

REPORTS

October 6, 2016

The following reports for September 2016 have been received and are on file:

Town Clerk's Monthly Report
Youth Department Monthly Report
Code and Planning Monthly Report
Community Center's Monthly Report
Court's Monthly Report
Dog Control's Report
Supervisor's Fund Balance Monthly Report
DPW monthly Report
10/6/16

TOWN CLERK'S MONTHLY REPORT

TOWN OF BIG FLATS, NEW YORK

SEPTEMBER, 2016

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255				
	<u>18</u>	DECALS	<u>187.26</u>	
	<u>5</u>	MARRIAGE LICENSES NO. 16024 TO 16028	<u>87.50</u>	
		TOTAL TOWN CLERK FEES		274.76
<hr/>				
A2544				
	<u>102</u>	DOG LICENSES	<u>944.00</u>	
		TOTAL A2544		944.00
<hr/>				
A2655				
	<u>1</u>	COPIES	<u>0.25</u>	
	<u>3</u>	MISCELLANEOUS	<u>6.00</u>	
		TOTAL A2655		6.25
<hr/>				

TOWN CLERK'S MONTHLY REPORT

SEPTEMBER, 2016

page 2

DISBURSEMENTS

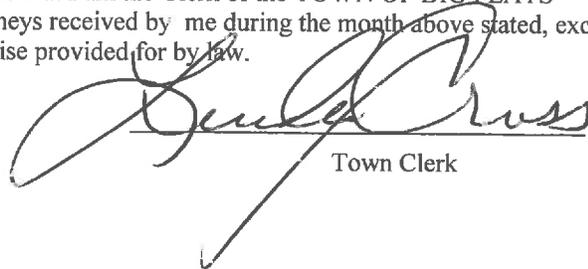
PAID TO SUPERVISOR FOR GENERAL FUND	<u>1,225.01</u>
PAID TO NYS DEC FOR DECALS	<u>3,210.74</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>132.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>112.50</u>
TOTAL DISBURSEMENTS	<u>4,680.25</u>

OCTOBER 3, 2016

_____, SUPERVISOR
Edward Fairbrother

STATE OF NEW YORK, COUNTY OF CHEMUNG, TOWN OF BIG FLATS

I, LINDA CROSS, being duly sworn, says that I am the Clerk of the TOWN OF BIG FLATS that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.



Town Clerk

September 2016

Youth Department Monthly Report

~ This is not an all-inclusive report of the accomplishments of the Youth Department; it is a summary of our current programs and special activities. There are many day to day tasks not included.

Winter TAFFY/ Bingo

- **September 8th** ~ Interviewing for Winter Taffy/Bingo
- **September 23rd** ~ Trained staff for this year's Bingo/Winter Taffy and completed employee paper work
- **September 30th** ~ 1st night of Winter TAFFY ~ 36 K -4th participated

After School Gardening

- **September 24th** 3rd and 4th grade students are participating in the after school gardening class on Tuesdays and Thursdays. The students do homework the first half hour, then cleaned up the garden, took planters from around the complex and replaced with fall flowers.

Teen Commission Meeting

- **September 7th** ~ 6 Volunteers helped with the Seniors Monthly Dinner
- **September 27th** ~ 12 Teens met to begin planning for upcoming 1st Annual Winter Festival.

Youth Organization Meeting (YO)

- **September 7th** ~ 2 volunteers helped with the Seniors Monthly Dinner
- **September 26th** ~ 23 youth met for our 1st meeting of the school year to enjoy hot dogs, chips, soda and cookies.

Youth Employment Service (Y.E.S.)

- 3 Teens have continued helping community residents with yard work.
- 7 Teens were hired for Winter Taffy for this school year.
- **September 22nd** ~ visited Horseheads High School to provide community service opportunities and a job workshop for the Summer TAFFY employment.

Meetings

- **September 16th** ~ met with Ed Fairbrother and Merlyn Tewari on the Youth Department Budget.
- **September 19th** ~ met with Mike Saglibene, Andy Avery, Chris Austin, Laura Sullivan, Ed Fairbrother, Margaret LaLomia and myself on the 1st Annual Winter Festival.
- **September 26th** ~ follow up meeting with Winter Festival Committee (Mike, Chris, Margaret and myself) set up for next meeting on Oct 10th due to Columbus Day meeting has been changed to following Monday, Oct 17th 11:00am.

Town of Big Flats
Code and Planning Dept.
476 Maple St., PO Box 449
Big Flats, NY 14814
<http://www.bigflatsny.gov>



Thomas L. Whispel
NYS Certified Code
Enforcement Officer
twhispel@bigflatsny.gov

P (607) 562-8443
F (607) 562-7063

MEMORANDUM

TO: Town of Big Flats Town Board
FROM: Tom Whispel/ Code and Planning Office
DATE: October, 2016
SUBJECT: September, 2016 Monthly Report (Brief Summary)

This report is intended to keep the board aware of current and proposed projects, small development, etc. The code and planning department remain busy with existing projects, fire inspections, building inspections, planning and zoning, property maintenance litigations, stormwater, etc.

NYS Codes:

Stormwater

No reviews for this month

Planning/ZBA board related projects:

-Regularly performed site plan reviews and staff reports for the Planning and Zoning boards.

- Islamic Association building is complete on outside, work on the site and inside of the building is ongoing.
- Higher Hope site interior is progressing and site work has to be finalized.
- Lalor Dental Office basement, floor and walls have been constructed now roof framing is being installed.
- Popeye's Chicken building is in the final stages of construction and they hope to open near the end of October.
- Elmira Fitness Center Building drawings are being worked on.
- Corning Inc. has submitted plans to the planning board for an addition to their hanger.
- Premier Landscaping was granted final planning board approval for the old Harris Hill Inn on Rt 352 for a landscaping business/ ice cream and coffee shop.
- Murch Insurance was granted final planning board approval for an insurance agency on Canal street at the old Woloson Lawyer site.
- Synthes was granted final planning board approval for an outside chemical storage building.
- Emhart Glass has a temp CO and can begin operating.

Building Permits and Fire Inspections

Annual NYS required fire inspections are currently being conducted for 2016.

- Typical commercial/residential building permits

Property Maintenance

The code office continues to address property maintenance (Some of which are invalid, neighbor disputes, etc.), According to their severity as time permits. **** Because of possible legal action, building code and property maintenance violations cannot be discussed in detail. ****

The office remains busy with *BUILDING CODES, PLANNING AND ZONING PROJECTS, FLOODPLAIN DEVELOPMENT AND MANAGEMENT, STORMWATER, FIRE, PROPERTY MAINTENANCE, OFFICE WORK, ETC*

Please contact our office with any questions or concerns.

Respectfully,

Thomas L Whispel
Code Enforcement Officer/Stormwater Officer

Big Flats Community Center
Monthly Report
September 2016
(Prepared October 6, 2016)

Attendance in the month of September was approximately 2121. This number includes Youth and Senior activities and special events, 13 private parties & meetings along with close to seventy-five regularly scheduled groups with activities.

Events and Activities:

- Thank you to all the residents that continue to donate blood to the American Red Cross on a regular basis. Don't forget to sign up for the next drive, walk-ins always welcomed. The Blood Drives are scheduled every 56 days. The next scheduled blood drive will be October 4, 2016 1:00-6:00pm.
- The youth department has been busy planning activities for the Winter TAFFY, 'YO' Organization, Teen Commission, and Senior events.
- Italian Cooking classes continue to be a 'big hit'. The class is full to capacity every month. The food and company are fantastic. The next class will be held Thursday, October 6, 2016.
- Attached is the September 2016 and r 2016 monthly flyer listing the dates and times for all exercise and art classes held at the center. These activities are open to the public and all are welcome. Card players are invited Monday, Tuesday, Wednesday, and Fridays for games of Bridge, Euchre and Pinochle.
- The music group "Community Jam Session" is open to all musicians of any talent and skill level. A great way for likeminded individuals to gather and share music and have fun! The group will meet the 2nd & 4th Monday each month.
- AARP offered a Driver Safety Classes September 8, 9am-3:30pm and September 23, 9am-3:30pm. The Driver Safety course is available to AARP members and non-members of all ages. Most insurance companies will give a discount for receiving a completed certificate. The cost is \$20 for an AARP member & \$25 / non-member as well as a \$5 per person fee for BFCC. The next classes will be held October 17 & 18, 5:30-8:30pm.
- The Senior monthly dinner is held the first Wednesday of each month except January and February. This is a 'Pot Luck Dinner' with all bringing a dish to share. The youth will volunteer by serving dinner/dessert and cleaning up. September's dinner featured 1950's & 1960's music by Greg Jenkins. The next dinner is scheduled Wednesday, October 5, at 6:00 pm, featuring a sing along with Betsy, Autossharp & Fiddle. All are welcome to join
- The Chemung County Office of the Aging 'Eat Well Live Well' nutrition program continues to serve lunch on Monday, Wednesday and Thursday. The number in attendance has been consistent, we look forward to continuing to provide senior citizens with a quality hot meal three times per week. Thank you to the volunteers that keep the program going.
- The Portrait Workshop class on Wednesdays continues to meet at the Center. All are welcome to join. Models are needed to sit for the Portrait Workshop painters on Wednesdays 1:00-4:00pm. Models will earn \$10/hour. Contact Chris Thorborg for details.

Completed/In Process Projects:

The office staff is in the process to update and complete reservations for the year 2016. There are over seventy-five regularly scheduled groups and organizations that use the facilities along with many individual meetings and private parties. All groups/individuals are classified to a category that will determine the fee schedule that will apply. All groups and individuals complete the facilities request form, sign the use agreement, pay a security deposit and any rental fees due and provide liability insurance all based on their classification.

- The September 2016 and October 2016 monthly flyers are posted on the website for residents to view and/or print.
- The website calendar for the Community Center has been updated and events and activities will be added as needed.
- Town sponsored groups will be scheduled for the year 2017 starting in September 2016 . All groups that meet on a regular basis will be notified to submit their schedules for 2017.
- September 1, 2016 the 4th quarter invoice has been submitted to Chemung County for payment.
- September 2, the Quilts of Valor presented a quilt to custodian Erich Bartsch for his service
- September 6, a loud noise was detected in the boiler. Air Temp was contacted.
- September 7, Air Temp replaced a pump. Later the same day a squealing noise started in the Great room. Air Temp was again contacted.
- September 12, a meeting was held with DPW and BFCC custodial staff to discuss the transition of the custodians to DPW.
- September 19, Jay Goodwin replaced the sprayer in the main kitchen faucet.
- November 30th has been set for a Christmas Concert & Sing Along with Pat Kane & West o'Clare. Tickets \$5/each or \$20/family, available at the BFCC office.
- December 17, 2016 the Community Center has been reserved for the 1st Annual Town of Big Flats Winter Festival.

Additional comments:

- A check has been submitted to the town Bookkeeper for the September receipts.

Respectfully submitted by:
Patricia Hartigan-Huten
Town of Big Flats, Director of Recreation

Big Flats Town Court
Charge Volume Summary Report
All Judges

Charges from: 09/01/2016
to: 09/30/2016

Report date: 10/03/2016

Statute	Charges Received	Charges Disposed
VTL	156	211
PL	13	34
TL	1	0
TAX	1	0
CIV	3	3
LL	1	1
ECL	0	2
TOTALS	175	251

Total money collected and remitted to State Comptroller:

Fines: 15171.00
Surcharges: 13802.00
Civil Fees: 1504.00
Total: 30477.00

Month Reported: SEPTEMBER, 2016

County: CHEMUNG

Code: 07

TOWN OF BIG FLATS

Code: 03

Prepared by: LINDA CROSS, TOWN CLERK

Date Prepared: OCTOBER 3, 2016

Dog License Monthly Report

Original ID Dog Licenses sold	<u>12</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>90</u>
Purebred License Renewals sold	<u>0</u>
Total sold	<u>102</u>

LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>	<u>Other Fees</u>
Spayed and Neutered Dogs	<u>87</u>	\$7.00 ea <u>609.00</u>	\$1.00 ea <u>87.00</u>	<u>55.00</u>
Unspayed and Unneutered Dogs	<u>15</u>	\$17.00 ea <u>255.00</u>	\$3.00 ea <u>45.00</u>	<u>25.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>	<u>No Fee</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>	
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>	
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$100.00 <u>0.00</u>	<u>0.00</u>	
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Total licenses sold	<u>102</u>	<u>864.00</u>	<u>132.00</u>	<u>80.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>0</u>	<u>0.00</u>

DISBURSEMENTS

Paid to Supervisor \$944.00

Paid to NYS Animal Population Control Program \$132.00



TOWN OF BIG FLATS
Department of Public Works

476 Maple Street
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224
Fax (607) 562-2176
dpw@bigflatsny.gov
www.bigflatsny.gov

September 2016

Town of Big Flats DPW - Monthly Report

Highway

- a) Put an extension on a crossover pipe on Brown road near Pine Forest drive
- b) Provided a machine, dump truck and labor to Parks Department for concrete pads under bleachers
- c) Cleaned ditches and pipes on Beers Hill (lower section Chambers Road side)
- d) Removed culvert on Curren Road, excavated and installed pipe arch, installed head walls, and wing walls, started back filling
- e) Chip sealed Brown Road, Pine Forest Drive, and Monastery Road
- f) Barnes Hill and Riverwood were blacktopped
- g) Used the County's shoulder machine to do the shoulders on Barnes Hill
- h) Replaced drywells at 91 Golden Glow Drive, 26 Post Street, and 10 Orchard Drive

Fleet

- a) #337: Changed primer pump, fuel filters, also changed out fuel pressure regulator
- b) #329: Changed the thermostat and cleaned the radiator out
- c) Went through highway dump trucks and greased them before we oil and stoned
- d) #323: Changed belts on the mower head
- e) Assisted Highway with projects as needed
- f) Continued development of 2017 budget

Drainage

- a) Continued agreement with Soil and Water for mowing of swales and drainage areas
- b) Finalized agreement for BOCES to clear streams (work begins in July)

Parks

- a) Poured 4 concrete pads at Community Park Ext. for bleachers
- b) Portable toilets delivered to Community Park – Bathrooms locked
- c) Sprayed detention basin on Briar Lane
- d) Sprayed guiderail on Steege Hill at White Birch
- e) Painted 3 man doors on cold storage building
- f) Sprayed complex and post office/troopers
- g) Painted parking lot light poles at complex and post office



TOWN OF BIG FLATS
Department of Public Works

476 Maple Street
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224

Fax (607) 562-2176

dpw@bigflatsny.gov

www.bigflatsny.gov

- h) Worked with Highway 9/16 on Monastery & Brown Roads
- i) Replaced mop sink faucet at Post Office
- j) Painted flag pole at Post Office
- k) Worked with Highway on Curren Road 9/23
- l) Spot Sprayed ball fields for softball tournament

Community Center

- a) Replaced sprayer/hose in kitchen sink
- b) Reattached siding with stainless screws
- c) Assisted Janitors with setup and tear down of events
- d) Identified outlet power issue in Rooms C & D
- e) Refinished two benches by front doors

Building Maintenance

- a) Continued janitorial duties and work orders
- b) Continued planning for HVAC upgrades

Water

- a) Read and billed quarterly's (445) and monthly's (96)
- b) Laid out 42 UFPO's (Dig Safely NY)
- c) Sent monthly OPS report to the County Health Department
- d) Delivered 12 coliform & 2 nitrate samples for testing to the County Health Department
- e) Well decommissioning on Fisherville Road for Randy Williams demolition of residential properties
- f) Started running the new Booster pump station/ interconnection with Elmira withdrawing 100,000 gallon daily as of 9-13-16
- g) Had final inspection of the pump station and received DOH approval
- h) Assisted in setting up reserve accounts for water
- i) Sent out 2,000 Notification letters for the public hearing re: water district debt
- j) Sent out 196 delinquent account letters
- k) Went out to bid for materials for Daniel Zenker water main project
- l) Submitted our 2017 Budget
- m) Worked with Moody's for Aquifer pump test submittal
- n) Installed new service at Premier Landscaping on State Route 352
- o) Mowed all three pump stations and ACPS hydrants
- p) Attended various weekly meetings



TOWN OF BIG FLATS
Department of Public Works

476 Maple Street
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224

Fax (607) 562-2176

dpw@bigflatsny.gov

www.bigflatsny.gov

Shared Services

- a) Provided four trucks to Chemung County Highway for two days for chip sealing. They provided trucks and labor to us for our chip seal projects
- b) Soil and Water installed a Riffle in Owen Creek near Chestnut Street

Other

- a) Norfolk Southern - Railroad Bridge Painting.
 - i) Work deferred due to delays caused by N-S permit and insurance requirements