

BROOME COUNTY MEMORANDUM

TO: DEPARTMENTAL PERSONNEL PER DISTRIBUTION

**FROM: ANN MARIE SUER, PETER ROSEBOOM;
LAW DEPARTMENT**

DATE: _____ 9/2, 2016

RE: CA 9-332 TERM: 11/1/14-6/30/17

Administer grant

Enclosed please find a fully executed copy of the above-captioned agreement for your files. Appropriate vouchers, together with required backup information, in reference to said agreement may now be submitted to Audit & Control to begin processing for payment.

This contract was approved by:

Purchasing on _____

BAC on _____

Res. No. 307 **on** 8/18/16

Enc.

CC: AUDIT & CONTROL

DISTRIBUTION:

Planning

Office of the Broome County Executive

"The People's Office"

Debra A. Preston, County Executive

August 18, 2016

Cornell Cooperative Extension of Broome County, Inc.
840 Upper Front Street
Binghamton, NY 13905
ATTN: Vicky Giarratano

RECEIVED
SEP 02 2016
BROOME COUNTY
ATTORNEY'S OFFICE

Re: Dept. of Planning - operation
of farmer's market - CA 9-332

Dear Ms. Giarratano:

By Permanent Resolution No. 16-307, duly adopted on 8/18/16, the Broome County Legislature has authorized the undersigned to forward to you this letter amendment for the purpose of modifying the previous agreement between the parties dated 11/12/15. All terms and conditions of the above agreement shall remain in full force and effect, with the following exceptions:

A. The County received an Appalachian Regional Commission grant in the amount of \$112,183.00 with a local match of \$25,000.00 for purposes of operation of the regional farmers market. The attached Scope of Services sets forth the duties and responsibilities of Cornell Cooperative Extension of Broome County, Inc. in regard to this project.

If you are in agreement with the terms of this letter, please execute where indicated, in the lower left-hand corner of the letter, and return the original to the **BROOME COUNTY ATTORNEY'S OFFICE**, Edwin L. Crawford County Office Building, Government Plaza, Binghamton, New York, 13901. An extra copy is enclosed herewith for your records.

Enc.

ACCEPTED:

CORNELL COOPERATIVE EXTENSION
OF BROOME COUNTY, INC.

By

Title

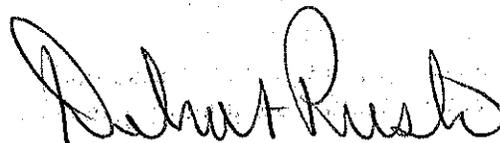
Date



Executive Director

8/30/16

Very truly yours,



DEBRA A. PRESTON

County Executive

Intro No. 321
Date 8/18/16
Reviewed by CDS
Co. Attorney
Date 8/1/16

RESOLUTION
BROOME COUNTY LEGISLATURE
BINGHAMTON, NEW YORK

Permanent No. 2016-307
Date Adopted 8/18/16
Effective Date 8/19/16

Sponsored by: Economic Development, Education & Culture and Finance Committees

Seconded by: Hon. Jason E. Shaw

RESOLUTION APPROPRIATING FUNDING FROM THE MARKETING AND ECONOMIC DEVELOPMENT ALLOCATION OF THE OCCUPANCY TAX, AUTHORIZING REVISION OF THE ARC FARMER'S MARKET ADMINISTRATION PROGRAM GRANT, ADOPTING A REVISED PROGRAM BUDGET, AND AUTHORIZING AN AGREEMENT WITH CORNELL COOPERATIVE EXTENSION OF BROOME COUNTY TO ADMINISTER SAID PROGRAM FOR 2014-2017

WHEREAS, this County Legislature, by Resolution 321 of 2013, authorized the ARC Farmer's Market Administration Program Grant for the Department of Planning and Economic Development and adopted a program budget in the amount of \$112,183 for the period January 1, 2014 through June 30, 2015, and

WHEREAS, said program grant provides funds for the operation of the Regional Farmer's Market, and

WHEREAS, it is necessary at this time to appropriate funding in the amount of \$25,000 from the Marketing and Economic Development allocation of the Occupancy Tax, revise said program to reflect an increase in the amount of \$25,000 and authorize an agreement with Cornell Cooperative Extension of Broome County to administer said program for the period January 1, 2014 through June 30, 2017, now, therefore, be it

RESOLVED, that this County Legislature hereby appropriates funding in the amount of \$25,000 from the Marketing and Economic Development allocation of the Occupancy Tax, authorizes the revision of the ARC Farmer's Market Administration Program Grant to reflect an increase of \$25,000, and authorizes an agreement with Cornell Cooperative Extension of Broome County to administer said program for the period January 1, 2014 through June 31, 2017, and be it

FURTHER RESOLVED, that this County Legislature hereby approves and adopts the revised program budget annexed hereto as Exhibit "A" in the total amount of \$137,183, and be it

FURTHER RESOLVED, that this County Legislature hereby authorizes an agreement with Cornell Cooperative Extension of Broome County, 840 Upper Front Street, Binghamton, New York 13905 to administer the Department of Planning and Economic Development's ARC Farmer's Market Administration Program Grant for the period January 1, 2014 through June 31, 2017, and be it

FURTHER RESOLVED, that in consideration of said services, the County shall pay the Contractor an amount not to exceed \$137,183 for the term of the agreement, and be it

FURTHER RESOLVED, that Resolution 321 of 2013, to the extent consistent herewith, shall remain in full force and effect, and be it

FURTHER RESOLVED, that the County Executive or her duly authorized representative is hereby authorized to execute any such agreements, documents or papers, approved as to form by the Department of Law, as may be necessary to implement the intent and purpose of this Resolution, and be it

FURTHER RESOLVED, that the County Executive or her duly authorized representative is hereby empowered (with the approval of the grantor agency) to reduce the time period of the grant provided there is no change in the grant budget or extend the terms of the grant agreement for the purpose of expending any unexpended grant funds, and be it

FURTHER RESOLVED, that the County Executive or her duly authorized representative (including the Director of Management and Budget and/or Comptroller) is hereby authorized to make any transfers of funds within this grant budget provided that employee head count is not increased, the County's contribution is not increased and the salary rate or salary total for a position is not changed.
COUNTY OF BROOME)
STATE OF NEW YORK)

I, the undersigned, Clerk of the Legislature of the County of Broome, DO HEREBY CERTIFY that the above is an original resolution of such Legislature duly adopted on the 18th day of August, 2016, by a majority of the members elected to the Legislature of said County at a regular meeting of said Legislature.

I FURTHER CERTIFY that at the time said resolution was adopted said Legislature was comprised of fifteen members.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Legislature this 19th day of August, 2016.

Date sent to County Executive August 19, 2016

Approved [Signature]
County Executive

Date 8/19, 2016

[Signature]
Clerk, County Legislature
County of Broome

**Broome County Department of Planning and Economic Development
Proposed Budget
ARC Farmer's Market**

<u>Appropriations</u>	<u>Department</u>	<u>Account</u>	<u>Project</u>	<u>Amount</u>
Contracted Services	3700007	6005255	3710073	<u>137,183</u>
			Appropriation Total:	137,183
<u>Grant Revenues</u>	<u>Department</u>	<u>Account</u>	<u>Project</u>	<u>Amount</u>
County Contribution	3700007	5000320	3710073	25,000
Federal Aid - Other	3700007	5000901	3710073	<u>112,183</u>
			Grant Revenue Total:	137,183

Cornell Cooperative Extension will operate the Farmer's Market during the term of the Appalachian Regional Commission (ARC) grant. The services provided by Cornell Cooperative Extension will consist of the following:

1. Oversight and management of the Farmer's Market
2. Employing and managing the following positions:
 - a. Farmer's Market Manager
 - b. Market Events Coordinator
3. Managing all financial transactions including but not limited to:
 - a. Tracking and managing leases with Vendors
 - b. Collecting and depositing lease payments
 - c. Reimbursing Vendors for SNAP EBT transactions
4. Managing the Commercial Kitchen
5. Providing value added educational programs to help producers, farmers, and the public maximize their food dollar
6. Coordinating the Supplemental Nutrition Assistance Program (SNAP) Electronic Benefits Transfer (EBT) transactions for low income individuals
7. Managing the Farmer's Market marketing efforts including but not limited to:
 - a. Maintaining a Farmer's Market website
 - b. Maintaining a Farmer's Market Facebook page
8. Paying all costs associated with the Farmer's Market including but not limited to:
 - a. Marketing and Advertising
 - b. Personnel and Fringes
 - c. Insurance
 - d. Utility
 - e. Janitorial
 - f. Security Services (as appropriate)
 - g. Maintenance
 - h. Taxes, fees, permits, etc.
9. Providing information to Broome County Planning necessary for reporting requirements of ARC grant including but not limited to:
 - a. Number of Website Visitors
 - b. Number of Facebook likes
 - c. Number of Vendors Served and their Location
 - d. Total Rents Received
 - e. Total Expenses Paid
 - f. Total Farmer's Market employment

Funding:

Source	Amount
ARC	112,183.00
Broome County Hotel Motel Funds	25,000.00