

VILLAGE OF JORDAN
June 26th, 2017

MEMBERS PRESENT: Mayor Platten, Trustees Gustafson, Stapleton, and Simko

MEMBERS ABSENT: Trustee Simko

POLICE OFFICER in ATTENDANCE: Ennulat

STAFF:

AUDIENCE: Richard Palmer

Trustee Stapleton led the Board in the Pledge of Allegiance at 7:05pm.

Minutes from May 22nd were not available.

*Motion by Trustee Stapleton, seconded by Trustee Simko, to waive the reading and approve the minutes of June 12th, 2017 Voting: All present in favor –Motion Carried.

AUDIENCE PARTICIPATION: None

REPORTS:

Buildings & Grounds:

-The May monthly report had been emailed to Board members for their review and was discussed during the meeting.

-Discussion regarding the number of properties that are vacant and in various stages of bank foreclosure. It appears to be between ten and twelve. The village mows the front yards only of these properties when the banks do not maintain them. Code Enforcement is attempting to contact each of the responsible entities of these properties.

- Trustee Stapleton inquired how long the Community Development sign needed to be in place. He noted his concern over the hazard caused by limited visibility for vehicles traveling up South Main Street. The sign must remain up while work on buildings within the business district directly related to the grant is underway. He will speak with Superintendent Byrnes on the possibility of moving it slightly.

-Update on the Solar and LED Project. Discussion was had in depth with both proposed projects. NYSERDA'S Clean Energy Communities Program:

There are seven grants remaining from the ten allotted for small communities, each in the amount of \$50,000. To qualify, we need to meet four of the 10 criteria of High Impact Items. The following item numbers were initially chosen as being achievable for our village..... #1 Benchmarking, #2 Clean Energy Updates, #4 Clean Fleets and #6 Unified Solar Permit. However, as the upgrades to the treatment plant were older than allowed, # 7

The clerk will work with CNYRPD to compile necessary information and assure it is posted on the website. The benchmarking criteria requires the resolution, once adopted, to be posted on the website and utilize the Energy Star's Portfolio Manager tool online to collect and analyze data.

The 3rd action item is to convert at least 50% of cobra-head luminaries to LED.

The 4th action item requires at least one EV charging station or CNG fueling station be installed or deploy one EV, CNG, or fuel cell vehicle into the municipal fleet. Discussion settled on the installation of an EV charging station as must achievable.

The 6th item is to adopt the NYS Unified Solar Permit.....a streamlined building & electrical permit for rooftop solar PV systems of 25 KW or smaller. A resolution. The \$2.500 incentive is available only through July 28th.

The 7th item deals with Energy Code Enforcement Training. The Code officer will NYSEDA's approved Code Training program. A plan review and onsite inspection of two building projects are included with this action number.

The first step in LED lighting is to request a purchase price quote from NYSEG. NYSEG has 90 days from receipt of the request to reply and the village then has 180 days to decide and respond back. The conversion to LED will be the responsibility of the village to hire a contractor to perform the work. Maintenance of the lights will also be the responsibility of the village. The municipality must purchase a minimum of 100 lights or 10%, whichever is greater.

Water & Sewer:

- Nothing to report.

Public Safety:

- The May monthly report had been emailed to Board members for their review and was discussed during the meeting. Officer Ennulat reminded the Board the numbers they were looking at were percentages.

-The Bulletproof Vest Partnership 2017 Program was explained. IT covers a vest for each officer but once during their careers and is tracked by their social security numbers. All officers with our department have received their vests through the program from either this municipality or another they have been employed. No new officers at this time to qualify.

-Discussion and questions regarding the Fire Chief's Annual Report will be kept on hold till at this time.

-The fire chief's recommended project for hydrant painting was a proactive, preventative step. The task becomes much more an involved when sandblasting becomes necessary prior to painting.

Streets and Drainage:

- Nothing to report.

General:

-Received organization information in need of review from Codification. Mayor Platten currently has the packet for his review.

UNFINISHED BUSINESS

- None

NEW BUSINESS:

- We just received notification JECSD will begin a restructuring project which is anticipated to run from July 10th through August 31st. The bus garage area and gas pumps will be out of commission during this time and an alternative source for fuel secured. Superintendent Byrnes will need to contact the Supervisor at the Town.

***Motion offered** by Trustee Gustafson, and seconded by Trustee Simko, to authorize Superintendent Byrnes to contact the Town of Elbridge garage & Superintendent White to make arrangements for purchasing fuel during the period of time the JECSD is under reconstruction.

All present voting in favor. Motion carried.

-The Clean Energy Communities letters notifying NYSEG that the Village is working with CNY Regional Planning and Development Board via the Solar CNY Municipal Solar Program, and authorizing NYSEG to provide CNYRPDB with information to all village electric and gas bills for the past twelve months. The letter also serves to authorize CNY RPDB authority to seek additional information on specific accounts, via written requests, to NYSEG prior to any action being released or action taken.

***Motion offered** by Trustee Gustafson and seconded by Trustee Stapleton, to authorize the Mayor to sign the above stated letter to Chris Argetsinger, Lead Analyst Key Account Management for NYSEG.

All present voting in favor. Motion carried

The second letter also notified NYSEG that the village is working with CNY Regional Planning and Development Board via the Bright Lights Program to analyze the costs and benefits of purchasing streetlights owned by NYSEG and converting them to LED. The letter requests a purchase price for all streetlights within the village and provide the breakdown of the number of each facility (ie lamps, poles, ect.) and a breakdown of the new monthly facility fees the village would be charged after the purchase.

***Motion offered** by Trustee Gustafson and seconded by Trustee Stapleton, to authorize the Mayor to sign the above stated letter to Chris Argetsinger, Lead Analyst Key Account Management for NYSEG.

All present voting in favor. Motion carried

-Mayor Platten read the following Resolution:

***RESOLUTION # 7 of 2017**

IN THE MATTER OF
THE VILLAGE OF JORDAN ESTABLISHING ENERGY
BENCHMARKING REQUIREMENTS FOR

RESOLUTION

CERTAIN MUNICIPAL BUILDINGS.

THE JORDAN BOARD OF TRUSTEES OF THE VILLAGE OF JORDAN, in the County of Onondaga, State of New York, met in regular session at the Municipal Building located at 7 Mechanic Street, County of Onondaga, State of New York, on June 26th, 2017 at 7:00 pm.

The meeting was called to order by Mayor Platten, and the following were present, namely:

Deputy Mayor-Trustee Mark Gustafson, Trustee Karen Simko, and Trustee Timothy Stapleton
Absent was Trustee Errin Chilson.

The following resolutions were moved, seconded and adopted:

WHEREAS, buildings are the single largest user of energy in the State of New York: The poorest performing buildings typically use several times the energy of the highest performing buildings- for the exact same building use; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nation-wide, and equipped with this information the Village of Jordan is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Village of Jordan's Board of Trustees desires to use Building Energy Benchmarking, a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings, to promote the public health, safety. And welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Jordan; and

WHEREAS, as such the Village Board desires to establish procedures or guidelines for the village staff to conduct such Building Energy Benchmarking; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific policies and procedures are hereby adopted and imposed as active and affirmative financial internal control procedures of the Village of Jordan;

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

- (A) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics
- (B) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.
- (C) "Commissioner" shall mean the head of the Department.
- (D) "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Village of Jordan that is 1,000 square feet or larger in size.
- (E) "Department" shall mean the Village of Jordan's Clerk's Office.
- (F) "Energy" shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.
- (G) "Energy Performance Score" shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.
- (H) "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.
- (I) "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.
- (J) "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative

Energy performance of buildings nationwide, or successor.

- (K) "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.
- (L) "Weather Normalized Site EUT" shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

§2. APPLICABILITY

- (1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.
- (2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL

- (1) No later than May 1st every year, the Commissioner or his designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.
- (2) For new Covered Municipal buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his designee from the Department shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

- (1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:
 - (a) No later than September 1st each year for Covered Municipal Buildings; and
- (2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:
 - (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and
 - (b) For each Covered Municipal Building, individually:
 - (i) The status of compliance with the requirements of this Policy; and
 - (ii) The building address, primary use type, and gross floor area; and
 - (iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available and
 - (iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

- (1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.
- (2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.
- (3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Village of Jordan including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

FURTHER RESOLVED, the Village of Jordan Board, in regular session duly convened, does

hereby authorize and direct the Mayor or Clerk-Treasure of the Village of Jordan to execute such other and additional documents as may be required for to perfect the resolutions herein;

The adoption of the foregoing Resolution was moved by Trustee Mark Gustafson, and seconded by Trustee Timothy Stapleton, and duly put to vote, which resulted as follows

Mayor Richard Platten	yes
Trustee Mark Gustafson	yes
Trustee Timothy Stapleton	yes
Trustee Karen Simko	yes
Trustee Errin Chilson	Absent

RESOLUTION # 7 of 2017 WAS ADOPTED.

-Application was submitted for sewer relief from a pool fill at 18 Water Street.

***Motion offered** by Trustee Gustafson and seconded by Trustee Simko, to grant relief for the sewer portion of the next bill based on the number of gallons used to fill the pool.

All present voting in favor. Motion carried.

-The Citizens Campaign for the Environment sent notification of their presence in the village this summer. A letter requesting the Mayor's signature that he acknowledges receipt of their letter was included. The Mayor noted he does not endorse the groups' solicitation within the village. He reluctantly signed the acknowledgment of receipt and stated there is nothing that we can do about the group.

***Motion** to pay the bills and file the correspondence offered by Trustee Gustafson and seconded by Trustee Simko. All present voting in favor. Motion Carried

***Motion** to adjourn offered by Trustee Gustafson and seconded by Trustee Stapleton.

All present voting in favor. Motion Carried at 8:57 pm.

Respectfully Submitted,
Cynthia Meixner, Clerk-Treasurer