



# LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

William Berg, City Council President  
Joseph A. Merrill, City Clerk

**CITY COUNCIL WORK SESSION AGENDA**  
**City Council Work Room, 38 Hawley St, Binghamton, NY 13901**  
**Monday October 5, 2015**

*The Work Session begins at 6:00pm. Times for RL(s)/Topics are approximate only and items may be considered earlier or later.*

Time	Committee	Chair	RL(s)/Topic	Pages	Presenter
6:00pm	-----	-----	<b>Discussion:</b> PLAs		Allyn Jones
6:15pm	-----	-----	<b>Discussion:</b> Seaton Fields		Council President Berg
6:30pm	-----	-----	<b>Discussion:</b> Rock Bottom Memorial		Councilman Papastrat
6:45pm	-----	-----	<b>Discussion:</b> Auction Properties		Councilman Papastrat
7:00pm	Finance	Motsavage	<b>RL15-186:</b> Storm Water Grant	1	Chuck Shager
7:15pm	Planning	Webb	<b>RL15-195:</b> ESG Contract Modification	2-3	Stephen Carson
7:30pm	Planning	Webb	<b>RL15-197:</b> HOME Budget Adjustment	8	
7:45pm	PW/Parks	Motsavage	<b>RL15-198:</b> JSB Hazard Abatement Grant	9-45	Charles Pearsall
8:00pm	Planning	Webb	<b>RL15-196:</b> Easement for 70-72 Court St	4-7	Ken Frank
8:15pm	-----	-----	<b>Discussion:</b> Anti-Harassment	-----	Council President Berg
8:30pm	-----	-----	<b>Discussion:</b> Review of Committee Reports & Pending Legislation	-----	Council President Berg

## COMMITTEE REPORTS



# Legislative Branch

RL Number: 15-186
Date Submitted: 9/15/15

**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 consideration at City Council Work Sessions. RLs generated from within City Hall departments must be submitted to the Mayor, Comptroller and Corporation Counsel for review before submission. RLs generated by citizens may be submitted directly to the City Clerk's Office.*

### Applicant Information

**Request submitted by:** Chuck Shager

**Title/Department:** Comptroller

**Contact Information:** 772-7011

### RL Information

**Proposed Title:** Amend 2015 Budget for Storm Water Grant

**Suggested Content:** Grant originally set up in H8746.555555.C0033 (Storm Water Grant).  
Transfer money from above account A.42801 (Interfund Revenue) and A8684.51800 (Planning Temp  
Labor) in the amount of \$4,608.

### Additional Information

- Does this RL concern grant funding? Yes  No
- If 'Yes', is the required RL Grant Worksheet attached? Yes  No
- Is additional information related to the RL attached? Yes  No
- Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Mayor:	<u>Richard David</u>
Comptroller:	<u>[Signature]</u>
Corporation 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"/>



# Legislative Branch

RL Number:

15-195

Date Submitted:

9/28/15

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 consideration at City Council Work Sessions. RLs generated from within City Hall departments must be submitted to the Mayor, Comptroller and Corporation Counsel for review before submission. RLs generated by citizens may be submitted directly to the City Clerk's Office.

### Applicant Information

Request submitted by: Stephen Carson on behalf of Family Enrichment Network

Title/Department: Grants Administrator/PHCD

Contact Information: stcarson@cityofbinghamton.com

### RL Information

Proposed Title: FEN FY40 ESG Contract Modification

Suggested Content: Family Enrichment Network is requesting a consolidation of two separate

line items in their FY40 ESG contract due to positions being merged. They are requesting that the

Case Manager line be decreased from \$8,799 to \$0 and that the Director of Housing and Community

Services line be increased from \$2,000 to \$10,799. The total contract amount will remain unchanged.

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): R15-25

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



# Family Enrichment Network, Inc.

24 Cherry Street, Johnson City, NY 13790  
Phone: 607-723-8313 Fax: 607-723-6173  
[info@familyenrichment.cc](mailto:info@familyenrichment.cc)

Stephen T. Carson, Grants Administrator  
Planning, Housing & Community Development  
City of Binghamton  
38 Hawley Street  
Binghamton, NY 13901

August 11, 2015

Dear Mr. Carson,

Family Enrichment Network, Inc. would like to submit a formal request for a budget modification to the ESG grant for contract period 2/1/15-1/31/16. We would like to combine the Personnel lines currently listed as :

Case Manager- \$8,799  
Director of Housing and Community Services- \$ 2,000

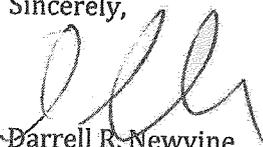
to

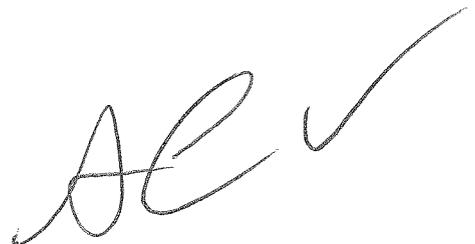
Director of Housing and Community Services - \$10,799

This change will result in better client and contract management.

Thank you for your consideration.

Sincerely,

  
Darrell R. Newvine  
Executive Director





# Legislative Branch

RL Number:

15-196

Date Submitted:

9/30/15

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

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Kenneth Frank

Title/Department: Corporation Counsel

Contact Information: 772-7013

### RL Information

Proposed Title: AN ORDINANCE AUTHORIZING AN EASEMENT AT 70-72 COURT STREET TO 33 STATE STREET ASSOCIATES, LLC

Suggested Content: THIS EASEMENT IS IN CONJUNCTION WITH THE SALE OF 70-72 COURT STREET (EXHIBIT B TO THE CONTRACT OF SALE)

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): RL15-188

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

## EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT, made the \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Binghamton, City Hall, 38 Hawley Street, Binghamton, New York 13901 ("Grantor") and 33 State Street Associates LLC, 2194 Hazard Hill Rd., Binghamton, NY 13903 ("Grantee")

### WITNESSETH:

WHEREAS, Grantor is the owner of certain real property located at 72 Court St., Binghamton, New York, Parcel ID No. 160.41-4-14, and as further described in a deed filed in the Office of the Broome County Clerk in Book 2201 page 490 (the "Grantor's Property"); and

WHEREAS, Grantee is the owner of certain real property located at 92 State St., Binghamton, New York, Parcel ID No. 160.41-4-15, and as further described in a deed filed in the Office of the Broome County Clerk in Book 2313 page 88 (the Grantee's Property"); and

WHEREAS, buildings on Grantor's Property and Grantee's Property previously shared a common wall, including interior stairs and an access between the buildings; and

WHEREAS, Grantor has demolished its building, requiring Grantee to replace the prior interior stairs with stairs suitable for exterior use; and

WHEREAS, the stairs are located on the Grantor's Property; and

WHEREAS, the parties wish to provide for an easement for the construction, use maintenance, repair, and replacement of exterior stairs for ingress and egress to and from the Grantee's Property.

NOW, THEREFORE, the parties hereto, in consideration of \$1.00 paid by Grantee to Grantor and intending to be legally bound hereby, agree as follows:

1. Grantor hereby grants and conveys to Grantee a permanent easement over a portion of the Grantor's Property as described in Exhibit "A" annexed hereto and made a part hereof (the "Easement Area").
2. The Grantee shall use the Easement Area to construct, use, maintain, repair, and replace <sup>existing</sup> exterior stairs <sup>from the basement to ground level</sup> for ingress and egress to and from the Grantee's Property.
3. Grantee shall construct, use, maintain, repair, and replace the <sup>above described</sup> exterior stairs at its sole cost and expense.

Exh. Bt "B"

4. Grantee will comply will all City of Binghamton and New York State Fire Prevention and Building Code requirements regarding construction and maintenance of the exterior stairs.
5. Grantee agrees to indemnify and hold Grantor harmless from any liability, cost, or expense, including reasonable attorney's fees, incurred by Grantor by reason of injury to persons or damage to property arising out of or in connection with use of the exterior stairs and the Easement Area.
6. Grantee shall maintain general liability insurance in amounts consistent with general liability insurance for Grantee's Property or any such other amounts as the Corporation Counsel of the City of Binghamton may reasonably require, naming the Grantor as an additional insured and providing Grantor with not less than thirty (30) days notice of cancellation.
7. Grantee will repair any damage to the Easement Area, unless such damage is caused by Grantor, or Grantor's employees, agents, or contractors.
8. Nothing herein shall preclude Grantor, its heirs, successors and assigns, from constructing improvements above the exterior stairs or relocating the exterior stairs, provided such construction or relocation does not eliminate the ingress and egress intended by this Easement Agreement.
9. In the event of any default under this Easement Agreement either party may give written notice to the defaulting party and a reasonable opportunity to cure said default. If Grantee fails or refuses to cure any default within said cure period or if Grantee fails or refuses to maintain or discontinues its general liability insurance, then Grantor may, upon two (2) business days written notice to Grantee, terminate use of the Easement Area.
10. Any notices hereunder shall be delivered either personally or by certified mail, return receipt requested to the party at the above address. Either party may amend the address by giving written notice to the other party. Any notice to the City of Binghamton shall be to the attention of the Mayor with a copy to the Corporation Counsel.
11. The laws of the State of New York shall apply to this Easement Agreement and venue for any action or proceeding hereunder shall be Broome County, New York.

IN WITNESS WHEREOF, the parties hereto have caused this Easement Agreement to be duly executed the day and year first above written.

33 STATE STREET ASSOCIATES LLC

By: \_\_\_\_\_

THE CITY OF BINGHAMTON

By: \_\_\_\_\_  
Richard C. David, Mayor

STATE OF NEW YORK    )  
  ) SS:  
COUNTY OF BROOME    )

On the    day of \_\_\_\_\_ in the year 2014, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK    )  
  ) SS:  
COUNTY OF BROOME    )

On the    day of \_\_\_\_\_ in the year 2014, before me, the undersigned, a Notary Public in and for said State, personally appeared Richard C. David, Mayor of the city of Binghamton, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



# Legislative Branch

RL Number:  
15-197  
Date Submitted:  
9/30/15

30-Day Public comments Oct 22, 2015 → Vote ~~Nov 4, 2015~~  
end on ~~10/22/15~~ Public hearing? till

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

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Stephen Carson  
Title/Department: Grants Administrator/PHCD  
Contact Information: stcarson@cityofbinghamton.com

### RL Information

Proposed Title: HOME FY41 Rehab Budget Adjustment from Program Income

Suggested Content: Increase the revenue line for HOME program income from loans by \$200,000 and increase the HOME Rehab budget from \$264,000 to \$464,000. A 30 day public comment period will end on October 22, 2015 prior to final approval.

### Additional Information

Does this RL concern grant funding? Yes  No   
If 'Yes', is the required RL Grant Worksheet attached? Yes  No   
Is additional information related to the RL attached? Yes  No   
Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

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



# Legislative Branch

RL Number: 15-198
Date Submitted: 9/30/15

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

## REQUEST FOR LEGISLATION

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### Applicant Information

**Request submitted by:** Charles Pearsall \_\_\_\_\_  
**Title/Department:** Business Manager/BJCWWTP \_\_\_\_\_  
**Contact Information:** 607.765.6870, cpearsall@stny.rr.com \_\_\_\_\_

### RL Information

**Proposed Title:** A resolution approving acceptance by the Joint Sewage Board of a New York  
 State Occupational Safety and Health Hazard Abatement Board Grant for the 2015-2016 Program Year  
 in an amount not to exceed \$18,131. \_\_\_\_\_

**Suggested Content:** (please see proposed resolution wording attached) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Information

Does this RL concern grant funding? Yes  No   
 If 'Yes', is the required RL Grant Worksheet attached? Yes  No   
 Is additional information related to the RL attached? Yes  No   
 Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY	
Mayor:	_____
Comptroller:	_____
Corporation Counsel:	_____
Finance <input 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"/>

PROPOSED LEGISLATION WORDING

**RESOLUTION**

*entitled*

AN ORDINANCE AUTHORIZING THE BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD TO ACCEPT A NEW YORK STATE OCCUPATIONAL SAFETY AND HEALTH HAZARD ABATEMENT BOARD GRANT FOR THE 2015-2016 PROGRAM YEAR.

**WHEREAS**, the Board of Trustees of the Village of Johnson City and the Council of the City of Binghamton jointly approve the annual budget of the Binghamton-Johnson City Joint Sewage Board ("JSB"); and

**WHEREAS**, Inter-Municipal Agreement No. X sets forth the procedure for the JSB to request approval of budget transfers and modifications during the year or within 30 days thereafter so long as any transfers do not increase the JSB's budgeted expenses for the year; and

**WHEREAS**, the JSB has an opportunity to reimburse regular occurring training expenses which have been included in the 2016 Proposed Budget with a State grant which requires no matching contributions; and

**WHEREAS**, the Superintendent, and the Plant Safety Director, designated as Project Director, have applied for and received notification of award in the amount of \$18,131.00 from the NYS Occupational Safety and Health Hazard Abatement Board,

**NOW, THEREFORE**, the \_\_\_\_\_, duly convened in regular session, does hereby:

**RESOLVE**, that the Joint Sewage Board and Superintendent are authorized to accept an amount not to exceed \$18,131.00 to reimburse expenses incurred in contracting with an accredited Health and Safety training entity selected through a request for proposal and competitive bid process. And be it further

**RESOLVED**, that the Joint Sewage Board Fiscal Officer is directed to include a like revenue amount in the 2016 Budget for State Aid – Other and apply the reimbursement of the grant upon that line when funds are received. And be it further

**RESOLVED**, that there is no Owner or Board match for the acceptance of such funds; that the Joint Sewage Treatment Facilities Business Manager shall be the grant administrator under the JSTF Superintendent's supervision and in consultation with the Sewage Board and the Sewage Board's Fiscal Officer, and the estimated date of completion shall be not later than September 1<sup>st</sup>, 2016; and be it further

**RESOLVED**, that this resolution shall take effect immediately.



# Legislative Branch

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

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## GRANT APPLICATION WORKSHEET

*The Request for Legislation must include the project title and the purpose of the grant.  
Please provide the following additional information.*

Agency providing the grant: New York State Occupational Safety and Health Hazard Abatement Board

Total project cost: \$18,131.00

Total amount of grant: Reimbursement up to a maximum of \$18,131.00

Local match (if any): None required

If local match is monetary, provide the budget line and title: \_\_\_\_\_

If local match is "in kind", provide the anticipated personnel and hours to be dedicated to the project:  
\_\_\_\_\_  
\_\_\_\_\_

Disbursement of grant (upfront, reimbursable?): Reimbursable

If reimbursable, source of funds pending reimbursement: 2015 & 2016 JSB Budgets, Line J8130.55410

Grant project manager: Olin Wood, Laboratory Director & Safety Manager

Anticipated date of project completion: Not later than July 31, 2016

Special project completion requirements (if any): Filing of documents required to receive reimbursement

**Attach any required form of Resolution from the Agency providing the grant.**

Please provide any additional information in the space provided below, including any other government agency or private partner participating in the grant, along with a description of such participation:

See attached grant award letter.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



KATHERINE D. SCHRIER  
Chair

NEW YORK STATE  
OCCUPATIONAL SAFETY AND HEALTH  
HAZARD ABATEMENT BOARD

STATE CAMPUS  
BUILDING 12, ROOM 166  
ALBANY, NEW YORK 12240  
(518) 457-7629  
FAX (518) 485-6082

ROBERT F. GOLLNICK  
ANN MARIE TALIERCIO  
FRANKLIN D. MIRER  
GERALD SKRZECZKOWSKI

Members

May 13, 2015

RECEIVED  
MAY 21 2015

Mr. Olin Wood  
Binghamton-Johnson City Joint Sewage Board  
4480 Vestal Road  
Vestal, NY 13850

BY: .....

Dear Mr. Wood;

The Hazard Abatement Board is pleased to inform you that your proposed safety and health training project has been selected for funding. The Board has awarded your project a maximum of \$18,131 for the period of August 1, 2015 through July 31, 2016.

If your award is in excess of \$25,000 you will find attached to this letter an **M/WBE AND EEO POLICY STATEMENT**. It is imperative that you complete this document within 72 hours of its receipt and return it to the New York State Department of Labor, Purchase and Contracts, MWBE Administrator, State Campus, Building 12, Room 454, Albany NY 12240.

A New York State Department of Labor representative will contact you shortly to develop the necessary contract. This contract will develop your proposal into required format, clearly define the deliverables to be accomplished and detail the follow-up and evaluation of the results that will be required. Some negotiation related to specific items of cost or program components may also be necessary as part of the contract development, to incorporate changes made by the Board. It is always possible that there may be further reduction to all awards due to potential funding constraints of the State. We will inform you as soon as possible should reductions occur.

**Compliance with requirement for workers' compensation and disability benefits insurance coverage:** After receipt of this contract award letter, each successful bidder must provide the Department with proof of compliance with workers' compensation and disability insurance coverage requirements as set forth in Sections 57 and 220 (8) of the Workers' Compensation Law. The required forms are listed on pages 11 and 12 of the HAB Program RFP Information booklet found on our website at <http://www.labor.ny.gov/hab/>.

**Prequalification and Grants Gateway:** New York State requires that all not-for profits, with the exception of governmental entities, register in the Grants

Gateway and "prequalify" before they may enter into any agreement with any State agency. The rfp related to this award required that all applicants be prequalified in the Grants Gateway on the date of submission. Please note that your organization must remain in prequalification status in order for DOL to execute a purchase agreement or contract. The Department of Labor CANNOT enter into an agreement with any entity which is required to register and/or prequalify but has failed to do so.

It is imperative that this contract be developed timely as no program funds can be paid nor should costs be incurred, until an executed contract is in place. In order to ensure that the contract is completed in a timely fashion, contract forms must be submitted by June 15, 2015. Failure to meet the deadline for submittal of an acceptable package will result in suspension of the processing timeframes set forth in law, and subsequent eligibility for interest under Prompt Contracting Law. A copy of the appropriate section of State Finance Law is available upon request:

The Board members and the New York State Department of Labor staff congratulate you and look forward to working together with you to implement a successful program.

Sincerely,



Katherine D. Schrier  
Chair to the Board

cc: J. Caminiti

KS/cl

**STATE OF NEW YORK  
HAZARD ABATEMENT BOARD  
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM**

**GRANT APPLICATION COVER SHEET**

<b>1. Applicant Organization:</b> Binghamton-Johnson City Joint Sewage Board	<b>2. Federal Employer Identification Number:</b> 943456178
---	--

**Mailing Address of Applicant Organization:**  
4480 Vestal Road

**City, State, Zip:**  
Vestal, NY 13850

<b>Telephone:</b> (607) 729-2975	<b>Fax:</b> (607) 729-0110	<b>E-Mail Address:</b> Owood01@stny.rr.com
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**3. Physical address of Applicant Organization: (if different from mailing address)**

**4. NYS Vendor Identification No: 1100010796**

**5. If Not-for-Profit, Charities Registration Number: \_ \_ - \_ - \_ - \_ - \_**

**6. CATEGORY OF APPLICANT**

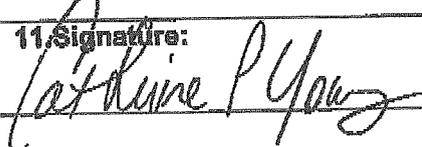
<input type="checkbox"/> Private Employer <input type="checkbox"/> Labor Organization or Federation <input type="checkbox"/> Trade Association	<input checked="" type="checkbox"/> Public Employer <input type="checkbox"/> Joint Labor /Management <input type="checkbox"/> Educational Institution <input type="checkbox"/> Non-Profit Organization Not In Any Other Category
--	---

<b>7. Total amount of funds requested:</b> \$22,200	<b>8. Location Of Program Operations</b> 4480 Vestal Road Vestal, NY 13850
--	--

<b>9. Name &amp; Title of Project Director:</b> Olin B. Wood - Safety Coordinator	<b>Telephone</b> (607) 729-2975
--	------------------------------------

**THE APPLICANT ATTESTS THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE, TRUE, AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE**

<b>10. Chief Executive Officer or Designee:</b> Catherine P. Young	<b>Title of Person with Signatory Authority:</b> Superintendent
---	--

<b>11. Signature:</b> 	<b>12. Date</b> Feb 5, 2015
---	--------------------------------

SEE INSTRUCTIONS ON NEXT PAGE

HAB.TE-100

**STATE OF NEW YORK  
HAZARD ABATEMENT BOARD  
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM  
PROJECT SUMMARY**

- 
1. Write a brief summary of your project goals and the strategies you will use to achieve them; indicate your specific target population(s) for each goal/objective.

(Please limit your response to the space provided; if additional space is needed, use plain white 8 1/2"x11" paper limiting your response to no more than 2 pages.)

In a facility with inherent dangers and ongoing construction, the need for safety training is paramount. Our operations staff needs training and/or refreshing in topics such as confined space practices in order to be sure that they are aware of what confined spaces are, entry procedures, and hazards involved with entry. The electrical department should attend a lockout/tagout session in order to be refreshed in procedures and made aware of any changes in policies. Finally, all staff at the facility needs refresher training on an annual basis on topics such as emergency evacuation, PPE, and hazard communication to keep such important safety measures and precautions fresh in employees' minds. Additionally, with construction soon to be taking place in many areas of the facility, all employees should be exposed annually to a construction safety overview. Other topics are also chosen to apply to any or all of the above mentioned targets, and the above mentioned topics may also apply to other target groups.

- 
2. PLEASE LIST THE COUNTY OR COUNTIES THAT PROGRAM WILL SERVE.

Broome County

- 
3. IS THIS PROJECT A JOINT VENTURE? IF SO, INDICATE CO-SPONSORS(S).

No

- 
4. APPLICANT DESCRIPTION (Please indicate total number of employees and web address if available.)

(Please limit your response to the space provided; if additional space is needed, use plain white 8 1/2"x11" paper limiting your response to no more than 2 pages.)

The Binghamton-Johnson City Wastewater Treatment Plant is a facility situated on the banks of the Susquehanna River, which treats approximately 15 million gallons of wastewater from the City of Binghamton, the Village of Johnson City, and surrounding areas daily. The area in which the facility is located consists of several small cities lying at the intersection of three major highways that lead to a number of large cities. The facility is operational 24 hours a day and 7 days a week. Currently, 45 employees, consisting of wastewater treatment plant operators, motor equipment operators, building maintenance workers, mechanics, electricians, laboratory technicians, department managers, and clerical workers are employed. Although there are approximately the same number of positions at the facility from year to year, mainly due to retirements, there have been many new hires over the past five years. The website for the facility can be found at [www.bicwwtp.com](http://www.bicwwtp.com). Heavy machinery is used, employees are routinely exposed to raw sewage, and construction is under way on-site on a regular basis, making the need for sound safety programs and safety training crucial.

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SEE INSTRUCTIONS ON NEXT PAGE

STATE OF NEW YORK  
HAZARD ABATEMENT BOARD

OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Below is a list of the members of the New York State Occupational Safety and Health Hazard Abatement Board and their business affiliations. Indicate in the space below any past contacts or dealings you or your organization has had with these individuals which may give rise to an actual or potential conflict of interest, or the appearance of a conflict of interest, with respect to this grant application.

Chair  
**Katherine D. Schrier**  
Chair of the Board  
Former Director, Actors Fund Work Program

**Franklin Mirer, PhD**  
Professor, Environmental &  
Occupational Health  
Hunter College, CUNY  
425 E. 25<sup>th</sup> Street  
New York, NY 10010

**Robert Gollnick**  
former Director  
NYS Dept. of Labor  
Division of Safety and Health  
45 Levan Street  
Kingston, NY 12401

**Ann Marie Taliercio**  
President  
Unite-HERE Local 150  
615 West Genesee Street  
Syracuse, NY 13204

**Gerald Skrzeczkowski**  
Vice President Emeritus  
OPEIU  
2175 William Street  
Buffalo, NY 14206

Have you had contact with any member of the Board?  YES  NO

If yes, please list any past contacts or dealings you have had with these individuals; you may use the front and back of this sheet and/or continue on a blank, 8 1/2" x 11" sheet of white paper.

Binghamton-Johnson City Joint Sewage Board

Organization  
Catherine P. Young  
Signature

Feb 5, 2015  
Date

Catherine P. Young  
Print Name

Superintendent  
Title

Prospective or current grantees may not engage in any oral, written, or electronic communication with an HAB member under circumstances where a reasonable person would infer that the communication was intended to influence the HAB member's vote on the grantee's application for funding. Grantees are advised that such communication will be reported in writing by such Board member to the Board Chair and the Commissioner of Labor. Prospective and current grantees who knowingly and willfully violate this provision may be disqualified from receiving an award under this RFP.

HB 101.3 (10-07)

STATE CERTIFICATIONS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principal or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

**"NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND:  
MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

- 1. Has business operations in Northern Ireland:  
 Yes                       No

If Yes:

- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.  
 Yes                       No

## NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

## IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative

Cathleen Young

Title Superintendent

Date Feb 5, 2015

# VENDOR RESPONSIBILITY QUESTIONNAIRE (VRQ) COVER SHEET

Please check the appropriate response

The Office of the State Comptroller's VRQ has been completed online  
on January 27, 2015 (date).

A completed VRQ is attached. (Note...if you are submitting a paper  
VRQ it must be attached to this cover sheet and submitted at the time of  
application.)

Binghamton-Jonson City Joint  
Sewage Board  
Name of Business

  
Signature of Officer

4480 Vesal Road  
Address

Catherine P. Young  
Typed Copy of Signature

Vestal, NY, 13850  
City, State, Zip

Superintendent  
Title

## Training & Grant Management Summary (TGMS)

### A. Training Charged to the Grant - (please list 1 topic per line listing additional topics on a plain sheet if needed)

TRAINING TOPIC	(2) No. of Sessions	(3) Hrs. per Session	(4) No. of Instructors	(5) Contract Train. Hrs.	(6) Billable Train. Hrs.	(7) Trainees/Session	(8) Total No. of Trainees	(9) Contact Hours
Hazard Communication/GHS Update	4	2	1	8	8	7	28	56
Bloodborne Pathogens Awareness	4	2	1	8	8	7	28	56
Workplace Violence	4	2	1	8	8	7	28	56
Back Injury Prevention	4	2	1	8	8	7	28	56
Chemical Hazards/Hygiene	4	2	1	8	8	7	28	56
Confined Space Awareness	4	2	1	8	8	7	28	56
Construction Safety Overview	4	2	1	8	8	7	28	56
Dump Truck Safety	1	2	1	2	2	7	7	14
Electrical Safety	4	2	1	8	8	7	28	56
Emergency Evacuation	4	2	1	8	8	7	28	56
Eye and Face Safety	4	2	1	8	8	7	28	56
Head and Foot Protection	4	2	1	8	8	7	28	56
Heat/Cold Stress/Winter Safety	4	2	1	8	8	7	28	56
Job Stress	4	2	1	8	8	3	3	6
Laboratory Safety	1	2	1	2	2	7	28	56
Lead Awareness	4	2	1	8	8	7	28	56
Lockout/Tagout Affected	4	2	1	8	8	7	28	56
Personal Protective Equipment	4	2	1	8	8	7	28	56
Respiratory Protection	4	2 + Fit Test	1	8	8	7	28	56
Slip, Trip, and Fall Prevention	4	2	1	8	8	7	28	56
<b>TOTALS</b>	<b>74</b>	<b>140</b>	<b>20</b>	<b>148</b>	<b>148</b>	<b>136</b>	<b>514</b>	<b>1028</b>

### B. Training Related Activity (i.e.: travel, scheduling, risk assessment) - (please list 1 topic per line listing additional topics on a plain sheet if needed)

TYPE OF ACTIVITIES	(1) Hrs. per Activity/Wk	(2) Times Scheduled per Grant/Yr	(3) Total Hrs. of Activity
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

### C. Other Grant Activity - (please list 1 topic per line listing additional topics on a plain sheet if needed)

LIST OTHER ACTIVITY	(1) Hrs. per Activity/Wk	(2) Times Scheduled per Grant/Yr	(3) Total Hrs. of Activity
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**D. TOTAL CONTRACT HOURS 148**

#### **E. EXPLANATIONS (if any):**

Class sizes are less than 12 per session for several reasons. First, the facility employs relatively few people, and all employees cannot always attend at once due to the nature of operating a wastewater treatment facility. Second, the facility is operational 24 hours per day, with three shifts. Second and third shifts have only 6 to 7 employees, making the maximum attendance per session 5 to 6 attendees. Many employees are unwilling to attend sessions for overtime, and it's also difficult to have such a large amount of overtime approved. Third, there are some topics for which there are limited numbers of employees affected by the safety hazards discussed during the session. Finally, having the facility run 7 days per week, weekend coverage causes weekday regular-off days for many employees. These are extremely difficult to schedule training around.

The number of trainees per session was calculated by obtaining an average of the trainees per session from the past four months. Many sessions will actually have 12-14 attendees, while others may only have 5.

Below are reasons for selecting topics and the intended results obtained from employees attending:  
**Hazard Communication/GHS Update** – PESH requires education on this topic annually. Additionally, standards have recently changed and it's important that all employees are aware of these changes.

**Do** – Understand health hazards of chemicals in the workplace and how to read new SDS's

**Not Do** – Allow for improper interpretation of SDS's

**Do Differently** – Update all safety data sheets using the new format

**Bloodborne Pathogens Awareness** – PESH requires education on this topic annually. Additionally, loss of time sickness due to bloodborne pathogens is an inherent risk of handling raw sewage.

**Do** – Understand what bloodborne pathogens are and how infections could occur at our facility

**Not Do** – Handle any material potentially containing bloodborne pathogens without the proper PPE

**Do Differently** – Stress the importance of hand-washing, having access to appropriate PPE, and alert coworkers when they're observed not utilizing appropriate PPE

**Workplace Violence** – PESH requires education on this topic annually. Additionally, according to OSHA,

"Homicide is currently the fourth-leading cause of fatal occupational injuries in the United States." It's imperative to have employees aware of causes of workplace violence, how to avoid it, and when/how to report incidents.

**Do** – Understand that workplace violence is a serious issue that affects many people in a broad range of work environments

**Not Do** – Fail to take reports of potential threats seriously

**Do Differently** – Ensure that all employees are aware of the facility's workplace violence policy.

**Back Injury Prevention** - This is, classically, one of the most frequent injuries at the facility and, consequently, accounts for many workers' compensation claims.

**Do** – Learn proper lifting/sitting techniques, working postures, how to protect oneself

**Not Do** – Take back injuries lightly, allow improper lifting techniques

**Do Differently** – Team lift heavy objects, be aware of how the back works and how injuries occur

**Chemical Hazards/Hygiene** - Employees of all departments, from building maintenance to sewage treatment plant operations, deal with chemicals on a daily basis.

**Do** – Ensure employees are aware of the dangers associated with chemicals with which they work

**Not Do** – Handle any chemical without the proper PPE

**Do Differently** – Stress the importance of knowing the dangers of working with chemicals

**Confined Space Awareness** - There are numerous confined spaces around the facility. Employees must be aware of both the facility's policy and OSHA standards in order to prevent injuries or fatalities when entering these spaces.

**Do** – Perform proper confined space procedures, protect employees from unknown hazards, and promote awareness of unknown hazards present in confined spaces

**Not Do** – Enter any confined space unattended or without appropriate PPE, gas meters, permit, etc.

**Do Differently** – Stress the importance of knowing the dangers of hydrogen sulfide

**Construction Safety Overview** – The facility's secondary treatment facility is currently not operational. DEC has required that a new facility is operational by Spring of 2017. In order for this to happen there will soon be constant demolition and construction within the facility, which covers a relatively small footprint.

Consequently, employees will be working in close proximity to many construction sites.

**Do** – Know the importance of protecting oneself while working on or near a construction site

**Not Do** – Allow entrance into areas under construction without proper PPE

**Do Differently** – Treat all areas of the facility under construction with caution

**E. EXPLANATIONS (continued):**

**Dump Truck Safety** – Sewage treatment requires treatment and disposal of biosolid wastes. This is achieved by placing such wastes in dump trucks and transporting them to the landfill. Several dump truck-loads are transported daily.

**Do** – Learn risks associated with operating dump truck equipment and how to perform proper mechanical inspections

**Not Do** – Keep improper logs and skip routine safety maintenance

**Do Differently** – Keep more accurate logs, ensure frequent inspections occur

**Electrical Safety** – 480 volt electricity is run throughout the facility. In addition to the electricians performing electrical work, all other employees must know how to be safe when working in close proximity to the many panels, wires, etc.

**Do** – Ensure that all employees are aware of electrical hazards in the facility

**Not Do** – Allow distractions for employees that must perform maintenance work when electric cannot be disconnected

**Do Differently** – Enforce more electrical safety standards

**Emergency Evacuation** - Given the area of the plant and the large number of buildings with multiple floors, covering emergency evacuation is extremely important.

**Do** – Educate on emergency planning, assign individual roles in case of evacuation

**Not Do** – Allow individuals to go anywhere besides the decided meeting point during an emergency

**Do Differently** – Have annual drill, utilizing the policy and training

**Eye and Face Safety** - The facility contains corrosive/caustic chemicals, raw sewage that could splash in one's face/eyes and cause infection, countless different types of tools and machinery, and many other possible risk factors for damaging employees' eyes and/or face.

**Do** – Utilize appropriate PPE to protect against eye injuries

**Not Do** – Allow entrances into areas requiring safety glasses without such protection

**Do Differently** – Better enforce eye/face safety policies

**Head and Foot Protection** - Slips, trips, falls, items under which employees must walk, and potential construction hazards are just a few of the many risks for which proper head and foot protection are important in the facility.

**Do** – Make employees aware of the appropriate shoes for this facility and head protection necessary for areas under construction

**Not Do** – Allow inappropriate shoes during work hours at the facility

**Do Differently** – Make employees constantly aware of proper head and foot protection

**Heat/Cold Stress/Winter Safety** - Employees must work outside in the elements year round.

**Do** – Ensure that employees are aware of how to protect themselves from the elements year round

**Not Do** – allow dangerous activities during extreme heat/cold

**Do Differently** – Purchase equipment for use during extreme cold conditions

**Job Stress** – With the amount of workplace violence in the United States, it's imperative to be aware of and know how to curb job stress. Additionally, as with many work environments, there are occasionally issues with employees' morale. If employees are able to deal with stress on the job in healthy ways, morale is much more likely to improve. Finally, in addition to stress being a factor in mental health, job stress can lead to injuries on the job due to distractions.

**Do** – Promote healthy ways for employees to deal with job stress

**Not Do** – Allow employees to become burdened or distracted by job stress

**Do Differently** – Consider job stress as a factor in employee health

**Laboratory Safety** – Working in a laboratory presents many hazards. Laboratory staff at the facility routinely work with dangerous chemicals and raw sewage.

**Do** – Properly label all containers and wear all necessary PPE

**Not Do** – Handle chemicals used in analyses improperly

**Do Differently** – Perform laboratory practices in an all-around safer fashion

**Lead Awareness** – The facility was originally constructed in 1960, allowing for the possibility of lead paint in some of the older buildings. Employees sometimes paint areas of the plant in down time, and must know not to do so in areas where there could be lead paint.

**Do** – Educate employees on hazards associated with lead

**Not Do** – Allow scraping of peeling paint without first testing

**Do Differently** – Be aware of areas that may require an outside contractor to paint

**E. EXPLANATIONS (Continued):**

**Lockout/Tagout Affected** – There is high voltage electricity, heavy machinery, and large piping that carries wastewater in many areas of the facility. Lockout/tagout procedures are of the utmost importance in keeping employees safe during maintenance and repair of these items.

**Do** – Increase awareness of hazardous energy control, ensure all necessary employees have their own locks and tags

**Not Do** – Allow anyone to cut locks or remove tags without following proper procedures

**Do Differently** – Ensure lockout/tagout policies are precisely followed

**Personal Protective Equipment - Dealing with raw wastewater, caustic/corrosive substances, and other dangerous materials** requires correct and consistent use of PPE.

**Do** – Require PPE in all necessary places/situations at all times, know when/how to inspect PPE

**Not Do** – Allow employees lacking necessary PPE admittance into areas where it's posted that it's required

**Do Differently** – Increase awareness of areas requiring use of PPE, remind employees when they're caught without necessary PPE

**Respiratory Protection** – Some areas/tasks performed in the facility have the potential of respiratory hazards. These hazards are potentially lethal, and employees must be aware of how to protect themselves.

**Do** – Require respiratory protection in necessary areas

**Not Do** – Allow employees to improperly wear respiratory protection

**Do Differently** – Find out fit test requirements and have it performed on employees that need it

**Slip, Trip, and Fall Prevention** - Presence of many concrete surfaces, large tanks containing sewage, and winter weather are just a few serious slip, trip, and fall hazards that employees encounter at the facility on a daily basis.

**Do** – Spread awareness of slip, trip, and fall hazards and how to avoid them

**Not Do** – Allow improper work shoes for the hazards present in our facility

**Do Differently** – Reduce the number of slips, trips, and falls

**PROJECT NARRATIVE/WORK PLAN**  
**Section I**  
**PROJECT NEED AND DESIGN**

Answer the following questions for each proposed activity/deliverable. When the answer to any question is applicable to all activities, just answer once and indicate that it applies to all. Failure to complete and clearly answer the following specific questions will adversely affect your chances of receiving an award.

1. What is the activity, and which target groups and hazards are addressed?  
The activity will be strictly classroom safety training sessions. The specific hazard addressed by each training session is apparent by the title of the session. Some will target mainly the mechanical, electrical, laboratory or operations staff depending upon the employees that are at the highest risk of exposure to the topic being discussed. However, most sessions will target all employees.
2. How did you determine that the target group needs this activity?  
The safety coordinator performs routine walk-throughs of the facility, makes observations, listens for input from employees, and determines target groups accordingly. Additionally, the safety committee evaluates safety concerns and has discussions regarding useful topics for training. Specific groups are targeted for some training sessions, however, simply according to the department in which they work. For example, laboratory safety training only targets laboratory staff.
3. How will you ensure adequate numbers of people are trained?  
The facility's management has concluded through discussion that the training sessions will be mandatory. Most are mandatory for all employees present at the time of training, but as mentioned above some are meant for specific target groups. If a specific topic targets the operations department, for example, training sessions will be scheduled on days that the department is staffed with the most employees possible. The maximum number of employees possible will be required to attend while still allowing the facility to remain operational. As mentioned previously, there may be some potential issues with scheduling when all employees are present, but it's management's goal to have all staff as well versed as possible in safety hazards and injury prevention. Beyond posting training schedules and management communication to employees, no recruitment or publicity will be necessary.
4. Please provide completed Training and Grant Management Summary. If needed, narrative may be provided for clarification.  
See above TGMS and clarifications in part E.
5. What education, training, and communication techniques will be used, who will provide them, and where?  
Training will consist of classroom style training sessions with lectures, group discussions, various instructions, videos, and hands-on demonstrations. In some cases worksheets and skill evaluations are handed out and performed. The vendor has not yet been chosen by the facility, as the training must go out to bid if/when the grant is awarded. Attached are the qualifications submitted by OSEA, who has done past, and is doing current, training for the facility. Past performance has been exemplary. Should a different subcontractor be selected, similar qualifications will be required. All training will be conducted on-site at the joint sewage treatment facility in Vestal, NY.

6. What specific attitudes, skills, and knowledge will each person get as a result of the activity?

See above TGMS and clarifications in part E.

7. How will you determine if each person got the intended attitudes, skills, and knowledge? Adequate understanding will be determined through classroom exercises, discussions, question and answer sessions, and written tests given at the end of each training session. In some cases, exercise worksheets and/or skill evaluations will be introduced as well. The combination of all of these techniques will ensure that adequate understanding was achieved.

8. How will you determine whether the activity reduced the incidence/severity of occupational illnesses and injuries?

Accident reduction analysis is an ongoing process for the management staff of this facility. Additionally, a comparative analysis will be performed to determine that the intended effect of the training was obtained.

9. What are the estimated total and per person costs of the activity to be charged to this grant, and how did you determine whether the benefit of the activity is worth the cost?

The estimated total cost of the activity charged to this grant is \$22,200, based on training hours multiplied by \$150/hour. \$150/hour is the rate quoted by OSEA, who is currently providing training for the 2014-2015 grant year, for the 2015-2016 grant year. This is indicated in the attached qualification letter submitted by OSEA which is attached following form HAB TE-144 – Budget Narrative Page 4. This equates to approximately \$490 per person, based on 45 employees over the entire term of the grant. Considering the savings in workers compensation claims since beginning safety training, the training could easily save as much money as would've otherwise been spent annually. Additionally, employees feeling safer helps to improve the morale and health of staff.

10. How did you determine that the activity would not duplicate occupational safety and health resources that are already available?

All other available resources providing this amount of training would require individuals being sent off-site for training. Running a facility that operates 24 hours a day, 7 days a week would make this virtually impossible and at a minimum negatively influence the operational integrity of the facility.

# PROJECT NARRATIVE/WORK PLAN

## Section II

### PROJECT EXPERIENCE AND ADMINISTRATIVE CAPABILITY

1. Describe your organization's fiscal management expertise, specifically referring to any experience administering government contracts. The facility board has as their Chief Financial Officer the current Comptroller of the City of Binghamton (former Tioga County Budget Officer), and the facility Business Manager is the former Comptroller of the City of Binghamton. Both have experience in the administration of, but not limited to: SAFER, COPS, HUD, NYC Council of the Arts, Restore NY, Community Capital Assistance Program. Our ledger and financial reporting is operating on the Tyler MUNIS system and is designed to allow municipalities to track grant revenue and expenditures.

2. Has your organization had prior HAB Grants?   X   yes        no

Please list any HAB grants since the 2007-08 Program Year.

<u>Year</u>	<u>Amount</u>	<u>Topics of Training</u>	<u>Measurable Outcome of Training</u>
2008/2009	\$17,040.00	Methanol awareness, Haz Com, Confined Space, Fall Protection, PPE, Eye Safety, Lab Safety, Back Injury, Ladder Safety, Supervisory Hazard ID, Hand and Power Tool, Job Site Inspections, Flammable, PSM, Crane Safety	Comparative analysis and management observations indicate positive outcomes achieved.
2009/2010	\$14,520	Back Injury Prevention, Confined Spaces, Crane Safety, Fall Protection, Haz Com, Flammable Gases and Liquids/Methanol, LO/TO, Hand and Power Tool Safety, PPE/Eye Safety/Hearing Safety, Accident Investigation, OSHA 10 G.I., Electrical Safety, Machine Guarding, Blood Borne Pathogens, Heavy Equip/PIT, Ladder Safety, Lab Safety	Comparative analysis showed declined rate of accidents.
2011/2012	\$7,891	Back Injury, Blood Borne Pathogens, PPE, Confined Space, MEO, Emergency Evacuation, Eye Safety, Fall Protection, Flammable gas/liquid, Haz Com, Heavy Equipment, Lab Safety, Hand and Power Tool, Hoisting and Rigging, LO/TO, Walking/Working Surfaces, Welding/Cutting, Workplace Violence	Safer work environment, increased employee awareness, 97% attendance rate.

2013/2014 \$17,863

Back Injury Prevention, Blood Borne Pathogens, Confined Space Fall Protection, Dump Truck Safety, Hand and Power Tool, Emergency Evacuation, Ladder Safety, Lab Safety, Welding and Cutting, Safety Committee Training, Eye Safety, Haz Com, Flammable Liquids and Gases, Hoisting and Rigging, LO/TO, PPE, Walking/ Working Surfaces, Workplace Violence, Heavy Equipment, Driver Safety

Immense reduction in workers' compensation claims and costs

2014/2015 \$16,964

Confined Space Awareness, Heat/ Cold Stress/Winter Safety, Emergency Evacuation, Lockout/Tagout, Job Stress, Hand and Power Tool Safety Laboratory Safety, Construction Safety Overview, Slips/Trips/Falls, Dump Truck Safety, Haz Com/GHS Update, Electrical Safety, Chemical Hazards/ Hygiene, PPE

N/A – grant term still in progress

3. For applicants who have received grant funds for any period between the 2007-08 and 2012-13 grant years, please indicate which of the following outcomes, if any, could be attributed fully or partially to training conducted with HAB funds. In the space below the list, please briefly explain your responses.

If training was conducted for workers who were not under your supervision or direction, and/or utilized various curricula, please give examples of outcomes. Indicate the training topics, a brief description of the trainees (for example second year carpenter apprentices, highway repairers, car washers, etc.) and the name of the employer and/or union if appropriate.

- implementation of new engineering controls
- creation of a safety and health committee
- creation of new employer (or labor/management) safety policy
- a decrease in accidents/illnesses
- designation of staff to monitor safety and health concerns
- decrease in OSHA/PESH citations
- changes in work practices
- other

Please explain your answers below:

**Implementation of new engineering controls – as a result of walking and working surface safety training, the facility has installed toe-kick guards that surround areas where many employees from different departments could slip and fall or kick a tool under the hand rails.**

**Creation of a safety and health committee – as a result of previous safety training and the need for discussion of safety issues observed, a safety committee has been formed. Now, with continued safety committee training the committee is becoming more useful and helpful to all employees.**

**Creation of new employer safety policy – Improvements are made to existing safety policies as a result of safety training made possible by previous grants the facility has been awarded. For example, a total overhaul of the fall protection plan was performed to help protect operations, mechanical, and electrical staff who must execute tasks at heights of greater than six feet.**

**Designation of staff to monitor safety and health concerns – the facility has hired a full time safety coordinator beginning approximately five years ago.**

**Changes in work practices – Many positive changes have been observed as a result of safety training. For example, employees of every department are very rarely lacking proper PPE in areas in which its requirement is posted.**

**NEW YORK STATE HAZARD ABATEMENT BOARD  
BUDGET SUMMARY**

CATEGORY OF EXPENSES	REQUESTED AMOUNTS
A. STAFF SALARIES	0
B. STAFF FRINGE BENEFITS	0
C. CONTRACTED SERVICES	\$22,200
D. STAFF TRAVEL	0
E. EQUIPMENT	0
F. SPACE/UTILITIES	0
G. OTHER OPERATING EXPENSES	0
H. MISCELLANEOUS PARTICIPANT EXPENSES	0
<b>TOTAL BUDGET</b>	<b>\$22,200</b>

HAB TE-110



**DETAIL BUDGET PAGE (2)**

**B. STAFF FRINGE BENEFITS**

(1) JOB TITLE	(2) REQUESTED AMOUNT
<b>TOTAL STAFF FRINGE BENEFITS</b>	<b>0</b>

**DETAIL BUDGET PAGE (3)**

**C. CONTRACTED SERVICES**

(1) TYPE/DESCRIPTION OF SERVICE	(2) REQUESTED AMOUNT
Employee Safety Training	\$22,200
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$22,200</b>





**DETAIL BUDGET PAGE (6)**

**F. SPACE/UTILITIES**

(1)	(2)
DESCRIPTION OF EXPENSES	REQUESTED AMOUNT
<b>TOTAL SPACE/UTILITIES</b>	0

**DETAIL BUDGET PAGE (7)**

**G. OTHER OPERATING EXPENSES**

<b>(1)</b> <b>TYPE DESCRIPTION OF OPERATING EXPENSES</b>	<b>(2)</b> <b>REQUESTED AMOUNT</b>
<b>TELEPHONE</b>	0
<b>POSTAGE</b>	0
<b>INSURANCE/BONDING</b>	0
<b>PRINTING/PHOTOCOPYING</b>	0
<b>ADVERTISING</b>	0
<b>CONSUMABLE SUPPLIES</b>	0
<b>OTHER (please list):</b>	0
<b>TOTAL OTHER OPERATING EXPENSES</b>	0

**DETAIL BUDGET PAGE (8)**

**H. MISCELLANEOUS PARTICIPANT EXPENSES**

(1) TYPE/DESCRIPTION OF EDUCATIONAL MATERIAL	(2) REQUESTED AMOUNT
<b>TRAINING MATERIALS</b>	0
<b>TESTING MATERIALS</b>	0
<b>OTHER (please list):</b>	0
<b>TOTAL MISCELLANEOUS PARTICIPANT EXPENSES</b>	0

**CONTRACT BUDGET NARRATIVE/JUSTIFICATION**

**PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION IN SUPPORT OF THE BUDGET. Explain how you calculated or estimated each item.**

**A. STAFF SALARIES:**  
For each Staff Member In the proposal, provide a breakdown (Direct Training Hours, Technical Assistance, Program Planning Hours, Grant Administration Hours, etc.) of the activities performed and the number of hours spent weekly on each activity. Please provide resumes for trainers or detailed minimum qualifications for each position.

N/A

**B. FRINGE BENEFITS:**  
Fringe Benefits should be budgeted in line with the Agency's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements, however, hourly fringe benefits may not exceed 40% of proposed hourly staff wages. If budgeted fringe benefits represent an exception to standard policy, please explain. (Note: Severance pay cannot be supported with grant funds.)

N/A

**C. CONTRACTED SERVICES:**

For all subcontractors related to program activities, attach a copy of the subcontract. If subcontract is not available but subcontractor has been determined, indicate the subcontractor's name, provide trainer resumes, anticipated outcomes, and projected budget with cost per hour, per course, and per trainee). When subcontracting details are not known, include a brief narrative of each service to be subcontracted, include minimum qualifications for trainers, and affiliated organization for the trainers.

Binghamton-Johnson City Wastewater Treatment Facility has not yet chosen a subcontractor for training services. However, the amount of funds requested was based on OSEA's hourly rate of \$150/hour, as indicated in the attached qualification letter, for 148 hours. OSEA is currently providing satisfactory training for the facility for the 2014-2015 grant year and will be included in the bidding process, should we be awarded the grant. The trainers provided by the chosen subcontractor shall have necessary accreditations and must be able to provide training in topics applicable to the facility's specific safety concerns. OSEA's qualification letter containing anticipated outcomes and projected cost per hour is attached following form HAB TE-144 – Budget Narrative Page 4.

HAB TE-144

**D. STAFF TRAVEL EXPENSES:**

Any exceptional staff travel costs must be justified below. In addition, no out of state travel costs are allowed unless specifically detailed and approved. Staff travel costs should be budgeted in line with the standard Agency travel policy or NYS Comptroller guidelines.

N/A

**E. EQUIPMENT:**

Please provide justification for any exceptional equipment purchase/rental costs as related to the program needs. Also, please: 1) provide a copy of your procurement procedures and considerations for purchasing versus renting and 2) attach an inventory list of any equipment previously purchased with HAB funds.

N/A

**F. SPACE/UTILITIES**

Please indicate whether the property is owned or rented.

Owned

Rented

**G. OTHER OPERATING EXPENSES**

Please provide an estimated budget by general type of expense. Any type of expense outside of those standard allowable categories listed on HAB TE 110.7 must be listed as extraordinary and fully explained/justified. In addition, any significant or exceptional dollar amounts included should be explained in line with programmatic requirements.

	Estimated Budget
Allowable categories: Telephones	<u>0</u>
Postage	<u>0</u>
Insurance/Bonding	<u>0</u>
Printing/Photocopy	<u>0</u>
Advertising	<u>0</u>
Supplies	<u>0</u>

**Other Extraordinary Categories (List):**

N/A

**H. MISCELLANEOUS PARTICIPANT EXPENSES:**

Please provide an estimated budget by the general type of the expense. Any type of expense outside of those standard allowable categories listed on HAB TE 110.8 must be listed as extraordinary and fully explained/justified. In addition, any significant or exceptional dollar amounts included should be explained in line with programmatic requirements.

Allowable categories: Training Materials  
Testing Materials

Estimated Budget

0

0

Other Extraordinary Categories (List):

N/A



Corporate Office  
 Western New York  
 3730A California Road  
 Orchard Park, NY 14127  
 800-867-6732  
 716-821-0091  
 Fax: 716-821-0232  
 e-mail: Experts@osea.com  
 Website: www.osea.com

Central New York  
 3532 James St.  
 Suite 202  
 Syracuse, NY 13206  
 315-431-4526

Southeastern U.S.  
 OSEA/NC Inc.  
 8430 University Executive  
 Park Drive, Suite 614  
 Charlotte, NC 28262  
 704-399-7945



January 9, 2015

Olin B. Wood  
 Laboratory Director/Safety Coordinator  
 Binghamton-Johnson City Joint Sewage Treatment Facilities  
 Binghamton-Johnson City Joint Sewage Board  
 4480 Old Vestal Road  
 Vestal NY 13850

owood01@stny.rr.com

**RE: OSEA QUALIFICATIONS  
 NYS DOL HAB Grant Workplace Safety Training**

OSEA has the ability and experience to conduct the workplace safety training required by Binghamton Johnson City Joint Sewage Facilities under the 2015-16 New York State Hazard Abatement Board grant.

Established in 1991, OSEA is headquartered in Buffalo, NY and maintains full-service and staffed offices in Syracuse, New York and Charlotte, North Carolina. OSEA is also a certified Woman-Owned Business Enterprise (WBE). (Attached)

OSEA's expert staff consists of:

- Certified Safety Professionals (CSP's)
- Certified Industrial Hygienists (CIH's)
- Chemical, Mechanical, Civil, and Environmental Engineers
- Licensed NYS Asbestos Inspectors and Samplers
- Senior Level EH&S Consultants
- Staff Level EH&S Consultants
- Technical support staff

OSEA provides a full range of technical services and management consultation in the safety, environmental and risk assessment areas. Our hands-on practical approach permits competent solutions to workplace problems through safety and health audits, industrial hygiene sampling and employee training. OSEA brings a full understanding of safety and environmental regulation and the ability to communicate with clients for fast, prudent and cost effective outcomes.

**Training**

For all of these training events, it is critical that trainers can train with real job experience. With experienced OSEA field consultants as instructors, students gain a true perspective of the work environment and issue being discussed from individuals who have taken part in similar operations.

Safety, Environmental, Risk Assessment & Management Consultants "NYS Certified WBE"  
 Engineers, Consultants, Trainers

Training is only effective if it helps organizations reduce losses through the prevention of accidents and improved performance. Training has a direct impact on the bottom line. Training must be given its just due in time commitment, and equally important, in the quality of presentation. There is a return on investment (ROI) for all activities in the workplace and training certainly has a tremendous ROI.

OSEA, Inc., *The Workplace Experts* is well qualified to offer our services to your organization for the NYS Hazard Abatement Board Health & Safety Training Grants for 2015-16. Article 29 of the New York State Labor Law established a TRAINING AND EDUCATION PROGRAM ON OCCUPATIONAL SAFETY AND HEALTH (the Program) and charged the New York State Occupational Safety and Health Hazard Abatement Board (the Board) with the responsibility for awarding funds to eligible grantees. Under the terms of a Memorandum of Agreement, the Board gave the NYS Dept. of Labor (the Department) authority to administer the Program.

As you know, the goal of the Program is to promote safe and healthful conditions in the workplace through training, education, and other proven preventive programs designed to:

- identify, evaluate, and control safety and health hazards in the workplace;
- encourage voluntary compliance with occupational safety and health regulations;
- foster activities intended to prevent workplace accidents, injuries and illnesses; and
- make employers and employees aware of the NY State right-to-know laws and regulations which mandate training/education on toxic substances in the workplace.

OSEA has prepared and submitted grant applications on behalf of hundreds of companies, municipalities and agencies since 1991. In addition, organizations that completed their own applications and were awarded training grants have retained OSEA to provide training.

OSEA is currently providing safety training funded by the 2014-15 program to a variety of New York State industrial and construction clients, in addition to village, town, city and county organizations. Training topics include:

- Ergonomics
- Back Injury Prevention
- Fall Protection
- Bloodborne Pathogens
- Lockout/Tagout
- Hazard Identification
- Work Zone/Flagging
- Trenching & Excavation
- Personal Protective Equipment
- Confined Space
- Hazard Communication
- Forklift Safety
- Hazardous Material Transportation

A complete list of training topics available is attached for your information.



**Cost: \$150/hour**

**[Grant application includes direct training hours-topics outlined on Training &  
Grant Management Summary contained in 2015-16 application]  
Includes all instructor expenses and student materials**

Please let us know if we can provide further information as you review our qualifications. We  
look forward to working with Binghamton Johnson City Joint Sewage Treatment Facility.

Very truly yours,



Gina L. Coniglio  
President

Attachment: Training topics list

Bing-jc/15-16/osea quals

