

TOWN OF BINGHAMTON
2018 ORGANIZATIONAL MEETING
January 2, 2018

RESOLUTION 01-18

WHEREAS the Town Board of the Town of Binghamton at its regular meeting on January 2, 2018, is meeting for the purpose of organization for the year 2018, and

WHEREAS after due deliberation and consideration, said Board wishes to organize for the year 2018 as follows:

NOW, THEREFORE BE IT RESOLVED, upon motion of Councilperson Cline and seconded by Councilperson Yezzi 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 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) February – Thurs., 2/22/18 (due to Association of Towns meeting)
- (ii) July - only one meeting held on Tuesday, July 10th
- (iii) August - only one meeting held on Tuesday, August 14th
- (iv) November – Thurs., 11/8 (due to Election Day)

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 to be conducted on the date of such cancelled meeting shall be heard at the following regularly scheduled meeting or a duly called special meeting.

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) Approval of Minutes
- (6) Voice of the Public
- (7) Communications and Announcements
- (8) Officials and Committee Reports
- (9) Supervisor's Report
- (10) Unfinished Business
- (11) New Business
- (12) Voice of the Public
- (13) 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) Communications & Announcements
- (5) Officials and Committee Reports
- (6) Unfinished Business
- (7) New Business
- (8) Adjournment

3. TOWN HALL OFFICE HOURS

The office hours for the Town Hall in 2018 shall be 8:30 a.m. until 4 p.m.

4. 2018 HOLIDAY SCHEDULE

The Town shall have thirteen (13) paid holidays during 2018 as follows:

New Year's Day – Designated Holiday	Monday, January 1, 2018
Martin Luther King Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day – Designated Holiday - Town Hall	Friday, August 31, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veterans Day – Designated Holiday – Highway	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Thanksgiving – Designated Holiday	Friday, November 23, 2018
Christmas – Designated Holiday	Monday, December 24, 2018
Christmas	Tuesday, December 25, 2018

5. RETAINER OF ATTORNEY

The firm of Pope, Schrader, & Pope is retained to render such professional 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 2018 with Alan Pope serving as Attorney and Kurt Schrader and Rose Pope serving as Deputy Attorneys.

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, 2018, 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 2017 BOOKS

Mike Wolyniak is retained to audit the 2017 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 2018 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 Sect. 64-1 of the Town Law, must designate certain banks as depositories for Town funds. All commercial banks in Broome County are designated as depositories for the Town of Binghamton for the year 2018.

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 Whitesell 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 Whitesell under Subdv. 7 of Sect. 6-c.

11. STATE AID - NYS DIVISION FOR YOUTH

Supervisor Whitesell is authorized to make application to the NYS Division for Youth for State Aid for the Town of Binghamton during the year 2018.

12. OPENING BIDS

Supervisor Whitesell is authorized to open all bids received for items used by the Town requiring bidding, pursuant to Sect. 103 of the General Municipal Law for the year 2018.

13. PURCHASING OF STATE BIDS

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

14. OFFICIALS' EXPENSES

Pursuant to section 102 of the Town Law, the Supervisor, Councilpeople, Town Justice, Tax Collector, Town Clerk, Highway Superintendent, and deputies are authorized to incur certain expenses and to be reimbursed therefore as Town charges and 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 \$.545 per mile (subject to review) when said costs are submitted on a voucher accompanied by an itemized statement of the nature of the expense.

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

15. AUDIT OF CLAIMS

Approval of claims for payment by the Town of Binghamton during 2018 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.

16. PROCUREMENT POLICY

All Departments and Employees of the Town will follow the Town of Binghamton Procurement Policy as set forth as adopted by the Town Board June 21, 1994, amended April 21, 2009, and may be reviewed and amended thereafter.

17. ASSOCIATION OF TOWNS MEETINGS

The maximum expense for the Association of Towns meeting is \$950.00 each. The Supervisor, two Town Board members, Town Clerk, Bookkeeper, Highway Superintendent, Code Enforcement Officer, two Planning Board Members, two Zoning Board members, Town Justice, and Assessor are authorized to attend the Annual Association of Towns meeting in New York City on February 18th to the 21st, 2018, at an expense of \$1,300 (hotel cost for three days, meals, registration, travel), reimbursable from the Town and voucher must be submitted within 30 days of return. If so desired, the money may be advanced and vouchered for upon return.

18. DESIGNATION OF DELEGATES TO ASSOCIATION OF TOWNS MEETING

Supervisor Whitesell is hereby designated as the official delegate to the Annual Association of Towns meeting for 2018. Councilwoman Victoria Xlander is hereby designated as the substitute delegate to the Annual Association of Towns meeting in the event Supervisor Whitesell is unable to attend.

19. 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, plus mileage for that service from their homes to the Courtroom and return at the rate of \$.545 per mile. The Town Board authorizes the Justice to hire, where necessary, certified stenographers and to purchase original transcripts in the event of an Appeal.

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

Supervisor Whitesell shall be designated Service Officer, Budget Officer, and Administrator of Special Districts for the Town of Binghamton for the year 2018.

21. PETTY CASH FUND

A petty cash fund of \$100 is hereby authorized for Becky Smith, Secretary; \$100 for James Zeck, Tax Collector; \$100 for Vickie Conklin, Town Clerk; \$100 for Michael Donahue, Highway Superintendent; and \$100 for Martha Nuzzela, Court Clerk.

22. 2018 TOWN BOARD LIAISONS

The following liaisons have been designated for 2018, and the following Town Board members have been appointed to serve:

- Youth Commission – Councilwoman Elizabeth Rounds
- Planning Board - Councilwoman Victoria Xlander
- Zoning Board of Appeals & Town Board/Town Court Relations - Councilman Norm Cline
- Personnel Committee - Councilman Norm Cline and Councilwoman Victoria Xlander
- Audit Committee – Councilwoman Nancy Yezzi and Supervisor Timothy P. Whitesell
- Highway Personnel – Councilwoman Elizabeth Rounds

23. ZONING BOARD OF APPEALS

Carl Letson is hereby appointed to serve as Chairman, for a period of one year to expire on December 31, 2018.

Sara Reifler is hereby appointed to serve as a member for a period of five years to expire on December 31, 2022.

24. PLANNING BOARD

William McGowan is hereby appointed to serve as Chairman, for a period of one year to expire December 31, 2018.

Kathy Kiekel is hereby appointed to serve as a member for a period of five years to expire on December 31, 2022.

25. YOUTH COMMISSION

Craig Kick is hereby appointed to serve as the Director of Youth Activities for a term to expire December 31, 2018. The following are being appointed to serve on the Youth Commission: David Birch, Tim Leonard, Amy Ricci, Christopher Streno.

26. 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 2018, with term as provided by law and at the pleasure of the Town Board where no term is provided by law:

Deputy Supervisor	Nancy Yezzi
Deputy Town Clerk	Dawn Blair
Deputy Registrar	Dawn Blair
Deputy Highway Superintendent	Bob Rolston
Deputy Tax Collector	Gail Kumpan
Assessor	John McDonald
Assessor's Assistant	Amy Ricci
Building Inspector	Nick Pappas
Town Historian	Vickie Conklin
Clerk to Justice	Martha Nuzzela
Ordinance Enforcement Officer	Nick Pappas
Director of Youth Activities	Craig Kick
Asst. Budget Officer	Sandra Reifler
Records Mgmt. Officer	Vickie Conklin
Vital Statistics Registrar	Vickie Conklin
Community Center	Nick Pappas
Secretary to Highway Superintendent	Nadine Pappas
Clerical Staff	Katherine Karlson
Clerical Staff	Debbie Smith
Marriage Officer	Vickie Conklin

27. PAYROLL SCHEDULE

The Town shall set the bi-weekly pay date for 2018 on Wednesdays, in accordance with the payroll schedule as submitted by the Secretary to the Supervisor.

28. 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 2018 as budgeted is adopted:

OFFICIALS / EMPLOYEES

ANNUAL SALARY

Supervisor – Timothy P. Whitesell	\$ 17,551.00 paid bi-weekly
Budget Officer – Timothy P. Whitesell	\$ 1,114.00 paid semi-annually (June/Dec.)
Asst. Budget Officer – Sandra Reifler	\$ 6,036.00 paid (June/Dec.)
Bookkeeper – Sandra Reifler	\$ 46,345.00 paid bi-weekly (inc. \$208 long.)
Town Clerk – Vickie Conklin	\$ 33,600.00 paid bi-weekly
Records Mgmt. Officer – Vickie Conklin	\$ 1,260.00 paid annually
Vital Statistics Registrar – Vickie Conklin	\$ 420.00 paid annually
Historian – Vickie Conklin	\$ 525.00 paid annually (Dec.)
Council people – each (4)	\$ 6,427.00 paid bi-weekly
Justice – Kristin Luce	\$ 10,716.00 paid bi-weekly
Clerk to Justices – Martha Nuzzela	\$ 7,880.00 paid bi-weekly
Highway Supt. – Michael Donahue	\$ 73,991.00 paid bi-weekly
Asst. Admin.of Water/Sewer – Michael Donahue	\$ 24,664.00 paid bi-weekly
Secretary to Highway Supt. – Nadine Pappas	\$ 38,480.00 paid bi-weekly (inc. \$208 long.)
Assessor – John McDonald	\$ 3,570.00 paid bi-weekly
Tax Collector – James Zeck	\$ 8,000.00 paid bi-weekly
Secretary – Rebecca Smith	\$ 17,217.00 paid bi-weekly (inc. \$728 long.)
Water/Sewer Billing – Rebecca Smith	\$ 24,734.00 paid bi-weekly
Building Inspector – Nick Pappas	\$ 38,834.00 paid bi-weekly (inc. \$624 long.)
ZBA Chairman – Carl Letson	\$ 500.00 paid annually (Dec.)
ZBA Members – (4) each	\$ 350.00 paid annually (Dec.)
ZBA Secretary – Darla Klinko	\$ 80.00 paid each meeting
ZBA Processor – Darla Klinko	\$ 75.00 paid per variance application
Planning Board Chairman – William McGowan	\$ 1,000.00 paid annually (Dec.)
Planning Board Members – (4) each	\$ 800.00 paid annually (Dec.)
Planning Board Secretary – Debbi Magee	\$ 80.00 paid each meeting
Director of Youth Activities – Craig Kick	\$ 9,492.00 paid monthly
Community Center – Nick Pappas	\$ 3,821.00 paid bi-weekly
Community Ctr. Coordinator/Custodian-Missy Chapman	\$ 3,500.00 paid bi-weekly
Town Hall Custodian – Missy Chapman	\$ 6,144.00 paid bi-weekly
Umpire Coordinator – Diane Masters	\$ 632.00 paid semi-annually (June/Dec.)
Umpire	\$ 22.00 paid per game
Commissioners	\$ 125.00 paid annually / each
Board of Assessment Review – (3) each	\$ 75.00 paid per day
Maintenance Dept. – Nick Pappas	\$ 34,388.00 paid bi-weekly
Building Maintenance	\$ 6,144.00 paid bi-weekly
Youth Bookkeeper – Sandra Reifler	\$ 510.00 paid semi-annually (June/Dec.)

HOURLY EMPLOYEES

HOURLY RATE

Clerical Staff	\$10.64 per hour
Deputy Tax Collector – Gail Kumpan	\$11.00 per hour NOTE: Max \$500
Deputy Town Clerk – Dawn Blair	\$15.03 per hour
Assessor’s Clerk – Amy Ricci	\$13.97 per hour
Seasonal Help – Highway - Mowing & Snow	\$ 24.17 per hour
Deputy Highway Supt. – Bob Rolston	\$ 27.25 per hour (includes .30 longevity)
Crew Leader – Lee Cooper	\$ 27.25 per hour (includes .30 longevity)
Water/Sewer Laborer	\$ 12.00 per hour
Seasonal Help – Parks	\$ 10.40 per hour
Laborer – Highway Seasonal	\$ 10.40 per hour

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 - \$.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.

29. HEALTH REIMBURSEMENT ACCOUNT (HRA)

The amount allocated for the HRA (Health Reimbursement Account) is as follows for the year 2018:

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.

30. 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 2018 for the amount of \$192,763.00.

31. BROOME VOLUNTEER EMERGENCY SQUAD CONTRACT

The Town of Binghamton will contract with the Broome Volunteer Emergency Squad for the year 2018. 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.

32. 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 Whitesell
Councilwoman Yezzi
Councilman Cline
Councilwoman Rounds
Councilwoman Xlander**

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