



LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

Sophia Resciniti, City Council President

Leighton Rogers, City Clerk

COUNCIL OF THE CITY OF BINGHAMTON

Business Meeting Agenda

2nd Floor Atrium, 38 Hawley Street, Binghamton, NY 13901

Wednesday, March 17, 2021

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. ACKNOWLEDGEMENTS AND RECOGNITIONS

V. REPORTS FROM COMMITTEES AND APPROVAL OF MINUTES

Approval of Minutes

Approve the Minutes from March 3, 2021 Business Meeting

City Council Finance Committee: Strawn (Chair), Scanlon, Burns

No items to report.

City Council Planning & Community Development Committee: Strawn (Chair), Scaringi, Friedman

No items to report.

City Council Municipal & Public Affairs Committee: Scanlon (Chair), Strawn, Riley

No items to report.

City Council Public Works/Parks & Recreation Committee: Scanlon (Chair), Scaringi, Riley

No items to report.

City Council Employees Committee: Scaringi (Chair), Scanlon, Burns

No items to report.

City Council Rules & Procedures/Special Studies Committee: Scaringi (Chair), Strawn, Friedman

No items to report.

VI. APPROVAL OF APPOINTMENTS

1. CDAC City Council At-Large Position: Kathy Granger

VII. PUBLIC HEARING

VIII. SET PUBLIC HEARINGS

IX. PUBLIC COMMENT/COMMUNICATION

*Please note: Residents wishing to submit public comment may do so electronically by emailing their comments prior to 5:00pm on the day of the meeting to clerk@cityofbinghamton.com or via telephone during public comment at (607) 772-7100 as City Hall is closed to the public.



LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

Sophia Resciniti, City Council President

Leighton Rogers, City Clerk

X. REVIEW OF MAYORAL VETO

XI. SECOND READING LEGISLATION

XII. FIRST READING LEGISLATION

A. PREFERRED AGENDA

Introductory Ordinance 21-28. Considered in Finance: Strawn

An Ordinance to amend the 2021 Budget to create and fund a new golf fund

Introductory Resolution 21-18. Considered in Employees: Scaringi

A Resolution adopting the Operational Plan for Communicable Disease

Introductory Resolution 21-19. Considered in Finance: Strawn

A Resolution authorizing the Mayor to enter into Supplemental Agreement Mo. 2 with Barton and Loguidice, DPC for the construction inspection services for the State Street Pedestrian/Streetscape Improvements and State Street Signal Upgrade, pin 9754.08

Introductory Resolution 21-20. Considered in Planning: Strawn

A Resolution authorizing the Mayor to enter into an agreement with Woodfern Florist at 501 Chenango Street in Binghamton for distribution of COVID-19 CARES ACT funds in an amount not to exceed \$7,500

Introductory Resolution 21-21. Considered in Finance: Strawn

A Resolution authorizing the Mayor to accept a New York State Division of Criminal Justice grant in the amount of \$50,000

Introductory Resolution 21-22. Considered in Public Works/Parks & Recreation: Scanlon

A Resolution authorizing the Mayor to enter into an agreement with Antares Golf, LLC f/k/a as Indigo Golf Partners for comprehensive management of Ely Park Golf Course

B. NON-PREFERRED AGENDA

Introductory Ordinance 21-27. Considered in Planning: Strawn

An Ordinance authorizing the sale of 3 and 7 Matis Street to St. Michaels Greek Cath. Church for \$375

XIII. COMMUNICATIONS FROM COUNCIL MEMBERS

XIV. ADJOURNMENT



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Finance

ORDINANCE

entitled

**AN ORDINANCE TO AMEND THE 2021
BUDGET TO CREATE AND FUND A NEW
GOLF FUND**

WHEREAS, the Commissioner of Parks and Recreation and Comptroller of the City of Binghamton find it proper and necessary to amend the 2021 Budget to create and fund a new golf fund; and

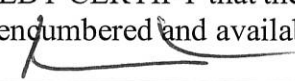
WHEREAS, such budget amendment was approved by the Board of Estimate and Apportionment on March 17, 2021.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby ordain as follows:

Section 1. That the Comptroller and City Treasurer of the City of Binghamton are hereby authorized and directed to amend the 2021 budget to create and fund a new golf fund as set forth in the attachment annexed hereto.

Section 2. That this Ordinance shall take effect immediately.

I HEREBY CERTIFY that the above described funds
are unencumbered and available



Chuck Shager, Comptroller

CR Fund Golf:

		Revenue Increase	Expense Increase
A9901	59000 Interfund Transfer		
A49999	Fund Balance	\$ 65,000	\$ 65,000
CR42801	Interfund Transfer	\$ 65,000	
CR42012	RECREATION CONCESSIONS	\$ 83,055	
CR42027	GREEN FEES	\$ 437,845	
CR42033	RENTAL OF CARTS	\$ 145,948	
CR42036	DRIVING RANGE	\$ 23,625	
CR42042	PRO SHOP SALES	\$ 42,875	
CR42440	RENTAL- OTHER	\$ -	
CR42770	MISC REVENUE	\$ 11,652	
CR7180	50100 PRO SHOP MERCHANDISE	\$	\$ 29,155
CR7180	50105 FOOD AND BEVERAGE	\$	\$ 27,367
CR7180	52600 EQUIPMENT	\$	\$ 10,800
CR7180	54102 GENERAL OPERATING SUPPLIES	\$	\$ 10,708
CR7180	54112 GASOLINE/DIESEL	\$	\$ 17,640
CR7180	54150 CHEMICALS	\$	\$ 40,711
CR7180	54153 FERTILIZERS	\$	\$ 20,309
CR7180	54155 TURF MANAGEMENT	\$	\$ 18,150
CR7180	54190 UNIFORMS	\$	\$ 1,210
CR7180	54200 UTILITIES	\$	\$ 4,950
CR7180	54202 ELECTRICITY	\$	\$ 25,000
CR7180	54210 TELEPHONE/FAX/INTERNET	\$	\$ 3,870
CR7180	54300 INSURANCE	\$	\$ 17,500
CR7180	54406 CREDIT CARD FEES	\$	\$ 18,614
CR7180	54410 PROFESSIONAL SERVICES	\$	\$ 6,075
CR7180	54427 MANAGAMENT SERVICES	\$	\$ 398,786
CR7180	54520 EQUIPMENT LEASE / RENTAL	\$	\$ 111,500
CR7180	54620 EQUIPMENT REPAIRS & MAINT	\$	\$ 11,500
CR7180	54622 IRRIGATION EXPENSE	\$	\$ 4,500
CR7180	54654 MISCELLANEOUS FEES	\$	\$ 675
CR7180	54701 TRAVEL	\$	\$ 6,750
CR7180	54702 SUBS- DUES & MEMBERSHIPS	\$	\$ 1,030
CR7180	54742 PROMOTIONS/MARKETING	\$	\$ 10,850
CR1990	55000 CONTINGENCY ACCT	\$	\$ 12,350
		\$ 875,000	\$ 875,000



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Riley, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Employees

RESOLUTION

entitled

A RESOLUTION ADOPTING THE
OPERATIONAL PLAN FOR COMMUNICABLE
DISEASE

WHEREAS, in accordance to New York State legislation S8617B/A10832; amended NYS Labor Law section 27-c and NYS Education Law paragraphs K and I of Subdivision 2 of Section 2801-a, the City of Binghamton has developed an Operational Plan for Communicable Diseases; and

WHEREAS, the plan is attached hereto.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE that the attached Operational Plan for Communicable Diseases developed by City of Binghamton is approved; and be it further

RESOLVED that the Operational Plan for Communicable Diseases will be effective as of March 18, 2021.

SUBJECT:**GENERAL OPERATIONAL PLAN FOR COMMUNICABLE DISEASES**

To adequately protect City of Binghamton employees in the event of a national and/or state crisis due to a communicable disease, the City of Binghamton has adopted an Operational Plan for Communicable Diseases. This plan has been developed in accordance with New York State (NYS) legislation S8617B/A10832; amended NYS Labor Law section 27-c and NYS Education Law paragraphs K and I of Subdivision 2 of Section 2801-a.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of our employees under any law, rule, regulation, or collective bargaining agreements. This plan is pertinent to a declared public health emergency in NYS, which may impact our operation and it is in the interest of the safety of our employees, contractors, and members of the public. The plan was developed based on best practices and guidance available largely as a result of the COVID-19 pandemic and is to provide guidance for future public health emergencies and/or any new challenges that arise as a result of the ongoing COVID-19 pandemic. The following will be reviewed periodically and may evolve to ensure the health and safety of City of Binghamton's workforce. This policy is not subject to appeal.

As required by the amended NYS Labor Law, this plan has been presented and discussed with CSEA, Teamsters Blue Collar, Teamsters Supervisors, Binghamton Police Benevolent Association, and Binghamton Firefighters Local 729.

This plan has been approved and adopted by Binghamton City Council on (enter date).

Planning Expectations

- Communication. Internal and external communication will be critical to success.
- Flexibility. Recognize there may not be a one size fits all approach, and flexibility is key. The planning process will be ongoing as the situation evolves and additional information is learned.
- Increased Fiscal Stress. While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and the potential for staff reductions and/or furloughs.
- Members of the Public. Admittance of the public may be discouraged and Departments may need to alter the way they do business.
- Personal Protective Equipment (PPE). While future events are unknown, PPE will be acquired, properly stored/maintained, and distributed for future use.
- Priorities. Priorities may shift as new information is learned.
- Public Health Guidance. We will adhere to information and public health guidance as it is released by the Broome County Department of Health and/or the NYS Department of Health.
- Social Distancing. When applicable, social distancing will be the "new normal" and going forward offices should be structured to accommodate the need.
- Working Remote. We will identify new ways of working, new online services, and use of technology where applicable. Employees may be instructed to work remotely and public meetings will be streamed live on an online platform.

Identification of Essential and Non-essential Employees

The City of Binghamton is committed to ensuring that essential functions of City operations continue and limit disruptions of public services, even under the most challenging circumstances.

Therefore, due to the nature of governmental functions, all COB employees are deemed essential employees except for the following titles:

- Crossing Guards (only if schools are closed)
- Laborer (Seasonal)
- Lifeguard
- Park Ranger
- Part-time Clerk
- Recreation Attendant

The above will be reviewed periodically and may evolve to ensure the health and safety of COB's workforce and is not subject to appeal.

Contractors will be evaluated and deemed essential dependent on the project/worksites they are located at. Determination of essential contractors will be made by employees in manager and public safety positions in consultations with the Mayor's Office and Personnel Department. Contractors will be required to abide by the COB Operational Plan for Communicable Diseases and will be supervised by the Department Head to which the project/worksites is assigned.

Identification of Critical Essential Employees

Critical essential departments are as follows, with exceptions for administrative staff: Police Bureau; Fire Bureau; Public Works; Water & Sewer; Parks & Recreation; Building, Construction, and Code Enforcement. These departments provide critical public services to the residents of the City of Binghamton.

Cleaning/Disinfecting protocol

NYS Department of Health (DOH), Center for Disease Control (CDC) guidelines, and all applicable laws will be followed for the cleaning and disinfection of surfaces/areas. When applicable, the City will bring in a professional cleaning company to disinfect worksites. Employees tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

Employees are highly encouraged to utilize supplied disinfecting wipes after use of equipment, common areas, shared spaces, etc. Employees are highly encouraged to clean their personal workspace daily.

Reducing Density at Worksites

Under state or federal mandates to reducing staffing/density at worksites, the City will adhere to all applicable mandates and guidelines. If permissible, the Fire and Police Bureaus are exempt from staff reductions.

When applicable, work shifts at the Public Works Garage, Water/Sewer Plant, and Parks Garage will be staggered based on work assignments to avoid congregating in groups. .

Elevators at all Municipal owned buildings (including the parking ramps) will be limited to two per elevator to alleviate crowding. If there are multiple elevators at a location, elevators will be designated as "Employees Only"/"Visitors Only." City Court, located on the 5th floor, will instruct their staff and visitors to abide by the designations.

To reduce inter-department interactions, employees will be encouraged to use teleconferencing software and virtual meetings. Employees who primarily work out of the DPW Garage, Parks Garage, Water/Sewer Plant, and Fire Stations will not be allowed admittance to City Hall. Employees who primarily work at City Hall will not be allowed admittance at the previous stated locations. If an employee must visit a location, they must seek approval from the Personnel Department.

Only essential contractors and visitors will be permitted into City owned buildings with prior permission from the Personnel Department and/or Mayor's Office and must register their name on a visitor's log.

If there is no state or federal mandate to reduce staffing, the decision to alter working schedules and/or reduce staff will be at the discretion of the Mayor.

Protocol for Telecommuting

In order to reduce staffing/density at worksites during the COVID-19 pandemic, the Personnel Department and IT Manager met with Department Heads to review the functions of each office and determine which employees, or positions, could function remotely. In the event of a future crisis, at the discretion of the Mayor, Department Heads will be instructed to adhere to the City's Telecommuting Policy for Communicable Diseases (Addendum A) and the remote plans established by each department (see Addendum B). It will be the Department Head's responsibility to review their respective department's remote plan and submit a report to the Personnel Department no later than January 31st of each year.

It may be necessary to document work hours and locations of employees and contractors to support contact tracing efforts. Identification of locations shall include on-site and off-site locations. For security purposes, the IT Department is authorized to track an employee's ProxCard to identify when and where they accessed a City owned building.

Protocol for Procuring Personal Protective Equipment (PPE)

The use of PPE to reduce the spread of infectious disease is paramount in securing the health and safety of our employees and contractors. PPE is categorized, but not limited too: gloves, face masks/shields, disposable gowns, hand sanitizer, and disinfectant wipes. The Purchasing Agent is responsible for the procurement of PPE in consultation with the Personnel Department, with the exception of the Fire Department. Procurement of PPE for the Fire Department will be the responsibility of the Fire Chief or his/her designee. If the Fire Department is in need of supplies, due to procurement difficulties, they are to contact the Personnel Department.

Binghamton City Court is responsible for procuring PPE for their employees.

The COVID-19 pandemic demonstrated that supply chains were not able to keep up with increased demand for such products early within the pandemic. Therefore the Purchasing Agent will maintain and monitor a supply for all City employees, properly stored to prevent degradation, for future use. To ensure a yearly check is of PPE supplies is conducted and to avoid the use of expired goods, the Purchasing Agent must submit a yearly report to the Personnel Department by June 1st. The report must include the Purchasing Agent's anticipated budget for PPE procurement for the following year. The anticipated budget will also presented during the Purchasing Agent's annual budget hearing.

Protocol for Employee/Contractor Exposure

When determining exposure protocols, the City will look for guidance from the DOH and CDC. In determining protocols, employees will be categorized as “non-essential”, “essential” and “critical essential”. It is the employee’s responsibility to report their Supervisor or Personnel Department if they have been exposed.

If an employee is subject to a DOH isolation/quarantine order, the Personnel Department will adhere to guidelines set forth for such communicable disease for the categorization of such employee. All federal and state paid sick leave mandates will be followed, as was followed under COVID-19 (i.e. Families First Coronavirus Response Act and New York State Quarantine Leave). In the event that there are no Federal or State mandated orders for paid sick leave, the City will defer to the sick leave policies in the employee’s respective bargaining unit contract, ADA or FMLA policies, or City Charter and Code, unless a paid leave policy is otherwise adopted by City Council and the Mayor.

The City, as it did for COVID-19, will seek a partnership with UHS for testing employees that have been directly or potentially exposed to the communicable disease. While seeking a test, non-essential and essential employees are to be sent home immediately after notification, and can return to work with a negative results. Critical essential employees shall remain working, but adhere to the following protocols:

1. Regular self-monitoring: symptoms and temperature.
2. Wear a mask: The employee should wear a face mask at ALL TIMES, for 14 days after last exposure.
3. Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
4. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

However if the Personnel Department deems is necessary due to the length of exposure, critical essential employees may also be sent home.

After the identification of a positive exposure, additional sanitization will be conducted of the employee’s workspace.

Identifying Emergency Housing Sites for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees housed which will help prevent the spread of said communicable disease and reduce potential exposures, thus helping to ensure the health and safety of essential employees and continuity of essential operations.

If such a need arises, the City will designate an employee to coordinate with Broome County Emergency Services and respective bargaining units to help identify and arrange for these housing needs.

Miscellaneous

Public admittance to City Hall will be determined on the future public health emergency. Public notices will be published on the City website, posted on exterior doors, and notification will be sent to the media. If a member of the public sought entrance to a City owned building, they are to record their time in/out and office visited on a visitor’s log sheet. Each Department will maintain the visitor log sheets, unless otherwise directed.

A vehicle log will be kept in each City owned vehicle for employees to complete to track usage and to ensure vehicles are properly disinfected between each use. Employees are to submit completed vehicle log sheets to their Department to maintain.

The timeclock system used at the DPW Garage, Parks Garage, and Water/Sewer Plant, has antimicrobial protection on the hand scanner. However, timeclocks are to be cleaned and sanitized daily and use of hand sanitizer is highly recommended before and after use. Therefore, the use of the timeclock system will not change unless otherwise directed by the Personnel Department.

If permissible by mandates and/or executive orders, Boards/Commission members may be required to be remote.

During COVID-19, the installation of hand sanitizer stations was increased. These stations will not be removed and will be maintained at all times going forward.

For future public health emergencies and/or any new challenges that arise as a result of the ongoing COVID-19 pandemic, the City of Binghamton will adhere to any State or Federal mandates as directed.

The Personnel Department has the ability to modify this policy as it is deemed necessary.

ADDENDUM A

SUBJECT:

TELECOMMUTING AND REMOTE ACCESS FOR COMMUNICABLE DISEASES

This policy establishes guidelines for telecommuting for City of Binghamton employees due to Communicable Diseases. The following guidelines will be reviewed periodically and may evolve to ensure the health and safety of City of Binghamton's workforce. All employee participation is mutually agreeable, except in cases of emergency when employees may be required to work from home. These guidelines apply to all employees. These are temporary and discretionary, subject to operational needs as determined by City of Binghamton management. This policy may be rescinded at any time and is not subject to appeal.

Purpose and Intent

City of Binghamton ("COB") employees are and will remain responsible to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to an increase in Communicable Diseases, some employees will be able to work remotely.

Telecommuting is a temporary arrangement that may be rescinded at any time. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff, and this determination will be made exclusively by COB management, specifically the Department of Personnel & Safety, specific Department Manager and the Information Technology Department.

During a State and/or National health crisis (i.e. COVID-19), the COB may require employees to telecommute for a period of time determined by COB management. Department Heads institute their "remote plans" which have been created and kept with the Department of Personnel & Safety. These "remote plans" are subject to change.

Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the City. Employees are to adhere to strict confidentiality and any breach is grounds for discipline or termination. Any telecommuting assignment will be evaluated as frequently as necessary.

This guide outlines key considerations, best practices, and guidance specific to telecommuting, including information on eligibility, assignments, home technology requirements, pay, hours of work etc.

Hours Worked

The total number of hours that employees are expected to work will not change. The employee will maintain the same work schedule as if they were working at City Hall. Employees may be asked to keep a work log if deemed necessary by their Department Head. Employees are to be accessible via telephone and email during working hours. All employees who work when the City is open, either remotely or on-site, shall be paid for hours worked at their regular hourly rate of pay.

Telecommuting Guidelines

Who May Work Remotely

Permitted situations where telecommuting may be authorized due to a National Health Crisis, assuming the employee is able to perform duties:

- Employee is healthy but dependent has symptoms or diagnosis related to Communicable Disease that have been confirmed by the Broome County Health Department (BCDOH);
- Employee is healthy, but placed under Communicable Disease related quarantine by their health care provider or BCDOH;
- Employee is at a higher risk for contracting Communicable Disease as defined by the CDC (higher risk groups include being 60 years or older, having an underlying health condition or being immunocompromised);
- Employee needs to provide care to dependents due to Communicable Disease related school and/or day care closures; or
- Employee has recently travelled to a high-risk area, as defined by the CDC or may have some other exposure to the Communicable Disease.

In addition, telecommuting will be authorized pursuant to remote plans in Addendum B of the General Operational Plan for Communicable Diseases (these plans will be reviewed by the IT Department Annually to insure they continue to be feasible).

Technology

At a minimum, an employee needs a computer, internet, and phone access to work remotely. IT will not provide technical support for personally owned devices and equipment, other than instructions needed to set up remote access. IT has a limited amount of laptops available for telecommuters and will be assigned accordingly. Generally, telecommuters will be encouraged to utilize their own personally owned devices.

Systems that COB provides to the employee are COB property and may be recovered or discontinued at any time and at the sole discretion of IT. Employees that are provided system resources will be required to properly care for the resources received. Employees are required to adhere to all COB IT policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all systems used for remote access in a safe location and avoid any misuse. No one other than the COB employee is allowed to access COB data and documents or utilize COB systems. The department of the remotely working employee(s) will be responsible to cover the cost of replacement of systems and resources that are lost or damaged.

Computer and Internet

To work remotely an internet connection is required. If the employee will be using their own personal equipment, then personally owned equipment will be required to have all current updates with current anti-virus systems installed. It is imperative that IT security be maintained at all times.

Employees understand and will not download any COB data to a personal device, this is strictly forbidden. Employees understand and will not print any COB data to a personal printer, and this is strictly forbidden. This helps to ensure the integrity and confidentiality of the COB owned data.

IT staff cannot work on personal equipment. If there is a problem with any COB IT supplied equipment, then the employee will be required to schedule an appointment to bring in the equipment for repair or replacement.

Employees are responsible for following all COB practices and policies to maintain security and protect confidentiality. COB will not reimburse for internet or phone expenses incurred, or any damages you may experience to your personal devices.

IT will turn off remote access when the employees' telecommuting assignment is complete. Employees are not to request remote access from IT directly, the Personnel Director will communicate directly with IT regarding remote access under during a National Health Crisis.

Employees are encouraged to contact the IT for any assistance for any COB system access needs.

Phone

To work remotely, employees may also need to forward incoming calls from their work phones to either a home phone or cell phone. Purchasing Agent will provide instructions on how to forward incoming calls.

Office Supplies

Employees are allowed to bring office supplies (i.e. pens, notebooks, paper, etc.) home with them. However before taking such items home, they must be logged, approved by the Department Head, and kept in a Departmental file. Employees are only permitted to take home supplies that are necessary and if they run out, they will be permitted to request more. No City owned equipment is permitted to take home (i.e. desktop printer, stamps, etc.), except that of the employees City issued laptop.

Home Environment

Department Heads and/or Supervisors and employees must consider whether the home environment is conducive to telecommuting. Factors include the demands of other household members, household construction, lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability.

To ensure that employee performance will not suffer in remote work arrangements, COB requires employees to:

- Choose a quiet and distraction free working space;
- Dedicate their full attention to their job duties during working hours;
- Adhere to normal break and attendance schedules;
- Be accessible to COB personnel and clients/customers by phone and/or email;
- Maintain strict confidentiality of COB and/or client information;
- Adhere to all COB policies and procedures as if working from their regular office setting;
- Employees shall not hold any in-person business meetings with internal or external clients, customers, or other employees at their residence;
- Employees shall not conduct any unauthorized non-COB work during their telecommuting work schedule.

In the event of a job-related incident, accident, or injury during telecommuting hours, employees shall report the incident to their supervisor as soon as possible within twenty-four hours and follow established procedures to report and investigate workplace incidents, accidents, or injuries.

Pay

All employees who work remotely during their COB work schedule will be paid for hours worked at their regular hourly rate of pay. Overtime and comp time accruals must be approved in advance by the employee's Department Head and/or Supervisor. Vacation and holiday leave time or any time away from work must be approved in advance, just as when working on COB locations. Any sick time must also be recorded as when working on site.

Time sheets will be turned electronically to Department Heads and/or payroll clerks. Telecommuting shall be recorded as "WH" on employee time sheets.

Time & Performance

Department Heads and/or Supervisors must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

COB may terminate the authorization for teleworking at its discretion and at any time. When a Department and/or COB management determines to terminate the telecommuting agreement, it will provide a minimum of seventy-two hours' notice or less if mutually agreeable between the COB and the employee. Termination of telecommuting cannot be grieved or arbitrated.

Where there is a question not covered by this policy, the COB Employee Handbook and IT Security Policies will apply.

Addendum B

Remote Plans for Communicable Diseases

Department	Normal Staffing	Remote Staffing	Special Office Instruction
Assessment	Assessor 2 Real Property Tax Aides PT Clerk	Assessor works remotely, unless a need arises to be present in the office. Real Property Tax Aides alternate weeks of teleworking and staffing office.	PT Clerk will be will furloughed.
Building Construction and Code Enforcement	Supervisor Assistant Supervisor 3 Code Enforcement 3 Code Inspectors Building Inspector Plumbing Inspector Electrical Inspector Administrative Assistant	4 Code Enforcement/ Inspectors in office; 2 remote. 2 Building Construction Inspectors in office; 1 remote. 1 Supervisor in office; 1 remote. Administrative Assistant in office Saturday; remote Tuesday through Friday.	Paper work to be delivered daily to Administrative Assistant's home. Remote staff bring vehicle keys home for field work when remote. Cars cannot go home with employees. No working outside of team for that week to limit interaction.
Clerk's Office	City Clerk Deputy City Clerk Sr. Licensing Clerk Licensing Clerk Animal/Dog Control	Team A-City Clerk and Sr. Licensing Clerk Team B-Deputy City Clerk and Licensing Clerk	Animal/Dog Control continues normal hours and limits interaction with rest of staff. Team A and Team B will alternate weeks.
Corporation Counsel	Corporation Counsel 1st Assistant Corporation Counsel 3 Assistant Corporation Counsel Secretary to Corporation Counsel	The need for in person work in the office of Corporation Counsel changes from week to week. The goal will be to set a schedule every Friday afternoon for the following week to minimize possible cross-contamination.	There should be at least one attorney in the office each day.
DPW Administration	Commissioner Deputy Commissioner Streets Superintendent Administrative Assistant Senior Payroll Typist	No change per Department Head and Mayoral approval	

	Stationary Engineer Building Maintenance Mechanic Maintenance Mechanic Helper Laborer		
DPW Garage	Supervisors Mechanics Department Signals Department Streets Department Refuse Department	Employees will have staggered shifts to deter congregating. Mechanics are to stay within their workstations and if leaving workstation, must wear a mask. Employees remain in vehicles, or outside facility, until Supervisor assigns tasks for the day.	All employees are to wear a mask at all times in the presence of others. Exception are street maintainers that are riding the back of the truck.
Economic Development	Director Assistant Economic Director Specialist/Financial Analyst	Everyone will be directed to work remotely.	If a staff member has to come into the office, they are to coordinate with other staff members to ensure not two people are in the office.
Engineering	City Engineer Assistant City Engineer 3 Senior Engineer 2 Assistant Engineer Engineering Technician Administrative Assistant Senior Account Clerk	Everyone will be directed to work remotely. Due to the size of the office, each individual will have an allotted time per week for office work.	All field staff will drive to work, pick up their City vehicle and go directly to the construction site they are in charge of.
Finance	Comptroller Assistant Comptroller Staff Accountant Finance Payroll Specialist Payroll Assistant Accounts Payable Clerk Project Analyst Purchasing Agent Stores Clerk	Comptroller will continue normal hours. Payroll Assistant and Finance Payroll Specialist will alternate remote weeks. Everyone else will be directed to work remotely.	If a staff member needs any documents, they can either schedule a drop off or a time to come into the office after hours.
Fire Bureau	Chief Program Assistant Deputy Chief 4 Assistant Chief Fire Marshall Firefighters	Everyone will maintain normal hours.	All employees are to wear a mask at all times in the presence of others.

	Mechanic		
Information Technology	IT Manager Information Technology Specialist Information Technology Specialist (Public Safety) Hardware/Software Technician Digital Technician	Team A-Information Technology Specialist & Information Technology Specialist (Public Safety) Team B-Hardware/Software Technician & Digital Technician	IT Manager will maintain normal hours. Team A and Team B will alternate weeks.
Parks & Recreation Administration	Commissioner Assistant Director Recreation Supervisor Recreation Supervisor (Sports & Camps) Recreation Supervisor (Sr. Center) Recreation Leader PT Clerk	Director and Assistant Director rotate working remotely on a weekly basis. Recreation Supervisor relocates to Senior Center with Recreation Supervisor (Sr. Center). Recreation Supervisor (Sports & Camps) works remotely full time. Recreation Leader maintains normal hours.	PT Clerk is scheduled on an as needed basis.
Parks & Recreation Garage	Supervisors Parks Maintenance Department Mechanic	Employees will have staggered shifts to deter congregating. Employees remain in vehicles, or outside maintenance garage, until Supervisor assigns tasks for the day.	During a snow event, street and sidewalk plows are assigned with a single operator. Others will be divided into 3 crews of 2 that will share a vehicle. Employees depart in vehicle immediately after receiving assignments. When applicable, employees will be assigned individual vehicles. All employees are to wear a mask at all times in the presence of others.
Planning, Housing, & Community Development	Director Assistant Director Historic Preservationist Planner Zoning Officer HUD Manager	Director is in the office M, remote T/W/Th/Fr. Program Assistant is in the office W/F, remote M/T/Th.	Employees coordinate with employee in the office for printed materials, pick-up of materials, documents

	Vacant Property Housing Coordinator Housing Specialist Housing Safety Specialist Program Assistant	HUD Manager is in the office T/Th, remote M/W/F. Everyone else is remote.	that require signatures, etc.
Personnel & Civil Service	Director Assistant Director Program Assistant	Assistant Director works remotely. Director and Program Assistant maintain normal hours.	
Police Bureau Administration	Police Chief 2 Assistant Chiefs IA Captain 2 Principle Clerks 2 Administrative Assistants Senior Typist Computer Operator Program Assistant Typist (warrants) Senior Crime Analyst Mechanic	Chief, Asst. Chiefs, and IA Captain will maintain normal hours. 1 Principal Clerk will maintain normal hours; 1 Principal Clerk will work remotely. Both Admin. Asst. will work remotely, scheduling times to come into the office when needed. Sr. Crime Analyst will work remotely. Senior Typist, Comp. Operator, Typist, Program Assistant, and Mechanic will maintain normal hours.	All employees are to wear a mask at all times in the presence of others.
Police Bureau	Police Officers Parking Enforcement School Crossing Guards	If school is in session, crossing guards are to report. Police Officers and Parking Enforcement maintain normal hours.	All employees are to wear a mask at all times in the presence of others.
Treasurer's Office	Treasurer Principal Clerk 2 Account Clerk II	Treasurer maintains normal hours. Principal Clerk maintains normal hours, but relocates to IT Training room. Account Clerk's wear masks 24/7.	Principal Clerk is to communicate via email/phone with rest of staff. Must limit all interactions.

Water & Sewer Plant Administration	Superintendent Administrative Assistant Laboratory Director Laboratory Technician	Administrative Assistant works remotely and if need documents from the office, coordinates with Superintendent.	Superintendent, Laboratory Director, and Laboratory Technician will maintain normal hours. When more than one person in a room, masks are to be worn at all times.
Water & Sewer Plant	Supervisors Water Meter Department Sewer Department Water Filtration Department Water Distribution Department Stores Keeper	Stores Keeper will maintain normal hours. Other Departments and Supervisors will be divided into a Team A and Team B. Teams will rotate one week on and one week off.	All employees are to wear a mask at all times.



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Riley, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Finance

RESOLUTION

entitled

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO SUPPLEMENTAL AGREEMENT NO. 2 WITH BARTON AND LOGUIDICE, DPC FOR THE CONSTRUCTION INSPECTION SERVICES FOR THE STATE STREET PEDESTRIAN/STREETSCAPE IMPROVEMENTS AND STATE STREET SIGNAL UPGRADE, PIN 9754.08

WHEREAS, the Council of the City of Binghamton adopted Permanent Resolution 18-46, dated May 9, 2018, with Barton and Loguidice, DPC for construction review services for the State Street pedestrian/streetscape improvements, PIN 9009.36 and State Street Hawley Street signal upgrade, both projects combined into PIN 9754.08; and

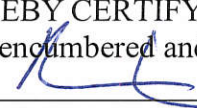
WHEREAS, the Council of the City of Binghamton adopted Permanent Resolution Permeant Resolution R19-97, dated December 4, 2019, for Supplemental Agreement No. 1 with Barton and Loguidice, DPC for construction inspection services at a cost not to exceed \$45,000; and

WHEREAS, the City Engineer recommends the City enter into Supplemental Agreement No. 2 with Barton and Loguidice, DPC for additional construction inspection services for the State Street Pedestrian/Streetscape improvements and State Street Signal Upgrade, PIN 9754.08 at a cost not to exceed \$13,000.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE that the Mayor, or his designee, is hereby authorized to enter into Supplemental Agreement No. 2, approved as to form and content by the Office of Corporation Counsel, with Barton and Loguidice, DPC for additional construction inspection services for the State Street Pedestrian/Streetscape improvements and State Street Signal Upgrade, PIN 9754.08 at a cost not to exceed \$13,000; and funds shall be deducted from budget line H5110-525163-21815 (RECONST OF STATE ST) for this purpose.

I HEREBY CERTIFY that the above described funds are unencumbered and available



Chuck Shager, Comptroller



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Riley, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Planning

RESOLUTION

entitled

A RESOLUTION AUTHORIZING THE MAYOR
TO ENTER INTO AN AGREEMENT WITH
WOODFERN FLORIST AT 501 CHENANGO
STREET IN BINGHAMTON FOR
DISTRIBUTION OF COVID-19 CARES ACT
FUNDS IN AN AMOUNT NOT TO EXCEED
\$7,500

WHEREAS, the City of Binghamton wishes to enter into an agreement with Woodfern Florist at 501 Chenango Street in Binghamton for disbursement of CARES ACT COVID-19 relief funds in an amount not to exceed seven thousand five hundred dollars (\$7,500).

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE, that the Mayor of the City of Binghamton, or his designee, is hereby authorized to enter into an agreement, approved as to form and content by the Office of Corporation Counsel, with Woodfern Florist at 501 Chenango Street in Binghamton for disbursement of CARES ACT COVID-19 relief funds in an amount not to exceed seven thousand five hundred dollars (\$7,500); and that funds shall be deducted from budget line CD8760.535005.CVY45 (EDW-PROGRAM-BUSINESS ASST) for this purpose.

I HEREBY CERTIFY that the above described funds
are unencumbered and available

Chuck Shager, Comptroller



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Riley, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Finance

RESOLUTION

entitled

A RESOLUTION AUTHORIZING THE MAYOR
TO ACCEPT A NEW YORK STATE DIVISION
OF CRIMINAL JUSTICE GRANT IN THE
AMOUNT OF \$50,000

WHEREAS, the City of Binghamton is eligible to receive a grant in the amount of \$50,000 from the New York State Division of Criminal Justice; and

WHEREAS, the grant will pay for expenses incurred for equipment purchases to expand the capability of the Southern Tier Crime Analysis Center.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE that the Mayor, or his designee, is hereby authorized to execute any and all documents, approved as to form and content by the Office of Corporation Counsel, to accept a grant in the amount of \$50,000 from the New York State Division of Criminal Justice for expenses incurred for equipment purchases to expand the capability of the Southern Tier Crime Analysis Center; and be it further

RESOLVED that the Comptroller is authorized to amend the 2021 budget accordingly to increase revenue and expense lines as follows:

- (i) \$50,000 increase to revenue budget line H.43389 (State Aid-Other Public Safety)
- (ii) \$50,000 increase to expense budget line H1680.590004 (Computer HW/SW)



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Riley, Friedman, Burns, Strawn, Scanlon, Resciniti

Introduced by Committee: Finance

RESOLUTION

entitled

A RESOLUTION AUTHORIZING THE MAYOR
TO ENTER INTO AN AGREEMENT WITH
ANTARES GOLF, LLC F/K/A INDIGO GOLF
PARTNERS FOR COMPREHENSIVE
MANAGEMENT OF ELY PARK GOLF COURSE

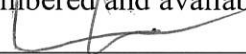
WHEREAS, the Mayor of the City of Binghamton wishes to enter into an agreement with Antares Golf, LLC f/k/a Indigo Golf Partners for comprehensive management of Ely Park Golf Course; and

WHEREAS, the estimated cost for such services, including, but not limited to, merchandise, equipment, chemicals, marketing, employees, carts, insurance, maintenance and repairs, food and beverage service, and a management fee of \$6,250 per month, is \$810,000.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE that the Mayor of the City of Binghamton, or his designee, is hereby authorized to enter into an agreement, approved as to form and content by the Office of Corporation Counsel, with Antares Golf, LLC f/k/a as Indigo Golf Partners for a comprehensive management of Ely Park Golf Course, including, but not limited to, merchandise, equipment, chemicals, marketing, employees, carts, insurance, maintenance and repairs, food and beverage service, and a management fee of \$6,250 per month, in the entire estimated amount of \$810,000; and that funds shall be deducted from budget lines CR7180.50100-54724 (Golf Fund-Variou) and CR1990.55000 (Golf Fund-Contingency Acct) for this purpose.

I HEREBY CERTIFY that the above described funds
are unencumbered and available



Chuck Shager, Comptroller



**THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK**

Date: March 17, 2021

Sponsored by Council Members: Scaringi, Resciniti, Riley, Friedman, Burns, Strawn, Scanlon

Introduced by Committee: Planning

ORDINANCE

entitled

**AN ORDINANCE AUTHORIZING THE SALE OF
3 AND 7 MATIS STREET TO ST MICHAELS
GREEK CATH CHURCH FOR \$375**

WHEREAS, the City of Binghamton is the owner of certain real property located at 3 and 7 Matis Street, Binghamton, New York, Tax Parcel Nos. 144.69-2-42 and 144.69-2-41, respectively (collectively the “Premises”); and

WHEREAS, the City received an Offer to Purchase the Premises from St Michaels Greek Cath Church (the “Applicant”) for \$350 for use of the Premises as green space; and

WHEREAS, the City has no public use for the Premises; and

WHEREAS, the Assessor of the City of Binghamton has determined the sale price to be fair and equitable; and

WHEREAS, the Board of Estimate and Apportionment approved and recommended sale of the Premises on March 3, 2021.

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby ordain by at least a three-fourths vote as follows:

Section 1. That the Mayor of the City of Binghamton is hereby authorized to enter into a contract of sale and to execute all necessary and appropriate documentation, approved as to form and content by the Office of Corporation Counsel, to transfer the Premises to St Michaels Greek Cath Church, by Quitclaim Deed for \$350 to be paid by cash, certified, or local bank check.

Section 2. This transfer is subject to the following conditions (i) the Premises may only be used as green space for the Applicant’s property located at 294 Clinton Street, Tax Parcel No. 144.69-2-37 and 6 Matis Street, Tax Parcel No. 144.69-2-38 and (ii) that 3 Matis Street, Tax Parcel No. 144.69-2-42, and 7 Matis Street, Tax Parcel No. 144.69-2-41, be merged.

Section 3. That this Ordinance shall take effect immediately.

State Environmental Quality Review Act

Read the title of the Legislation for 3 and 7 Matis Street, before a vote, do the following:

Introductory Ordinance 21-27.

An Ordinance authorizing the sale of 3 and 7 Matis Street to St. Michaels Greek Cath. Church for \$375

A. Motion to declare City Council as “Lead Agency” under SEQRA.

Motion made by _____,

Seconded by _____,

Voice vote

B. Motion to identify the proposed action as “Unlisted” under SEQRA.

Motion made by _____,

Seconded by _____,

Voice vote

C. Motion to issue a negative declaration under SEQRA for the following reasons:

These are vacant lots on Matis Street, a side street that intersects with Clinton Street, a commercial street. The Purchaser owns the property immediately across Matis Street at 94 Clinton Street and 6 Matis Street. The proposed use is green space. The transfer will preserve green space and provide for future maintenance.

Motion made by _____,

Seconded by _____,

Roll call vote

After SEQRA: Approve the legislation, roll call vote.

Introductory Ordinance 21-27.

An Ordinance authorizing the sale of 3 and 7 Matis Street to St. Michaels Greek Cath. Church for \$375

State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Project Number: None

Date: March 17, 2021

This Notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The City of Binghamton City Council as lead agency has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Sale of 3 and 7 Matis Street, Binghamton, New York.

SEQR Status: Type 1
 Unlisted

Conditioned Negative Declaration: Yes
 No

Description of Action:

The City of Binghamton is transferring 3 and 7 Matis Street, Binghamton, New York, Tax Parcel Nos. 144.69-2-42 and 144.69-2-41, to St Michaels Greek Cath Church.

Location: 3 and 7 Matis Street, Binghamton, New York.

Reasons Supporting This Determination:

The lead agency has determined that the action will not have a significant adverse impact on the environment for the following reasons:

These are vacant lots on Matis Street, a side street that intersects with Clinton Street, a commercial street. The Purchaser owns the property immediately across Matis Street at 94 Clinton Street and 6 Matis Street. The proposed use is green space. The transfer will preserve green space and provide for future maintenance.

The action will not produce a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems.

The action will not involve the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of animal or plant or the habitat of such a species; or other significant adverse impacts to natural resources.

The action will not cause the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6 NYCRR 617.14 (g).

The action will not create a material conflict with a community's current plans or goals as officially approved or adopted.

The action will not impair the character or quality of important historical, archaeological, architectural, or aesthetic resources or of existing community or neighborhood character.

The action will not cause a major change in the use of either the quantity or type of energy.

The action will not create a hazard to human health.

The action will not cause a substantial change in the use or intensity of use of land including agriculture, open space or recreation resources, or in its capacity to support existing uses.

The action will not change two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together results in a substantial adverse impact on the environment.

Impacts from the action may combine with impacts of other, possible independent actions in the vicinity. The lead agency finds that when considered cumulatively such combination will not create a significant adverse impact on the environment.

For Further Information

Contact Person: Sophia Resciniti, President
City of Binghamton City Council

Address: City Hall
38 Hawley Street
Binghamton, NY 13901

Telephone Number: 607-772-7005 (City Clerk's Office)