

A Regular Meeting of the Board of Trustees of the Village of Oxford was held at 7:00 p.m. on December 27, 2017 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830.

Present were: Mayor Terry Stark, Trustee John Todaro, Trustee Dustin Hendricks, Trustee Richard Marks, Police Chief Richard Nolan and WWTP Operator Kirk Noetzel.

Absent: Trustee Leach

Audit Committee 7:00 PM

Mayor Stark & Trustees reviewed all invoices included on abstract #007 for December 2017.

The Regular meeting was called to order at 7:30 pm.

The Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

Mr. Ed Somers, Mr. & Mrs. Gary Binelli, and Mrs. Gloria Heggie addressed the Board regarding the proposed BMX Track at Boname Park (All American BMX). All indicated they had several issues regarding the track and were against the proposal from the BMX organization.

Mayor Stark also indicated he had received correspondence from Ms. Laurie Troxell-Nesbit, Mr. Robert Birdsall and Mrs. Holly Cirello indicating support for a BMX Track but were registering concern about the proposed Boname Park site.

The critical issues raised from the attendees and the correspondence are as follows:

1. The spring and the water from spring line needs to be protected for those receiving water from the spring (Somers & Heggie).
2. Noise will be excessive.
3. Traffic volume will increase on Cty Rd 32 and create congestion as well as more dangerous entry and exits from driveways.
4. BMX riders and families will bring alcohol, drugs, and crime to area.
5. Park should be used only for residents of Oxford.
6. Privacy of neighbors will be invaded.
7. Dangerous animals are present in the nearby woods.
8. Allowing any camping activities will lead to park abuse including vandalism, drugs, and brush fires.

Following a general discussion regarding each of the issues raised, Mayor Stark asked each of the attendees what the village could do further to address the issues and lead to them changing their minds about the track at Boname Park. Mrs. Heggie who had believed that the BMX bikes were motorized indicated that she was now undecided. All others indicated that there was nothing the village could do to adequately address the issues that would change their mind.

All the questions and concerns raised at the meeting as well as the correspondence received have been included in a follow-up and revised Question and Answer information package originally used at the December 12th Public information meeting. (See attached) This information package will be provided to those registering concerns as well as to the public.

Mayor Stark closed the public comment portion of the meeting at 8:45 PM

ABSTRACT:

Trustee Hendricks moved with second by Trustee Marks to approve the Abstract (#007) as presented as follows:

General Fund	\$196,219.81
Water Fund	\$ 14,642.07
Sewer Fund	\$ 14,041.01
Water Capital Project	\$ <u>1,955.41</u>
TOTAL	\$226,858.30

MEETING MINUTES:

Trustee Todaro moved and Trustee Marks seconded a motion to approve the November 28th 2017 minutes. All voted Aye and motion was approved.

TREASURER REPORT:

November Report Pending.

JUSTICE REPORT:

Trustee Todaro moved and Trustee Marks seconded a motion to approve the November Justice report. All voted Aye and the motion was approved.

FIRE DEPARTMENT:

Chief Franklin has submitted application and recommended Caleb Cutting as new member of the Oxford Fire Department. Trustee Hendricks moved and Trustee Todaro seconded a motion to approve the new member. All voted Aye and motion was approved.

WASTE WATER:

WWTP Operator Noetzel reports that everything is running smoothly since the upgrade. 18 tons of sludge was hauled to the landfill in December.

PUBLIC WORKS:

SPW Paden report indicated quarterly water reading has been completed and Chemung Supply has completed the Guide rail work on lower Greene street.

POLICE DEPARTMENT:

Chief Nolan discussed his monthly case load.

OLD BUSINESS:

BMX Proposal

Following the Public comment discussion with attendees addressing BMX proposal and response from December 14th public information meeting, the Board decided to move forward with the next steps in the proposal from the BMX organization. Trustee Hendricks moved, and Trustee Marks seconded a motion to:

1. Authorize the Mayor to develop and send a letter of Intent to the BMX organization agreeing to move forward with the next steps of the project which must include an engineer's detailed plans and specifications.
2. Authorize Village Attorney James Gregory to review all aspects of proposal and draft the most appropriate written agreement that best serves the interests of the Village
3. Revise Question and answer document and provide to Attorney as well as public regarding Village response to all questions and concerns raised to date.

All voted Aye and the motion was approved.

NEW BUSINESS

Led Street lights

As of December 1, 2017, the NYSEG utility-owned LED option has also become available for communities wishing to upgrade their streetlights to LED (light-emitting diode). The only option previously available for those municipalities in NYSEG territory was to purchase their streetlight assets from the utility and then convert to LEDs after. This is still an option, if communities would like to pursue, but the utility owned option that was just released provides flexibility to communities that are concerned with handling the maintenance for the fixtures going forward. The Mayor met with Tara Donadio, Clean energy communities coordinator on December 15th to better understand why the Village should consider converting current street lighting to LED. She indicated that some of the benefits to LED upgrades include 70% reduction in lighting bills, improved community safety, and reducing greenhouse gas emissions. She also indicated that converting 50% of cobra head streetlights to LED is one of NYSERDA's ten "high impact actions" under their Clean Energy Communities program, which can provide up to \$250,000 in grant funding.

For the Village to qualify for one of nine (9) remaining \$50,000 grants it must complete three qualifying thresholds. Two of the thresholds are to pass Resolutions related to Energy Benchmarking and Solar Permitting. Following more discussion, the following resolutions were presented for adoption:

RESOLUTION NO. 12-27-1 2017
ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR
CERTAIN MUNICIPAL BUILDINGS

Trustee Marks offered the following and moved its adoption

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 Oxford 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 Oxford, 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 of Oxford; and

WHEREAS, the Village of Oxford, Village Board, desires to establish procedure or guideline for Village of Oxford 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 Oxford that is 1,000 square feet or larger in size to include but not be limited to the following buildings:

- | | | |
|-----|-------------------|-----------------------|
| a.) | Village Hall – | 20 Lafayette Park |
| b.) | Waste Water plant | 60 South Canal Street |
| c.) | DPW garage | 4 Water Street |
| d.) | Fire Station | Fort Hill Park |

(5) "Department" shall mean the Office of 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 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, 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 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.

Trustee Todaro seconded the foregoing resolution and the vote was as follows:

John Todaro,	Trustee	<u>Aye</u>
Dale Leach,	Trustee	<u>Absent</u>
Richard Marks,	Trustee	<u>Aye</u>
Dustin Hendricks,	Trustee	<u>Aye</u>
Terry Stark,	Mayor	<u>Aye</u>

This resolution was adopted.

**RESOLUTION NO. 12-27-2 2017
RESOLUTION TO ADOPT THE NEW YORK STATE SOLAR PERMIT PROCESS**

Trustee Todaro offered the following and moved its adoption

WHEREAS, the New York State Energy Research and Development Authority (“NYSERDA”), together with the New York Power Authority (“NYPA”) and City University of New York (“CUNY”), developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes;

WHEREAS, Village of Oxford wants to promote the streamlining of the application process for small-scale photovoltaic system installations by adopting the New York State Unified Solar Permit application form and implementing the new procedures;

NOW THEREFORE, BE IT RESOLVED, that Village of Oxford adopts the New York State Unified Solar Permit and the document titled "Understanding Solar PV Permitting and Inspecting in New York State;" and

RESOLVED, that the Village of Oxford Code Enforcement Officer is hereby directed to use the New York State Unified Solar Permit application form and procedures in issuance of building permits for the installation of small-scale solar photovoltaic systems; and

RESOLVED, that the fee for solar installations is set by resolution of the Village of Oxford Board.

Trustee Hendricks seconded the foregoing resolution and the vote was as follows:

John Todaro,	Trustee	<u>Aye</u>
Dale Leach,	Trustee	<u>Absent</u>
Richard Marks,	Trustee	<u>Aye</u>
Dustin Hendricks,	Trustee	<u>Aye</u>
Terry Stark,	Mayor	<u>Aye</u>

This resolution was adopted.

RESOLUTION NO. 12-27-3 2017
RESOLUTION TO ADOPT STANDARD WORK DAYS

Trustee Marks offered the following and moved its adoption

BE IT RESOLVED, that the Village of Oxford, Location code 40284 hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Police Officer	8:00
Superintendent of Public Works	8:00
Waste Water Treatment Plant Operator	8:00

Trustee Hendricks seconded the foregoing resolution and the vote was as follows:

John Todaro, Trustee	<u>Aye</u>
Dale Leach, Trustee	<u>Absent</u>
Richard Marks, Trustee	<u>Aye</u>
Dustin Hendricks, Trustee	<u>Aye</u>
Terry Stark, Mayor	<u>Aye</u>

The resolution was adopted

**Hanging Baskets
Self-Watering**

The Mayor in 2016 contacted EarthPlanter a leader in commercial self-watering planter systems to get involved with a new prototype self-watering hanging basket that could be used on the Bandstand on Lafayette Park. This is the same company used for the self-watering planters on the streets. The five proto-types needed were not available at that time. We recently received notice that after 3 years in development, they are announcing that a new ***Pro-Series Self-Watering Hanging Basket*** will be launched next month. Their comments are as follows:

- As promised, you are receiving this information before it's launched to the masses. Official launch date 1/9/18.
- This will be a limited release – we're projecting only 1,500 will be available for the entire country. And I know I have demand for 2-3 times that number.
- We expect to begin shipping on March 1 – orders to be fulfilled in the order they were received...so first come, first served as they say.
- Average watering cycle is projected to be once per week. Based on customer feedback, this should drive massive saving, enough to pay for your investment within the first summer.

They are accepting orders now (280 already sold to select customers). Price is \$199. Full 2018 price list is attached along with the spec sheet on this new model.

The five hanging baskets on the Lafayette Park bandstand along with 15 other downtown hanging baskets are watered daily at a cost to PON of \$15.00 per day or about \$.75 per basket which is equivalent to 3.75 a day for the bandstand. The Village DPW used to do the watering but timing and schedules did not work out especially for the weekends. The savings from watering 7 days a week to 1 day a week for the band stand will be about \$500.00 per season. Net, the payback for five baskets costing about \$1,000 is two seasons. The baskets are guaranteed for 10 years.

PON will purchase the additional 20 baskets in 2019 after a successful test of the Village bandstand baskets and four local owner purchases this year.

Following a discussion, Trustee Todaro moved and Trustee Hendricks seconded a motion for the Village to purchase five (5) of the self-watering hanging baskets from EarthPlanter at a cost of \$1,000.

All voted Aye and the motion was approved.

TRUSTEE COMMENTS:

Trustee Marks indicated that he has met with contractor and should be receiving estimates for the repairs to the Village Hall employee restroom.

Next regular Board Meeting will be Tuesday, January 30th.
Meeting adjourned the meeting at 9:45 PM

Respectfully Submitted,

A handwritten signature in black ink that reads "Terry M. Stark". The signature is written in a cursive style with a large, sweeping initial "T".

Terry M. Stark
Recorder