

Village of Cleveland Board Meeting 6:30PM February 13, 2018

PRESENT: Deputy Mayor Christine Schreiber, John Scatena, Robin Wilson, Clyde Lewis, Dan Lewis, Bob Bird, Paul Baxter, Levi Currier. Mayor Tackman and Trustee Donovan were absent.

MEETING CALLED TO ORDER by Deputy Mayor Schreiber at 6:30 pm with Pledge of Allegiance.

PUBLIC COMMENT: None.

FIRE DEPARTMENT REPORT: Lt. Levi Currier gave the monthly fire call report.

CODE OFFICERS REPORT: Code Officer William Hamacher gave his monthly report. Trustee Scatena asked that if the property maintenance violations that were issued were chronic offenders, and he responded yes they are. He has sent 2 violations to the same property in 2 weeks. He stated if nothing is done, they will be sent to Court.

TUG HILL REPORT: Paul Baxter gave the following report:

1. The **Village of Cleveland was the lead article** in the most recent issue of Tug Hill Times with an item about the **Reimagine the Canals grant application** that we assisted the village with.
2. The **Tug Hill Commission** held its **January meeting in West Monroe** on Monday, January 22. Executive Director Katie Malinowski reported that the Commission has been included in the state budget as proposed by the Governor in January.
2. A reminder: the Tug Hill **Local Government Conference** is scheduled for **Thursday, March 29**, at Jefferson Community College in Watertown. **Registrations must be received or postmarked by Thursday, March 8** for the best registration rate, which is earlier than last year's early registration deadline. Information about the conference can be found on the Commission's web site, www.tughill.org.
3. The **Erie Canalway National Heritage Corridor (ECNHC)** met in Baldwinsville on Wednesday, January 24. I attended the meeting, as I do whenever the ECNHC meets in the area. Oneida Lake is part of the ECNHC territory. I have copies of materials from the meeting for you. There was an interesting presentation on recreation and tourism associated with the Erie Canalway, and we are looking at possibly arranging a local presentation on the study data to help local governments and businesses take maximum advantage of this asset in our area.
4. The **North Shore Council of Governments** met Thursday, January 25, at a **joint meeting with the Salmon Rivers Council of Governments**, hosted by Salmon Rivers at the Parish Village Gym. Congratulations to Ken Sherman on his re-election as Vice Chairman. In addition to the regular start-of-the-year business of elections and paying bills and approving the annual

contract with the Tug Hill Commission, the two Councils of Governments discussed in greater detail how they might consider adding an associate circuit rider to the two service areas.

5. The State Department of Transportation (NYSDOT) has announced a **grant program to municipalities for culvert repair/replacement**, which will cover up to 95% of costs for awardees. I have a copy of the Tug Hill Times article about this for you. More information can be found on the NYSDOT web site at www.dot.state.ny.gov/bridgeny. There is a workshop for possible applicants in Syracuse next Thursday, February 22; more information about that is on the DOT web page. Registration is required and the deadline is this Friday, February 16.

TREASURER’S REPORT: Deputy Mayor Schreiber made a motion to approve the treasurer’s report, second by Trustee Scatena, all in favor.

BUDGET MODIFICATIONS: Deputy Mayor Schreiber made a motion to approve the following budget mods:

Approval of transfer of \$1,200 from fund balance to A1620.4 (Village Hall)
 \$400 from fund balance to A1920.4 (municipal dues)
 \$400 from fund balance to A3620.4 (codes)
 \$800 from fund balance to A5110.4 (maintenance of streets)
 \$1,500 from fund balance to FX8340.4 (Water Trans. & Distribution),
second by Trustee Wilson, all in favor.

FIRE CONTRACT: The Village received the fire contracts from the town of Constantia for approval and signatures. In consideration of furnishing such protection services as aforesaid, the Town shall on or before April 1, 2018, promptly pay the Village the total of \$86,910.00. Deputy Mayor Schreiber read the contract and made a motion to approve and sign them, second by Trustee Wilson, all in favor.

BENCHMARK RESOLUTION: Trustees Wilson and Scatena read the resolution from NYSERDA for the purpose of benchmarking energy requirements for certain municipal buildings in order to receive grant monies in the future.

IN THE MATTER

OF

**VILLAGE OF CLEVELAND ESTABLISHING
ENERGY BENCHMARKING REQUIREMENTS
FOR CERTAIN MUNICIPAL BUILDINGS**

RESOLUTION

The **VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF CLEVELAND**, in the County of OSWEGO, State of New York, met in regular session at the Municipal Building, located at 2 CLAY STREET, in the VILLAGE OF CLEVELAND, County

of OSWEGO, State of New York, on the 13TH DAY OF FEBRUARY, 2018 at 6:30pm.

The meeting was called to order by DEPUTY MAYOR SCHREIBER, and the following were present, namely:

JOHN SCATENA, TRUSTEE
ROBIN WILSON, TRUSTEE

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 nationwide, and equipped with this information the VILLAGE OF CLEVELAND 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 CLEVELAND 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, as such the Village Board desires to establish procedure or guideline for Village of Cleveland 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 Cleveland;

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 Cleveland that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Village of Cleveland Clerk’s Office.

(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 every year, 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 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 Cleveland 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 Cleveland Board, in regular session duly convened, does hereby authorize and direct the Mayor or Clerk-Treasurer of the Village of Cleveland 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 Deputy Mayor Schreiber, seconded by Trustee Scatena, and duly put to vote, which resulted as follows:

LAUREEN TACKMAN, MAYOR	Absent
CHRISTINE SCHREIBER, TRUSTEE	AYE
JOHN SCATENA, TRUSTEE	AYE
ROBIN WILSON, TRUSTEE	AYE
DAVID DONOVAN, TRUSTEE	Absent

THIS RESOLUTION WAS ADOPTED.

I, Julie Simpson, Village Clerk of the Village of Cleveland, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Village Board of Trustees of the Village of Cleveland at a regular meeting of the Board duly called and held on the 13 day of February, 2018; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due Notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed
The seal of the Village of Cleveland, this 13th day of February, 2018.

Julie Simpson
Village Clerk of the Village of Cleveland
Oswego County, New York

PAY BILLS: Deputy Mayor Schreiber made a motion to approve abstract #9, vouchers 412-453 in the amount of \$27,593.31, second by Trustee Wilson, all in favor.

Important Dates: Next Board Meeting: Tuesday, March 13, 2018 at 6:30 pm, at the Village Hall. Deputy Mayor Schreiber made a motion to adjourn the meeting at 7:05pm, second by Trustee Scatena, all in favor.