

The regular scheduled meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Tuesday evening, July 23, 2018 at 7:00 PM with Supervisor Frederick Wille presiding.

Wille opened the regular Town Board meeting at 7:00 PM.

Present:	Supervisor Council Member Council Member Council Member	Frederick A. Wille Michelle T. MacMillan Frank W. Fessner William J. Mitchell Jr.
Absent:	Council Member	Kathleen M. Conradt

Attending the meeting were Margaret Gochenaur (Town Clerk), Scott Kimball (Highway Superintendent), Jim Kier (Code Enforcement Officer), Ron Roach (AWA Liaison), Terrance Malloy, and Stephen Lester.

Pledge of Allegiance led by Council Member MacMillan.

Wille welcomed everyone to the meeting and thanked them for coming.

**APPROVAL OF MINUTES:** Motion was made by Mitchell, seconded by MacMillan, to approve the July 9, 2018 minutes. No Discussion was held. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille) Nays 0

**HIGHWAY SUPERINTENDENT'S REPORT:** Motion was made by Fessner, seconded by MacMillan, to approve the Highway Superintendent's report. Mitchell thanked Kimball for his report. Mitchell reported that Kimball's reports are the most meaningful, and informative reports that they have had in his tenure. Discussion was held. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille) Nays 0

**SUPERVISOR'S REPORT:** Wille reported that the Comprehensive Plan is moving ahead. Wille reported that a completed copy is expected by November 2018. Discussion was held.

Motion was made by Wille, seconded by Mitchell, to adopt Resolution 2018-035 Town of East Bloomfield Establishing Energy Benchmarking Requirements for Certain Municipal Buildings and waive the reading of the Resolution. Mitchell passed out results of an Energy Audit/Study that was done in 2009 for the Boards information. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille) Nays 0

### **RESOLUTION 2018-035**

#### **TOWN OF EAST BLOOMFIELD 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 Town of East Bloomfield 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 East Bloomfield Town 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 Town of East Bloomfield; and

**WHEREAS**, as such Town Board desires to establish procedures and/or guidelines for Town of East Bloomfield staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific procedures and/or guidelines are hereby adopted and imposed as active and affirmative financial internal control procedures of the Town of East Bloomfield;

**BUILDING ENERGY BENCHMARKING PROCEDURES AND/OR GUIDELINES**

**§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.
- D. "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Town of East Bloomfield that is 1,000 square feet or larger in size.
- E. "Department" shall mean the Town of East Bloomfield's Bookkeeper's Office.
- F. "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.
- G. "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.
- H. "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.
- I. "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.
- J. "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.
- K. "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.
- L. "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**

- A. These procedures/guidelines are applicable to all Covered Municipal Buildings as defined in Section 2 of this Resolution.
- B. 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**

- A. No later than December 31, 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.
- B. 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**

- A. The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than December 31, 2018 and by September 1 of each year thereafter for Covered Municipal Buildings; and

B. 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 these procedures and guidelines; 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 across calendar years for all years since annual reporting under this procedure and/or guidelines has been required for said building.

#### **§5. MAINTENANCE OF RECORDS**

The Department shall maintain records as necessary for carrying out the purposes of the procedures and/or guidelines, 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**

A. The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of these procedures and/or guidelines.

B. The Chief Enforcement Officer of these procedures and/or guidelines may promulgate regulations necessary for the administration of the requirements of these procedures and/or guidelines.

C. Within thirty (30) days after each anniversary date of the effective date of these procedures and/or guidelines, the Chief Enforcement Officer shall submit a report to the Town of East Bloomfield 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 the procedures and/or guidelines.

**FURTHER RESOLVED**, the Town Board, in regular session duly convened, does hereby authorize and direct the Supervisor of the Town of East Bloomfield to execute such other and additional documents as may be required for to perfect the resolution herein.

Motion was made by Fessner, seconded by MacMillan, to adopt Resolution 2018-036 To Approve and Authorize Signing of Proposal for Architectural Services for Veterans Park Legion Project and waive the reading of the Resolution. Glenn Thornton recommended to the Board that they use Robert Meehan of Meehan Architecture for this project. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille) Nays 0

#### **RESOLUTION 2018-036**

#### **TO APPROVE AND AUTHORIZE SIGNING OF PROPOSAL FOR ARCHITECTURAL SERVICES FOR VETERANS PARK LEGION PROJECT**

**WHEREAS**, the Town of East Bloomfield has been awarded a grant in the amount of \$300,000 for improvements to the Veterans Park Legion Building; and

**WHEREAS**, in making such improvements it is necessary to obtain the professional services of an architect to provide services with regard to architectural, mechanical, electrical, plumbing and additional construction support during and through completion of the project; and

**WHEREAS**, Meehan Architecture has provided the Town with the attached proposal for such services at a cost of \$24,000; and

**WHEREAS**, funds in payment of the services will be included as part of the cost of improvements to the Veterans Park Legion Building; now therefore, be it

**RESOLVED**, that this Board accept the proposal of Meehan Architecture at a cost of \$24,000; and, be it also

**RESOLVED**, that this Town Board hereby authorizes the Town Supervisor to execute such proposal; and be it also

**RESOLVED**, that a copy of this resolution, along with the signed proposal, be forwarded to Meehan Architecture, 10 Assembly Drive, Mendon, NY 14506

Wille set a Public Hearing for Local Law #5 of 2018, Veterans Park Regulations for Monday, August 13, 2018 at 6:30PM with the Town Board meeting to begin immediately following. Wille reported that he met with Jim Armstrong and Mike Manikowski regarding business in East Bloomfield. Included in the Town Board Packet was a list of the businesses that responded to a survey sent to each business and the number of employees per business as of July 2018. Discussion was held.

**COMMITTEE REPORTS:**

**Audit:** MacMillan reported that the last Internal Audits was completed July 19<sup>th</sup>. MacMillan will be working on letters to be sent to each department audited. Discussion was held.

**Buildings and Grounds:** Nothing to report.

**HIGHWAY:** Nothing to report.

**IT/Technology:** Nothing to report.

**INSURANCE:** Nothing to report.

**PARKS and RECREATION:** Nothing to report.

**WATER/SEWER VILLAGE OF BLOOMFIELD:** Mitchell reported the punch list of items for Whalen Road has been completed.

**PERSONNEL:** Nothing to report.

**COMMUNICATIONS:** None.

**ROUND TABLE – OTHER BUSINESS:** Fessner reported that the Ontario County Fair starts Tuesday, July 24<sup>th</sup>. Mitchell reported reading in the Boughton Park minutes that the Commission is having trouble being able to charge people who are not authorized to be in the park with trespassing. Mitchell reported that he read there may need to be a Local Law passed by the Town of East Bloomfield to help with this issue. Discussion was held. Wille will reach out to Glenn Cooke to see how the Town of East Bloomfield can help. Wille reported that he has been contacted by the Ontario County Sheriff's Office requesting a Medication Drop Box be installed in our Town. Mitchell asked where the box will be located? Discussion was held. Wille will find out and report back to the Board. Gochenaur reported on 2 Security issues that occurred in the Town Hall within 4 days of each other. An extensive discussion ensued. Kimball reported that the west side parking lot at Veterans Park has been paved. Kimball reported that the 14' that wasn't paved was never going to be. Kimball reported that was extra stone they graded off prior to the paving to help with high and low spots to create a smoother boarder. Discussion was held. Kimball suggested that they wait until next year to stripe the parking lot because it will have to be sealed next year. Discussion was held. Kimball reported that Main street is scheduled to be Micro-Paved Friday July 27<sup>th</sup>. Kimball reported again as to why the Spoils are being disposed on private resident's property who request them. Discussion was held. Kimball reported that he hopes to have Strong Road completed by the end of the week. Discussion was held. Kier reported that his new Code Enforcement truck is in. Kier reported that he would like to sell the old Code Enforcement Officer's truck on the Auction International website. Discussion was held. Motion was made by Fessner, seconded by MacMillan, to declare the old Code Enforcement Officer's truck surplus and to authorize the sale of the old Code Enforcement Officer's truck to the highest bidder on the Auction International website at a price not less than \$28,000. Discussion was held. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille) Nays 0.

**BUDGET TRANSFERS/AMENDMENTS:** Motion was made by MacMillan, seconded by Fessner, to approve the Budget Transfers and Amendments as submitted. Discussion was held. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille)    Nays 0

**PAYMENT OF BILLS:** Motion was made by Fessner, seconded by MacMillan, to approve paying of the bills as submitted. Discussion was held. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille)    Nays 0

General Fund A	- Abs. #814- Vouchers - 266-268,272-281,284-294,7191		
	7194	\$	12,942.96
General Fund B	- Abs. #814 - Vouchers - 282,294,296	\$	33,578.18
Highway DA	- Abs. #814- Vouchers - 274,294	\$	932.15
Highway DB	- Abs. #814- Vouchers - 269,271,294,7184,7192,7193, 7195-7197	\$	63,967.21
Sewer Dist. #1	- Abs. #814- Vouchers - 278,295	\$	21,028.65
Water Dist. #1	- Abs. #814- Vouchers - 270,278,295	\$	16,154.36
Water Dist. #2	- Abs. #814- Vouchers - 270,278	\$	142.48
Water Dist. #2 Ext.#2	- Abs. #814- Vouchers - 270,278,283,295	\$	4,767.78
Water Dist. #2 Ext.#6	- Abs.#814- Vouchers - 278	\$	22.38

**EXECUTIVE SESSION:** Motion was made by Mitchell, seconded by MacMillan, to move into an Executive Session at 8:12 PM to discuss the employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, salary, demotion, discipline, suspension, dismissal of a particular person or corporation. Motion Approved: Ayes: 4 (Fessner, Mitchell, MacMillan, and Wille)    Nays: 0

**RETURN TO REGULAR SESSION:** Motion was made by Mitchell, seconded by MacMillan, to end Executive Session and return to regular session at 8:29 PM. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille)    Nays 0

**ADJOURNMENT:** Motion was made by Mitchell, seconded by MacMillan, to adjourn the meeting at 8:29 PM. Motion Approved: Ayes 4 (Fessner, Mitchell, MacMillan, and Wille)    Nays 0

Respectfully Submitted,

Margaret M. Gochenaur  
Town Clerk