

Caroline Town Board Business Meeting of March 16, 2017

The Town Board Business meeting held on March 16, 2017 at the Caroline Town Hall was called to order at 7:08 p.m. by Supervisor Mark Witmer.

Recording

Secretary: Marilou Harrington-Lawson, Town Clerk

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember - Absent
Irene Weiser, Councilmember
Gary Reinbolt, Councilmember
Calvin Snow, Councilmember

Also present: 9 people of the public attended the meeting

Privilege of the Floor

Wil Lawrence- CIT Committee. Is there payment in lieu taxes in the Town of Caroline? The answer is “No”.

Energy Benchmarking Resolution - What are the locations? Highway Building, Municipal buildings; Annex and Historic Town Hall

Connie O’Brien – Has lived in the town since 1982. She is looking for safe routes to travel. She supports the Trail

Kate Kelley Mackenzie- In support of the Trails.

Peter Hoyt- Spoke about the resolution about “the privilege of the floor”, brought forward a month back; pleased with the new language.

Peter Hoyt and Barry Goodrich asked the Board; Please take another month to pass the law Adopting the Updated Caroline Stormwater Protection Plan – They would like to make sure the wording is correct and reflects the meanings of the changes. - The Board agreed

Joshua Cope – Lives in Brooktondale and owns Brooktondale Market. He is for the Trail.

Kirin MacKenzie – For the Trail. He likes to hike.

Reports

Cindy Whittaker, Highway Superintendent

Repairs on the problematic truck is going well, and truck is working fine.

Mark Witmer, Town Supervisor

Historic Town Hall- Cornell Architecture Student volunteering his time to assess the up keep (painting and details of the building and structural maintenance).

Becky Jordan is working on grants for various projects.

Mark had a meeting on a Trail with the “Trail Group”.

Dan Klein, County Representative

absent

Cal Snow, Town Board

Gary Reinbolt, Town Board

Irene Weiser, Town Board

AQUIFER PROTECTION COMMITTEE

As a requirement by funders of his technical assistance program, Steve Winkley has written a Sourcewater Protection Report that summarizes his work to date w/our committee. (see attached) The committee will meet later this month to review this report, along with our latest draft of a possible local aquifer protection law to determine next steps.

COMMUNICATION INFORMATION AND TECHNOLOGY COMMITTEE

No committee meeting, but updates as follows

Phone Server update - CISCO has been in touch re: VOIP phone service. The missed apt. Then they put me in touch with Finger Lakes Technology Group who proposed, contrary to earlier correspondence with them that they could provide service to us. I asked them to verify – waiting to hear back.

Broadband update:

On 3/2 Town was notified that Haelefe TV has been awarded support in the State's Round II Broadband grant. Haelefe provided a map detailing coverage. (attached) Details of when they receive funding, when buildout begins TBD. Haelefe noted that Frontier was also awarded some coverage areas in Caroline. No details on that yet.

Haelefe TV coverage as follows:

Harford Rd (partial)

Harford Slaterville Rd (partial)

Canaan Rd (all)

Flat Iron Rd (all)

Slaterville Rd btwn Flat Iron Rd and Town/County line.

76 Rd from Mill Rd to just beyond Yapple Rd

Yapple Rd (all)

Level Green Rd (partial)

Goodrich Hill Rd (all)

Blackman Hill Rd (partial)

McGrath Rd (all)

Weston Rd. (partial)

TCCOG

EMS Task Force

Lee Shurtleff provided Part 1 overview of EMS system in Tompkins County. Part 2 tomorrow.

Thanks to Dan Klein for helping us get hooked up w/ Danby Board member and faculty at Cornell Institute for Public Affairs – as a result, we’ve now got 3 terrific graduate students who will be doing research and developing a report on possible solutions and innovative models around the State and County.

Community Choice Aggregation

The CCA work group met again with Joule Assets to discuss details of how to implement Community Choice Aggregation in interested communities. There are 2 ways to get started – Either Town selects and signs contract with a chosen program administrator OR Town passes a local law enabling the Town to purchase power on behalf of their residents. Ultimately the Town will need to both select a program administrator AND pass a local law - but either option is a good way to start. If Joule Assets is chosen they will provide support, information and help pull together a power purchase agreement that will provide residents with stable energy costs AND can also help promote local renewable energy development and local jobs. Several towns seemed very enthusiastic with Joule’s presentation, including Caroline, Danby, and perhaps Dryden, Town of Ithaca, Cayuga Heights and Ulysses. City’s interest unknown.

Shared Services – County Administrator Joe Mareane provided overview of Gov’s requirements for shared service initiatives this year. Joe wants to put together committee of Supervisors to identify shared service action to be put on the ballot this fall for voter opinion/approval. Action plan must be completed by August. Meetings to start in March, if possible.

John Fracchia, Town Board

Absent- He sent his report:

Building and Grounds

- Researched video system for Clerk’s office and it appears as though the Arlo Security System - 1 Wire-Free HD Camera, Indoor/Outdoor, Night Vision, would meet our needs. It is well rated and sells for \$139.00.
- Researched deadbolts for records room and recommend that we purchase a Schlage Single-Cylinder Deadbolt. It sells for \$46.00
- Supervisor Witmer forwarded me information about Beautification grants and will be discussing with the possibility of collaborating on this with the Clerk’s office.

- We discussed putting our lawn mowing contract up for bid this year and I am in the process of creating that document. This does not reflect dissatisfaction with our current service, but rather doing our due diligence since it has been several years since we have collected bids.

Emergency Services

- Received lengthy response from Lori Mithen-Demasi regarding options for ambulance districts and first response. I am currently reading through it and then will be share it with the Emergency Medical Services Task Force for their thoughts and input.

Greater Tompkins County Municipal Health Insurance Consortium

- No update

Joint Youth Commission

- Attended February meeting of the JYC. Draft of annual report was shared and it is in the process of being expanded.
- There was a good deal of discussion around how to create more awareness of the JYC's work.

Jonathan Comstock, Heat Smart Tompkins Report

Community Group Started in Caroline with Solar Tompkins (Heat Smart is a program within Solar Tompkins, Snug Planet, Halco and NP).

Heat pumps; They use electricity like refrigeration- Also do air conditioning in the summer.

Super energy efficient - 250% - 300% Heat at -10 to -20 F

This Saturday public meeting about Heat Smart Tompkins at the Brooktondale Fire Hall 10:00 a,m Free to the public.

March 26th at the Woodcocks house there is Open House "Heat Pump" walk through to see the Heat Pumps and ask questions.

Operating costs- Air Source is hundreds less than gas, oil, propane or electric. Ground Source Heat pumps are even more efficient.

Heat pump systems costs near \$12,550.

Discussion and Action Topics (8:25)

- Introduction of Environmental Assessment Forms for proposed Local Law Providing for a Moratorium on Actions Subject to Site Plan or Subdivision Review for a Period of 180 Days with draw Public Hearing Monday March 27th at 7:00 p.m.

- Resolution Adopting Updated Caroline Stormwater Protection Plan-Wait another month
- Resolution of Completion of Town Board Annual Audit of Caroline Town Clerk
- Resolution Establishing Energy Benchmarking Requirements for Certain Municipal Buildings –
- Review of February 2017 Trial Balance
- Presentation of the Supervisor’s Annual Financial Report Update Document to the Comptroller (AUD)
- Resolution Establishing the Position of Assistant to the Supervisor’s Office
- Transfers
- Approval of minutes of January 3, February 7, February 15, and March 7

Resolutions

Resolution 72 of 2017

ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS

A motion was made by Mark Witmer and seconded by Irene Weiser

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 Town of Caroline is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Town of Caroline 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 Town of Caroline; and

WHEREAS, the Caroline Town Board desires to establish procedures or guidelines for municipal officials or staff to conduct such Building Energy Benchmarking; now therefore be it

RESOLVED, 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 Town of Caroline that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Town Supervisor’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, 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 Town Supervisor or his designee 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 Caroline Town 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.

Adopted Witmer: Aye; Fracchia: Absent; Reinbolt: Aye; Weiser: Aye; Snow: Aye

Resolution 73 of 2017

A motion was made by Mark Witmer and seconded by Gary Reinbolt

Resolved, the Caroline Town board hereby successful completion of the Town Clerk books audit on Saturday the 4th of March on 10:00 a.m.

Adopted Witmer: Aye; Fracchia: Absent; Reinbolt: Aye; Weiser: Abstained; Snow: Aye

Resolution 74 of 2017

A motion was made by Mark Witmer and seconded by Gary Reinbolt

A resolved, the Caroline Town board hereby appoints Rebecca Jordan as Assistant to the Supervisor.

Adopted Witmer: Aye; Fracchia: Aye; Reinbolt: Aye; Weiser: Aye; Snow: Aye

Minutes

Resolution 75 of 2017

Minutes of the Organizational held January 3, 2017:

A motion was made by Gary Reinbolt and Cal Snow seconded to accept the minutes of the January 3, 2017 agenda meeting as submitted by the Deputy Town Clerk Becky Jordan.

Adopted Witmer: Aye; Fracchia: Aye; Reinbolt: Aye; Weiser: Aye Snow: Aye

----Adjourn----

Adjourned on a motion by Gary Reinbolt and seconded by Irene Weiser at **8:50** p.m.

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk

