

REPORTS
November 3rd, 2016

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

Town Clerk's Monthly Report
Supervisor's Fund Balance Monthly Report
Youth Department Monthly Report
Department of Public Work's Monthly Report
Code and Planning Monthly Report
Community Center's Monthly Report
Court's Monthly Report
Dog Control's Report

11/3/16

Month Reported: OCTOBER, 2016

County: CHEMUNG

Code: 07

TOWN OF BIG FLATS

Code: 03

Prepared by: LINDA CROSS, TOWN CLERK

Date Prepared: NOVEMBER 1, 2016

Dog License Monthly Report

Original ID Dog Licenses sold	<u>14</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>66</u>
Purebred License Renewals sold	<u>1</u>
Total sold	<u>81</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>72</u>	\$7.00 ea <u>504.00</u>	\$1.00 ea <u>72.00</u>	<u>45.00</u>
Unspayed and Unneutered Dogs	<u>8</u>	\$17.00 ea <u>136.00</u>	\$3.00 ea <u>24.00</u>	<u>70.00</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>1</u>	\$25.00 ea <u>25.00</u>	\$1.00/dog <u>10.00</u>	
Purebred License (1-10 dogs) Unspayed & Unneutered			\$3.00/dog <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>0.00</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>0.00</u>	
Total licenses sold	<u>81</u>	<u>665.00</u>	<u>106.00</u>	<u>115.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>2</u>	<u>8.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>2</u>	<u>8.00</u>

DISBURSEMENTS

Paid to Supervisor	<u>\$788.00</u>
Paid to NYS Animal Population Control Program	<u>\$106.00</u>

TOWN CLERK'S MONTHLY REPORT

TOWN OF BIG FLATS, NEW YORK

OCTOBER, 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>6</u>	DECALS	<u>19.62</u>
	<u>3</u>	MARRIAGE LICENSES NO. 16029 TO 16031	<u>52.50</u>
	<u>7</u>	MARRIAGE TRANSCRIPT	<u>70.00</u>
		TOTAL TOWN CLERK FEES	142.12
<hr/>			
A2544			
	<u>81</u>	DOG LICENSES	<u>788.00</u>
		TOTAL A2544	788.00
<hr/>			
A2655			
	<u>14</u>	COPIES	<u>3.50</u>
	<u>12</u>	MISCELLANEOUS	<u>24.00</u>
		TOTAL A2655	27.50
<hr/>			

TOWN CLERK'S MONTHLY REPORT

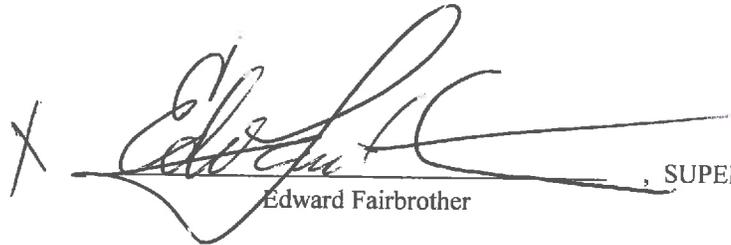
OCTOBER, 2016

page 2

DISBURSEMENTS

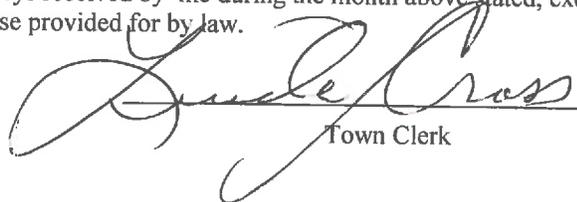
PAID TO SUPERVISOR FOR GENERAL FUND	<u>957.62</u> ✓
PAID TO NYS DEC FOR DECALS	<u>336.38</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>106.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>67.50</u>
TOTAL DISBURSEMENTS	<u>1,467.50</u>

NOVEMBER 1, 2016

X  , 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

FUND BALANCE REPORT			
FOR THE MONTH ENDING OCTOBER 31, 2016			
	Summary of Revenues/Expenses	GENERAL	HIGHWAY
Beg Fund Bal	September 30, 2016	2,541,830.15	1,024,283.93
	<u>Revenues</u>		
	Sales Tax -- County	130,459.30	-
	Town Clerk Fees	274.76	-
	Park & Rec Charges	(896.80)	-
	Community Center Room Fees	1,402.50	-
	Community Center Activities Fees	974.00	-
	Interest & Earnings	40.08	157.08
	Rental -Real Property	4,132.42	-
	Dog Licenses	944.00	-
	Building Permits, Fire Insp & Planning Fees	4,326.40	-
	Forfeiture/Fines	7,594.00	-
	Natural Gas Royalties	33.87	-
	Gifts & Donations	300.00	-
	Fuel Reimb-Other Gov't	-	-
	CHIPS & PAVE NY	-	-
	NYS Share per Capita	-	-
	Sale of Scrap	-	-
	NBFT-Sponsors/Minor sales	1,506.25	-
	TOTAL REVENUES	151,090.78	157.08
	<u>Expenditures</u>		
	Payroll	61,852.77	38,147.32
	Abstract	77,716.13	72,274.74
	Employees Monthly Ins Contributions	(2,168.58)	(1,968.58)
	TOTAL EXPENSES	137,400.32	108,453.48
Ending Cash Flow	October 31, 2016	2,555,520.61	915,987.53
	<u>Assets/(Liabilities)</u>		
	Checking-Operating	1,000.00	-
	Petty Cash	500.00	-
	Imma-Savings	156,634.33	898,250.94
	Imma-Savings-Cash Reserves	115,159.31	32,536.00
	Imma-Gov't Savings	353,213.78	17,736.59
	Imma-Savings-Cash Reserves (Tax Stabilization)	31,006.16	-
	Certificate of Deposit	2,000,000.00	-
	Due from other Funds -CDBG	50,000.00	-
	Customers' Sec Deposits	(4,967.50)	-
	Due to other Gov't	(860.00)	-
	OPEB RESERVE (GASB 45)	(41,000.00)	-
	Reserve for Debt	(3,502.22)	-
	Reserve Fiber Cable Infrastructure	(38,499.09)	-
	Reserves--Capital Improv, Ben Time, Build Imp	(32,158.00)	(32,536.00)
	Reserve for Tax Stabilization	(31,006.16)	-
Ending Fund Bal	October 31, 2016	2,555,520.61	915,987.53

FUND BALANCE REPORT			
FOR THE MONTH ENDING OCTOBER 31, 2016			
	Summary of Rev/Exp	Water #4	Water #5
Beg Fund Ba	September 30, 2016	23,655.07	582,500.34
	Encumbrance adj	432.91	4,289.09
	Revenues		
	Special Assessments	-	-
	Metered Sales	6,515.70	51,236.84
	Unmetered Sales	-	99.11
	Fees - Admin, Lab & Parts etc	-	4,642.01
	Interest & Penalty	-	254.99
	Interest on Investments	1.76	39.11
	Other Governments	-	-
	RRF Int	-	-
	CIR Int	-	-
	Sale of Equipment	-	-
	Refund Prior year expenses	-	-
	Other Unclassified	-	-
	Total Revenues	6,517.46	56,272.06
	Payroll	353.16	17,303.62
	Abstract	960.49	158,151.09
	Employees Ins Cntrb	(17.64)	(864.62)
	Total Expenses	1,296.01	174,590.09
End Cash flo	October 31, 2016	29,309.43	468,471.40
	Assets/(Liabilities)		
	Checking	-	-
	Petty Cash	50.00	150.00
	Imma -Savings	22,890.44	259,954.09
	Imma -Savings-Cash Reserves	2,021.00	16,674.00
	JP Gov't Savings	3,021.36	218,941.02
	Water Rents Receivable	3,347.63	15,402.58
	Reserves for Encumbrances-2014	-	(25,976.29)
	Reserves-Ben Time, Water Syst Improv	(2,021.00)	(16,674.00)
End Fund ba	October 31, 2016	29,309.43	468,471.40
	Special Reserves	Water #4	Water #5
	Repair Reserve - RRF	-	106,598.77
	Capital Improv Reserves-CIR	18,208.38	104,790.53
10/31/16	Total Reserves	18,208.38	211,389.30

FUND BALANCE REPORT						
FOR THE MONTH ENDING October 31, 2016						
	Summary Of Rev/Exp	CDBG FUND	Sewer Fund G#1	Parks Capital Proj #8	Water Remet & Pump Station Capital Proj #12	Lighting District
Beg Fund Ba	September 30, 2016	587,463.77	1,987.03	10,639.43	154,003.11	15,873.80
Adj	LOAN CONTRA ENTRY-PRNCP	(5,306.24)	-	-	-	-
	Revenues					
	Special assessment	-	-	-	-	-
	Sewer Charges	-	-	-	-	-
	Interest	5.36	-	0.11	25.32	0.67
	Sewer Rents	-	-	-	-	-
	CDBG -loan PRNCP	5,306.24	-	-	-	-
	CDBG- loan INTEREST	478.33	-	-	-	-
	Usage fees	-	-	-	-	-
	BAN PROCEEDS -	-	-	-	-	-
	Interfund Transfers	-	-	-	110,000.00	-
	Total Revenues	5,789.93	-	0.11	110,025.32	0.67
	Expenditures					
	Abstract	-	-	-	192,441.50	593.21
	Total Expenses	-	-	-	192,441.50	593.21
Ending Cash	October 31, 2016	587,947.46	1,987.03	10,639.54	71,586.93	15,281.26
	Assets/(Liabilities)					
	Checking Account	-	-	-	-	-
	Imma-Savings-CCTC	54,166.27	1,987.03	7,980.78	71,586.93	6,503.02
	Imma-JP Morgan Savings	88,287.18	-	2,658.76	-	8,778.24
	Due To Other Funds	(50,000.00)	-	-	-	-
	CDBG Loan Receivables	495,494.01	-	-	-	-
FUND BAL	October 31, 2016	587,947.46	1,987.03	10,639.54	71,586.93	15,281.26

October 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

- Oct. 14th ~ 48 Kids in grades K – 4th grade attended the Winter TAFFY/Bingo
- Oct 28th ~ 49 Kids grades K – 4th attended Winter TAFFY Halloween Celebration

After School Program

- Oct. 4th, 6th, 11th, 13th, 19th and 20th, 22nd. 24 Students grades 3rd and 4th participated in the after school gardening program. The students empty the potting plants, covered and put away. They also mixed soil and covered the beds for the spring.

Teen Commission (Senior Night Out and Winter Festival)

- Oct. 25th ~ 12 Teens attend the meetings to help plan for 1st annual Winter Festival and promote the upcoming Christmas Concert. The group went to Miniers Market to promote and sell tickets to the event.

Youth Organization (YO)

- Oct 24th ~ 13 YO members prepared goodie bags for the Halloween Party on Oct. 28th, changed out the center pieces and made holiday cards for the Soldiers and Veterans.

Senior Citizens Monthly Dinner

- Oct. 1st 6 ~ teens/youth volunteered for the monthly pass the dish supper.

Y.E.S. (Youth Employment Service)

3 teens have completed small jobs for area residents. Raking of leaves and moving of Lawn Furniture.

Meetings

- Oct. 3th attended Big Flats Elementary Site Base Meeting to provide information for Make a Difference Day. The Big Flats Community Park was a site that was cleaned up, with Principal, Teachers, Parents and Students. The over that 45 attended. A cold, wet, windy fall day had a great show of support from the Big Flats residents.
- Oct. 17th Winter Festival Meeting at 11:00am – planning stages of the 1st Annual Winter Festival organized by Mike Saglibene.
- Oct. 31st Winter Festival Meeting at 11:00 am – Event beginning to come together.
- Oct. 19th St. Mary Our Mother open house. Represented the Town of Big Flats Youth Department and handed out flyers of activities held at the Community Center.

Concerns/Issues/Comments

- I would like to thank all Ann Marie Bailey and the Character Education Committee for the outstanding showing of support on Oct. 22nd “Make A Difference Day.”



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

October 2016

Town of Big Flats DPW - Monthly Report

Highway

- a) Curren Road culvert was replaced,
- b) Rip Rap rock was placed in the stream at culvert,
- c) Removed section of blacktop from Curren Road and repaved.
- d) New guide rail installed on Curren Road and Lew Storch Road
- e) Cleaned ditches on lower section of Breed Hollow
- f) Cleaned ditches on lower section of Lew Storch
- g) Replaced three drywells on Belaire drive
- h) Repaired drywells on Stoneybrook, and Park Terrace

Fleet

- a) #316, #318, #314: Serviced, looked truck over for winter operations and made necessary repairs
- b) #600 was inspected
- c) #800 had tires replaced
- d) Attended a heavy duty brake seminar

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)



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

Parks

- a) Repaired a Memorial Bench at Community Park Ext.
- b) Installed six No Parking signs on light posts at Community Ext.
- c) Poured 5 concrete pads at Community Park for bleachers, Senior Field, Minor Field, and one at Majors Field (others will be done after septic)
- d) Installed Big Flats (parking laws) sign at the entrance of Community Park Ext.
- e) Had septic tank pumped at Community Park Ext.
- f) Repaired chain link fence at Majors field by BB court
- g) Highway installed New septic tank at Community
- h) Worked with Highway 10/21 – heavy rain
- i) Completed fit test at Urgent Care for MSA mask
- j) Attended continuing education for pesticide spraying in Corning

Community Center

- a) Painted two benches from Lederer memorial garden
- b) Replaced ballast in room C
- c) Replaced 4 bulbs in room D
- d) 3 Bathrooms and Kitchen grout at Community Center has been repaired.

Building Maintenance

- a) Continued janitorial duties and work orders
- b) Continued planning for HVAC upgrades
- c) Removed and replaced front sidewalk at Post Office
- d) Post Office mop sink faucet replaced



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

Water

- a) Read and billed quarterly's (274) and monthly's (96)
- b) Laid out 47 UFPO's (Dig Safely NY)
- c) Sent monthly OPS report to the County Health Department
- d) Delivered 12 coliform & POC samples for testing to the County Health Department

- e) Sent quarterly reports to the SRBC
- f) Pumped water from the Booster pump station/ interconnection with Elmira withdrawing 100,000 gallon daily as of 9-13-16 pumped 200,000 GPD and on 10-24-16 pumped 300,000 GPD
- g) Installed 4 new water services in the Town
- h) Attended small water management training in Syracuse
- i) Held public hearing on district debt charges for the tax roll
- j) Sent delinquent accounts to the county assessor's office
- k) Excepted bid for materials for Daniel Zenker water main project (spring of 2017)
- l) Submitted our 2017 Budget
- m) Had our annual inspection of Water District 4 pump station with the County Health Department
- n) Attended training for Haz whopper, and NYSEG emergency's
- o) Mowed all three pump stations and ACPS hydrants
- p) Attended various weekly meeting

Shared Services

- a) Assisted Soil and Water with install of a Riffle and sediment basin on CR64.
- b) Trucked gravel for future County wide composting facility.
- c) City of Elmira shimmed drainage structures it Town parking lot.

Other

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

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: November, 2016
SUBJECT: October, 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:

New York State has adopted the 2015 International building codes as of October 3rd.

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 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 framing is still ongoing.
- Popeye's Chicken has opened.
- Corning Inc. has been granted approval by the planning board for an addition to their hanger.
- Emhart Glass had their grand opening.
- Harris Hill Amusement Park has submitted plans for a zip line attraction.

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. ****

Michael Rangstrom has been hired as a part-time building safety inspector for property maintenance and fire inspections.

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
October 2016
(Prepared November 1, 2016)

Attendance in the month of October was approximately 1275. This number includes Youth and Senior activities and special events, 14 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, Senior events and the Winter Festival.
- 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, November 3, 2016.
- Attached is the October 2016 and November 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 October 17 & 18, 5:30-8:30pm . 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 November 14 & 15, 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. October's dinner featured sing along with Betsy. The next dinner is scheduled Wednesday, November 2, at 6:00 pm, featuring Old Country tunes by Frankie. 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 2017. 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 October 2016 and November 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 October 2016 . All groups that meet on a regular basis will be notified to submit their schedules for 2017.
- October grout has been replaced in all three bathrooms and kitchen in areas as needed.
- October 5 Air Temp was contacted due to cold temperatures in the building.
- October 7 Director attended the staff meeting.
- October 10, BFCC was closed for Columbus Day.
- October 17 & October 31, Director attended a Winter Festival meeting.
- October 26, Director attend a monthly BFCC meeting with Lee G., Bob A., and Marge T. / Youth Dept.
- 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 November 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: 10/01/2016
to: 10/31/2016

Report date: 11/01/2016

Statute	Charges Received	Charges Disposed
VTL	141	248
LL	2	3
PL	16	23
CIV	3	3
TL	1	1
TAX	1	1
ECL	0	1
ZL	0	1
TOTALS	164	281

Total money collected and remitted to State Comptroller:

Fines: 17171.00
Surcharges: 15133.50
Civil Fees: 1887.00
Total: 34191.50

