**TOWN OF BINGHAMTON**
**2023 ORGANIZATIONAL MEETING**
**January 3, 2023**
**RESOLUTION 01-23**

**WHEREAS** the Town Board of the Town of Binghamton at its regular meeting on January 3, 2023, is meeting for the purpose of organization for the year 2023, and

**WHEREAS** after due deliberation and consideration, said Board wishes to organize for the year 2023 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. with the following exceptions:

(i) Thurs., 7/6/23 *(because of Independence Day on 7/4/23)*
(ii) Thurs., 11/9/23 *(because of Election Day on 11/7/23)*

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 2023 shall be 8:30 a.m. until 4 p.m.

**4. 2023 HOLIDAY SCHEDULE**

The Town shall have thirteen (13) paid holidays during 2023 as follows:

| | |
|---|---|
| New Year's Day | Monday, January 2, 2023 |
| Martin Luther King Day | Monday, January 16, 2023 |
| President's Day | Monday, February 20, 2023 |
| Good Friday | Friday, April 7, 2023 |
| Memorial Day | Monday, May 29, 2023 |
| Independence Day - Designated Holiday | Monday, July 3, 2023 |
| Independence Day | Tuesday, July 4, 2023 |
| Labor Day | Monday, September 4, 2023 |
| Columbus Day | Monday, October 9, 2023 |
| Veterans Day – Designated Holiday | Friday, November 10, 2023 |
| Thanksgiving Day | Thursday, November 23, 2023 |
| Thanksgiving – Designated Holiday | Friday, November 24, 2023 |
| Christmas | Monday, December 25, 2023 |

**5. RETAINER OF ATTORNEY**

Gina M. Middleton, Associate with the law firm of Coughlin & Gerhart, is 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 2023 with Alan J. Pope serving as Deputy Attorney. In addition, Rosemarie Pope from the law firm of Rosemarie Pope, Esquire, will also serve as a Deputy Attorney.

## 6. RETAINER OF ENGINEER

The firm of Clark Patterson Lee is retained as the general engineer to the Town Board of the Town of Binghamton, the Town Planning Board, the Town Zoning Board, the Consolidated Water District, the Consolidated Sewer District, CMOM, and any other Town Districts until December 31, 2023. Griffiths Engineering is retained to render such professional engineering services in relation to MS4. The Town Board may on occasion put out to bid the engineering costs for certain projects.

## 7. AUDIT OF 2022 BOOKS

Mike Wolyniak is retained to audit the 2022 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 2023 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 2023.

## 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 2023.

## 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 2023.

The Procurement Policy has been reviewed by the Town Board for the year 2023.

## 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, Councilpersons, 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 65.5 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 | | Other than Major Metropolitan Areas | |
|---|---|---|---|
| Breakfast | $13.00 | Breakfast | $ 10.00 |
| Lunch | 15.00 | Lunch | 11.00 |
| Dinner | 33.00 | Dinner | 25.00 |

## 14. AUDIT OF CLAIMS

Approval of claims for payment by the Town of Binghamton during 2023 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 2023. Alternative training and workshops will be provided.

## 17. DESIGNATION OF DELEGATES TO ASSOCIATION OF TOWNS MEETING

There is no designation of delegates in 2023 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 2023.

## 20. PETTY CASH FUND

A petty cash fund of $100 is hereby authorized for Nadine Pappas, Water/Sewer Billing Clerk; $100 for Tracy Tokos, Town Clerk; $100 for Mark Leighton, Highway Superintendent; and $100 for Daniele Vick, Court Clerk.

## 21. 2023 TOWN BOARD LIAISONS

The following liaisons have been designated for 2023, and the following Town Board members have been appointed to serve:

Youth Commission - Vickie Conklin
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

Mark Bordeau is hereby appointed to serve as Chairman for a period of one year to expire on December 31, 2023. The following members are currently serving on the Zoning Board: Mark Bordeau, Tom Bensley, Theresa Taro, Kevin Olds, Meggan Olds, and Tim Cooper serving as an alternate.

The Zoning Board of Appeals shall hold its quarterly joint meetings with the Planning Board at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the third Monday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October with the following exception:

Mon., 1/23/23 *(because of the Martin Luther King, Jr. holiday on 1/16/23)*

## 23. PLANNING BOARD

Christopher Streno is hereby appointed to serve as Chairman, for a period of one year to expire December 31, 2023. The following members are currently serving on the Planning Board: Christopher Streno, Kathy Kiekel, Ray Mastin, Bill McGowan, and David West.

The Planning Board shall hold its quarterly joint meetings with the Zoning Board at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the third Monday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October with the following exception:

Mon., 1/23/23 *(because of the Martin Luther King, Jr. holiday on 1/16/23)*

## 24. YOUTH COMMISSION

Christopher Streno is hereby appointed to serve as the Director of Youth Activities for a term to expire December 31, 2023. 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 2023, 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 | Mary Atkinson |
| Building Inspector | Nick Pappas & Zac Soboleski |
| Clerk to Justice | Daniele Vick |
| Ordinance Enforcement Officer | Nick Pappas & Zac Soboleski |
| Director of Youth Activities | Christopher Streno |
| Asst. Budget Officer | Sandra Reifler |
| Records Mgmt. Officer | Tracy Tokos |
| Vital Statistics Registrar | Tracy Tokos |
| Community Center Coordinators | Nick Pappas & Zac Soboleski |
| Secretary to the Highway Superintendent | Nadine Pappas |
| Secretary to the Supervisor | Sandra Reifler |
| Secretary – Part Time | Rebecca Smith |
| Dog Control Officer | Rick Murray |

## 26. PAYROLL SCHEDULE

The Town shall set the bi-weekly pay date for 2023 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 2023 as budgeted is adopted:

| OFFICIALS / EMPLOYEES | ANNUAL SALARY |
|---|---|
| Supervisor – Elizabeth Rounds | $ 17,500.00 paid bi-weekly |
| Budget Officer – Elizabeth Rounds | $ 2,500.00 paid semi-annually (June/Dec.) |
| Bookkeeper/Secretary to Supervisor – Sandra Reifler | $ 53,295.00 paid bi-weekly (inc. $312 long.) |
| Asst. Budget Officer – Sandra Reifler | $ 6,329.00 paid (June/Dec.) |
| Town Clerk – Tracy Tokos | $ 24,000.00 paid bi-weekly |
| Records Mgmt. Officer – Tracy Tokos | $ 658.00 paid annually |
| Vital Statistics Registrar – Tracy Tokos | $ 219.00 paid annually |
| Councilpersons – each (4) | $ 7,500.00 paid bi-weekly |
| Justice – Lawrence Brinker | $ 12,500.00 paid bi-weekly |
| Court Clerk – Daniele Vick | $ 6,500.00 *we pay Conklin* |
| Highway Supt. – Mark Leighton | $ 50,250.00 paid bi-weekly |
| Asst. Admin. of Water/Sewer – Mark Leighton | $ 16,750.00 paid bi-weekly |
| Secretary to Highway Supt. – Nadine Pappas | $ 44,565.00 paid bi-weekly (inc. $312 long.) |
| Water/Sewer Billing Clerk – Nadine Pappas | $ 10,964.00 paid bi-weekly |
| Building Inspector/Code Enforce. - Nick Pappas | $ 20,200.00 paid bi-weekly (inc. $728 long.) |
| Code Enforcement – Nick Pappas – Town of Conklin | $ 27,429.00 paid bi-weekly *Conklin pays us* |
| Code / Laborer / Maintenance – Zac Soboleski | $ 44,200.00 paid bi-weekly |
| ZBA Chairman – Mark Bordeau | $ 700.00 paid annually (Dec.) |
| ZBA Members – (4) each plus the alternate | $ 550.00 paid annually (Dec.) |
| ZBA Secretary / ZBA Processor – Meggan Olds | $ 750.00 paid annually (Dec.) |
| Planning Board Chairman – Christopher Streno | $ 1,200.00 paid monthly |
| Planning Board Members – (4) each | $ 1,000.00 paid annually (Dec.) |
| Planning Board Secretary – Christopher Streno | $ 750.00 paid monthly |
| Director of Youth Activities – Christopher Streno | $ 14,000.00 paid monthly |
| Community Center Maintenance – Nick Pappas | $ 4,070.00 paid bi-weekly |
| Community Ctr. Coordinator / Custodian | $ 3,000.00 paid bi-weekly: Nick $2,000. / Zac $1,000. |
| Umpire Coordinator – Diane Masters | $ 700.00 paid semi-annually (June/Dec.) |
| Umpire | $ 37.00 paid per game (one umpire) |
| Umpires (if two are needed) | $ 60.00 paid per game ($30 each / same game) |
| League Commissioners | $ 175.00 paid annually / each |
| Board of Assessment Review – (3) each | $ 75.00 paid per day |
| Maintenance Dept. – Nick Pappas | $ 36,636.00 paid bi-weekly |
| Youth Bookkeeper – Sandra Reifler | $ 534.00 paid semi-annually (June/Dec.) |
| Dog Control Officer – Rick Murray | $ 7,250.00 *we pay Conklin* |
| Assessor – Joe Cook | $ 22,251.00 *we pay Town of Union* |

| HOURLY EMPLOYEES | HOURLY RATE |
|---|---|
| Clerical Staff | $15.00 per hour |
| Laborer – Highway Seasonal | $15.00 per hour |
| Seasonal Help – Parks | $15.00 per hour |
| Assessor's Clerk – Mary Atkinson | $15.50 per hour |
| Deputy Town Clerk – Paula Edwards | $16.50 per hour |
| Secretary-PT – Becky Smith | $17.78 per hour |
| Seasonal Help – Highway – Snow (with CDL) | $24.00 per hour |
| Deputy Highway Supt. – Patrick Wagner | $28.96 per hour (includes .15 longevity) |
| Crew Leader – Lee Cooper | $30.20 per hour (includes .35 longevity) |

*NOTE: Pay rates and longevity pay for bargaining unit employees are dictated by Union Contract.*

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 or more - $.35 per hour

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 2023:

Councilpersons and Supervisor are eligible for $1,500. Any employee opting not to take the Town's Health Insurance is eligible for $1,500 for single coverage or $2,750 for family coverage (as stated in the Teamsters contract).

## 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 2023 for the amount of $244,582.

## 30. BROOME VOLUNTEER EMERGENCY SQUAD CONTRACT

The Town of Binghamton will contract with the Broome Volunteer Emergency Squad for the year 2023. 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.

## 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.

## 32. CELL PHONE ALLOWANCE

The Town Supervisor and Code Enforcement Officer will receive $50 a month toward the use of their personal cell phones. The Assistant Code Enforcement Officer will receive $30 a month, payable in January.

**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 Conklin
Councilperson Donahue
Councilperson Nye

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

Town of Binghamton Highway Dept.
865 Hawleyton Rd.
Binghamton, NY 13903

January 1, 2023

To The Honorable Town Board,

I, Mark Leighton Town of Binghamton Highway Superintendent, hereby appoint Patrick Wagner as Deputy Highway Superintendent for the Town of Binghamton effective January 1, 2023.

I, Mark Leighton, appoint Nadine Pappas as secretary to the Highway Superintendent of the Town of Binghamton effective January 1, 2023.

All appointments are effective January 1, 2023. If you have any questions, please feel free to call me at 607-669-4323.

Sincerely,

Mark Leighton

Highway Superintendent

# ~AGREEMENT TO SPEND HIGHWAY FUNDS~

## ~Town of Binghamton~

Pursuant to the provisions of Section 284 of the Highway Law, we agree that the monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS: The sum of $225,000.00 may be expended for general repairs upon 49.52 miles of town highways, including sluices, culverts, and bridges having a span of less than five (5) feet of boardwalks or the renewals thereof.

2. IMPROVEMENTS: The following sums shall be set aside to be expended for the improvement of town highways.

A) On the road commencing at: Hazard Hill Rd and leading from Hickory Lane to West Hamton Rd. A distance of: 0.27 miles. There shall be expended not over the sum of: $ 27,000.00 Type: blacktop and milling. Width of traveled surface: 22 ft Thickness: 1.5 inches.

B) On the road commencing at: Norfolk Rd and leading from City Line to Coventry Lane a distance of: .26 miles There shall be expended not over the sum of: $26,000.00 Type: blacktop. Width of traveled surface: 22ft Thickness: 1.5 inches.

C) On the road commencing at: Coventry Lane and leading from Cheshire Rd to Russ's Lane a distance of: .55 miles There shall be expended not over the sum of: $55,000.00 Type: blacktop. Width of traveled surface: 22ft Thickness: 1.5 inches.

D) On the roads commencing at: Oswego St, Seneca St, and Geneva St and leading from Mill Rd to City Line/ Dead End a distance of: .43 miles There shall be expended not over the sum of: $43,000.00 Type: blacktop. Width of traveled surface: 20ft Thickness: 1.5 inches.

E) On the road commencing at: Beechknoll Rd and leading from Alpine Rd to Dead End a distance of: .23 miles There shall be expended not over the sum of: $23,000.00 Type: blacktop. Width of traveled surface: 22ft Thickness: 1.5 inches.

F) On the road commencing at: Alpine Rd and leading from Morgan Rd to Dead End a distance of: .15 miles There shall be expended not over the sum of: $15,000.00 Type: blacktop. Width of traveled surface: 22ft Thickness: 1.5 inches.

G) On the road commencing at: All Other Town Roads and leading to____
a distance of: _____miles. There shall be expended not over the sum of: $36,000.00.

This agreement must be signed in duplicate by a majority of the members of the Town Board and by the Town Highway Superintendent.

| | |
|---|---|
| _____ | _____ |
| Councilperson | Councilperson |
| _____ | _____ |
| Councilperson | Councilperson |
| _____ | _____ |
| Town Supervisor | Town Highway Superintendent |

Executed in duplicate this _____ day of _____

# EMERGENCY OPERATIONS PLAN

TOWN OF
BINGHAMTON
BROOME COUNTY
NEW YORK

OFFICIALS OF THE
TOWN OF BINGHAMTON
BROOME COUNTY, NEW YORK

ELIZABETH ROUNDS
SUPERVISOR

MIKE BENSLEY
COUNCIL

MICHAEL DONAHUE
COUNCIL

VICKIE CONKLIN
COUNCIL

DEAN NYE
COUNCIL

GINA MIDDLETON
TOWN ATTORNEY

LAWRENCE BRINKER
TOWN JUSTICE

MARK LEIGHTON
HIGHWAY
SUPERINTENDENT

TRACY TOKOS
TOWN CLERK

VICKIE CONKLIN
TOWN CLERK

JOE COOK
ASSESSOR

NICK PAPPAS
CODES& BUILDING
INSPECTOR

## TABLE OF CONTENTS


| SECTION | | PAGE |
|---|---|---|
| I. | Mission | 2 |
| II. | Authority | 2 |
| III. | Line of Succession | 2 |
| IV. | Declaration | 2 |
| V. | Statement of Certification | 3 |
| VI. | Communications | 4 |
| VII. | Types of Disasters | 4 |
| VIII. | Alert Roster and Notification | 4 |
| IX. | Emergency and Non-Emergency Contacts | 4 |
| X. | Operations Base | 5 |
| XI. | Special Instructions | 5 |
| XII. | Command Center | 6 |
| | Alert Roster | Appendix A |
| | Contact List | Appendix B |
| | Town of Binghamton Map | Appendix C |

# EMERGENCY OPERATIONS PLAN

## TOWN OF BINGHAMTON
## BROOME COUNTY, NEW YORK

## I. MISSION

To provide for measures to be taken to reduce the effects of potential disasters; provide for a coordinated response by Town Personnel; receive assistance from County, State, Federal, Private Agencies, and Quasi Public Agencies to protect life, health and property; to restore essential services within the Town in the event of a disaster (emergency). Disaster, as used herein, shall include natural and man-made disasters (emergencies).

The Highway Superintendent shall update the Emergency Operations Plan (EOP) each December and the Town Board shall authorize the EOP each January at the annual reorganizational meeting.

An EOP, of the latest revision, shall be issued to all elected officials and administrative staff as revisions occur and when new officials or staff are employed.

## II. AUTHORITY

The authority for this plan and declaration of emergency is contained in the New York State Executive Law Article 2-B. Under this law, the Town of Binghamton is authorized to prepare a disaster plan to enable it to deal effectively with potential disaster situations.

Statutory authority is given to the Town Supervisor to designate and be responsible for an emergency situation occurring or affecting the Town of Binghamton. The Town Supervisor or their successor is the only person who may request assistance from the next higher level of government. For the Town of Binghamton, the next higher level of government would be the Broome County Governing body.

## III. LINE OF SUCCESSION

1. Town Supervisor
2. Any Available Town Councilmember
3. Highway Superintendent

## IV. DECLARATION

The Town Binghamton Supervisor in the Town of Binghamton, New York, hereby certifies:

**(SEE PAGE 5 FOR THE STATEMENT OF CERTIFICATION)**

## V. STATEMENT OF CERTIFICATION

I, Elizabeth Rounds, Supervisor of the Town of Binghamton, Broome County, New York, hereby certify as follows: There exists in the Town Of Binghamton, New York, a _____ _____(Disaster).

As a result of this disaster, a State of Emergency within the Town of Binghamton, New York, is now in effect:

TIME:.....

DATE: .....

This State of Emergency shall continue until rescinded by the Town Supervisor.

The following orders, including but not limited to, are hereby promulgated to protect life and property and to bring the emergency under control:

1) Pursuant to Highway Law Section 104, the closing of public roads and streets or parts thereof; and the prohibition and/or control of pedestrian and vehicular traffic thereon;

2) Prohibition and/or regulation of occupancy and use of specific buildings and areas; the evacuation of persons and property from said buildings and areas;

3) Prohibition and control of the presence of persons on public roads/streets and places;

4) Pursuant to Executive Law, Chapters 640 and 641, the Supervisor shall have the authority where immediate action is required to protect life and property and to enter into contracts or the purchase of supplies, materials, or equipment bypassing normal competitive bidding procedures.

5) Pursuant to Executive Law, Chapters 640 and 641, the Supervisor shall have the authority upon receipt of a request to lend, lease, or exchange on such terms and conditions as deemed necessary any service, equipment, supplies, or other resources of the Town of Binghamton for the purpose of assisting a political subdivision during the period of emergency herewith proclaimed.

The State of Emergency shall continue upon declaration by the County of Broome, New York. (Generally five (5) days unless rescinded or extended)

TIME: .....

## VI. COMMUNICATIONS

Upon the declaration of emergency, accurate, timely news information shall be released only through the Office of the Supervisor.

## VII. TYPES OF DISASTERS

Include but are not limited to:

| NATURAL | MAN-MADE |
|---|---|
| | |
| Flood | Rail Accident |
| Hurricane | Highway Accident |
| Windstorm | Aircraft Accident |
| Landslide | Chemical Accident |
| Fire | Fuel/Explosive Accident |
| Snowstorm | |
| Blizzard | |

(Such other which may strike with little or no warning)

## VIII. ALERT ROSTER AND NOTIFICATION

1) The alert roster attached in **Appendix A** shall be executed in an expeditious manner, normally by telephone and/or personal contact.
2) This plan shall be initiated by the Town of Binghamton Supervisor, who shall notify the Highway Superintendent. In the event the Town Supervisor is unavailable, any Board Member may initiate. The Highway Superintendent may initiate should Board Members be unavailable.

Individual responsibility for the notification of others is demonstrated in the accompanying **Appendix A.**

a) Whenever one cannot reach an individual for whom they have contact responsibility, word shall be left for the absentee to call back at the earliest possible time, if possible.
b) If an individual whose responsibility is to alert others is not available, the caller shall take it upon themselves to contact all those for whom the absentee is responsible.
c) Each person responsible for contacting others shall report the results of their contacts for which they received the alert notification as soon as possible but no later than twenty (20) minutes after first being notified. The Supervisor may stipulate an earlier response time.

## X. OPERATIONS BASE

When notified, all individuals shall report to the Town Highway Garage, 865 Hawleyton Road, Binghamton, New York, unless specifically instructed to report elsewhere.

Time Cards shall be stamped immediately upon arrival. Provisions shall be made for those who do not have time cards at the premises.

All individuals shall dress in appropriate issued gear for the disaster. Issued gear shall be stored and maintained in the lockers provided at the Town Highway Garage.

## XI. SPECIAL INSTRUCTIONS

A. Snow Storm - Blizzard

The Supervisor shall have the responsibility and be the lead agency for the following:

1) Determine if a State of Emergency shall be called for in the Town.
2) If such need is determined, have either the Supervisor or Highway Superintendent declare a Town of Binghamton State of Emergency.
3) Alert personnel from the Highway Department pursuant to alert procedures (See VIII).
4) Additional personnel from other Highway or Public Works Departments shall be alerted for emergency services as required.
5) If no emergency is called, have personnel report on an on-call basis.
6) All personnel shall be compensated under the provisions of the work contract.
7) Determine if a County State of Emergency has been declared.
8) Personnel shall be released when the Highway Superintendent deems the mission under control.

B. Wind Storm - Hurricane

The Supervisor shall have the responsibility and be the lead agency and follow procedures in "A" above.

The Highway Superintendent shall have the responsibility and be the lead agency for the following:

1) Institute standard operational procedures on pump stations.
2) Alert residents in the affected area(s) through the Office of the Supervisor.

3) When Broome County declares an emergency, and upon a call from the State Department of Environmental Conservation (DEC), provide assistance for barrier installation with Highway personnel.

4) Continue clean-up operations with all available Highway Department personnel.

5) Release personnel when the Highway Superintendent deems the mission under control.

C. Other Emergencies

The Supervisor shall determine the responsible individual and lead agency when the emergency is declared. Alert procedures shall be incorporated upon declaration.

D. Outside Assistance

Should the Town exhaust its resources, requests for outside assistance shall be directed to the County Office of Disaster Preparedness at (607) 778-2170.

E. Housing Emergency

The American Red Cross has agreements with various jurisdictions, organizations, and facilities across Broome County to set up emergency shelters when needed. The American Red Cross provides mass shelter and food for evacuees as well as for disaster workers.

## XII. COMMAND CENTER

Upon issuance of a Statement of Certification that a State of Emergency exists within the Town of Binghamton, an emergency operations command center will be established as follows:

1. The command center will be located in the Supervisor's Office. The Board and all department heads will be notified by the Supervisor's Office of the existence of the command center.

2. The command center will be operational 24 hours/day for the duration of the State of Emergency and will work in concert with the Broome County command center as lead agency.

3. All Department Heads will assist the Supervisor in scheduling employees from their respective departments to ensure the Command Center remains staffed.

4. State of Emergency information shall be given only at the direction of the Supervisor. The Supervisor or Highway Superintendent shall ensure that all phone lines are routed to (607) 772-0357, after normal working hours. All inquiries shall be directed to that phone line and the individuals staffing said phone line at the direction of the Supervisor for updated information.

a. All Fire Departments servicing the Town of Binghamton
b. State Police
c. Broome County Sheriff
d. Town Council
e. Town Highway Superintendent
f. Broome Volunteer Emergency Squad

This meeting or conference call will determine the course of action, the frequency of future meetings or conference calls and the topics of discussion.

# APPENDIX A

## APPENDIX B

### HIGHWAY DEPARTMENT:

| | |
|---|---|
| Mark Leighton<br>Highway Superintendent | (W) (607) 669-4323<br>(C) (607) 343-1149 |
| Patrick Wagner<br>Deputy Highway Superintendent | (W) (607) 669-4323<br>(C) (607) 761-0811 |

### CODE AND BUILDING DEPARTMENT:

| | |
|---|---|
| Nick Pappas<br>Code Enforcement Officer | (W) (607) 772-0357 Ext. 012<br>(H) (607) 772-9169<br>(C) (607) 343-3564 |
| Zac Soboleski<br>Code Enforcement Officer | (W) (607) 772-0357 Ext. 014<br>(C) (607) 727-5352 |

### ADMINISTRATION

| | |
|---|---|
| Elizabeth Rounds<br>Supervisor | (W) (607) 773-8131<br>(H) (607) 669-4328<br>(C) (607) 725-2028 |
| Mike Bensley<br>Councilperson | (H) (607) 669-4614<br>(C) (607) 759-2606 |
| Vickie Conklin<br>Councilperson | (H) (607) 669-4871<br>(C) (607) 343-2244 |
| Michael Donahue<br>Councilperson | (H) (607) 669-4589<br>(C) (607) 759-8827 |
| Dean Nye<br>Councilperson | (H) (607) 772-6228<br>(C) (607) 727-4200 |
| Gina Middleton<br>Town Attorney | (W) (607) 723-9511<br>(C) (716) 416-4467 |
| Lawrence Brinker<br>[illegible] | (W) (607) 772-0357 Ext. 020<br>[illegible] |

(H) 607-222-6614

Joe Cook, Assessor

(W) (607) 772-0357 Ext. 015
(C) 607-725-8960

**NON-EMERGENCY NUMBERS**

New York State

Police – (607) 775-1241
Transportation – (607) 721-8116
NYSDEC – (607) 773-7763

Broome County

Executive – (607) 778-2109
Dept. Public Works – (607) 778-2909
Disaster Preparedness – (607) 778-2170
Sheriff – (607) 778-1911

**FIRE COMPANIES**

Town of Binghamton – (607) 785-0985
Binghamton Center – (607) 748-1321
Choconut Center – (607) 797-0914

**NEWS MEDIA T.V.**

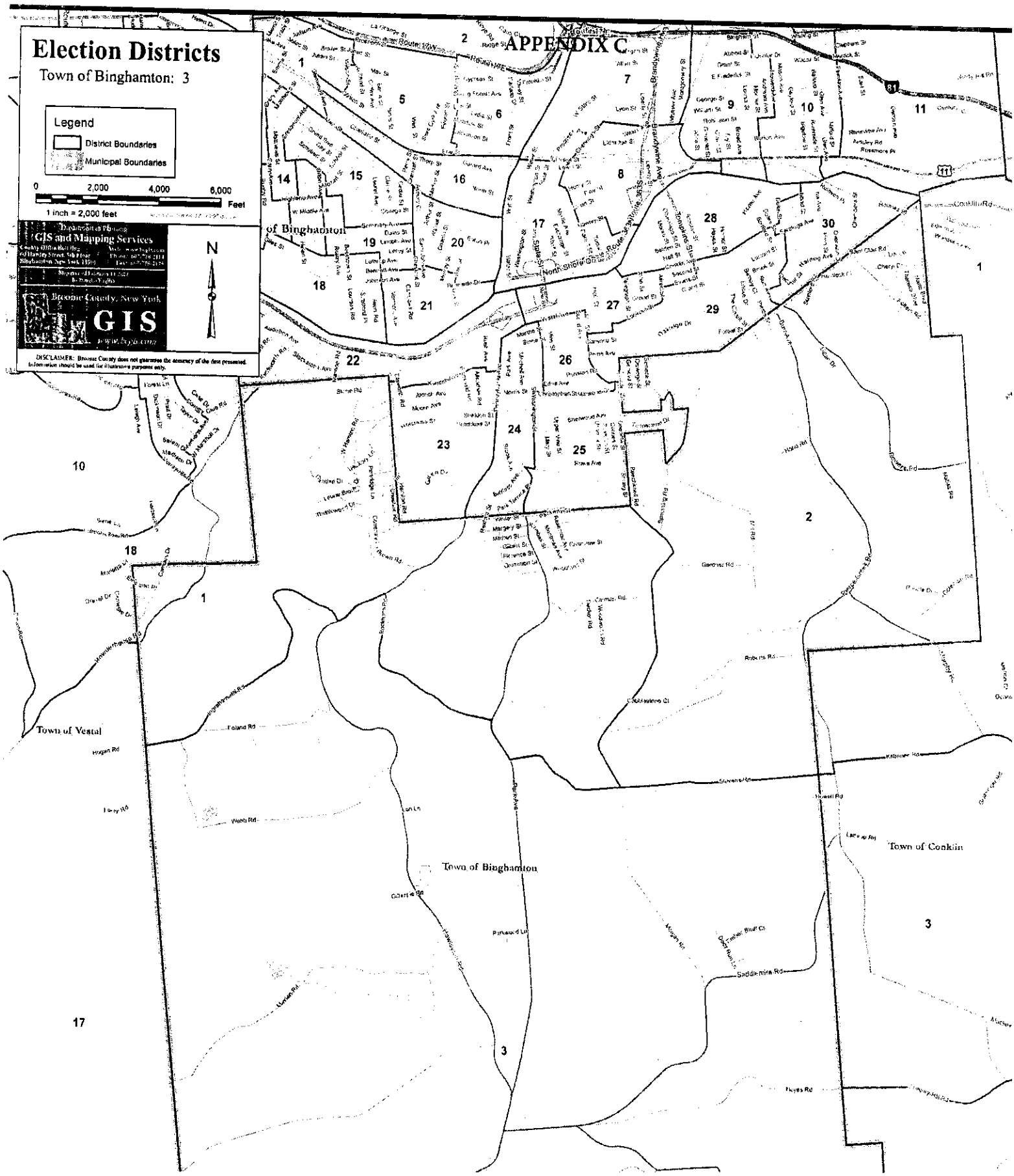
WBNGTV 12 – Ph. (607) 729-9575 Fax (607) 729-4022
FOX TV 40 – Ph. (607) 770-4040 Fax (607) 798-7950
WIVT TV 34/WBGH – Ph. (607) 771-3434 Fax (607) 723-6403
WSKG TV 46 – Ph. (607) 729-0100 Fax (607) 729-7328

**NEWS MEDIA RADIO**

WNBF 1290 AM – Ph. (607) 772-8400 Fax (607) 722-3438
STAR 105.7 FM – Ph. (607) 785-3131 Fax (607) 584-5900
WINR 680 AM – Ph. (607) 775-4243 Fax (607) 584-5900
WEBO 1330 AM – Ph. (607) 748-9131 Fax (607) 748-0061
SPEL 96.5 FM – Ph. (607) 773-0056 Fax (570) 278-1442

**NEWS MEDIA NEWSPAPER**

# APPENDIX C


Election Districts
Town of Binghamton: 3
Legend
District Boundaries
Municipal Boundaries
0 2,000 4,000 6,000 Feet
1 inch = 2,000 feet
GIS and Mapping Services
Broome County, New York
GIS
www.bcgis.com
DISCLAIMER: Broome County does not guarantee the accuracy of the data presented. Information should be used for illustrative purposes only.
N
of Binghamton
Town of Vestal
Town of Binghamton
Town of Conklin