

Town of Hamilton Regular Board Meeting Minutes
Thursday, April 13, 2017 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, Peter Darby, David Holcomb, Suzanne Collins. Absent: Chris Rossi. Others Present: Sue Reymers, Jason Florenz, Brynley Wilcox.
Public: MEGA – Danielle McMullen and several Colgate Students.

Call to order & Welcome: Supervisor Shwartz called the meeting to order at 6:33 p.m.

Public Comments: None. Supervisor Shwartz welcomed the Colgate class to the meeting who will be recording for their school project.

Special Guests:

MEGA-Danielle McMullen

Danielle McMullen gave a presentation on MEGA-Community Choice Aggregation. (ATTACHMENT A)

Clean Energy (CE) & Climate Smart Communities (CSC)

Supervisor Shwartz reviewed the report from Chris Rossi:

From March 17 CSC meeting - Dazzle Ekblad from the DEC was on hand to answer questions about participation in the CSC program, and to a certain extent, about the Energy Challenge. She is a great resource and is enthusiastic about helping us.

A little clarification about the Town being able to claim points for participating in a County run program—only if we have contributed in some way to the planning, running, or funding of the program. Supervisor Shwartz explained that the County passed the PACE Energy loan financing program which enables people to borrow money for energy improvements. It is one of the 10 points you can get for Clean Energy. Once a County does it, towns cannot do it. It may need follow-up.

We continued discussion about the Village working with the Town on CSC. Dazzle told us that we could work in tandem, but would need to submit applications for our CSC rating separately. The Village is still considering whether or not they will participate. We discussed student work on the GHG inventory and an analysis of an LED upgrade for lighting districts. Dazzle felt these were very worthwhile efforts. Looking ahead to the fall, I mentioned that the students may be asked to work on a Climate Smart Resiliency Plan. She also provided a link to DEC resources for this work.

Andy Pattison's students have submitted a draft GHG study which will help us on our way for CSC and Clean Energy Community points. They are also working on an LED lighting analysis for the Town.

Colgate Summer Intern - We are looking forward to a summer fellow from Upstate Institute to develop web and print educational content about energy saving opportunities for community members, as well as information about community solar – how it works and potential benefits.

Zoning Revision Committee is slowly coming together with commitments from Darrel and Harvey. Waiting to hear from others.

Supervisor Shwartz reviewed a few of the high impact action items that the town is working on with input from Clerk Reymers.

RESOLUTION 2017-43: Establishing Energy Benchmarking Requirements for Certain Municipal Buildings as part of the Clean Energy Program

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 Hamilton 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 Hamilton 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 Town; and

WHEREAS, as such the Town Board desires to establish procedure or guideline for Town 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 Town of Hamilton;

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

(1) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(2) "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.

- (3) "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 Hamilton that is 1,000 square feet or larger in size.
- (5) "Department" shall mean the Town of Hamilton 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 Town of Hamilton 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 Town Board, in regular session duly convened, does hereby authorize and direct the Supervisor or Clerk of the Town of Hamilton 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 Peter Darby, seconded

CHIPS:

- \$6,707.12 was received from the NYSDOT
- Reimbursement for the guiderails on Hill and Bailey Road
 - 2017 YTD: \$6,707.12 | BUDGET: \$110,000.00

SALE OF EQUIPMENT:

- \$5,270.00 was received from Auctions International
- Sale of the 2006 Ford F150 that we purchased from the Village

CORE CHARGE:

- \$5,800.00 was received from Stadium International
- Core charge for the 2011 engine that we sent back

APRIL: \$400,000 was wired into our Community Bank MMKT on April 6th

RESOLUTION 2017-46: Funds Transfer for Lighting Districts

On a motion of Councilmember Collins, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that \$ 5,762.00 be transferred from the Community Bank Money Market account to the NBT Bank Checking for the Lighting District in the following accounts:

- SL MMKT to Poolville Checking in the amount of \$2,562.00.
- SL MMKT to Hubbardsville Checking in the amount of \$3,200.00.

RESOLUTION 2017-47: Funds Transfer to Maximize Interest Earnings

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that \$250,000 be transferred from the NBT Bank Checking account to Community Bank Money Market account.

RESOLUTION 2017-48: Budget Amendments

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
DB3501	State Aid (CHIPS)	110,000	178,127.11	68,127.11
DB5112.2	Capital Outlay (CHIPS)	110,000	178,127.11	68,127.11

Bookkeeper Wilcox clarified that \$158,000 is for this year and that \$20,127.11 was left over from last year. There was a brief discussion on the future of CHiPS funding the budget needs for highway including roads and bridges.

RESOLUTION 2017-49: Receive and File Financials

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the March 31, 2017 monthly financials be received and filed.

TOWN REPORTS:**Highway Superintendent – Jason Florenz****GARAGE:**

- REM Fire Systems installed a new monitoring device at the garage that will work better with our digital phone line.

GENERAL REPAIRS:

- Rented a Bobcat skid steer and broom to clean up roadways. Had it for 3 weeks.
- Met with Vestal Asphalt to go over CHIPS plans for 2017 (See Section 284 Agreement) (ATTACHMENT B)

The board reviewed the drafted highway plan.

- Trimmed at the Poolville Road cemetery (Hamilton Rural Cemetery). Removed 25 loads of brush. (See pictures.)

EQUIPMENT:

- Installed fuel tank and tool box on '17 F150.
- Prepared the '06 Int'l Dump for sale on, and then met with, Auctions Int'l.
- 2017 International was delivered and is now in service – the radio was switched out of the 2006 and into the 2017.
- Town of Lincoln borrowed the excavator.

WINTER STORM STELLA:

- Bent two plow frames, broke windows on a garage, fender bender on Hamilton Street, plow on small dump broke, broke the sign at the Hubbardsville store.
- Made 8 runs between March 14th and March 16th
 - Used approximately 392 yards of a 1:3 salt/sand mix.
 - 1,000 gallons of salt brine.
- Luke Dowsland offered his support during the storm.

2016-2017 WINTER:

- Made 131 runs between November 20th and March 31st - Used approximately 6,706 yards of a 1:3 salt/sand mix; 39,500 gallons of salt brine.
- Total: \$127,006.29
 - 7,393.50 salt/sand lane miles were submitted to the County for reimbursement
 - 162.18 brine lane miles were submitted to the County for reimbursement
 - 39.18 magnesium brine lane miles were submitted to the County for reimbursement
- 1,192.61 ton of salt ordered/paid for this winter

OTHER:

- Attended a preliminary FEMA meeting at the County to discuss whether or not the cost of Winter Storm Stella was enough to declare it a reimbursable event.
- Update on Mike Marcellus.
- Met with NYSEG about Wickwire Road.

The board reviewed the report and asked a few questions to clarify sections.

Town Clerk/Collector - Sue Reymers

	March 2016	March 2017	Notes
Total Fees Collected	\$1,589.00	\$1,184.50	
Disbursements:			
Town Revenues	\$934.62	\$641.12	1 Building Permit; 1 Special Use Permit
NYSDEC Hunt/Fish	\$186.13	\$75.58	
NYS Dept of Health	\$90.00	\$0	
NYS Ag & Markets	\$37.00	\$31.00	
Mad Co (Landfill)	\$341.25	\$436.80	

TRAINING:

- NYSTCA: April Conference is scheduled for April 23-26.
- May 3–Morrisville–Planning & Zoning Institute Training
 - Topics: ZBA Overview, and CNY Model Solar Zoning Ordinance
 - Mark, Elisa and I are attending as well as several ZBA/PB members.
- NYPF–inquiry on training with us and area towns – call not returned. Needs follow-up.

INTERNS, WORK STUDY & VOLUNTEERS

- Work Study Student - Colgate University: Enrique Nuñez started February 27 until May.
- Volunteer for Community Service for 15 hours this week–stamped tax collection books.
- Summer Intern from Upstate–Julie Dudrick is working on it. Work entails: Education/Outreach via online media on green energy opportunities for the community; newsletters - set-up, kick-off; Research on Community Solar.
- Peter passed along info on hiring summer students from Colgate. I have a call into the office to learn more.

MORSE ROAD

- Had an inquiry as to the public access of the abandoned section of Morse Road that cuts over the Preston Hill. Spoke with the County and it's determined that *fully abandoned* and therefore, no longer accessible by the public nor is there a right of way by the town. The alternative is called *qualified abandoned* retains the option of reopening at a later time.

Dog Control Officer Report: The board has the reports for review from January-March.

Planning Board Report: Elisa Roberston provided a detailed summary report on the activities of the Planning Board. The board reviewed the report with Clerk Reymers.

Codes Enforcement Officer

The board reviewed the monthly codes report. There was one new application for a building permit for a pole barn on Quarterline Road and a special use permit application from Camp Fiver. Don Forth has been very helpful in the transition.

RESOLUTION 2017-50: Appoint Mark Miller as Codes Enforcement Officer

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that Mark Miller be appointed Codes Enforcement Officer beginning March 2, 2017 until December 31, 2017.

COMMITTEE REPORTS:**SOMAC - David Holcomb**

SOMAC did provide a report on the number of calls for January and February this year. Ms. Wilcox updated the board on activities. SOMAC did request funds recently. They are still running a deficit of about \$18-19,000 a month. There is a new initiative to review the reports submitted for reimbursement to the billing company. It was recommended to be done by the auditors.

Partnership for Community Development - Peter Darby

Mr. Darby updated the board on recent activities of the PCD. The annual joint meeting with the Hamilton Business Alliance is happening soon and will be held at Good Nature Brewing's new location.

38 Milford Street

The committee has been meeting with the architects to keep the plans moving forward. There has been some negative feedback from the community on the announcement for tearing down and salvaging the building. Calls were going to John Taibi, regional historian on railroads. He contacted the town to ask about what was going on. As soon as he heard the story, he was very supportive. Clerk Reymers and Mr. Darby met with John Taibi and several historians, such as Joan Prindle, Matthew Urtz, Madison County's Historian, to show them the plans. A press release is going out about it. Through the gathering, a lot of history and information came out of the exchanges. The original sign that was on the building is now in storage at the Hamilton Library. It's likely that we will get permission to hang it on display in the meeting room as permanent loan from the Village Historic Commission. The original Freight House sign was discovered under the building today. It's in rough shape, but possibly salvageable for future display.

Supervisor Shwartz shared that she met with Jordan Ashcraft today to look at the building. An agreement will be worked on with Steve Jones. Once signed, he will have 30 days to take it down. A lot of it will be salvaged and repurposed.

RESOLUTION 2017-51: Authorization to Award Bid to Jordan Ashcraft for Salvage of 38 Milford Street Building

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Town Board awards Jordan Ashcraft the bid in the amount of \$1,500 for salvaging the building at 38 Milford Street with notations for the artifacts to be retained by the town for the new office building.

Comprehensive Plan & Action Plan

- **Recreation Committee** – Eve Ann and Suzanne’s name will be added to the PCD’s recreation committee list. Clerk Reymers showed the map of the area around the 9 Mile Swamp area, which the board reviewed. Sue Collins will talk to Jodi Palmer about the area.

OLD BUSINESS:

Alternate Members for Planning Board and Zoning Board of Appeals

Two names were suggested: Rachel Amann-Burns and Michael McGregor.

NEW BUSINESS:

Designation of Polling Places

RESOLUTION 2017-52: Approval of Designated Polling Places

On a motion Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that District 1 & 2’s polling place be located at the Hamilton Public Library 13 Broad Street, District 3 will be at the Village of Earlville Clerk’s Office 8 North Main Street and District #4 will be at the Poolville Community Center 7484 Willey Road.

Concerns of Town Board: None.

Supervisor’s Report: Madison County Activities:

Supervisor Shwartz reported that the County is getting additional monies from the new casino. It’s being distributed amongst the municipalities the same way sales tax is distributed, which is based on taxable value, not assessed. This is problematic as the town has a lot of exempt property. The County found a potential site for the new megawatt solar project. It has to be in NYSEG’s territory. Colgate was approached. On Friday, there will be a meeting with Sean Graham, John Pumilio, the County and Colgate to see if there could be a future solar project at Colgate. There is a new mental health clinic on opioid addiction opening in Morrisville by Family Services of Cortland.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Holcomb, the meeting was adjourned at 8:50 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk