

TOWN OF BINGHAMTON
2022 ORGANIZATIONAL MEETING
January 4, 2022
RESOLUTION 01-22

Unapproved
DRAFT

WHEREAS the Town Board of the Town of Binghamton at its regular meeting on January 4, 2022, is meeting for the purpose of organization for the year 2022, and

WHEREAS after due deliberation and consideration, said Board wishes to organize for the year 2022 as follows:

NOW, THEREFORE BE IT RESOLVED, upon motion of _____ and seconded by _____ as follows:

1. WORK SESSION AND TOWN BOARD MEETING SCHEDULE

The Town Board shall hold its work sessions at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the first Tuesday of each month at 5:30 p.m. The Town Board shall hold its regular Board meetings at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the third Tuesday of each month at 7 p.m.

In the event that for some reason, such as adverse weather or road conditions or some other emergency, it is impossible to hold a scheduled meeting, such meeting shall be cancelled by consent of a majority of the Town Board, and all business shall be conducted on an alternate date set by the Supervisor and Town Board.

2. ORDER OF BUSINESS

The order of business (agenda) at Town Board meetings shall be:

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Approval of Audited Claims
- (5) Recognition of Minutes
- (6) Voice of the Public
- (7) Communications and Announcements
- (8) Officials and Committee Reports
- (9) Unfinished Business
- (10) New Business
- (11) Voice of the Public
- (12) Adjournment

The order of business (agenda) at Town Board Work Session shall be:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Audited Claims
- (4) Recognition of Minutes
- (5) Communications & Announcements
- (6) Officials and Committee Reports
- (7) Unfinished Business
- (8) New Business
- (9) Adjournment

3. TOWN HALL OFFICE HOURS

The office hours for the Town Hall in 2022 shall be 8:30 a.m. until 4 p.m.

4. 2022 HOLIDAY SCHEDULE

The Town shall have thirteen (13) paid holidays during 2022 as follows:

New Year's Day	Monday, January 3, 2022
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Thanksgiving – Designated Holiday	Friday, November 25, 2022
Christmas – Designated Holiday	Friday, December 23, 2022
Christmas – Designated Holiday	Monday, December 26, 2022

5. RETAINER OF ATTORNEY

Alan J. Pope of counsel to the law firm of Coughlin & Gerhart, and Rosemarie Pope from the law firm of Rosemarie Pope, Esquire, are retained to render professional legal services to the Town Board, Planning Board, and Zoning Board of Appeals and all special districts present and future of the Town of Binghamton, as may be required on legal matters during 2022, with Alan J. Pope serving as Town Attorney and Rosemarie Pope serving as Deputy Town Attorney.

6. RETAINER OF ENGINEER

The firm of Clark Patterson Lee is retained as the primary engineer to render such professional engineering services to the Town Board of the Town of Binghamton, the Town Planning Board, the Consolidated Water District, the Consolidated Sewer District, and any other Town Districts and entities present or future as may be required by said Town until December 31, 2022, with John Martin, P.E. as consulting engineer. Griffiths Engineering is retained to render such professional engineering services in relation to MS4 and CMOM.

7. AUDIT OF 2021 BOOKS

Mike Wolyniak is retained to audit the 2021 books for the Town of Binghamton.

8. OFFICIAL NEWSPAPER

The Press & Sun-Bulletin and the Country Courier are designated as the official newspapers for the Town of Binghamton for the year 2022 with either or both newspapers being sufficient for the giving of legal notices or legal advertisements.

9. DEPOSITORIES FOR TOWN MONIES

The Town of Binghamton, pursuant to Section 64-1 of the Town Law, must designate certain banks as depositories for Town funds. NBT Banks in Broome County are designated as depositories for the Town of Binghamton for the year 2022.

10. INVESTMENT OF TOWN MONIES

Inasmuch as it is sound financial practice for the Town to invest monies which are not required for immediate expenditure, BE IT RESOLVED that Supervisor Rounds be authorized to deposit and invest such monies in accordance with the General Municipal Law, Section 11, Local Finance Law 165.00 (b) and the power to invest monies in the Capital Reserve Fund under Section 6-c of the General Municipal Law is hereby delegated to Supervisor Rounds under Subdv. 7 of Section 6-c.

The Investment Policy has been reviewed by the Town Board for the year 2022.

11. OPENING BIDS

Supervisor Rounds is authorized to open all bids received for items used by the Town requiring bidding, pursuant to Section 103 of the General Municipal Law for the year 2022.

The Procurement Policy has been reviewed by the Town Board for the year 2022.

12. PURCHASING OF STATE AND COUNTY BIDS

Town of Binghamton Officials are authorized to purchase goods through State and County bid prices and contracts.

13. OFFICIALS' EXPENSES

Pursuant to Section 102 of the Town Law, the Supervisor, Councilpeople, Town Justice, Town Clerk, Highway Superintendent, and Deputies are authorized to incur certain expenses and to be reimbursed therefore as Town charges. Authorized Town Officials and employees designated by the Supervisor are authorized to use their automobiles for Town purposes and will be reimbursed for mileage costs at ~~56 cents per mile~~ (subject to review) when said costs are submitted on a voucher accompanied by an itemized statement of the nature of the expense.

Regarding meal expenses, expenses will be reimbursed unless they are included in the application or registration fee for an authorized class/conference. Be it further moved as regarding expenses to be reimbursed:

Major Metropolitan Areas

Breakfast	\$13.00
Lunch	15.00
Dinner	33.00

Other than Major Metropolitan Areas

Breakfast	\$ 10.00
Lunch	11.00
Dinner	25.00

14. AUDIT OF CLAIMS

Approval of claims for payment by the Town of Binghamton during 2022 will be done by having members of the *Board* audit the vouchers or invoices and sign the abstracts only. Pre-payment of bills will be allowed for utilities, postage, and similar type bills, but they must be presented at the next Town Board meeting for proper audit by the Board.

15. PROCUREMENT POLICY

All Departments and Employees of the Town will follow the Town of Binghamton Procurement Policy.

16. ASSOCIATION OF TOWNS MEETINGS

No one will be attending the Association of Towns meeting in 2022. Alternative training and workshops will be provided.

17. DESIGNATION OF DELEGATES TO ASSOCIATION OF TOWNS MEETING

There is no designation of delegates in 2022 because no one will be attending the meeting.

18. JURY EXPENSES

The Town shall be responsible for the costs in the event that juries have to be sequestered and shall pay the jurors the prescribed legal amount per day or part of a day actually served on the jury. The Town Board authorizes the Justice to hire, where necessary, certified stenographers and to purchase original transcripts in the event of an Appeal.

19. SERVICE OFFICER, BUDGET OFFICER, AND ADMINISTRATOR OF SPECIAL DISTRICTS

Supervisor Rounds shall be designated Service Officer, Budget Officer, and Administrator of Special Districts for the Town of Binghamton for the year 2022.

20. PETTY CASH FUND

A petty cash fund of \$100 is hereby authorized for Nadine Pappas, Water/Sewer Billing Clerk; \$100 for Vickie Conklin, Town Clerk; \$100 for Bob Rolston, Highway Superintendent; and \$100 for Daniele Vick, Court Clerk.

21. 2022 TOWN BOARD LIAISONS

The following liaisons have been designated for 2022, and the following Town Board members have been appointed to serve:

Youth Commission - Councilperson Mark Leighton
Planning Board - Councilperson Mike Donahue
Zoning Board of Appeals - Councilperson Dean Nye
Personnel Committee - Supervisor Elizabeth Rounds and Mike Bensley
Personnel Committee (Highway) - Supervisor Elizabeth Rounds

22. ZONING BOARD OF APPEALS

Gerardo Tagliaferri is hereby appointed to serve as Chairman for a period of one year to expire on December 31, 2022. The following members are currently serving on the Zoning Board: Tom Bensley, Mark Bordeau, Sara Reifler, Theresa Taro, and Tim Cooper serving as an alternate.

The Zoning Board of Appeals shall hold quarterly joint meetings with the Planning Board on the second Monday of each quarter, specifically: January, April, July, & October. These meetings will be held at the Town Hall, located at 279 Park Avenue at 6:30 p.m.

23. PLANNING BOARD

Christopher Streno is hereby appointed to serve as Chairman, for a period of one year to expire December 31, 2022. Bill McGowan is hereby appointed to serve as a member for a period of five years to expire on December 31, 2026. The following members are currently serving on the Planning Board: Kathy Kiekel, Ray Mastin, Bill McGowan, and David West.

The Planning Board shall hold quarterly joint meetings with the Zoning Board of Appeals on the second Monday of each quarter, specifically: January, April, July, & October. These meetings will be held at the Town Hall, located at 279 Park Avenue at 6:30 p.m.

24. YOUTH COMMISSION

Christopher Streno is hereby appointed to serve as the Director of Youth Activities for a term to expire December 31, 2022. The following members are currently serving on the Youth Commission: David Birtch, Steven Hughes, Nicole Kariam, Jerry Warner, and Kyle Wilson.

25. APPOINTMENTS OF OFFICIALS AND EMPLOYEES

The following Officials and Employees are appointed to serve in the respective positions for the Town of Binghamton for the year 2022, with term as provided by law and at the pleasure of the Town Board where no term is provided by law:

Deputy Supervisor	Mike Donahue
Deputy Town Clerk	Paula Edwards
Deputy Registrar	Paula Edwards
Deputy Highway Superintendent	Patrick Wagner
Assessor	Joseph Cook
Assessor's Assistant	Amy Ricci
Building Inspector	Nick Pappas
Town Historian	Vickie Conklin
<i>Clerk to Justice</i>	Daniele Vick
Ordinance Enforcement Officer	Nick Pappas
Director of Youth Activities	Christopher Streno
Asst. Budget Officer	Sandra Reifler
Records Mgmt. Officer	Vickie Conklin
Vital Statistics Registrar	Vickie Conklin
Community Center Coordinators	Nick Pappas & Zack Soboleski
Secretary to the Highway Superintendent	Nadine Pappas
Secretary to the Supervisor	Sandra Reifler
Secretary – Part Time	Becky Smith
Dog Control Officer	Rick Murray

26. PAYROLL SCHEDULE

The Town shall set the bi-weekly pay date for 2022 on Wednesdays, in accordance with the payroll schedule as submitted by the Secretary to the Supervisor.

27. SCHEDULE OF SALARIES

The following schedule of annual salaries and hourly rates for the positions listed and payment thereof for the Town of Binghamton for the year 2022 as budgeted is adopted:

OFFICIALS / EMPLOYEES

ANNUAL SALARY

Supervisor – Elizabeth Rounds	\$ 16,500.00 paid bi-weekly
Budget Officer – Elizabeth Rounds	\$ 2,150.00 paid semi-annually (June/Dec.)
Bookkeeper/Secretary to Supervisor – Sandra Reifler	\$ 50,929.00 paid bi-weekly (inc. \$312 long.)
Asst. Budget Officer – Sandra Reifler	\$ 6,329.00 paid (June/Dec.)
Town Clerk – Vickie Conklin	\$ 37,519.00 paid bi-weekly
Records Mgmt. Officer – Vickie Conklin	\$ 1,315.00 paid annually
Vital Statistics Registrar – Vickie Conklin	\$ 438.00 paid annually
Historian – Vickie Conklin	\$ 548.00 paid annually (Dec.)
Councilpeople – each (4)	\$ 7,500.00 paid bi-weekly
Justice – Lawrence Brinker	\$ 12,000.00 paid bi-weekly
Court Clerk – Daniele Vick	\$ 6,500.00 <i>we pay Conklin</i>
Highway Supt. – Bob Rolston	\$ 55,950.00 paid bi-weekly
Asst. Admin. of Water/Sewer – Bob Rolston	\$ 18,650.00 paid bi-weekly
Secretary to Highway Supt. – Nadine Pappas	\$ 42,403.00 paid bi-weekly (inc. \$312 long.)
Water/Sewer Billing Clerk – Nadine Pappas	\$ 10,421.00 paid bi-weekly
Building Inspector/Code Enforce. - Nick Pappas	\$ 20,041.00 paid bi-weekly (inc. \$624 long.)
Code Enforcement – Nick Pappas – Town of Conklin	\$ 26,444.00 paid bi-weekly
Code / Laborer / Maintenance – Zack Soboleski	\$ 40,000.00 paid bi-weekly
ZBA Chairman – Gerardo Tagliaferri	\$ 650.00 paid annually (Dec.)
ZBA Members – (4) each	\$ 500.00 paid annually (Dec.)
ZBA Secretary / ZBA Processor – Chelsea Mozley	\$ 750.00 paid annually (Dec.)
Planning Board Chairman – Christopher Streno	\$ 1,150.00 paid annually (Dec.)
Planning Board Members – (4) each	\$ 950.00 paid annually (Dec.)
Planning Board Secretary – Christopher Streno	\$ 450.00 paid annually (Dec.)
Director of Youth Activities – Christopher Streno	\$ 13,500.00 paid monthly
Community Center Maintenance – Nick Pappas	\$ 3,904.00 paid bi-weekly
Community Ctr. Coordinator / Custodian	\$ 3,000.00 paid bi-weekly: Nick \$2,000. / Zack \$1,000.
Umpire Coordinator – Diane Masters	\$ 632.00 paid semi-annually (June/Dec.)
Umpire	\$ 22.00 paid per game
League Commissioners	\$ 175.00 paid annually / each
Board of Assessment Review – (3) each	\$ 75.00 paid per day
Maintenance Dept. – Nick Pappas	\$ 35,138.00 paid bi-weekly
Youth Bookkeeper – Sandra Reifler	\$ 534.00 paid semi-annually (June/Dec.)
Dog Control Officer – Rick Murray	\$ 6,750.00 <i>we pay Conklin</i>
Assessor – Joe Cook	\$ 20,000.00 <i>we pay Town of Union</i>

HOURLY EMPLOYEES

HOURLY RATE

Clerical Staff	\$13.20 per hour
Laborer – Highway Seasonal	\$13.20 per hour
Seasonal Help – Parks	\$13.20 per hour
Assessor's Clerk – Amy Ricci	\$15.75 per hour
Deputy Town Clerk – Paula Edwards	\$15.75 per hour
Secretary-PT – Becky Smith	\$16.48 per hour
Seasonal Help – Highway – Snow (with CDL)	\$23.77 per hour
Deputy Highway Supt. – Patrick Wagner	\$27.66 per hour (includes .15 longevity)
Crew Leader – Lee Cooper	\$28.90 per hour (includes .35 longevity)
<i>NOTE: Pay rates and longevity pay for bargaining unit employees are dictated by Union Contract.</i>	

In addition, all full-time, non-elected, salaried, non-bargaining unit employees will receive longevity pay to be based on a 2,080 hour work year, to be capped at a 30 year anniversary date*. Said longevity pay will be paid annually in December on the following set schedule:

5 years -	\$.10 per hour
10 years -	\$.15 per hour
15 years -	\$.20 per hour
20 years -	\$.25 per hour
25 years -	\$.30 per hour
30 years -	\$.35 per hour
30 years plus -	\$.35 per hour

*NOTE: All full-time, non-elected hourly employees will receive their longevity pay included in their hourly rate.

An employee's anniversary date must fall within the present fiscal year to be included for the employee's longevity pay schedule.

28. HEALTH REIMBURSEMENT ACCOUNT (HRA)

The amount allocated for the HRA (Health Reimbursement Account) is as follows for the year 2022:

Councilpersons and Supervisor are eligible for the "full time employee - single" rate of \$1,000. Any employee opting not to take Town Health Insurance is eligible for this HRA account.

29. TOWN OF BINGHAMTON FIRE CONTRACT

The Town of Binghamton will contract with the Town of Binghamton Volunteer Fire Company for fire and emergency protection for the year 2022 for the amount of \$ 224,020.

30. BROOME VOLUNTEER EMERGENCY SQUAD CONTRACT

The Town of Binghamton will contract with the Broome Volunteer Emergency Squad for the year 2022. BVES shall be designated as the primary emergency medical response provider for ambulance, BLS and ALS services in the Town of Binghamton for the sum of zero dollars.

The Town Board has approved a new five-year contract starting in 2022.

31. TOWN BULLETIN BOARD / SIGN BOARD

The official Town Bulletin Board/Sign Board for all proper, legal, and official notices shall be located on the wall inside the main entrance to the Town Hall.

This resolution shall take effect immediately.

WHEREUPON after discussion and due deliberation, the foregoing resolution was voted upon by the Town Board as follows:

Supervisor Rounds
Councilperson Bensley
Councilperson Donahue
Councilperson Leighton
Councilperson Nye

WHEREUPON Supervisor Rounds declared the resolution **ADOPTED**.