

## Regular Meeting

A regular meeting of the Waddington Town Board was held on Monday, August 14, 2017 @ 7PM in the Municipal Building.

**Present were:** Supervisor Sandra Wright and Councilmembers: Travis McKnight, Shirley Robinson, Patricia VanPatten, and Shaun Prentice.

**Also Present:** Carol A. Burns, Town Clerk, Robert Dalton, Highway Superintendent, Theresa Mathous, Alex Hammond, Mark Scott, David Putney, Gerry Defiorie, Larry Hicks, Brian Hammond, and Michael Hoover.

**Call to order:** Supv Wright called the meeting to order @ 7PM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Minutes:** A motion was made by Prentice, seconded by VanPatten to approve the minutes as submitted. Ayes: All

### **Citizen's Comments:**

Theresa Mathous addressed the board as to the feasibility of hiring a truck driver to do shared services with other towns. Supt Dalton noted that other towns have more drivers and trucks than we currently have. She stated that she felt it was wasted money and that the town should fill the position so they don't have to hire part timers.

Mark Scott noted that there is still time to send in an article for the Waddington Recorder.

**Bid Opening:** The Clerk read the legal notice published in the Courier Observer for the Hydronic Heating system for the old town hall. There were four bids received.

1. Merkley Brothers Heating & Cooling LLC \$52,520.00  
651 Dollar Rd, Heuvelton, NY 13654
2. Booras Construction Associates \$42,999.00  
11 Riverside Parkway, Massena, NY 13662
3. Hoover Heating & Cooling \$46,400.00  
P O Box 730, Alexandria Bay, NY 13607
4. Cornerstone Plumbing, Heating, Cooling \$37,790.00  
32 South Main St, Suite 1, Norwood, NY 13668

Discussion was held concerning the bids. Cornerstone being low bid stated that the following items are specifically excluded from their bid. Prevailing wage rates were not included, all work outside of the building envelope, and any patching or replacement of floors, ceilings, walls, and roofing. The board was concerned about the extras that would be charged by Cornerstone. The Board tabled their decision until C. McKnight could contact the representative from Cornerstone to have some questions answered.

### **Committee Reports:**

**Recreation:** C VanPatten reported that the beach was running well. There were 20 + children taking lessons. Morning Rec. saw good attendance. I did a fireworks painting with them on Tuesday of Homecoming to get them excited for our weekend. The Teddy Bear Picnic had a great crowd along with the sand castle contest.

**Tourism:** C VanPatten reported that BASS Masters was a great success. The crowds were bigger than last and vendors were very happy. The You Gotta Regatta was held on the 29th of July and had 15 participants. We were able to give the Rescue Squad \$120.00 towards their equipment. Homecoming brought a lot of families together this year. With the addition of some new events I think we were able to put some smiles on everyone's face. Jr Carp

Tournament will take place Aug. 17, 18, and 19. Last year they had a lot of hometown winners. Hoping for the same this year.

**Highway:** Supt Dalton reported that they had paved 6/10 mile on Jenner Road and 6/10 mile on Randall Rd. The shoulder material will be mixed next Monday and the shoulders will be installed after that. They hauled blacktop for the Town of Lisbon. The Town of Lisbon supplied a roller operator and laborers for our paving project. They paved the Buck Rd in Madrid, hauled blacktop in the Town of Norfolk, installed two driveway culverts, and have been digging out beaver dams along Coles Creek Rd. They worked with the Village crew getting ready for BASS Masters and homecoming. There were two grave openings and are in the process of repairing four different headstone footers. The waste sand pile has been screened and is now ready for use. They also prepared a pile of topsoil. They are currently working with the State DOT hauling millings for future use. There is ongoing maintenance on equipment and trucks.

**Rescue Squad:** C. Prentice reported that he was out of town when the Rescue Squad held their meeting.

**Library:** C. Robinson reported that their next meeting will be in September.

**Surplus Property:** Supv Wright reported that she had spoken with Sean Doyle concerning the easements for the River Rd property. He told her that the NYPA Trustees had approved the easements in July, the survey was completed last week, and the legal department will determine if it will need an explanatory comment period to the Governor's office. If it needs this comment period it will set it back 60- 90 days.

Supv Wright also wanted to discuss the resolution passed last month concerning the minimum bid for the surplus property. She stated that she has had constituents ask her if there was a hidden agenda, was the board bowing to special interest groups, and are they being fiscally responsible to the Town.

C. Prentice spoke up and stated that there is no hidden agenda and no special interest groups influencing his decision.

C. VanPatten noted that she feels the minimum is where it should be because it allows anyone to hop in on the bid.

C. McKnight stated that there are people who wonder this. The town has had two different scenarios about this property. We have had numerous public meetings on it, we had a reputable appraisal company do the appraisal, and we have told the public that this is what we are going to do and he feels that we need to follow through with it. There is no hidden agenda involved.

C. Robinson agreed with the other councilmembers. Supv Wright noted that we have now had the discussion and she will not pursue it any further.

**Iroquois Dam Gate:** C McKnight reported that there have been problems with someone adding locks to the cluster of locks causing all the locks to be unusable. It was a very heavy lock because it couldn't be cut with bolt cutters. The chain was cut and has since been updated. The Power Authority, Border Patrol, and the Town have new locks. The Town's keys can't be duplicated and can only be purchased at Barkley's Locks in Canton by the Town Clerk or Highway Supt. Hopefully this will alleviate the problems we have had. David Putney noted that there was a camera near the gate. C. McKnight stated it belonged to the Border Patrol.

**NYPA:** Supv Wright has been in contact with NYPA concerning the repair of the road at the Iroquois Dam. She has also seen the new sketch for the parking lot for the horse trail. She has been in correspondence with NYPA hoping to convince them to do the parking lot when they do the road repairs. NYPA is looking into adding the road to an existing procurement contract. There is no status on the parking lot at this time.

**Horse Trail:** Supv Wright has been in contact with the Town's insurance agent Mike Gillette concerning insurance for the horse association. Mike is working to find them an insurance policy that would name the town as additionally insured. Mike has also told her that the town

has liability insurance that would cover the recreational use of the property providing that a sign is erected stating that the town is not responsible for liability due to recreational use of the property. There is specific wording that needs to be on the sign. C. Robinson asked that the Clerk contact the Town Attorney to see how this protects us.

A motion was made by VanPatten, seconded by McKnight to have Supt Dalton order the sign for the property.

**Court Assessment:** Supv Wright reported that she had spoken with the Court Clerk and the Town Clerk about the window proposed to be installed in the wall of the meeting room. They both suggested that the door in the back of the room be converted with the window. This would be less disruption to the building and would be more cost effective. Supv Wright noted that the Court Clerk told her that she could apply for a grant to fund this in 2018. She has already received a grant in 2017. The board further discussed and felt this would be a good idea.

**Shared Services:** Supv Wright reported that the two topics of discussion for shared services is the consolidation of local court functions and to expand the intermunicipal contracts which include fuel pricing in the fall.

**Brandy Brook:** Supv Wright reported that she and C VanPatten met with members of NYPA to walk Brandy Brook for the walking trail. There will be a new sketch proposed.

**Sales Tax:** The Town received the 3<sup>rd</sup> quarter sales tax check. It was up \$2,019 from the same quarter last year.

**Budget Adjustment:** Supv Wright requested an approval for a temporary transfer from DA Highway account to DB Highway account until the reimbursement for CHIPS money comes in on September 15<sup>th</sup>.

#### Resolution #47

Motioned by: VanPatten

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby the bookkeeper to make a temporary transfer of funds in the amount of \$94,223.01 from DA savings to DB account for the payment of bills for CHIPS. The money will be returned to the DA fund when reimbursement comes in on September 15<sup>th</sup>. Ayes: All

**Broadband Request:** Supv Wright reported that she has had a constituent approach her concerning internet service on the Connie Woods Rd. Neither SLIC nor Time Warner service to this road. There are thirteen homes on the 1.48 mil road. The constituent contacted SLIC and was told that service could be obtained but the homeowners would have to foot the bill and it was too expensive for them to consider. The Clerk contacted SLIC and was told that they might be able to add the Connie Woods Rd to their new grant request but was then told it was not eligible. According to the Franchise Agreement signed with SLIC the Connie Woods Rd was not included. Discussion ensued and the board is requesting the clerk to send a letter to SLIC to see what the town can do to help fix this problem.

**NYPA Rescue Squad:** Supv Wright reported that the Rescue Squad will receive an annual stipend from NYPA in the amount of \$2,932. The first payment has come to the town and they will forward a check to the rescue squad.

**Clean Energy NYSEERDA:** Supv Wright spoke to the Board concerning a meeting that she had with Jamie Rogers from the Adirondack North Country Association about a grant that the town is eligible for. NYSEERDA's Clean Energy Communities program is an opportunity for local governments to earn recognition and grant funding by demonstrating leadership in the area of clean energy. NYSEERDA has identified ten high-impact actions that local governments can take to save money, create jobs, and improve the environment. High-impact actions include tracing of energy use in municipal buildings, training for improved energy code enforcement, and policies to support solar energy among others. By completing four of the ten high-impact

actions, the applying jurisdiction may earn the Clean Energy Community designation in addition to a grant of \$50,000 with no local cost share, to support additional clean energy projects. Four high impact items the Town could use are to pass a resolution on Benchmarking, a unified solar permit, Convert its street lights to LED (done), and complete energy code enforcement training.

**Unified Solar Permit:**

Resolution # 48

Motioned by: McKnight

Seconded by: Prentice

**WHEREAS**, New York State has developed a unified solar photovoltaic permitting process designed to streamline municipal permitting which will reduce the costs for solar projects and support the growth of clean energy jobs across the state; and

**WHEREAS**, the Town of Waddington is desirous of participating in the unified permitting process, thereby increasing the Town's eligibility for various incentives and grants through the New York State Energy Research and Development Authority (NYSERDA); now, therefore, be it

**RESOLVED**, that the Town of Town of Waddington adopts the New York State Unified Solar Permit as attached hereto as Exhibit I, and be it further

**RESOLVED**, that this resolution shall take effect immediately and a copy of this resolution, with Exhibit I, shall be provided to the Codes & Zoning Department.

Roll call vote:

Supv Wright: Aye

C. McKnight: Aye

C. Robinson: Aye

C. VanPatten: Aye

C. Prentice: Aye

**Benchmarking:**

Resolution #49

Motioned by: Prentice

Seconded by: VanPatten

**WHEREAS**, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

**WHEREAS**, this local policy will use Building Energy Benchmarking 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 Waddington; and

**WHEREAS**, collecting, reporting, and sharing Building Energy Benchmarking 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

**WHEREAS**, equipped with this information, the Town of Waddington will be able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement.

**WHEREAS**, the following definitions will apply:

(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 Town Supervisor.

(4) "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Town of Waddington that is 1,000 square feet or larger in size.

(5) "Department" shall mean the [name of the Department or authorized Body assigned the responsibility of administering the Energy benchmarking program].

(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; and

**WHEREAS**, this local policy is applicable to all Covered Municipal Buildings as defined in item 4 above; and

**WHEREAS**, the Supervisor or authorized individual may exempt a particular Covered Municipal Building from the benchmarking requirement if he determines that it has characteristics that make benchmarking impractical; and

**WHEREAS**, no later than December 31, 2016, and no later than May 1 every year thereafter, the Supervisor or authorized individual or his designee 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; and

**WHEREAS**, 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 Supervisor or authorized individual or his designee shall begin inputting data in the following year; and

**WHEREAS**, the Department shall make available to the public online Benchmarking Information for the previous calendar year:

(a) no later than December 31, 2016 and by September 1 of each year thereafter for Covered Municipal Buildings; and

**WHEREAS**, the Department shall make available to the public online 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 Local 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 this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building; and

**WHEREAS**, the Department shall maintain records as necessary for carrying out the purposes of this Local 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; and

**WHEREAS**, the Supervisor or authorized individual or his or her designee shall be the Administrator of this Local Policy; and

**WHEREAS**, the Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy; and

**THEREFORE BE IT RESOLVED THAT** within thirty days after each anniversary date of the effective date of this Local Policy, the Administrator of the Benchmarking Policy shall submit a report to the 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 Supervisor or authorized individual determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy; and

**BE IT ALSO RESOLVED THAT** this Local Policy shall be effective immediately upon adoption by the Town Board and a copy of this resolution shall be provided to the Supervisor or authorized body assigned the responsibility of administering the Energy benchmarking program.

**Bills:** A motion was made by McKnight, seconded by Robinson to pay bills # 11235 – 11304 in the amount of \$58,331.92. Ayes: All

**Heat bids:** Supv Wright stated that they had not heard back from Cornerstone concerning their bid. The Board discussed and stated that they would pass by email tomorrow based on the answers to their questions. The clerk will forward any information received from them.

**Adjournment:** A motion was made by Robinson, seconded by VanPatten to adjourn the meeting @ 8:50PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk

## Special Meeting

A special meeting of the Waddington Town Board was held on Monday, August 21, 2017 @ 8PM in the Municipal Building.

**Present were:** Supervisor Sandra Wright and Councilmembers: Travis McKnight, Shirley Robinson, Patricia VanPatten, and Shaun Prentice.

**Also Present:** Carol A. Burns, Town Clerk and Mark Scott.

**Call To Order:** Supv Wright called the meeting to order @ 8PM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

Supv Wright stated that at the last meeting of the Town Board bids were received for the installation of the boiler system at the old town hall. Corner Stone sent an updated bid of \$41,975. Discussion was held and the board decided to throw out the Cornerstone bid.

### Resolution #50

Motioned by: Prentice

Seconded by: VanPatten

RESOLVED, that the Waddington Town Board does hereby agree to throw out the Cornerstone bid for the furnace installation;

FURTHER RESOLVED, that the Waddington Town Board does hereby award the bid to Booras Construction in the amount of \$42,999.

Roll Call Vote:

Supv Wright: Aye                      C McKnight: Aye

C Robinson: Naye                      C VanPatten: Aye

C Prentice: Aye

**Wastewater Grant:** Supv Wright reported that the Wastewater grant has been accepted by the EFC and we can now submit for the balance of the money owed to Fourth Coast Engineering. The money must be paid to Fourth Coast before the town can request reimbursement.

### Resolution #51

Motioned by: VanPatten

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby approve payment to Fourth Coast Engineering in the amount of \$22,500. The money will be reimbursed by the State in the amount of \$15,000 and \$7,500 from NYPA.

Roll Call Vote:

Supv Wright: Aye                      C McKnight: Aye

C Robinson: Aye                      C VanPatten: Aye

C Prentice: Abstain

The Board discussed rebidding the insulation for the old town hall. The Clerk will check with Kevin Smith to see if he had the insulation specs for the old town hall. She will contact the contractors that gave a quote last year.

**Adjournment:** A motion was made by McKnight, seconded by Prentice to adjourn the meeting @ 8:30PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk



