

Business Manager's Report – July 14, 2026

Needing Board Approval:

- Bid Award for Payroll Services
 - Paylocity, Inc – 2 Years with Board option for 3 one-year renewals
- Bid Award for Laboratory Services
 - MicroLab, Inc – 2 Years with Board option for 2 one-year renewals
- RFP for Methanol (99.85%) supply and delivery starting 9/15/26

Board Information:

- Sick Bank Regulation
- Credit Card Policy and Administrative Regulation

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.

BJCWWTP BID TABULATION

Opening: 6/18/2026 2:00 PM

Project: PAYROLL SERVICES						
Name of Vendor:	RPM	IRIS	PAYLOCITY			
Vendor Questionnaire	☐	☐	☒			
Cost Proposal Sheet Attached:	☒	☒	☒			
Scope of Services (30/30)	Not determined	Not determined	29/30			
Evaluation (25/25)	Incomplete Proposal	Incomplete Proposal	19/25			
Item	Unit Price	Unit Price	Unit Price			
Installation / Startup Cost	0	200	0.00			
1st Year Cost	684/mo	630/Mo	475.50/mo			
2nd Year Cost	684/mo	630/Mo	475.50/mo			
3rd Year Cost	N/A	N/A	634.4/mo			

Recommendation to Award Laboratory Services Contract 2026

From Kristen Tocheny <ktocheny@bjcwwtp.com>

Date Mon 7/13/2026 1:38 PM

To Doug Jensen <djensen@bjcwwtp.com>

Cc Ron Warwick <rwarwick@bjcwwtp.com>; Adam Afify <aafify@bjcwwtp.com>

 1 attachment (184 KB)

Lab Services Request for Services - 2026 Breakdown.pdf;

Based on the evaluation of the proposals received for laboratory analytical services, I recommend awarding the contract to **Microbac Laboratories, Inc.**

Microbac has been the Joint Sewage Treatment Plant's current contract laboratory and has consistently provided reliable analytical services, timely sample collection, and responsive customer support. Their familiarity with our facility, SPDES permit requirements, and established sampling logistics has contributed to efficient contract performance.

In addition to their proven performance, Microbac's proposed pricing is **slightly lower than our current contract pricing**, while maintaining the same level of service. Their proposal also offers the advantage of a closer regional laboratory and local support staff, which minimizes sample transportation time and supports timely sample processing.

Based on their demonstrated performance, competitive pricing, local presence, and familiarity with our operations, I recommend awarding the laboratory services contract to **Microbac Laboratories, Inc.**

Please let me know if you have any questions or require any additional information.

Thanks,

Kristen Tocheny

Laboratory Director/QA Officer
Binghamton-Johnson City Joint Sewage Treatment Facilities
Binghamton-Johnson City Joint Sewage Board
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Vestal, NY 13850
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Lab Services Proposal Bids 2026

WEEKLY TESTING

TAT	Parameter	Quantity	Freq	MICROBAC	MICROBAC	eurofins	eurofins
<i>DAILY - EFFLUENT, BING & JC INFLUENT</i>				Unit Cost	Extended	Unit Cost	Extended
5day	TKN	21	52	\$ 16.50	\$ 18,018.00	\$ 16.00	\$ 17,472.00
5day	NO2/NO3	21	52	\$ 9.00	\$ 9,828.00	\$ 10.00	\$ 10,920.00
<i>WEEKLY - EFFLUENT, BING & JC INFLUENT</i>				Unit Cost	Extended	Unit Cost	Extended
5day	Ammonia as N	3	52	\$ 15.00	\$ 2,340.00	\$ 15.00	\$ 2,340.00
5day	Total Phosphorous	3	52	\$ 13.20	\$ 2,059.20	\$ 13.00	\$ 2,028.00
<i>WEEKLY- FINAL EFFLUENT</i>				Unit Cost	Extended	Unit Cost	Extended
5day	Nitrite	1	52	\$ 9.00	\$ 468.00	\$ 10.00	\$ 520.00
5day	Nitrate	1	52	\$ 9.00	\$ 468.00	\$ 10.00	\$ 520.00
TOTAL					\$ 33,181.20		\$ 33,800.00

Lab Services Proposal Bids 2026

MONTHLY & QUARTERLY

TAT	Parameter	Quantity	Freq	MICROBAC	MICROBAC	eurofins	eurofins
<i>MONTHLY - DI Water</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	TOC	2	12	\$ 40.00	\$ 960.00	\$ 34.00	\$ 816.00
10 day	HPC	2	12	\$ 27.50	\$ 660.00	\$ 28.00	\$ 672.00
10 day	TOTAL METALS	2	1	\$ 50.00	\$ 100.00	\$ 49.00	\$ 98.00
10 day	MERCURY	2	1	\$ 25.00	\$ 50.00	\$ 80.00	\$ 160.00
10 day	BACTERIAL SUITABILITY	2	1	\$ 350.00	\$ 700.00	\$ 340.00	\$ 680.00
TOTAL					\$ 2,470.00		\$ 2,426.00

<i>MONTHLY - Oil & Grease</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Bing Influent - Oil & Grease	1	12	\$ 27.00	\$ 324.00	\$ 35.00	\$ 420.00
10 day	JC Influent - Oil & Grease	1	12	\$ 27.00	\$ 324.00	\$ 35.00	\$ 420.00
10 day	Bing Influent - Oil & Grease	1	12	\$ 27.00	\$ 324.00	\$ 35.00	\$ 420.00
TOTAL					\$ 972.00		\$ 1,260.00

<i>MONTHLY - JTSP Effluent 001</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	COD	1	12	\$ 20.90	\$ 250.80	\$ 16.00	\$ 192.00
10 day	TKN	1	12	\$ 16.50	\$ 198.00	\$ 18.00	\$ 216.00
10 day	NO2/NO3	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
10 day	Arsenic	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Copper	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Lead	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Silver	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	VOC's by EPA 624	1	12	\$ 82.50	\$ 990.00	\$ 60.00	\$ 720.00
10 day	Ammonia as N	1	12	\$ 15.00	\$ 180.00	\$ 18.00	\$ 216.00
10 day	Total Phosphorous	1	12	\$ 13.20	\$ 158.40	\$ 18.00	\$ 216.00
10 day	Antimony	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Beryllium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Iron	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Selenium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Thallium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Copper, Dissolved	1	12	\$ 9.90	\$ 118.80	\$ 15.00	\$ 180.00
10 day	Total Phenols	1	12	\$ 27.50	\$ 330.00	\$ 30.00	\$ 360.00
10 day	Total CN	1	12	\$ 27.50	\$ 330.00	\$ 20.00	\$ 240.00
10 day	Availble CN (OIA 1677-09)	1	12	\$ 200.00	\$ 2,400.00	\$ 60.00	\$ 720.00
TOTAL					\$ 3,403.20		\$ 2,976.00

<i>MONTHLY - LL-HG EPA 1631</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Binghamton Influent	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
10 day	Bing Blank	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
10 day	Johnson City Influent	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
10 day	JC Blank	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
10 day	JTSP Effluent	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
10 day	JTSP Effluent Blank	1	12	\$ 70.00	\$ 840.00	\$ 77.00	\$ 924.00
TOTAL					\$ 5,040.00		\$ 5,544.00

Lab Services Proposal Bids 2026

TAT	Parameter	Quantity	Freq	MICROBAC	MICROBAC	eurofins	eurofins
<i>Monthly - Digester Filter Cake</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Fecal Coliform MPN	1	12	\$ 82.50	\$ 990.00	\$ 83.00	\$ 996.00
10 day	Ammonia	1	12	\$ 15.00	\$ 180.00	\$ 18.00	\$ 216.00
10 day	Nitrate	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
10 day	Nitrite	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
10 day	pH (water)	1	12	\$ 5.00	\$ 60.00	\$ 8.00	\$ 96.00
10 day	Total Phosphorous	1	12	\$ 13.20	\$ 158.40	\$ 18.00	\$ 216.00
10 day	TS%	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	%TVS	1	12	\$ 14.30	\$ 171.60	\$ 15.00	\$ 180.00
10 day	TKN	1	12	\$ 16.50	\$ 198.00	\$ 18.00	\$ 216.00
10 day	Arsenic	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Cadmium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Chromium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Copper	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Lead	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Mercury	1	12	\$ 23.10	\$ 277.20	\$ 20.00	\$ 240.00
10 day	Molybdenum	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Nickel	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Potassium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Selenium	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	Zinc	1	12	\$ 9.90	\$ 118.80	\$ 7.00	\$ 84.00
10 day	EPA 8260	1	12	\$ 82.50	\$ 990.00	\$ 60.00	\$ 720.00
10 day	NO2/NO3	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
TOTAL					\$ 4,695.60		\$ 4,236.00

<i>Quarterly TCLP- Digester Filter Cake/ Thickened Filter Cake</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Full TCLP	1	4	\$ 525.00	\$ 2,100.00	\$ 544.00	\$ 2,176.00
TOTAL					\$ 2,100.00		\$ 2,176.00

<i>Monthly -Thickener Weir Overflow</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Ammonia	1	12	\$ 15.00	\$ 180.00	\$ 18.00	\$ 216.00
10 day	Total Phosphorous	1	12	\$ 13.20	\$ 158.40	\$ 18.00	\$ 216.00
10 day	TKN	1	12	\$ 16.50	\$ 198.00	\$ 18.00	\$ 216.00
10 day	Total Iron	1	12	\$ 9.90	\$ 118.80	\$ 15.00	\$ 180.00
10 day	Total Volatile Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	Total Suspended Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	ASTM Solid Extraction	1	12	\$ 5.50	\$ 66.00	\$ 15.00	\$ 180.00
TOTAL					\$ 1,038.00		\$ 1,320.00

<i>Monthly - Digester Centrate</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Ammonia	1	12	\$ 15.00	\$ 180.00	\$ 18.00	\$ 216.00
10 day	Total Phosphorous	1	12	\$ 13.20	\$ 158.40	\$ 18.00	\$ 216.00
10 day	TKN	1	12	\$ 16.50	\$ 198.00	\$ 18.00	\$ 216.00
10 day	Total Iron	1	12	\$ 9.90	\$ 118.80	\$ 15.00	\$ 180.00
10 day	Total Volatile Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	Total Suspended Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	ASTM Solid Extraction	1	12	\$ 5.50	\$ 66.00	\$ 15.00	\$ 180.00
TOTAL					\$ 1,038.00		\$ 1,320.00

<i>Monthly - Digester Contents</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Percent Moisture	1	12	\$ 16.50	\$ 198.00	\$ 6.00	\$ 72.00
10 day	Total Volatile Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	Total Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	Alkalinity	1	12	\$ 27.50	\$ 330.00	\$ 15.00	\$ 180.00
10 day	Total Volatile Acids	1	12	\$ 65.00	\$ 780.00	\$ 140.00	\$ 1,680.00
TOTAL					\$ 1,624.80		\$ 2,244.00

Lab Services Proposal Bids 2026

TAT	Parameter	Quantity	Freq	MICROBAC	MICROBAC	eurofins	eurofins
<i>Monthly - Digester Sludge</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Ammonia	1	12	\$ 15.00	\$ 180.00	\$ 18.00	\$ 216.00
10 day	Fecal Coliform	1	12	\$ 82.50	\$ 990.00	\$ 83.00	\$ 996.00
10 day	Nitrate	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
10 day	Nitrite	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
10 day	Total Iron	1	12	\$ 9.90	\$ 118.80	\$ 15.00	\$ 180.00
10 day	Percent Solids	1	12	\$ 13.20	\$ 158.40	\$ 13.00	\$ 156.00
10 day	ASTM Solid Extraction	1	12	\$ 5.50	\$ 66.00	\$ 15.00	\$ 180.00
TOTAL					\$ 1,729.20		\$ 1,968.00

<i>Monthly - Outfall 01B</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	Total Phosphorous	1	12	\$ 13.20	\$ 158.40	\$ 18.00	\$ 216.00
10 day	TKN	1	12	\$ 16.50	\$ 198.00	\$ 18.00	\$ 216.00
10 day	NO2/NO3	1	12	\$ 9.00	\$ 108.00	\$ 10.00	\$ 120.00
TOTAL					\$ 464.40		\$ 552.00

<i>Whole Effluent Toxicity Quarterly (years ending in 3 & 8)</i>				Unit Cost	Extended	Unit Cost	Extended
15 day	Acute WET	1	4				\$ -
15 day	Chronic WET	1	4	\$ 3,040.00	\$ 12,160.00	\$ 2,400.00	\$ 9,600.00
15 day	LABOR / EQUIPMENT	1	4		\$ -		\$ -
TOTAL					\$ 12,160.00	\$ -	\$ 9,600.00

<i>Quarterly - Bing Inf, JC Inf & JTSP Effluent 001</i>				Unit Cost	Extended	Unit Cost	Extended
10 day	PFAS EPA 1633	3	4	\$ 395.00	\$ 4,740.00	\$ 275.00	\$ 3,300.00
10 day	1,4- Dioxane	3	4	\$ 125.00	\$ 1,500.00	\$ 95.00	\$ 1,140.00
TOTAL					\$ 6,240.00		\$ 4,440.00

Annual Treatment Plant Sampling

TAT	Parameter	Quantity	Freq	Unit Cost	Extended	Unit Cost	Extended
10-15 Days	SVOCs (EPA 8260 Full List)	4	1	\$ 100.00	\$ 400.00	\$ 130.00	\$ 520.00
10-15 Days	VOCs (EPA 8260 Full List)	4	1	\$ 175.00	\$ 700.00	\$ 60.00	\$ 240.00
10-15 Days	Pesticides	4	1	\$ 65.00	\$ 260.00	\$ 75.00	\$ 300.00
10-15 Days	EPA 8082 PCB's	4	1	\$ 65.00	\$ 260.00	\$ 50.00	\$ 200.00
10-15 Days	Priority Pollutant Metals	4	1	\$ 121.00	\$ 484.00	\$ 84.00	\$ 336.00
10-15 Days	LL Mercury (1631E)	8	1	\$ 70.00	\$ 560.00	\$ 77.00	\$ 616.00
10-15 Days	Total Cyanide	4	1	\$ 27.50	\$ 110.00	\$ 20.00	\$ 80.00
10-15 Days	Total Phenols	4	1	\$ 27.50	\$ 110.00	\$ 30.00	\$ 120.00
10-15 Days	Dioxin	4	1	\$ 400.00	\$ 1,600.00	\$ 390.00	\$ 1,560.00
10-15 Days	Hardness as CaCO3	4	1	\$ 19.80	\$ 79.20	\$ 18.00	\$ 72.00
10-15 Days	Total Dissolved Solids	4	1	\$ 12.00	\$ 48.00	\$ 12.00	\$ 48.00
	Labor & Equipment	1	1		\$ -	\$ -	\$ -
	Sampling Cost Per Hour	24	1	\$ 25.00	\$ 600.00	\$ 45.00	\$ 1,080.00
TOTAL					\$ 5,211.20		\$ 5,172.00

				MICROBAC	MICROBAC	eurofins	eurofins
Increase %	YEAR 1	No Wet	AUG 2026-JULY 2027	Total:	\$69,207.60	Total:	\$69,434.00

SUBSEQUENT RENEWAL INCREASES

YEAR		MICROBAC	eurofins
3rd	8/1/28 - 7/31/29	3.00%	3.00%
4th	8/1/29 - 7/31/30	3.00%	3.00%

Reviewed by:

Kristen M. Tachery 7/10/26

**INVITATION TO BID
PROPOSAL FOR THE PURCHASE OF:**

METHANOL (METHYL ALCOHOL) (99.85% CONCENTRATION)

Sealed bids for the above will be accepted by the Binghamton-Johnson City Joint Sewage Board ("Sewage Board") **until 2:00 p.m. local time on Thursday, August 20th, 2026, at the Binghamton-Johnson City Wastewater Treatment Plant Admin Bldg., 4480 Vestal Road, Vestal, New York 13850.** Bids will be publicly opened and read aloud at that time. All bids are subject to the conditions and terms stated herein. No Bidder may withdraw its Bid within 45 days after the Bid Opening

A bid package, which contains specifications, instructions and bid proposal forms may be reviewed at the Plant Office, 4480 Vestal Road, Vestal, NY, on the Plant website <http://bicwwtp.org/bidrfp> and/or obtained from the Business Manager (djensen@bicwwtp.com), to whom all questions regarding this bid opportunity should be directed.

CONTRACT PERIOD: 6, 12 or 18 months, to be determined by the Sewage Board following the opening of bids. Option to renew for successive like time periods WITH NO CHANGES IN TERMS AND/OR CONDITIONS upon mutual agreement between the Sewage Board and the successful bidder.

Binghamton – Johnson City Joint Sewage Board

Board Policy

USE OF CREDIT CARDS

The Joint Sewage Board permits the use of credit cards by certain Plant officials, Board members, and employees to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the Board/Plant. It is recognized that specific Plant employees may be issued a Board credit card to assist with their job responsibilities. Job titles that will be issued a credit card shall be listed in the attached regulation. All credit cards will be in the name of the Board.

The Board shall establish a credit line for each card issued and an aggregated credit line for all cards issued. The Board shall ensure that the relationship between the Board and the credit card company is such that the Board preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper Board/Plant charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the JSB claims process and shall have been audited and allowed.

Prior to being issued a Board credit card, individuals authorized to use Board credit cards shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Individuals must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with Plant-related business for which the credit card has been used to provide evidence that expenses are prudent and proper. All receipts should be submitted within five (5) days of incurring the cost. If the receipt is for meals, those in attendance and the purpose of the meeting should be provided. For other expenses, the reason for the cost incurred should be provided.

Employees must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Manager and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability. Credit cards may only be used for legitimate Joint Sewage Board / Plant business expenditures. The use of credit cards is not intended to circumvent the Board's policy on purchasing.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Plant Superintendent, in consultation with the Business Manager shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

Reference: GML § 104-b

Adopted: 7/xx/20xx

Reviewed:

Revised:

1. Purpose

These procedures establish internal controls governing the issuance, custody, authorization, use, reconciliation, and safeguarding of Joint Sewage Board credit cards. These procedures are adopted pursuant to the Board Policy on the Use of Credit Cards, New York State General Municipal Law §104-b, and the Joint Sewage Board Procurement and Purchasing Policy.

The use of a Joint Sewage Board credit card is intended to facilitate legitimate Plant business when use of a purchase order or check is impractical or unavailable, including emergency purchases, approved travel, conferences, training, subscriptions, and other authorized business expenses.

For purposes of these procedures, "Business Manager" includes the Business Manager or his or her authorized designee.

2. Credit Card Administration

2.1 Ownership

All credit cards shall:

- Be issued in the name of the Binghamton-Johnson City Joint Sewage Board.
- Remain the property of the Joint Sewage Board.
- Be administered by the Business Manager.

2.2 Card Inventory

The Business Manager shall maintain:

- A master inventory of all active credit cards.
- Credit limits assigned to each card.
- Authorized users.
- Card issue and return records.
- Card cancellation records.

2.3 Storage

Unless specifically assigned for recurring operational purposes, Plant credit cards shall be maintained in a secure location within the Business Office.

Access shall be limited to authorized personnel.

3. Authorized Users

The following positions may be authorized to use a Plant credit card when conducting official Plant business:

- Plant Superintendent
- Assistant Superintendent
- Business Manager
- Purchasing staff
- Other employees specifically authorized by the Plant Superintendent or Business Manager for a particular purchase or assignment.

Authorization to use a credit card does not authorize expenditures outside the Board Purchasing Policy or approved budget.

4. Card Checkout Procedures

When a Plant credit card is needed:

1. The employee shall obtain approval from his or her supervisor.
2. The Business Office shall issue the card through a Credit Card Checkout Log.
3. The log shall include:
 - Employee name
 - Date and time issued
 - Card identification
 - Purpose of purchase
 - Expected return date
 - Employee signature
4. Upon completion of the purchase, the employee shall promptly return:
 - the credit card;
 - all original itemized receipts; and
 - any required supporting documentation.

The Business Office shall verify the return of the card and complete the checkout log.

5. Authorized Purchases

Authorized purchases may include:

- Emergency operational purchases.
- Equipment or materials when a purchase order is not practical.
- Approved travel, lodging, meals, registration fees, conferences, and training.
- Memberships, subscriptions, and professional dues approved by management.
- Internet purchases from legitimate vendors when authorized.

All purchases remain subject to Procurement Policy requirements, including quotation thresholds and competitive purchasing requirements where applicable.

Use of a credit card does not waive any procurement requirements.

6. Prohibited Uses

Credit cards shall not be used for:

- Personal purchases.
- Cash advances.
- Gift cards unless specifically authorized.
- Alcoholic beverages.
- Entertainment expenses not directly related to Plant business.
- Gambling.
- Purchases prohibited by law or Board policy.
- Splitting purchases to avoid procurement requirements or spending limits.
- Any expenditure lacking a valid Plant business purpose.

Employees may not use a Plant credit card for personal purchases with the intention of reimbursing the Board later.

7. Documentation Requirements

Within five (5) business days of the purchase, or immediately upon return from travel, the employee shall submit:

- Original itemized receipt.
- Business purpose.
- Account coding if required.
- Supervisor approval, when applicable.

For meal expenses, documentation shall include:

- Names of attendees.
- Business purpose of the meeting.

Missing receipts shall require a written explanation approved by the Business Manager.

Repeated failure to provide documentation may result in suspension of credit card privileges.

8. Sales Tax

The Joint Sewage Board is exempt from New York State sales tax.

Employees shall present the Plant's tax-exempt certificate whenever applicable and shall make every reasonable effort to avoid payment of sales tax.

9. Reconciliation

The Business Office shall:

- Reconcile monthly statements to receipts.
- Verify proper approvals.
- Verify compliance with purchasing requirements.
- Resolve discrepancies promptly.

- Submit charges through the normal claims auditing process.

Any unauthorized or questionable charge shall be investigated immediately.

10. Lost or Stolen Cards

Any lost, stolen, or compromised credit card shall be reported immediately to:

- the Business Manager; and
- the issuing financial institution.

Failure to promptly report loss or theft may result in disciplinary action.

11. Misuse

Misuse of a Joint Sewage Board credit card may result in:

- Revocation of credit card privileges.
- Personal financial responsibility.
- Disciplinary action.
- Recovery of unauthorized expenditures.
- Criminal prosecution where appropriate.

12. Annual Review

The Business Manager shall annually review:

- Active cards.
- Credit limits.
- Authorized users.
- Overall utilization.

Unused or unnecessary cards shall be cancelled.

These procedures may be revised by the Plant Superintendent and Business Manager as necessary to improve internal controls while remaining consistent with Board policy.

Adopted: 7/XX/26

BINGHAMTON-JOHNSON CITY JOINT SEWAGE TREATMENT PLANT

SICK LEAVE BANK REGULATION

I. PURPOSE

The Sick Leave Bank is established to provide income protection to eligible participating employees who experience a prolonged, non-work-related serious health condition and who have exhausted all available paid leave accruals.

The Sick Leave Bank is intended as an emergency benefit for employees facing extraordinary medical circumstances and is not intended to supplement routine absences.

Participation in the Sick Leave Bank is voluntary.

II. ELIGIBILITY FOR MEMBERSHIP

A. Eligible Employees

All regular full-time bargaining unit employees who have completed six (6) months of continuous service with the Plant are eligible to participate.

B. Initial Enrollment

Eligible employees may enroll during an annual enrollment period established by the Business Manager. New employees may enroll upon becoming eligible.

Participation requires a contribution of one (1) accrued sick day to the Sick Leave Bank.

C. Annual Contributions

The Sick Leave Bank balance shall be reviewed annually.

If the Bank balance falls below two hundred fifty (250) days, each participating member shall contribute one (1) additional accrued sick day.

If the Bank balance remains at or above two hundred fifty (250) days, no annual contribution shall be required.

D. Irrevocable Contribution

Any sick leave donated to the Sick Leave Bank becomes the property of the Bank and shall not be restored, refunded, or returned to the contributing employee for any reason.

III. ADMINISTRATION

A. Sick Leave Bank Committee

The Sick Leave Bank shall be administered by a three-member committee consisting of:

1. The Plant Superintendent or designee;
2. CSEA Unit president or designee
3. The Business Manager

The Business Manager shall serve as administrative coordinator and maintain all records associated with the Sick Leave Bank.

B. Committee Authority

The Committee shall review all applications and supporting documentation and determine eligibility for benefits.

Approval of benefits shall require a majority vote.

The Committee may establish administrative procedures necessary to implement this policy.

IV. ELIGIBILITY FOR BENEFITS

To receive benefits from the Sick Leave Bank, an employee must:

1. Be an active participant in the Sick Leave Bank.
2. Have completed at least six (6) months of continuous service.
3. Have exhausted all accrued paid leave, including:
 - Sick leave;
 - Vacation leave;
 - Personal leave;
 - Floating holidays; and
 - Compensatory time.
4. Be absent due to a non-work-related serious health condition.

For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition involving:

- a. Inpatient care in a hospital, hospice, or residential medical facility; or
 - b. Continuing treatment by a licensed healthcare provider that renders the employee unable to perform the essential functions of their position.
5. Complete a waiting period of forty (40) consecutive workdays following the onset of the qualifying conditions. Paid and unpaid leave may be used to satisfy the waiting period.
 6. Submit a completed Sick Leave Bank application with supporting medical certification.

7. Not have accessed the Sick Bank in the previous twelve (12) continuous months.

V. MEDICAL CERTIFICATION

The application shall include certification from a licensed healthcare provider stating:

1. The nature of the serious health condition;
2. The date the condition commenced;
3. The expected duration of incapacity;
4. The employee's inability to perform the essential functions of the position; and
5. The anticipated return-to-work date, if known.

The Committee may require:

- Additional medical information;
- Periodic updates;
- An independent medical examination at Plant expense; and/or
- Appropriate medical releases necessary to evaluate the application.

Failure to provide requested documentation may result in denial of benefits.

VI. BENEFITS

A. Maximum Benefit

An eligible employee may receive up to forty (40) workdays from the Sick Leave Bank for any single qualifying medical condition.

B. Extension

Upon review of updated medical documentation, the Committee may approve one additional extension of up to forty (40) workdays for the same or related condition.

Under no circumstances shall an employee receive more than ninety (90) total Sick Bank days for any single medical condition.

C. Return-to-Work Requirement

An employee who utilizes Sick Leave Bank benefits must return to active employment and work continuously for at least twelve (12) months before becoming eligible for additional Sick Leave Bank benefits.

VII. PAY AND BENEFITS

Employees approved for Sick Leave Bank benefits shall continue to receive their regular rate of pay.

During approved Sick Leave Bank usage, employees shall continue to accrue benefits and maintain eligibility for insurance coverage consistent with applicable policies, collective bargaining agreements, and law.

Any approved Sick Leave Bank days not used shall be returned to the Bank.

VIII. EXCLUSIONS

Benefits shall not be available for:

1. Occupational injuries or illnesses covered by Workers' Compensation unless specifically approved by the Committee after review of unique circumstances.
2. Conditions resulting from fraudulent or misleading representations by the applicant.
3. Absences for which wage replacement is available through disability insurance, no-fault insurance, or similar income replacement programs, unless the Committee determines supplemental assistance is warranted.

IX. CONFIDENTIALITY

Medical information submitted in support of an application shall be treated as confidential and maintained separately from personnel records to the extent required by law.

Committee members shall maintain strict confidentiality regarding all applications and supporting documentation.

X. FINALITY OF DECISIONS

The Sick Leave Bank is a voluntary employee benefit and not a contractual entitlement.

The Committee shall have sole discretion to approve, deny, limit, or condition requests for Sick Leave Bank benefits.

The decisions of the Committee shall be final and binding and shall not be subject to appeal, grievance, arbitration, or any other judicial review.

XI. DEPLETION OF THE BANK

If the Sick Leave Bank balance falls below twenty (20) days, the Committee may suspend new awards until the Bank is replenished.

The Committee may require an additional contribution of one (1) sick day from participating members to restore the viability of the Sick Leave Bank.