk



If your organization has a committee, board or other organizational structure, have they been made aware the your organization is making this application

- ☒ Yes
- ☐ No

Total amount of project *

\$102,000.00

Amount of funding requested *

\$2,000.00

Is your organization receiving any other source of grant funding? If yes, please indicate the funding source and amount *

No

Please provide a brief summary and/or project narrative of what the requested funding will be utilized for and how your program/agency assists with the overall goals and objectives of promoting community development throughout Chemung County. (Please attach any additional information you feel may be beneficial to the application.) *

This funding will go to assist Community Arts of Elmira to replace their current roof. Community Arts provides a destination for artists and for members of the community.

Grantee *

Dan Mandell

(Print Name)

I hereby certify all statements and attachments to be truthful and accurate.



(Grantee Signature)

Clear

Date *

05-04-2022





CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

CCIDA quarterly update

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
12/6/2021 11:03:57 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Presentation - Michael Pease, C.E.O., The Chautauqua Center

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

CREATION:

Date/Time:	Department:
5/25/2022 10:40:45 AM	

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ATTACHMENTS:

Name:	Description:	Type:
FQHC Presentation 6 6 22.pdf	FQHC presentation	Presentation

Federally Qualified Health Center

THE
CHAUTAUQUA
CENTER

TCC Overview

Core Functions of an FQHC

The Chautauqua Center

FQHC Fundamentals

- Serve a medically underserved area or population (MUA/MUP)
- Operate a Sliding Fee Schedule
- Serve Everyone, regardless of ability to pay
- Have a Community Governing Board made up of at least 51% regular users of health center services
- Offer comprehensive primary and preventative healthcare services
- Comply with Federal Program Expectations as well as State DOH requirements as well

FQHCs are Required to Provide

General Primary Care

Health Screenings

Voluntary Family Planning

Well Child Visits

Obstetrical Care

Preventive Dental

Referral to Substance Abuse

Pharmacy

Health Education

Transportation

Diagnostic Lab and Xray

Emergency Medical Services

Immunizations

Gynecological Care

Prenatal and Perinatal Services

Referral to Mental Health

Referral to Specialty Care

Case Management

Outreach

Translation

These can be provided through referral arrangements

FQHC's are Encouraged to Provide

Urgent Medical Care

Behavioral Health

Comprehensive Eye Exam and Vision

Environmental Health Services

Occupational Therapy

Podiatry

Specialty Services

Nutrition

Housing Assistance

Food Bank/Meals

Restorative and Emergency Dental

Substance Abuse Services

Recuperative Care

Occupational Health Services

Physical Therapy

Rehabilitation

WIC

Child Care

Employment and Education Counseling

Benefits of Being an FQHC

- National Health Service Corps (loan repayment for healthcare providers)
- 340B Drug Program (discount pricing for patients)
- Malpractice Coverage
- Prospective Payment System Reimbursement (enhanced reimbursement from Medicare and Medicaid to provide support services)
- Federal and State PCA's (primary care associations)
- Other Grant Opportunities

Four Sections of FQHC Application

- Need (Chemung County among the highest need counties in NYS without an existing health center)
- Services
- Management and Finance (need to operate independently and financially sustainable on its own)
- Governance

Required Characteristics of an FQHC Board

- Majority of the Board (51%) are individuals served by the organization
- “Patient” members represent the individuals being served by the center
- Has between 9 – 25 members
- Non consumer members are representative of the community the center serves and offer an expertise
- No more than half of the non consumer members derive more than 10% of their annual income from the healthcare industry
- No Board member may be an employee of the center or a relative of a center employee

TCC Specific Information

- TCC's service area is all of Chautauqua County and the surrounding areas. This is expanding to new areas as a need becomes prevalent
- TCC provides all primary medical care in house for all ages
- TCC provides Dental and Mental Health Services in house as well
- TCC provides Chiropractic, Nutrition, Womens Health, Sexual Health, Case Management, Care Coordination, Pharmacy and other ancillary support services

TCC Specific Information

- TCC applied for its first health center location in 2010 and was funded to open in 2012
- TCC has 3 clinical locations throughout Chautauqua County (this changed as we recently opened a 37,000 sq ft facility that merged multiple locations)
- Is currently providing services to more than 15,000 people annually
- Is working on expansion plans to serve another 15,000 individuals