



**BOARD OF TRUSTEES  
Village of Watkins Glen  
OFFICIAL NOTICE OF REGULAR MEETING  
SEPTEMBER 21, 2021**

A meeting of the Board of Trustees for the Village of Watkins Glen will be held on September 21, 2021 at 6:00 pm in the Board Room of the Municipal Building, 303 North Franklin Street, Watkins Glen, New York

**AGENDA**

**1. PLEDGE OF ALLEGIANCE**

**2. NEW ADDITIONS TO AGENDA**

**3. PUBLIC BE HEARD**

**4. APPROVAL OF MINUTES**

- a. Minutes from Regular Board Meeting held on September 7, 2021

**5. REPORTS**

- a. Parks Report
- b. Streets Report
- c. Codes Report *\*no attach*
- d. Water Report *\*no attach*
- e. Electric Report
- f. Sewer Report
- g. Superintendents Report
- h. Police Report *\*no attach*
- i. Fire Report *\*no attach*
- j. Treasurer's Report

**6. VOTING ITEMS**

- a. Keyboard Specialist Jennifer Schoffner - One Year Anniversary Pay Increase to \$16.00/hr. *\*no attach*
- b. [3] Temporary Seasonal Laborer Positions for Parks/Skate Programs – Pay Rate of \$14.00/hr. *\*no attach*
- c. New Hire – Full-Time Cleaner, Jordan Tuttle (September 27, 2021 @ \$14.36/hr.) *\*no attach*
- d. Continuation of Operations Plan

The Board of Trustees meets on the first and third Tuesday of the month at 6:00pm in the Board Room of the Municipal Building. All meetings are voting meetings, which opens with a public comment period. Meeting agendas are created from prior public input, Department operating and planning issues and requests made to the Board. The Board reserves the right to limit verbal comments to three minutes if necessary and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.



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**7. AUDIT**

- a. General Audit dated September 20, 2021 = \$271,330.07
- b. Online Audit – Total = \$25,009.52
  - i. August Fines & Fees \$3,156.00
  - ii. EFC Interest Payment = \$21,853.52

**8. BOARD CONCERNS/NEW BUSINESS**

- a. Water Treatment Plant Operator in Charge Martin Pierce retiring October 30, 2021 *\*no attach*
- b. New Phone System – Municipal Building & Parks *\*no attach*
- c. Code Enforcement Department moving to Municipal Building *\*no attach*
- d. Short-Term Rental Moratorium – need to extend again with no end date *\*no attach*
- e. DRI Ban renewal update *\*no attach*
- f. Zoning Violations pertaining to completed projects *\*no attach*
- g. Clute Park Proposed Rates for 2022

**9. EXECUTIVE SESSION**

**10. ADJOURNMENT**

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## REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WATKINS GLEN HELD TUESDAY, SEPTEMBER 7, 2021

### PLEDGE OF ALLEGIANCE

The public session of the meeting was called to order at 6:00 pm by Mayor Luke Leszyk. Present were Mayor Luke Leszyk, Deputy Mayor Louie Perazzini, Trustee Laurie DeNardo, Trustee Nan Woodworth, Trustee Bob Carson, Village Clerk Lonnie Childs and Treasurer Rhonda Slater. Also, present were Parks and Event Center Manager Craig Bond, Street Supervisor Ken Barber, Code Enforcement Officer Darrin Stocum, Sergeant-in-Charge Ethan Mosher and Fire Chief Jason Hudson. Absent was Superintendent Terry Wilcox. There were four other persons in attendance.

### PUBLIC BE HEARD

Chamber Representative Michael Hardy was present to discuss the upcoming holiday happenings and winter traditions in and around the Village of Watkins Glen. He requested that the Village consider putting up the Village Christmas decorations prior to the kick off of "30 Days of Shopping Local" Event scheduled for November 27, 2021.

Carrie Watt, a resident at Jefferson Village, 222 E. Second Street, was present to discuss traffic and street conditions around the Jefferson Village and Glen Lake Apartment complexes. The areas she requested the Village to address were the dip in the road by Glen Lake Apartments that tends to gather water and freeze in the winter, the striping of a crosswalk at the intersection of Decatur Street and Second Street, and the desire to have parking lines painted on the east side of Second Street between Decatur Street and Porter Street. Street Supervisor Ken Barber stated that the paint has been ordered to do the crosswalk striping on the Decatur and Second Street intersection. Her other concerns will need to be addressed when the Traffic Regulation Law is amended.

Stacy Gray expressed her gratitude for Code Enforcement Officer Darrin Stocum and his ethical standards.

### APPROVAL OF MINUTES

Minutes for Regular Meeting August 17, 2021

Deputy Mayor Louie Perazzini made the motion to approve the minutes for the Regular Board of Trustees meeting held on August 17, 2021. Trustee Bob Carson seconded the motion. The Board then voted on the motion and the vote was as follows:

Yeas: Mayor Luke Leszyk, Deputy Mayor Louie Perazzini, Trustee Bob Carson, Trustee Nan Woodworth

Nays: None

Abstain: Trustee Laurie DeNardo      Motion Carried.

### DEPARTMENT REPORTS

Trustee Laurie DeNardo made the motion to approve the department heads reports. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

The Board was informed that Central Hots will not be renting the concession stand space next year and that algae blooms were found at Clute Park.

### VOTING ITEMS

Bulleting 1780-27 Public Water Service Resolution

Trustee Bob Carson made the motion to approve the attached resolution in conjunction with USDA/Rural Development loan/grant for the public water service upgrades project. Trustee Laurie DeNardo seconded the

motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Clute Park Proposed Rates for 2022**

Mayor Luke Leszyk tabled the proposed rates for further review by the Village Board members.

#### **Fire Department Software Upgrade - ESO**

Trustee Laurie DeNardo made the motion for the Fire Chief Jason Hudson to purchase upgraded fire RMS software from ESO for a one-time setup and online training fee of \$1,556.50 (after discount) and annual recurring fees for the RMS bundle and EHR for \$4,341.50 and \$1,290.00, respectively. The only other provider, Red Alert, came in with a cost estimate of \$27,085.00 and a \$2,825.00 annual recurring fee. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Fire Department TNT Battery Operated Tools**

Trustee Bob Carson made the motion for the Fire Chief Jason Hudson to purchase various used TNT tools, such as a brute force cutter and combination tool, at a cost of \$26,710 from First Out Rescue. First Out Rescue is a sole source provider for TNT tools and the cost to purchase the equipment new would be \$36,125.00. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Waiver of Community Center Rental Fees for the American Red Cross Blood Bank**

Trustee Laurie DeNardo made the motion to waive the Community Center rental fees indefinitely for the American Red Cross Blood Bank. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Teamsters Work Accouterments Substitutions**

Trustee Laurie DeNardo made the motion to permit Teamsters Employee Derick Willett to substitute the purchase of two short-sleeve button up shirts for two sweatshirts as permissible by section 13.1.1 of the Teamsters contract. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Full Time Laborers – Parks Department**

Deputy Mayor Louie Perazzini made the motion to hire Mason Neira and Daria Beird as full-time Laborers for the Parks Department effective September 13, 2021 starting at \$14.36/hr. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Full Time Building Safety Inspector**

Deputy Mayor Louie Perazzini made the motion to hire Gordon “Scot” Cole as full-time Building Safety Inspector for the Code Enforcement Department effective September 13, 2021 with a starting rate of \$20.00/hr. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **Seasonal Temporary Personnel – Parks Department**

Trustee Laurie DeNardo made the motion for the Village Clerk to post three Temporary Laborer positions primarily to cover the ice-skating program with a tentative run date of November thru March and a roller-skating program with a tentative run date of March thru May. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### **CONFERENCE REQUESTS**

##### **NYWEA GVC Annual Meeting**

Deputy Mayor Louie Perazzini made the motion for Superintendent Terry Wilcox to attend the New York Water Environment Association, Inc Genesee Valley Chapter annual meeting being held at the Dansville Fish & Game Club in Dansville, NY on Friday, September 24, 2021 at a cost of \$50.00. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

**ETC Morrisville State College – Grade 3 Supervision and Technical Operations Course**

Trustee Bob Carson made the motion for Wastewater Treatment Plant Operator 2A Brad Gallow to attend a Grade 3 Supervision and Technical Operations Course being held at the Environmental Training Center at Morrisville State College February 28-March 4, 2022 at a cost of \$575.00. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

**ETC Morrisville State College – Basic Operations of Wastewater Treatment Plants, Activated Sludge Wastewater Treatment Process and Basic Laboratory Procedures**

Trustee Nan Woodworth made the motion for Wastewater Treatment Plant Operator Trainee Logan Corey to attend the following Courses: Basic Operations of Wastewater Treatment Plants, Activated Sludge Wastewater Treatment Process and Basic Laboratory Procedures, being held at Environmental Training Center at Morrisville State College April 18-19; May 23-26 and July 11-15, 2022, respectively, at a cost of \$575.00/course for a total of \$2,075.00. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

**AUDIT**

**General Audit**

Deputy Mayor Louie Perazzini made the motion to approve the general audit dated September 3, 2021 in the following amounts:

General	\$76,403.59	Sewer	\$117,688.17
Electric	\$13,963.95	Water	\$15,104.85
Joint Activity (CVWRF)	\$35,550.93	DRI Projects	\$38,650.68
Water Project	\$47,317.50		

Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

**Online Audit**

Trustee Laurie DeNardo made the motion to approve the online audit to pay the 2004 Serial Bond principal and interest payment, the 2013 Serial Bond interest payment and the August sales tax payment totaling \$63,673.18. Trustee Bob Carson seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

**BOARD CONCERNS**

**Full-Time Police Officer Resignation**

Full-time Police Officer Madison Sharp tendered her resignation as of September 5, 2021.

**NYCOM Update – Remote Meetings**

The State Governor has reinstated the ability for public bodies to hold remote meetings from September 2, 2021 thru January 15, 2022. At this time, the Village of Watkins Glen will continue to hold in-person meetings, but should the COVID pandemic numbers spike in our area this decision will be reevaluated.

**Flagpole Replacement**

The Board briefly discussed the flagpole replacement on the pillar that marks the start/finish line of the Grand Prix Road course across from the Schuyler County Building. The State Park was reimbursed for the flag pole that was damaged from an accident, so the Board felt that they should be the ones to replace it.

### RFP for Seneca Lake Event Center Café

The Village has not received any official proposals for running the Seneca Lake Event Center Café. There have been a few interested parties, but they would require the installation of an ANSUL fire suppression hood system for compliance with the Department of Health. This would require the expansion of the Café food prep area into the existing lifeguard room or conference room.

### Zoning Violations Pertaining to Existing Projects

The Village Board discussed how they would like to deal with zoning violations on existing structures. The Board will contact the Village Attorney for guidance.

### DRI Projects Update

Trustee Laurie DeNardo gave the public a brief update on the progress of the Village's DRI projects for East Fourth Street, Signage and LaFayette Park improvements.

### EXECUTIVE SESSION

Trustee Laurie DeNardo made the motion to exit public session and enter into executive session at 7:04 pm for the following items: contractual personnel (Police Department collective bargaining negotiations) and personnel matter regarding employment status. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### ADJOURN

With no further business to come before the Board, Trustee Laurie DeNardo made the motion to adjourn at 7:30 pm. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Meeting Adjourned.

Respectively Submitted,

Rhonda E Slater  
Treasurer

**Parks and Events Board Report**  
For September 21, 2021

**Hiring/Staffing:**

- Cleaner – Please approve Jordan Tuttle at 14.36 and hour starting Sep 27<sup>th</sup>

**Beautification of Clute Park:**

- 2022 Proposed Camp and Park Rates - **Attached**

**Seneca Lake Events Center:**

- Techline Communications - phone number 607-210-5900
  - The phone will go active Sep 13
  - Wiring Bid – 2 more bids needed
- Trane – HVAC maintenance contract – securing more bids

**Upcoming Special Events:**

- Lakeside Ice-skating – Target open date Friday Nov 19 - 9am to 5pm
- Holiday Christmas Lighting – Sat Nov 27 – Craig to oversee
- Holiday Fair – Dec 3, 4 – Craig to oversee
- Village Christmas – Dec 10 – Special Event **Application attached**

**Concerns and Celebrations:**

- Christmas Tree Donation Secured – Schichtel's Nursery – Oct 19
- In-kind Donations – Clute Park Decorations – Watkins Glen Promotions
- Stone slabs donated – Bridgette Hobart – Oct 5<sup>th</sup> pick up

Thanks for reading – Craig - Parks and Event Center Manager

STREET DEPARTMENT  
September 6, 2021 – September 19, 2021

September 6th thru September 12th

- Bags and brush pick up
- Did UFPO's
- Trash pickup
- Managers Meeting
- Mowed out cemetery's
- Cleaned out storm basins
- Mowed for Town of Reading
- Got things ready for vintage race
- Put out barricades for vintage race
- Stump grinding at Clute Park
- Hot patched on 10<sup>th</sup> street , also by Landons and in Lakeview Cemetery
- Cleaned up stump grindings at park
- Cleaned up Beach at Clute Park
- Picked up signs and barricades after vintage

September 13th thru September 19th

- Bags and Brush pick up
- Did UFPO'S
- Trash Pickup
- Managers Meeting
- Mowed Cemetery's
- Changed cutting teeth on stump grinder
- Cleaned out ditch on Fairgrounds Lane by tops
- Put up no parking signs on porter street for sewer dig
- Mowed Town of Reading
- Did stump grinding in Glenwood Cemetery
- Hauled cold patch for crew working on Sewer Project
- Called in UFPO'S for Monroe Street Project



## BOARD MINUTES FOR ELECTRIC DEPARTMENT

September 17th 2021

### Week of August 30th 2021

- Substation checks.
- \* UFPOs, safety review.
- \* Confirming pole numbers on street inventory.
- MEUA conference, LaFever, Ballard.
- Trucks materials and storeroom. Deliveries.
- Meter reading, transfers.
- Service complaints/requests.
- Installed new secondary on 14<sup>th</sup> street, upgrading for new construction.
- Safety review and scheduling.
- Installing street lights.
- Safety meeting in Bath, pole top rescue.
- Removed old pole #23J on Magee Street.
- Safety meeting in Bath.

### Week of September 6th 2021

- Meter reading.
- Substation
- UFPOs
- School zone lights.
- Clean and maintenance of shop.
- Vehicle maintenance and cleaning.
- Pole line records and field work.
- Grand Prix festival support, speakers wiring.
- Repairs to transformer at Arby's.
- 1<sup>st</sup> year apprenticeship training, Hughey.

### Week of September 13<sup>th</sup> 2021

- Substation checks, UFPO's, meter reading, delinquents.
- 2nd year apprentice school, Prodromou.
- Grand Prix Festival support.
- Removed old pole and transformer at the Schuyler County ambulance, S Decatur Street
- Took damaged transformers to NETS for rebuild and/or disposal.
- Call out. 9/12/21. 8<sup>th</sup> street. Replace damaged transformer.
- Service repairs 705 N Perry Street.

WASTEWATER DEPARTMENT  
WORK REPORT

Sept 2nd, 2021 – Sept 16th, 2021

- Operation and maintenance of WW facility
- Daily and weekly samples
- Daily lab testing
- Training of OIT (ongoing)
- UFPOs
- Vouchers done
- Sludge removal
- Chemical orders and deliveries
- Decatur pump return
- Work with contractor on Porter St, flush and camera
- Emergency repair to sewer on Porter St and 4<sup>th</sup> St, collapsed line
- High flows 9/13 and 16<sup>th</sup>
- Order polymer
- Contractor in plant, second UV unit piping done
- SCADA issue and pump speed issue dealt with
- Call Dival Safety Equipment, gas meters need O<sub>2</sub> sensors
- Draining of SBR and SAM 3
- Industrial pretreatment sampling completed
- Reqs done for grease clean up and sensor replacement

Regards  
Terry A Wilcox

## SUPERINTENDENTS REPORT

Sept 2nd 2021 – Sept 16th, 2021

- Attend bi-weekly board meetings
- Attend monthly JPC meetings
- Weekly Managers meetings
- Vouchers signed all departments
- Board reports
- Meet with LDG water upgrade and collection study (ongoing)
- Participate in DRI call with LaBella
- Discuss sewer line on Porter St with DOT and contractor
- Meet contractor to discuss cable and conduit runs at new event centre
- Onsite with Hunt, Schuler Hass and Dan Bower over lift station at Watkins Brewery
- Deposition given for litigation 9/13 and 14<sup>th</sup>
- Water upgrade conference call 9/14
- Resident complaint over steel plate on porter, call contractor
- Prepare for dig on Second St, notify Carquest
- Letter sent to business over grease build up
- Meet with Convergent, security
- Call from Sherriff No power 8<sup>th</sup> St, Electric manager notified
- Employee evaluations

Regards  
Terry A Wilcox

# Joint Activity Budget

Village of Watkins Glen

2021-2022

## REVENUES:

ACCOUNT	DESCRIPTION	YEAR-TO-DATE	YEAR-TO-DATE	UREALIZED	%
		ACTUAL	ACTUAL	REVENUE	unrealized
JT.2120.000	SEWER RENTS	1,894,800.00	631,766.68	1263033.32	66.7%
JT.2401.000	INTEREST EARNED	500.00	192.49	307.51	61.5%
JT.5031.000	Interfund Transfers	0.00			
<b>Total Revenues</b>		<b>1,895,300.00</b>	<b>631,959.17</b>	<b>1263340.83</b>	<b>63167.0%</b>

## EXPENDITURES:

HOME & COMMUNITY SERVICES	BUDGET	YEAR-TO-DATE	BALANCE	%	
		EXPENDITURES		remaining	
<b>SEWER ADMINISTRATION</b>					
JT.8110.110	Pers. Serv. Office Staff	30,000.00	3,872.21	26127.79	87.1%
JT.8110.400	Contractual	8,500.00	406.66	8093.34	95.2%
JT.8110.401	Attorney Fees	2,500.00		2500.00	100.0%
JT.8110.420	Maintenance & Repairs	7,500.00	127.11	7372.89	98.3%
JT.8110.421	Janitorial Supplies	2,000.00	77.98	1922.02	96.1%
JT.8110.422	SCADA	25,000.00		25000.00	100.0%
JT.8110.425	Office Supplies	3,500.00	314.54	3185.46	91.0%
JT.8110.430	Clothing & Safety Supplies	7,500.00	2,012.70	5487.30	73.2%
JT.8110.440	Insurance Expense	50,000.00	34,871.52	15128.48	30.3%
<b>TOTAL</b>		<b>136,500.00</b>	<b>41,682.72</b>	<b>94817.28</b>	<b>100.0%</b>

## SEWAGE TREATMENT & DISPOSAL PLANT

JT.8130.100	Personal Services	200,000.00	50,252.85	149747.15	74.9%
JT.8130.105	Personal Services Overtime	10,000.00	5,130.02	4869.98	48.7%
JT.8130.200	Equipment	150,000.00		150000.00	100.0%
JT.8130.400	Contractual	2,500.00	67.00	2433.00	97.3%
JT.8130.401	Contractual - Engineers	7,500.00	10,109.50	(2609.50)	-34.8%
JT.8130.410	Utility Expense - Garbage Removal	3,500.00	510.00	2990.00	85.4%
JT.8130.411	Utility Expense Phone	2,500.00	646.62	1853.38	74.1%
JT.8130.412	Utility Expense Internet	3,000.00	840.00	2160.00	72.0%
JT.8130.413	Utility Expense Water	15,000.00	450.00	14550.00	97.0%
JT.8130.414	Utility Expense Electric	65,000.00	19,493.53	45506.47	70.0%
JT.8130.415	Utility Expense Natural Gas	12,500.00	3,905.69	8594.31	68.8%
JT.8130.420	Maintenance & Repair	25,000.00	5,128.38	19871.62	79.5%
JT.8130.421	Lab Equipment	3,500.00	2,424.21	1075.79	30.7%
JT.8130.422	Lab Supplies	10,000.00	3,370.89	6629.11	66.3%
JT.8130.423	Valves and Actuators	10,000.00		10000.00	100.0%
JT.8130.425	Lab Analysis Microbac	25,000.00	8,285.84	16714.16	66.9%
JT.8130.426	Solids Disposal	60,000.00	18,687.62	41312.38	68.9%
JT.8130.430	Tools	7,500.00		7500.00	100.0%
JT.8130.431	Materials & Supplies	7,500.00		7500.00	100.0%
JT.8130.432	lubrication	3,500.00		3500.00	100.0%
JT.8130.433	Instrumentation	2,500.00		2500.00	100.0%
JT.8130.435	Fuel - Vehicles	3,500.00	289.66	3210.34	91.7%
JT.8130.439	SPEDES/Permits	12,000.00		12000.00	100.0%
JT.8130.440	Chlorine	150.00		150.00	100.0%
JT.8130.441	Ferric/Ferrous Expense	0.00		0.00	#DIV/0!
JT.8130.442	Alum Expense	50,000.00	13,685.20	36314.80	72.6%
JT.8130.443	Polymer Expense	12,000.00	7,172.49	4827.51	40.2%
JT.8130.444	Training/membership/conferences	12,500.00		12500.00	100.0%
JT.8130.445	Generator Maintenance	7,500.00	2,753.24	4746.76	63.3%
JT.8130.446	Grounds Maintenance	4,500.00	364.32	4135.68	91.9%
JT.8130.447	Building Maintenance	1,500.00		1500.00	100.0%

<b>TOTAL</b>		<b>729,650.00</b>	<b>153,567.06</b>	<b>576082.94</b>	<b>79.0%</b>
<b>EMPLOYEE BENEFITS</b>					
JT.9010.800	State Retirement	30,000.00		30000.00	100.0%
JT.9030.800	Social Security	15,000.00	4,388.73	10611.27	70.7%
JT.9040.800	Workers Compensation	13,000.00	18,030.17	(5030.17)	-38.7%
JT.9050.800	Unemployment Insurance	1,000.00		1000.00	100.0%
JT.9055.800	Disability Insurance	200.00	27.33	172.67	86.3%
JT.9060.800	Health Insurance Premiums	50,000.00	17,301.22	32698.78	65.4%
JT.9089.800	Compensated Absences	0.00		0.00	
<b>TOTAL</b>		<b>109,200.00</b>	<b>39,747.45</b>	<b>69452.55</b>	<b>63.6%</b>
<b>DEBT SERVICE</b>					
JT.9710.600	Bond Principal Exp	701,950.00		701950.00	100.0%
JT.9710.700	Bond Interest Exp.	30,000.00		30000.00	100.0%
JT.9950.000	Transfer, Capital Reserves Fund	188,000.00		188000.00	100.0%
<b>TOTAL</b>		<b>919,950.00</b>	<b>0.00</b>	<b>919950.00</b>	<b>100.0%</b>
<b>Total Expenditures</b>		<b>1,895,300.00</b>	<b>234,997.23</b>	<b>1,660,302.77</b>	
<b>Excess of Revenues over Expenditures for Report</b>		<b>0.00</b>	<b>396,961.94</b>		

	per appendix #3:	debt service:	Annual fee:
	1,163,350.00	731,950.00	
Watkins:	825,978.50	519,052.00	1,345,030.50
Montour:	337,371.50	212,898.00	550,269.50
			monthly fee/ea
Watkins:	68,831.54	43,254.33	112,085.88
Montour:	28,114.29	17,741.50	45,855.79
			157,941.67

**Water Budget**  
**Village of Watkins Glen**  
**2021-2022**

**REVENUES:**

ACCOUNT	DESCRIPTION	ORIGINAL	YEAR-TO-DATE	UREALIZED	% unrealized
		BUDGET	REVENUE	REVENUE	
FF.2140.000	Metered Water Sales	841,114.00	337,570.50	503543.50	59.9%
FF.2142.000	Unmetered Water Sales	10,000.00	9,504.00	496.00	5.0%
FF.2144.000	Water Service Charges	1,600.00	330.00	1270.00	79.4%
FF.2148.000	Interest & Penalties on Water Charges	0.00	1,338.94	(1338.94)	#DIV/0!
FF.2378.500	Water Services, other Governments - Dix	98,000.00	64,643.41	33356.59	34.0%
FF.2401.000	Interest Earned	600.00	178.43	421.57	70.3%
FF.2401.100	Interest - Capital Reserve	15.00	4.04	10.96	73.1%
FF.2701.000	Refund of Prior Year's Expenditure	0.00		0.00	
FF.2770.000	Miscellaneous Revenue	0.00		0.00	
	<b>Total Revenues</b>	<b>951,329.00</b>	<b>413,569.32</b>	<b>537759.68</b>	<b>56.5%</b>

**EXPENDITURES:**

	HOME AND COMMUNITY SERVICES	YEAR-TO-DATE			% remaining
		BUDGET	EXPENDITURES	BALANCE	
<b>WATER ADMINISTRATION</b>					
FF.8310.100	Pers. Serv. Board & Mayor	7,900.00	1,931.70	5968.30	75.5%
FF.8310.110	Pers. Serv. Office Staff	26,000.00	8,270.54	17729.46	68.2%
FF.8310.140	Pers Serv. Superintendent	21,000.00	7,377.72	13622.28	64.9%
FF.8310.400	Contractual	28,000.00	4,744.78	23255.22	83.1%
FF.8310.401	Attorney Expense	5,000.00	345.50	4654.50	93.1%
FF.8310.420	Maintenance & Repairs	7,500.00	1,558.54	5941.46	79.2%
FF.8310.425	Office Supplies	2,500.00		2500.00	100.0%
FF.8310.430	Clothing and Safety Supplies	3,000.00	2,225.16	774.84	25.8%
FF.8310.440	Insurance Expense	36,000.00	34,871.52	1128.48	3.1%
	<b>TOTAL</b>	<b>136,900.00</b>	<b>61,325.46</b>	<b>75574.54</b>	

**SOURCE OF SUPPLY, POWER, PUMPING**

FF.8320.100	Personal Services	245,000.00	54,683.39	190316.61	77.7%
FF.8320.115	Personal Services Overtime	12,000.00	3,327.75	8672.25	72.3%
FF.8320.180	Personal Services	450.00	38.70	411.30	91.4%
FF.8320.200	Equipment	20,000.00		20000.00	100.0%
FF.8320.400	SOURCE OF SUPPLY - CONTRACTUAL	4,000.00	2,225.00	1775.00	44.4%
FF.8320.410	Utility Expense	65,000.00	12,202.45	52797.55	81.2%
FF.8320.420	Maintenance & Repairs	15,000.00	1,010.00	13990.00	93.3%
FF.8320.421	Training/memberships/conferences	3,500.00	551.00	2949.00	84.3%
FF.8320.422	Lubrication	2,500.00		2500.00	100.0%
FF.8320.423	lab equipment	5,500.00		5500.00	100.0%
FF.8320.424	Lab Supplies	2,000.00		2000.00	100.0%
FF.8320.425	Lab Analisis Microbac	5,250.00	866.74	4383.26	83.5%
FF.8320.426	Generator Maintenance plant	750.00		750.00	100.0%
FF.8320.427	Building Maintenance	1,000.00		1000.00	100.0%
FF.8320.428	HVAC	1,500.00		1500.00	100.0%
FF.8320.430	materials and supplies	8,000.00	1,470.07	6529.93	81.6%
FF.8320.432	Tools	5000.00	117.14	4882.86	97.7%
FF83420.433	Instrumentation	3000.00	294.88	2705.12	90.2%
FF83420.435	Fuel	500.00		500.00	100.0%
	<b>TOTAL</b>	<b>399,950.00</b>	<b>76,787.12</b>	<b>323162.88</b>	

**PURIFICATION**



**Sewer Budget**  
**Village of Watkins Glen**  
**2021-2022**

**REVENUES:**

ACCOUNT	DESCRIPTION	BUDGET	YEAR-TO-DATE		% unrealized
			ACTUAL	UREALIZED REVENUE	
GG.2120.000	SEWER RENTS	1,528,110.00	512,192.50	1015917.50	66.5%
GG.2123.000	CHARGEBACK WTP BACKWASH TREATMENT	22,500.00		22500.00	100.0%
GG.2128.000	INTEREST & PENALTIES ON SEWER ACCTS	0.00	1,183.85	(1183.85)	#DIV/0!
GG.2374.500	SEWER SERVICES-TOWN OF DIX USAGE	130,000.00	59,875.67	70124.33	53.9%
GG.2401.000	INTEREST EARNED	522.00	124.60	397.40	76.1%
GG.2401.100	INTEREST - SAN SWR CAPITAL RESERVE	140.00	31.77	108.23	77.3%
GG.2401.200	Interest - WWTP Capital Reserve	0.50	0.12	0.38	
GG.2650.000	SALE OF SURPLUS AND SCRAP	0.00		0.00	
GG2665.000	Sale of Equipment	0.00		0.00	
GG.2680.000	insurance recoveries	0.00		0.00	
GG.2701.000	REFUNDS OF PRIOR YEAR'S EXPENDITURES	0.00		0.00	
GG.3901.000	STATE AID	0.00		0.00	
GG5031.000	Interfund Transfers	0.00		0.00	
<b>Total Revenues</b>		<b>1,681,272.50</b>	<b>573,408.51</b>	<b>1107863.99</b>	<b>65.9%</b>

**EXPENDITURES:**

HOME & COMMUNITY SERVICES	BUDGET	YEAR-TO-DATE		% remaining	
		EXPENDITURES	BALANCE		
<b>SEWER ADMINISTRATION</b>					
GG.8110.100	Pers. Serv. Board & Mayor	7,900.00	1,931.70	5968.30	75.5%
GG.8110.110	Pers. Serv. Office Staff	20,000.00	6,498.02	13501.98	67.5%
GG.8110.400	Contractual	16,000.00	2,584.72	13415.28	83.8%
GG.8110.401	Attorney Fees	6,000.00	149.50	5850.50	97.5%
GG.8110.420	Maintenance & Repairs	6,000.00	1,345.26	4654.74	77.6%
GG8110.422	SCADA	25,000.00		25000.00	100.0%
GG.8110.425	Office Supplies	1,000.00	413.01	586.99	58.7%
GG.8110.430	Clothing & Safety Supplies	750.00	184.77	565.23	75.4%
GG.8110.440	Insurance Expense	5,000.00	4,358.94	641.06	12.8%
<b>TOTAL</b>		<b>87,650.00</b>	<b>17,465.92</b>	<b>70184.08</b>	<b>80.1%</b>
<b>SANITARY SEWER</b>					
GG.8120.100	Personal Services	45,000.00	16,562.19	28437.81	63.2%
GG8120.105	Personal Services Overtime	2,500.00	1,233.93	1266.07	50.6%
GG.8120.200	Equipment	50,000.00		50000.00	100.0%
GG.8120.400	Contractual	1,500.00		1500.00	100.0%
GG.8120.410	Utility Expense	4,000.00	287.10	3712.90	92.8%
GG.8120.420	Collection System	15,000.00	3,222.67	11777.33	78.5%
GG.8120.430	Sewage Pump Station	10,000.00	3,435.94	6564.06	65.6%
GG.8120.440	Generator Maintenance	750.00		750.00	100.0%
<b>TOTAL</b>		<b>128,750.00</b>	<b>24,741.83</b>	<b>104008.17</b>	<b>80.8%</b>
<b>SEWAGE TREATMENT &amp; DISPOSAL PLANT</b>					
GG.8130.400	Contractual	1,345,030.50	448,343.52	896686.98	66.7%
<b>EMPLOYEE BENEFITS</b>					
GG.9010.800	State Retirement	9,000.00		9000.00	100.0%
GG.9030.800	Social Security	5,000.00	1,928.94	3071.06	61.4%
GG.9040.800	Workers Compensation	1,000.00	1,643.29	(643.29)	-64.3%
GG.9050.800	Unemployment Insurance	10,000.00		10000.00	100.0%
GG.9055.800	Disability Insurance	100.00	14.88	85.12	85.1%
GG.9060.800	Health Insurance Premiums	5,000.00	4,511.94	488.06	9.8%
GG9089.800	Compensated Absenses	2,500.00	679.36	1820.64	72.8%
<b>TOTAL</b>		<b>32,600.00</b>	<b>8,778.41</b>	<b>23821.59</b>	<b>73.1%</b>



**DEBT SERVICE**

GG.9710.600	Bond Principal Exp	30,000.00	30,000.00	0.00	0.0%
GG9710.700	Bond Interest Exp.	24,325.00	12,293.75	12031.25	49.5%
GG9950.000	Transfer, Capital Reserves Fund	32,917.00		32917.00	100.0%
	<b>TOTAL</b>	<b>87,242.00</b>	<b>42,293.75</b>	<b>44948.25</b>	
	<b>Total Expenditures</b>	<b>1,681,272.50</b>	<b>541,623.43</b>	<b>1,139,649.07</b>	
	<b>Excess of Revenues over Expenditures for Report</b>	<b>0.00</b>	<b>31,785.08</b>		

**General Fund Budget 2021-22**  
Village of Watkins Glen

<b>REVENUES:</b>		ESTIMATED	YEAR-TO-DATE	UNREALIZED	%
ACCOUNT	DESCRIPTION	REVENUE	REVENUE	REVENUE	unrealized
AA.1001.000	REAL PROPERTY TAXES	1,365,268.00	1,365,267.98	0.02	0.0%
AA.1081.000	OTHER PAYMENTS IN LIEU OF TAXES	148,765.00	150,193.42	(1,428.42)	-1.0%
AA.1090.000	INTEREST & PENALTIES ON REAL PROP TAXES	4,500.00	5,987.54	(1,487.54)	-33.1%
AA.1120.000	NON PROP TAX DIST BY COUNTY	200,000.00	23,462.59	176,537.41	88.3%
AA.1130.000	UTILITIES GROSSRECEIPTS TAX	5,000.00	101.80	4,898.20	98.0%
AA.1170.000	FRANCHISES	30,000.00	7,161.82	22,838.18	76.1%
AA.1230.000	TREASURER FEES	1,500.00	750.00	750.00	50.0%
AA.1235.000	TAX ADVERTISING FEES	250.00		250.00	100.0%
AA.1255.000	CLERK FEES	80.00	297.25	(217.25)	-271.6%
AA.1520.000	POLICE FEES	200.00	205.00	(5.00)	-2.5%
AA.1560.000	SAFETY INSPECTION FEES	3,000.00		3,000.00	100.0%
AA.1603.000	VITAL STATISTICS FEES	300.00	80.00	220.00	73.3%
AA.2001.000	CLUTE PARK PARKING FEES	27,500.00	40,763.00	(13,263.00)	-48.2%
AA.2002.000	CAMPGROUND RECEIPTS	500,000.00	178,222.99	321,777.01	64.4%
AA.2004.000	CABLE RECEIPTS-CAMPGROUND	12,500.00	534.00	11,966.00	95.7%
AA.2005.000	DOCK RENTAL RECEIPTS	17,000.00		17,000.00	100.0%
AA.2012.000	CONCESSION FEES	7,000.00	5,413.02	1,586.98	22.7%
AA.2025.000	Roller Skate/Ice Skate Receipts	11,200.00		11,200.00	100.0%
AA.2064.000	Event Rental Fees		450.00	(450.00)	
AA.2065.000	COMMUNITY CENTER FEES (old)	8,000.00	3,095.00	4,905.00	61.3%
AA.2065.100	COMMUNITY CENTER FEES (new)	25,000.00	1,725.00	23,275.00	93.1%
AA.2067.000	PAVILION RENTAL FEES	1,000.00	1,700.00	(700.00)	-70.0%
AA.2112.000	ZONING VARIANCE APPL FEES	200.00	210.00	(10.00)	-5.0%
AA.2115.000	SITE PLAN REVIEW FEES	1,500.00	125.00	1,375.00	91.7%
AA.2190.000	SALE OF CEMETERY LOTS	300.00		300.00	100.0%
AA.2191.000	CEMETERY PERPETUAL CARE FEE	700.00		700.00	100.0%
AA.2192.000	CHARGES FOR CEMETERY SERVICES	700.00	1,700.00	(1,000.00)	-142.9%
AA.2210.000	GENERAL SERVICES, OTHER GOV'TS - SRO	75,000.00	11,174.74	63,825.26	85.1%
AA.2262.000	FIRE PROTECTION SERVICES OTHER GOV'TS	206,843.00		206,843.00	100.0%
AA.2401.000	INTEREST AND EARNINGS	2,000.00	701.27	1,298.73	64.9%
AA.2401.100	INTEREST-CAPITAL IMPROV RESERVE	300.00	88.24	211.76	70.6%
AA.2401.200	INTEREST-EQUIPMENT RESERVE	50.00	13.14	36.86	73.7%
AA.2401.500	Interest Earned - Paradiso Bequest	30.00	8.18	21.82	72.7%
AA.2401.600	Interest Earned - Interfund loan	22,003.75		22,003.75	
AA.2401.884	INTEREST-BONDED INDEBTEDNESS	5.00	1.36	3.64	72.8%
AA.2410.000	RENTAL OF REAL PROPERTY	11,000.00	7,800.00	3,200.00	29.1%
AA.2501.000	Business & Occupational License - STR	24,000.00		24,000.00	
AA.2530.000	GAMES OF CHANCE	10.00	30.00	(20.00)	-200.0%
AA.2555.000	BUILDING AND ALTERATION PERMITS	20,000.00	4,455.00	15,545.00	77.7%
AA.2590.000	PERMITS, OTHER		250.00	(250.00)	
AA.2610.000	FINES AND FORFEITED BAIL	20,000.00	4,349.00	15,651.00	78.3%
AA.2705.000	GIFTS AND DONATIONS	50,000.00		50,000.00	
AA.2750.000	AIM Related Payments	21,318.00		21,318.00	100.0%
AA.2801.000	INTERFUND REVENUES	31,875.00		31,875.00	100.0%
AA.3005.000	ST AID, MORTGAGE TAX	17,500.00		17,500.00	
AA.3389.000	ST AID - OTHER PUBLIC SAFETY (PTS traffic gra	2,800.00		2,800.00	100.0%
AA.3501.000	ST AID, CHIPS PROGRAM	50,000.00		50,000.00	100.0%
AA.5031.000	INTERFUND TRANSFERS	20,000.00		20,000.00	
AA.5791.000	Proceeds of refunding bonds			0.00	
<b>Report Totals</b>		<b>2,946,197.75</b>	<b>1,816,316.34</b>	<b>1,129,881.41</b>	<b>38.4%</b>

<b>Expenses:</b>			YEAR-TO-DATE		%
			EXPENDITURES	BALANCE	remaining
AA.1010.100	BOARD OF TRUSTEES-PERSONAL SERVICES	6,000.00	1,494.18	4505.82	75.1%
AA.1010.400	BOARD OF TRUSTEES-CONTRACTUAL	2,500.00	609.05	1890.95	75.6%
<b>TOTAL</b>		<b>8,500.00</b>	<b>2,103.23</b>	<b>6,396.77</b>	

AA.1110.100	MUNICIPAL COURT - PERSONAL SERVICES	26,000.00	6,479.76	19520.24	75.1%
AA.1110.400	MUNICIPAL COURT - CONTRACTUAL	4,500.00	210.45	4289.55	95.3%
AA.1110.410	MUNICIPAL COURT - CONTR.UTILITIES EXP	600.00	103.64	496.36	82.7%
AA.1110.420	MUNICIPAL COURT - MATERIALS & MAINTENAN	2,000.00	56.92	1943.08	97.2%
	<b>TOTAL</b>	<b>33,100.00</b>	<b>6,850.77</b>	<b>26,249.23</b>	
AA.1210.100	MAYOR - PERSONAL SERVICES	2,400.00	585.72	1814.28	75.6%
AA.1210.400	MAYOR - CONTRACTUAL	625.00	54.62	570.38	91.3%
	<b>TOTAL</b>	<b>3,025.00</b>	<b>640.34</b>	<b>2,384.66</b>	
AA.1220.400	SUPT - CONTRACTUAL EXPENSE	1,000.00	112.85	887.15	88.7%
AA.1220.435	SUPT - CONT M&S FUEL, VEHICLE	-	-	0.00	
	<b>TOTAL</b>	<b>1,000.00</b>	<b>112.85</b>	<b>887.15</b>	
AA.1325.100	TREASURER - PERSONAL SERVICES	14,000.00	4,320.20	9679.80	69.1%
AA.1330.400	TAX COLLECTION - CONTRACTUAL	300.00	101.70	198.30	66.1%
AA.1362.400	TAX ADVERISING - CONTRACTUAL	340.00	-	340.00	100.0%
	<b>TOTAL</b>	<b>640.00</b>	<b>101.70</b>	<b>538.30</b>	
AA.1410.100	CLERK - PERSONAL SERVICES	45,000.00	13,336.92	31663.08	70.4%
AA.1410.110	CLERK - PERS SER (CLERKS)	15,000.00	3,729.81	11270.19	75.1%
AA.1410.400	CLERK - CONTRACTUAL	18,000.00	1,682.06	16317.94	90.7%
AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP	4,500.00	953.39	3546.61	78.8%
AA.1410.420	CLERK - MATERIALS & MAINTENANCE	5,500.00	915.63	4584.37	83.4%
	<b>TOTAL</b>	<b>88,000.00</b>	<b>20,617.81</b>	<b>67,382.19</b>	
AA.1420.400	LAW - CONTRACTUAL	50,000.00	6,934.82	43065.18	86.1%
AA.1450.400	ELECTIONS - CONTRACTUAL	-	-	0.00	
AA.1620.100	MUN BLDGS - PERS SERVICES	6,000.00	488.68	5511.32	91.9%
AA.1620.400	MUN BLDGS - CONTRACTUAL	15,000.00	14,858.47	141.53	0.9%
AA.1620.410	MUN BLDGS - CONTR EXP - UTILITIES	10,000.00	2,602.06	7397.94	74.0%
AA.1620.420	MUN BLDGS - CONTR EXP - MATERIALS & MAIN	9,000.00	7,418.85	1581.15	17.6%
	<b>TOTAL</b>	<b>40,000.00</b>	<b>25,368.06</b>	<b>14,631.94</b>	
AA.1920.400	MUNICIPAL ASSN DUES - CONTRACTUAL	1,164.00	-	1164.00	100.0%
AA.1989.410	NYS SALES TAX - PARK FEES	3,000.00	3,162.31	(162.31)	-5.4%
AA.3120.100	POLICE - PERSONAL SERVICES	270,000.00	83,229.76	186770.24	69.2%
AA.3120.110	POLICE - PER SERV (CROSSGD)	3,200.00	425.00	2775.00	86.7%
AA.3120.115	POLICE - PERSONAL SERVICES OT	30,000.00	19,869.41	10130.59	33.8%
AA.3120.140	POLICE - PER SERV - SRO	70,000.00	6,799.33	63200.67	90.3%
AA.3120.200	POLICE - EQUIPMENT	10,000.00	-	10000.00	100.0%
AA.3120.400	POLICE - CONTRACTUAL	3,000.00	556.53	2443.47	81.4%
AA.3120.401	Police - Contractual Community Outreach	3,240.00	163.96	3076.04	94.9%
AA.3120.410	POLICE - CONTR. UTILITIES EXP	3,250.00	843.53	2406.47	74.0%
AA.3120.420	POLICE - CONTR. MATERIALS & MAINTENANCE	5,000.00	610.24	4389.76	87.8%
AA.3120.421	Police -MAINT-CONFRENCES/TRAINING	7,000.00	2,400.00	4600.00	65.7%
AA.3120.423	Police-MAINT-CLOTHING AND SAFTEY SUPPLIE:	7,000.00	1,383.83	5616.17	80.2%
AA.3120.430	Police MAINT- MATERIALS AND SUPPLIES	3,500.00	433.64	3066.36	87.6%
AA.3120.432	Police - range fees and ammunition	5,000.00	4.80	4995.20	99.9%
AA.3120.435	POLICE CONTRACTUAL - GASOLINE	7,000.00	2,974.20	4025.80	57.5%
AA.3120.440	POLICE - CONTR. INSURANCE EXP	38,000.00	36,805.52	1194.48	3.1%
AA.3120.450	CONTRACTUAL - DISPATCH FEES	11,000.00	-	11000.00	100.0%
	<b>TOTAL</b>	<b>476,190.00</b>	<b>156,499.75</b>	<b>319,690.25</b>	
AA.3410.400	FIRE - CONTRACTUAL	115,000.00	13,260.80	101739.20	88.5%
AA.3410.410	FIRE - CONTR. UTILITIES EXP	12,000.00	2,517.09	9482.91	79.0%
AA.3410.435	FIRE - CONTR. M&S (FUEL GASOLINE)	5,000.00	1,677.05	3322.95	66.5%

AA.3410.440	FIRE - CONTR. INSURANCE EXP	24,000.00	20,868.46	3131.54	13.0%
	<b>TOTAL</b>	<b>156,000.00</b>	<b>38,323.40</b>	<b>117,676.60</b>	
AA.3620.100	SAFETY INSPECTION - PERSONAL SERVICES	38,000.00		38000.00	100.0%
AA.3989.400	MISC PUBLIC SAFETY - CONTRACTUAL	1,200.00	52.18	1147.82	95.7%
AA.5110.100	STREET MAINT - PERS SERVICES	160,000.00	40,940.74	119059.26	74.4%
AA.5110.115	STREET MAINT-PERS SERVICES OVERTIME	3,000.00	1,816.45	1183.55	39.5%
AA.5110.140	STREET MAINT - PER SERV (SUPT)	51,500.00	14,705.00	36795.00	71.4%
AA.5110.200	STREET MAINT - EQUIPMENT EXP	25,000.00	439.94	24560.06	98.2%
AA.5110.400	STREET MAINT - CONTR EXP	3,500.00	1,927.06	1572.94	44.9%
AA.5110.410	STREET MAINT- CONTR EXP -UTILITIES	14,000.00	3,416.11	10583.89	75.6%
AA.5110.420	STREET MAINT - CONTR. - MATERIALS & MAINT	35,000.00	5,478.55	29521.45	84.3%
AA.5110.421	STREET-MAINT-CONFRENCES/TRAINING	500.00		500.00	100.0%
AA.5110.422	STREET-MAINT- LUBRICATION	750.00	340.07	409.93	54.7%
AA.5110.423	STREET-MAINT-CLOTHING AND SAFTEY SUPPLIE	3,500.00	318.97	3181.03	90.9%
AA.5110.430	S' STREET MAINT- MATERIALS AND SUPPLIES	5,000.00	4,358.62	641.38	12.8%
AA.5110.432	Tools	1,500.00		1500.00	100.0%
AA.5110.435	STREET MAINT CONT (FUEL-VEHICLES)	10,000.00	7,058.64	2941.36	29.4%
AA.5110.440	STREET MAINT - INSURANCE EXP	36,000.00	34,871.52	1128.48	3.1%
AA.5110.450	STREET MAINT - CONTR EXP-SIGNS	500.00		500.00	100.0%
AA.5112.400	CHIPS PROJECT - CONTR EXP	58,000.00		58000.00	100.0%
AA.5132.450	GARAGE - RENT	12,000.00	7,185.53	4814.47	40.1%
	<b>TOTAL</b>	<b>419,750.00</b>	<b>122,857.20</b>	<b>296,892.80</b>	
AA.5142.110	SNOW REMOVAL - OVERTIME	5,000.00		5000.00	100.0%
AA.5142.420	SNOW REMOVAL - CONTR. - MATERIALS & MAIT	4,000.00		4000.00	100.0%
AA.5142.430	SNOW REMOVAL - MATER&SUPPL.EXP	10,000.00		10000.00	100.0%
	<b>TOTAL</b>	<b>19,000.00</b>	<b>-</b>	<b>19,000.00</b>	
AA.5182.400	STREET LIGHTING - CONTRACTUAL	30,000.00	11,274.62	18725.38	62.4%
AA.6410.400	PUBLICITY - CONTRACTUAL (hist society, chamb	1,000.00	500.00	500.00	50.0%
AA.7110.110	PARKS - PERS. SERV.Full time staff	133,000.00	28,302.92	104697.08	78.7%
AA.7110.115	PARKS-PERS.SERV OVERTIME	2,500.00	348.11	2151.89	86.1%
AA.7110.120	PARKS - PERS. SERV.(LABORERS)	92,000.00	41,822.85	50177.15	54.5%
AA.7110.130	PARKS - PERS. SERV.(PK MGR)	65,000.00	17,166.91	47833.09	73.6%
AA.7110.200	PARKS - EQUIPMENT	10,000.00	17,899.05	(7899.05)	-79.0%
AA.7110.400	PARKS - CONTRACTUAL	15,000.00	11,683.70	3316.30	22.1%
AA.7110.410	PARKS - UTILITIES-PHONES EXP	1,200.00	155.79	1044.21	87.0%
AA.7110.411	PARKS-UTILITIES-Sewer/water/elect-EXP	5,000.00	1,499.31	3500.69	70.0%
AA.7110.420	PARKS - CONTR. - MAINTENANCE	10,000.00	10,973.90	(973.90)	-9.7%
AA.7110.421	PARKS-CONTR-TRIANING/CONFERENCES	2,000.00	262.50	1737.50	86.9%
AA.7110.423	PARKS-CONTR.- CLOTHING ANS SAFTEY SUPP	1,500.00	694.71	805.29	53.7%
AA.7110.430	PARKS - CONTR. - MATERIALS AND SUPPLIES	6,000.00	9,164.71	(3164.71)	-52.7%
AA.7110.435	PARKS CONT - FUEL-VEHICLES	2,500.00	1,421.49	1078.51	43.1%
AA.7110.440	PARKS-CONT-INSURANCE EXP	60,000.00	34,871.52	25128.48	41.9%
	<b>TOTAL</b>	<b>405,700.00</b>	<b>176,267.47</b>	<b>229,432.53</b>	
AA.7140.200	COMM CENTER - EQUIPMENT	55,500.00	5,256.32	50243.68	90.5%
AA.7140.400	COMM CENTER - CONTR EXPENSE	26,000.00	4,615.55	21384.45	82.2%
AA.7140.410	COMM CENTER - CONTR EXP -UTILITIES	35,000.00	63,288.35	(28288.35)	-80.8%
AA.7140.420	COMM CENTER - CONTR. - MAINTENANCE	10,000.00	2,667.92	7332.08	73.3%
AA.7140.430	COMM CENTER - CONTR. - MATERIALS & SUPPI	7,000.00	2,122.12	4877.88	69.7%
	<b>TOTAL</b>	<b>133,500.00</b>	<b>77,950.26</b>	<b>55,549.74</b>	
AA.7180.120	CAMPGROUND - PER SER(CAMP LABR)	20,000.00	25,807.89	(5807.89)	-29.0%
AA.7180.400	CAMPGROUND - CONTRACTUAL	25,000.00	7,578.95	17421.05	69.7%
AA.7180.410	CAMPGROUND - UTILITIES EXP	800.00	150.66	649.34	81.2%
AA.7180.411	CAMPGROUND - UTILITIES-WATER/SEWER/ELE	21,000.00	10,220.62	10779.38	51.3%

AA.7180.420	CAMPGROUND - CONTR. - MATERIALS & MAINT	22,000.00	4,901.60	17098.40	77.7%
AA.7180.435	CAMPGROUND CONT - FUEL - VEHICLES	600.00	287.56	312.44	52.1%
	<b>TOTAL</b>	<b>89,400.00</b>	<b>48,947.28</b>	<b>40,452.72</b>	
AA.7410.400	LIBRARY - CONTRACTUAL	1,200.00	436.00	764.00	63.7%
AA.8010.100	ZONING - PERSONAL SERVICES	50,000.00	13,860.81	36139.19	72.3%
AA.8010.400	ZONING - CONTRACTUAL	8,500.00	3,826.58	4673.42	55.0%
AA.8010.410	ZONING - UTILITIES EXP	3,000.00	1,457.12	1542.88	51.4%
AA.8010.435	ZONING - CONT M&S FUEL, VEHICLE	1,000.00		1000.00	100.0%
AA.8020.400	PLANNING - CONTRACTUAL	600.00	50.00	550.00	91.7%
	<b>TOTAL</b>	<b>63,100.00</b>	<b>19,194.51</b>	<b>43,905.49</b>	
AA.8140.400	STORM SEWERS - CONTRACTUAL	10,000.00	6,710.29	3289.71	32.9%
	<b>TOTAL</b>	<b>10,000.00</b>	<b>6,710.29</b>	<b>3,289.71</b>	
AA.8160.400	REFUSE & GARBAGE - CONTRACTUAL	59,000.00	18,625.00	40375.00	68.4%
	<b>TOTAL</b>	<b>59,000.00</b>	<b>18,625.00</b>	<b>40,375.00</b>	
AA.8170.400	STREET CLEANING - CONTRACTUAL	8,250.00	2,072.00	6178.00	74.9%
AA.8170.420	STREET CLEANING - CONTR - MATERIALS & MA	500.00		500.00	100.0%
	<b>TOTAL</b>	<b>8,750.00</b>	<b>2,072.00</b>	<b>6,678.00</b>	
AA.8810.120	CEMETERY - PERS SERV (LABORERS)	47,500.00	26,273.04	21226.96	44.7%
AA.8810.400	CEMETERY - CONTRACTUAL	300.00	524.95	(224.95)	-75.0%
AA.8810.420	CEMETERY - CONTR - MATERIALS & MAINTENA	1,500.00	3,052.16	(1552.16)	-103.5%
	<b>TOTAL</b>	<b>49,300.00</b>	<b>29,850.15</b>	<b>19,449.85</b>	
<b>EMPLOYEE BENEFITS</b>					
AA.9010.800	STATE RETIREMENT	73,000.00		73000.00	100.0%
AA.9015.800	POLICE & FIREMEN RETIREMENT	55,000.00		55000.00	100.0%
AA.9025.800	LOSAP	20,000.00		20000.00	100.0%
AA.9030.800	SOCIAL SECURITY	82,140.00	26,425.37	55714.63	67.8%
AA.9040.800	WORKER'S COMPENSATION	55,000.00	85,953.35	(30953.35)	-56.3%
AA.9050.800	UNEMPLOYMENT INSURANCE	24,000.00		24000.00	100.0%
AA.9055.800	DISABILITY INSURANCE	1,500.00	198.28	1301.72	86.8%
AA.9060.800	HOSPITAL & MEDICAL INS	180,000.00	67,448.61	112551.39	62.5%
AA.9089.800	COMPENSATED ABSENCES	65,000.00	21,926.21	43073.79	66.3%
	<b>TOTAL</b>	<b>555,640.00</b>	<b>201,951.82</b>	<b>353,688.18</b>	
<b>DEBT SERVICE</b>					
AA.9710.610	BOND PRINCIPAL - FIRE STATION	45,000.00	45,000.00	0.00	0.0%
AA.9710.710	BOND INTEREST - Fire Station	4,500.00	2,700.00	1800.00	40.0%
AA.9710.660	BOND PRINCIPAL - MUNI BLDG 2011	95,000.00	95,000.00	0.00	0.0%
AA.9710.760	Bond Interest - Mun Building 2011	12,715.63	6,684.38	6031.25	47.4%
	Bond Anticipation Note interest (\$2.5 mil park projec	19,695.14		19695.14	100.0%
AA9785.600	Installment purchase debt principal (pd vehicle)	8,021.07		8021.07	100.0%
AA9785.700	Installment purchase debt interest	2,101.52		2101.52	100.0%
	<b>TOTAL</b>	<b>187,033.36</b>	<b>149,384.38</b>	<b>37,648.98</b>	
	<b>Total Expenditures</b>	<b>2,946,192.36</b>	<b>1131108.40</b>	<b>1815083.96</b>	<b>61.6%</b>
	<b>Excess of Revenues over Expenditures for Report</b>	<b>5.39</b>	<b>685,207.94</b>		

# NYS Public Employer Continuation of Operations Plan

for the

# Village of Watkins Glen



September 21, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Teamsters Local Union 118, International Brotherhood of Electrical Workers Local Union 10, and the Police Benevolent Association of Watkins Glen, Inc. as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Village of Watkins Glen, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: September 21, 2021

By: Luke Leszyk

Signature: \_\_\_\_\_

Title: Mayor

# Record of Changes

Date of Change	Description of Change	Implemented by



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## Purpose, Scope, Situation Overview, and Assumptions

### *Purpose*

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### *Scope*

This plan was developed exclusively for and is applicable to the Village of Watkins Glen. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### *Situation Overview*

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### *Planning Assumptions*

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Mayor of the Village of Watkins Glen, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Village Clerk and/or Superintendent of Public Works.

Upon the determination of implementing this plan, all employees and contractors of the Village of Watkins Glen shall be notified by electronic communication, with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. The public will be notified of pertinent operational changes by way of established public notification methods, including but not limited to e-mail, publication in the paper of record, and/or social media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Watkins Glen, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of the Village of Watkins Glen, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Watkins Glen is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Mission essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Watkins Glen

The Village of Watkins Glen has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Village of Watkins Glen have been identified as:

Essential Function	Description	Priority
Police	Provide law enforcement and emergency services	1
Water	Provide potable water; Maintain water transmission lines	1
Sewer	Provide decontamination of domestic/municipal wastewater and stormwater; Maintain sewer transmission lines	1
Electric	Provide electricity; Maintain power transmission lines	1
Streets	Provide maintenance/improvements for infrastructure including roads, alleys, and storm drains	1
Fire	Provide fire abatement and emergency services	1
Administration	Provide administrative support for various departments, customer services including utilities, and financial services related to municipal operations	1
Maintenance	Provide cleaning/maintenance services to keep buildings clean and equipment in optimal working order.	1
Code Enforcement	Provide enforcement of local zoning laws and state building codes.	1
Court	Provide legal judgements.	2
Parks	Provide assistance for public using parks, water amenities and other recreational services	2

## Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Code Enforcement	Code Enforcement Officer	Inspections require personnel on site. Maintains all building permit information. Records/computer programs are on site and may not leave the facility.
Court	Court Clerk	Court software is on site for reporting Take payments; Explain Court rules/options
	Judge	Make decisions
	Justice	Provides services in the Judges absence
Electric	Supervisor	Responsible for overall management and operation of Elec Dept. Supervises/directs/manages staff for all aspects of electrical transmission of local public utility. Is a working supervisor position. Needs to be present for aforementioned duties.
	Senior Lineworker	Leads in the maintenance, repair and extension of electric power facilities and the physical safety of employees engaged in this work. Needs to be present for aforementioned duties.
	Lineworker	Erects, installs, repairs and maintains all overhead and underground electric power distribution lines. Needs to be present for aforementioned duties.
	Lineworker Helper	Assists with erection, installation, repair and maintenance of all overhead and underground electric power distribution lines. Needs to be present for aforementioned duties.
Administration	Clerk	Primary administrator for all main office functions. Civil Service liaison; Employee Benefit Coordinator; Records Custodian; Supervises administrative staff. Records/computer programs are on site and may not leave the facility.
	Treasurer	Chief fiscal officer. Maintain custody of all village funds, accounts, receipts and expenditures. Property tax implementation and collection. Maintain electric property records. Payroll administrator. Records/computer programs are on site and may not leave the facility.
	Deputy Clerk Treasurer	Utility Billing clerk. Assists Clerk and Treasurer with any tasks as assigned. Records/computer programs are on site and may not leave the facility.
	Keyboard Specialist	Primary customer service contact. Collects all payments, answers phone, directs visitors to appropriate departments. Records/computer programs are on site and may not leave the facility.
Maintenance	Cleaner	Keeps municipal building and other facilities clean/disinfected. Cannot clean buildings from remote location.

	Maintenance Mechanic	Installs/inspects/maintains and repairs a variety of plumbing/electrical and mechanical systems within and/or connected to municipal buildings. Cannot install/inspect/repair or maintain aforementioned systems from remote location.
Parks	Parks & Event Center Manager	Supervises operation and maintenance of all park employees, facilities, trails, concessions, parking and natural areas. Some administrative work may be done off-site. Records/computer programs are on site and may not leave the facility.
	Parks & Recreation Coordinator	Primary customer service contact. Collects all payments, answers phone, directs visitors to appropriate areas, enforce park rules. Records/computer programs are on site and may not leave the facility.
Police	Sergeant in Charge	Supervises activities, inspecting and scheduling the work of Police Officers. Handles/assists in major law enforcement situations, organize departmental activities and respond to emergency situations. Situations require on site personnel. Records/computer programs are on site and may not leave the facility.
	Police Officer	Enforces laws and ordinances, apprehends violators, conducts routine patrols, performs investigations, maintains order for public gatherings, prepares records and reports, respond to emergency situations. Situations require on site personnel. Records/computer programs are on site and may not leave the facility.
	Student Resource Officer	Ensures safety and security of students, staff and school property. Handles/assists in student altercations, maintains order for school gatherings, prepares records and reports, respond to emergency situations. Situations require on site personnel. Records/computer programs are on site and may not leave the facility.
Sewer	Superintendent of Public Works	Responsible for all municipal buildings, provide technical oversight of daily operations of physical plants and all public utility activities. Prepares records and reports, respond to emergency situations involving local public utility. Situations require on site personnel. Records/computer programs are on site and may not leave the facility.
	Plant Operators	Responsible for operation of the treatment facility, pumping stations, and other mechanical equipment. Collect/analyze samples/data for reporting requirements. Maintain/clean/calibrate variety of sensing equipment. Facility operations require personnel on site.
	Municipal Worker	Performs a variety un/semi-skilled maintenance/repair work as directed by supervising personnel. Personnel required to be on site to perform duties.

Streets	Supervisor	Supervises/participates in construction/maintenance of Village roadways and all associated elements, parks, storm sewer systems, sidewalks, parking lots, playgrounds, and cemeteries. Operations of mechanical equipment require on site personnel. Records are on site and may not leave the facility.
	Motor Equipment Operators	Responsible for the safe operation of various type of motor equipment and associated mechanical attachments including repairs and maintenance. May perform other manual labor as directed. Operations of mechanical equipment require on site personnel.
Water	Supervisor/Plant Operator in Charge	Responsible for overall operation of the water treatment plant, all transmission lines and all associated elements including repairs, maintenance, and creation thereof. Prepares records and reports, respond to emergency situations involving local public utility. Situations require on site personnel. Records/computer programs are on site and may not leave the facility.
	Plant Operators	Responsible for operation of the treatment facility, pumping stations, and other mechanical equipment. Collect/analyze samples/data for reporting requirements. Maintain/clean/calibrate variety of sensing equipment. Facility operations require personnel on site.
	Plant Mechanic	Installs/inspects/maintains and repairs a variety of plumbing/electrical and mechanical systems within and/or connected to treatment plant. Cannot install/inspect/repair or maintain aforementioned systems from remote location.

It is important to note that Village Court is a vital component of Village government, with court functions budgeted and supported by the Village Board. However, we recognize that the New York State Office of Court Administration holds dominion over Village Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Village Courts operate; which may not fully align with this plan or other measures taken by the Village Board. As such, the Village Board, Village Clerk, and Superintendent of Public Works will coordinate as necessary with Village Court personnel to ensure safe and effective continuity of Village Court.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

### *Remote Work Protocols*

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:

- a. Internet capable laptop
- b. Necessary peripherals
- c. Access to VPN and/or secure network drives
- d. Access to software and databases necessary to perform their duties
- e. A solution for telephone communications
  - i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Public Works and the Village Clerk shall decide which staff members may work remotely and/or staggered shifts. As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Village government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Village employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

- Any additional equipment necessary to perform remote approved duties shall be requested and approved via established purchasing policies. Upon redaction of emergency protocols, all remote equipment shall be returned to the Village for storage or use on site.
- The Village shall provide Personal Protective Equipment (PPE) for all personnel working in the field.
- Respective department supervisors shall be responsible for ensuring adequate PPE levels to maintain a minimum of 3 months' supply for employees during the designated public health emergency timeline.
  - Supervisors may order the PPE directly, or notify the Village office for ordering. There will not be designated suppliers. PPE may be purchased from any supplier that has available stock. Established vendors shall be utilized first, and alternate suppliers used as needed.
  - Cleaning supplies for all buildings are included in the aforementioned PPE levels and ordering protocol.

### *Staggered Shifts*

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Watkins Glen will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours



## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

## Staff Exposures, Cleaning, and Disinfection

### *Staff Exposures*

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Employees must notify their direct supervisor who shall then notify the Superintendent of Public Works and/or the Village Clerk as necessary to ensure compliance with emergency health guidelines.

- c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
    2. CDC guidelines for COVID-19 provide that critical essential employee may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
      - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
      - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
      - d. If at any time they exhibit symptoms, refer to item B below.
      - e. Department Supervisors shall be responsible for ensuring these protocols are followed. Department Supervisors shall also notify the Superintendent of Public Works and/or the Village Clerk as necessary for any necessary documentation of said protocol implementation.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Village of Watkins Glen will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
    - a. Department Supervisors shall be responsible for ensuring these protocols are followed. Department Supervisors shall also notify the Superintendent of Public Works and/or the Village Clerk as necessary for any necessary documentation of said protocol implementation.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. Apply the steps identified in item B, above, as applicable.

2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
  - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
  - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
  - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent of Public Works and/or the Village Clerk, or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  - c. Department Supervisors shall be responsible for ensuring these protocols are followed. Department Supervisors shall also notify the Superintendent of Public Works and/or the Village Clerk as necessary for any necessary documentation of said protocol implementation.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### *Cleaning and Disinfecting*

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Maintenance Cleaner is responsible for cleaning common areas, as recommended by the public health emergency recommendations.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### *Employee and Contractor Leave*

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Watkins Glen is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response*

Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Watkins Glen will not be charged with leave time for testing or vaccinations. Employees will be provided with up to two weeks (80 hours) of paid sick leave (or longer if mandated by federal or state law) at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis. Employees shall also be entitled to family and medical leave act in accordance with federal and state law.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Watkins Glen, and as such are not provided with paid leave time by the Village of Watkins Glen, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Village of Watkins Glen to support contact tracing within the organization and may be shared with local public health officials.

Employees shall submit written leave requests noting public health emergency reason with accredited medical personnel documentation. Submissions shall be given to the Department Supervisor who shall then pass the documentation to the Village Treasurer, or designee, for permanent filing/tracking in payroll records. Information may be used for reporting to another authorized governmental entity.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Watkins Glen's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Watkins Glen will coordinate with the Schuyler County Health Department to help identify and arrange for housing needs. The Village Clerk, or designee, shall be responsible for coordination of arrangements. Employees must agree to the housing and the housing will be paid for by the Village of Watkins Glen.

# Voucher Abstract

Village of Watkins Glen

VOUCHER TRANS DATE	DESCRIPTION BATCH NO	VENDOR NUMBER / NAME POST MO/YR	BANK ID CHECK NO	CHECK DATE	AMOUNT	EFT	DP
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VC 00026674 Partial Camping Refund- 9/19/21 - 9/26/21 ALICEFAZIO Alice L. Fazio 9 2021 40.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	Partial Camping Refund- 9/19/21 - 9/26/21	40.00	AA.2002.000	CAMPGROUND RECEIPTS

TOTAL VOUCHERS FOR VENDOR: ALICEFAZIO # OF VOUCHERS: 1 TOTAL AMOUNT: 40.00

VC 00026632 CPR, AED, & First Aid Instruction Fees TONYNIEVES Anthony Nieves 9 2021 1,200.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	CPR, AED, & First Aid Training	40.00	AA.8010.400	ZONING - CONTRACTUAL
002	CPR, AED, & First Aid Training	200.00	EE.0781.500	OFFICE SUPPLIES & EXPENSE
003	CPR, AED, & First Aid Training	80.00	AA.1410.400	CLERK - CONTRACTUAL
004	CPR, AED, & First Aid Training	240.00	AA.7110.421	Parks Maint - Conferences/Training
005	CPR, AED, & First Aid Training	120.00	AA.3120.421	Police - Maint Conferences/Trainings
006	CPR, AED, & First Aid Training	160.00	JT.8130.444	TREATMENT - TRAINING/MEMBERSHIP/CONFERENCES
007	CPR, AED, & First Aid Training	40.00	GG.8120.400	SANITARY SEWERS - CONTRACTUAL
008	CPR, AED, & First Aid Training	200.00	AA.5110.421	Street Maint - Conferences/Training
009	CPR, AED, & First Aid Training	120.00	FF.8920.421	Training, memberships, conferences

TOTAL VOUCHERS FOR VENDOR: TONYNIEVES # OF VOUCHERS: 1 TOTAL AMOUNT: 1,200.00

VC 00026623	Turbidimeter Work	AQUALOGICS	Aqua Logics System, Inc	9 2021	784.00
09/15/2021	18,689				
LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION	
001	Turbidimeter Work	784.00	FF.8920.423	Source of Supply - lab equipment	

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**Voucher Abstract**

Village of Watkins Glen

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TOTAL VOUCHERS FOR VENDOR: AQUALOGICS # OF VOUCHERS: 1 TOTAL AMOUNT: 784.00

VC 00026622	Recycling- August 2021	00ARROWHEA	Arrowhead Disposal LLC		
09/15/2021	18,689	9	2021	2,035.00	
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
001	WWTP Monthly Service	250.00	JT.8130.410	SEWAGE TREAT DISP - UTILITIES EXP -	
002	WWTP Fuel Fee	5.00	JT.8130.410	GARBAGE REMOVA	
003	Clute Park Trash	830.00	AA.7180.400	GARBAGE TREAT DISP - UTILITIES EXP -	
004	Clute Park Recycling	25.00	AA.7180.400	GARBAGE REMOVA	
005	Clute Park Fuel Fee	5.00	AA.7180.400	SEWAGE TREAT DISP - UTILITIES EXP -	
006	Streets trash removal	830.00	AA.8160.400	GARBAGE REMOVA	
007	Village Hall Recycling	25.00	AA.8160.400	CAMPGROUND - CONTRACTUAL	
008	Fire Dept Trash	60.00	AA.3410.410	CAMPGROUND - CONTRACTUAL	
009	Fire Dept Fuel Fee	5.00	AA.3410.410	REFUSE & GARBAGE - CONTRACTUAL	
				REFUSE & GARBAGE - CONTRACTUAL	
				FIRE - CONTR. UTILITIES EXP	
				FIRE - CONTR. UTILITIES EXP	

TOTAL VOUCHERS FOR VENDOR: 00ARROWHEA # OF VOUCHERS: 1 TOTAL AMOUNT: 2,035.00

VC 00026624	shop towels	00CARQUEST	Carquest Auto Parts		
09/15/2021	18,689	9	2021	28.32	
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
001	shop towels	28.32	AA.5110.420	STREET MAINT - CONTR. - MATERIALS &	
				MAINTENANCE	

VC 00026628	Diesel exhaust fluid	00CARQUEST	Carquest Auto Parts		
09/15/2021	18,689	9	2021	15.52	
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
001	diesel exhaust fluid	15.52	EE.0804.000	TRANSPORTATION CLEARING	

VC 00026643	Breaker bar & sockets	00CARQUEST	Carquest Auto Parts		
09/15/2021	18,689	9	2021	49.46	
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
001	Breaker bar & sockets	49.46	AA.5110.420	STREET MAINT - CONTR. - MATERIALS &	
				MAINTENANCE	

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Village of Watkins Glen

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VC 00026678 6 Qts. Conv. 2 cycle oil  
09/17/2021 18,689

LINE DETAIL DESCRIPTION  
001 6 Qts. Conv. 2 cycle oil

00CARQUEST Carquest Auto Parts  
9 2021  
AMOUNT ACCOUNT NO  
23.94 AA.7110.430

23.94  
ACCOUNT DESCRIPTION  
PARKS - MATER & SUPPL EXP

VC 00026680 locitte  
09/17/2021 18,689

LINE DETAIL DESCRIPTION  
001 locitte

00CARQUEST Carquest Auto Parts  
9 2021  
AMOUNT ACCOUNT NO  
23.75 AA.5110.420

23.75  
ACCOUNT DESCRIPTION  
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

VC 00026693 clutch slave cylinder  
09/20/2021 18,689

LINE DETAIL DESCRIPTION  
001 clutch slave cylinder

00CARQUEST Carquest Auto Parts  
9 2021  
AMOUNT ACCOUNT NO  
139.65 AA.5110.430

139.65  
ACCOUNT DESCRIPTION  
STREET MAINT - MATER & SUPPL EXP

TOTAL VOUCHERS FOR VENDOR: 00CARQUEST

# OF VOUCHERS: 6

TOTAL AMOUNT:

280.64

VC 00026625 Replace transmission lines  
09/15/2021 18,689

LINE DETAIL DESCRIPTION  
001 Replace transmission lines

CATLINHILL Catlin Hill Garage  
9 2021  
AMOUNT ACCOUNT NO  
230.93 AA.5110.420

230.93  
ACCOUNT DESCRIPTION  
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

VC 00026627 Vehicle Maintenance- PTO Lever  
09/15/2021 18,689

LINE DETAIL DESCRIPTION  
001 Vehicle Maintenance- PTO Lever & Fuel Tank Straps

CATLINHILL Catlin Hill Garage  
9 2021  
AMOUNT ACCOUNT NO  
84.00 AA.7110.435

84.00  
ACCOUNT DESCRIPTION  
PARKS CONT - FUEL-VEHICLES

TOTAL VOUCHERS FOR VENDOR: CATLINHILL

# OF VOUCHERS: 2

TOTAL AMOUNT:

314.93

VC 00026626 Hamilton Beach coffee urns- reimbursement  
09/15/2021 18,689

LINE DETAIL DESCRIPTION

00CRAIGBOND Craig Bond  
9 2021  
AMOUNT ACCOUNT NO

300.00  
ACCOUNT DESCRIPTION

Voucher Abstract

Village of Watkins Glen

001 Hamilton Beach coffee urns - reimbursement

300.00 AA.7140.400

COMM CENTER - CONTR EXPENSE

TOTAL VOUCHERS FOR VENDOR: 00CRAIGBOND

# OF VOUCHERS: 1

TOTAL AMOUNT:

300.00

VC 00026681 type 6 black top

09/17/2021 18,689

00DALRYMPL Dalrymple Gravel and Contracting Co Inc

9 2021

282.46

LINE DETAIL DESCRIPTION

001 type 6 black top

AMOUNT ACCOUNT NO

282.46 AA.5110.420

ACCOUNT DESCRIPTION

STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

VC 00026695 type 6F top

09/20/2021 18,689

00DALRYMPL Dalrymple Gravel and Contracting Co Inc

9 2021

278.24

LINE DETAIL DESCRIPTION

001 type 6F top

AMOUNT ACCOUNT NO

278.24 AA.5110.420

ACCOUNT DESCRIPTION

STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: 00DALRYMPL

# OF VOUCHERS: 2

TOTAL AMOUNT:

560.70

VC 00026629 sludge removal (51.01 tons)

09/15/2021 18,689

000DICKSON Dicksons Environmental Service

9 2021

4,003.92

LINE DETAIL DESCRIPTION

001 sludge removal (51.01 tons)

AMOUNT ACCOUNT NO

4,003.92 JT.8130.426

ACCOUNT DESCRIPTION

SEWAGE TREAT DISP - SOLIDS DISPOSAL EXP

TOTAL VOUCHERS FOR VENDOR: 000DICKSON

# OF VOUCHERS: 1

TOTAL AMOUNT:

4,003.92

VC 00026675 Website SAAS- August 2021

09/17/2021 18,689

0000DSDWEB DSD Web Works, Inc

9 2021

365.00

LINE DETAIL DESCRIPTION

001 Website Hosting/Maintenance Fees

AMOUNT ACCOUNT NO

215.00 AA.1620.400

ACCOUNT DESCRIPTION

MUN BLDGS - CONTRACTUAL

002 Website Hosting/Maintenance Fees

AMOUNT ACCOUNT NO

50.00 FF.8310.400

ACCOUNT DESCRIPTION

ADMIN - CONTRACTUAL



**Voucher Abstract**

Village of Watkins Glen

003 Website Hosting/Maintenance Fees  
004 Website Hosting/Maintenance Fees

50.00 GG.8110.400  
50.00 EE.0781.500

SEWER ADMINISTRATION - CONTRACTUAL  
OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 0000DSDWEB

# OF VOUCHERS: 1

TOTAL AMOUNT:

365.00

VC 00026631 6" alpha couplings  
09/15/2021 18,689

0000EJPRES EJ Prescott Inc  
9 2021

780.00

LINE DETAIL DESCRIPTION  
001 6" alpha couplings

AMOUNT ACCOUNT NO  
780.00 FF.8320.430

ACCOUNT DESCRIPTION  
SOURCE OF SUPPLY - MATERIALS &  
SUPPLIES

TOTAL VOUCHERS FOR VENDOR: 0000EJPRES

# OF VOUCHERS: 1

TOTAL AMOUNT:

780.00

VC 00026633 Random- Urine DOT- M. LaFever  
09/15/2021 18,689

0ENERGETIX Energetix  
9 2021

52.00

LINE DETAIL DESCRIPTION  
001 Random- Urine DOT- M. LaFever

AMOUNT ACCOUNT NO  
52.00 EE.0781.500

ACCOUNT DESCRIPTION  
OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 0ENERGETIX

# OF VOUCHERS: 1

TOTAL AMOUNT:

52.00

VC 00026630 Travel Reimbursement- 8/29/21 - 9/3/21  
09/15/2021 18,689

ETHANMOSHE Ethan Mosher  
9 2021

478.00

LINE DETAIL DESCRIPTION  
001 Travel Reimbursement- 8/29/21 - 9/3/21

AMOUNT ACCOUNT NO  
478.00 AA.3120.421

ACCOUNT DESCRIPTION  
Police - Maint Conferences/Trainings

TOTAL VOUCHERS FOR VENDOR: ETHANMOSHE

# OF VOUCHERS: 1

TOTAL AMOUNT:

478.00

Voucher Abstract

Village of Watkins Glen

VC 00026687 Health insurance- retirees- 10/1/21 - 10/31/21  
09/20/2021 18,689

LINE DETAIL DESCRIPTION  
001 health insurance

00EXCELLUS Excellus Health Plan - Group  
9 2021  
AMOUNT ACCOUNT NO  
3,499.60 AA.9089.800

ACCOUNT DESCRIPTION  
COMPENSATED ABSENCES

3,499.60

TOTAL VOUCHERS FOR VENDOR: 00EXCELLUS

# OF VOUCHERS: 1

TOTAL AMOUNT:

3,499.60

VC 00026635 Life in Finger Lakes- Marketing  
09/15/2021 18,689

LINE DETAIL DESCRIPTION  
001 Life in Finger Lakes- Marketing

00FAHYWILL Fahy-Williams Publishing  
9 2021  
AMOUNT ACCOUNT NO  
100.00 AA.7180.400

ACCOUNT DESCRIPTION  
CAMPGROUND - CONTRACTUAL

100.00

TOTAL VOUCHERS FOR VENDOR: 00FAHYWILL

# OF VOUCHERS: 1

TOTAL AMOUNT:

100.00

VC 00026697 2 sweatshirts, 3 pairs pants- Derek Steinruck  
09/20/2021 18,689

LINE DETAIL DESCRIPTION  
001 2 sweatshirts, 3 pairs pants- Derek Steinruck

000FAMOUSB Famous Brands Outlet  
9 2021  
AMOUNT ACCOUNT NO  
337.18 AA.5110.423

ACCOUNT DESCRIPTION  
Street Maint - Clothing and Safety Supplies

337.18

TOTAL VOUCHERS FOR VENDOR: 000FAMOUSB

# OF VOUCHERS: 2

TOTAL AMOUNT:

710.46

VC 00026698 1 sweatshirt, 5 pairs pants, 1pair boots  
09/20/2021 18,689

LINE DETAIL DESCRIPTION  
001 1 sweatshirt, 5 pairs pants, 1pair boots

000FAMOUSB Famous Brands Outlet  
9 2021  
AMOUNT ACCOUNT NO  
373.28 AA.5110.423

ACCOUNT DESCRIPTION  
Street Maint - Clothing and Safety Supplies

373.28

VC 00026634 Demo tools purchase  
09/15/2021 18,689

LINE DETAIL DESCRIPTION

00FIRSTOUT First Out Rescue Equipment  
9 2021  
AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

26,710.00

Voucher Abstract

Village of Watkins Glen

001 Demo tools purchase

26,710.00 AA.3410.400

FIRE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00FIRSTOUT

# OF VOUCHERS: 1

TOTAL AMOUNT:

26,710.00

VC 00026636

patches

00000GALLS Gall's

09/15/2021

18,689

9 2021

8.13

LINE DETAIL DESCRIPTION  
001 patches

AMOUNT ACCOUNT NO  
8.13 AA.3120.420

ACCOUNT DESCRIPTION  
POLICE - CONTR. MATERIALS & MAINTENANCE

VC 00026637

commendation bar

00000GALLS Gall's

09/15/2021

18,689

9 2021

4.09

LINE DETAIL DESCRIPTION  
001 commendation bar

AMOUNT ACCOUNT NO  
4.09 AA.3120.420

ACCOUNT DESCRIPTION  
POLICE - CONTR. MATERIALS & MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: 00000GALLS

# OF VOUCHERS: 2

TOTAL AMOUNT:

12.22

VC 00026639

base rates & overage charges

HIGHERINFO Higher Information Group LLC

09/15/2021

18,689

9 2021

74.69

LINE DETAIL DESCRIPTION  
001 contract overages sn MAE499526

AMOUNT ACCOUNT NO  
16.10 AA.1110.420

ACCOUNT DESCRIPTION  
MUNICIPAL COURT - MATERIALS & MAINTENANCE

002 contract base rate charges sn KBM629956-M

20.48 AA.3120.420

POLICE - CONTR. MATERIALS & MAINTENANCE

003 contract overages sn KBM629956-M

15.30 AA.3120.420

POLICE - CONTR. MATERIALS & MAINTENANCE

004 contract base rate charges sn 4HX541531

9.00 AA.3410.400

FIRE - CONTRACTUAL

005 contract overages sn 4HX541531

13.81 AA.3410.400

FIRE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: HIGHERINFO

# OF VOUCHERS: 1

TOTAL AMOUNT:

74.69

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VC 00026638 bags of ice  
09/15/2021 18,689  
LINE DETAIL DESCRIPTION AMOUNT ACACCOUNT NO ACCOUNT DESCRIPTION  
001 53 bags of ice 50.35 AA.7140.430 COMM CENTER - MATER&SUPPL EXP  
002 86 bags of ice 81.70 AA.7140.430 COMM CENTER - MATER&SUPPL EXP  
TOTAL AMOUNT: 132.05

TOTAL VOUCHERS FOR VENDOR: 00HILLSIDE # OF VOUCHERS: 1 TOTAL AMOUNT: 132.05

VC 00026641 Meal Reimbursement 8/29 - 9/3/21  
09/15/2021 18,689  
LINE DETAIL DESCRIPTION AMOUNT ACACCOUNT NO ACCOUNT DESCRIPTION  
001 Meal Reimbursement 8/29 - 9/3/21 76.91 AA.3120.421 Police - Maint Conferences/Trainings  
TOTAL AMOUNT: 76.91

TOTAL VOUCHERS FOR VENDOR: JAMESCOLEM # OF VOUCHERS: 1 TOTAL AMOUNT: 76.91

VC 00026640 Upstate Summer 2022- 1/2 page ad  
09/15/2021 18,689  
LINE DETAIL DESCRIPTION AMOUNT ACACCOUNT NO ACCOUNT DESCRIPTION  
001 Upstate Summer 2022- 1/2 page ad 950.00 AA.7110.420 PARKS - CONTR. - MATERIALS & MAINTENANCE  
TOTAL AMOUNT: 950.00

TOTAL VOUCHERS FOR VENDOR: 0000JMFPUB # OF VOUCHERS: 1 TOTAL AMOUNT: 950.00

VC 00026686 freight from 1" X 50 Ft Booster  
09/20/2021 18,689  
LINE DETAIL DESCRIPTION AMOUNT ACACCOUNT NO ACCOUNT DESCRIPTION  
001 freight from 1" X 50 Ft Booster 96.70 JT.8130.420 SEWAGE TREAT DISP - MAINT & REPAIRS EXP

00LAFRANCE LaFrance Equipment Corp

9 2021  
96.70 JT.8130.420

96.70

SEWAGE TREAT DISP - MAINT & REPAIRS EXP

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00LAFRANCE

# OF VOUCHERS: 1

TOTAL AMOUNT:

96.70

VC 00026644 gas

09/15/2021 18,689

00000LAKES Lakes Gas

9 2021

45.53

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 gas

45.53 AA.5110.435

STREET MAINT CONT (FUEL-VEHICLES)

VC 00026645 gas

09/15/2021 18,689

00000LAKES Lakes Gas

9 2021

145.32

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 gas

145.32 AA.7110.435

PARKS CONT - FUEL-VEHICLES

TOTAL VOUCHERS FOR VENDOR: 00000LAKES

# OF VOUCHERS: 2

TOTAL AMOUNT:

190.85

VC 00026642 COBRA monthly billing- August 2021

09/15/2021 18,689

00LIFETIME Lifetime Benefit Solutions

9 2021

55.00

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 COBRA monthly billing- August 2021

11.00 AA.9060.800

HOSPITAL & MEDICAL INS

002 COBRA monthly billing- August 2021

11.00 FF.9060.800

HOSPITAL & MEDICAL INSURANCE

003 COBRA monthly billing- August 2021

11.00 JT.9060.800

HOSPITAL & MEDICAL INS

004 COBRA monthly billing- August 2021

11.00 EE.0785.100

EMPLOYEES WELFARE EXPENSES

005 COBRA monthly billing- August 2021

11.00 GG.9060.800

HOSPITAL & MEDICAL INS

TOTAL VOUCHERS FOR VENDOR: 00LIFETIME

# OF VOUCHERS: 1

TOTAL AMOUNT:

55.00

VC 00026682 Turbidity Filters, Flowmeter

09/17/2021 18,689

00000MALTZ Maltz Sales

9 2021

277.01

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 Turbidity Filters, Flowmeter

277.01 FF.8320.424

Source of Supply - lab supplies

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00000MALTZ # OF VOUCHERS: 1 TOTAL AMOUNT: 277.01

VC 00026646 Mileage & Meal Reimbursement- 8/29 - 9/3/21 MICHAELCHA Michael Champion  
 09/15/2021 18,689 9 2021 488.59

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 Mileage & Meal Reimbursement- 8/29 - 9/3/21 488.59 AA.3120.421 Police - Maint Conferences/Trainings

TOTAL VOUCHERS FOR VENDOR: MICHAELCHA # OF VOUCHERS: 1 TOTAL AMOUNT: 488.59

VC 00026649 2 hour consult 000000HYDE Michelle Hyde  
 09/15/2021 18,689 9 2021 70.00

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 2 hour consult 70.00 AA.7110.421 Parks Maint - Conferences/Training

TOTAL VOUCHERS FOR VENDOR: 000000HYDE # OF VOUCHERS: 1 TOTAL AMOUNT: 70.00

VC 00026679 5 Coliform Tests 00MICROBAC Microbac Laboratories, Inc  
 09/17/2021 18,689 9 2021 107.63

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 tests- Watkins 43.04 FF.8320.425 Source of Supply - lab analysis  
 002 test- Dix 21.53 FF.0440.000 DUE FROM OTHER GOV'TS - DIX  
 003 tests- Reading 1-3 21.53 FF.0440.600 DUE FROM OTHER GOV'TS- READING  
 004 tests- Reading 2 21.53 FF.0440.600 DUE FROM OTHER GOV'TS- READING

VC 00026696 2 HAB tests 00MICROBAC Microbac Laboratories, Inc  
 09/20/2021 18,689 9 2021 717.50

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 tests 358.75 FF.8320.425 Source of Supply - lab analysis  
 002 test 358.75 FF.8320.425 Source of Supply - lab analysis

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TOTAL VOUCHERS FOR VENDOR: 00MICROBAC # OF VOUCHERS: 2 TOTAL AMOUNT: 825.13

VC 00026648 TKN, CBOD, TP, TSS, fecal 00MICROB-G Microbac Laboratories, Inc.  
09/15/2021 18,689 9 2021 340.81

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 lab work 340.81 JT.8130.425 SEWAGE TREAT DISP - LAB ANALYSES EXP

TOTAL VOUCHERS FOR VENDOR: 00MICROB-G # OF VOUCHERS: 1 TOTAL AMOUNT: 340.81

VC 00026691 Mileage reimbursement for MEUA conference 000LAFEVER Minard LaFever  
09/20/2021 18,689 9 2021 166.88

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 Mileage reimbursement for MEUA conference 166.88 EE.0781.500 OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 000LAFEVER # OF VOUCHERS: 1 TOTAL AMOUNT: 166.88

VC 00026647 67 Book your sites for August 2021 000MISSION Mission Management Information Systems, Inc  
09/15/2021 18,689 9 2021 335.00

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 67 Book your sites for August 2021 335.00 AA.2002.000 CAMPGROUND RECEIPTS

TOTAL VOUCHERS FOR VENDOR: 000MISSION # OF VOUCHERS: 1 TOTAL AMOUNT: 335.00

VC 00026657 PAT - XXX Fashion Circus Pen w/ imprint & set up NATIONALPE National Pen Company LLC  
09/16/2021 18,689 9 2021 105.54

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION

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001 PAT - XXX Fashion Cirrus Pen w/ Imprint  
 002 set-up charge  
 003 Shipping & handling

73.60 AA.7110.420  
 16.95 AA.7110.420  
 14.99 AA.7110.420

PARKS - CONTR. - MATERIALS &  
 MAINTENANCE  
 PARKS - CONTR. - MATERIALS &  
 MAINTENANCE  
 PARKS - CONTR. - MATERIALS &  
 MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: NATIONALPE

# OF VOUCHERS: 1

TOTAL AMOUNT:

105.54

VC 00026650 Demand 9300 & regular 5229390  
 09/15/2021 18,689

000000NYP A New York Power Authority  
 9 2021  
 AMOUNT ACCOUNT NO  
 199,920.76 EE.0721.000

199,920.76  
 ACCOUNT DESCRIPTION  
 ELECTRICITY PURCHASED

TOTAL VOUCHERS FOR VENDOR: 000000NYP A

# OF VOUCHERS: 1

TOTAL AMOUNT:

199,920.76

VC 00026651 449 S. Clute Road- CVWRF  
 09/16/2021 18,689

000000NYS E G New York State Electric & Gas  
 9 2021  
 AMOUNT ACCOUNT NO  
 264.93 JT.8130.415

264.93  
 ACCOUNT DESCRIPTION  
 Utility Expense Natural Gas

VC 00026652 303 N Franklin St  
 09/16/2021 18,689

000000NYS E G New York State Electric & Gas  
 9 2021  
 AMOUNT ACCOUNT NO  
 13.60 AA.1620.410

13.60  
 ACCOUNT DESCRIPTION  
 MUN BLDGS - CONTR EXP - UTILITIES

VC 00026653 65 Salt Point Road  
 09/16/2021 18,689

000000NYS E G New York State Electric & Gas  
 9 2021  
 AMOUNT ACCOUNT NO  
 46.75 FF.8320.410

46.75  
 ACCOUNT DESCRIPTION  
 SOURCE OF SUPPLY - UTILITIES EXP

VC 00026654 406 Steuben Street  
 09/16/2021 18,689

000000NYS E G New York State Electric & Gas  
 9 2021  
 AMOUNT ACCOUNT NO  
 39.69 FF.8320.410

39.69  
 ACCOUNT DESCRIPTION  
 SOURCE OF SUPPLY - UTILITIES EXP



Voucher Abstract

Village of Watkins Glen

VC 00026655 201 N Perry  
09/16/2021 18,689

00000NYSEG New York State Electric & Gas  
9 2021  
AMOUNT ACCOUNT NO  
42.64 AA.3410.410

42.64  
FIRE DEPT 1001-5685-760  
FIRE - CONTR. UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00000NYSEG

# OF VOUCHERS: 5

TOTAL AMOUNT:

407.61

VC 00026656 Transmission fees for July 2021  
09/16/2021 18,689

00000NYSEG2 New York State Electric & Gas  
9 2021  
AMOUNT ACCOUNT NO  
12,106.28 EE.0721.000  
161.65 EE.0721.000

12,267.93  
DETAIL DESCRIPTION  
TRANSMISSION FEES  
ELECTRICITY PURCHASED  
ELECTRICITY PURCHASED

TOTAL VOUCHERS FOR VENDOR: 00000NYSEG2

# OF VOUCHERS: 1

TOTAL AMOUNT:

12,267.93

VC 00026688 new gas service for village office generator  
09/20/2021 18,689

NYSEG GENE NYSEG  
9 2021  
AMOUNT ACCOUNT NO  
4,320.81 EE.0787.000

4,320.81  
DETAIL DESCRIPTION  
REPAIRS TO GENERAL PROPERTY

TOTAL VOUCHERS FOR VENDOR: NYSEG GENE

# OF VOUCHERS: 1

TOTAL AMOUNT:

4,320.81

VC 00026658 Dividers Ltr Asst & toilet paper  
09/16/2021 18,689

00000QUILL Quill  
9 2021  
AMOUNT ACCOUNT NO  
11.29 AA.1410.420  
59.99 JT.8110.425  
-0.01 AA.1410.420

71.27  
DETAIL DESCRIPTION  
DIVIDERS LTR ASST  
TOILET PAPER  
CREDIT FROM OVERPAYMENT  
CLERK - MATERIALS & MAINTENANCE  
SEWER ADMINISTRATION - OFFICE SUPPLIES  
CLERK - MATERIALS & MAINTENANCE

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VC 00026663	00000QUILL	Quill		
09/16/2021	9 2021		31.97	
	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
	25.98	AA.1620.420	MUN BLDGS - CONTR EXP - MATERIALS & MAINTENANCE	
	5.99	AA.1410.420	CLERK - MATERIALS & MAINTENANCE	

TOTAL VOUCHERS FOR VENDOR: 00000QUILL # OF VOUCHERS: 2 TOTAL AMOUNT: 103.24

VC 00026676	RANDYWESTO	Randy or Rita Weston		
09/17/2021	9 2021		40.00	
	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
	40.00	AA.2002.000	CAMPGROUND RECEIPTS	

TOTAL VOUCHERS FOR VENDOR: RANDYWESTO # OF VOUCHERS: 1 TOTAL AMOUNT: 40.00

VC 00026659	0000RANGER	Ranger Outfitters		
09/16/2021	9 2021		166.99	
	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	
	148.00	AA.3120.423	Police Maint - Clothing & Safety Supplies	
	18.99	AA.3120.423	Police Maint - Clothing & Safety Supplies	

VC 00026660 0000RANGER Ranger Outfitters 332.75  
09/16/2021 9 2021

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	part (Bush)	49.99	AA.3120.423	Police Maint - Clothing & Safety Supplies
002	hemming	8.50	AA.3120.423	Police Maint - Clothing & Safety Supplies
003	nametag (Bush)	10.50	AA.3120.423	Police Maint - Clothing & Safety Supplies
004	4 belt keepers	15.96	AA.3120.423	Police Maint - Clothing & Safety Supplies
005	duty belt (Bush)	67.99	AA.3120.423	Police Maint - Clothing & Safety Supplies
006	left handed new holster (Bush)	136.33	AA.3120.423	Police Maint - Clothing & Safety Supplies
007	cuff key	6.99	AA.3120.423	Police Maint - Clothing & Safety Supplies
008	key ring holder	7.50	AA.3120.423	Police Maint - Clothing & Safety Supplies
009	cuff case	28.99	AA.3120.423	Police Maint - Clothing & Safety Supplies

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TOTAL VOUCHERS FOR VENDOR: 0000RANGER

# OF VOUCHERS: 2

TOTAL AMOUNT:

499.74

VC 00026664 toilet paper & hand soap  
09/16/2021 18,689

0000SANICO Sanico, Inc  
9 2021

266.14

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	toilet paper	155.26	AA.7180.420
002	hand soap	110.88	AA.7180.420

ACCOUNT DESCRIPTION

CAMPGROUND - CONTR. - MATERIALS &  
MAINTENANCE  
CAMPGROUND - CONTR. - MATERIALS &  
MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: 0000SANICO

# OF VOUCHERS: 1

TOTAL AMOUNT:

266.14

VC 00026665 Routine Software Maintenance  
09/16/2021 18,689

0000000SCT SCT Computers  
9 2021

195.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	Routine Software Maintenance	45.88	AA.1410.400
002	Routine Software Maintenance	34.41	AA.7110.400
003	Routine Software Maintenance	34.41	AA.3410.400
004	Routine Software Maintenance	11.47	AA.8010.400
005	Routine Software Maintenance	11.47	AA.5110.400
006	Routine Software Maintenance	11.47	AA.1210.400
007	Routine Software Maintenance	11.47	EE.0781.500
008	Routine Software Maintenance	11.47	FF.8310.400
009	Routine Software Maintenance	22.95	JT.8110.400

ACCOUNT DESCRIPTION

CLERK - CONTRACTUAL  
PARKS - CONTRACTUAL  
FIRE - CONTRACTUAL  
ZONING - CONTRACTUAL  
STREET MAINT - CONTR EXP  
MAYOR - CONTRACTUAL  
OFFICE SUPPLIES & EXPENSE  
ADMIN - CONTRACTUAL  
SEWER ADMINISTRATION - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 0000000SCT

# OF VOUCHERS: 1

TOTAL AMOUNT:

195.00

VC 00026673 Risk Policy for Seneca Lake Event Center  
09/16/2021 18,689

05SELECTIVE Selective Insurance Company of America  
9 2021

401.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
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ACCOUNT DESCRIPTION

Voucher Abstract

001 Risk Policy for Seneca Lake Event Center  
401.00 AA.7110.400  
PARKS - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 0SELECTIVE # OF VOUCHERS: 1 TOTAL AMOUNT: 401.00

VC 00026661 servicing kit SOUTHERNFL Southern Fingerlakes Equipment LLC  
09/16/2021 18,689 9 2021 20.49

001 DETAIL DESCRIPTION AMOUNT ACCOUNT NO  
servicing kit 20.49 AA.8810.420  
CEMETERY - CONTR - MATERIALS & MAINTENANCE

VC 00026694 Pole saw repair SOUTHERNFL Southern Fingerlakes Equipment LLC  
09/20/2021 18,689 9 2021 144.45

001 DETAIL DESCRIPTION AMOUNT ACCOUNT NO  
pole saw repair 144.45 AA.5110.420  
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: SOUTHERNFL # OF VOUCHERS: 2 TOTAL AMOUNT: 164.94

VC 00026666 Clute Park Campground- Cable TV- 9/1/21 - 9/30/21 00SPECTRUM Spectrum  
09/16/2021 18,689 9 2021 1,195.23

001 DETAIL DESCRIPTION AMOUNT ACCOUNT NO  
cable tv for campground, month of September 1,195.23 AA.7180.400  
CAMPGROUND - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00SPECTRUM # OF VOUCHERS: 1 TOTAL AMOUNT: 1,195.23

VC 00026662 Concerts in the Park 000HILITES The Hi-Lites  
09/16/2021 18,689 9 2021 29.00

001 DETAIL DESCRIPTION AMOUNT ACCOUNT NO  
Concerts in the park 29.00 AA.7110.400  
PARKS - CONTRACTUAL

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TOTAL VOUCHERS FOR VENDOR: 000HILITES # OF VOUCHERS: 1 TOTAL AMOUNT: 29.00

VC 00026667 Review Legal- RFP- SC Event Center Cafe 000SERVER The Observer  
09/16/2021 18,689 9 2021 50.82

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 Review Legal- RFP- SC Event Center Cafe 50.82 AA.7140.400 COMM CENTER - CONTR EXPENSE

TOTAL VOUCHERS FOR VENDOR: 000OBSERVER # OF VOUCHERS: 1 TOTAL AMOUNT: 50.82

VC 00026690 Mileage reimbursement for MEUA conference 00TBALLARD Thomas Ballard  
09/20/2021 18,689 9 2021 180.32

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 Mileage reimbursement for MEUA conference 180.32 EE.0781.500 OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 00TBALLARD # OF VOUCHERS: 1 TOTAL AMOUNT: 180.32

VC 00026668 Martin Wojcik claim TRAVELDEDU Travelers  
09/16/2021 18,689 9 2021 2,047.50

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 Martin Wojcik claim 2,047.50 AA.1420.400 LAW - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: TRAVELDEDU # OF VOUCHERS: 1 TOTAL AMOUNT: 2,047.50

VC 00026692 3 pair FR work parts- LaFever 000TYNDALE Tyndale Company, Inc  
09/20/2021 18,689 9 2021 298.95

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION

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 Village of Watkins Glen

001 3 pair FR work pants- LaFever

298.95 EE.0781.500

OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 0007VNDAL

# OF VOUCHERS: 1

TOTAL AMOUNT:

298.95

VC 00026685 phone service 9/1/21 - 9/30/21  
 09/20/2021 18,689

00VERIZON1 Verizon

9 2021

747.68

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	535-2736	296.95	AA.1410.410
002	535-2736	197.96	AA.3120.410
003	535-4438	50.95	AA.7180.410
004	535-4441	31.95	AA.7110.410
005	535-6914	32.61	FF.8320.410
006	535-7181	72.31	AA.3120.410
007	535-7944	31.95	AA.7140.410
008	535-9717	33.00	AA.1110.410

ACCOUNT DESCRIPTION

CLERK - CONTRACTUAL UTILITIES EXP  
 POLICE - CONTR. UTILITIES EXP  
 CAMPGROUND - UTILITIES EXP  
 PARKS - UTILITIES EXP -Phones  
 SOURCE OF SUPPLY - UTILITIES EXP  
 POLICE - CONTR. UTILITIES EXP  
 COMM CENTER - CONTR EXP - UTILITIES  
 MUNICIPAL COURT - CONTR UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00VERIZON1

# OF VOUCHERS: 1

TOTAL AMOUNT:

747.68

VC 00026669 long distance 8/1/21 - 8/31/21  
 09/16/2021 18,689

00VERIZONLD Verizon Business

9 2021

26.12

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	long distance 535-2736	2.41	AA.1410.410
002	long distance 535-2737	0.97	AA.3120.410
003	long distance 535-4438	10.06	AA.7180.410
004	fax 535-5067 & dispatch 535-7181	0.03	AA.3120.410
005	long distance 535-6914	2.22	FF.8320.410
006	long distance 535-7621	0.56	AA.1410.410
007	long distance 535-7883	9.42	AA.3120.410
008	long distance 535-9717	0.45	AA.1110.410

ACCOUNT DESCRIPTION

CLERK - CONTRACTUAL UTILITIES EXP  
 POLICE - CONTR. UTILITIES EXP  
 CAMPGROUND - UTILITIES EXP  
 POLICE - CONTR. UTILITIES EXP  
 SOURCE OF SUPPLY - UTILITIES EXP  
 CLERK - CONTRACTUAL UTILITIES EXP  
 POLICE - CONTR. UTILITIES EXP  
 MUNICIPAL COURT - CONTR UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00VERIZONLD

# OF VOUCHERS: 1

TOTAL AMOUNT:

26.12

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VC 00026672 KR-56 OOS brake issues & brake pedal repair

09/16/2021 18,689

WARDIESEL Ward Diesel Filter Systems

9 2021

1,087.20

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 KR-56 OOS Brake issues

594.00 AA.3410.400

FIRE - CONTRACTUAL

FIRE - CONTRACTUAL

002 KR-56 Brake pedal repair

493.20 AA.3410.400

TOTAL AMOUNT:

1,087.20

# OF VOUCHERS: 1

VC 00026670 plastic elbows and couplings

09/16/2021 18,689

00WGSUPPLY Watkins Glen Supply Inc

9 2021

3.56

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 plastic elbows and couplings

3.56 FF.8320.430

SOURCE OF SUPPLY - MATERIALS & SUPPLIES

VC 00026671 snaptooggles, nuts, bolts, staples, keys, smartset

09/16/2021 18,689

00WGSUPPLY Watkins Glen Supply Inc

9 2021

193.74

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 snaptooggles, nuts, bolts

4.01 AA.7110.430

PARKS - MATER & SUPPL EXP

002 12Arylic calk, snaptooggle, smartset

64.90 AA.7110.430

PARKS - MATER & SUPPL EXP

003 smartset, herbicide eraser, nutsetter, staples

114.83 AA.7110.430

PARKS - MATER & SUPPL EXP

004 5 keys for Event Center

10.00 AA.7140.430

COMM CENTER - MATER&SUPPL EXP

VC 00026677 storage hook, ceiling fan hook

09/17/2021 18,689

00WGSUPPLY Watkins Glen Supply Inc

9 2021

40.27

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 storage hook, ceiling fan hook

40.27 AA.7110.430

PARKS - MATER & SUPPL EXP

VC 00026684 spray paint, okey replication, nuts & bolts

09/20/2021 18,689

00WGSUPPLY Watkins Glen Supply Inc

9 2021

10.84

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

001 spray paint, okey replication, nuts & bolts

10.84 AA.7180.420

CAMPGROUND - CONTR. - MATERIALS & MAINTENANCE

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TOTAL VOUCHERS FOR VENDOR: 00WGSUPPLY

# OF VOUCHERS: 4

TOTAL AMOUNT:

248.41

VC 00026689 short sleeve t-shirts- safety green w/logo  
09/20/2021 18,689

00WGSPOORT Watkins Sporting Goods Inc  
9 2021

259.00

LINE DETAIL DESCRIPTION  
001 short sleeve t-shirts- safety green w/logo  
002 short sleeve t-shirts- safety green w/logo

AMOUNT ACCOUNT NO  
25.90 GG.8110.430  
233.10 AA.7110.423

ACCOUNT DESCRIPTION  
SEWER ADMINISTRATION - CLOTHING &  
SAFETY SUPPLIES  
Parks Maintenance - Clothing & Safety Supplies

TOTAL VOUCHERS FOR VENDOR: 000WGSPOORT

# OF VOUCHERS: 1

TOTAL AMOUNT:

259.00

VC 00026683 Periodic payment on lease agreement  
09/17/2021 18,689

00000XEROX Xerox Corporation  
9 2021

161.04

LINE DETAIL DESCRIPTION  
001 periodic payment 16 of 48  
002 periodic payment 16 of 48  
003 periodic payment 16 of 48  
004 periodic payment 16 of 48  
005 periodic payment 16 of 48  
006 periodic payment 19 of 48  
007 periodic payment 19 of 48  
008 periodic payment 19 of 48  
009 periodic payment 19 of 48  
010 periodic payment 19 of 48

AMOUNT ACCOUNT NO  
7.58 AA.1410.400  
7.59 EE.0781.500  
7.59 FF.8310.400  
7.58 GG.8110.400  
7.58 JT.8110.400  
24.62 AA.1410.400  
24.63 FF.8310.400  
24.62 JT.8110.400  
24.63 EE.0781.500  
24.62 GG.8110.400

ACCOUNT DESCRIPTION  
CLERK - CONTRACTUAL  
OFFICE SUPPLIES & EXPENSE  
ADMIN - CONTRACTUAL  
SEWER ADMINISTRATION - CONTRACTUAL  
SEWER ADMINISTRATION - CONTRACTUAL  
CLERK - CONTRACTUAL  
ADMIN - CONTRACTUAL  
SEWER ADMINISTRATION - CONTRACTUAL  
OFFICE SUPPLIES & EXPENSE  
SEWER ADMINISTRATION - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00000XEROX

# OF VOUCHERS: 1

TOTAL AMOUNT:

161.04



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Village of Watkins Glen

TOTAL # OF VOUCHERS: 77

TOTAL AMOUNT:

271,330.07

Voucher Abstract

Village of Watkins Glen

Summary

	Total	Total
AA-GENERAL FUND	AA.0200.000	45,379.95
	Total	45,379.95
EE-ELECTRIC ENTERPRISE FUND	EE.0121.000	217,527.86
	Total	217,527.86
FF-WATER FUND	FF.0200.000	3,015.66
	Total	3,015.66
GG-SEWER FUND	GG.0200.000	159.10
	Total	159.10
JT-Catherine Valley Water Reclamation Facility	JT.0200.000	5,247.50
	Total	5,247.50
Total	Total	271,330.07

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To the Supervisor:  
I hereby certify that the vouchers on this abstract dated September 20, 2021 and consisting of these previous pages were audited and allowed in the amounts shown.

Authorized Official \_\_\_\_\_

09/20/2021 \_\_\_\_\_

## Lonnie Childs

---

**From:** Water Department  
**Sent:** Friday, September 17, 2021 11:15 AM  
**To:** Lonnie Childs  
**Subject:** RETIREMENT

I Martin Pierce have decided to retire on October 30. 2021. For medical reasons.

	2019	2020	2021	2022
<b>Campground Rates</b>				
Tent Site (8)	\$ 60.00	\$ 65.00	\$ 65.00	\$ <del>70.00</del>
Weekly	\$ 30.00	\$ 30.00	\$ 35.00	\$ 38.00
Monthly	\$ 350.00	\$ 390.00	\$ 425.00	\$ 450.00
Peak Month	\$ 850.00	\$ 875.00	\$ 900.00	\$ 925.00
Season Campsite	\$ 1,100.00	\$ 1,150.00	\$ 1,200.00	\$ 1,250.00
Seasonal Monthly	\$ 2,550.00	\$ 2,450.00	\$ 2,525.00	\$ 2,800.00
Cable TV	\$ 4,250.00	\$ 4,250.00	\$ 4,500.00	\$ 4,625.00
Winter Camper Storage	\$ 200.00	\$ 225.00	\$ 250.00	\$ 250.00
<b>Dock Rentals (20)</b>				
Seasonal - Apr to Oct	\$ 750.00	\$ 750.00	\$ 850.00	\$ 850.00
<b>Parking</b>				
Lakeside	\$ 5.00	\$ 5.00	\$ 5.00	\$ 7.00
Boat Launch Daily	\$ 5.00	\$ 5.00	\$ 5.00	\$ 7.00
Launch Seasonal Parking	\$ 200.00	\$ 200.00	\$ 225.00	\$ 230.00
Seasonal Campers w/Boat	\$ 60.00	\$ 60.00	\$ 75.00	\$ 80.00
Winter Boat Storage			\$ 200.00	\$ 225.00
<b>Misc:</b>				
Firewood	\$ 7.00	\$ 7.00	\$ 7.00	\$ 8.00
Ice	\$ 1.75	\$ 1.75	\$ 2.00	\$ 2.00
Dump Station	\$ 10.00	\$ 10.00	\$ 10.00	\$ 12.00
Kayak Storage	\$ 25.00	\$ 25.00	\$ 30.00	\$ 40.00
Propane	\$ 20.00	\$ 20.00	\$ 20.00	\$ 25.00
Roller Skate Admission	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Ice Skate Admission	\$ -	\$ -	\$ 7.00	\$ 7.00
<b>Day Rate</b>				
Day Rate				
Security Dep				
Day Rate				
Security Dep				
Day Rate				
Security Dep				



