

Village of Sherman –Regular Board Meeting
Village Office-111 Mill St
February 7th, 2018

Members: Mayor Meeder Trustees: Higginbotham, Reyda and Ayers
 Others Present: Jay Irwin, Clerk Ramm, David and Deb Prenatt.
 Apologies: Trustee Gratto

Mayor Meeder called the meeting to order at 6:00 pm and lead everyone in the pledge of allegiance.

RES 2018-02-07.1: Motion to accept the regular board meeting minutes for January 3rd, 2018.

Moved: Trustee Higginbotham Seconded: Trustee Ayers

AYES: 3 Higginbotham, Ayers, Reyda

NAYES: 0

MAYOR MEEDER:

- **JODY MACK:** The board discussed several accounts of her generosity to local groups and how Mack’s Hometown Market has been an integral part of our community for nearly fifteen years. It is with sadness that we see her go, yet we are looking forward to the opportunity of a new entrepreneur to take her place.
- **CLEAN ENERGY COMMUNITY GRANT:** Clerk Ramm and Mr. Irwin are working toward a \$5,000 NYS Clean Energy Community Grant. We qualify for this grant because of the 100% conversion of our street lights to LED this past summer (103 lights in total); our efforts in keeping up with code enforcement education; providing and posting energy use from our municipal buildings to NYS for benchmarking purposes; and most importantly, because we adopted the NYS Unified Solar Permit. The board of trustees discussed waiving the permit fee for the years 2018 and 2019 for any applicants pursuing solar energy for their home or business. This permit is an effort to provide fire protection safety and consistency.
- **BUDGET:** Mayor Meeder went over year-to-date financials in great detail.
- **ACCOUNTING POLICIES & PROCEDURES:** The board reviewed the first draft of the manual.

WASTEWATER:

- **DIP SYSTEM:** Mr. Irwin reported on the successful installation of the DIP (direct in-line pumping) system. Mr. Irwin is considering installing VFD (variable frequency drive) regulators on the three blowers in the waste water treatment plant in order to reduce utility costs. He is also exploring more funding options since National Grid provides incentive aid for such conversions.
- **REQUEST FOR PROPOSAL (RFP):** Mr. Irwin is anticipating receiving RFPs by Tuesday, February 13th, at 3pm. A reminder to the selection committee to meet in the village office at 6pm on Thursday, February 15th.

Permit application form and procedures for the installation of small scale photovoltaic systems; and it is further **RESOLVED**, The Village of Sherman Code Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application form and procedures in the issuance of building permits for the installation of small-scale photovoltaic systems; and it is further

RESOLVED, Any further actions required of the Village of Sherman to effect the foregoing are hereby authorized and the Village Mayor is hereby authorized to execute and deliver any instruments, documents or the like as required to effect the same.

RES 2018-02-07.4: Motion to establish an Energy Benchmark Requirement for certain municipal buildings.

Moved: Trustee Ayers

Seconded: Trustee Higginbotham

AYES: 4 Ayers, Higginbotham, Reyda, Meeder

NAYES: 0

ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS

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 nationwide, and equipped with this information the Village is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Village 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; and

WHEREAS, the Village Board of Trustees desires to establish procedure or guideline for 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;

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.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Village that is 1,000 square feet or larger in size.

(5) “Department” shall mean the office of the Village Clerk-Treasurer.

(6) “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.

(7) “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.

(8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “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.

(11) “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.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” 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 BUILDINGS

- (1) No later than May 1, 2018, and no later than May 1 every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager
- (2) the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.
- (3) For new Covered Municipal Building 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 or her 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 1, 2018 and by September 1 of each year thereafter 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 Board of Trustees, 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.

§7. EFFECTIVE DATE

This policy shall be effective immediately upon passage.

§8. SEVERABILITY

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

RES 2018-02-07.5: Motion to approve payment schedules for outside utility accounts (64010 and 07200) and to include shut-off and reconnection fees.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

AYES: 3 Higginbotham, Reyda, Ayers

NAYES: 0

RES 2018-02-07.6: Motion to approve payment of Code Enforcement Officer's re-certification course, mileage, tolls and hours worked.

Moved: Trustee Higginbotham Seconded: Trustee Ayers

AYES: 3 Higginbotham, Ayers, Reyda

NAYES: 0

RES 2018-02-07.7: Motion to approve moving \$10,000 from the CD into the general checking account should it be required.

Moved: Trustee Reyda Seconded: Trustee Higginbotham

AYES: 3 Reyda, Higginbotham, Ayers

NAYES: 0

RES 2018-02-07.8: Motion to approve waiving the solar permit fee for 2018 and 2019 to encourage cleaner energy in the village.

Moved: Trustee Higginbotham Seconded: Trustee Ayers

AYES: 3 Higginbotham, Ayers, Reyda

NAYES: 0

RES 2018-02-07.9: Motion to approve adjourning the meeting at 10:03pm.

Moved: Trustee Reyda Seconded: Trustee Higginbotham

AYES: 3 Reyda, Higginbotham, Ayers

NAYES: 0

Respectfully submitted,

Jeanette Ramm

Clerk/Treasurer