



**Office of the Executive**  
County of Chemung  
203 Lake Street  
P.O. Box 588  
Elmira, NY 14902  
(607)737-0351 FAX  
[www.chemungcountyny.gov](http://www.chemungcountyny.gov)

**Christopher J. Moss**  
County Executive  
(607) 737-2912  
[cmoss@chemungcountyny.gov](mailto:cmoss@chemungcountyny.gov)

**Jennifer Furman**  
Deputy County Executive  
(607) 737-2996  
[jfurman@chemungcountyny.gov](mailto:jfurman@chemungcountyny.gov)

May 22, 2026

**DELIVERED VIA FIRST CLASS MAIL:**

Honorable Norman St. George, J.S.C  
First Deputy Chief Administrative Judge  
New York State Unified Court System  
25 Beaver Street, 10<sup>th</sup> Floor  
New York, New York 10004

Dear 1<sup>st</sup> DCAJ St. George,

I am writing to provide you with an amendment to the Court Facilities Capital Plan for Chemung County, as required by the Court Facilities Act of 1987.

**Chemung County Supreme Court, County Court, and Surrogate's Court- Courthouse, Hazlett Building, and Justice Building**

To address insufficient space for the Unified Court System (UCS) listed above, the County provided additional space on the fourth floor of the Hazlett Building located at 203 Lake St, Elmira NY 14901. The County owns this shared space building with UCS occupying approximately 36% of the building and the County and/or other tenants occupying approximately 39% of the building, a shared usage of 24%, with a 48% total reimbursement for the building.

UCS currently occupies 14,741.95 sq. ft. of space in that building. Chemung County provided UCS with an additional 1,597.20 sq ft, increasing from 45% to 48%. UCS took occupancy of the fourth floor in May of 2025 and replaced the carpet and upgraded network cabling. This additional space includes 4 offices that house Problem Solving Court staff.

Modifications to this space were considered tenant work and the County coordinated with our UCS, 6<sup>th</sup> Judicial District, Representatives, District Executive, Porter L. Kirkwood and Facilities Coordinator, Grace Doherty. The total cost for these minor upgrades will be submitted shortly for reimbursement.

**Compliance with Applicable Laws:**

The design will comply with applicable:

- Building codes,

- Americans with Disabilities Act (ADA) requirements,
- Environmental laws, regulations, and ordinances,
- Court Facility Guidelines (22 NYCRR Part 34),
- UCS and local law enforcement security requirements, and
- Office of Court Administration's technology requirements.

For the past two decades, all plan updates and related requests have customarily been processed and completed by the Courts staff. This marks the first time the Court has requested that we submit a formal update.

Please advise if this amendment is acceptable to the New York State Unified Court System.

Sincerely,

A handwritten signature in black ink, appearing to be "Christopher Moss", written over a large, light-colored oval shape.

Christopher Moss  
Chemung County Executive

CC: Porter L. Kirkwood Esq. (via email)  
Grace Doherty (via email)  
Caitlin McGurgen M&) Coordinator (via email)  
Jason Coleman, Chemung County Buildings and Grounds