

**Village of Sylvan Beach
Board Meeting
January 7, 2019**

The Village Board of the Village of Sylvan Beach held their board meeting on Monday, January 7, 2019, at 4:00 pm at the Village Hall, 808 Marina Drive, Sylvan Beach, New York. Deputy Mayor Joseph Clements presided over the meeting, while Mayor Horan is on vacation, with the following in attendance

Roll Call:

Mayor Horan	Present via Skype in Florida
Trustee Campbell	Present
Trustee Shaughnessy	Present
Trustee Clements	Present
Trustee Sullivan	Present

Meeting was called to order with the pledge of allegiance

Others in Attendance:

Michael Sayles, Village Administrator
Daniel Lehmann, DPW Supervisor
John Porter, CEO

Approval of Minutes:

Motion made by Trustee Shaughnessy and seconded by Trustee Campbell to accept the minutes from the Regular Meeting of December 17, 2018 as reported by the Village Clerk. Carried as follows:

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Approval and Audit of Bills:

General Fund	\$ 13,249.25
Park Fund	\$ 989.53
Resort District	\$ 289.52
Water District	\$ -0-
EOLWPAP	\$ 31,108.83
SBSD	\$ 5.00
Total	\$ 45,642.13

Motion made by Trustee Sullivan and seconded by Trustee Shaughnessy to approve payment of all bills to be paid from December 17 through January 3, 2019 in the amount of \$ 45,642.13 as presented and reviewed by the Village Board of Trustees. Carried as follows:

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Reports:

Village Clerk/Treasurer

DPW – Dan reported I13 needed repairs, they are working on other repairs in shop and salt has been ordered.

CEO – Dollar General working on Plot Plan to present to planning board

Village Administrator – Michael reported 4 new poles for Spencer Ave, Drone Proposal draft will be ready shortly for the Village Attorney and Board to review already agreed to \$750 lease payment still need to work out agreement with OCWA

All reports are on file with the Village Clerk for review

EOL

Bids were received on December 17, 2018 for Contract No. 9 – Recycle Pumps Replacement. 3 Bids were received with the low bid received from Henderson Bros. for \$74,319.00. Jack Dodson has reviewed everything and everything looks good.

Motion was made by Trustee Shaughnessy and seconded by Trustee Campbell to award Contract No. 9 – Recycle Pumps Replacement to Henderson Bros. Contracting with a bid of \$74,319.00 and to authorize Joseph Clements as Deputy Mayor to sign the notice of award in lieu of the Mayor. Carried as follows

Trustee Campbell	Aye	Trustee Clements	
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Communications:

Public:

Susan Dennis: Yoga Classes at the Village Office; Susan presented her ideas and request to the Village Board and the Mayor indicated that he had some concerns that he would like to look into; liability and precedence this would set. Susan was asked to come back to the next meeting.

Pat Goodenow approached the board on revising the vendor situation in that the liability insurance was a big deterrent and if they were to higher an event coordinator with the

insurance if that would work or if the Village carried the insurance and sponsored the vendor show. The Mayor indicated that the Village needs to help with this and asked for Pat to send it to Wanda, Michael and Joe in writing and they will look into it.

Resolutions:

ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS

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 of Sylvan Beach 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 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 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 of Sylvan Beach that is 1,000 square feet or larger in size.

(5) "Department" shall mean the Village Administrator.

(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, 2017, and no later than May 1 every year thereafter, the Commissioner or his or her 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 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, 2017 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 board 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.

Motion by Trustee Sullivan and seconded by Trustee Shaughnessy

Record of Vote:

Gregory Horan, Mayor:	Aye
Joseph Clements, Deputy Mayor:	Aye
William Shaughnessy, Trustee:	Aye
Richard Sullivan, Trustee:	Aye
Maureen Campbell, Trustee:	Aye

Adoption of the New York State Unified Solar Permit

Introduced by Trustee Sullivan, who moved its adoption, seconded by Trustee Shaughnessy

WHEREAS, New York State has developed a unified solar photovoltaic permitting process designed to streamline municipal permitting which will reduce costs for solar projects and support the growth of clean energy jobs across the state, and

WHEREAS, Village of Sylvan Beach is desirous of participating in the unified permitting process, thereby increasing the Village’s eligibility for various incentives and grants through the New York State Energy Research and Development Authority; now, therefore, be it

RESOLVED, that the Village of Sylvan Beach adopts the New York State Unified Solar Permit as attached hereto as Exhibit I, and be it further

RESOLVED, that this resolution shall take effect immediately and a copy of this resolution, with Appendix A, shall be provided to the Building Codes Department.

Record of Vote:

Gregory Horan, Mayor:	Aye
Joseph Clements, Deputy Mayor:	Aye
William Shaughnessy, Trustee:	Aye
Richard Sullivan, Trustee:	Aye
Maureen Campbell, Trustee:	Aye

These resolutions have been adopted.

Old Business:

New Business:

The first is the Application for Service which will begin the order for the new LED light replacement project. The service agreement is contracting with National Grid to furnish lights and electricity as per the attached.

The second is a Settlement Agreement emanating from an inventory of street lights that I worked on with National Grid personnel in which we determined we were double billed on a couple of lights and we were paying for a few lights that were on private property. In order to receive the refund of \$2,914.41, I would like the Board to authorize me to sign the Settlement Agreement also attached.

Motion was made by Trustee Sullivan and seconded by Trustee Campbell to authorize Village Administrator Michael Sayles to execute the agreement with National Grid to move forward with replacing all existing lights with LED lights with Village Attorney approval. Carried as follows

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Motion was made by Trustee Sullivan and seconded by Trustee Shaughnessy to authorize Village Administrator Michael Sayles to execute the settlement agreement eliminating street lights from our inventory to receive a refund of \$2,914.41 with Village Attorney approval. Carried as follows

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Village Elections Tuesday, March 19, 2019

Motion was made by Trustee Campbell and seconded by Trustee Shaughnessy to hold Village Elections Tuesday, March 19, 2019 at the Village Office located at 808 Marina Dr., Sylvan Beach NY from noon until 9:00pm. Carried as follows

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Subject to board approval the Mayor would like to recommend an increase of \$7.50 per hour based on 20 hours or less per week for 2019 for Michael Sayles, Village Administrator. Michael will also receive 4 hours paid for each of the 8 holidays when the office is closed. He will continue to submit his hours on a weekly basis.

Motion was made by Trustee Shaughnessy and seconded by Trustee Campbell to authorize a \$7.50 per hour increase for Michael Sayles, Village Administrator. Michael will also receive 4 hours paid for each of the 8 holidays when the office is closed. This will take effect immediately for 2019. Carried as follows

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Adjournment:

Motion was made by Trustee Campbell and seconded by Trustee Shaughnessy to adjourn the meeting at 4:45pm. Carried as follows

Trustee Campbell	Aye	Trustee Clements	Aye
Trustee Shaughnessy	Aye	Trustee Sullivan	Aye

Respectfully submitted by

Wanda E Durant
Village Clerk-Treasurer
DRAFT