



BROOME COUNTY
DEPARTMENT OF PUBLIC WORKS
PARKS, RECREATION & YOUTH SERVICES
2019 ANNUAL REPORT





State of New York County of Broome Government Offices

Department of Public Works

Jason T. Garnar - County Executive · Leslie G. Boulton, P.E. - Commissioner

MEMORANDUM

TO: Daniel J. Reynolds – County Legislature Chairman
& Members of the County Legislature
Jason T. Garnar – County Executive
Kevin M. McManus – Deputy County Executive

FROM: Leslie G. Boulton, P.E. – Commissioner of Public Works, Parks, Recreation
& Youth Services

DATE: February 21, 2020

RE: **Broome County Department of Public Works, Parks, Recreation & Youth Services
2019 Annual Report**

It is my pleasure to present you with a copy of the Broome County Department of Public Works, Parks, Recreation & Youth Service 2019 Annual Report. This year has included substantial accomplishments across the various divisions, many of which have been the result of cooperation and teamwork both within and between divisional groups.

Broome County Public Works is responsible for maintaining 342 center lane miles of roadway, 108 bridges, 128 large culverts, 3000-plus smaller culverts, 21 high hazard flood control dams, and more than 1-million square feet of county buildings and facilities – this effort is primarily handled by our Highway Division, Buildings & Grounds Division, and Engineering Division staff. Our Security Division provides protection to our employees and the public within our parks and facilities, and at events throughout the County. The Solid Waste Management Division operates a comprehensive, state-of-the-art solid waste facility, and a top-rated recycling program. Our Parks, Recreation & Youth Services staff manage and maintain a system of regional park areas that encompass over 4,000 acres and provide recreational opportunities and events to thousands of County residents annually. Our professional staff operate and manage the Floyd L. Maines Arena, the Forum Theater, and En-Joie Golf Course, all of which provide top ranked sporting events and entertainment to County residents. We operate a dog shelter, manage most of the County's fleet vehicles, and provide grants to various youth programs in Broome County.

The devoted, reliable, and hard-working men and women who provide the services needed to maintain the County's infrastructure on a daily basis, are in fact, the most valuable resource of the Public Works Department. Their ongoing efforts to sustain an exemplary level of service to Broome County is second to none.

I would like to take this opportunity to thank County Executive Jason T. Garnar, Legislative Chairman Daniel J. Reynolds, and the entire Legislature for approving legislation and appropriations necessary to carry out the mission of the department.

LGB:lgb

**BROOME COUNTY
DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

2019

ANNUAL REPORT

BROOME COUNTY EXECUTIVE

Jason A. Garnar

BROOME COUNTY LEGISLATURE

Daniel J. Reynolds – Chairman

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Mathew J. Pasquale – Committee Chairman

Scott D. Baker

Greg W. Baldwin

Mark R. Whalen

Richard P. Balles

SUBMITTED BY:

Leslie G. Boulton, P.E. – Commissioner of Public Works

**BROOME COUNTY DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES
2019 ANNUAL REPORT**

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2019

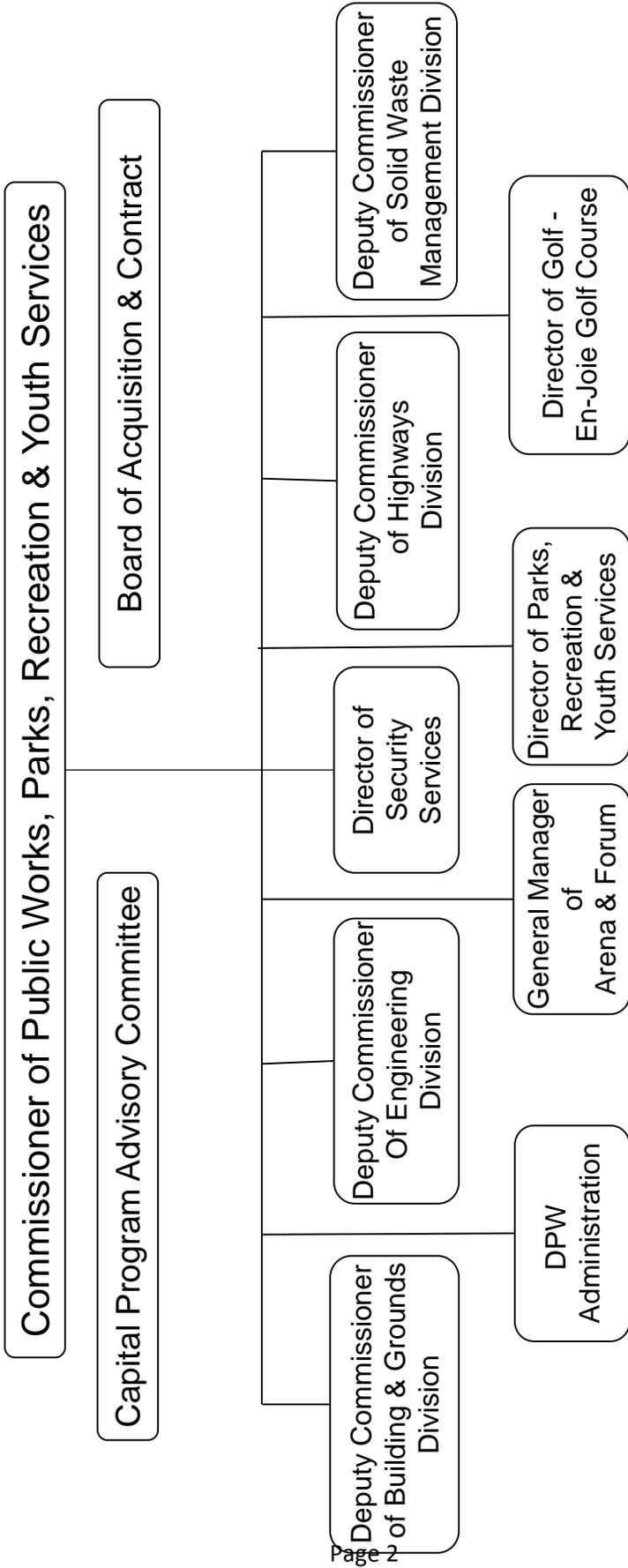
**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

ADMINISTRATION

MISSION STATEMENT:

To provide clerical, accounting, contract administration, payroll and personnel management. The staff plays a major role in the fiscal management of the department, preparation of annual operational and capital budgets, and preparation of monthly and annual reports. Staff appropriations for Administration are distributed throughout the various divisions and division budgets.

Public Works, Parks, Recreation & Youth Services



2019

**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

ENGINEERING

MISSION STATEMENT:

Provide quality engineering services to maintain and upgrade the County infrastructure (bridges, culverts, highways, facilities and parks); and to serve and support other Public Works Divisions, Broome County Departments, and residents of Broome County.



Photo #1: Juneberry Road Bridge Replacement, funded with federal aid monies awarded through the Bridge-NY program – Constructed Summer/Fall 2019.

Engineering Division

Commissioner of Public Works,
Parks, Recreation & Youth Services

Deputy Commissioner of Engineering

Facilities

- Manage large scale facility CIP's & consultant contracts for large scale rehabilitation / replacement projects
- Code review & compliance coordination
- Interdepartmental support – Buildings & Grounds for facility repairs and upgrades

Bridges / Culverts

- Manage bridge rehabilitation & repair CIP's
- Manage Federal Aid projects & consultant contracts
- Address bridge structural & safety flag conditions
- Inspect large county culverts & coordinate repairs
- Interdepartmental support – Highways for bridge and culvert repairs and upgrades

Environmental Compliance

- Watershed inspections, annual reporting & regulatory compliance
- PBS/SPCC compliance & system upgrades
- MS4 program tracking, implementation & reporting

Highways & General Civil

- Roadway repairs & upgrades
- Utility projects (storm, water & sewer)
- Bike & pedestrian ways
- 239 reviews
- Interdepartmental support – Parks, Planning, and others

INTRODUCTION:

The Engineering Division is a primary unit of the Broome County Department of Public Works, with a principal goal of providing quality engineering services in support of maintaining and upgrading the County's infrastructure (bridges, culverts, roadways, facilities and parks). The Division accomplishes this mission in several ways as follows:

- 1) by the implementation and management of projects assigned by the Commissioner of Public Works in conjunction with the Capital Improvement Program identified and approved by the County Legislature;
- 2) by taking the lead in maintenance, repair, and rehabilitation projects related to county bridges and large culverts including design and construction monitoring of bridge and culvert repairs to address structural flags and/or deficiencies;
- 3) by providing engineering support to other units within Public Works as well as to other Departments within the Broome County Government such as:
 - support to the Buildings & Grounds Division with maintenance & repair issues that arise throughout County Facilities,
 - support to the Highway Division with technical assistance pertaining to roadway safety issues as well as the pavement assessment and management program,
 - support to the Parks Department with management of their CIP projects, coordination of environmental permitting, assistance with grant applications and administration, and other miscellaneous upgrade and maintenance projects,
 - and assistance to other departments with long range asset management planning and coordination of their larger CIP construction projects.
- 4) by providing a myriad of other infrastructure and County-wide program management and support functions such as:
 - annual monitoring and inspection of the County's dams/watersheds, and petroleum bulk storage facilities (including SPCC plans),
 - managing and overseeing the County's MS4 program (including good housekeeping at county facilities),
 - providing support and coordination with issuance of the County's building permits,
 - and renewal / tracking of County term consultant contracts.



Photos #2 & #3: Otsiningo Park Stage Construction completed by Buildings & Grounds Construction crew – Summer 2019.



Photos #4 & #5: CIN 40-2.01 Colesville Road Culvert – Class D concrete wingwall & headwall repairs (before and after repairs) – typical of several large culvert repairs completed in 2019.

Engineering Division workload can generally be divided into four categories as follows:

- (1) Bridges / Culverts
- (2) Facilities / Buildings
- (3) Highway / Civil / Environmental
- (4) Administration / Support Functions

Workload is distributed among in-house engineers based on individual engineering expertise and on specific project priorities. Internal project level responsibilities vary from individual project tasks to complete designs and construction management, as well as providing consultant management of outsourced work. Outside consultants are used when appropriate to assist with all aspects of a project including initial study, preliminary & final design, permitting, and construction inspection / support. Although much of the design and construction administration for most of our larger capital improvement projects are done by consultants; internal staff are critical to the success of these projects by providing the ongoing guidance through County procedures, as well as management required for successful completion within established time frames and budget constraints.

PERSONNEL:

The Engineering Division positions are staffed with knowledgeable and skilled individuals who encompass a variety of professional experiences and backgrounds. Our staff members possess an assortment of planning, design, construction, and field inspection experience.

The 2019 Budget added one full-time assistant engineering position to the Engineering Division, resulting in a total of nine available full-time funded positions. In July 2019, Emily Giordano joined the engineering staff as our newest Assistant Engineer. Emily worked for the division as a college summer intern a few summers ago and will be taking over responsibility for the County MS4 program and bringing us into compliance with new permit regulations. Staffed positions include one - Engineer III; four - Engineer II's; one - Engineer I; and three- Assistant Engineers. All budgeted positions are currently filled.

Once again, three college interns worked full time with division staff during the summer of 2019. Interns provided support to our MS4 program, provided right-of-way mapping in our GIS system, continued the infrastructure inventory mapping, and progressed mapping of the County's sewersheds.

MAJOR ACCOMPLISHMENTS FOR 2019:

During 2019 the Engineering Division continued to provide support and project management for County CIP projects as well as responsive technical assistance to support County-wide needs throughout other divisions and departments. A summary of some of our major accomplishments are outlined below:

1. One major bridge construction project was completed in 2019; the Juneberry Road Bridge (BIN 3349940) project in the Town of Vestal. This project included the complete replacement of this flood-prone bridge raising it above flood elevations. Funding for this project was federal aid monies awarded to the County through the Bridge NY program.
2. Four (4) additional major bridge replacement / rehabilitation projects were progressed during 2019 including Old Route 17-Windsor Truss Bridge (BIN 3349960), Colesville Road over Duell Creek Bridge (BIN 3360400), Old Route 17 over Oquaga Creek Bridge (BIN 3349620), and a wearing surface maintenance program which will include repairs to seven smaller rural bridges. These are all federally funded projects which will be constructed in 2020.
3. One (1) new federal aid bridge project (with funding awarded through the Bridge NY program) was started in 2019, replacement of the North Sanford Road Bridge over Oquaga Creek (BIN 3349630), which is slated for construction in 2021.
4. No new bridge flags were issued in 2019, and only one flag was reissued. The flagged County bridge was also added to the NYSDOT scour critical list in 2019, however, this is the Colesville Road bridge which is scheduled for replacement in 2020.
5. A number of additional minor bridge repairs were completed in 2019 as follows: heavy rock scour repair was completed at four (4) bridges, structural repairs were completed at another four (4) bridges, sediment cleanout was completed at one (1) bridge, and bridge rail repair and painting was completed at six (6) bridges. Minor repairs were completed to 15% of the County's bridge inventory in 2019.
6. A Bridge NY project to replace 4 large consecutive culverts on Twist Run Road and Nanticoke Drive was completed during the summer of 2019. This was a major construction project which replaced 4 of the County's most distressed large culverts with new concrete box structures.
7. Eight (8) other large culvert repairs were progressed this year which included four (4) class D concrete repairs to large culverts on Colesville Road, and four (4) additional repairs ranging from culvert linings to clean-outs, to temporary shoring repairs. Large culvert inspections continued through 2019, with 88 culverts inspected, almost 50% of the County's inventory. All culverts from 48-60-inch diameters were added to the large culvert inventory that is inspected and repaired by engineering division staff.
8. Inspection and reporting for twenty-one (21) County-owned dams and two (2) IDA dams were completed in 2019 including: completion and filing of annual reports; completion and filing of annual safety certificates; updates to emergency action plans; and updates to engineering assessments to meet NYSDEC regulations.
9. Boundary surveys were completed at 3 additional watershed sites in 2019, and the Site 9A Nanticoke Creek Dam Improvement Project was bid and constructed.



Photos #6, #7, & #8: Construction of Watershed Site 9A improvements and upgrades – placement of a concrete cutoff wall, raising of the dam crest, and armoring spillway embankments - Summer 2019,



10. Facility projects progressed during 2019 included a new facility entrance at Willow Point Nursing Facility, boiler and hot water replacement at The Forum Theater, and start of the new Veteran's Resource Center Facility project in the Town of Binghamton.
11. Many smaller and ongoing facility assignments were addressed and completed throughout the County during 2019 – these included work at Willow Point Nursing Facility, Public Safety Facility, the Court complex, County Office Building, and other county facilities.
12. Work completed for the Parks Department during 2019 included a mill and pave project of 2 parking areas at Cole Park, a mill and pave project of a road section at Otsiningo Park, completion of the Otsiningo Park Stage Project, completion of a new pedestrian bridge at Cole Park, shoring of pavilion structures at Greenwood Park, assistance with development of a disc golf course at Cole Park, and many smaller repairs and upgrades.

13. The Dorchester Gateway Project, which is a federally funded upgrade to the entrance road at Dorchester Park including repairs to the bridge and addition of pedestrian facilities was bid and began construction in the fall of 2019. Late season flooding at the Whitney Point Reservoir forced a winter shutdown of this project, which will be completed in the spring of 2020.
14. Two (2) federally funded TAP projects were progressed during 2019. The Farm to Market Road ADA Pedestrian project was bid and began construction in 2019, and preliminary design of the Chenango Street ADA Pedestrian project (a new TAP project award in 2019) was started.
15. Substantial changes and upgrades to the County's MS4 permit program were made in 2019. After a NYSDEC program audit in April where the County received a marginal rating, our new Assistant Engineer took the reins of the program in July for a thorough program overhaul and upgrade. A three-year self-assessment was completed which led to updated facility SWPPP's and online fillable inspection reporting that has been individualized for each specific facility. Individualized training of facility managers and support staff has begun, and training for other sectors of County staff is under development. 2019 summer interns completed the required inspection of 20% of the County's outfalls, and progressed the mapping of sewer-sheds, and GPS location and inventory mapping of smaller culverts along County rights-of-ways.
16. Engineering Division staff provided various support functions to our Highway Division during 2019. We processed an update of our pavement management plan including road inspections and a listing of recommended treatments, and we provided support and solutions to a myriad of smaller technical road safety and drainage issues, as well as addressing resident complaints.
17. Miscellaneous and ongoing programs which continued in 2019 included:
 - 99 projects were forwarded to engineering for 239 reviews, 77 of which required no DPW review or had no DPW comment. Reviews and/or responses were forwarded to Planning for the remaining 22 development projects.
 - Award and negotiation of four (4) term consultant contracts for 2020-2022, and tracking / reporting of term contract use.



Photo #9: Pedestrian bridge at Cole Park – designed by Engineering Division staff & installed by Buildings & Grounds construction crew - Summer 2019.

The table below illustrates the distribution of engineering staff time during 2019. This time distribution includes Division specific work completed by the Commissioner of Public Works who is also acting in the capacity of Deputy Commissioner of Engineering.

2019 ENGINEERING DIVISION STAFF TIME ALLOCATION

Work Type:	% of Total Hours Worked:
Administration:	25.09 %
General Division Administration	4.31 %
Administration/Benefits (holidays, vacation, etc.)	17.25 %
Division Management	2.96 %
Info System File Maintenance:	0.57 %
Continuous Improvement:	4.19 %
Systems Improvements:	3.02 %
Continuing Education / Training:	1.17 %
Project &/or Division Responsibilities:	54.64 %
Facilities	9.35 %
Bridges	11.65 %
Culverts	9.80 %
Roadways & Sidewalks	4.74 %
Issuance of Building Permits	0.82 %
Parks & Recreation Projects	4.52 %
County Watersheds	4.93 %
Environmental Support - MS4 Program/SPCC/PBS	7.83 %
"Other" Projects	1.01 %
Support for Other Departments:	16.07 %
Planning & 239 Reviews	1.57 %
Highways	2.87 %
Parks & Recreation	2.16 %
Building & Grounds	2.47 %
Arena / Forum	5.31 %
Other Internal	0.69 %
Public Assistance	1.01 %

CONSULTANT ENGINEERING, SURVEYING AND ARCHITECTURAL FIRMS:

The Engineering Division utilizes the services of various local consultants to support and enhance in-house capabilities and to help address project priorities and design/construction schedules. These various consultants are used based on their specific areas of expertise.

Consulting firms currently under contract on Capital Improvement Projects Include:

- | | |
|--|--|
| <u>Old Route 17 – Windsor Truss - Painting</u> | McFarland-Johnson |
| <u>Improvements to Nanticoke Creek Site 9A Dam</u> | O’Brien & Gere Engineers |
| <u>Juneberry Road Bridge – Replacement</u> | Delta Engineers, Architects & Land Surveyors |
| <u>Old Rt 17 / Oquaga Creek Bridge – Replacement</u> | C&S Engineers |

<u>Colesville Rd / Duell Creek Bridge – Replacement</u>	B&L Engineers
<u>Twist Run / Nanticoke Drive culvert replacement</u>	Delta Engineers, Architects & Land Surveyors
<u>Farm to Market Road Pedestrian Improvements</u>	McFarland-Johnson
<u>Dorchester Park Gateway Improvements</u>	Shumaker Consulting Engineering
<u>Chenango Street Pedestrian Improvements</u>	Delta Engineers, Architects & Land Surveyors
<u>Bridge Wearing Course Maintenance Project:</u>	McFarland-Johnson
<u>Veteran’s Resource Center Facility:</u>	VIP/IPP Architects and Engineers

2019 Engineering consultant term contract holders included the following consultants:

<u>Structural Engineering:</u>	(1) Delta Engineers, Architects & Land Surveyors (2) McFarland Johnson
<u>Civil Engineering:</u>	(1) Clark Patterson Lee (2) Shumaker Consulting Engineering & Land Surveying
<u>Architectural Engineering:</u>	(1) C&S Engineers (2) Delta Engineers, Architects & Land Surveyors
<u>Survey Services:</u>	(1) Hulbert Engineering and Land Surveying (2) Shumaker Consulting Engineering & Land Surveying
<u>Environmental Testing:</u>	(1) Delta Engineers, Architects & Land Surveyors (2) Keystone Environmental
<u>Water Resources Engineering:</u>	(1) Woidt Engineering & Consulting
<u>Geotechnical Engineering:</u>	(1) Keystone Assoc. Architects, Engineers & Surveyors
<u>Environmental Engineering:</u>	(1) O’Brien & Gere
<u>Building Code Review Services:</u>	(1) Hulbert Engineering and Land Surveying

GOALS:

LONG TERM GOALS:

The following list includes engineering division ongoing and long-term goals:

1. To deliver cost effective service that is timely and responsive to all County-wide departmental and public needs within the limits of the resources available.
2. To work in unison with all County Departments regarding their maintenance needs and Capital Improvement Programs, and to assist in their efforts to develop infrastructure inventory, and repair/upgrade plans.
3. To advance the development of a multi-functional engineering division with a multi-disciplined staff, and to promote high technical standards, encourage leadership, and promote career development amongst existing staff.
4. To continue the goal of mapping all county infrastructure using our GPS technology, and to create a geographical information system catalog of this information for use by the DPW divisions.

During the past year, we have made some positive progress on our long range and 2019 specific goals as follows:

- During 2019 our internal ROW GIS map retrieval system was made available for public use. Local surveying firms have been quick to take advantage of this tool and have begun partnering with us to provide additional boundary information along our rights-of-way based on individual and private surveys that they are completing.
- The internal cross-training program that we initiated in 2018 was continued through 2019 with monthly lunch and learn seminars on topics ranging from SEQRA and federal aid processes, to pipe lining systems, lidar data collection, HVAC filters, natural stream systems, non-destructive testing of concrete, bridge paint systems, and green infrastructure use and design. Engineering staff reviewed internal department processes and procedures, county SPCC plans, and a project overview of the watershed Site 9A project completed this summer. This cross-training / continuing education program has been highly successful and will be continued into 2020.
- Work towards culling and sorting of old paper project files continues as times allows with staff scanning and filing critical information in order to clear up physical storage space within DPW.



- Division staff have been working towards a teaming approach with other DPW Divisions and County Departments in order to provide more streamlined support, project management, and assistance with asset management and maintenance.

Photo #10: “Teambuilding” – Engineering Division staff entered the annual scarecrow contest at Otsiningo Park – Fall 2019.

LOOKING AHEAD INTO 2020:

To continue our effort of working towards the long-term goals stated above, the engineering division will continue to work towards the goals established for 2019 as outlined below:

1. Continue the process of culling, sorting, and storing old project paper files and division flat files to clear up physical storage space within the DPW office area, and to work with IT to transfer old electronic project files into OnBase.
2. Continue to assist other Public Works Departments in the development of long-range plans to better manage County assets and document CIP needs.
3. Continue the monthly cross-training and technical development process that was initiated internally in 2018 and continued through 2019.

2019

**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

BUILDING & GROUNDS

MISSION STATEMENT:

Provide a diverse range of efficient and cost-effective high-quality services, which will ensure uninterrupted facility utilization while providing an atmosphere of professionalism both to internal and external customers.

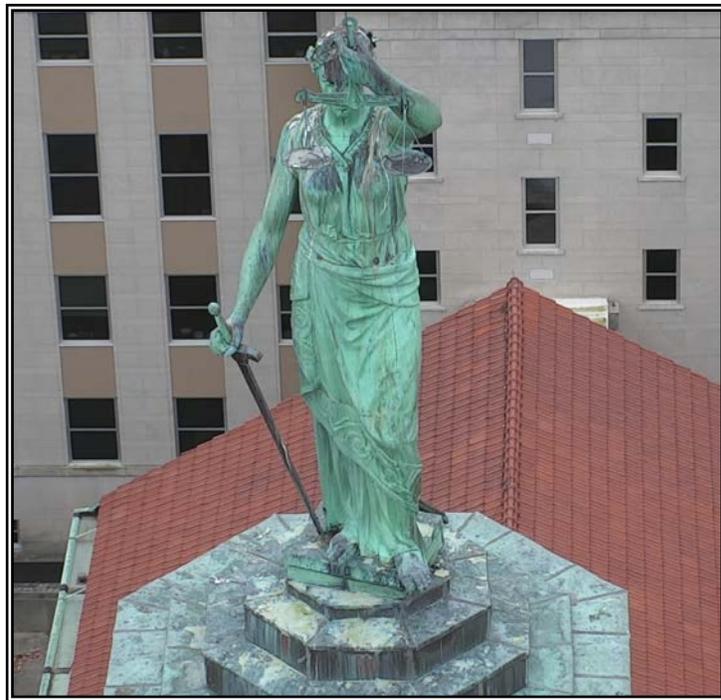


Photo #1: Aerial Inspection of the Courthouse dome – Fall 2019

Buildings and Grounds Division

Commissioner of Public Works, Parks, Recreation & Youth Services

Deputy Commissioner of Buildings & Grounds Division

Facility Maintenance

- Primary maintenance operations (repairs and construction) at County facilities including: plumbing, electrical, HVAC, doors/locks, painting and sidewalk repairs.
- Operation and maintenance of the County's 34 emergency generators.
- Snow removal and salting of parking lots and sidewalks.

Custodial Services

- Cleaning buildings (offices, hallways, and restrooms); strip and wax hard floors; shampoo carpets; move furniture and relocate offices (as needed).
- Maintain yards and gardens.
- Snow removal and winter maintenance (sidewalks, walkways, and parking).
- Maintenance of necessary stock and janitorial supplies.

Fleet Management

- Administration and management for county fleet of over 200 vehicles.
- Conduct fleet inspections and repairs as required.
- Maintain fleet repair records and generate reports.
- Manage fleet stock and supplies.
- Responsible for fleet purchasing and replacement.

Construction Services

- Repair & construction at County facilities (restrooms, roofs, landscaping, pavilions, etc.)
- Mowing & Maintenance at county watersheds and solar arrays.
- Snow removal and hauling from parks and other facilities.
- Tree pruning and removal.
- Movement of equipment to county events.

Government Plaza - Tripartite

- Maintenance of the common areas of the government complex including:
 - Snow removal & salting of exterior areas
 - Maintenance of shared parking areas which includes lighting, sprinklers, carbon monoxide systems, sump pumps, and emergency generators.

Facility Management

- Full time facility management personnel at:
 - Willow Point Nursing facility
 - Floyd L. Maines Veterans Memorial Arena
 - Public Safety Facility
- Responsible for total facility maintenance plus management & maintenance of speciality equipment & systems (fire, security, etc.) including coordination of outside contractor work.

INTRODUCTION:

The Buildings and Grounds Division of Public Works provides support services for all departments throughout Broome County Government. Three units under the leadership of the Deputy Commissioner provide these services. These units are as follows:

- (1) Fleet Management,
- (2) Custodial Services,
- (3) Building Maintenance Services.

To provide quicker response and more efficient utilization of resources, the maintenance services have been divided into five areas:

- (a) heating, ventilation and air conditioning group,
- (b) support staff assigned to the Willow Point Nursing Facility,
- (c) support staff assigned to the Public Safety Facility,
- (d) support staff assigned to the Arena and Forum,
- (e) a diverse group of skilled craftsmen whose services are assigned where needed.

PERSONNEL:

Division staff consists of 63 full time and part time skilled technicians plus management personnel to provide services.

To supplement department resources and/or to provide specialized skills where needed, outside contract services are provided by a variety of firms including: KB Services; JSI Carpentry; Shuler-Haus Electric, Evans Mechanical, A&R Painting, Aztec Masonry and Postler & Jaeckle.



Photo #2: Construction of the Otsiningo Park Stage – Summer 2019

MAJOR ACCOMPLISHMENTS:

During 2019 the following projects were completed by the Building & Grounds Division staff:

Public Safety Facility (PSF):

- Upgrading Siemens software at PSF
- Painted 32 cells in D-pod
- Cable pulls for 911
- Painted 48 cells in E-pod
- Painted shower floor L dorm PSF
- Replaced carpet in E-pod
- Replaced UPS for BlackCreek security cabinet I
- Repaired broken pipe leading to fire hydrant
- Replaced hot water storage tanks in A-, F- and G-pods
- Installed new hot water heater in H-pod
- Exam room repurposed as an office
- Installed IT rack for IT
- Installed exhaust fan in server room 2
- Remodeled 911 Center
- Cooling towers repaired
- Replaced carpet in offices
- To facilitate installation of tablets for the prisoners we installed 3 electrical outlets, ran fiber and cat5 cable, added wi-fi and 3 charging stations in 10 pods
- Put out a bid to purchase a new dishwasher
- Installed power and network drops in 3 interview rooms and DWI room
- Installed power and network for full body scanner in intake
- added 6 network cables and carpeted Central Arraignment Processing room

Parks:

- Helped Parks (Greenwood) with repair of downed electrical line
- Compiled an electrical power panel inventory for all park buildings
- Remodeled Otsiningo Park women's bathroom
- Removed 5 trees from roadways after windstorm
- Repaired well at Dorchester Park
- Cut trees at Otsiningo Park
- Remodeled bathrooms at Hawkins Pond Park
- Installed 2 on-demand water heaters at Grippen Park
- Repaired hydrant in Otsiningo Park
- Repaired main electrical feed at Cole Park
- Built stage at Otsiningo Park

- Installed an electrical panel at Otsiningo Park for food trucks
- Built pedestrian bridge at Cole Park
- Replaced electrical line at Otsiningo Park
- Planted 15 trees for sound barrier at new stage in Otsiningo Park



Photo #3: New Courthouse Side-Entrance Awning – Summer 2019.

Willow Point Nursing Facility (WPNF):

- New water tempering mixing valves were installed in the South Building
- Removed the old tray line equipment in the kitchen
- Replaced main breaker in West Wing equipment room switch gear
- Replaced cable on elevator South Building
- We had three hits on the State Survey:
 1. 3-year, 4-hour generator load test now being done
 2. 5-year internal obstruction testing for sprinklers complete
 3. Smoke barriers needed were installed
- Remodeled Administrators office at WPNF

Court Complex:

- Remodeled addition rooms on 2nd floor courthouse
- Installed ultraviolet lighting for bacterial and mold control in Justice building
- Replaced roof on courthouse gazebo
- Built awning for side entrance of Courthouse
- Painted the cannons in front of the Courthouse
- Repaving the Courthouse parking lot
- Repaired base of columns on front of courthouse



Photo #4: New sidewalk installation along the east side of the Courthouse – Summer 2019.

Miscellaneous:

- Installed hot waterline for Zamboni at Arena and installed trench drain at Arena to help mitigate Zamboni water
- Checked all watersheds for form and function after heavy rain events and helped DEC stock trout at the watersheds
- Installed flashing warning lights on sewer pump stations
- Installed emergency generators at Western & Eastern Broome Senior Centers
- Built carport awning at Western Broome Senior Center and replaced boilers and AC units at Western Broome Senior Center
- Upgraded Security Access control system
- Standardized chemical feed for all HVAC equipment
- Did maintenance of fans in basement and subbasement of County Office Building and installed 9 call boxes in Tripartite parking areas
- Replaced fluorescent lighting with LEDs at the Library
- Built storage garage for Dog Shelter
- Tuscarora tower site building façade repaired
- Installed antenna at Solid Waste for OES
- Remodeled women's lockers at En-Joie
- Remodeled supply clerk office
- Built room for 200 Poll Pads Elections
- Assisted Transit by cleaning the bus wash pits
- Assisted Airport with backhoe for a trench drain in hanger 1
- Replaced three exterior doors at 3006 Wayne Street
- Built security doorway for the Health Department
- Reconfigured offices for BMTS
- Repaired sewer drains at the Ramp Building
- Provided forklift training as required
- Doing tear out of Veterans Center

FLEET MANAGEMENT HIGHLIGHTS:

Broome County has 205 fleet vehicles that were driven 2,107,872 miles during 2019. During this period, 154,621 gallons of gasoline were used at a total cost of \$300,544, and 10,752 gallons of diesel were used at a total cost of \$25,180. Gasoline and diesel were dispensed from the fleet garage. During 2019 a total of 1,370 work orders were completed.

2020 NEEDS ASSESSMENT:

As our facility infrastructure continues to age, it is critical that we look forward and be aware of the needs of various County buildings. Along these lines, the following outline summarizes the current and upcoming needs at some of the County facilities.

Public Safety Facility (PSF):

- C Pod fire exit is extremely hard to open
- Kitchen loading dock apron collapsing and broken
- C&E recreation yard has trip hazards and safety issue with broken concrete
- There are 9 day-room cabinets. 4 have been replaced need to replace the other 5
- Carpeting bad throughout PSF – needs to be replaced
- Grease trap in kitchen collapsing need replaced
- Change valves that are not functioning
- **Replace and upgrade the HVAC system**

With the increase in maintenance work due to facility expansion and the aging facility (26 years old) more projects will need to be outsourced. This project list is the most critical now. In the future roofs, boilers, chillers, pumps, heaters, tanks, doors and other infrastructure will need attention.

Willow Point Nursing Facility (WPNF):

- Security upgrades: Installation of additional cameras and system controls throughout interior and exterior of facility.
- Public bathroom renovations.
- HVAC upgrades: piping, air vents, pumps and controls in all areas (resident rooms, offices, common areas, etc.) need replacing.
- Electrical upgrades: Main panels, Breakers, Sub-panels, LED conversions, exterior lighting and wiring as needed throughout building.
- Betterment and improvements: Resident room renovations (bathrooms, plumbing, ceilings, floors, doors, paint, etc.). Carpeting, flooring, doors in common areas.
- Building envelope: Windows, exterior doors, seals, vents and insulation.
- Roof replacements: New roofs on South and West buildings (**North building completed**)
- Equipment and furnishings: Equipment for maintaining facility (scrubbers, floor machines, laundry equipment, etc.), new resident room and common area furnishings.
- **Fire alarm system upgrades**
- Parking lot repaving

- Kitchen upgrades
- Elevator upgrades
- The building has a 2-pipe system for HVAC should be a 4-pipe system for better control

County Office Building:

- **Bottom 3 rows of sandstone façade need to be replaced**
- All sandstone façade hangers checked
- **Replace the 3 boilers**
- **Replace all HVAC pumps**
- Replace VAV's
- Replace carpet in building
- Replace pneumatic controls with DDC
- Replace all cubicle panels
- Replace lighting controls
- Window film replaced
- Take down all unused lighting fixtures
- Clean outside of building
- In the next ten years' chillers replaced
- Elevator upgrades

Old Courthouse:

- **Repair barrel of dome**
- New controls
- New piping in building
- New return fans
- New LED lighting
- New drop ceiling
- Repair columns
- Upgrade elevator
- New fire alarm
- Repair sidewalks
- Asbestos and lead abatement throughout building

Library:

- **New roof top HVAC units**
- New carpet
- Paint interior of building
- New roof in 5 years
- Parking lot repaving
- Landscaping

Senior Center Upgrades:

Western Broome Senior Center:

- New HVAC equipment
- Repair outside walls
- Recoat Roof
- New LED lighting

Eastern Broome Senior Center:

- Needs floor repairs
- New LED lighting
- New furnace
- New ceiling
- Improve drainage

Northern Broome Senior Center:

- New HVAC unit
- Repave Parking Lot
- New LED lighting
- New HVAC unit
- Landscaping



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Photo #5: Construction of the Cole Park Pedestrian Bridge abutments – Spring 2019.

Court Annex:

- New LED lighting
- New HVAC unit
- Carpeting
- Replace doors
- Upgrade Black Creek Security System

R22 Refrigerant:

In the United States, ozone-depleting substances (ODS) are regulated as class I- or class II-controlled substances. Class I substances have a higher ozone depletion potential and have been completely phased out in the U.S., with a few exceptions. This means no one can produce or import class I substances. Class II substances are all hydrochlorofluorocarbons (HCFCs), which are transitional substitutes for many class I substances. New production and import of most HCFCs will be phased out by 2020. The most common HCFC in use today is HCFC-22 or R-22, a refrigerant still used in existing air conditioners and refrigeration equipment.

Broome County has many buildings that use R-22 in their HVAC units as follows:

- Northern Broome Senior Center
- Eastern Broome Senior Center
- Western Broome Senior Center
- Ramp building
- Landfill Scale house
- Airport House
- EnJoie Club House
- Airport Crash Fire Rescue
- Library
- Highway buildings
- Airport Maintenance Building
- Willow Point West Wing Building
- PSF 911 Center

Starting Jan 1, 2020 R-22 will no longer be manufactured, the price will continue to increase as the supply dwindles. Over the next five years the units in these buildings should be replaced, not only because it may be difficult to purchase refrigerant for them, but most are at the end of their useful life. These units total about 1000 tons of air-conditioning, and to replace them would cost approximately \$3,500,000 in current dollars.

2020 GOALS:

- Upgrade HVAC in various facilities
- Change lighting in County Office Building to LED
- Replace roof on one wing of Willow Point Nursing Facility
- Coat roof at Western Broome Senior Center

2019

**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

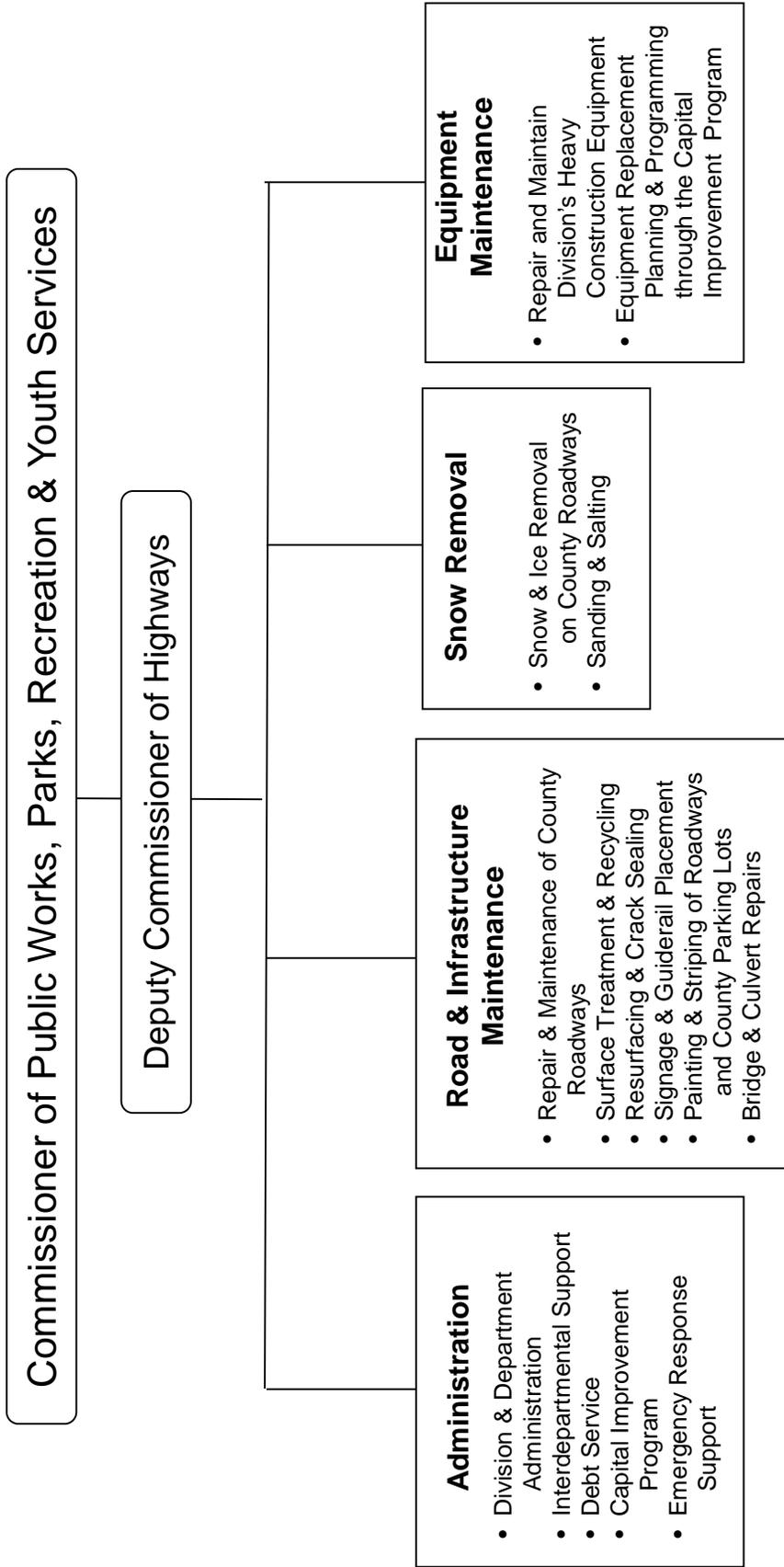
HIGHWAY

MISSION STATEMENT:

Provide a highway road system to move people and goods throughout the county, in a cost effective, efficient and professional manner, to enhance community growth, economic well-being and quality of life.



Highways Division



INTRODUCTION:

The Broome County Public Works Highway Division is located off Fallon Road in Chenango Bridge, New York. The Division's facilities occupy 31,850 square feet, which includes: a maintenance shop, garage, storage area, and office space. The Highway Division is responsible for the routine maintenance, repair and snow and ice control of 343 center lane miles of highways and 108 bridges, with a span in excess of twenty (20) feet.

The mission of the Highway Division is accomplished using twenty-three (23) pickup trucks, forty-three (43) dump trucks, one (1) tractor trailer, and seventy-four (74) other various pieces of heavy equipment. Also, one hundred forty-five (145) pieces of miscellaneous equipment (i.e.: chainsaws, snow blowers, pumps, compressors etc.) are part of the Highway Division equipment supplies.

Equipment for snow and ice control consists of thirty-four (34) plows, twenty-two (22) wings, and thirty-four (34) hydraulic sand spreaders.

PERSONNEL:

During 2019, the Highway Division employed sixty-nine (69) personnel. The Division saw one (1) termination and three (5) retirements during 2019. Please refer to the Highway Division Organizational Chart for a breakdown of the work force.

ACCOMPLISHMENTS:

PAVING:

In 2019 the Division received Pave-NY monies which enhanced the anticipated highway reconstruction/rehabilitation projects along the County Roadway System. In 2019 paving projects completed included a total length of 18.93 miles. The following are the road construction projects completed in 2019:

Reynolds Road	0.53 miles	Mill and Fill with Hot Mix Blacktop
Airport Road	2.30 miles	Mill and Fill with Hot Mix Blacktop
Colesville Road	2.90 miles	Hot Mix Overlay
Park Avenue	2.00 miles	Hot Mix Overlay
Cutler Pond Road	0.14 miles	Hot Mix Overlay
Conklin/Kirkwood Connector	0.20 miles	Mill and Fill with Hot Mix Blacktop
Beartown Road	4.10 miles	Cold Mix Pave/Chipseal
Powderhouse Road	2.30 miles	Mill and Fill with Hot Mix Blacktop
Broome Parkway	2.15 miles	Mill and Fill with Hot Mix Blacktop
Whitney Point Lisle Road	1.11 miles	Mill and Fill with Hot Mix Blacktop

CHIP SEAL WITH 1 A / LIMESTONE:

In 2019 the following road segments were chip sealed with 1-A stone for a total length of 14.16 miles:

East Maine Road	3.10 miles
Dunham Hill Road	3.40 miles
Loughlin Road	2.00 miles
Hardy Road	1.26 miles
Knapp Hill Road	2.20 miles
Jennings Creek Road	2.20 miles

LEE BOY PAVED, GRADER PATCH, HAND PATCH:

Over 11,000 tons of Hot Mix Blacktop was placed by the Highway Department for general repair and preparation for next season’s Chip Sealing Program to aid longevity of roads to a 10-year standard. In 2019, 18.54 miles were completed with cost effective processes.

GUIDERAILS:

The countywide inventory of guiderails is continually maintained and repaired as needed. Much of this scope of work is due to motor vehicle accidents. Reimbursement of these damages is sought after through personal insurance companies.



VEGETATION CONTROL / ROADSIDE HAZARDS / TREE REMOVAL:

This scope of work is a nonstop responsibility. In areas with guiderails, vegetation is controlled annually by spraying herbicide. This process will continue next season at the most effective time of the year. Controlling the roadside vegetation is also a year-round effort utilizing 4 tractor mounted mowers. Mowing during the dormant stage reduces roadside hazards during peak foliage months.

The trees that pose a danger to motorists are often addressed. Broome County has excellent equipment and personnel to handle the most difficult tasks of tree removal. Dead trees as well as storm damage can produce a large volume of work. These responsibilities reduce Roadside Hazards and promote safe travel along our roads.



DRAINAGE:

During this past construction season, drainage repairs were a high priority. Projects of this nature keep work crews busy year-round as weather allows. This season a total of 4,142 linear feet of various sized drainage pipes were placed or replaced throughout the county. There were 113 different locations in which this scope was performed.

Ditch maintenance/cleaning is necessary along most county roads. Longevity of a roadway is dependent on proper drainage. Excess water softens roads and causes premature failure. During 2019, 17+ miles of ditch-line were cleaned and reshaped. Of these repairs completed, most were a priority as the poor drainage caused unsafe ice conditions.

The county has a large inventory of drain structures that require attention and upkeep. Concrete catch basins, curb drop inlets, and manholes were repaired/replaced throughout the county. Drainage structures require yearly cleaning as well as skilled concrete repairs. Approximately 127 of these structures were cleaned / replaced / repaired during 2019.

SIGNS AND STRIPING:

During 2019, the sign/paint crew reported many accomplishments. Broome County has approximately 4,000 signs in inventory to maintain regularly. The striping operations as well as sign repairs/replacements were well executed with the volume of work this crew faces yearly.

The MUTCD sets regulations on all Traffic Safety Devices. The requirements are always observed during daily operations of this crew. The efforts made, help insure the safe travel of pedestrians and motorist along out highways. Many other municipalities as well as the City of Binghamton rely on our services. In 2019 about 79 various signs were made for County departments and towns. Work accomplished by this group in 2019 includes:

Broome County Roads:

- 206 - Repairs on county owned signs
- 254 - Replacements of signs
- 11 – “Turn Only” markings
- 20 - Sets of School Markings
- 34 - Cross Walk markings
- 44 - Stop Bars
- 24 - Sets of RR Crossing
- 36 - Pavement Arrows
- 6 - “Stop Ahead” markings
- 296 - Miles of yellow Center Line using 9,940 gallons of paint
- 130 - Miles of white Road Edge lines using 2,020 gallons of paint
- 58,790 - Pounds of glass beads were used for high reflectivity on the stripes

Road striping provided for other Towns and Villages and County Departments by the Highway Division was as shown in the table below.

Town of Fenton	36.2 miles
Town of Union	39.6 miles
Town of Vestal	22.2 miles
Town of Chenango	25.5 miles
Town of Binghamton	3.3 miles
Town of Dickinson	0.7 miles
Town of Windsor	5.6 miles
Town of Kirkwood	0.5 miles
City of Binghamton	24.6 miles
Broome County Airport (Runways)	15.0 miles
Broome County Parks	1.5 miles

ASSISTANCE TO OTHER BROOME COUNTY DEPARTMENTS:

Often Highway Division staff are tasked with providing support services to other Broome County Departments and Public Works Divisions. In 2019, some of the support functions that we provided for other Departments include the following:

1. The Highway Division crews spent over 3,100 manhours constructing tower roads for Broome County Office of Emergency Services. New towers will be built on these roads for

the new radio system planned throughout the County emergency response system. Three tower roads were completed in 2019 with four more scheduled for construction in 2020. By utilizing Highway Division staff to construct these roads, millions of dollars have been saved by the County compared to outsourcing the construction of these roads. The Division first removed vegetation and then proceeded to construct roadways using shot rock provided by the Broome County Landfill.



2. The Highway division repaired the parking area at the Office of Emergency Services building on Wayne Street.
3. Miscellaneous work was completed at the Airport including; mowing, filling expansion joints, and striping along the runways. The Division also assisted in the removal of ice from the runway in early 2019.
4. Highway staff assisted the Parks Department at Spiedie Fest with setup and removal of concrete jersey barriers at Otsiningo Park. They also did striping of roadways in the Parks.
5. Highway staff assisted the Buildings & Grounds Division with mill and pave repairs of potholes in the parking area at the County Office Complex.
6. At En-Joie Golf Course parking lot patching was completed. Highway crews also assisted in hauling materials for use of building a berm along the 15th fairway at the course.
7. The Highway Division assisted Parks with their ADA compliance requirements by laying out and installing handicap parking spots and signage at Otsiningo Park.
8. The Division participated in a mock emergency drill for the Broome County Health Department in December 2019.
9. Highway staff worked with Engineering Division staff to line a 72-inch diameter corrugated metal pipe using a 66-inch diameter snap-tite pipe.

EQUIPMENT MAINTENANCE / REPLACEMENT:

Equipment maintenance remains a task performed by skilled mechanics. These employees perform repairs in an efficient manner. They provide safe reliable vehicles and equipment with cost saving standards to increase service life of county owned vehicles. Snow removal equipment is considered Extreme Service Equipment given the demands of a tough winter season. During 2019, the Highways Division was allocated Capital Improvement Program monies for equipment replacements. With this budget the Division purchased:

- 2 - 10-wheel plow truck (dump) equipped with sander, plows and wings
- 1 – 6-wheel plow truck (dump) equipped with sander and plows
- 1 - Western Star Tractor
- 1 – Tow Behind Hot Box



SAFETY TRAINING:

The Highway Division continued its extensive safety awareness during 2019 with the assistance of the Broome County Risk Management Department. Division employees attended training programs mandated annually and revisited safety procedures otherwise deemed a priority. Hearing test were conducted once again this year as required by the Department of Labor.

WORK REQUESTS / PERMITS:

Phone calls and emails generate nonstop workload for the Highway Division. During 2019, the office documented over 720 work requests into the system. These requests were then reviewed and the scope by which repairs were made was documented for the action taken and dated. The office also effectively handles Highway Work/Driveway Permits. 2019 produced 82 Work/Driveway Permits and 21 Special Hauling Permits.

SNOW AND ICE CONTROL 2019:

A high level of service was provided on all county owned roads during the winter months of 2019. From January thru March of 2019 there were thirty-six (36) snow / ice events that the division performed plowing and/or salting / sanding operations on County roadways. Unfortunately, in November and December 2019 there were an additional nineteen (19) snow/ice events. The number of snow and ice events in 2019 were approximately the same as 2018. If this type of severe winter continues into 2020 it will be tough on the roadways as well as appropriations supporting snow removal such as fuel, sand/salt, overtime salaries and equipment repair costs.



The Highway Division is a dedicated group of individuals, proud of the services they provide to the traveling public. Safe travel along the 343 miles of county owned roads is a priority. The Division has contracted with two Towns for snow removal on our roads. The Town of Triangle provides winter maintenance of 11.58 miles and the Town of Vestal 3.8 miles for 2019. The remaining 325+ miles are maintained by the County employees and equipment. Appreciation by many County residents was expressed via phone calls, emails and occasionally letters/cards received by the Department. The concerns and demands for safe travel are always a priority in services to the public.

2020 GOALS:

- Continuation of the ongoing Surface Treatment program on at least 25 miles of County roadways.
- Performance of routine maintenance (cleaning) on bridges and culverts over five (5) feet in diameter.
- Continue rebuilding and re-grading shoulders and ditches along County roadways to address drainage and maximize the lifespan of roads.
- Continue maintenance of the guiderail system throughout the County Highways.

- Work in conjunction with the Engineering Division regarding the replacement and/or rehabilitation of larger culverts on County Roads.
- Continue removal of trees and other roadside hazards throughout the County Highway System.
- Continuation of the Division's Safety Training program, as directed by Risk Management.
- Continue hiring seasonal help to supplement the Highway Divisions workforce as budget allows.
- Continue surface treatment of roads on a ten (10) year cycle.
- Provide responsible records for mandated programs (such as the County's MS4 program).
- Rebuild/Resurface various county roads as needed and as appropriations allow. Modern methods include: Cold Inplace Recycling, Cold Mix Paving, Full Depth Stabilization, Hot Inplace Recycling, Mill and Fill Paving, Hot Mix Overlays. Continue with the efforts of Engineering on a current Pavement Maintenance (Preservation) Program.

LONG TERM GOALS:

- Replacement of equipment as needed.
- Replacement of post building at Highway complex which has deteriorated and is becoming unsafe for equipment storage.
- Provide training for our workforce to keep safety standards at a high level.
- Continue to provide safe travel on Broome County roads, in a fiscally responsible manner.
- Remain educated with the latest technology available to increase efficiencies.
- Expand efficiencies within the Equipment Maintenance staff given maintenance and repair techniques on modern equipment.
- Assist local municipalities in effort to provide vital services in today's tough economy.

2019

**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

SOLID WASTE MANAGEMENT

MISSION STATEMENT:

To provide our constituency (residents and businesses) with a comprehensive program for managing solid waste, which is consistent with New York State's Hierarchy for solid waste management, in an economically sound and environmentally safe manner.

Solid Waste Management Division

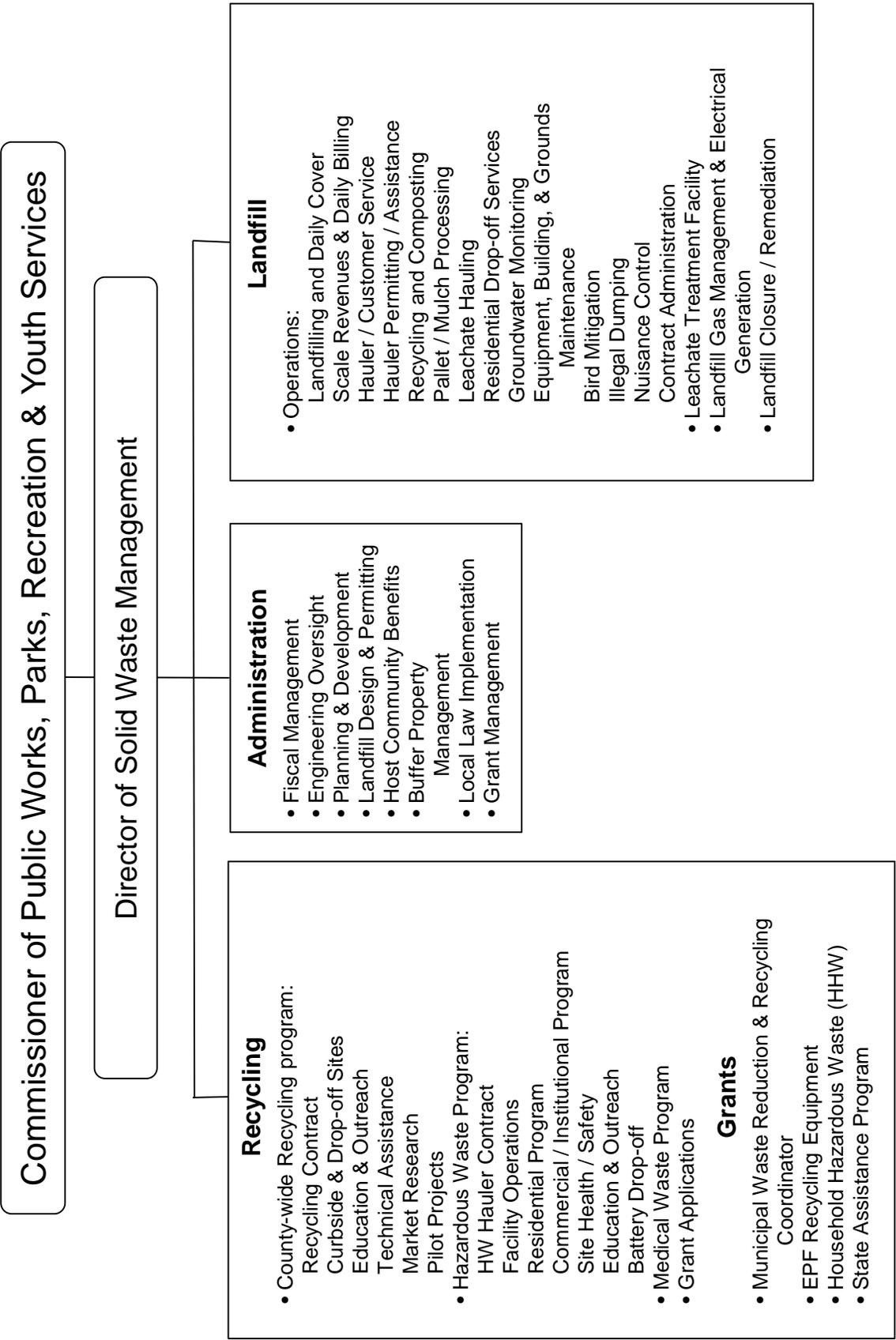




Photo 1: Landfill Section IV Cell 3 – Active Working Face

INTRODUCTION:

In 2019, 268,740 tons of municipal solid waste, construction and demolition debris, friable asbestos, non-friable asbestos, industrial waste, auto fluff, contaminated soil, aggregates and sludge were land buried at the Broome County Landfill. In 2019, outgoing materials recycled through Southern Tier Recyclers, Inc accounted for 494.11 tons. An additional 1723.41 tons of waste received at the landfill were recycled. Materials recycled at the landfill include white goods and scrap metals, tires, leaf and yard waste, bulky plastics, cardboard, waste oil, oil filters and antifreeze. Single stream recyclables collected at the landfill's recycling drop off are included in the above referenced recycling tonnage.

[Note: Since recycling became mandatory in 1992, most businesses and institutions in Broome County recycle through private hauling and recycling companies. As a result, private recycling tonnages are not fully quantifiable through the County's tracking system. Instead, the tonnages from private companies are individually compiled and will be available as statistics provided through the Solid Waste Management Plan.]

RECYCLING OPERATIONS:

In 2019, the County continued its contract with Southern Tier Recycling, Inc to process and market the single stream recycling from the landfill residential drop off. For 2020, we collected 29.89 tons of bulky rigid plastics and 363.3 tons of single stream. Recycling markets remained poor and the County paid a fee of \$40 per ton for recycling of single stream plastics and bulk rigid plastics. The recycling markets continue to decline as a result of the policy changes made by China in 2018. Currently, China has banned some materials such as mixed paper, and has set an extremely low contamination rate of .05% for other material

types. This contamination rate is not one most US facilities can meet, and it continues to have an impact on recycling throughout the US and locally. Although it is expected that the market will eventually rebound, the cost of recycling will likely continue to increase in the coming year.

The County recycling program continued to accept newspaper, corrugated and single layer cardboard, craft paper, magazines, mixed paper, office paper, junk mail, phonebooks, pizza boxes, frozen food boxes, table-top milk and juice cartons, glass containers, tin, aluminum, metal cookware, and a variety of #1-7 plastic containers (ketchup, yogurt, shampoo containers, storage containers, etc).

Recyclables received at the facility accounted for the following tonnage:

MATERIAL:	MRF TOTALS:
Single Stream	363.30
Bulky Rigid Plastic	29.89
Corrugated Cardboard	100.92

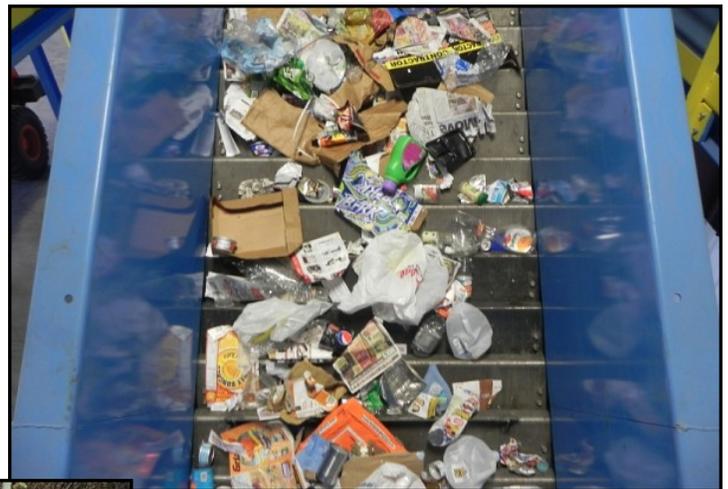


Photo 2: Single Stream Recycling



Photo 3: Display Table at Fall Festival Held at Otsiningo Park

RECYCLING INITIATIVES:

The Division continues to promote and increase diversion of reusable materials to the Eco Center. Ongoing outreach to home improvement stores and contractors continues in an effort to divert more materials.

ELECTRONICS RECYCLING:

The electronics program continued to be a popular and successful program. There is no fee and no required appointment for residents to come on designated hazardous waste/electronics collection days. For electronics dropped off on a non-designated collection day there is a \$5.00 charge. The shift in market conditions is still affecting the electronics program as there is a recycling fee charged to the County for monitors and televisions. In 2019, a total of 218 tons of electronic equipment was recycled.

EDUCATION AND OUTREACH:

In 2019, the Division ran four digital ad campaigns during separate quarters of the year. The ad campaigns focused on educating residents on recycling contamination, hazardous waste and electronics recycling, food waste reduction, and a recycling program overview. Each of the campaigns included both digital message ads and 15 to 30 second YouTube video ads. The advertising company we worked with in 2019 also provided analytics to show which campaigns worked best and how these campaigns drove residents to the Broome County Recycling Website.

The Division also participated in public outreach through television advertisements. By contracting with the network WBNG, we were able to educate the public on the hazardous waste and electronics recycling program, the compost and grass recycling program, textile recycling, and provide a general recycling program overview. The campaign ran until the end of July 2019 and showed ninety-four (94) 15-second commercials a month. These commercials mainly targeted homeowners, playing during the news, adult comedies, and weekend programming. The network also provided digital advertising with display ads on their website coinciding with the topics the commercials outlined.

Landfill tours are given upon request from various groups. Five (5) landfill tours were given with approximately 126 participants in 2019. The Division also provided information to SUNY Broome to conduct self-guided tours for approximately 85 participants. The Division participated in the 2019 Environmental Fair held at Lockheed Martin and Earth Fest sponsored by Earth Day Southern Tier.

In 2019, the Division continued to promote our special events recycling container loan program. Seventeen (17) special events requested use of the recycling containers totaling a use of 343 bins during the year.

In 2019, the Division promoted backyard composting by making available the Earth Machine[®] backyard composters for purchase (\$45.00 each). Composting was promoted through programming by Cornell Cooperative Extension and through the county website.

The Division added outreach focused on wasted food. A brochure and educational display were created to provide guidance on reducing wasted food at home, creating an "Eat First" box to keep you aware of what is left in the refrigerator and tips to minimize wasted food.

For 2019, the Division continued its contract with Cornell University Cooperative Extension of Broome County for additional education and outreach efforts. 170 programs were conducted which were attended by 3,553 youth and adult participants. In addition, they provided technical support for composting and oversight of the composting demonstrations site. CCE also continued the Master Composters program, which trains residents in proper composting.

PRODUCT STEWARDSHIP:

In 2019 product stewardship bills were again proposed to the New York legislature. The Division has been actively following and supporting product stewardship for several material types.

PAINT STEWARDSHIP:

In 2019, New York passed a statewide paint stewardship program. The program will provide New York residents with convenient access to retail and municipal drop-off sites for leftover oil-based and latex

household paint. The American Coatings Association, a trade association representing paint manufacturers from across the United States has created PaintCare, a non-profit program to manage the reuse, recycling and disposal of leftover paint. PaintCare representatives have already begun to work on the development of the program here in New York. Implementation of this program will be beneficial to Solid Waste as we will handle less paint through our hazardous waste program.

ELECTRONICS:

In 2019, the Division continued to support efforts to revise the current NYS Electronic Equipment Recycling and Reuse Act to reduce the financial burden being put on the county. The DEC has begun the rulemaking process to provide clarity, strengthen its existing provisions, and to improve overall program performance. This process will continue throughout 2020.

PACKAGING:

An EPR system for packaging would require brand owners to ensure their packaging materials are reused or recycled responsibly thus rewarding companies that use less material, switch to readily recyclable options, and incorporate a higher percentage of recycled content in packaging. The Division has been part of a work group that has drafted a document that represents a blueprint for an effective packaging EPR platform for NY and includes plastic containers, steel and aluminum cans, plastic film, glass food bottles, paper containers, newspaper, and cardboard. Many trade organizations support these efforts and the Division will continue efforts in support of EPR.

LANDFILL OPERATIONS:

PERMITS:

Part 360 Solid Waste

A modified Part 360 Permit was received in September 2017; it will expire 3/22/2021. DEC revised the Part 360 regulations and issued the new version in November of 2017. The Broome County Landfill remains governed under the old regulations until the permit is renewed or modified. Annual reports of all pertinent landfill information and operating parameters are submitted to the DEC. The landfill is in compliance with all Part 360 regulations.

Title V Air

The County operates under a Title V Air Permit that regulates landfill gas and facility boilers/heaters. A permit renewal was issued on 3/29/2018. It will expire on 3/28/2023. An annual quantification of Green House Gases (GHG) is submitted yearly by SCS who performs the calculations and prepares the report. Title V reports are prepared and submitted to the EPA and DEC by the BCDSWM semi-annually and annually. Broome Energy Resources (BER), under the Landfill Gas Agreement, maintains the wellfield that sends gas to their electric generating engines. They provide wellfield monitoring reports to the County. The County owned system in the Old Landfill is maintained by the County, a task that was taken over from BER in 2019. This entailed a significant amount of work in the latter half of the year including troubleshooting issues with the flare, replacing the low point condensate pump, and reconnecting laterals that BER had done work on previously. SCS Engineers Field Services does quarterly surface emissions monitoring for the landfill and does monthly monitoring of the wellheads on the old landfill. The County remained in compliance with the Title V permit throughout 2019.

SPDES

The landfill operates under and remains in compliance with a SPDES Multi-Sector General Permit (MSGP). The active sediment pond forebay was cleaned out this year by landfill staff.

Petroleum Bulk Storage

The Spill Prevention, Control and Countermeasures Plan was finalized by OB&G 2011. Routine inspections are ongoing, and maintenance is performed as needed.



Photo 4: Pulling Recycling Roll-off

SURVEYS:

Annual volume surveys are done by Hulbert Engineering and Land Surveying. The Engineering Dept. calculates the volume of air space that has been filled since the previous analysis. 282,080 cubic yards of air space was filled in 2019.

TIPPING FEES:

In 2016, the County Legislature amended the Local Law in chapter 89 of the Broome County Charter and Code to waive 100% of the tipping fees for demolitions of residential one- or two-family homes that are sold by the County to municipalities or quasi-governmental agencies. In 2019, tipping fees were waived on 1,493 tons resulting in a loss of revenue of \$75,804. In 2014 the Legislature amended the County Charter and Code section 317-9(6) to include the Landbank in the \$30,000 municipal one-day cleanup allotment. The Landbank used \$21,297 of that allotment for building demolitions in January and March. Municipalities who sponsored cleanup days used the remainder.

LEAF AND YARD WASTE:

The Division continued to process yard waste using a windrow composting technique, creating high quality compost offered free to residents and municipalities. Approximately 1,071 tons of leaf and yard waste and 55 tons of stumps were accepted at the landfill. The Division contracted with a vendor to grind the yard waste and stumps, which were then composted.

SCRAP METAL:

The Division continued to recycle all forms of scrap metal including large appliances and lead-acid batteries based on quarterly quotes. Scrap metal tonnage for 2019 was 233.85 tons and lead acid battery tonnage was 11.71 tons.

FREON:

Units containing Freon are handled carefully, in compliance with the Clean Air Act and according to Division policy. Building and Grounds certified personnel remove the Freon and the tagged units are then taken to the scrap metal vendors. In 2019, 1,168 units were serviced and 0.27 tons of refrigerant were recovered.

TIRES:

In 2019, the Division continued its contract with Geiter Done located in Buffalo, NY for the processing and recycling of tires. Approximately, 566 tons of tires were collected during 2019.

OIL & ANTIFREEZE:

The County collects oil and antifreeze for recycling in addition to oil filters. This is a free service the County offers. Resident can bring their used oil and antifreeze to the landfill during operating hours. The County utilizes private vendors to recycle the materials. In 2017, there was a shift in the markets for waste oil and the County no longer was paid for waste oil. In turn, there was a \$15 field test fee each time there was an oil pick-up. In 2019, 10,354 gallons of used oil, 821 gallons of antifreeze and 10 drums of oil filters were recycled.

MAJOR OPERATIONS AT BROOME COUNTY LANDFILL:

LANDFILL EXPANSION SECTION IV:

NYS Department of Environmental Conservation approved Cell 1 for use via a letter dated August 13, 2009 and the first select waste (residential garbage) was deposited on August 18, 2009. Cell 2 opened on October 24, 2012. Cell 3 opened on July 20, 2017.

On September 26, 2017, Cell 4 construction was approved by DEC through a permit modification that allows the bottom of the cell be lowered about 15 feet. Bedrock blasting across the cell commenced soon after, followed by berm reconstruction. GHD Consulting Services did the design and provided construction review for Cell 4. ZMK was awarded the construction contract and Chenango Contracting (liner installation) and Maine Drilling and Blasting were subcontractors. Cell 4 construction was completed in December 2019. The secondary flow rate is under review and observation and further work may be necessary in the spring. The new cell is expected to open in the fall of 2020.

Airspace gained by lowering the bottom of Cell 4 and reconstructing the berm is 160,000 cy making the total volume of the cell 1,260,000 cy. The dollar value of the additional airspace is over \$6 million.

FORESTRY:

There were no forestry activities in 2019 though there may be areas of the Nanticoke landfill property that need management activities to promote forest growth and health. Bob Moore, dba as Forestate, inventoried the trees at the Broome County Landfill and the Colesville Landfill and submitted Forest Management Plans for both. According to those plans logging is not expected until 2030. The DSWM shared their RFP with the Real Property Department for use with other county owned properties.

LANDFILL GAS MANAGEMENT:

Broome Energy Resources - The County installed a gas collection and control system in the old landfill and is responsible for its maintenance, monitoring, and operation. Broome Energy Resources (BER) assisted the County with this responsibility through March of 2019. Subsequently, the County

contracted with SCS for this service, as well as, providing our own maintenance. Total gas collected from the old landfill was 47,987,116 standard cubic feet (scf).

BER owns and operates the gas collection system throughout Sections I-IV and the electric generation facility. New horizontal gas collectors were added in Cells 2 and 3. Gas flows, as reported by BER, were up for the year 2019 with an average of 1343 scfm and total landfill gas collected of 706,500,279 scf versus 688,491,395 scf in 2018. 29,535 MW-hrs were generated in 2019 versus 26,006 MW-hrs of electricity in 2018.

After March 31, 2019, the County receives a royalty of 10% of BER's gross revenue from all sources for the exportation of electricity. BER also provides up to 600,000 kW-hrs. to the leachate plant at no cost.



Photo 5: Section VI Cell 4 Construction- Removal of Rock Backfill

LEACHATE TREATMENT FACILITY:

2019 was the 23rd year of County operation of the Broome County Leachate Pre-Treatment Facility (LTF). A total of 20,189,397 gallons were sent for disposal. We continue to receive free electricity from BER for the operation of the facility resulting in a significant saving.

The LTF pre-treated 15,282,621 gallons that was transported via the sewer line to the Endicott Wastewater Treatment Plant for final treatment and discharge.

Of the remaining 4,906,776 gallons, 4,804,703 gallons of the raw leachate was transported to i3 Electronics for treatment and disposal. As of August 1, 2019, i3 Electronics discontinued accepting leachate from the Broome County Landfill.

The Division secured a contract with the Ithaca Area Wastewater Treatment Facility to accept the raw leachate for treatment and disposal. The remaining 102,073 gallons of raw leachate was disposed at the Ithaca facility.

HAZARDOUS WASTE MANAGEMENT:

At the Hazardous Waste Facility located at the Landfill, hazardous waste and end of life electronics are collected from residents and Conditionally Exempt Small Quantity Generators (CESQG) in Broome and Tioga Counties. The Facility is open year-round with 2 or 3 collections scheduled monthly.

- Types of wastes collected at the facility include pesticide & fertilizers, household cleaners, pool chemicals, latex and oil-based paints and sealers, wood preservatives, solvents, acids, motor oil and antifreeze, oil filters, photography chemicals, adhesives, drain and oven cleaners, aerosol sprays, poisons, fire extinguishers, small propane cylinders, household batteries, fluorescent light tubes and ballasts and electronic equipment.
- This year 281,361 pounds of hazardous materials were collected, consolidated and shipped. All materials collected are sent for recycling or environmentally safe disposal.
- Dry-cell batteries were collected at the Hazardous Waste Facility and a drop-off collection kiosk at Wegmans located in Johnson City. This year, 23,247 lbs. of dry cell batteries and 23,420 lbs. of automotive batteries were collected.
- This year, 10,354 gallons of motor oil and 821 gallons of antifreeze were collected and recycled.
- Collection of fluorescent bulbs/ballasts from small quantity generators and households continued, with 15,948 lbs. of fluorescent lamps collected and recycled.
- There were 31 collection days with an estimated attendance of 3,815 households and 85 conditionally exempt small quantity generators which yielded 123 scheduled appointments.
- Broome County residents may bring household hazardous waste and electronics to the facility on non-collection days for a \$5.00 handling fee. There were 2,910 residents that took advantage of doing this.
- Tioga County residents disposed of 29,040 lbs. of hazardous waste with 224 households participating through an inter-municipal agreement. This agreement is reviewed for renewal on an annual basis.

GENERAL OPERATIONS AT THE BROOME COUNTY LANDFILL:

MAINTENANCE OF CLOSED SECTIONS:

Routine maintenance and monitoring were performed for the Old Landfill and Sections I, II, and III including two mowings.

ODOR CONTROL:

There were no significant odor complaints from neighbors in 2019.

LITTER CONTROL:

Litter fencing is modified to stay current with filling operations on an ongoing basis and is purchased annually. Landfill operations are planned so that filling provides wind breaks behind the lifts in the winter. Routine litter patrol in and around the landfill site is performed as staff availability permits. After periods of high winds, it is done daily. No contracted labor or prisoners were used this year at the landfill.

HOST COMMUNITIES:

The County paid the Host Communities \$973,430 in 2019 in accordance with the Host Community Agreement (HCA). Since payments started in 2000, \$15,989,471 has been paid to the Host Communities. This total includes \$1,193,372 for fire departments. The Citizens Advisory Committee meets about 4 times per year. Landfill projects and operational updates are discussed.



Photo 6: Landfill Section IV- Cell 4 Welding of Liner Seams

ENVIRONMENTAL MONITORING:

ALS Global is contracted to monitor both the Nanticoke and Colesville Landfills with Barton and Loguidice Engineers continuing to analyze data and write the reports for Nanticoke and ARCADIS to do the same for Colesville. There were no significant problems in groundwater monitoring in 2019.

SAFETY:

Proactive and required safety training for all landfill employees was conducted throughout 2019 with the assistance of John Nezelek, Broome County Safety Specialist.

DIVISION PROJECTS / UPDATES:

OLD LANDFILL RECLAMATION/GROUND WATER INTRUSION PROJECT OF THE ORIGINAL NANTICOKE LANDFILL:

GHD Consulting Services completed a Conceptual Feasibility Study in May of 2012. They completed a Field Investigation Report in December 2013. In 2014-2015 the Landfill Reclamation Work Plan was developed and submitted to NYSDEC, but DEC has declined to review the Work Plan until a new Consent Order for the project is signed. Meanwhile, a final design plan for Phase I of the project was done and bidding documents were prepared. In June of 2015 it was decided to place the construction of the project on hold until the sewer project was completed. Also in 2015, a landfill gas collection system was installed in the old landfill as mandated by EPA. A draft Consent Order was received from the NYSDEC in 2015, but it needs to be rewritten to allow a more flexible timeline. In order to construct new landfill space in the reclaimed area, Part 360, Solid Waste and Title V, Air permit modifications are needed. In the summer of 2016, as part of the effort to reduce stormwater infiltration, the stormwater diversion ditches, which were no longer functioning as intended and, in fact, appeared to be allowing infiltration into the landfill, were filled in and sealed with clay.

The project was on hold in 2017 while permitting of Section IV Cell 4 was occurring and bedrock blasting and berm reconstruction was completed in Section IV. In 2018 costs for the project were re-evaluated and due to staffing constraints the project remained on hold through 2019.



Photo 7: Section IV -Cell 4 Liner Construction

SOLID WASTE MANAGEMENT PLAN:

In 2008, the Division began updating the Local Solid Waste Management Plan (LSWMP) and in January 2011 the DEC became non-responsive. In 2018 the DEC began to review the plan again and the Division submitted updates. In December 2019 the Division submitted final changes and anticipates receiving approval of the plan in 2020.

COLESVILLE LANDFILL REMEDIATION:

In a letter from the NYSDEC dated September 27, 2017, Broome County was notified of a classification change from 2 to 4 based on the rationale that residual contamination is being managed under a Site Management Plan. This plan describes the institutional and engineering controls in place, as well as, an environmental monitoring plan. A Periodic Review Report (PRR) covering the years 2016-2018 was prepared and submitted to NYSDEC in January 2019. The next PRR report will be due in 2021. Annual monitoring reports are submitted that discussed results of ground, surface, and spring waters.

A molasses injection was performed by Arcadis and landfill staff during the last week in August. EPA and DEC had requested that we do that to stay in general compliance with the ROD and remedy. Theoretically, this will enhance the natural biodegradation that is occurring. Going forward, we will be following a Contingency Plan, developed by Arcadis in 2019, that specifies if and when additional injections will be necessary.

The EPA conducted their five-year review inspection on October 3, 2019. DEC was also present for the on-site inspection and meeting, which was held at the Broome Senior Center in Harpursville. The regulators consensus was that the property is being effectively managed. The EPA's written five-year review report is due in 2020.

The landfill parcels and the Scott property to the south have environmental easements, that prohibit the development or use of the property in any way that could interfere with the landfill cap or other treatment facilities on the property. The easements also prohibit the installation of drinking water wells.

2019

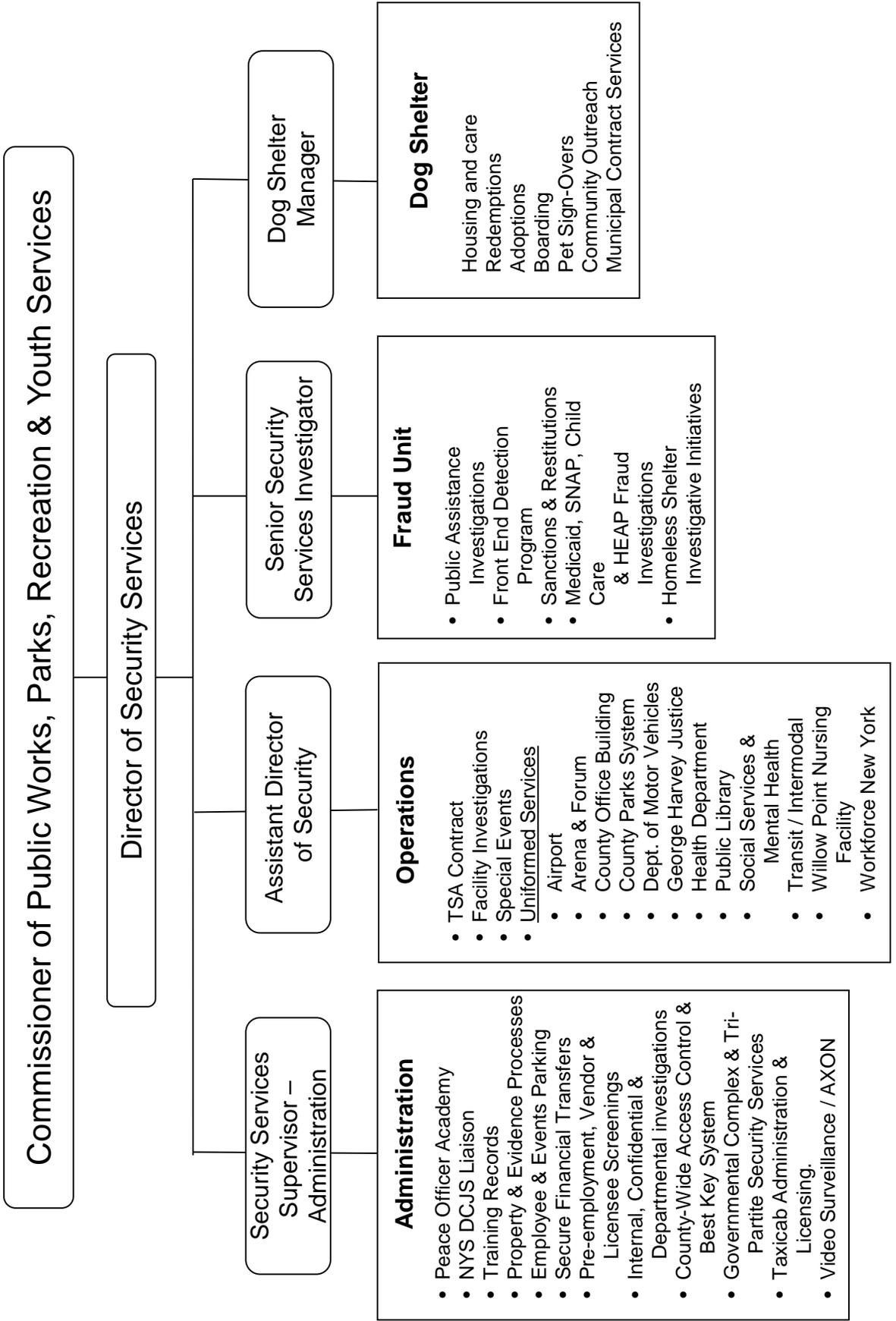
**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

SECURITY

MISSION STATEMENT:

The mission of the Broome County Government Security Division is to provide services to our customers that promote the safety and security of county employees and the public that conduct business at various county facilities or attend county sponsored special events. These security services are designed to provide and maintain an efficient, safe, and orderly work environment. The Division consists of four distinct units, under the leadership of the Director of Security.

Security Services



INTRODUCTION:

Broome County Government Security is a Division of the Department of Public Works. Broome Security Officers are designated Peace Officers with law enforcement authority under the New York State Criminal Procedure Law. The administrative offices and the central security station are located on the first floor of the Broome County Office Building, 60 Hawley Street, Binghamton, NY, and is staffed from 7:00 a.m. to 6:30 p.m., Monday through Friday and on an as need basis after normal business hours to accommodate public hearings and meetings. The Security Division consists of four (4) distinct units under the leadership of the Director of Security.

Units Include:

- Administrative Services
- Uniform Operations
- Case Integrity Unit
- Dog Shelter

ADMINISTRATIVE SERVICES:

The administrative services unit is comprised of a Security Supervisor, Security Services Investigator, Security Officer II's, seasonal temporary Security Officers, and Recruits.

ADMINISTRATIVE ACTIVITY:

In a supportive role, administrative staff perform a variety of functions on a County wide basis as well as internal to the Security Division. Services provided across the County include taxicab registration and licensing, access control systems, video recording systems, property management, parking management, pre-employment screening investigations, key and lock needs, and the safe and secure transfer of funds between Departments and their financial institutions. Internal services conducted by the administrative staff which are critical to the operations of the Division include record entry and keeping, evidence management, training curriculum, video management, uniforms and equipment procurement, financial recordkeeping, and management of other personnel related records.

2019 ACCOMPLISHMENTS:

- Conducted 1,732 pre-employment investigative screenings of Broome County Government new hires, vendors, taxi driver applicants, DSS work experience placements, volunteers, interns, and other municipal employees. In 2019 through a cooperative agreement, the Division began conducting investigative screenings for SUNY Broome Community College and for Social Services Employees Child Support Enforcement staff with Access to Federal Tax Information as required by New York State Office of Temporary and Disability Assistance. These in-depth screenings search various record sources that contain information regarding criminal history, driver abstract history, educational licensing credentials, personal references, and prior work experience. Investigative staff compare the submitted employment application, supporting documentation, and the results received from various data sources to evaluate a candidate's qualifications, accuracy, and truthfulness. These results are then formulated into a final screening report and sent to the requesting authority to be utilized as an evaluation tool during their selection process.
- Continued the dedication of Division resources to the administration and enforcement of taxi cabs operating within Broome County. In 2019, 211 licenses were approved, 101 vehicle inspections were conducted, 67 violations / suspensions were issued, and \$37,800 in fees was

received. In 2019, Security Officers investigated 105 taxicab related complaints and continued a proactive enforcement effort through the participation in STOP DWI checkpoints, Taxi Compliance patrols with Binghamton University, SUNY Broome Community College, taxicab stand monitoring, and other community outreach methods.

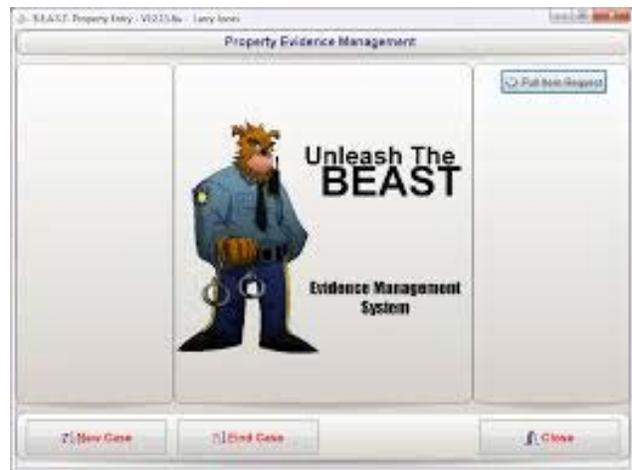
- Throughout 2019 Security Division staff have worked in partnership with local taxi cab companies and other transportation stakeholders including Binghamton University, BU Student Government Association, Greater Binghamton Chamber, local Law enforcement agencies, and the Department of Social Services to evaluate the impact of Rideshare within the community and to the local for hire transportation industry. Working with the County Executive's Office, Legislature and Law Department, Security was able to successfully amend Local Law Chapter 336 resulting in a significant reduction of regulation and fees governing the Taxicab industry in Broome County effective January of 2020.



- Provided critical services to all Departments within Broome County Government through the issuance of 1,793 employee access ID credentials, completion of 117 key and lock needs, and 3,595 secure transfers of funds between Departments and their banking institutions. Security staff continue to provide expertise and support to all County Departments through the programming, monitoring, and servicing of 311 access control points and 352 video recording sources at various locations County-wide.

Throughout 2019 Officers received, processed, and submitted in accordance with policy and procedure 607 items of lost and found property, 94 items as confiscated, and 25 items seized as evidence into the Division property management system (BEAST). All property items were maintained, returned or disposed of in accordance with New York State property statutes.

- The Division of Security continued the electronic storage of records by using ONBASE, allowing Division Officers and administrative staff to have immediate digital access 24/7 to incident reports and records while also significantly reducing physical storage needs of the Division. In 2019, 14 document types compiling 13,343 records were scanned and stored electronically via ONBASE. To further reduce costs and increase efficiencies, the Administrative Unit transitioned the scanning of all evidentiary photos from reported incidents into ONBASE resulting in a reduction of color printing expenditures. This cost saving initiative resulted in 935 imports directly scanned into ONBASE.



- Throughout 2019 the Security Division continued the mandated the use of AXON body cameras to all uniformed full-time and part-time armed Officers to enhance documentation, transparency, accountability, and public trust.



- In April 2019, the Security Division proactively enhanced the less than lethal use of force capabilities for all full time and part time armed officers through the training and deployment of Electronic Control Devices (TASER). The deployment of the TASER immediately gives the

Officer an additional tool when involved in a force situation where the deployment of OC or ASP may be inappropriate or ineffective. Additionally, during 2019 an emphasis was focused on obtaining Instructor certifications in general instruction and specialized instruction for Electronic Control Devices (TASER), and Aerosol Subject Restraint. Throughout 2019 Five (5) Security Supervisor staff successfully completed the certification requirements in the above programs in accordance with Municipal Police Training Council Guidelines gaining additional proficiencies and increasing the Divisions ability to efficiently meet all NYS annual training requirements.

- The Broome County Security Division Video Analysis Lab was reconfigured to include and accommodate the expanded needs of the various management systems maintaining Division property, OnSSI centralized computer programming and video monitoring. Utilizing a combination of grants and budget appropriations, Security worked in partnership with DPW Buildings and Grounds to install twelve (12) access control points in the County Office Building North and South Fire Towers on floors 2-7, eight (8) cameras in the Government Complex basement and sub-basement parking levels, and four (4) cameras at the Governmental Complex gate entrance areas. In addition, Security coordinated with Buildings and Grounds, the Broome County Clerks' Office and Highway Division to design and install interior video surveillance systems within the Endicott DMV and at the Highway Garage.



- In coordination with Information Technology, Buildings and Grounds, and Stanley Solutions, Security partnered to upgrade the County Wide electronic access control systems for all facilities bringing the operating system into a centralized server-based platform.



- Worked in partnership with Arena management to enhance the physical security at the Broome County Forum through the addition of twenty-five (25) digital internet protocol cameras installed at strategic locations in both public/non-public, interior and exterior areas of the facility.
- Throughout 2019 the Security Division and the Office of Emergency Services partnered in sharing a Security Officer II position. This unique collaboration coupled an experienced Law Enforcement Officer with the expertise of Emergency Preparedness. While sharing the Law Enforcement benefits to Emergency Services, the Security Division benefited through the enhancement of internal Emergency planning. Throughout 2019, the Emergency Management

Officer completed Event Action Plans for various County facilities, County Parks, Broome Bands Together Concert Series, movies in the parks, special events, and active shooter response plans.

- Conducted the 42nd session of the New York State Peace Officer Academy from December 7, 2019 through January 24, 2020 in accordance with New York State Department of Criminal Justice Services resulting in 10 Broome County Security Officers receiving their New York State Peace Officer certification. The Academy consisted of over 240 hours of instruction and Reality Based Training. In addition to the Peace Officer Academy, throughout 2019, Divisional Officers completed other mandated training courses in compliance with NYS DCJS requirements. These trainings consisted of semi-annual firearms training (recertifications and Firearms Long Course), ASP, OC, TASER, NARCAN, CPR/AED, as well as facility specific training goals totaling 8,173 hours.



- Worked in Partnership with County Administration, DSS, OET, Mental Health, NYS DOL, and Real Property Tax Service on the planning, design and construction processes for the relocation of Front Street Workforce NY site to the Johnson City Oakdale Mall. The facility layout and workflow processes were evaluated with the Departments through the design phase and the appropriate environmental controls to include keys/locks, access control, video surveillance, intrusion and duress systems were implemented for the overall safe and efficient facility operations.

ADMINISTRATIVE OBJECTIVES FOR 2020:

- Conduct the 43rd session of the New York State Peace Officer Academy in accordance with the Department of Criminal Justice mandated course requirements. Plan and conduct in-service training sessions for all Officers emphasizing the demonstration of techniques and utilizing lessons that continue to simulate Reality Based Scenarios consistent with current law enforcement trends and practices. Continue to progressively create a more realistic training environment during Reality Based Training sessions to further enhance the effectiveness of the training by simulating everyday working conditions that Security Officers encounter.
- Access NYS DCJS as and NYS Preparedness Center training calendars for available courses that would pertain to Officers needs as well as coincide with the progressive trends of the Security Division. Plan and conduct the mandated training requirements to Divisional Officers as required by New York State Department of Criminal Justice ensuring certifications are maintained in compliance with Article 35, Use of Force, ASP, OC, CPR, AED, TASER and Firearms. Continue assigning officers to attend ALERRT sessions (Active Shooter Response) at the NYS Training and Preparedness center in Oriskany, NY in order to maintain individual preparedness that is current with Law Enforcement trends and tactics.
- Continue to build upon the County wide migration from analog stand-alone video systems to County's OnSSI Ocularis video management system. Coordinate the designing, installation, and programming of a new 28 digital internet protocol cameras video surveillance system at the Sears Workforce NY Building.

- Further the partnership between Security and Emergency Services with the continued sharing of the Security Officer II Emergency planner position initiated in 2019. This unique position brings the needed emergency preparedness skills to the Division for facilities, festivals, planned events, and unplanned emergencies. While bringing the emergency preparedness skills, this Officer will also continue their law enforcement role while performing the functions.
- Through the efforts of the newly created Senior Security Services Investigator position, the Administrative functions and roles within the Division will be structured to further enhance efficiencies in assignments, promote multi-functional capabilities between staff, provide direct supervision and support to assigned Administrative staff.
- Plan, coordinate and implement a County-wide School Bus Stop Arm Camera program for all participating School Districts in Broome County to promote and enhance passenger transportation safety on all outfitted school buses.
- Plan, coordinate and implement internal Divisional policy and procedures to ensure compliance with all Criminal Justice Discovery reform requirements for all criminal arrests involving video, audio, and any other evidentiary documents for cases involving the filing of criminal charges.
- Collaborated with County Administration, Veterans Agency and DPW Engineering the planning, design and construction processes for the Veterans Facility Resource Center located in the Town of Binghamton. Evaluate the facility design and workflow processes with the stakeholders to ensure the appropriate environmental controls to include keys/locks, access control, video surveillance, intrusion and duress systems are implemented for the overall safe and efficient facility operations.

ADMINISTRATIVE SERVICES: ANNUAL STATISTICS 2019

ACTIVITY:	2019	2018
Bank Transfer	3,595	3,508
Buildings & Grounds Permits Issued	6	8
AXON Body Camera Video	1,146	118
Pre-Employment Screenings	1,736	2,012
Training Hours	8,713	7,866
Retained Video Surveillance Footage	80	45
Medication Drug Drop Box (pounds)	869	651
Access & Non-Access Badges Issued	1,087	1,495
Unanticipated Revenue	\$ 33,570.80	\$ 43,653.80
Lost & Found Currency Revenue	\$ 861.50	\$ 1,237.43
Employee Parking Revenue	\$ 58,670.00	\$ 58,430.00
Events Parking Revenue	\$ 43, 668.22	\$ 45,593.25

UNIFORMED SECURITY OPERATIONS:

The Operations unit is comprised of the Assistant Director of Security, Security Services Supervisors, Security Officer II's, seasonal temporary Security Officers, Recruits, and Parking Attendants. The Uniformed Operational unit is responsible for various functions and duties at over 70 County facilities, seasonal park staffing, and numerous special events held at County facilities throughout the year. Security personnel provide diverse functions in assisting County departments in completing their missions.



OPERATIONAL ACTIVITY:

Uniformed Security Officers assigned to various County facilities respond to incidents, prevent, deter crime through visible presence, prevent safety hazards, and report any unsafe conditions to appropriate County personnel. In addition to routine shift assignments, Officers are also deployed to numerous planned and unplanned events occurring within our jurisdiction on County owned or operated properties annually.

2019 ACCOMPLISHMENTS:

- In 2019 Security Officers responded to 7,086 reportable incidents. Officers identified and secured 4,962 dangerous or illegal weapons and items through the screening of over 243,249 visitors at magnetometer stations accessing the County Office Building, Department of Social Services, and the George R. Harvey Justice Building. The Security Division responded and provided

assistance to 564 alarm related incidents, 642 assistance related calls (EMS/Fire/Other Agency), and 156 mental health/check welfare/persons annoying cases.

- Provided uniformed Security Services through a shared services agreement with the Town of Kirkwood within their Municipal Court. This Officer is assigned to the Court for all arraignments, pre-trials, trials, and other Court related business as necessary. This officer provides a presence within the Courtroom, mitigates and issues, assists the public and the Justices to aide in the efficient operations of the Court.

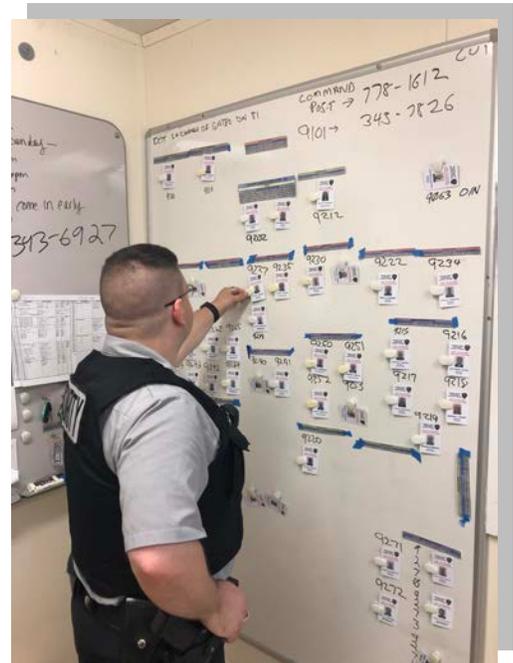
- Coordinated with the Parks administration throughout the year on all permitted events within the County Parks system to provide appropriate Law enforcement resources to the individual functions while minimizing any impact to the routine operations of the Park and its visitors. Working collaboratively with Parks management Security assessed 126 permits for use and monitored, reassigned resources, or enhanced services in support of the event to ensure a safe and enjoyable function occurred. Security Officers are an essential component to the overall efficient and safe operations of the County Parks system. In addition to maintaining a visible presence in the parks through a mobile patrol, the



Division also provides over 4200 hours of dedicated service to Greenwood, Nathaniel Cole,

Dorchester, and Otsiningo Parks throughout the summer season of Memorial Day through Labor Day. Security Officers patrol park grounds utilizing bicycles which result in high-visibility, positive community engagement, and a proactive approach to keeping County parks the family friendly destinations they have earned a reputation for. These Officers are essential to the park operations by providing a visible presence to detect, deter, and respond to incidents and by promoting a safe, healthy, and pleasant environment for the patrons to enjoy during their recreational activities. Upon quiet hours, an Officer is posted within the Greenwood Park Campgrounds to assist any person in need and provide a safe and secure environment for the campers to enjoy.

- In 2019, Security provided Uniformed Law Enforcement and Emergency Medical support to the operations of the Floyd L. Maines Veterans Memorial Arena, and Broome County Forum Theater for 107 events held with a combined attendance of 210,085. Given the uniqueness of the venues and the types of events that are held, Security staff must continue to be prepared and versatile in the deployment of resources in support of the needs of the show, the demographics of the attendees, the planned activities, and the requirements of the performers. In 2019 upon the request of the show requirements, Security measures were further enhanced within the facility through the use of screening checkpoints for all crew, performers, and ticket holders at World Wrestling Entertainment, Boogie with da Hoodie, and Five Finger Death Punch.
- In 2019, the Security Division continued its support of the Broome Bands Together Concert Series at Otsiningo Park on nine (9) dates, and “Movies in the Park” on four (4) dates all held at various County parks. These summertime park events have become increasingly popular with several hundred people in attendance and through the deployment of Security staff, a safe, healthy and family environment is promoted for all to enjoy.
- On August 2nd through August 4th, the Division provided approximately 1,400 hours of service to over 80,000 attendees of the 35th annual Spiedie Fest and Balloon Rally. Security Officers aided in traffic, pedestrian, parking, lost persons, asset protection, consumption areas, and within the concert venue. The Security Division is an integral component of the United Command System established for the event as Officers work in tandem with event management staff and other support and first responder agencies to promote a safe family fun event.
- On August 16th through August 17th, the Division entered into a cooperative agreement with Broome County Communities Charity to assist with the safety and security needs at the 2019 Dicks Sporting Goods Open. The Division provided over 125 hours of service throughout the tournament at public gates, entry points, traffic routes, pedestrian areas, and at other fixed posts during the featured Keith Urban concert. At the direction of Endicott Police Department, the Security Division provided support to the other Law enforcement agencies and event management to promote a safe, healthy, and enjoyable event.
- The Security Division continued to participate in community involvement and outreach by participating in events throughout the year including SUNY Broome Criminal Justice Emergency Services Career Preparedness Expo, BOCES Criminal Justice Program, Mock Interview Program,



SUNY Broome Job Fairs, Toys for Tots Fill the Cruiser Fund Raiser, Airport and Parks Department Trunk or Treat events, and Southern Tier Law Enforcement Memorial Association Police Week.

- As County facilities continue to be high profile targets for events involving the potential for acts of terrorism or other harmful criminal events, Broome County Security continues to be an active partner in the Counter Terrorism Committee of New York State Zone 6. Security Officers actively share informational bulletins, other forms of intelligence, deploy covert equipment, and assign uniformed or plain clothes personnel as needed to deter criminal activity and promote a safe and healthy environment.



- In 2019, mobile electronic tablet devices were deployed to all Security Division Emergency Medical Technicians assigned to Arena, Forum and other special events. These tablets provide immediate electronic access to the NYS Pre-Hospital Care Report as required for all responses to a medical incident. The assignment of the tablets allows the EMT to create, edit, print and search their PCR along with other required paperwork electronically; expediting and improving communication between agencies resulting in an efficient level of care provided.

OPERATIONAL OBJECTIVES FOR 2020:

- Deployment of the two (2) additional positions approved in the 2020 Operational Budget; Officers will work to restructure patrols at the Greater Binghamton Regional Transportation Center and provide continuous Law Enforcement coverage during all business hours at the facility. Officers will work in collaboration with all tenants to provide a safe environment for patrons and staff alike. Officers will conduct roving patrols, respond to incidents and act as a constant deterrent during all operational hours. They will work to reduce number of reportable incidents and reduce response time to incidents that do occur.
- In accordance with recent New York State Criminal Justice reforms effective January 1, 2020, the Operations staff will implement internal Divisional policy and procedures to ensure compliance with all Criminal Justice Discovery reform requirements for all criminal arrests involving video, audio, and any other evidentiary documents for cases involving the filing of criminal charges.



- Operations will work in collaboration with all County Departments and staff transitioning into the Broome Employment Center / Workforce New York facility at the Johnson City Oakdale Mall to aide in the continuity of service for their respective customers. Prior to occupancy Security staff will ensure all work practice, environmental, emergency procedures and controls are established necessary for the safe and efficient operation of the facility. Assigned Officers will maintain a visible presence in the lobby and other public areas of the facility and respond to incidents as needed.
- Enter into a shared service agreement with the Town of Windsor to provide Security Services within their Municipal Court. This Officer will be assigned to the Court for all arraignments, pre-trials, trials, and other Court related business as necessary. This officer provides a presence within the Courtroom, mitigates and issues, assists the public and the Justices to aide in the efficient operations of the Court.



UNIFORMED SECURITY OPERATIONS SUMMARY

ACTIVITY:	2019	2018
Individuals Processed (screening)	243,249	295,245
Dangerous/Illegal Items Receipted	4,962	5,481
Incident Responses	7,086	7,695
Tickets Issued (appearance)	104	55
Warning Tickets	29	39
Parking Tickets	284	98
Watershed Checks	141	72
Building Checks	841	905
Illegal Dumping Complaints	10	3

CASE INTEGRITY UNIT:

This investigative unit is housed in the Broome County Department of Social Services. The Case Integrity Unit is comprised of a part time Supervising Senior Investigator, one full-time Senior Investigator, five full-time Investigators, four part-time Investigators, two Senior Welfare Examiners, one assigned by DSS, one Welfare Examiner and a Keyboard Specialist. This unit is comprised of 2 distinct mandated functions and continues to be recognized as a leader among New York State counties in uncovering, prosecuting, and deterring welfare fraud. The unit’s professional staff continues to save and recover substantial taxpayer dollars by identifying cases involving unreported assets, income, household composition, and dual assistance.

FRONT END DETECTION SYSTEM (FEDS):

The Investigative staff assigned to the FEDS and EVR programs conduct reviews of all Social Services applicants applying to the safety net or family assistance programs. All applications are screened for accuracy, completeness and truthfulness. Investigators routinely conduct home visits on all FEDS and EVR cases to ensure that the income, resources, and household composition reported to the agency is accurate. Applicants that intentionally falsify an application to social services may be criminally prosecuted and/or sanctioned from future assistance benefits.

BENEFICIARY FRAUD RECOVERY:

The Investigative staff assigned to the recipient fraud program investigates complaints of welfare fraud involving public assistance, Supplemental Nutrition Assistance Program, Medicaid, HEAP and daycare. Complaints are received from the public, internally from DSS staff and by computer matches provided by New York State. Investigators conduct interviews both in the field and on site at DSS. Cases in which a client intentionally received benefits they were not entitled to may be criminally prosecuted and/or sanctioned from future benefits. All cases of over issuance of benefits to clients are pursued by the fraud unit for recovery.

2019 ACCOMPLISHMENTS:

- In 2019, the Case Integrity Unit conducted 7,907 investigations into applicant's eligibility for benefits and reports of fraud and abuse within the DSS beneficiary programs. These investigative efforts resulted in an avoidance/recovery \$3,746,177.00 gross and \$1,589,242.00 local share. Through these efforts, Investigators imposed 139 Disqualification Consent Agreement (DCA's) and Intentional Program Violations (IPV's) through both FEDS/EVR and programs resulting in a cost avoidance of \$409,258. In all disqualification cases, clients were convicted of or acknowledged the intentional misrepresentation or withholding of resources, income or circumstances in their DSS application for various program benefits for which they were not entitled.
- Throughout 2019 the scanning of all historical Case Integrity Unit records, from 2015 to 2018 into the OnBase System was completed. These records are now permanently stored in an electronic file system specific to the retention needs of the Division. With the completion of the historical records scanning, the Case Integrity Unit began the live initiative of scanning all cases immediately upon the closure of the investigation. This process significantly reduces the paper storage needs of the Unit and allows for immediate access by Investigators in the field through their Division issued electronic devices.



- In compliance with state and local laws, internal policy, procedure, and processes was established to satisfy the requirements of criminal case adjudication seal orders issued by the Court of jurisdiction.
- In 2019, the Case Integrity Unit, in a joint effort with the U.S.D.A. Office of Inspector General, New York State Police and local Law Enforcement Agencies, successfully investigated several local retail establishments who were engaged in Supplemental Nutrition Assistance Program (SNAP) trafficking. The investigation resulted in the arrest of the owners of a major trafficking retailer. These efforts

resulted in a significant and immediate impact on the illegal SNAP benefit trafficking crimes throughout the Broome County area.

- Continued to focus on the “Hotel Sweep” and “Shelter Sweep” initiative of investigating suspected fraud associated with persons presenting themselves as homeless and applying for emergency housing benefits. These intensive investigative efforts combined with the collaboration of DSS staff resulted in 223 denials, 272 cases transitioned to permanent housing, and 266 individuals sanctioned with a cost savings of \$593,950.

CASE INTEGRITY UNIT OBJECTIVES FOR 2020:

- With the completion of all historical Case Integrity Unit records entered into the Division OnBase system, assign all Investigative staff the required and necessary access to the system. Access coupled with the deployment of tablets, Investigators will be able to view critical data immediately while in the field allowing for more thorough investigations and interviews. The immediate access to this information will increase accuracy and efficiency.
- Coordinate with Information Technology to create an advanced case management and disqualification data base system that would meet the needs of the unit and replace the current systems which are limited and unsupported. The systems are necessary to the daily functions of the Case Integrity Unit and an upgraded and improved system would enhance productivity and effectiveness.
- The Case Integrity Unit is responsible for the proper administration of all local, state and Federal laws, rules and regulations as it relates to recipient fraud. The staff of the Case Integrity Unit will continue to thoroughly and conclusively investigate all fraud referrals received relative to beneficiary fraud in the Temporary Assistance, Supplemental Nutrition Assistance Program, Daycare, HEAP and Medicaid programs. These efforts will be accomplished through the proven and established procedures currently in place. All cases resulting in intentional fraud will be referred for prosecution, disqualification, recoupment or recovery processes. Staff of the Case Integrity Unit will continue to attend state regulated trainings to stay informed of the latest updates and regulation changes as well as investigative techniques.
- The "Hotel Sweep" and "Shelter Sweep" initiatives will continue to be a major initiative for the unit. These investigations include persons presenting themselves as homeless who are applying for emergency housing benefits involving the DSS programs. Investigative staff will review and document any non-compliance issues with the individuals and their independent living plans, enforcing all non-compliance violations to ensure the integrity of the emergency housing program. Investigative staff will continue to actively conduct unannounced visits in the field to identify any room violations that may also result in noncompliance of the program requirements. As always, the main interest of a minimal length of stay in the emergency housing program is preferred so an individual can transition to permanent housing.
- Feds Investigative Staff will continue to screen and interview all applications to the safety net, family assistance, and Daycare programs will be investigated for accuracy and truthfulness. Investigative staff will continue to conduct home visits to the residence of each applicant as the unit strives to hit a one hundred percent completion rate in conducting these visits. While conducting home visits throughout the case review, staff document any discrepancies that may



be identified as income, resources, household composition, or any other relevant information to ensure all eligibility criteria has been reported to the agency accurately. Any applicant found to have submitted an intentional false application with DSS will be referred to the District Attorney's office for a determination of any criminal charges, sanctions, and/or disqualifications to the various public assistance programs.

- Increase the focus on the recovery of benefit payment over-issuances through the established repayment, recoupment and judgement processes for all claims that resulted in the Intentional Program Violation, Disqualification Consent Agreement, or prosecution. Enhancement of these efforts utilizing all available civil collection remedies will work to assure the recovery of all documented over-issuances are satisfied. Working in partnership with Legal, and Accounting to identify clients who are delinquent on their claims and notify those clients of the debt in an effort to re-establish an agreeable repayment plan.
- Continue a coordinated effort with local Law Enforcement Agencies to investigate and prosecute retailers who are engaged in ongoing Supplemental Nutrition Assistance Program (SNAP) benefit trafficking as defined by the United States Department of Agriculture. These efforts significantly reduce illegal SNAP benefit transactions and promote integrity within the program.
- The FEDS investigative staff will continue to focus on client job logs that are submitted to DSS as a requirement for the Welfare to Work eligibility process. Through this coordinated effort, investigative staff will work hand in hand with the Welfare to Work Unit to identify and document any false job logs. Any documented falsified job log or lacking in requirements set by the agency may result in a denial of that applicant by DSS. FEDS Investigators will continue to contact local businesses reflected on the submitted logs to ensure any information submitted by an applicant is truthful and accurate. Any applicant that intentionally submits a false job log to DSS for the receipt of benefits will be referred to the District Attorney's office for a determination of any criminal charges, sanctions, and/or disqualifications to the various public assistance programs.



CASE INTEGRITY UNIT: ANNUAL STATISTICS 2019

APPLICATIONS:	2019	2018
Safety Net	684	462
Emergency Safety Net Hotel Apps	292	27
Emergency Safety Net Shelter Apps	365	152
EVR-Safety Net	2713	2568
Family Assistance	228	167
Family Assistance Hotel Apps	104	62
Emergency Family Assistance Shelter Apps	0	0
EVR Family Assistance	1240	1163
Child Care	30	26
ACTIVITY:	2019	2018
Interagency Referrals	639	406
Telephone, Mail & Website Referrals/Complaints	1250	1139
Paris Matches	326	416
Total Referrals to FEDS & CIU:	7907	6594
Referrals to Assistance Programs from CIU:	752	533
TOTAL FED & CIU:	2019	2018
Cases Open	2463	1641
Denials	2158	1935
Withdrawals	51	39
Arrests	67	161
DCA's	139	217
IPV's	0	0
Convictions	0	0
Gross Identified Recovery & Avoidance Total:	\$ 3,746,176.60	\$ 3,394,742.93

DOG SHELTER:

The Broome County Dog Shelter is funded through contracts with 9 towns and the City of Binghamton as well as shelter generated fees and donations with a staff consisting of Shelter manager, senior kennel person, one full time kennel worker, and four part-time kennel workers. The shelter provides safe, clean housing and medical care for strays brought in by our contracted municipal partners as well as dangerous dogs seized and remanded by local criminal courts. In addition to providing these direct services to our contract partners, the shelter also offers a central location for the residents of these municipalities to retrieve their dogs that may have been lost or seized, to sign over a dog they are unable to care for, or to adopt an available dog that are unclaimed or unwanted. In addition to caring for the stray and unwanted dog population, the shelter also provides clean, safe, and secure pre-arranged boarding services for residents within our community at Camp Barkalot. The shelter is staffed 7 days a week and is open to the public Tuesday through Saturday from 10:00 am to 4:30 pm with afterhours appointments available for Sunday and Monday.



2019 ACCOMPLISHMENTS:

- In 2019, the Shelter provided safe and clean housing for 671 seized or surrendered dogs for a total of 12,148 days of care. As a result of the shelter's outreach efforts through social media and through lost and found procedures, 345 dogs received at the Shelter were reunited and redeemed by their owners resulting in a 20% increase from 2018. Through continuous marketing efforts in promoting adoptions for the unredeemed and unwanted animals in our care, 247 dogs were successfully adopted into homes within our community.
- In 2019 the Shelter provided pre-arranged private boarding services to 218 dogs for a total of 1,156 days of care through Camp Barkalot. This pre-arranged private boarding service assists families in need throughout our community with safe, clean, and affordable boarding.
- In 2019, working with DPW Buildings and Grounds, the Shelter completed a major renovation of the exterior storage area and grounds. The renovation resulted in the construction of a large, secure, storage shed, the replacement of fencing to white vinyl maintenance free panels, and the installation of Pet Turf creating a defined maintenance free play area for adopting families to use and enjoy.
- All indoor and outdoor lighting was replaced with LED lights throughout the entire facility improving the brightness in all



interior and exterior areas. This upgrade resulted in an increase of light, efficient use of power, increased safety, and a reduction in energy costs within the Shelter operating budget.

- Coordinated with Broome County IT, and Integrated systems to install a new antenna between the dog shelter and the AT&T tower at the public safety facility. This improvement was crucial to the internet and landline infrastructure servicing the Shelter.
- Installed energy efficient air conditioning in all interior kennel areas resulting in a significant improvement to the conditions for the dogs during extreme summer heat conditions.
- The Shelter Manager and our Community Outreach coordinator continued to place an emphasis on recruitment for the volunteer program, immediate training and scheduling of new volunteers, and identifying their abilities and utilizing expertise when assigning tasks that support the Shelter day to day needs. Our volunteers assist staff in providing direct care to the dogs including walking cleaning routine, laundry, exterior upkeep, and at adoption events. In addition, volunteers assist in answering phones, working in the office area, and assisting at other special events.

COMMUNITY OUTREACH:

- The shelter staff assisted by volunteers continued our programs of bringing adoptable to the “Dog Days of Summer” at Lockheed Martin, “lunch hour” at BAE Systems, and “Paws on the Plaza” at Government Plaza. These events bringing adoptable dogs out into the community raising awareness for their needs while providing a stress relief social interaction for the employees.
- Participated in events with SUNY Broome Community College and Binghamton University Students and Faculty which resulted in an increased awareness to the needs of the adoptable dogs within our care. These efforts with SUNY Broome students and faculty provided a hands-on learning experience incorporating business and volunteering into their coursework. These events also fostered a partnership with Binghamton University and SUNY Broome students and staff participating in a day of caring at the Shelter through a donation of their time and talents.
- Initiated outreach to local nursing homes in effort to provide residents an opportunity to visit and interact with adoptable dogs. Currently staff are visiting Elizabeth Church manor and will expand upon the program in 2020.





- The Paws for Possibilities Campaign was launched to increase the awareness of the shelter, to provide an opportunity for individuals and businesses to offer long term support, and to provide an additional funding source for the care of the stray and unwanted dogs within our community. Paws for Possibilities is an exciting initiative that has been created to provide long term sustainability for the dogs in need. In promoting the Paws for Possibilities Campaign, local restaurants and businesses were asked to display our flyers as well as share the information through our social media sites and webpage.

SHELTER OBJECTIVES FOR 2020:

- Coordinate with DPW the repair of the kennel area to repair cracks in the interior kennel flooring, repainting of the kennels, and replace the stainless-steel divider components.
- Continue to expand and coordinate the Shelter veterinary needs on site with our vendor- Chenango Animal Hospital. CAH and Shelter staff continue to coordinate the scheduling of additional routine services on site when practical resulting in a reduction of travel time for staff and for the added physical benefit of the dogs minimizing their travel.
- Continue to promote the Paws for Possibilities fundraising campaign to increase funding and support from individuals and local businesses. In the Spring of 2020, the paw plaque area will be constructed and displayed in the outdoor play area at an unveiling event.



- Evaluate available trainings for staff to gain additional education regarding adoptions, temperament testing, common canine illness trends, and improved cleaning procedures. These educational opportunities would continue to provide staff with current and relevant knowledge resulting in a more efficient operation.



DOG SHELTER: ANNUAL STATISTICS 2019

	2019	2018
Dogs Received:		
Unidentified	553	481
Identified	35	28
Emergency Board / Court Orders	10/8	18/7
Pet Sign Overs	75	74
TOTAL	671	608
Dispositions:		
Euthanized	64	67
Adopted	247	243
Redeemed	345	288
Miscellaneous (DOA)	13	9
TOTAL	671	607
Revenue:		
Boarding Fees	\$24,430.00	\$20,970.00
Pet Sign-Over	\$2,250.00	\$3,680.00
Adoptions	\$55,575.00	54,450.00
Redemptions	\$23,095	\$18,500.00
Veterinary Services / Misc.	\$5,459.42	\$3,685.00
TOTAL REVENUE	\$110,809.42	\$101,285.10



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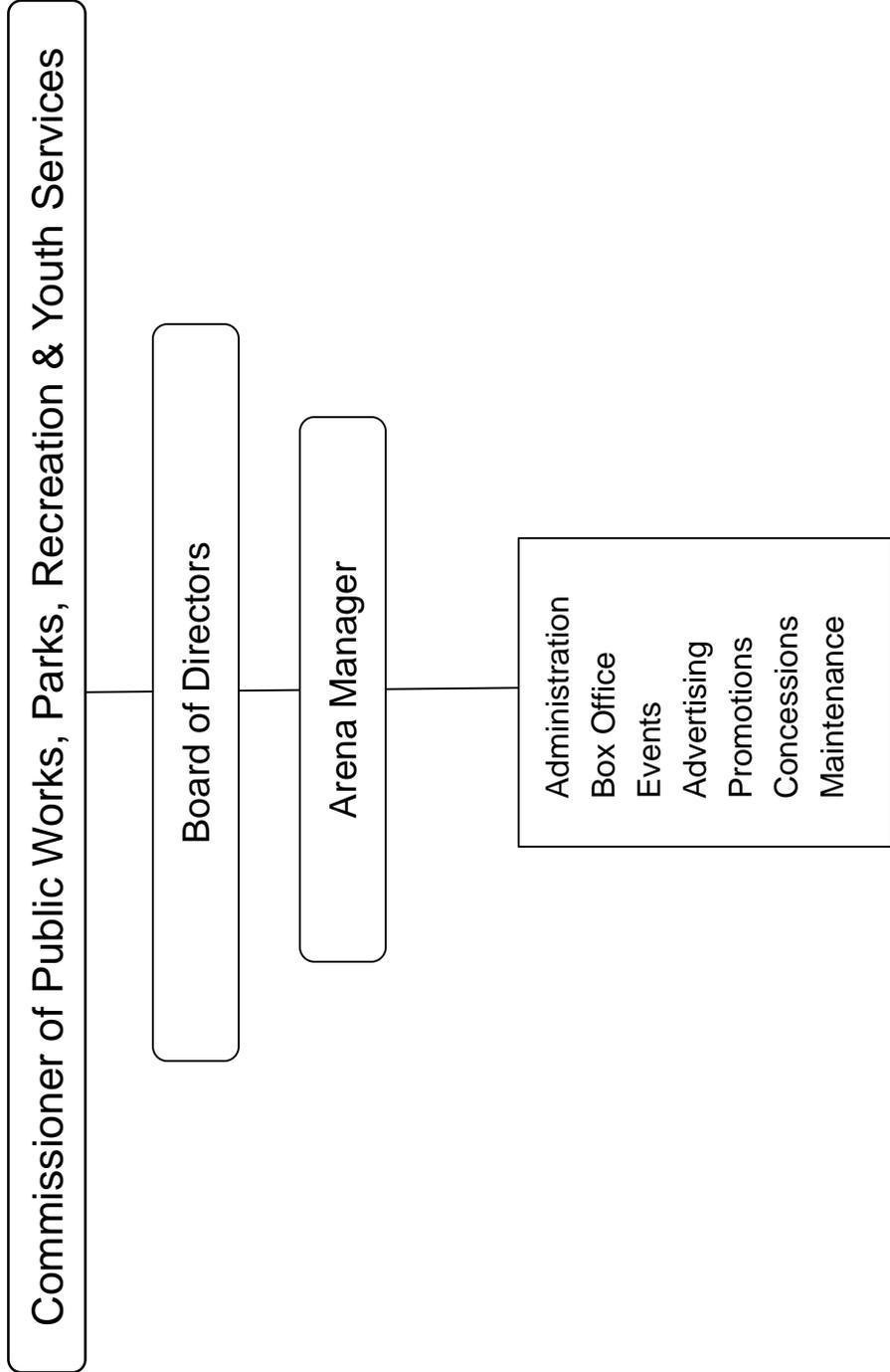
**DEPARTMENT OF PUBLIC WORKS
PARKS, RECREATION & YOUTH SERVICES**

**FLOYD L. MAINES VETERANS
MEMORIAL ARENA AND
FORUM THEATRE**

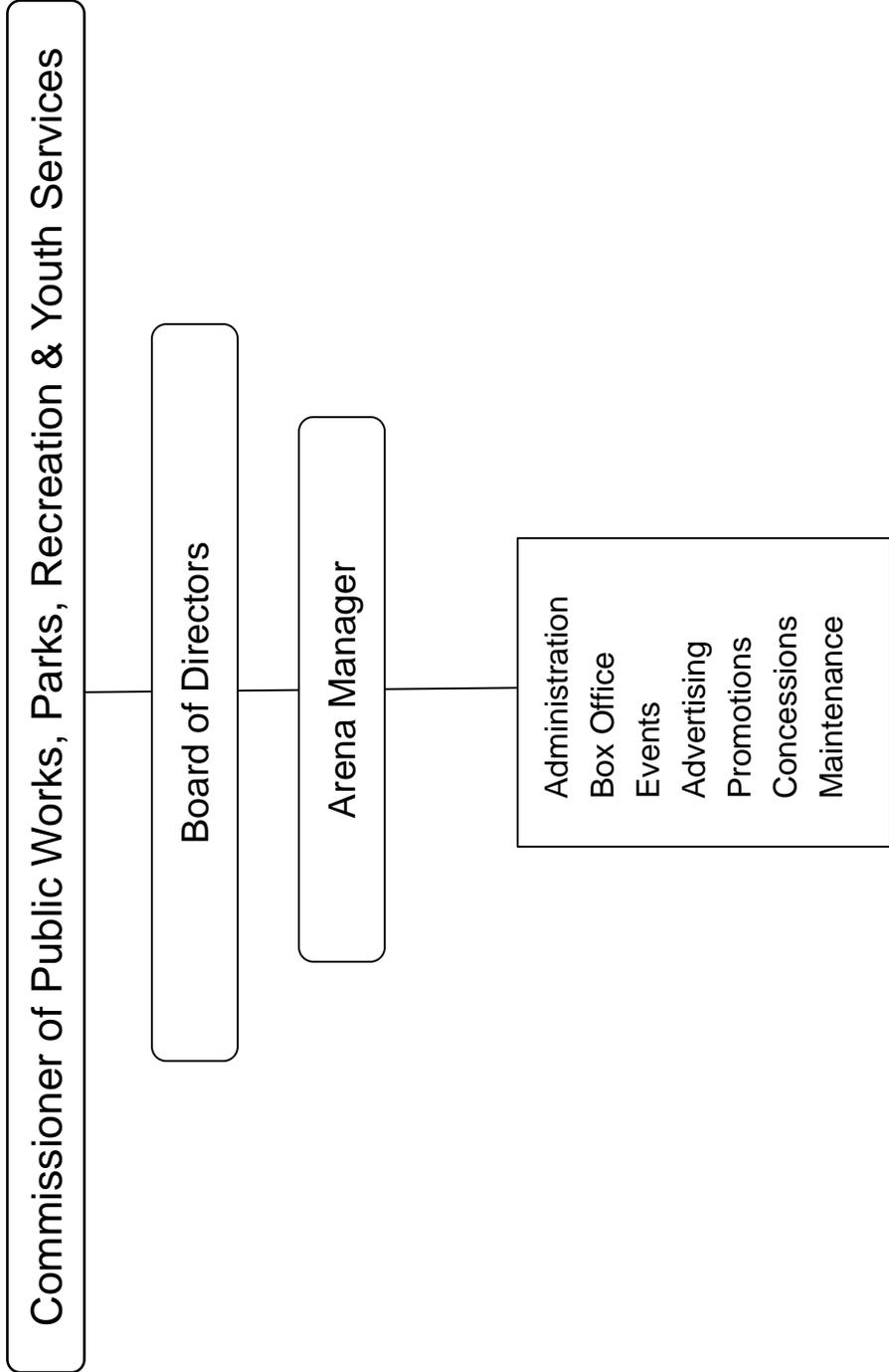
MISSION STATEMENT:

To provide diversified entertainment to the community and surrounding areas with the maximum possible safety, efficiency and revenue.

Floyd L. Maines Veterans' Memorial Arena



Forum (Performing Arts Theater)



INTRODUCTION:

The Floyd L. Maines Veterans Memorial Arena is a 5,000-seat arena (with up to 7,000 capacity depending on configuration). It is home to the Binghamton Devils (American Hockey League), minor-league affiliate of the New Jersey Devils (NHL). The Arena anchors the downtown area as a center for a wide variety of sports, concerts, expos, and family events.

The Arena was built in 1973 after a nationwide design competition. Some of the top stars in the world have played the Arena at one time or another. The first act at the Arena was the Barnum & Bailey circus in May 1973. Chicago played the first concert at the Arena (with Bruce Springsteen as opener) on June 20, 1973. The first regular tenants of the Arena were the Broome Dusters (NAHL, 1973-1977), followed by the Binghamton Dusters (AHL, 1977-1980), the Binghamton Whalers (AHL, 1980-1990), the Binghamton Rangers (AHL, 1990-1997), the B.C. Icemen (UHL, 1997-2002), the Binghamton Senators (AHL, 2002-2017), and the Binghamton Devils (2017-)

The Broome County Forum Theatre, a historical building, is a 1,525-seat performing arts theatre. It is home to Broadway In Binghamton, the Tri-Cities Opera, and the Binghamton Philharmonic. The Forum hosts a wide variety of other events, including concerts, comedians, conventions, talent competitions, and recitals. It also houses a Robert Morton Theatre Organ.

The original building was built in 1919 as the Binghamton Theatre and hosted vaudeville acts and silent movies. Due to the introduction of movies with sound and the negative effects of the Depression, the Binghamton Theatre closed in 1931. In 1946, the facility was refurbished and reopened as a movie theatre; however, it closed again in 1951. Then, in 1960, the building was once more thoroughly renovated and opened as the Capri Theatre. The Capri closed in 1973. Shortly thereafter, a local nonprofit group, the Tri-Cities Opera Workshop, organized to develop the Capri into a performing arts theatre. Since it was well-recognized that the theatre would require an annual subsidy of tax dollars in order to survive, the group intended to renovate the facility and then turn it over to Broome County Government for operation. On September 16, 1975, the Broome County Legislature passed a resolution to accept the gift of the Capri, and to run it as a performing arts theatre. The final dedication ceremony took place on September 26, 1975, and the venue was named the Forum Theatre.

The County built a dressing room building addition as part of a major renovation in 1975. The lobby and Recital Hall were added in 1981. Most recently, in 2011, a complete seat replacement was performed as part of a major renovation of the front-of-house areas.

Today, the Forum Theatre continues to thrive as a center of arts and entertainment for the Greater Binghamton area.



PERSONNEL:

The Arena is staffed with 5 full-time, and 2-part time staff members including a General Manager, Assistant General Manager, Secretary, Box Office Manager, Assistant Box Office Manager, and 2-part time maintenance staff. A full-time facility manager who is part of the Buildings & Grounds maintenance staff also works full time at the Arena. During the winter months when the County Parks are closed, several full-time Department of Parks & Recreation employees also work at the Arena assisting with ice maintenance during hockey season and miscellaneous maintenance associated with the facility's busy time of year.

The Forum Theater is staffed with one full time maintenance supervisor, and other administrative staff at the Arena also cover similar responsibilities for the Forum Theater.

FLOYD L. MAINES VETERANS' MEMORIAL ARENA – EVENTS

2019 ACTIVITIES AND EVENTS:

The following lists and tables show all the events hosted by the Arena during 2018, including actual attendance at these events.

CONCERTS:

- Casting Crowns
- Five Finger Death Punch
- A Boogie Wit Da Hoodie

SPORTING EVENTS:

- Binghamton Devils Hockey
- NY Cup Gymnastics
- Section IV Basketball
- NYSPPHSAA Basketball Championships
- ASHA Tournament

COMMENCEMENTS:

- SUNY Broome Graduation
- Binghamton High School Graduation
- Union Endicott Graduation

FAMILY SHOWS:

- Paw Patrol Live
- The Harlem Globetrotters
- Garden Brothers Circus
- WWE Live

OTHER SHOWS / EVENTS:

- Broome County Peace Officer Academy Graduation
- Spa Sale
- LUMA Festival
- Teen Traffic Safety Day
- College Day
- Battisti Election Party

Table #1: 2019 Schedule of Arena Events and Attendance

Date	Event	Attendance
January 4, 2019	Devils vs. Marlies	2619
January 5, 2019	Devils vs. Sound Tigers	2877
January 9, 2019	Devils vs. Syracuse	2300
January 12, 2019	Devils vs. Cleveland	3303
January 16, 2019	Devils vs. Hershey Bears	1939
January 19, 2019	ASHA Tournament	400
January 20, 2019	ASHA Tournament	400
January 21, 2019	ASHA Tournament	200
January 25, 2019	Devils vs. Hartford Wolfpack	2855
January 26, 2019	Devils vs Wilkes-Barre/Scranton Penguins	3633
February 1, 2019	Devils vs. Rochester	3023
February 2, 2019	Devils vs. Belleville	4408
February 9, 2019	NY Cup Gymnastics	1000
February 10, 2019	NY Cup Gymnastics	500
February 15, 2019	Devils vs. Laval	2426
February 16, 2019	Devils vs. Laval	3611
February 17, 2019	BU Ice Rental	200
February 22, 2019	Devils vs. Belleville	3200
February 23, 2019	Devils vs. Utica Comets	3817
February 26, 2019	Devils vs. Syracuse Crunch	2191
February 28, 2019	Casting Crowns	2689
March 2, 2019	Section IV Basketball	1990
March 8, 2019	Devils vs. Springfield	3225
March 9, 2019	Devils vs. Rochester	3918
March 10, 2019	Section IV Basketball	2746
March 15, 2019	NYSPPHSAA Basketball	5000
March 16, 2019	NYSPPHSAA Basketball	7500
March 17, 2019	NYSPPHSAA Basketball	1500
March 19, 2019	Paw Patrol	4473
March 20, 2019	Paw Patrol	
March 29, 2019	Devils vs. Springfield	3623
March 30, 2019	Devils vs. Toronto	4102
April 4, 2019	Globetrotters	1755
April 6, 2019	Devils vs. Toronto	3208
April 13, 2019	Devils vs. Laval	4250
April 25, 2019	Garden Bros Circus	1284
May 23, 2019	SUNY Broome Graduation	4500
June 29, 2019	Union Endicott HS Graduation	2500
June 30, 2019	Binghamton HS Graduation	3500
July 7, 2019	WWE Live	2490
July 24, 2019	Five Finger Death Punch	4291
August 29, 2019	A Boogie Wit Da Hoodie	2659
September 6, 2019	LUMA	

September 7, 2019	LUMA	6400
September 28, 2019	Devils vs. Utica Comets	1364
September 29, 2019	Devils vs Syracuse	315
October 5, 2019	Devils vs. Utica Comets	3804
October 10, 2019	Teen Traffic Safety Day	800
October 16, 2019	College Day	2000
October 19, 2019	Devils vs Hartford Wolfpack	2676
October 23, 2019	Devils vs Wilkes-Barre/Scranton Penguins	1505
October 26, 2019	Devils vs Toronto	2403
November 5, 2019	Battisti Election Party	100
November 6, 2019	Devils vs Utica	1604
November 9, 2019	Devils vs Utica	3320
November 15, 2019	Devils vs Lehigh Valley Phantoms	4023
November 16, 2019	Devils vs Springfield Thunderbirds	2375
November 22, 2019	Devils vs Belleville	2447
November 23, 2019	Devils vs Rochester	2606
November 29, 2019	Devils vs Belleville	2438
November 30, 2019	Devils vs Syracuse	2307
December 14, 2019	Devils vs. Utica Comets	2920
December 18, 2019	Devils vs. Rochester Americans	1644
December 28, 2019	Devils vs Rochester	2826
December 31, 2019	Devils vs Syracuse	3274
	TOTAL:	169,256

2019 ICE RENTAL GROUPS:

Binghamton Devils Hockey Club
 Binghamton Blizzard Girls Hockey Association
 Binghamton Figure Skating Club
 Binghamton Police/Fire Heart Cup
 Binghamton University Ice Hockey Club
 Broome County High School Hockey Association
 Gary Oziemina
 Ice House Hawks
 Junior Senators
 Mike Mazzanoble
 Monday Night Hockey
 Monday Night Old-timers
 Puck hogs
 Revolution Ice Centre
 Southern Tier Hockey Association
 Southern Tier Storm Women's Hockey
 SUNY Oneonta Alumni

TOTAL ICE RENTAL HOURS FOR 2019: 504.25



FLOYD L. MAINES VETERAN’S MEMORIAL ARENA – IMPROVEMENTS

The following facility improvements were made during 2019:

- Various code compliance improvements
- HVAC and ice plant efficiency upgrades
- Hot water line replacement
- HVAC control upgrades

FLOYD L. MAINES VETERAN’S MEMORIAL ARENA – REVENUES & EXPENDITURES

2019 ARENA EVENT REVENUES:

Revenue Source:	Amount:
Rentals & Fees	\$ 232,378
Concessions	\$ 57,883
Services	\$ 9,550
Event Staff	\$ 40,816
Commissions	\$ 127,191
Advertising	\$ 93,242
EVENT REVENUE:	\$ 561,060

2019 ARENA EXPENDITURES:

Expenditure Source:	Amount:
Personal Services – Salaries	\$ 531,026
Contractual Expenses	\$ 423,355
Chargeback Expenses	\$ 197,666
Principal on Debt	TBD
Interest on Debt	TBD
Employee Benefits	\$ 158,579
TOTAL EXPENDITURES:	\$ 1,310,625

FORUM THEATRE – EVENTS

The following table shows all the events hosted by the Forum during 2018, including actual attendance at these events.

Table #2: 2019 Schedule of Forum Events and Attendance

Date	Event	Attendance
January 26, 2019	NAC Chicago	1004
January 27, 2019	NAC Chicago	2465
February 10, 2019	BTOS The Sheik	90
March 14, 2019	BPO Beatles	1479
March 23, 2019	BPO Wagners	702
March 24, 2019	NAC Neverland	2551
March 29, 2019	Sesame Street Live	804
March 30, 2019	Sesame Street Live	1355
April 2, 2019	NAC Rock of Ages	994
April 7, 2019	BTOS Alex Jones	58
April 7, 2019	Army Band	1511
April 11, 2019	Miss Aphrodite	600
April 12, 2019	Sock out Cancer	938
April 28, 2019	TCO HMS Pinafore	881
May 4, 2019	The Power of Dance	
May 5, 2019	The Power of Dance	1293
May 11, 2019	BPO Ballet	700
May 15, 2019	NAC The Sound of Music	1463
May 16, 2019	NAC The Sound of Music	1438
June 1, 2019	Conklin Dance Academy	1347

June 29, 2010	SV Graduation	1500
September 6, 2019	LUMA (Forum)	388
September 28, 2019	BPO Isolation	745
October 1, 2019	NAC The Office	833
October 5, 2019	Serling Fest 2019	200
October 20, 2019	TCO Tosca	947
October 24, 2019	BPO Vienna Boys	687
October 26, 2019	RGBT Baba Yaga	127
October 27, 2019	BTOS Phantom	124
November 2, 2019	NAC Beautiful	1369
November 3, 2019	NAC Beautiful	2490
November 9, 2019	BPO Simone Ellington and Parks	650
November 12, 2019	Joe Bonamassa	1228
November 14, 2019	Warren Miller	841
November 24, 2019	A Magical Cirque Christmas	1130
December 5, 2019	NAC Rudolph	1027
December 10, 2019	NAC Jersey Boys	1023
December 11, 2019	NAC Jersey Boys	967
December 12, 2019	Coasters, Drifters, Platters	820
December 14, 2019	BPO Home for the Holidays	1108
December 22, 2019	RGBT The Nutcracker	751
December 29, 2019	BTOS Safety Last	201
	TOTAL:	40829

FORUM THEATRE – IMPROVEMENTS

The following facility improvements were made during 2019:

- Marquee replacement
- Balcony restroom replacement
- Various code and safety improvements
- Way finding signage
- Boiler system replacement
- Fire alarm system replacement





FORUM THEATRE – REVENUES & EXPENDITURES

2019 FORUM EVENT REVENUES:

Revenue Source:	Amount:
Rentals & Fees	\$ 59,879
Concessions	\$ 15,236
Services	\$ 9,700
Event Staff	\$ 26,694
Advertising	\$ 14,197
TOTAL: REVENUE:	\$ 125,705

2019 FORUM EXPENDITURES:

Expenditure Source:	Amount:
Personal Services – Salaries	\$ 33,740
Contractual Expenses	\$ 85,983
Chargeback Expenses	\$ 2,282
Employee Benefits	\$ 13,560
TOTAL EXPENDITURES:	\$ 135,865

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**DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES**

EN-JOIE GOLF COURSE

MISSION STATEMENT:

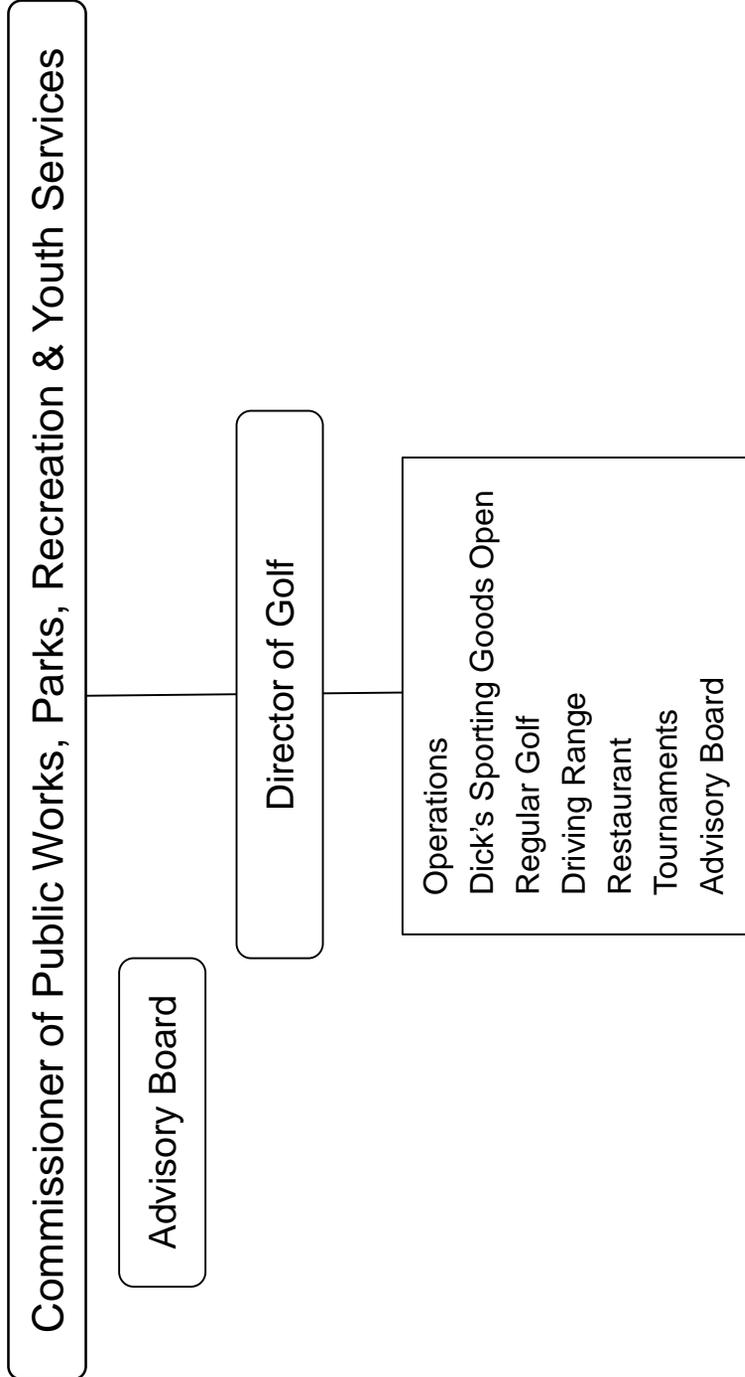
The En-Joie Golf Club is in business to provide its members and patrons with a very high-quality golfing experience. The golf course also proudly hosts one of the areas biggest attractions, the Dick's Sporting Goods Open, each summer on its beautiful tour-tested golf course.

En-Joie Golf Club is a championship golf course nestled along the Susquehanna River in Endicott. En-Joie has been the focal point of golf in the Southern Tier and has a storied history within the golf community since its birth in 1927.

The golf course features 50 sand bunkers, numerous water hazards, bent grass greens and narrow tree-lined fairways that are sure to challenge any golfer. The facility includes a practice driving range, large putting green, full-service snack bar and grill room, men's and women's locker rooms, and a professionally run golf shop.

En-Joie offers annual membership and is also open to the public. The golf course is open from early-April through late-November based upon weather.

En-Joie Golf Course



OVERALL SUMMARY:

The 2019 golf season was a nice relief versus the highly weather impacted 2018 season. Not only did we open the golf course later than anticipated in 2018, but we also closed much earlier than expected too. While we did experience the typical rainy start to the season in April and May of 2019, the remaining portion of the golf season was quite pleasant and offered plenty of great days to 'tee it up'. Consequently, we experienced a significantly larger increase in rounds played and revenue versus 2018. The welcome increase in rounds played resulted in our largest revenue generating year to date, thus making the golf course return a nice profit for the 2019 campaign.

Despite the usual springtime weather issues, the golf course was once again in spectacular condition for the entire season. En-Joie, due in part to the Dick's Sporting Goods Open, continues to be the focal point of golf in the Southern Tier from April through November. After all was said and done for 2019, this past year was yet another incredible year for En-Joie. Despite a struggling golf economy and increased price sensitivity the golf course was able to cross the \$1.075 million-dollar threshold for the first time in its history. Thus, within increased rounds played and record setting revenues we were able to turn a very respectable profit for the year. Maximizing guest play, keeping a watchful eye on payroll, and clamping down on expenditures made this past year another success. Despite more painful minimum wage hikes and the always finicky weather, the staff here once again provided a high-quality golfing experience and made the very best out of the 2019 golf season.

After all the figures were tabulated the golf course netted roughly \$40,500 for the 2019 season. Considering the economics of the golf business, continuing minimum wage hikes, and the standards of excellence that we keep the golf course at we are extremely pleased with these figures. The golf course staff remains steadfast in its continuing commitment to not be a burden on the taxpayers of Broome County by remaining self-sufficient.



STATISTICAL INFORMATION:

Memberships – The 2019 season saw another welcome increase in members from the 2018 season with a small gain of 8 members, up from 202 to 210 members in total. That is a gain of 17 members over the past 2 seasons with our fantastic course conditions directly resulted in our modest gains from year-to-year. The aging local population base, low priced competition, and difficult golf economy will remain an ongoing battle in the years to come. We truly feel that we are priced right based on the quality of the golf course in comparison to other golf course locally and regionally.

As we have mentioned before, declining memberships have been a national trend for over 12 years now. Changing family lifestyles, the overall economy, the time demands of the game, and the extension of other seasonal sports has caused a decrease in individuals and families willing to join a golf facility annually. While other local golf courses have been struggling, we continue to maintain a stable membership base and think it is in our best interest to avoid deep discounts just to increase member totals. We firmly believe that discounting will cause a larger shortfall in overall membership dollars, allow for less revenue-generating guest play tee times, and will ‘cheapen’ the golf course. Considering the economics of golf right now, 195-205 annual members is a realistic figure. With 210 members at the conclusion of the 2019 season, we feel we are very nicely situated for a great 2020 season.

A few years ago, we created the Intermediate category of golf membership. This category is for those golfers age 19-29 and is aimed at the recent college graduate and young professional living in the area. The pricing structure for this age bracket is situated between our full Adult membership and Junior membership. This fee structure better affords those in their 20’s to join our golf course, with the ultimate goal of keeping them here for decades. The past three+ seasons we have seen a nice influx of golfers in this age bracket and we hope to continue to grow memberships in this category so that we may replenish the aging current membership base.

Driving Range – In a continuation of the year prior, the 2019 season saw another spike in driving range income. The increase in revenue at the driving range set a new high for sales this past year once again. The golf course two winters ago made an investment in an automated golf ball dispenser to be used at the range. This one-time investment paid for itself in no time.

This automated dispenser created four (4) budget-friendly results:

1. We were able to cut down on our staff hours by 35% from just 2 years ago. This savings in payroll itself paid for the cost of the dispenser in its initial season.
2. With the machine being automated the hours of operation were extended from dawn to dusk. In previous seasons there had to be an attendant onsite in order to sell the range balls. Now the range is open during all daylight hours and on days where the weather is questionable.
3. The range ball dispenser accepts credit cards – something the driving range has never accepted until last year. With less and less people carrying cash the ability to accept credit cards as a form of payment has been incredibly beneficial for the facility. The large amount of credit card sales has increased our driving range usage tremendously.
4. In 2019 we saw a nice increase in annual range memberships again. Golfers like the ability to hit golf balls on their own time and felt somewhat constrained in the past due to staffing needs/hours. As mentioned previously, now those golfers that wish to practice very early in the morning or during inclement weather may do so thanks to the automatic range dispenser being onsite and user friendly.

Rounds Played – The 2019 golf season saw a significant increase in our play totals versus 2018 thanks to much friendlier golfing weather throughout the year. We saw an amazing 3,000 round increase versus 2018 due to much drier weather this past season. Thanks to superior course conditions, the mostly good weather, and very good non-member play totals we once again set the standard for rounds played in the area. We look forward to a possible earlier start to the golf season in just a couple months, and an equally good finish in the fall of 2020. It is obvious the demand is there, meaning decent spring and fall weather will produce consistent play totals and the subsequent revenue streams that go with it.

Maintaining solid play totals remains due to three factors:

1. We have a superior conditioned golf course that golfers are willing to pay for,
2. With less people joining facilities as members, that means they are playing golf courses as guests,
3. Joining the Greater Binghamton Golf Package Program has been a home run for En-Joie over the past 5 years. These golf packages bring in golfers from all over the Northeast. They will continue to be an important factor in our success and a major revenue stream for the golf course in the years to come.

Merchandise - Each of the past 10 years we have improved upon our annual golf shop sales and this past season the golf shop set another all-time high for merchandise sales. The merchandise revenue was just shy of \$70,000 this past year, and therefore the golf shop sales easily exceeded budgeted figures for this past season once again.

Despite an increasingly price sensitive consumer base and growing online shopping habits we have more than held our own year after year. Thanks to a solid buying plan, attractive merchandise, and a fresh look the golf shop was well over the budgeted revenue again this past year. We always look for ways to grow the golf shop sales annually and these merchandise sales help continue to improve the bottom line of the facility.



DICK'S SPORTING GOODS OPEN:

The Champions Tour event continues the 45+ year tradition of a professional golf event being hosted within the confines of Broome County – specifically here at En-Joie Golf Course. This week-long event draws visitors in from all over the country and subsequently has a tremendous economic impact for the County. The entire staff at En-Joie is extremely proud that we can present a top-notch golf venue that is worthy of hosting such a nationally recognized event despite an ever-tightening budget and continuing minimum wage increases. We continue our steadfast determination to present a world-class golf course that can only help promote the high quality of life that Broome County has to offer.

The 2019 Dick's Open was again held in its customary mid-August timeframe, and was another fine showing by the golf course and for the area in general. The golf course could not have been in finer shape under the watchful eye of Golf Course Superintendent Anthony Chapman. Year after year the golf course receives the well-deserved praises from the Tour players and Tour staff. The golf course continues to get better and better each year, not only for the Tour players, but for the everyday golfer as well.

Thanks to plenty of hard work from our crew and steadfast determination the 2019 Dick's Sporting Goods Open was another amazing week of golf and community camaraderie. We are very proud to showcase the quality of life within the County confines by hosting this important community event here at En-Joie.



The praise we receive for the outstanding course conditions each year from the professional golfers, the Tour staff, and the television announcers is always humbling. As we have done in the past, there is no doubt that our outstanding crew will be up to any challenge thrown our way and we will once again present an exceptional venue for the senior circuit next mid-August. We look forward to the 2020 edition of the DSGO and the opportunity to showcase our great golf course to a national audience again this summer.



BENCHMARKS:

Our benchmarks continue to be based directly on our ability to maintain or grow our revenue streams in the areas of rounds played, greens fees paid, cart rental fees, merchandising revenue, driving range income, and membership dues. Ultimately the biggest benchmark we could set would be in the area of rounds played because all of our revenue streams are in direct correlation to those play totals.

Maintaining superior course conditions throughout the entire golf season helps us increase rounds played, which is the most important factor in the success of the golf course as a whole. We are known for having the best conditioned golf course in the area and are steadfast in our efforts to maintain that status within the golfing community. The goal is to create as much revenue as possible through golf course maximization while staying at the perfect price point. In 2020 we anticipate mirroring the play totals of last season, or if possible, improving upon them, which will undoubtedly allow us to reach our statistical and financial goals.

In addition, as we have done in years past, we would like to continue to receive the praise and admiration from both our daily golfers and the Dick's Sporting Goods Open touring professionals. These accolades are much appreciated and go a long way in helping us promote our facility locally, regionally, and nationally. We believe we strike a tremendous balance of member play, local play, out of town play, weeknight golf leagues, and fundraising/corporate tournaments. This delicate balance worked to near perfection in 2019 as we set new highs for guest play revenue, cart revenue, merchandise sales, and driving range sales. We look to replicate or build off those numbers for the 2020 season and look to once again provide the best quality and fairly priced golf course in the region.

GOALS FOR 2020:

Revenue - the golf course must continue to maintain or raise revenue figures while continuing to closely monitor expenses, especially considering the rise in cost of goods and another mandatory minimum wage increase. Here are our main goals for next season:

Annual Memberships – maintain membership figures around or above the 200-member level. These memberships form a solid foundation to complement our guest play revenues. These monies account for about 25% of our annual revenue.

Outside Play – we must continue to be the local leader in outside play. Being a part of the Greater Binghamton Visitors Bureau Golf Package will allow us to affordably tap into outside markets at a very reasonable price. Maintaining and growing non-member play is essential for our continued success. Ultimately, superior golf course conditions and the weather will affect play totals and revenue figures. Marketing will be heavily focused regionally in efforts to continue to attract more and more visitors to our golf course/area. Utilizing golfer-specific Facebook advertising over a 250-mile radius will help us get our message to the right demographics.

Financials – with another anticipated full golf season in 2020 we need to once-again maximize profit margin. The 2019 season was an incredible year despite another slow start to the golfing season. We will build off the last few years by securing the proper amount of golf tournaments, maintaining the membership base & league play, and by golf course maximization throughout the week. The goal is to have all the existing flood debt from the 2006 & 2011 floods paid off at the end of the 2020 season.

Food & Beverage – with our previous food and beverage vendor opting out of his contract just before the end of 2019, we are looking forward to someone to step in and take over. From our new F&B provider we will demand better service, more food options, and more consistent hours in 2020. Finding the right person who has some fresh ideas coupled with more golfer-friendly hours of operation will undoubtedly help make our golf course a much more well-rounded facility. The food and beverage service continue to be an important step in helping take the golf course to the next level in the years to come. We look forward to finding the right person to take over this end of the operation, and we hope to make it a mutually beneficial relationship for many years to come.



APPENDIX A:
BROOME COUNTY PARKS, RECREATION & YOUTH SERVICES



BROOME COUNTY

PARKS, RECREATION, AND YOUTH SERVICES

COUNTY EXECUTIVE
JASON T. GARNAR



DIRECTOR
ELIZABETH C. WOIDT



BROOME COUNTY
DEPARTMENT OF PUBLIC WORKS,
PARKS, RECREATION & YOUTH SERVICES

2019

ANNUAL REPORT

BROOME COUNTY EXECUTIVE

Jason A. Garnar

BROOME COUNTY LEGISLATURE

Daniel J. Reynolds – Chairman

LEGISLATIVE COMMITTEE ON
ECONOMIC DEVELOPMENT, EDUCATION & CULTURE

Richard P. Balles, Chair

Greg W. Baldwin

Matthew J. Hilderbrant

Susan V. Ryan

Bob Weslar

BROOME COUNTY DEPARTMENT OF PARKS, RECREATION & YOUTH SERVICES

Kevin McManus, Deputy County Executive

Leslie Boulton, Commissioner of Public Works

Elizabeth Woidt, Director of Parks, Recreation & Youth Services

BROOME COUNTY DEPARTMENT OF PARKS & RECREATION



MISSION STATEMENT

The mission of the Broome County Parks, Recreation and Youth Services Department is to develop, operate and maintain a comprehensive park system as well as provide diverse year-round leisure activities, recreational facilities and programs that enhances the quality of life for Broome County Residents and visitors alike, and preserves it for future generations.

Our Vision is to provide recreational, physical, and leisure opportunities to all Broome County residents, with a focus on families, youth development, and building a healthy community.

This will be accomplished by:

-  Creating passive and active opportunities for leisure, promoting recreational activities and events
-  Promoting health and wellness through recreation
-  Hosting special events in Broome County Parks and supporting outside events that occur, as well as promoting area-wide tourism
-  Serving as "stewards of the environment." Promoting environmental awareness and encouraging protecting, preserving and restoring significant natural areas

Parks, Recreation & Youth Services

Commissioner of Public Works,
Parks, Recreation & Youth Services

Director of Parks, Recreation & Youth Services

Administration

- Administration
- Facility Reservations
- Special Events
- Policy Procedures
- Security
- Public Relations
- Promotion
- Financial Efficiency
- Management
- Tourism
- Workforce Development
- Marketing

Parks

- Maintenance
- Landscaping
- Plant Operations
- Special Events
- General Operations
- Nature Center
- Maintenance
- Equipment
- Management
- Park Asset
- Management
- Seasonal
- Employees
- Arena Maintenance
- Staffing

Recreation

- Outdoor Recreation
- Aquatics
- Boating
- Winter/Summer Sports
- Food Concession
- Campgrounds
- Seasonal Employees
- Grants
- Snowmobile Trail Maintenance
- Office of Children & Family Services
- Zoo Botanical Gardens & Aquariums

Youth Bureau

- Agency Monitoring/Coordination
- Program Assistance
- Youth Advocacy
- Child/Family Services Plan
- Integrated County Planning
- Grants
- Runaway/Homeless Youth
- Youth Development

INTRODUCTION

The Broome County Department of Parks, Recreation & Youth Services is pleased to present its 2019 Annual Report. We are proud of our department's accomplishments this past year and look forward to many more in 2020.

Our facilities, encompassing over 4,000 acres, include regional parks, group and family campgrounds, and two nature areas. The hard work, dedication and vision of our staff have enabled us to effectively develop and maintain these facilities, and to provide a consistently high level of service to the people of Broome County.

In 2019 the department distributed over \$235,000 in grants to 22 youth programs in Broome County. These programs range from recreational programs to drug awareness initiatives to runaway and homeless case work. In addition, the department has distributed over \$37,000 in ZBGA grants to Cornell Cooperative Extension for Finch Hollow Nature Center and over \$38,000 in grants for Broome County Snowmobile Clubs to help maintain the many miles of snowmobile trails that go through Broome County.

The Broome County Department of Parks, Recreation & Youth Services thanks Broome County's elected officials, workers, as well as its residents, for their support in 2019. Their belief in the integral role of a comprehensive parks and recreation program in the life of a vibrant, forward-looking community, and commitment to our county's youth has been, and will continue to be, indispensable to our department's success.



SHARED RESOURCES

The Broome County Department of Parks, Recreation and Youth Services strives to reduce costs to taxpayers. One of the keyways to do so is to share services. Whether we are assisting these departments, or they are assisting us, the cooperative spirit saves taxpayers hundreds of thousands of dollars annually.

The department has on-going partnerships with the following departments & organizations

-  Area & Forum
-  Aviation
-  BMTS
-  Broome County Security
-  Broome-Tioga Workforce
-  Buildings and Grounds
-  County Executive
-  CSSI
-  Engineering
-  En-Joie Golf Course
-  Emergency Services
-  Fitness Advisory Board
-  Highway
-  IT
-  Law Department
-  Library
-  Office for Aging
-  OMB
-  Mental Health
-  Planning
-  Personnel
-  Sheriff's Department
-  Social Services
-  Solid Waste
-  Stop DWI
-  Regional Parks Committee Health Department
-  Risk and Insurance



SPECIAL EVENTS

Broome County Parks hosts numerous special events run by local non-profits; these include walks, runs, car shows, fishing events and athletic tournaments. Each of these require special assistance, set-up and clean-up efforts by our staff. We are pleased and proud to help our non-profit community in their mission to help others.

Of special note are the events which the department sponsor or co-sponsor:

-  Broome Bands Together Concert Series
-  Broome County Parks Triathlon
-  Fall Festival & Trunk or Treat
-  High School Cross-Country Meets
-  Movies in the Park
-  Scarecrow Contest
-  The Almost Annual Crappie Derby
-  The Spiedie Fest/Balloon Rally

The department also provides support for the Grippen Park BMX races and the BAGSAI softball program. Department personnel also provide support for the Senior Games.



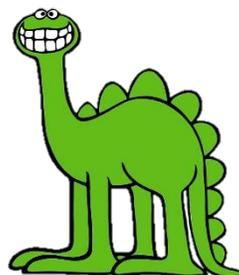
2019 SPECIAL EVENTS

Miscellaneous

	<u>Dates</u>	<u>People</u>
USAU Ultimate Frisbee Tournament -- Otsiningo Park	April 13-14	175
Modelers of Binghamton Float Fly -- Cole Park	May 18-19	30
Broome County Parks Triathlon -- Dorchester Park	June 29	500
35th Annual Spiedie Fest/Balloon Rally -- Otsiningo Park	August 2-4	110,000
Dick's Sporting Goods Open -- En-Joie Golf Course	August 12-18	70,000
CCSI Family Fun Night – Cole Park	August 15	100
First Assembly of God Church in the Park – Otsiningo Park	August 18	550
CCSI Family Fun Night – Dorchester Park	August 22	100
Achieve Fireworks Display -- BAGSAI	August 22	400
BC Fed of Sportsmen's Club Children's Fishing Derby -- Cole Park	September 7	100-150
Mental Health Association "Wings of Hope" Walk -- Dorchester Park	September 7	100
Cruisin' Buddies Car Show -- Dorchester Park	September 14	200
Binghamton LEAH Guardians Soccer Tournament -- Otsiningo Park	September 21	475
Aeroguidance Society Float Fly -- Cole Park	September 28-29	25
First Ward Charities Harvest Fest -- Otsiningo Park	September 29	1,300
Scarecrow Displays -- Otsiningo Park	October 6-18	
Fall Festival & Trunk or Treat -- Otsiningo Park	October 20	

Walks/Runs (Otsiningo Park)

	<u>Dates</u>	<u>People</u>
Triple Cities Runners Club January Freeze Races	January 5-February 2	75-100
Alive with Autism Walk	April 28	250
SUNY Broome PTA Club 5K	May 4	120
Ann's 5K Run/Walk to Benefit Huntington's Disease	May 11	150
Walk MS	May 18	500-600
Great Strides Walk to Cure Cystic Fibrosis	May 19	125
Stepping Out to Cure Scleroderma Walk	June 2	200-300
Southern Tier Aids "Doggone Fun on the Run"	July 20	150-200
Epilepsy-Pralid Inc. "Out of the Shadows 5K"	July 27	80
RRCA Women's Distance Festival 5K	August 15	100
YWCA Encore Plus "All Paws for a Cause" Walk	September 15	150
Amer. Found. For Suicide Prevention "Out of the Darkness Walk"	October 5	250
CHOW Walk	October 6	300
Triple Cities Runners Club "Turkey Trot"	November 28	700-800



Broome Bands Together Summer Concert Series sponsored by Coughlin & Gerhart LLC (Otsiningo Park)

June 4th Steven Cali
June 11th Dirt Farm
June 18th Lutheran Skirts
June 25th Wreckless Marci
July 9th Mike Davis and the Laughing Buddha Episodes
July 16th Masterpiece
July 23rd The Shambles
Aug. 13th Rain Dates
Aug. 20th Wreckless Marci

Movies in the Park (Otsiningo Park)

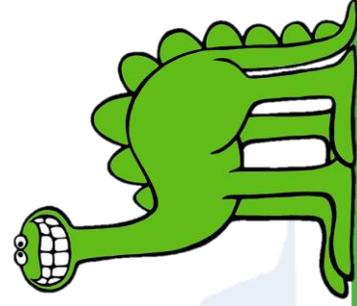
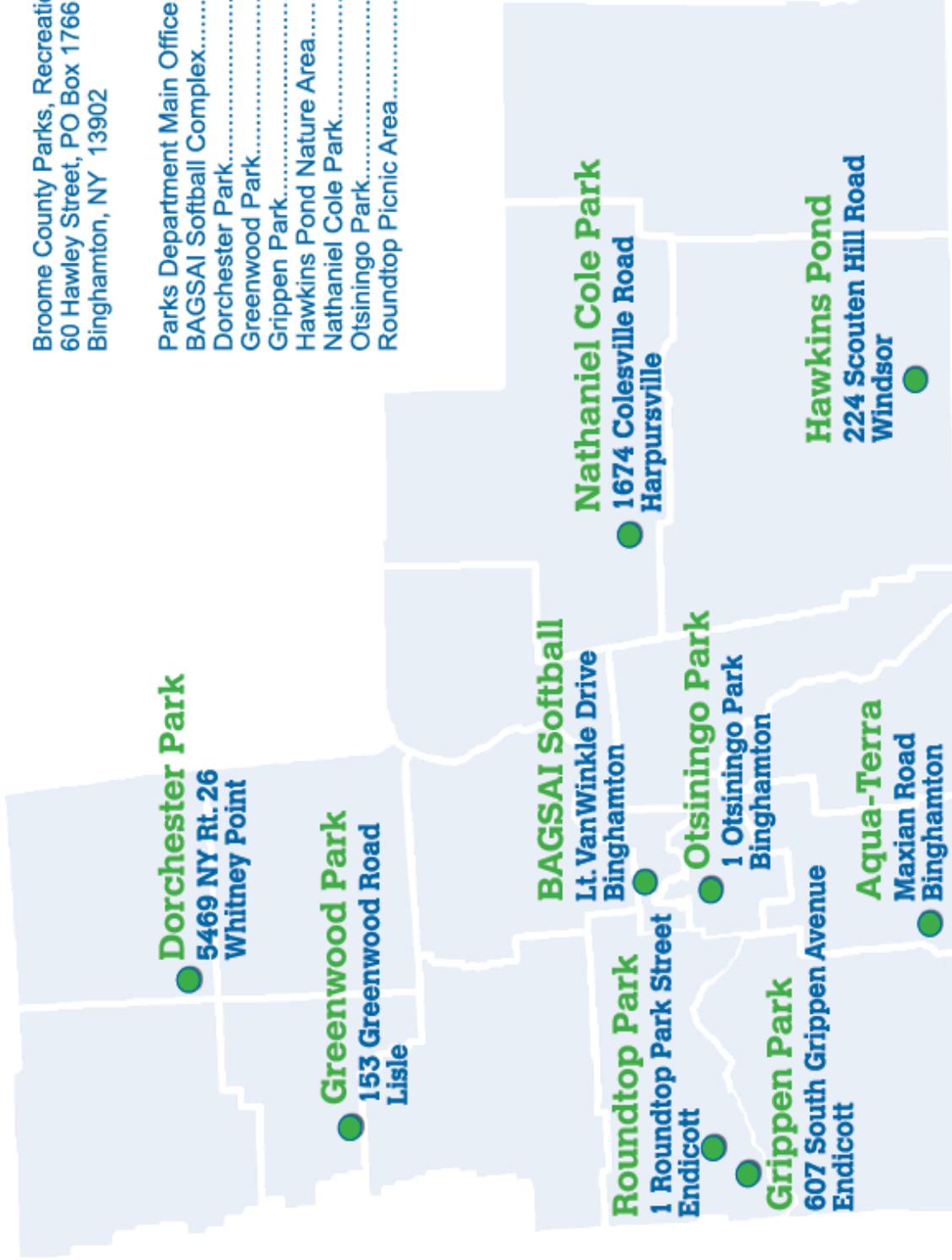
June 14th How to Train Your Dragon – The Hidden World
July 19th Aquaman
August 9th The Incredibles 2
August 23rd Rain Date



Broome County Parks

Broome County Parks, Recreation & Youth Services
 60 Hawley Street, PO Box 1766
 Binghamton, NY 13902

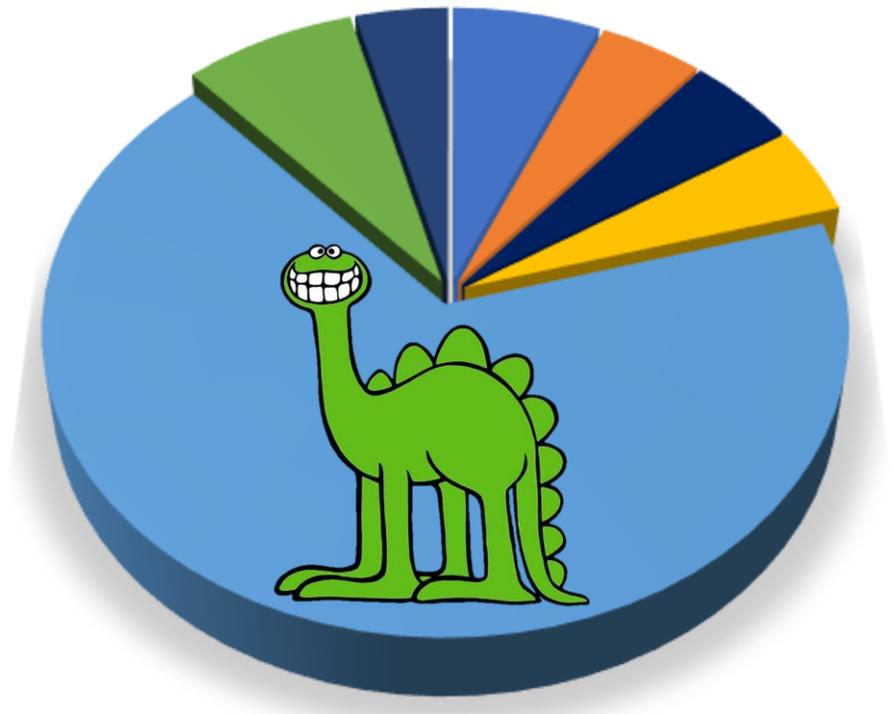
Parks Department Main Office..... (607) 778-2193
 BAGSAI Softball Complex..... (607) 761-8095
 Dorchester Park..... (607) 692-4612
 Greenwood Park..... (607) 862-9933
 Grippen Park..... (607) 778-6541
 Hawkins Pond Nature Area..... (607) 693-1389
 Nathaniel Cole Park..... (607) 693-1389
 Otsiningo Park..... (607) 778-6541
 Roundtop Picnic Area..... (607) 778-6541



www.gobroomecounty.com/parks

2019 GENERAL ATTENDANCE

- Dorchester Park
- Greenwood Park
- Grippen Park
- Nathaniel Cole Park
- Otsiningo Park
- Otsiningo North
- Roundtop Picnic Area



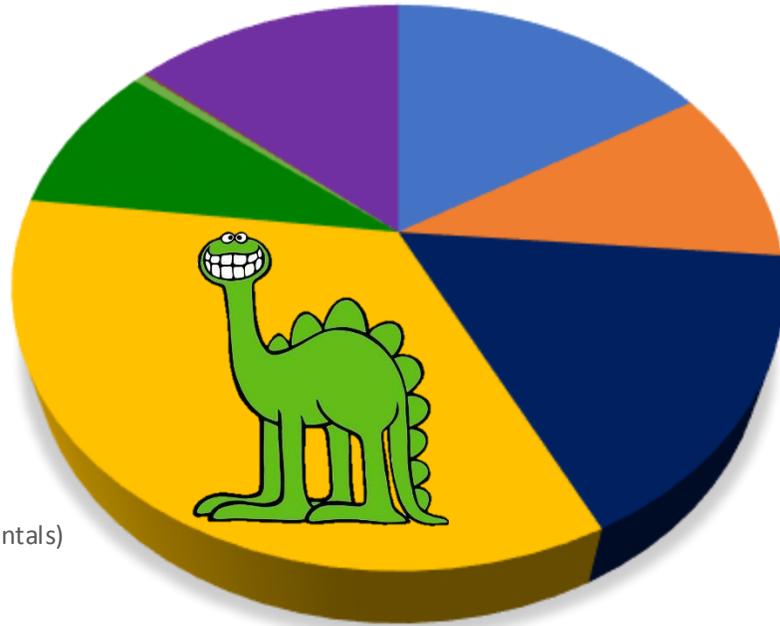
2019 General Attendance	
Dorchester	120,004
Greenwood	84,042
Grippen	89,869
Nathaniel Cole Park	85,249
Otsiningo Park	1,246,642
Otsiningo North	140,601
Roundtop Picnic Area	74,977
TOTAL	1,841,384.00

2019 GENERAL PARK PROGRAMS ATTENDANCE

	Aqua-Terra	Otsiningo	Greenwood	Dorchester	Nathaniel Cole	Grippen	Roundtop	Total
Rec. Swimming			5,876	5,147	10,589			21,612
Swimming Lessons (YMCA)								
Boat Rentals								
Rowboats/Canoes			167	297	259			723
Paddleboats			646	856	596			2,098
Kayaks			166	1,545	192			1,903
Sailboats				105				105
Stand Up Paddleboards				45				45
Family Camping			4,696					4,696
Group Camping			559	115	160			834
Shelter Reservations		8,694	8,881	10,560	12,260	570	2,764	43,729
Group Day Outings	48	3,715	548	452	740	255		5,758
Cross-Country Ski Rental								
Cross-Country Ski Trail Pass			185					185
Softball/Baseball		30				6,155		6,185
Football								
Soccer		1,815						1,815
Rugby								
Volleyball		135						135
Winter Activities (December-March)		164,842	5,559	16,666	9,250	15,277	2,262	213,856
TOTAL	48	179,231	27,283	35,788	34,046	22,257	5,026	303,679

2019 PARKS, RECREATION & YOUTH SERVICES

- Boating
- Food Concession
- Camping
- Shelter Rental
- Grounds Rental
- Ski Rental
- Miscellaneous
- Miscellaneous (Equipment Rentals)
- NYS OCFS



2019 Parks and Recreation Revenue	
Boating	\$35,983.04
Food Concessions	\$24,360.55
Camping	\$39,387.10
Shelter Rental	\$82,205.21
Grounds Rental	\$21,208.55
Ski Rental	\$1,438.50
Miscellaneous	\$7,065.52
Miscellaneous (Equipment Sale)	\$208.35
Uniform	\$50
NYS OCFS	\$32,620.60
TOTAL 247,557.42	

DEPARTMENT OF PARKS & RECREATION ACCOMPLISHMENTS AND EXPECTED PROJECTS

Administration & Recreation Accomplishments 2019

- 🏡 2nd Annual Broome County Parks Trunk or Treat and New for 2019 Fall Festival
- 🏡 Administered NYSOPRHP Snowmobile Trail Grant-in-Aid program for local snowmobile clubs
- 🏡 Conducted 4th Annual Scarecrow Display and Contest at Otsiningo Park with 38 business and organizations participating
- 🏡 First ever “Call for Bands” for Broome Bands Together Summer Concert Series with over 120 bands applying to perform
- 🏡 First year Broome County Parks- Summer Movies in the Parks series
- 🏡 Secured Naloxone (opioid overdose) training and kits for Parks’ personnel
- 🏡 Updated all parks, camping and cross-county skiing brochures
- 🏡 Updated and simplified special events permit
- 🏡 Year two of Reserve America reservation system implemented for all camping and shelter reservations

Aqua Terra Wilderness Area Accomplishments 2019

- 🏡 Eagle Scout Project- Quinn Diehl installed a kiosk with a map of Aqua Terra highlighting waypoints that he installed in high traffic areas of the park for emergency services use
- 🏡 Fixed potholes and smoothed gateway
- 🏡 Organized multiple cleanup days with 200+ participants

Hawkins Pond Nature Area Accomplishments 2020

- 🏡 Rennovated Bathrooms
- 🏡 Cleared all downed trees from trails

Round-Top Picnic Area Accomplishments 2019

- 🏡 Planned and currently developing trail system from Round-Top Picnic Area to Grippen Park
- 🏡 Re-structured personnel resources to oversee year-round maintenance & park cleanup

BAGSAI Softball Complex Accomplishments 2019

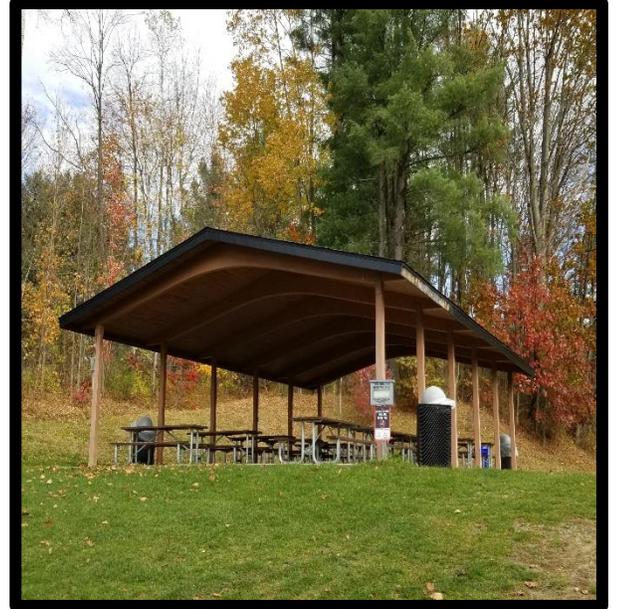
- 🏡 Began clearing out batting cages to be able to be reconstructed in 2020
- 🏡 Developed stronger relationship with BAGSAI



Dorchester Park

2019 Accomplishments

-  Filled in drop off along edges of paved trail across dam
-  Made Bike racks for Triathlon
-  Painted parking lot lines in North Parking Lot
-  Removed and cleaned up several trees damaged and fallen along with their stumps ground up, filled and reseeded.
-  Repainted inside and replaced deck and carpeting of both rescue boats
-  Replaced skylight panels on pole barn
-  Roofing of the North Shelter
-  Sealed concrete pads at the North and East shelters and South Restroom
-  Stripped and waxed break room floor
-  Upgrades to Bridge started



For 2020

-  Add concrete grill pad at north shelter and replace grill
-  Bridge and roadway completion
-  Patch and fill cracks along walking trail
-  Plant trees to replace those that have fallen over the past several years
-  Put in insulation over security office and connection hallway outside office.
-  Raise drop ceiling in shop or bring duct work below ceiling as to make heating building more efficient
-  Replace gate posts with metal box beam from highway guardrail and repair gates
-  Replace water line to cold storage
-  Update playground equipment (removal of trees possibly needed)



Greenwood Park

2019 Accomplishments

-  Built new benches
-  Built new picnic tables
-  Cleaned, repaired and painted boats
-  New trail maps installed at trail head
-  Painted and repaired lifeguard chairs
-  Repaired Shelter 2 roof
-  Shelter 1 straightened with brackets-engineering
-  Split wood for winter heat and camping sales
-  Staining of buildings
-  Stump grinding
-  Trail work
-  Tree removal along camp powerline



For 2020

-  2 new garage doors at maintenance building
-  Acquire generator for well
-  Address parking lot drainage issues
-  Build new picnic tables
-  Build permeant movie screen at campground with electricity
-  Drop dead trees in campground before opening
-  Fix drainage issues at Beach and throughout park
-  Hang new awning/ shade structure for Lifeguards at Guard Shack
-  Replace roof on well house
-  Replace/ reset culvert pipe
-  Stain ski shop building
-  Update all lighting at campground



Nathaniel Cole Park

2019 Accomplishments

- 🏡 Brand new electric line put in from the main pole at the road down to the transformer in the park
- 🏡 Built 4 new concrete benches and installed around the lake for patrons to sit at
- 🏡 Built a new canoe / kayak rack for boathouse
- 🏡 Built several new picnic tables and replaced old tables
- 🏡 Cleaned out ditches around the lake trail
- 🏡 Completely renovated the boathouse with new siding
- 🏡 Finished installing new led lights in the main buildings in the park
- 🏡 Installed 18/ 36 holes and began clearing fairways for Cole Park Disc Golf course
- 🏡 Installed 4 new Texas style grills at shelters 1-4
- 🏡 Installed a new aluminum gate to the park office road and the east roadway to the dam
- 🏡 Installed new bridge on lake trail
- 🏡 Installed new shingles and repaired rotted roof boards from men's rest room
- 🏡 Installed new spring-loaded shower handles in the men's and women's rest rooms
- 🏡 Put in a new check valve and water pressure tank in the main pump house
- 🏡 Two parking lots paved

For 2020

- 🏡 Begin renovations on shelters 1-4
- 🏡 Bush hog and clear trees for disc golf
- 🏡 Clear cut brush in the east so the lake and beach is visible from shelter 3
- 🏡 Install 2 new drinking fountains in the park
- 🏡 Install a new trail map kiosk at Hawkins pond
- 🏡 Install a permanent fire pit on top of the west bank overlooking the lake (pour concrete/put adk chairs around it)
- 🏡 Install new energy efficient windows around park office
- 🏡 Install new kiosks at the east and west end of lake trail
- 🏡 Install new posts in concrete for each garbage can receptacle
- 🏡 Make fishing spots around lake more accessible for patrons
- 🏡 Re-design and revamp entrance sign (All parks)
- 🏡 Replace all the culvert pipes around lake trail
- 🏡 Renovate shelter 4 bathrooms
- 🏡 Repair broken water line in the east of park
- 🏡 Re-side exterior wall in maintenance shop



Otsiningo Park

2019 Accomplishments

-  Broome Bands Together
-  New chess tables built for park
-  New grills installed at shelters
-  New planter boxes installed at gardens
-  Pedestrian traffic counters installed
-  Permanent stage built with landscaping
-  Replaced sewage pump at south restroom and will replace second one in 2020
-  Spiedie Fest
-  Storage room built in pole barn
-  Trunk or Treat and Fall Festival
-  Women's Restroom Renovation in North Restroom

For 2020

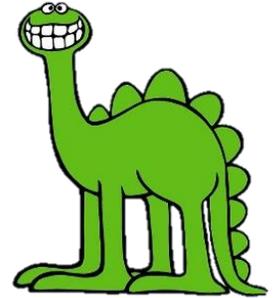
-  Redo paving of trail entrances
-  Remove dead trees
-  Resurface the main roadway loop
-  Side north restrooms and park office



Construction Crew

2019 Completed Projects

- 🏠 Built a permanent stage at Otsiningo
- 🏠 Compiled an electrical panel inventory for all park buildings
- 🏠 Installed a new walking bridge at Cole park
- 🏠 Installed new water heaters at Grippen park
- 🏠 Planted 15 new trees near the stage at Otsiningo
- 🏠 Reattached and cleared the power lines on the camp road at Greenwood
- 🏠 Renovated the bathrooms at Hawkins pond
- 🏠 Renovated the Otsiningo rest area women's bathroom
- 🏠 Repaired and straightened shelter 1 at Greenwood
- 🏠 Replaced a sewer pump at Otsiningo
- 🏠 Replaced portion of underground electric lines in main park



2020 Construction Crew Projects

Aqua Terra

- 🏠 Construct walking bridge over creek

BAGSAI

- 🏠 Clear out and replace netting in batting cages
- 🏠 Regrade Fields
- 🏠 Renovate main building and add additional Women's Restrooms
- 🏠 Replace dugout roofs
- 🏠 Add scoreboards

Dorchester 2020 Projects

- 🏠 Pour concrete grill apron at the North shelter
- 🏠 Replace playground equipment with modern equipment

Greenwood 2020 Projects

- 🏠 Update street lighting in the campground

Grippen Park

- 🏠 Add bleachers for spectators
- 🏠 Add score board
- 🏠 Build dugouts
- 🏠 Regrade field

Cole 2020 Projects

- 🏠 Renovate the concession stand
- 🏠 Update lighting with LED
- 🏠 Replace rotted wall on maintenance building

Otsiningo 2020 Projects

- 🏠 Resurface the main roadway
- 🏠 Reside north restrooms and park office
- 🏠 Take down all dead Ash Trees in park



Hawkins Pond 2020 Projects

-  Remove and replace heaved shelter floor
-  Remove and replace rotted shelter siding
-  Remove and replace roof

Aqua Terra 2020 Projects

-  Install walking bridge over creek

Roundtop 2020 Projects

-  Resurface roadways
-  Take down all dead Ash Trees in park



2019 DEPARTMENTAL EXPENSES

	Salaries Full Time	Salaries Temporary	Employee Benefits	Operating Expenses	Total
Administration	\$111,968.32		\$163,488.08	\$200,115.08	\$475,571.48
Recreation	\$29,553.20	\$214,978.98	\$55,509.94	\$49,546.33	\$349,588.45
Parks	\$811,160.95	\$104,075.71	\$632,580.64	\$201,021.95	\$1,748,839.20
Total	\$952,682.47	\$319,054.69	\$851,578.66	\$450,683.36	\$2,573,999.10



Broome County Youth Bureau

Mission Statement

The Broome County Youth Bureau’s mission is to promote and encourage the development of a comprehensive system of services to youth and their families through planning, funding, coordination, evaluation and advocacy.

Description

The Broome County Youth Bureau was established by a resolution adopted by the Broome County Legislature on July 6, 1971. The Youth Bureau is responsible for distributing Office of Children & Family Services funds to local agencies that provide services for youth in accordance with the Broome County Child & Family Services Plan. Local agencies apply to the County (Youth Bureau) for funds. Applications are evaluated by the Youth Bureau Advisory Board and approved by the County Legislature. The Youth Bureau then applies to the NYS Office of Children and Family Services or the Division of Criminal Justice for program funding and enters into contracts with the agencies. The Youth Bureau also leads the efforts in planning for services for youth throughout Broome County.



2019 Broome County Youth Bureau

Allocation of Funds from the New York State Office of Children and Family Services

<u>Program</u>	<u>Agency</u>	<u>Funded 2018</u>
4-H Education Center at Finch Hollow	Cornell Cooperative	\$27,500
Compeer Youth Mentoring Program	Mental Health Association of the Southern Tier	\$9,000
Field Hockey	Town of Colesville	\$1,500
Gateway	Catholic Charities	\$10,000
Library Program	Town of Vestal Recreation Department	\$1,000
Special Hockey Fest & Camp	Life is Washable, Inc.	\$4,000
Pathways	Johnson City School District	\$10,000
Playground Program	Town of Vestal Recreation Department	\$3,000
Safe Harbour	Crime Victims Assistance Center	\$20,000
Softball	Town of Colesville	\$1,100
Summer Program	City of Binghamton Parks and Recreation	\$3,500
Summer Zone	Research Foundation for SUNY at Binghamton	\$10,000
Teens Count	Family Planning	\$5,000
Vines	Volunteers Improving Neighborhood Environments	\$8,000
Waterman Nature Program	Town of Vestal Recreation Department	\$2,000
Write it Out	RISE	\$5,500
Teen Transitional Living Program	RHYA/Part 2	\$47,100
Young Women of Color Leadership Project	SUNY Broome Community College	\$5,000
Broome County Youth Bureau	Administrative	\$34,000
Broom County General Recreation	Administrative	\$28,164
Runaway & Homeless Youth Coordinator	Admin- RHYA/ Part 1	\$3,907



2019 Advisory Board

Name	Email	Phone	Representing
Beth Roberts	bar75@cornell.edu	(607)594-9970	Cornell Cooperative Extension – Broome County
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Broome County



Youth Bureau

