



# OFFICE OF THE CITY CLERK ▪ CITY OF BINGHAMTON

*Giovanni Scaringi, Ph.D., City Council President*

*Janine Faulkner, City Clerk*

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## BOARD OF ESTIMATE & APPORTIONMENT

### AGENDA

**Binghamton City Hall – City Council Chambers**

**Wednesday, May 10, 2023**

**Approval of Minutes:** Request to approve the minutes from the Board of Estimate & Apportionment meeting held on April 25, 2023

### NEW BUSINESS

**Budget Amendment:** RL23-93 Amend the 2023 budget for additional special inspections and material testing for the Fire Station

**Budget Amendment:** RL23-95 Amend the 2023 Code Enforcement budget to defund 2 vacant Code Inspector positions and increase wages for the department

**Budget Amendment:** RL23-107 Amend the agreement with Keystone for additional funds at the Fire Station

**Transfer:** \$8400 for furniture in BPD



# Legislative Branch

RL Number:  
23-93

Date Submitted:  
4/12/23

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

## REQUEST FOR LEGISLATION

Requests for Legislation (RLs) may be submitted to the City Clerk's Office for possible consideration at City Council Work Sessions. RLs generated by City Departments must be signed by the Mayor, Comptroller, and Corporation Counsel prior to submission. Incomplete/incorrect RLs will be returned to applicant for revisions.

### Applicant Presenting RL at Work Session

Ronald B. Lake City Engineer (607)772-7007

(Print Name) (Title) (Phone number)

Signature: Ronald B. Lake Date: 4/12/23

### To Be Completed By Applicant

**Proposed Title:** A resolution authorizing the Mayor to transfer <sup>\$3,055.00</sup> ~~\$3,000.00~~ additional funds into the budget for the New City Fire station.  
This will be additional funding for special inspections and material testing.

**Executive Summary** (Explain why legislation is necessary): <sup>\$3055.00</sup> ~~\$3000.00~~ Transfer \$3000.00 from budget line H3410.525326.72720 (Fire station) to budget line H3410.525326.72720( special Inspections an material testing fire station)

Effective Date: (if applicable) \_\_\_\_\_

**Budget transfer or amendment:** RL Budget Transfer Worksheet must be attached w/ Dep. Head signature.

**RL related to a grant:** RL Grant Worksheet must be attached. Deadline for Council to act by: \_\_\_\_\_

**RL related to previously adopted legislation:** Perm. number \_\_\_\_\_, adoption date \_\_\_\_\_

**Contract:** Person/Company \_\_\_\_\_ Start/End Date \_\_\_\_\_

Total Cost \_\_\_\_\_ Funds available in Budget Line \_\_\_\_\_ Title \_\_\_\_\_

**Public Hearing required?** Yes  No  **SEQRA required?** Yes  No

**Additional information related to this RL attached?** Yes  No

OFFICE USE ONLY	
Mayor:	<u>[Signature]</u>
Comptroller:	<u>[Signature]</u>
Corp. Counsel:	<u>[Signature]</u>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>



December 21, 2022

Kenneth D. Ellsworth, P.E.  
*Managing Member*

Paul L. Bedford, AIA  
*Architect*

Rodney L. Carey, L.S.  
*Land Surveyor*

Kordian W. Wichtowski, R.A.  
*Architect*

Mr. Ronald B. Lake, P.E.  
City Engineer  
City of Binghamton Engineering Department  
38 Hawley Street  
Binghamton, New York 13905

RE: Special Inspection and Material Testing Services  
City of Binghamton Fire Station  
235 Court Street  
City of Binghamton, New York

Original Contract Date: January 21, 2022  
Additional Service Approved: October 19, 2022

Dear Mr. Lake:

We have completed our Special Inspection and Material Testing services for the above referenced project and no additional Special Inspections and Material Testing is required. We would like to inform you that we have exceeded the budgeted estimated fee of \$28,000.00 due to an increase in the frequency of inspections and material testing for exterior concrete aprons, sidewalks, and slabs, and asphalt pavement on the above referenced project. The additional Special Inspections and Material Testing was due to an increase in the number of days for the General Contractor to complete these structures. Therefore, we are requesting your authorization to invoice up to an additional \$3,625.00. Once this is approved, we shall submit our final invoice for the remaining amount noted above.

Your signature confirms that you are in agreement with the above information and authorizes Keystone Associates Architects, Engineers and Surveyors, LLC to proceed under the terms and conditions of the original contract and invoice as noted above.

Client Signature: \_\_\_\_\_

Date: 3/5/23

Consultant Signature: \_\_\_\_\_

Date: 12/21/2022

**Main Office**  
58 Exchange Street  
Binghamton, New York 13901  
Phone: 607.722.1100  
Fax: 607.722.2515

**Branch Office**  
165 South Main Street, Suite 6  
Cortland, New York 13045  
Phone: 607.753.8015

**Branch Office**  
30 North Street, 2<sup>nd</sup> Floor  
Monticello, New York 12701

E-mail: [info@keyscomp.com](mailto:info@keyscomp.com)  
[www.keyscomp.com](http://www.keyscomp.com)



# Purchase Order

Fiscal Year 2022

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **22000921-00**

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CITY OF BINGHAMTON  
DEPARTMENT OF PURCHASE  
38 HAWLEY ST - 2nd FLOOR  
BINGHAMTON NY 13901-3769

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KEYSTONE ASSOCIATES ARCHITECTS  
58 EXCHANGE STREET  
BINGHAMTON NY 13903

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CITY OF BINGHAMTON  
38 HAWLEY ST  
BINGHAMTON NY 13901

Vendor Phone Number		Vendor Fax Number		Requisition Number 22100882		Delivery Reference ENGINEERING	
Date Ordered 03/02/2022	Vendor Number 3221	Date Required	Freight Method/Terms		Department/Location ENGINEERING		
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	SPECIAL INSPECTIONS AND MATERI The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading SPECIAL INSPECTION AND MATERIAL TESTING FOR THE NEW CITY FIRESTATION  <i>H3410 - 525326 - 72720</i>	1.0	EACH	\$25,000.00	\$25,000.00		
					<i>25,000.00</i>		
					<i>\$ pay 3,055.00</i>		

Date Received

Inspected by

Department Head Signature

RECEIVING COPY

PO Total

\$25,000.00

CONSULTANT SUMMARY

PREVIOUS CONTRACT PAYMENT APPLICATIONS:

1	\$12,993.14
2	\$6,462.50
3	\$1,563.80
4	\$1,808.10
5	\$2,075.00
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
TOTAL:	\$24,902.54

PREVIOUS REIMB EXPENSES PAYMENT

1	\$15.90
2	\$0.00
3	\$0.60
4	\$0.00
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
TOTAL:	\$16.50

APPROVED SUPP. AGREEMENTS

1	\$3,000.00
2	
3	
TOTAL:	\$3,000.00

PROJECT: New Fire Station - Special Insp. & Material Testing

PAYMENT # 6

CONTRACTOR: Keystone Associates Architects, Engineers & Surveyors

FOR PERIOD ENDING: December 23, 2022

Original Contract Amount: \$25,000.00  
 Approved Supplementals: \$3,000.00  
 Contract Amount to Date: \$28,000.00  
 Percent Completed to Date: 99.85%

Contract Work Performed to Date: \$27,957.54  
 Subtotal: \$27,957.54  
 Less Previous Payment Apps: \$24,902.54

CURRENT CONTRACT PAYMENT DUE: \$3,055.00

Reimbursable Expenses to Date: \$16.50  
 Subtotal: \$16.50  
 Less Previous Payment Apps: \$0.00  
 CURRENT REIMBURSABLE EXPENSES DUE: \$0.00

TOTAL PAYMENT DUE THIS INVOICE: \$3,055.00

CERTIFICATION OF CONSULTANT:

I, Kenneth D. Ellsworth do hereby certify that I am Managing Member of the Consultant herein referenced and Consultant for the work described in the foregoing application for payment. According to my knowledge and belief, all items and amounts shown on this application for payment are correct, all work as been performed and/or materials supplied; the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this application.

Kenneth D. Ellsworth  
 Signature  
 APPROVED BY CITY ENGINEER:  
[Signature]  
 Signature

12/23/2022  
 Date

3/5/23  
 Date

CITY OF BINGHAMTON  
 ENGINEERING DEPARTMENT  
 APPLICATION FOR PAYMENT  
 SUMMARY SHEET



# Keystone Associates Architects, Engineers and Surveyors, LLC

58 Exchange Street  
Binghamton, NY 13901-  
Tel: 607-722-1100 Fax: 607-722-2515  
info@keyscomp.com  
www.keyscomp.com

## Invoice

Mayor Jared Kraham  
City of Binghamton  
38 Hawley Street  
Binghamton, NY 13901

Invoice Date: Dec 23, 2022  
Invoice Num: 0092.01322-06  
Billing Through: Dec 23, 2022

Special Inspections & Material Testing – City of Binghamton Fire Station (0092.01322:) - Managed by (Lozzi, Tyler)

NTE Contract Amount: \$28,000.00

Amount Billed to Date: \$27,957.54

NTE Amount Remaining: \$42.46

For professional services rendered on the above referenced project for the period ending: December 23, 2022

<u>Employee</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Designer	1.50	\$90.00	\$135.00
Administrative Assistant	1.00	\$60.00	\$60.00

Total Service Amount: \$195.00

### Subconsultant Expenses:

<u>Description</u>	<u>Amount</u>
Keystone Material Testing Invoice No. 0100.01422-08 (copy attached for reference only)	\$2,860.00

Total Expenses: \$2,860.00

Amount Due This Invoice: \$3,055.00

*This invoice is due upon receipt*

Thank you for providing Keystone Associates Architects, Engineers and Surveyors, LLC. the opportunity to be of service to you.  
If you have any questions, please do not hesitate to contact our office.





# Legislative Branch

RL Number:

23-95

Date Submitted:

4/19/23

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

## REQUEST FOR LEGISLATION

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### Applicant Presenting RL at Work Session

Chris Schleider

Supervisor of Bldg/Construction

(Print Name)

(Title)

(Phone number)

Signature:

Date: 04/13/2023

### To Be Completed By Applicant

Proposed Title: Ordinance to Amend the 2023 Code Enforcement Budget

Executive Summary (Explain why legislation is necessary): Defund two Code Enforcement Inspectors and increase wages for Code Inspectors, Code Officers, Plumbing Inspector, Electrical Inspector, Building Inspector, Admin Asst., Asst Supv Bldg and Construction and Suprv Bldg Construction

Effective Date: (if applicable) 05/27/2023

Budget transfer or amendment: RL Budget Transfer Worksheet **must** be attached w/ Dep. Head signature.

RL related to a grant: RL Grant Worksheet **must** be attached. Deadline for Council to act by: \_\_\_\_\_

RL related to previously adopted legislation: Perm. number \_\_\_\_\_, adoption date \_\_\_\_\_

Contract: Person/Company \_\_\_\_\_ Start/End Date \_\_\_\_\_

Total Cost \_\_\_\_\_ Funds available in Budget Line A8664.51001 Title \_\_\_\_\_

Public Hearing required? Yes  No

SEQRA required? Yes  No

Additional information related to this RL attached? Yes  No

#### OFFICE USE ONLY

Mayor: \_\_\_\_\_

Comptroller: \_\_\_\_\_

Corp. Counsel: \_\_\_\_\_

Finance  Planning  MPA  PW/Parks  Employees  Rules/Special Studies



# 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: 2023 Department: Code Enforcement  
 Department Head Signature: \_\_\_\_\_

Transfers			Transfer From (Decrease)		Transfer To (Increase)	
Amount	Budget Line	Budget Line Title	Amount	Budget Line	Budget Line Title	
\$ 8,399.00	A8664.51000	Pers Svcs - Code Inspector (3/3 - 5/27)	\$ 6,916.00	A8664.51000	Pers Svcs - Supv Bldg/Construction (8)	
\$ 28,645.00	A8664.51000	Pers Svcs - Code Inspector (3/3 - 12/31)	\$ 8,942.00	A8664.51000	Pers Svcs - Asst Supv Bldg/Construction (8)	
\$ 28,645.00	A8664.51000	Pers Svcs - Code Inspector (3/3 - 12/31)	\$ 8,942.00	A8664.51000	Pers Svcs - Building Inspector II (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Plumbing Inspector (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Electrical Inspector (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Code Enf Officer (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Code Enf Officer (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Admin Asst (7)	
			\$ 4,173.00	A8664.51000	Pers Svcs - Code Inspector (7)	
			\$ 4,320.00	A8664.51000	Pers Svcs - Code Inspector (7)	
			\$ 5,218.00	A8664.51001	Pers Svcs - Code Inspector (7)	
			\$ 2,140.00	A1990.55000	Contingency	
\$ 65,689.00			\$ 65,689.00			

Revenue & Fund Balance Amendments		
Amount	Increase/Decrease	Revenue/Expense / Fund Balance

*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. RS Signature: \_\_\_\_\_ Date: 4/13/23

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, 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: \_\_\_\_\_





**BINGHAMTON SATELLITE OFFICE**  
71 State Street, 1st Floor, Binghamton, NY 13901  
607-772-1750 • Fax: 607-772-8017  
cseany.org

**Stay Union ★ Stay Strong**

**Kenneth Greenleaf**  
Region President

**Bob Riley**  
Region Director

March 21, 2023

Mayor Jared Kraham  
Binghamton City Hall  
38 Hawley St.  
Binghamton NY, 13901

Re: Code Enforcement Recruitment/Retention Initiative

Dear Mayor Kraham,

CSEA understands and supports the City of Binghamton's endeavors to recruit, retain, and compensate its employees for the critical work they do. CSEA supports increasing any salaries that the city deems necessary within the parameters agreed to in Article 1 - Section 4 (d) and for any position that is vacant, Article 12 - Section 4 of the current Collective Bargaining Agreement between the parties. CSEA would also support retention bonus payments for targeted titles where the City is having demonstrated difficulty recruiting and retaining qualified employees. Please let me know if you would like to discuss any of these options further. I would be happy to meet with you when your schedule allows.

Sincerely,

A handwritten signature in black ink that reads 'Christopher Rohde'.

Christopher Rohde

Labor Relations Specialist  
CSEA Local 1000, AFSCME, AFL-CIO  
71 State Street Binghamton, NY 13901  
Ph: (607) 338-1133

cc: Robert Riley, Region Director  
Josh Schick, Political Action Coordinator



# Legislative Branch

RL Number:  
23-107  
Date Submitted:  
5/3/23

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

## REQUEST FOR LEGISLATION

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### Applicant Presenting RL at Work Session

Ronald B. Lake City Engineer (607)772-7777

(Print Name)

(Title)

(Phone number)

Signature:

*Ronald B. Lake*

Date:

5/2/23

### To Be Completed By Applicant

**Proposed Title:** Amend agreement with Keystone Associates and Architects for the Fire Station Design Services at 235 Court Street

**Executive Summary (Explain why legislation is necessary):** Resolution for additional funds at \$18,939.32 to close out the design service phase at the New City Fire Station due to unforeseen expenditures during design phase.

Funds available in budget line H3410.525326.72720

Effective Date: (if applicable) \_\_\_\_\_

**Budget transfer or amendment:** RL Budget Transfer Worksheet **must** be attached w/ Dep. Head signature.

**RL related to a grant:** RL Grant Worksheet **must** be attached. Deadline for Council to act by: \_\_\_\_\_

**RL related to previously adopted legislation:** Perm. number \_\_\_\_\_, adoption date \_\_\_\_\_

**Contract:** Person/Company \_\_\_\_\_ Start/End Date \_\_\_\_\_

Total Cost \_\_\_\_\_ Funds available in Budget Line \_\_\_\_\_ Title \_\_\_\_\_

Public Hearing required? Yes  No

SEQRA required? Yes  No

Additional information related to this RL attached? Yes  No

OFFICE USE ONLY	
Mayor:	<i>[Signature]</i>
Comptroller:	<i>[Signature]</i>
Corp. Counsel:	<i>[Signature]</i>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>





# CITY OF BINGHAMTON

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Adopted Budget Year Amended: 2023 Department: Engineering  
 Department Head Signature: \_\_\_\_\_

Transfers			
Transfer From (Decrease)		Transfer To (Increase)	
Amount	Budget Line	Budget Line	Budget Line Title
\$ 18,939.32	H3410.525326.72720	New City Fire Station	
		PO # 20003705	New City Fire Station
		H3410.525326.72720	
\$ 18,939.32			

Revenue & Fund Balance Amendments	
Amount	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. \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, Appropriations. Certified by the Treasurer. \_\_\_\_\_ Date: \_\_\_\_\_

Transfer of funds Approved \_\_\_ / Denied \_\_\_ on \_\_\_ / \_\_\_ / \_\_\_\_\_. Certified by the Secretary of the Board of Estimate and Apportionment. \_\_\_\_\_ Date: \_\_\_\_\_

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



# CITY OF BINGHAMTON

## Request for Transfer of Funds

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Adopted Budget Year Amended: 2023

Department: Police  
 Department Head Signature: *[Signature]*

Transfer From (Decrease)		Transfers		Transfer To (Increase)	
Amount	Budget Line	Budget Line Title	Amount	Budget Line	Budget Line Title
\$ 8,400.00	A3120.54190	Uniforms	8,400.00	A3120.52200	Furniture
\$ 8,400.00			\$ 8,400.00		

Revenue & Fund Balance Amendments	
Amount	Revenue/Expense / Fund Balance

**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 Chapter 9, 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: \_\_\_\_\_