

## **Business Manager's Report – March 10, 2026**

### **Needing Board Approval:**

- Extension Letter with GHD for IWPP
- Surcharge Rates
- 2025 Budget Modification Request
  - Increase ES8130.54801 Industrial Pre-Treatment: \$1,033.10
  - Increase ES8130.54804 Sludge & Waste Disposal: \$542.62
  - Decrease ES8110.54802 Permit Fees/Fines: \$1,575.72
- 2025 Flows
- Contract Approval
  - PVS Technologies (Ferric Chloride @ \$2.74 for 12months, or \$2.78 for 18 months)

### **Needing Board Consideration/Action:**

- Paylocity Agreement

Every reasonable effort has been made to ensure that all business items are included on the agenda at least 24 hours prior to scheduled Board meetings. However, as this is an active, real-time operating facility, situations may arise that require timely consideration and cannot reasonably be deferred until the next scheduled meeting.

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**RE: Contract Extension**

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**From** Jason Greene <Jason.Greene@ghd.com>

**Date** Mon 3/2/2026 3:47 PM

**To** Doug Jensen <djensen@bjcwwtp.com>; Michele Cuevas <mcuevas@bjcwwtp.com>

Doug – Apologies for not responding sooner. Yes, we would be happy to support the Board in providing another year of IWPP Services.

Based on the Contract and cost escalation clause contained therein, our hourly not to exceed contract amount will be \$95,693.

Please let me know if you have any questions.

Thank you,

**JASON GREENE | A GHD ASSOCIATE**  
**PE, BCEE**

**GHD**

Proudly employee owned | [ghd.com](http://ghd.com)

5788 Widewaters Parkway Syracuse, NY 13214 USA

D 315-802-0284 M 1 607 725 9451 E [jason.greene@ghd.com](mailto:jason.greene@ghd.com)

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**From:** Doug Jensen <djensen@bjcwwtp.com>

**Sent:** Monday, March 2, 2026 10:11 AM

**To:** Jason Greene <Jason.Greene@ghd.com>; Michele Cuevas <mcuevas@bjcwwtp.com>

**Subject:** Re: Contract Extension

You don't often get email from [djensen@bjcwwtp.com](mailto:djensen@bjcwwtp.com). [Learn why this is important](#)

Good morning,

Following up to see where this stands? We have a Board meeting on 3/10 and it would be great to have this set in place for Board approval.

Please let me know.

Douglas Jensen  
Business Manager  
Binghamton – Johnson City Wastewater Treatment Plant  
4480 Vestal Road  
Vestal, NY 13850  
Office: 607-729-2975  
Cell: 607-765-6870

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**From:** Doug Jensen  
**Sent:** Wednesday, February 4, 2026 3:07 PM  
**To:** [Jason.Greene@ghd.com](mailto:Jason.Greene@ghd.com) <[Jason.Greene@ghd.com](mailto:Jason.Greene@ghd.com)>  
**Subject:** Contract Extension

Hi Jason,

I took over for Billie McGovern here this past month. Your contract with the Joint Sewage Board expires on March 31, 2026. Are you interested in extending for one year under the provisions of the 2024 agreement?

Douglas Jensen

Business Manager

Binghamton – Johnson City Wastewater Treatment Plant

4480 Vestal Road

Vestal, NY 13850

Office: 607-729-2975

Cell: 607-765-6870

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Binghamton – Johnson City  
JOINT SEWAGE BOARD



Chris Papastrat  
John Paddock  
Ronald Lake

Joshua Holland.  
Stephen Andrew  
Bruce King

March 10, 2026

Attention: Jason Greene, PE, BCEE  
GHD Consulting Services Inc.  
5788 Widewaters Parkway  
Syracuse, NY 130214

*Re: Extension of Contract; Agreement — Industrial Wastewater Pretreatment Program (IWPP)  
Consultant*

Dear Mr. Greene:

At the February 10, 2026, meeting the Board approved the extension of the present agreement with your Company, to provide IWPP Consultant services for another 12-month period, at the previously agreed amount, which is not to exceed \$95,693, as detailed in the GHD Cost Table of the 3-14-2024 Proposal. The term of this extension is 12 months, beginning the day following the conclusion of the present agreement. The present agreement concludes on March 31, 2026, but has been extended using the same rate schedule. This extension will be from 04/01/2026 through 03/31/2027.

All terms and conditions of the present agreement are incorporated into this agreement, except for the effective dates and the attached revisions to the rate chart.

If your Company is in agreement with the terms hereof, please have an authorized representative of your Company to 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,

**ACCEPTED:**

GHD Consulting Services, Inc.

\_\_\_\_\_

by: \_\_\_\_\_  
(signature)

\_\_\_\_\_

Binghamton-Johnson City Joint Sewage Treatment Facilities  
4480 Vestal Road, Vestal, New York 13850  
Phone: 607-729-2975 Fax: 607-729-3041  
<http://bjcwwtp.org/>

## 2026 RATE CHART

for certain services and uses of the

BINGHAMTON-JOHNSON CITY JOINT SEWAGE TREATMENT FACILITIES

Pursuant to Section 8.01 of the

*Rules and Regulations Relating to Use of the Binghamton-Johnson City Joint Sewage Treatment Plant*

(effective retroactive to: January 1, 2026, subject to change without advance notice)

### **FREEDOM OF INFORMATION LAW FULFILLMENT FEES** under ARTICLE 4 of the

*Rules and Regulations Relating to Use of the Binghamton-Johnson City Joint Sewage Treatment Plant*

<u>Fee</u>	<u>Item</u>
<i>no charge</i>	per document/page furnished in electronic form via e-mail.
\$ 0.25/page	photocopies of records up to 9" x 14"
\$ 0.50/page	photocopies of records in excess of 9" x 14" up to 11" x 17"
<i>actual cost</i>	photocopies of records larger than 11" x 17" ( <i>must be fulfilled by outside vendor</i> )
<i>actual cost</i>	media or storage devices used to provide records in electronic form when not furnished by e-mail.
<i>actual cost</i>	if two or more hours of employee time are required to prepare copies, hourly salary of lowest-paid Joint Sewage Board administrative employee having the skill necessary to prepare the requested copies

### **>> NOTE THAT AT THIS TIME WE ARE NOT ACCEPTING HAULED WASTE <<**

**WASTE HAULER DUMPING FEES** under the WASTE HAULERS CONTROL PROGRAM, POLICIES AND PROCEDURES *of the Binghamton-Johnson City Joint Sewage Treatment Facilities*

<u>Fee</u>	<u>Item</u>
\$ 25.00	Annual Permit Fee (first vehicle)
\$ 15.00	Annual Permit Fee (all vehicles after first)
\$ 70.00	Dumping fee per 1,000 gallons (or fraction thereof)

**INDUSTRIAL WASTEWATER PRETREATMENT PROGRAM FEES** under ARTICLE 7 of the  
*Rules and Regulations Relating to Use of the Binghamton-Johnson City Joint Sewage Treatment Plant*

<u>Fee</u>	<u>Item</u>
\$ 2,000.00	Application Fee for Permit ( <i>payable at time application is submitted</i> )
\$ 25.00 *	Annual Permit Servicing Fee ( <i>payable on Permit anniversary date</i> ) [*-beginning with anniversary dates on and after January 1,2011]
\$20,000.00	Headworks Analysis when required as a condition of Permit issuance ( <i>must be paid before work is begun on Headworks Analysis</i> )
<i>actual cost</i>	Laboratory testing, consulting fees, and special studies required as a condition of Permit issuance ( <i>a deposit for estimated charges must be paid before work is begun</i> )
\$ 1.99	Discharge fee per 100 cubic feet ( <i>or fraction thereof</i> ) of effluent from EPA or DEC-supervised remediation site ( <i>in addition to <b>Total Flow surcharge</b> when  effluent results other than from billed water sales</i> )
\$ 1.99	Discharge fee per 100 cubic feet ( <i>or fraction thereof</i> ) of effluent from construction sites ( <i>in addition to <b>Total Flow surcharge</b></i> )
<i>see next page</i>	Surcharges for certain dischargers of Industrial Wastewater

Binghamton-Johnson City Joint Sewage Board Industrial Wastewater Pretreatment Program  
**Surcharge Rates Effective January 1, 2026 (with Calculations)**

Unit Cost Calculation:

2026 Projected Total Wastewater Flow [1]	5,473.63	MG, or	7,318,243	100 cf units
2026 Projected lbs of BOD [1]			7,532,624	lbs
2026 Projected lbs of TSS [1]			7,731,403	lbs

2026 Projected Net O&M Costs to Treat Wastewater [2]

Projected Expenses <sup>[3]</sup>		
Personnel	\$	3,124,940
Equipment		11,000
Contractual Expenses		6,140,000
Contingency		215,000
Employee Benefits		1,849,533
Equipment and Capital Outlay		360,000
Projected Gross O&M Costs	<u>\$</u>	<u>11,700,473</u>
LESS: Projected Pumping Costs (HH and TPS)	-\$	-\$225,500
LESS: Projected Operating Cost Grants and Aid, NYS-DOL Safety Grant, and Other Reductions	-\$	\$0
Projected Net O&M Costs	<u>\$</u>	<u>11,474,973</u>

Net O&M Unit Cost to Treat BOD (56% of Net O&M Costs/Projected lbs) <sup>[4]</sup>	\$	0.8531	per lb
Net O&M Unit Cost to Treat TSS (24% of Net O&M Costs/Projected lbs) <sup>[4]</sup>	\$	0.3562	per lb
Net O&M Unit Cost to Treat Total Flow (20% of Net O&M Costs/Projected flow) <sup>[4],[5]</sup>	\$	0.3136	per 100 cf unit

2026 Projected Debt Service to Treat Wastewater [6]

Projected 2026 Total Annual Debt Carry Costs for JSTP	<u>\$</u>	<u>2,983,605</u>
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Debt Service Unit Cost to Treat BOD (39% of Debt Service/Projected lbs) <sup>[4]</sup>	\$	0.1545	per lb
Debt Service Unit Cost to Treat TSS (11% of Debt Service/Projected lbs) <sup>[4]</sup>	\$	0.0424	per lb
Debt Service Unit Cost to Treat Total Flow (50% of Debt Service/Projected flow) <sup>[4],[5]</sup>	\$	0.2038	per 100 cf unit

2024 Unit Costs (combined Net O&M plus Debt Service components [may vary from above due to rounding])

<b>BOD</b>	<b>\$</b>	<b>1.0076</b>	<b>per lb</b>
<b>TSS</b>	<b>\$</b>	<b>0.3987</b>	<b>per lb</b>
<b>Total Flow</b> <sup>[5]</sup>	<b>\$</b>	<b>0.5174</b>	<b>per 100 cf unit</b>

Notes:

- [1] 2026 projected Wastewater Flow is based on actual 2025 quantities reported to DEC. For purposes of this calculation, it is assumed that 2026 Wastewater Flow is equivalent to 2025.
- [2] Per Section 7.03 of the *Rules and Regulations Relating to Use of the Binghamton-Johnson City Joint Sewage Treatment Plant*, Net O&M Cost to treat Wastewater Flow includes all expenses, direct and indirect, after deducting pumping costs and crediting all reductions in operating costs, such as operating grants and operating aid.
- [3] The projected expenses are derived from Appendix D of the "City of Binghamton 2026 Adopted Budget" posting on the City website.
- [4] The percentage allocations of costs attributable to treatment of the parameters were established by the Owners under the March 5, 1973 Inter-Municipal Agreement ("IMA-IV") as continued in Section 27(l) of the April 15, 2014 IMA-X.
- [5] A unit surcharge for total flow is only billed as to discharges from construction sites and industrial users whose discharge does not originate from billed water sales.
- [6] 2026 projected debt service (net interest and carrying costs only) for the Village of Johnson City is \$1,416,790. The 2026 budgeted debt service (net interest and carrying costs only) for the City of Binghamton is \$1,566,815.



**BINGHAMTON-JOHNSON CITY JOINT SEWAGE  
2025 FLOWS  
(Board Approved on \_\_/\_\_/\_\_\_\_)**

	<b>REPORTED FLOWS 100 Cu Ft</b>	<b>Adjustments</b>	<b>BILLABLE TOTAL</b>	<i>% of Owner</i>	<i>% of TOTAL</i>
City of Binghamton	1,579,194	1,890	<b>1,581,084</b>	65.4%	47.9%
SUNY at Binghamton	173,624	0	<b>173,624</b>	7.2%	5.3%
Town of Vestal Bing Service Area	186,847	454	<b>187,301</b>	7.8%	5.7%
Town of Kirkwood	254,572	0	<b>254,572</b>	10.5%	7.7%
Town of Binghamton	50,689	0	<b>50,689</b>	2.1%	1.5%
Town of Dickinson Bing Service Area	87,252	594	<b>87,846</b>	3.6%	2.7%
Village of Port Dickinson	34,429	0	<b>34,429</b>	1.4%	1.0%
Town of Conklin	37,916	11	<b>37,927</b>	1.6%	1.1%
Town of Fenton	8,776	0	<b>8,776</b>	<u>0.4%</u>	<u>0.3%</u>
<b>Subtotal for Binghamton Side</b>	<b>2,413,299</b>	<b>2,949</b>	<b>2,416,248</b>	100.0%	73.2%
Village of Johnson City	571,189	0	<b>571,189</b>	64.6%	17.3%
Town of Vestal JC Service Area	221,557	1,184	<b>222,741</b>	25.2%	6.7%
Town of Dickinson JC Service Area	34,689	85	<b>34,774</b>	3.9%	1.1%
Town of Union	54,127	1,158	<b>55,285</b>	<u>6.3%</u>	<u>1.7%</u>
<b>Subtotal for JC Side</b>	<b>881,562</b>	<b>2,427</b>	<b>883,989</b>	100.0%	26.8%
<b>TOTAL</b>	<b>3,294,861</b>	<b>5,376</b>	<b>3,300,237</b>		<u>100.0%</u>

**BINGHAMTON-JOHNSON CITY JOINT SEWAGE  
2025 FLOWS**  
Approved by Board on: \_\_/\_\_/\_\_

	2013 BILLABLE TOTAL	2014 BILLABLE TOTAL	2015 BILLABLE TOTAL	2016 BILLABLE TOTAL	2017 BILLABLE TOTAL	2018 BILLABLE TOTAL	2019 BILLABLE TOTAL	2020 BILLABLE TOTAL	2021 BILLABLE TOTAL	2022 BILLABLE TOTAL	2023 BILLABLE TOTAL	2024 BILLABLE TOTAL	2025 BILLABLE TOTAL	2025 % of Owner	2025 % of TOTAL
City of Binghamton	1,687,689	1,776,228	1,663,546	1,675,262	1,698,929	1,571,587	1,593,522	1,500,153	1,523,107	1,490,253	1,481,983	1,587,356	1,581,084	65.4%	47.9%
SUNY at Binghamton	170,961	168,164	172,104	188,678	187,401	180,304	179,434	117,710	150,626	161,482	173,386	180,843	173,624	7.2%	5.3%
Town of Vestal Bing Service Area	190,671	198,114	202,503	186,264	182,344	165,362	177,982	156,160	172,210	176,391	186,195	189,726	187,301	7.8%	5.7%
Town of Kirkwood	247,350	254,770	269,661	276,789	266,584	270,561	259,109	256,690	277,145	284,478	268,545	259,328	254,572	10.5%	7.7%
Town of Binghamton	64,569	60,666	55,440	56,149	52,993	53,212	52,691	53,822	52,863	51,680	51,260	50,141	50,689	2.1%	1.5%
Town of Dickinson Bing Service Area	124,542	89,541	121,720	102,441	99,528	100,229	96,166	84,268	83,138	87,100	81,939	86,163	87,846	3.6%	2.7%
Village of Port Dickinson	44,887	41,139	41,445	39,513	39,633	41,121	36,452	38,368	36,351	35,664	35,927	34,836	34,429	1.4%	1.0%
Town of Conklin	38,579	39,947	41,194	41,056	39,359	43,774	40,881	43,242	43,210	36,160	37,778	39,015	37,927	1.6%	1.1%
Town of Fenton	15,126	11,892	12,011	10,317	12,752	13,778	11,477	10,939	11,258	10,441	13,177	12,858	8,776	0.4%	0.3%
Subtotal for Binghamton Side	2,584,374	2,640,461	2,579,624	2,576,469	2,579,523	2,439,928	2,447,714	2,261,352	2,349,908	2,333,649	2,330,190	2,440,266	2,416,248	100.0%	73.2%
Village of Johnson City	684,393	650,792	553,122	539,897	539,980	539,638	488,552	482,056	466,844	465,020	455,982	471,662	571,189	64.6%	17.3%
Town of Vestal JC Service Area	237,890	229,173	238,525	235,975	233,374	228,137	225,791	222,082	217,952	221,917	222,922	215,422	222,741	25.2%	6.7%
Town of Dickinson JC Service Area	62,922	41,198	48,283	36,848	31,709	32,946	35,897	34,083	34,053	33,303	33,730	34,707	34,774	3.9%	1.1%
Town of Union	83,061	81,317	79,664	74,914	71,970	77,096	65,301	62,226	63,109	65,830	69,833	79,641	55,285	6.3%	1.7%
Subtotal for JC Side	1,068,266	1,002,480	919,594	887,634	877,033	877,817	815,541	800,447	781,958	786,070	782,467	801,432	883,989	100.0%	26.8%
<b>TOTAL</b>	<b>3,652,640</b>	<b>3,642,941</b>	<b>3,499,218</b>	<b>3,464,103</b>	<b>3,456,556</b>	<b>3,317,745</b>	<b>3,263,255</b>	<b>3,061,799</b>	<b>3,131,866</b>	<b>3,119,719</b>	<b>3,112,657</b>	<b>3,241,698</b>	<b>3,300,237</b>		<b>100.0%</b>

**BINGHAMTON-JOHNSON CITY JOINT SEWAGE  
2025 FLOWS - DRAFT**

Approved by Board on: \_\_/\_\_/\_\_\_\_

	FLOWS					BILLABLE
	<u>100 Cu Ft</u>	<u>Residential</u>	<u>Non-Residential</u>	<u>Mixed Use</u>	<u>Adjustments</u>	<u>TOTAL</u>
City of Binghamton	1,579,194	1,400,752	149,159	29,283	1,890	<b>1,581,084</b>
SUNY at Binghamton	173,624	0	0	173,624	0	<b>173,624</b>
Town of Vestal						
Bing Service Area	186,847	71,796	115,051	0	454	<b>187,301</b>
JC Service Area	221,557	113,872	107,685	0	1,184	<b>222,741</b>
Sub Total	408,404	185,668	222,736	0	1,638	<b>410,042</b>
Town of Binghamton	50,689	50,689	0	0	0	<b>50,689</b>
Town of Dickinson						
Bing Service Area	87,252	32,499	54,753	0	594	<b>87,846</b>
JC Service Area	34,689	19,777	14,912		85	<b>34,774</b>
Sub Total	121,940	52,275	69,665	0	679	<b>122,619</b>
Village of Port Dickinson	34,429	31,219	3,091	119	0	<b>34,429</b>
Town of Fenton	8,776	5,665	3,043	68	0	<b>8,776</b>
Town of Kirkwood	254,572	50,922	203,650	0	0	<b>254,572</b>
Town of Union	54,127	35,273	18,854	0	1,158	<b>55,285</b>
Village of Johnson City	571,189	397,086	156,030	18,073	0	<b>571,189</b>
Town of Conklin	<u>37,916</u>	<u>12,961</u>	<u>24,955</u>	<u>0</u>	<u>11</u>	<u><b>37,927</b></u>
<b>TOTALS</b>	<b>3,294,860</b>	<b>2,222,510</b>	<b>851,183</b>	<b>221,167</b>	<b>5,376</b>	<b>3,300,236</b>
Res/Non/Mix	100%	67%	26%	7%		
Res/Non	100%	72%	28%			3,073,693
Binghamton Side	2,413,299	1,656,503	553,702	203,094	2,949	2,416,248
Johnson City Side	881,562	566,008	297,481	18,073	2,427	883,989
	3,294,861	2,222,511	851,183	221,167	5,376	3,300,237



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## Payroll Services Agreement

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**From** Alfred Paniccia Jr. <apaniccia@paniccialawoffice.com>

**Date** Sat 2/21/2026 1:41 PM

**To** Bruce King <bking@bjcjsb.onmicrosoft.com>; Doug Jensen <djensen@bjcwwtp.com>

**Cc** Ron Warwick <rwarwick@bjcwwtp.com>; Michele Cuevas <mcuevas@bjcwwtp.com>; 'cpapastrat1@gmail.com' <cpapastrat1@gmail.com>; 'gkolba@live.com' <gkolba@live.com>; Ron Lake <rblake@cityofbinghamton.gov>; Steve Andrew <randrew0628@hotmail.com>; John Paddock <jpaddock@bjcjsb.onmicrosoft.com>

 1 attachment (228 KB)

2022-01-18-Agreement-Paylocity-Term-Draft-From Pearsall 2022-01-18-with AP's Comments 01-27-2022.pdf;

Bruce:

Thank you for the executed agreement. I had not seen that before. I reviewed the draft contract, which Paylocity drafted, on January 27, 2022. I made comments on the draft, including that the Board's RFQ/RFP allowed for an initial term of one year only, not two, and that the agreement allowed automatic one-year renewals after the initial term, including price increases, without Board approval. Attached is the agreement I reviewed, with my comments. I delivered my comments to the business manager on January 27, 2022. It appears that the agreement was then signed by the City Comptroller, without any revisions made to the agreement drafted by Paylocity.

A couple of comments. First, the City Comptroller does not have any authority to sign contracts on behalf of the Board. This contract should have been submitted to the Board chairman for signing. The City Comptroller's authority, as the Board's fiscal officer, is limited to dealing with claims for payment and banking. That is outlined in Section 13 of the IMA.

Second, this points out the risks of accepting a contractor's form agreement. The agreements prepared by the contractors and consultants that the Board deals with favor the contractor/consultant over the Board. The contracts are often at odds with the Board's interests.

The excerpt of the RFQ/RFP that is attached to your email states that the contract would be for a maximum of 3 years, beginning February 14, 2022. That 3 year period ended over a year ago. The motion made and adopted by the Board in 2022 authorized an agreement for one year only. That one year term ended over 3 years ago. The Board should take action to authorize a new agreement.

Al

Alfred Paniccia, Jr., Esq.  
The Law Office of Alfred Paniccia, Jr.  
3660 George F. Highway, Suite 201  
Endwell, NY 13760  
Phone: 607-724-2385  
Fax: 607-724-2369  
Email: [apaniccia@PanicciaLawOffice.com](mailto:apaniccia@PanicciaLawOffice.com)

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**From:** Bruce King <[bking@bjcjsb.onmicrosoft.com](mailto:bking@bjcjsb.onmicrosoft.com)>

**Sent:** Saturday, February 21, 2026 12:04 PM

**To:** Doug Jensen <[djensen@bjcwwtp.com](mailto:djensen@bjcwwtp.com)>

**Cc:** Alfred Paniccia Jr. <[apaniccia@paniccialawoffice.com](mailto:apaniccia@paniccialawoffice.com)>; Ron Warwick <[rwarwick@bjcwwtp.com](mailto:rwarwick@bjcwwtp.com)>; Michele Cuevas <[mcuevas@bjcwwtp.com](mailto:mcuevas@bjcwwtp.com)>; 'cpapastrat1@gmail.com' <[cpapastrat1@gmail.com](mailto:cpapastrat1@gmail.com)>; 'gkolba@live.com' <[gkolba@live.com](mailto:gkolba@live.com)>; Ron Lake <[rblake@cityofbinghamton.gov](mailto:rblake@cityofbinghamton.gov)>; Steve Andrew <[randrew0628@hotmail.com](mailto:randrew0628@hotmail.com)>; John Paddock <[jpaddock@bjcjsb.onmicrosoft.com](mailto:jpaddock@bjcjsb.onmicrosoft.com)>

**Subject:** Re: No Payroll Agreement in Place

Doug, All,  
Please see Doug's email first.

I've gone through my files and have included what I believe is relevant.

- Charlie received approval to go out to bid. (page 1) 12/15/2021
- The Board approved the contract (page 2) 3/08/2022
- The terms are highlighted on page 3.
- I also included the whole agreement that Chuck Shager signed.
- While the RFQ/RFP indicated that we required Board approval on extensions, that is not the way I interpreted the signed agreement.
- I would that you should send them a nice e-mail introducing yourself. Tell them that we're going to be starting our 2027 budget process in a couple of months and wanted to make sure that they were happy with the pay schedule and the communications back and forth.

Bruce

Chair, BJCJSB Finance Committee

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**From:** Doug Jensen <[djensen@bjcwwtp.com](mailto:djensen@bjcwwtp.com)>

**Sent:** Thursday, February 19, 2026 2:40 PM

**To:** Bruce King <[bking@bjcjsb.onmicrosoft.com](mailto:bking@bjcjsb.onmicrosoft.com)>

**Cc:** Alfred Paniccia <[apaniccia@paniccialawoffice.com](mailto:apaniccia@paniccialawoffice.com)>; Ron Warwick <[rwarwick@bjcwwtp.com](mailto:rwarwick@bjcwwtp.com)>; Michele Cuevas <[mcuevas@bjcwwtp.com](mailto:mcuevas@bjcwwtp.com)>

**Subject:** No Payroll Agreement in Place

Bruce,

The Board approved of a 2 year contract with Paylocity in March of 2022. Renewals under the signed agreement are automatic unless either party notifies the other within 90 days of the Renewal period (August 2026 in this case). The published RFP provided for a 1 year term,

with two 1 year extensions. I can not find (nor can Michele) any such renewal or extension actions either by the Board or from the Business Manager.

It appears that we are using the professional service without formal Board approval as stated in the published RFP. However, according to the Paylocity Agreement we are, at least, covered by the Agreement renewal terms. The annual dollar amount is about \$9,500 - which hasn't really changed since 2022.

Not sure how the Board would like to proceed on this. If they would like to rebid the RFP we need to notify Paylocity of that NLT May 1, 2026. Unsure if we need Board approval for the usage this past term year (Aug 2025 - Aug 2026). I imagine it certainly couldn't hurt.

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