

At a regular scheduled meeting of the board of Trustees of the Village of Port Byron held in the municipal building at 7:00PM, following were present:

Mayor: Ronald Wilson

Trustee: John Bell

Trustee: Patrick Fenton

Trustee: Mary Jump-absent

Trustee: Jeffery Girvin-absent

Village Clerk: Caitlin Bacon

Village Treasurer: Diana Warren

Public Present: Eugene DeLue, Eloise DeLue, Fred Harris, Officer Adam Bacon (for a portion)

Mayor Wilson called the meeting to order at 7:00PM and opened with the Pledge of Allegiance and a moment of silence.

Mayor Wilson asked the Public if there was anything they would like to discuss.

Mrs. DeLue spoke out and commented on how nice the fence looks in Schasel Park. Mrs. DeLue then voiced concern over two properties in the Village, one that was just sold and one that is vacant regarding long grass. Village Clerk Bacon to follow up with CEO Howard.

Mrs. DeLue gave notice to the Village Board that a sign on Maiden Lane was faded and a sign post on the corner of Main Street and Rochester Street is bent. Mayor Wilson to communicate the issues to Superintendent of DPW, Steve Sims.

Mrs. DeLue then questioned the outcome of the side of the building that the "Welcome to Port Byron" sign hangs. Mayor Wilson communicated that the property owner was given a order to remedy and that the tree's near there will also be taken down, due to low hanging branches.

No other business to communicate from the public.

Mayor Wilson moved to the first item on the agenda.

Officer Bacon was present on OIC Roden's behalf to present a potential new hire. Officer Bacon referenced OIC Roden's memo regarding new hire possibility Jeff Catalfano and communicated Officer Catalfano's police background.

Motion to hire Jeff Catalfano for the Village of Port Byron's Police department, with a six-month probation, made by Trustee Bell.

Motion seconded by Trustee Fenton.

All in Favor: 3-0

Officer Bacon read an issue off the Police report submitted by OIC Roden regarding parking on Blauvelt Drive as it is a private road and the property owner does not want the public parking there, since the school is constructing new fields, there is limited parking at the school.

The Village Board reviewed the May Scheduled-noted there are several evening shifts, even some past 11PM.

Mayor Wilson asked if there were any other questions for Officer Bacon, no other questions. Officer Bacon left the Village Board meeting at 7:20PM.

Mayor Wilson presented the SCAT Van contract. Amount for the contract has not changed since last year at \$600.00 for the year. Questions such as how many people are picked up from Port Byron arose, Village Board will table this matter. Village Clerk Bacon to follow up with Cayuga County Transportation project.

Mayor Wilson informed the Board of being approached by Village Resident, whom would like a catch basin reinstalled and possibly would like to purchase the land where the old fire house was on Main Street.

Motion to reinstall a catch basin at the base of Fred Harris' property made by Trustee Bell.

Motion seconded by Trustee Fenton.

All in Favor: 3-0

Regarding the sale of the old firehouse property, the Village Board would like to table this and research the sale of Village property.

Mayor Wilson proposed an update to the Zoning Board of Appeals resolutions dated March 11<sup>th</sup>, 2013 and April 22<sup>nd</sup>, 2013. Discussion regarding was had about what new practices should be.

To supersede said resolutions and replace with:

Certificates and training:

ZBA to attend four hours of training to complete annually. After completing the training, each ZBA member to provide the Village Office with the certificate, and the village office will make a copy for the Village's records. Each hour of training to equate to \$10, paid up to \$40 annually. After the office receives a copy of the complete training certificate, it will go on the next month's vouchers and the ZBA will have a check mailed to them.

ZBA Board Meetings:

ZBA members present at official Board Meetings will receive a flat rate payment of \$15 for scheduled Board Meetings. Payment vouchers will go on the next month's vouchers and the ZBA members that were present will have a check mailed to them.

Motion to accept new resolution to supersede previous resolutions regarding payments and practices to the Zoning Board of Appeals made by Trustee Fenton.

Motion seconded by Trustee Bell.

All in favor: 3-0

Mayor Wilson informed the Village Board that our current "muffin monster" is worn and there has been concern voiced by superintendent of DPW, Steve Sims, that it could start affecting the clarifiers.

Steve Sims has received a quote from company JWC Environmental for a quote for a new unit. Mayor Wilson informed the Village Board that Steve Sims mentioned to him that this is a specialized part and this company is the only one to sell it and that the DPW can install it.

Quote is for \$13,002.00 for a serrated can cutter with knurled spacers, looking at up to six weeks to receive the unit.

Motion to purchase the part now and bill from the sewer account made by Trustee Bell.

Motion seconded by Trustee Fenton.

All in favor: 3-0

Mayor Wilson that presented possible discussion regarding concerts in Schasel Park. The Village Board discussed possible dates and would be openminded to Friday night concerts. Village Clerk Bacon to call the bands from last year and ask for available dates.

Discussion on the 2017 Water Quality Report was next, Village Clerk Bacon informed the Village Board that the Villages website was up and running, with the Water Quality Report posted. Clerk Bacon informed the Village Board of a conversation with absent Trustee Jump during office hours, Trustee Jump notified Clerk Bacon that an advertisement must be published in the Auburn Shopper because that is delivered to every Village Resident.

An ad will be run in the Auburn Shopper that the 2017 Water Quality Report is viewable, with a direct link, to the website post.

Mayor Wilson then discussed reports.

DPW report, submitted by Superintendent Sims, was reviewed, no questions.

Fire report, submitted by Chief Corey Rooker, was reviewed, there were questions on the proposed need for tablets, further information needed.

The Code Enforcement Report, submitted by CEO Howard Tanner, grass questions, brought up by Mrs. DeLue, as public present came up, with concerns with a property with tall grass, Village Clerk Bacon to follow up with CEO Tanner regarding the property.

Village Treasurer Warren brought up a resident that obtained a permit for a new pool, who called and asked if his sewer charge could be adjusted, due to filling the pool and not using the sewer.

Motion for a one-time adjustment to the sewer account for filling a pool made by Trustee Fenton.

Motion seconded By Trustee Bell.

All in Favor: 3-0

Village Treasurer Warren to call the resident and inform them of the decision.

Trustee Fenton noticed a fence permit on the report and asked about the zoning law on fences. Village Clerk Bacon to follow up with CEO Tanner on fences.

Treasurers report, submitted by Treasurer Warren, was reviewed. No questions arose.

Motion to accept all reports as summited made by Trustee Fenton.

Motion was seconded by Trustee Bell.

All in favor: 3-0

Trustee Bell abstained from fire report, therefore, fire report is not accepted.

Mayor Wilson the stated before this meeting, in a phone call discussion to absent Trustee's, on separate calls, the Rewatering of the Erie Canal opinion was asked. Trustee Jump and Trustee Girvin were both a No. Mayor Wilson asked the present Board member's. Trustee Fenton said no, Trustee Bell said no, and Mayor Wilson also said no.

Motion to not participate in the Rewatering of the Erie Canal Grant made by Trustee Fenton.

Motion was seconded by Trustee Bell.  
All in Favor: 3-0

Mayor Wilson then informed the Village Board of information obtained regarding the High Impact Energy Grant.  
The Solar permit requires updating.  
The Benchmarking resolution requires to be adopted.

Motion to adopt benchmarking, a policy to report the energy use of buildings as a part of the High Impact Energy Grant, made by Trustee Fenton.  
Motion seconded by Trustee Bell.  
All in Favor: 3-0

Motion to adopt the updated Unified Solar permit, send application, and submit as a part of the High Impact Energy Grant, made by Trustee Bell.  
Motion was seconded by Trustee Fenton.  
All in favor: 3-0

Resolutions will be at the end of these meeting minutes.

Mayor Wilson communicated to the Village Board that the Empire State Trail that was projected for the summer of 2018, has been postponed, by communication from Thomas Button at NYS. Mr. Button informed the Village Board that there were no bidders for the project, they believe it will happen in 2019.

Mayor Wilson communicated to the Village Board, per OIC Roden, that the bikes in the shed have been donated.

Mayor Wilson communicated a letter sent to the Village for a public hearing regarding mutual aid services for EMS and Fire as the Town of Brutus has submitted a Municipal Certificate of Need application.

Mayor Wilson proposed motion to accept the meeting minutes from prior Village Board meeting, April 9<sup>th</sup>, 2018, to be approved.  
Motion to accept meeting minutes, as presented, by Trustee Fenton.  
Motion was seconded by Trustee Bell.  
All in favor: 3-0

Mayor Wilson proposed a motion to accept pre-audited bills and audit remaining bills:  
Abstract #18  
General Fund: Vouchers 845-877 \$31,827.46  
Water Fund: Vouchers 238-245 \$20,183.81  
Sewer Fund: Vouchers 272-279 \$5,499.82  
T&A Fund: Vouchers 38-40 \$1,369.32  
Total: \$58,880.41  
Motion to accept to pay all bills by Trustee Bell.  
Motion was seconded by Trustee Fenton.  
All in favor: 3-0

Mayor Wilson brought up the need to approve the salaries for the 2018-2019 fiscal year. It was determined to have a board meeting on May 29<sup>th</sup> at 6:00PM to discuss this subject, reason to be for all Village Board members to be present.  
Village Clerk Bacon to call Trustee's Jump and Girvin to let them know of Board Meeting scheduled.  
Village Clerk Bacon also to contact "The Citizen" and inform them that due to the Memorial Day Holiday, the Board Meeting is scheduled for a Tuesday at 6:00PM.

Mayor Wilson questioned the Village Board if there was anything else to discuss. Nothing else to discuss.  
Motion to adjourn the regular scheduled Village Board Meeting on May 14<sup>th</sup>, 2018 made by Trustee Bell.  
All in favor: All 3-0  
Meeting Adjourned: 8:44 PM

*Village Clerk Bacon*

*Village Treasurer Warren*

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**IN THE MATTER  
OF  
THE VILLAGE OF PORT BYRON  
ESTABLISHING A UNIFIED SOLAR PERMIT**

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**RESOLUTION**

The **VILLAGE OF PORT BYRON BOARD OF TRUSTEES OF THE VILLAGE OF PORT BYRON** in the County of Cayuga, State of New York, met in regular session at the Municipal Building, located at 52 Utica Street, Port Byron NY 13140, in the Village of Port Byron County of Cayuga, State of New York, on the 14<sup>th</sup> of May 2018 at 7:00PM.

The meeting was called to order by Mayor Wilson, and the following were present, namely:

Mayor: Ronald Wilson  
Trustee: John Bell  
Trustee: Patrick Fenton

Also Present: Clerk: Caitlin Bacon  
Treasurer: Diana Warren

Absent: Trustee: Mary Jump  
Trustee: Jeffery Girvin

The following resolutions were moved, seconded and adopted:  
Resolution to Approve Unified Solar Permit Application for the Village of Port Byron  
WHEREAS, the Village of Port Byron does hereby desire to adopt the Unified Solar Permit Application for New York State and;

WHEREAS, the Village of Port Byron, by its adoption of this Unified Solar Permit will be one of the municipalities in New York State that will use this permit and such permit will be an expedited solar permitting process and;

WHEREAS, the Village of Port Byron does hereby  
RESOLVE that the Village of Port Byron does hereby adopt the Unified Solar permit Application for New York State.  
This resolution will take effect immediately.

The adoption of the foregoing Resolution was moved by Trustee Bell, seconded by Trustee Fenton, and duly put to vote, which resulted as follows

Mayor: Ronald Wilson	___Y___
Trustee: John Bell	___Y___
Trustee: Patrick Fenton	___Y___

**THIS RESOLUTION WAS ADOPTED.**

**I, Caitlin Bacon, Village of Port Byron** Clerk of the Village of Port Byron, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Village Board of Trustees of the Village of Port Byron at a regular meeting of the Board duly called and held on the 14<sup>th</sup> day of May, 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 Port Byron, this 14<sup>th</sup> day of May 2018.

*Caitlin Bacon*  
**Caitlin Bacon**  
**Village Clerk of the Village of Port Byron**  
**Cayuga County, New York**

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**IN THE MATTER**

**OF**

**THE VILLAGE OF PORT BYRON**

**ESTABLISHING ENERGY BENCHMARKING**

**REQUIREMENTS FOR CERTAIN MUNICIPAL**

**BUILDINGS**

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**RESOLUTION**

The **VILLAGE OF PORT BYRON BOARD OF TRUSTEES OF THE VILLAGE OF PORT BYRON** in the County of Cayuga, State of New York, met in regular session at the Municipal Building, located at 52 Utica Street, Port Byron NY 13140, in the Village of Port Byron County of Cayuga, State of New York, on the 14<sup>th</sup> of May 2018 at 7:00PM.

The meeting was called to order by Mayor Wilson, and the following were present, namely:

Mayor: Ronald Wilson

Trustee: John Bell

Trustee: Patrick Fenton

Also Present: Clerk: Caitlin Bacon

Treasurer: Diana Warren

Absent: Trustee: Mary Jump

Trustee: Jeffery Girvin

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 Port Byron 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 Port Byron 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 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 Port Byron;

**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 Port Byron that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Village of Port Byron 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 EUP” 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 Port Byron 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 Board, in regular session duly convened, does hereby authorize and direct the Mayor, Clerk and Treasurer of the Village of Port Byron 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 Trustee Fenton, seconded by Trustee Bell, and duly put to vote, which resulted as follows

Mayor: Ronald Wilson	___Y___
Trustee: John Bell	___Y___
Trustee: Patrick Fenton	___Y___

**THIS RESOLUTION WAS ADOPTED.**

**I, Caitlin Bacon, Village of Port Byron** Clerk of the Village of Port Byron, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Village Board of Trustees of the Village of Port Byron at a regular meeting of the Board duly called and held on the 14<sup>th</sup> day of May, 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 Port Byron, this 14<sup>th</sup> day of May 2018.

*Caitlin Bacon*  
**Caitlin Bacon**  
**Village Clerk of the Village of Port Byron**  
**Cayuga County, New York**