

TOWN OF BINGHAMTON
2024 ORGANIZATIONAL MEETING
January 2, 2024
RESOLUTION 01-24

WHEREAS the Town Board of the Town of Binghamton at its regular meeting on January 2, 2024, is meeting for the purpose of organization for the year 2024, and

WHEREAS after due deliberation and consideration, said Board wishes to organize for the year 2024 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 4 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 6 p.m. with the following exception:

- (i) Thurs., 11/7/24 (*because of Election Day on 11/5/24*)

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 2024 shall be 8:30 a.m. until 4 p.m.

4. 2024 HOLIDAY SCHEDULE

The Town shall have thirteen (13) paid holidays during 2024 as follows:

New Year's Day	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thurs., July 4, 2024
Independence Day (Designated Holiday)	Fri., July 5, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Thanksgiving Day – Designated Holiday	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

5. RETAINER OF ATTORNEY

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 2024. Gina Middleton, an associate with the law firm of Coughlin & Gerhart will be the Town of Binghamton's lead council.

6. RETAINER OF ENGINEER

The firm of Clark Patterson Lee is recognized 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, 2024. Griffiths Engineering is recognized 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. The Town recognizes Clark Patterson Lee, Griffiths Engineering, and Hunt Engineering as three engineering firms that will be called upon for these services.

7. AUDIT OF 2023 BOOKS

Mike Wolyniak is retained to audit the 2023 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 2024 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 2024.

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 2024.

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 2024.

The Procurement Policy has been reviewed by the Town Board for the year 2024.

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 67 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		Non-Major Metropolitan Areas	
Breakfast	\$18.00	Breakfast	\$14.00
Lunch	\$20.00	Lunch	\$16.00
Dinner	\$36.00	Dinner	\$29.00
Incidentals	\$ 5.00	Incidentals	\$ 5.00

14. AUDIT OF CLAIMS

Approval of claims for payment by the Town of Binghamton during 2024 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 / EMERGENCY OPERATIONS PLAN

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

16. ASSOCIATION OF TOWNS MEETINGS

No one will be attending the Association of Towns meeting in 2024. Alternative training and workshops will be provided.

17. DESIGNATION OF DELEGATES TO ASSOCIATION OF TOWNS MEETING

There is no designation of delegates in 2024 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 2024.

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 John Petito, Court Clerk.

21. 2024 TOWN BOARD LIAISONS

The following liaisons have been designated for 2024, and the following Town Board members have been appointed to serve:

Youth Commission - Updates to be provided by Chris Streno
Planning Board - Councilperson Mike Donahue
Zoning Board of Appeals - Councilperson Vickie Conklin
Personnel Committee - Supervisor Elizabeth Rounds and Deputy Supervisor Mike Bensley
Highway - Supervisor Elizabeth Rounds
Financial – Councilperson Dean Nye

22. ZONING BOARD OF APPEALS

Theresa Taro is hereby appointed to serve as Chairman for a period of one year to expire on December 31, 2024. The following members are currently serving on the Zoning Board: Tom Bensley, Kevin Olds, Meggan Olds, Bob Strick, 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 fourth Tuesday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October.

23. PLANNING BOARD

Christopher Streno is hereby appointed to serve as Chairman, for a period of one year to expire December 31, 2024. 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 fourth Tuesday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October.

24. YOUTH COMMISSION

Christopher Streno is hereby appointed to serve as the Director of Youth Activities for a term to expire December 31, 2024. The following members are currently serving on the Youth Commission: Steven Hughes 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 2024, with term as provided by law and at the pleasure of the Town Board where no term is provided by law:

Deputy Supervisor	Mike Bensley
Deputy Town Clerk	Paula Edwards
Deputy Registrar	Paula Edwards
Deputy Highway Superintendent	Tom Hanna
Assessor	Joseph Cook
Assessor's Assistant	Mary Atkinson
Building Inspector	Nick Pappas & Zachary Soboleski
Clerk to Justice	John Petito
Ordinance Enforcement Officer	Nick Pappas & Zachary 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 & Zachary 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 2024 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 2024 as budgeted is adopted:

OFFICIALS / EMPLOYEES	ANNUAL SALARY
Supervisor – Elizabeth Rounds	\$ 17,750.00 paid bi-weekly
Budget Officer – Elizabeth Rounds	\$ 2,500.00 paid semi-annually (June/Dec.)
Bookkeeper/Secretary to Supervisor – Sandra Reifler	\$ 54,258.00 paid bi-weekly (inc. \$273 long.)
Asst. Budget Officer – Sandra Reifler	\$ 6,329.00 paid (June/Dec.)
Town Clerk – Tracy Tokos	\$ 24,480.00 paid bi-weekly
Records Mgmt. Officer – Tracy Tokos	\$ 671.00 paid annually
Vital Statistics Registrar – Tracy Tokos	\$ 224.00 paid annually
Councilpersons – each (4)	\$ 7,500.00 paid bi-weekly
Justice – Lawrence Brinker	\$ 12,750.00 paid bi-weekly
Highway Supt. – Mark Leighton	\$ 51,758.00 paid bi-weekly
Asst. Admin. of Water/Sewer – Mark Leighton	\$ 17,252.00 paid bi-weekly
Secretary to Highway Supt. – Nadine Pappas	\$ 46,030.00 paid bi-weekly (inc. \$312 long.)
Water/Sewer Billing Clerk – Nadine Pappas	\$ 10,964.00 paid bi-weekly
Building Inspector/Code Enforce. - Nick Pappas	\$ 21,241.00 paid bi-weekly (inc. \$728 long.)
Code Enforcement – Nick Pappas – Town of Conklin	\$ 27,429.00 paid bi-weekly <i>Conklin pays us</i>
Code / Laborer / Maintenance – Zachary Soboleski	\$ 45,864.00 paid bi-weekly
ZBA Chairman – Theresa Taro	\$ 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	\$ 14,300.00 paid monthly
Community Center Maintenance – Nick Pappas	\$ 4,112.00 paid bi-weekly
Community Ctr. Coordinator / Custodian	\$ 3,000.00 paid bi-weekly: Nick \$2,000. / Zac \$1,000.
Umpire Coordinator – Diane Masters	\$ 725.00 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	\$ 37,009.00 paid bi-weekly
Youth Bookkeeper – Sandra Reifler	\$ 534.00 paid semi-annually (June/Dec.)
Dog Control Officer – Rick Murray	\$ 7,250.00 <i>we pay Conklin</i>
Assessor – Joe Cook	\$ 22,850.00 <i>we pay Town of Union</i>

HOURLY EMPLOYEES

HOURLY RATE

Laborer – Highway Seasonal	\$16.50 per hour
Seasonal Help – Parks	\$16.50 per hour
Assessor’s Clerk – Mary Atkinson	\$16.20 per hour
Deputy Town Clerk – Paula Edwards	\$17.20 per hour
Secretary-PT – Becky Smith	\$18.48 per hour
Court Clerk – John Petito	\$18.00 per hour
Seasonal Help – Highway – Snow (with CDL)	\$24.00 per hour
Deputy Highway Supt. – Tom Hanna	\$29.42 per hour (includes .20 longevity)
Crew Leader – Lee Cooper	\$30.90 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 either an 1,820-hour work year or 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 2024:

Councilpersons and Supervisor are eligible for \$1,650. 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 2024 for the amount of \$269,040.

30. BROOME VOLUNTEER EMERGENCY SQUAD CONTRACT

The Town of Binghamton will contract with the Broome Volunteer Emergency Squad for the year 2024. 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
Deputy Supervisor Bensley
Councilperson Conklin
Councilperson Donahue
Councilperson Nye

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