

Business Manager's Report – August 13, 2024

Needing Board Approval:

- 2024 Revenue and Fund Balance Amendment request:
 1. Increase ES1994.54999 Depreciation \$16,091,299.36
Decrease ES.49999 JS Fund Balance \$8,833,877.36
Decrease ES8130.54001.COB Debt Service COB \$3,868,687.00
Decrease ES8130.54001.VJC Debt Service VJC \$3,388,735.00
 2. Increase ES8130.54300 Insurance \$65,000.00
Decrease ES8130.55000 Contingency \$65,000.00
- Methanol extension
- City of Binghamton Confined Space Agreement
- Letter of Map Amendment

Old Business:

- Policies and Benefits for Salaried/Management Staff – Benefits, Section 16.
Retiree Medical and Prescription Drug Insurance/Benefits, Para. 8., p. 32.

Discussion:

- Policies and Benefits for Salaried/Management Staff – Benefits, Section 1.
Clothing Allowance
- HRA Funds handling

Every practical effort has been made to include all business discussion items at least 24 hours in advance of scheduled Board meetings. But this is a real-time operating Plant and some items may come up that cannot wait a month for permissions or action.



RL Number: _____

Date Submitted: _____

Legislative Branch

City Clerk, City Hall, Binghamton, NY 13901 (607) 772-7005

INTERNAL REQUEST FOR LEGISLATION

Requests for Legislation (RLs) may be submitted to the City Clerk's Office for possible consideration at City Council Work Sessions. Incomplete/incorrect RLs will be returned to applicant for revisions. Please include as much supplemental material as is necessary to substantiate the request for legislation. Use "Additional Presenters" line to include anyone that will appear to present this in City Council Work Session.

Applicant Presenting RL at Work Session

(Name)

(Title)

(Phone number)

Additional Presenters:

To Be Completed By Applicant

Proposed Title:

Executive Summary (Explain why legislation is necessary):

Effective Date (if applicable):

Budget transfer or amendment: RL Budget Transfer Worksheet **must** be attached w/ Department. Head signature.
RL related to a grant: RL Grant Worksheet **must** be attached.

RL related to previously adopted legislation: Perm. Number:

Adoption Date:

Contract: Person/Company:

Total Cost:

Funds available in Budget Line:

Title:

Public Hearing required? Yes Not Applicable

SEQRA required? Yes Not Applicable

Additional information related to this RL attached? Yes No

Expedition requested for this RL? Yes No

Please explain why expedition is necessary:

For Internal Use Only

Mayor: _____ Comptroller: _____ Corp. Counsel: _____



CITY OF BINGHAMTON

Request for Transfer of Funds

Transfer requests of \$2500 or less must be approved by the Comptroller.
 Transfer requests over \$2500 and not in excess of \$10,000 must be approved by Board of E&A and Chair of Finance Committee.
 Transfer requests in excess of \$10,000 must be approved by City Council.

*This worksheet must be attached to any RL submitted to the Clerk's Office that includes a budget funding transfer or amendment. For additional instructions, see 'RL Instructions' document.
 Incomplete/incorrect RLs to be returned to applicant for revisions. Additional transfer lines in the same format may be attached.*

Adopted Budget Year Amended: 2024
Department: BJCJSTP
Department Head Signature: _____

Transfers						
Transfer From (Decrease)			 	Transfer To (Increase)		
Amount	Budget Line	Budget Line Title		Amount	Budget Line	Budget Line Title
\$	-			\$	-	

Revenue & Fund Balance Amendments					
Amount	Increase/Decrease	Revenue/Expense / Fund Balance	Budget Line	Budget Line Title	
\$ 16,091,299.36	Increase	Expense	ES1994.54999	DEPRECIATION	
\$ 8,833,877.36	Decrease	Revenue	ES.49999	JS FUND BALANCE	
\$ 3,868,687.00	Decrease	Expense	ES8130.54001.COB	DEBT SERVICE BINGHAMTON	
\$ 3,388,735.00	Decrease	Expense	ES8130.54001.VJC	DEBT SERVICE VILLAGE OF JC	

Office Use Only for Transfers Under \$10,000

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller. Signature: _____ Date: _____

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter9, Appropriations. Certified by the Treasurer. Signature: _____ Date: _____

Transfer of funds Approved ___ / Denied ___ on ___/___/_____. Certified by the Secretary of the Board of Estimate and Apportionment. Signature: _____ Date: _____

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached. Signature: _____ Date: _____

**REQUEST FOR LEGISLATION
TO THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF JOHNSON CITY**

Requested by: Binghamton-Johnson City Joint Sewage Board
Title & Department, if applicable: POC: Billie J. Goodson
Address: 4480 Vestal Road
Vestal, NY 13850
Telephone: 729-2975

SUGGESTED TITLE: 2024 Revenue and Fund Balance amendment to increase Depreciation in the amount of \$16,091,299.36.

PURPOSE OF LEGISLATION: To amend the 2024 budget to include Depreciation.

SUGGESTED CONTENT: The Binghamton-Johnson City Joint Sewage Board requests that the Owners pass legislation to amend the 2024 Budget by increasing ES1994.54999 Depreciation in the amount of \$16,091,299.36, decreasing ES.49999 JS Fund Balance \$8,833,877.36, decreasing ES8130.54001.COB Debt Service COB \$3,868,687.00 and decreasing ES8130.54001.VJC Debt Service VJC \$3,388,735.00.



RL Number: _____

Date Submitted: _____

Legislative Branch

City Clerk, City Hall, Binghamton, NY 13901 (607) 772-7005

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Applicant Presenting RL at Work Session

Billie J. Goodson
(Name)

Business Manager
(Title)

(607) 729-2975
(Phone number)

Additional Presenters:

None

To Be Completed By Applicant

Proposed Title:

Ordinance to amend the BJCSB 2024 Budget to increase Insurance and decrease Contingency

Executive Summary (Explain why legislation is necessary):

The Binghamton-Johnson City Joint Sewage Board requests the owners pass legislation to amend the 2024 Budget to increase Insurance ES8130.54300 by \$65,000.00 and decrease Contingency ES8130.55000 by \$65,000.00.

Effective Date (if applicable):

Budget transfer or amendment RL Budget Transfer Worksheet **must** be attached w/ Department. Head signature.
RL related to a grant RL Grant Worksheet **must** be attached.

RL related to previously adopted legislation: Perm. Number:

Adoption Date:

Contract: Person/Company:

Total Cost: \$0.00

Funds available in Budget Line: \$ 0.00

Title:

Public Hearing required? Yes Not Applicable

SEQRA required? Yes Not Applicable

Additional information related to this RL attached? Yes No

Expedition requested for this RL? Yes No

Please explain why expedition is necessary:

For Internal Use Only

Mayor: _____ Comptroller: _____ Corp. Counsel: _____



CITY OF BINGHAMTON

Request for Transfer of Funds

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Adopted Budget Year Amended: 2024 **Department:** BJCJSTP
Department Head Signature: _____

Transfers						
Transfer From (Decrease)			 	Transfer To (Increase)		
Amount	Budget Line	Budget Line Title		Amount	Budget Line	Budget Line Title
\$ 65,000.00	ES8130.55000	Contingency	\$ 65,000.00	ES8130.54300	Insurance	
\$ 65,000.00			\$ 65,000.00			

Revenue & Fund Balance Amendments				
Amount	Increase/Decrease	Revenue/Expense / Fund Balance	Budget Line	Budget Line Title

Office Use Only for Transfers Under \$10,000

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller. Signature: _____ Date: _____

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Transfer of funds Approved ___ / Denied ___ on ___ / ___ / _____. Certified by the Secretary of the Board of Estimate and Apportionment. Signature: _____ Date: _____

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**REQUEST FOR LEGISLATION
TO THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF JOHNSON CITY**

Requested by: Binghamton-Johnson City Joint Sewage Board
Title & Department, if applicable: POC: Billie J. Goodson
Address: 4480 Vestal Road
Vestal, NY 13850
Telephone: 729-2975

SUGGESTED TITLE: Ordinance to amend the BJCSB 2024 Budget to increase Insurance and decrease Contingency

PURPOSE OF LEGISLATION: To amend the 2024 budget to increase Insurance.

SUGGESTED CONTENT: The Binghamton-Johnson City Joint Sewage Board requests the owners pass legislation to amend the 2024 Budget to increase Insurance ES8130.54300 by \$65,000.00 and decrease Contingency ES8130.55000 by \$65,000.00.

Solvents & Petroleum Service
1405 Brewerton Rd
Brewerton, NY 13208-1360

August 13, 2024

Attention: Lisa Andrews

RE: Contract Extension; Agreement – Methanol 99.85%

Dear Ms. Andrews:

At a meeting of the Binghamton-Johnson City Joint Sewage Board (“the Board”) on August 13, 2024, the Board authorized me to forward to your Company a letter agreement. The Board agrees to extend its earlier agreement to supply Methanol 99.85% for an additional twelve (12) month period, at a unit price of \$2.10 per gallon. Our current contract was for a period of September 14, 2023 through September 13, 2024. This extension will begin immediately following and extend through September 13, 2025. This is the final extension to the current agreement.

All terms and conditions of the earlier agreement are incorporated into this agreement, except for the effective dates.

If your Company is in agreement with the terms herein, please have an authorized representative of your Company execute this letter agreement in the spaces provided below, and then return the original to the Board. A copy of this letter agreement is enclosed for your records.

Sincerely,

George Kolba, Jr.
Chairman

ACCEPTED:

Solvents and Petroleum Service

by: _____
(signature)

(printed name and title)

Date: _____

**MUNICIPAL COOPERATION AGREEMENT FOR
EMERGENCY CONFINED SPACE RESCUE**

PARTIES:

Binghamton Johnson City Joint Sewage Board (“the Board”)
4480 Old Vestal Road
Vestal, New York 13850

and

City of Binghamton (“the City”)
City Hall
38 Hawley Street
Binghamton, NY 13901

RECITALS:

- The Binghamton Johnson City Joint Sewage Board (“Board”) operates the Binghamton Johnson City Joint Sewage Treatment Plant (“the Plant”) at 4480 Old Vestal Road and 3936 Gates Road, both in the Town of Vestal, and desires to provide for first responder rescue in any emergency confined space situation.
- The City has a professional fire department which can provide emergency confined space rescue services in compliance with Title 29 Code of Federal Regulations Part 1910.146.

THE PARTIES AGREE AS FOLLOWS:

1. Emergency Confined Space Rescue. The City agrees to provide apparatus, appliances and rescue personnel for the furnishing of confined space rescue to the Plant when notified by telephone, or any other manner, of a confined space emergency within the Plant except when required personnel and/or resources are already committed to an active call elsewhere (in which case requested assistance will be provided as soon as practicable thereafter. The City will then respond to the emergency without delay and with apparatus, appliances and rescue personnel, and the City will diligently, in every way reasonable, rescue entrapped personnel. Furthermore, the City’s rescue team will conduct on site rescue training at least once a year.
2. Term of Agreement. This Agreement shall run for a period of three (3) years from the date of execution, unless terminated as provided herein.
3. Termination of Agreement. This Agreement may be terminated by either party by giving written notice thirty (30) days prior to the annual anniversary agreement date.

4. Consideration. In consideration of furnishing such protection, the Board will pay the City as follows:

Year 1: 1 June 2024 – 31 May 2025 \$4,738.00
Year 2: 1 June 2025 – 31 May 2026 \$4,738.00
Year 3: 1 June 2026 – 31 May 2027 \$4,738.00

Said payment for Year 1 shall be made upon execution of this contract. Payment for Year 2 shall be made on the one-year anniversary date of this contract. Payment for Year 3 shall be made on the two-year anniversary date of this contract. In addition, should the City’s rescue team be called to the site for an actual emergency, the Board will pay the City the sum per hour, one hour minimum, with a pro-rated charge for each additional fifteen minute period that the rescue team is requested to respond, as follows:

\$850.00 per hour for years 2024, 2025, and 2026

5. Liability. The Board agrees to indemnify and hold the City harmless from any damage, claim, or liability, including personal injuries and damage to the Property, and the Board shall pay the reasonable costs and expenses of litigation and reasonable attorney’s fees, in relation to the services provided by the City hereunder.

The parties have caused this agreement to be signed by its representatives, after approval by the Board on _____ and legislative action by the City which occurred at a duly noticed meeting, on the _____ day of _____, 2024.

CITY OF BINGHAMTON

By: _____
Jared M. Kraham, Mayor

Dated: _____

BINGHAMTON-JOHNSON CITY
JOINT SEWAGE BOARD

By: _____
Chairman

Dated: _____

August 13, 2024

Hulbert Engineering and Land Surveying, DPC
33 Lewis Road
Binghamton, NY 13905

Subject: Request to FEMA for a LOMA MT-1

Dear Hulbert Engineering and Land Surveying, DPC:

The Binghamton-Johnson City Joint Sewage Board (“the Board”), at a regularly scheduled meeting held on August 13, 2024, has authorized the undersigned to forward to you this letter agreement. The Board accepts your proposal to provide technical services to develop and assist in submitting a Letter of National Flood Insurance Program Map Amendment (“LOMA”) Request to the Federal Emergency Management Agency (“FEMA”), but only on the following terms and conditions.

Hulbert Engineering and Land Surveying, DPC (hereinafter “Consultant”) agrees to prepare and submit the proper documentation to FEMA for a change in the flood designation for the Binghamton-Johnson City Joint Sewage Treatment Plant (“Plant”), located at 4480 Vestal Road in Vestal, NY (Broome County). The goal of the project is to change the flood designation for the Plant to take into account the completed construction of a flood wall and other flood barriers/watertight structures around the Plant. Upon completion, the work shall be subject to inspection by and approval by the Board or its designee.

Underground utility locations are not guaranteed, nor is there any guarantee that all existing utilities whether functional or abandoned within the project area are shown on this DWG. Consultant shall determine the exact location of all underground utilities by contacting Dig Safely. New York at 1-800-962-7962, in accordance with 16 NYCRR Part 753, (also cited as Industrial Code 53 or Code Rule 53) before starting work, and shall be responsible for all damage resulting from its work.

The Board will be responsible for providing all criteria, documentation, previous studies and reports, and requirements necessary to properly proceed with the assignment for these services. Consultant is entitled to rely upon such data provided. The Board will arrange for Consultant’s access to the project site in relation to performance of these services.

It is further understood that Consultant will commence this work and will have all work required hereunder completed within five (5) weeks of the date Consultant accepts this offer, subject to weather conditions.

For the full and satisfactory performance of the work and services hereunder, the Board shall pay Consultant, subject to audit by the Board's Fiscal Officer, on an hourly basis for professional services, plus reimbursable expenses, in an amount not to exceed \$5,980.00. Professional services shall be the following hourly rates:

Reimbursable expenses will be billed at the following rates:

Payment by the Board will be made within sixty (60) days of the last day of the calendar month in which a requisition is received by the Board, in a form designated by the Board.

In consideration of this Agreement, Consultant agrees to indemnify, defend and hold harmless the Board from and against any and all claims, suits, damages, costs, lawsuits, and expenses in any manner resulting from, arising out of or connected with the said work done or goods furnished by Consultant.

Before commencing services, Consultant shall provide the Board with a certificate of insurance evidencing coverages as follows:

Workers' Compensation	Statutory
Errors and Omissions	\$2 Million, Combined Single Limit
Public Liability, and Property Damage	\$2 Million, Combined Single Limit
Automobile Liability	\$2 Million, Combined Single Limit

The Board, the City of Binghamton, New York, and the Village of Johnson City, New York shall be named an additional insured on all liability policies. All policies shall be non-cancelable without thirty (30) days prior written notice to the Board. Consultant shall deliver to the Board, within ten (10) days of the Date of Commencement, a certificate of insurance demonstrating that such insurance is in effect.

If you agree with the terms of this letter, please execute where indicated, in the lower left-hand corner of the letter, and return the original to the Binghamton-Johnson City Joint Sewage Board, 4480 Old Vestal Road, Vestal, New York 13850. A copy of this letter is enclosed for your records.

Very truly yours,

GEORGE KOLBA, JR.
Chairperson

Enc.

ACCEPTED:

Signature of Authorized Representative

Print Name of Signer

Print Title of Signer

Date:

August 8, 2024

George Kolba, Jr. - Chairman
Binghamton/Johnson City Joint Sewage Board
4480 Vestal Road
Vestal, NY 13850

Re: Proposal to submit a request to FEMA for a LOMA MT-1
Binghamton-Johnson City Joint Sewage Treatment Facilities
4551 Vestal Road
Town of Vestal
Broome County, New York State

George Kolba, Jr.

Hulbert Engineering and Land Surveying, DPC appreciates the opportunity to submit this proposal to provide surveying services based on your recent request.

PROJECT DESCRIPTION

The project is described as preparing and submitting documentation to FEMA for a LOMA MT-1, a change in the flood designation, for the facilities at 4551 Vestal Road, TMN 159.10-1-6 Town of Vestal, Broome County, New York State.

SCOPE OF SERVICES

Hulbert Engineering and Land Surveying, DPC will perform the requested services within five (5) weeks from authorization, depending on weather conditions.

REMARKS:

Underground utility location are not guaranteed, nor is there any guarantee that all existing utilities whether functional or abandoned within the project area are shown of this DWG. The contractor shall determine the exact location of all underground utilities by contacting Dig Safely. New York at 1-800-962-7962, in accordance with 16 NYCRR Part 753, (also cited as Industrial code 53 or Code Rule 53) before starting work and shall be responsible for all damage resulting from his work. Ticket ID#: 00000-000-000.

COMPENSATION

Hulbert Engineering and Land Surveying, DPC proposes to provide the described services on an hourly rate basis, plus reimbursable expenses, with a not-to-exceed price of **\$5,980.00**

The rates used to compute the survey portion of this fee are not based on the State of New York Department of Labor Prevailing Rate Schedules, including Supplemental Benefits for survey work in Broome County.

If this survey work becomes Wage Rate, we will revise our NTE price.

Binghamton/Johnson City Joint Sewage Board will be billed for the time, travel expenses and outside services actually incurred in completing the work.

EXPENSES

Reimbursable expenses will be billed.

PROPOSAL ASSUMPTIONS

Binghamton/Johnson City Joint Sewage Board will be responsible to provide all criteria, documentation, previous studies and reports, and requirements necessary to properly proceed with the assignment for these services. Hulbert Engineering and Land Surveying, DPC is entitled to rely upon such data provided. Binghamton/Johnson City Joint Sewage Board will arrange for access to the project site in relation to performance of these services.

EXTRA WORK REQUESTS

Work that is deemed by Hulbert Engineering and Land Surveying, DPC to be beyond or in addition to the Scope of Services will be brought to the Binghamton/Johnson City Joint Sewage Board attention. Upon approval, this additional work will proceed and be billed.

AGREEMENT TERMS

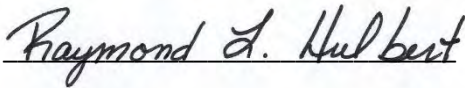
This project is an assignment to Binghamton/Johnson City Joint Sewage Board. Each invoice will indicate hours actually expended on the project during the stated time period.

This proposal agreement will be considered firm for 30 days from the date of this letter. Acceptance after this time may be subject to fee, and/or schedule revision. Alterations of the terms of this proposal agreement must be acceptable to both parties.

We trust the above to be satisfactory. Please sign and return the enclosed copy of this letter to our office to serve as your authorization for us to proceed with this work.

Thank you for this opportunity to again be of service to the Binghamton/Johnson City Joint Sewage Board.

Respectfully,



Raymond L. Hulbert, LS, Vice President
Hulbert Engineering & Land Surveying

July 17, 2024

I hereby authorize Hulbert Engineering and Land Surveying, DPC to provide the services described in this Proposal/Contract:

Signature: _____

Print: _____

Date: _____

RLH:esd