

TOWN OF BINGHAMTON
2026 ORGANIZATIONAL MEETING
January 6, 2026
RESOLUTION 01-26

WHEREAS the Town Board of the Town of Binghamton at its regular meeting on January 6, 2026, is meeting for the purpose of organization for the year 2026, and

WHEREAS after due deliberation and consideration, said Board wishes to organize for the year 2026 as follows:

NOW, THEREFORE BE IT RESOLVED, upon motion of _____ and seconded by _____ as follows:

1. WORK SESSION AND TOWN BOARD MEETING SCHEDULE

The Town Board shall hold its work sessions at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the first Tuesday of each month at 4 p.m. The Town Board shall hold its regular Board meetings at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the third Tuesday of each month at 6 p.m. with the following exception:

- (i) Thurs., 11/5/26 (*because of Election Day on Tues., 11/3/26*)

In the event that for some reason, such as adverse weather or road conditions or some other emergency, it is impossible to hold a scheduled meeting, such meeting shall be cancelled by consent of a majority of the Town Board, and all business shall be conducted on an alternate date set by the Supervisor and Town Board.

2. ORDER OF BUSINESS

The order of business (agenda) at Town Board meetings shall be:

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Approval of Audited Claims
- (5) Recognition of Minutes
- (6) Voice of the Public
- (7) Communications and Announcements
- (8) Officials and Committee Reports
- (9) Unfinished Business
- (10) New Business
- (11) Adjournment

The order of business (agenda) at Town Board Work Session shall be:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Audited Claims
- (4) Recognition of Minutes
- (5) Communications & Announcements
- (6) Officials and Committee Reports
- (7) Unfinished Business
- (8) New Business
- (9) Adjournment

3. TOWN HALL OFFICE HOURS

The office hours for the Town Hall in 2026 shall be Tuesdays, Wednesdays, & Thursdays from 8:30 a.m. until 4 p.m. The Town Clerk's office hours will be Tuesdays, Wednesdays, & Thursdays from 9 a.m. to 4 p.m. On Mondays and Fridays, the Code Enforcement Officers & Bookkeeper are available but by appointment only.

4. 2026 HOLIDAY SCHEDULE

The Town shall have thirteen (13) paid holidays during 2026 as follows:

New Year's Day	Thursday, January 1, 2026
Martin Luther King Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Independence Day	Fri., July 3, 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Thanksgiving Day – Designated Holiday	Friday, November 27, 2026
Christmas – Designated Holiday	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

5. RETAINER OF ATTORNEY

Gina Middleton of the law firm of PMV Legal Group PLLC is retained to render professional legal services to the Town Board, Planning Board, and Zoning Board of Appeals and all special districts present and future of the Town of Binghamton, as may be required on legal matters during 2026.

6. RECOGNIZED ENGINEERS

The Town recognizes CPL Engineering, Griffiths Engineering, and Hunt Engineering as three engineering firms that will be called upon for services.

7. AUDIT OF 2025 BOOKS

Mike Wolyniak is retained to audit the 2025 books for the Town of Binghamton.

8. OFFICIAL NEWSPAPER

The Press & Sun-Bulletin is designated as the official newspaper for the Town of Binghamton for the year 2026 with the newspaper being sufficient for the giving of legal notices or legal advertisements.

9. DEPOSITORIES FOR TOWN MONIES

The Town of Binghamton, pursuant to Section 64-1 of the Town Law, must designate certain banks as depositories for Town funds. NBT Banks in Broome County are designated as depositories for the Town of Binghamton for the year 2026. M&T Banks in Broome County are designated as depositories for the Town Court.

10. INVESTMENT OF TOWN MONIES

Inasmuch as it is sound financial practice for the Town to invest monies which are not required for immediate expenditure, BE IT RESOLVED that Supervisor Rounds be authorized to deposit and invest such monies in accordance with the General Municipal Law, Section 11, Local Finance Law 165.00 (b) and the power to invest monies in the Capital Reserve Fund under Section 6-c of the General Municipal Law is hereby delegated to Supervisor Rounds under Subdv. 7 of Section 6-c.

The Investment Policy has been reviewed by the Town Board for the year 2026.

11. OPENING BIDS

Supervisor Rounds is authorized to open all bids received for items used by the Town requiring bidding, pursuant to Section 103 of the General Municipal Law for the year 2026.

The Procurement Policy has been reviewed by the Town Board for the year 2026.

12. PURCHASING OF STATE AND COUNTY BIDS

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

13. OFFICIALS' EXPENSES

Pursuant to Section 102 of the Town Law, the Supervisor, Councilpersons, Town Justice, Town Clerk, Highway Superintendent, and Deputies are authorized to incur certain expenses and to be reimbursed therefore as Town charges. Authorized Town Officials and employees designated by the Supervisor are authorized to use their automobiles for Town purposes and will be reimbursed for mileage costs at 72.5 cents per mile (subject to review) when said costs are submitted on a voucher accompanied by an itemized statement of the nature of the expense.

Regarding meal expenses, expenses will be reimbursed unless they are included in the application or registration fee for an authorized class/conference. Be it further moved as regarding expenses to be reimbursed:

Major Metropolitan Areas

Breakfast	\$18.00
Lunch	\$20.00
Dinner	\$36.00
Incidentals	\$ 5.00

Non-Major Metropolitan Areas

Breakfast	\$14.00
Lunch	\$16.00
Dinner	\$29.00
Incidentals	\$ 5.00

14. AUDIT OF CLAIMS

Approval of claims for payment by the Town of Binghamton during 2026 will be done by having members of the Board audit the vouchers or invoices and sign the abstracts only. Pre-payment of bills will be allowed for utilities, postage, and similar type bills, but they must be presented at the next Town Board meeting for proper audit by the Board.

15. PROCUREMENT POLICY / EMERGENCY OPERATIONS PLAN

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

16. ASSOCIATION OF TOWNS MEETINGS

No one will be attending the Association of Towns meeting in 2026. Alternative training and workshops will be provided.

17. DESIGNATION OF DELEGATES TO ASSOCIATION OF TOWNS MEETING

There is no designation of delegates in 2026 because no one will be attending the meeting.

18. JURY EXPENSES

The Town shall be responsible for the costs in the event that juries have to be sequestered and shall pay the jurors the prescribed legal amount per day or part of a day actually served on the jury. The Town Board authorizes the Justice to hire, where necessary, certified stenographers and to purchase original transcripts in the event of an Appeal.

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

Supervisor Rounds shall be designated Service Officer, Budget Officer, and Administrator of Special Districts for the Town of Binghamton for the year 2026.

20. PETTY CASH FUND

A petty cash fund of \$100 is hereby authorized for Nadine Pappas, Water/Sewer Billing Clerk; \$100 for Tracy Tokos, Town Clerk; \$100 for Mark Leighton, Highway Superintendent; and \$100 for John Petito, Court Clerk.

21. 2026 TOWN BOARD LIAISONS

The following liaisons have been designated for 2026, and the following Town Board members have been appointed to serve:

Youth Commission - Updates to be provided by Chris Streno

Planning Board - Councilperson Mike Donahue

Zoning Board of Appeals - Councilperson Vickie Conklin

Senior Citizens Commission – Councilperson Vickie Conklin

Personnel Committee - Supervisor Elizabeth Rounds and Deputy Supervisor Mike Bensley

Highway - Supervisor Elizabeth Rounds

Financial – Councilperson Dean Nye

22. ZONING BOARD OF APPEALS

Meggan Olds is hereby appointed to serve as Chairperson/Secretary/Processor for a period of one year to expire December 31, 2026. The following members are currently serving on the Zoning Board: John Foley, Kevin Olds, Meggan Olds, Bob Strick, Patrick Wagner, and Tim Cooper (serving as an alternate).

The Zoning Board of Appeals shall hold its quarterly joint meetings with the Planning Board at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the fourth Tuesday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October.

23. PLANNING BOARD

Kathy Kiekel is hereby appointed to serve as Chairperson/Secretary for a period of one year to expire December 31, 2026. David West is hereby appointed to serve as a member for a period of five years to expire on December 31, 2030. The following members are currently serving on the Planning Board: Kathy Kiekel, Ray Mastin, Bill McGowan, Patrick Wagner, and David West.

The Planning Board shall hold its quarterly joint meetings with the Zoning Board at the Town Hall, 279 Park Avenue in the Town of Binghamton, on the fourth Tuesday of each quarter at 6:30 p.m., specifically, in the months of January, April, July, and October.

24. YOUTH COMMISSION

Christopher Streno is hereby appointed to serve as the Director of Youth Activities for a term to expire December 31, 2026. The Youth Commission is currently looking for new members.

25. APPOINTMENTS OF OFFICIALS AND EMPLOYEES

The following Officials and Employees are appointed to serve in the respective positions for the Town of Binghamton for the year 2026, with term as provided by law and at the pleasure of the Town Board where no term is provided by law:

Deputy Supervisor	Mike Bensley
Deputy Highway Superintendent	Tom Hanna
Assessor	Joseph Cook
Assessor's Assistant	Mary Atkinson
Building Inspectors	Nick Pappas & Zachary Soboleski
Clerk to Justice	John Petito
Ordinance Enforcement Officers	Nick Pappas & Zachary Soboleski
Director of Youth Activities	Christopher Streno
Asst. Budget Officer	Sandra Reifler
Records Mgmt. Officer	Tracy Tokos
Vital Statistics Registrar	Tracy Tokos
Community Center Coordinators	Nick Pappas & Zachary Soboleski
Secretary to the Highway Superintendent	Nadine Pappas
Secretary to the Supervisor	Sandra Reifler
Secretary – Part Time	Rebecca Smith
Dog Control Officer	Rick Murray

26. PAYROLL SCHEDULE

The Town shall set the bi-weekly pay date for 2026 on Wednesdays, in accordance with the payroll schedule as submitted by the Secretary to the Supervisor.

27. SCHEDULE OF SALARIES

The following schedule of annual salaries and hourly rates for the positions listed and payment thereof for the Town of Binghamton for the year 2026 as budgeted is adopted:

OFFICIALS / EMPLOYEES

ANNUAL SALARY

Supervisor – Elizabeth Rounds	\$ 17,750.00 paid bi-weekly
Budget Officer – Elizabeth Rounds	\$ 2,883.00 paid semi-annually (June/Dec.)
Bookkeeper/Secretary to Supervisor – Sandra Reifler	\$ 57,639.00 paid bi-weekly (inc. \$273 long.)
Asst. Budget Officer – Sandra Reifler	\$ 6,556.00 paid (June/Dec.)
Town Clerk – Tracy Tokos	\$ 25,288.00 paid bi-weekly
Records Mgmt. Officer – Tracy Tokos	\$ 693.00 paid annually
Vital Statistics Registrar – Tracy Tokos	\$ 231.00 paid annually
Councilpersons – each (4)	\$ 7,500.00 paid bi-weekly
Justice – Christopher Streno	\$ 12,800.00 paid bi-weekly
Highway Supt. – Mark Leighton	\$ 51,758.00 paid bi-weekly
Asst. Admin. of Water/Sewer – Mark Leighton	\$ 17,252.00 paid bi-weekly
Secretary to Highway Supt. – Nadine Pappas	\$ 49,774.00 paid bi-weekly (inc. \$312 long.)
Water/Sewer Billing Clerk – Nadine Pappas	\$ 11,170.00 paid bi-weekly
Building Inspector/Code Enforce. - Nick Pappas	\$ 20,232.00 paid bi-weekly (inc. \$728 long.)
Code Enforcement – Nick Pappas – Town of Conklin	\$ 27,793.00 paid bi-weekly <i>Conklin pays us</i>
Code/Laborer/Maintenance – Zachary Soboleski	\$48,672.00 paid bi-weekly (includes \$208 long.)
ZBA Chairman – Meggan Olds	\$ 775.00 paid annually (Dec.)
ZBA Members – (4) each plus the alternate	\$ 625.00 paid annually (Dec.)
ZBA Secretary / ZBA Processor – Meggan Olds	\$ 825.00 paid annually (Dec.)
Planning Board Chairman – Kathy Kiekel	\$ 1,275.00 paid annually
Planning Board Members – (4) each	\$ 1,075.00 paid annually (Dec.)
Planning Board Secretary – Kathy Kiekel	\$ 825.00 paid annually
Director of Youth Activities – Christopher Streno	\$ 14,600.00 paid monthly
Community Center Maintenance – Nick Pappas	\$ 3,251.00 paid bi-weekly
Community Ctr. Coordinator / Custodian	\$ 3,000.00 paid bi-weekly: Nick \$2,000. / Zac \$1,000.
Umpire Coordinator	\$ 725.00 paid semi-annually (June/Dec.)
Umpire	\$ 37.00 paid per game (one umpire)
Umpires (if two are needed)	\$ 60.00 paid per game (\$30 each / same game)
League Commissioners	\$ 175.00 paid annually / each
Board of Assessment Review – (3) each	\$ 100.00 paid per day
Maintenance Dept. – Nick Pappas	\$ 42,259.00 paid bi-weekly
Youth Bookkeeper – Sandra Reifler	\$ 534.00 paid semi-annually (June/Dec.)
Dog Control Officer – Rick Murray	\$ 7,250.00 <i>we pay Conklin</i>
Assessor – Joe Cook	\$ 24,736.00 <i>we pay Town of Union</i>

HOURLY EMPLOYEES

HOURLY RATE

Laborer – Highway Seasonal	\$17.50 per hour
Seasonal Help – Parks	\$17.50 per hour
Deputy Town Clerk — Mindi Prince	\$18.00 per hour
Assessor's Clerk – Mary Atkinson	\$18.50 per hour
Court Clerk – John Petito	\$19.10 per hour
Secretary-PT – Becky Smith	\$19.75 per hour
Seasonal Help – Highway – Snow (with CDL)	\$25.00 per hour
Deputy Highway Supt. – Tom Hanna	\$31.22 per hour (includes .20 longevity)
Crew Leader – Lee Cooper	\$32.70 per hour (includes .35 longevity)

NOTE: Pay rates and longevity pay for bargaining unit employees are dictated by Union Contract.

In addition, all full-time, non-elected, salaried, non-bargaining unit employees will receive longevity pay to be based on either an 1,820-hour work year or a 2,080-hour work year, to be capped at a 30-year anniversary date*. Said longevity pay will be paid annually in December on the following set schedule:

5 years -	\$.10 per hour
10 years -	\$.15 per hour
15 years -	\$.20 per hour
20 years -	\$.25 per hour
25 years -	\$.30 per hour
30 years or more -	\$.35 per hour

An employee's anniversary date must fall within the present fiscal year to be included for the employee's longevity pay schedule.

28. HEALTH REIMBURSEMENT ACCOUNT (HRA)

The amount allocated for the HRA (Health Reimbursement Account) is as follows for the year 2026:

Councilpersons and Supervisor are eligible for \$2,025. Any employee prior to 1/1/2026 opting out of the Town's Health Insurance is eligible for \$1,500 for single coverage or \$2,750 for family coverage (as stated in the Teamsters contract).

Retired employees on Medicare are eligible for \$5,400. Any unused balance may be carried over with approval by the Supervisor.

Retired employees not yet on Medicare are eligible for \$11,400.

29. TOWN OF BINGHAMTON FIRE CONTRACT

The Town of Binghamton will contract with the Town of Binghamton Volunteer Fire Company for fire and emergency protection for the year 2026 for the amount of \$331,484

30. BROOME VOLUNTEER EMERGENCY SQUAD CONTRACT

BVES shall be designated as the primary emergency medical response provider for ambulance, BLS and ALS services in the Town of Binghamton for the sum of zero dollars.

31. TOWN BULLETIN BOARD / SIGN BOARD

The official Town Bulletin Board/Sign Board for all proper, legal, and official notices shall be located on the wall inside the main entrance to the Town Hall.

32. CELL PHONE ALLOWANCE

The Town Supervisor, Code Enforcement Officer, Deputy Highway Superintendent, Water/Sewer Foreman, and Assistant Code Enforcement Officer will receive \$50 a month toward the use of their personal cell phones, payable in January.

33. SENIOR CITIZEN COMMISSION

Dennis & Susan See and Lisa Young have been appointed to serve on the Senior Citizen Commission for a term to expire December 31, 2026.

This resolution shall take effect immediately.

WHEREUPON after discussion and due deliberation, the foregoing resolution was voted upon by the Town Board as follows:

Supervisor Rounds
Deputy Supervisor Bensley
Councilperson Conklin
Councilperson Donahue
Councilperson Nye

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