



**VILLAGE OF CUBA
BOARD OF TRUSTEE MEETING MINUTES**

JULY 10, 2017
7:00pm

Mayor Michele Miller
Deputy Mayor Douglas Rettig Sr.
Trustee Douglas Clayson
Trustee Randy Searl
Trustee Lori Sweet

The Village of Cuba Board of Trustees held their monthly Board Meeting on Monday, July 10, 2017 at 7:00 pm in the Cuba Village Hall.

In Attendance: All Board members, Clerk-Treasurer Corine Bump, DPW Superintendent Rick Hall

The meeting was opened at 7:00pm by Mayor Miller administering the pledge of Allegiance

GUESTS: Jonathan Mayr from Southern Tier West NYSERDA Clean Energy Communities Coordinator

Mr. Mayr presented for over an hour about a grant opportunity for a clean energy grant through NYSERDA, of which the Village must qualify with four components.

The Approval of Minutes for the June 12, 2017 was motioned for approval by Trustee Clayson and a second was offered by Trustee Searl. All voted aye. Motion Carried.

**Approval of Claims and Bill Payment: Abstracts 02 Voucher #'s 20-81
General Fund-\$58,502.29 Water Fund-\$6,552.78 Sewer Fund- 42,684.49 T&A Fund-
\$560.00
TOTAL \$108,299.56**

A motion to approve the claims and bill payment was made by Deputy Mayor Rettig and was seconded by Trustee Sweet. All voted in favor to carry the motion.

The **Police Report** submitted electronically to Mayor Miller by **Chief Burch** and was reviewed and accepted by the Board of Trustees and can be found on file at The Clerk's Office. The Mayor commented how thankful she is to have such an in touch and active police force with a positive presence with youth in the community. The Board agreed.

The **Animal Control Report** was submitted to the Clerk by Linda Botens and sent to the Board of Trustees. It is on file at the Clerk's Office.

The **Code Enforcement Report** was reviewed and accepted by the Board of Trustees and is on file in the Clerk's Office.

The **Wastewater Report** was sent to the Board of Trustees. The report is on file in the Clerk's Office.

The **Superintendent of Public Works Report** was read and submitted by DPW Super Rick Hall and is on file at the Clerk's Office. Rick also asked the boards permission to advertise for sealed bids to be accepted for the 2009 550 Dump Truck because he would like to purchase a new 550 Dump. Trustee Clayson Stated he would like to see the truck ordered as soon as possible because winter is coming. The question was asked as to what year the new truck will be, and Rick stated his intent is to piggyback off last year's contract but purchase a 2018; however if the price is right he would consider a new 2017 left-over. A motion to advertise for sealed bids for the 2009 550 Dump truck was made by Deputy Mayor Rettig and was seconded by Trustee Clayson. All voted in favor to carry the motion. The decision has been made to pave Grove St. (1250 ft long) and East Main St.- from Rte. 305 to the East side of Church St. with the CHIPS money. Rick would like Clerk Bump to check for an easement behind Rinker Oil and next to the Cubana Apts. To gain access to the canal and drainage ditch for clean outs.

The **Clerk Treasurer's Report** was read by Clerk/ Treas. Bump. The AUD extension has been signed and filed by Mayor Miller and Clerk Bump. The Clerk is asking the finance Committee to look into charging a fee to remove water and sewer bills from property owner's accounts and re-levy on the taxes as many other municipalities charge a fee anywhere from 10% of the amount due - \$150. Clerk Bump also asked the Finance Committee to look into an after-hours re-connect fee for customers whose services are turned off for non- payment. Only 80 tax bills remain unpaid as of 7/7/17. Online Credit, and debit card payments as well as online checks will begin being accepted 7/17/17. Southern Tier West added the link to our website with detailed instructions this week. Currently a 2.95% convenience fee of the bill will be charged to the consumer. Many customers have been asking for on-line bill pay, and the clerk hopes this will greatly reduce the number of 24 hour shut off notices being sent out with the DPW employees. The full report is on file at the Clerk's Office. Water Bills are due 8/3/17 without penalty.

Budget Transfer: A1325-4 Clerk/ Treasurer Contractual to G8120-4- 33.72
 A5010-4 Streets Admin Contractual to G8120-4- 387.00

A motion to approve the above budget transfers was made by Deputy Mayor Rettig and was seconded by Trustee Clayson. All voted aye. Motion Carried.

The **Committee Reports** were as follows- A motion to approve the cell phone policy as revised was made by Deputy Mayor Rettig, and was seconded by Trustee Sweet. All voted in favor and the motion carried. A motion was made to accept the sexual harassment policy with a change to the clerk's name and a fixed typo from the previous year with Trustee Searl giving a second. All in favor and the motion carried.

The **Refuse Committee** inquired as to whether Friendship has called back about rescheduling for September and they have not. Deputy Clerk Brown will call Wednesday to check back in with Claire.

The **Parks Committee** stated as soon as the electric installation has been completed in Willow Bank and the cameras arrive they will be installed by Mr. Shostick. The Recreation Program is a success so far this year with many children in attendance at both Rec and swimming.

The **Personnel Committee** will be conducting Interviews on Thursday based on the applications already received at The Clerk's Office as long as the candidates can meet.

The **Mayors Report** was given by Mayor Miller. She had a meeting today with Bill Bradley from Rinker Oil requesting a sewer credit for the car wash because of the high usage by the car wash. The office manager had called the clerk to inquire about a credit NOT being applied to this billing cycle's bill for the sewer portion. Clerk Bump was instructed by the previous Mayor that credits for the laundry mat and the car wash were no longer issued with the new water and sewer charges and a credit has not been issued since January. Bill submitted a study about car washes with the findings that an average of only 72% of the water actually makes it into the sewer; therefore he would like a credit. Trustee Searl stated he could make the same argument for his business and Trustee Rettig brought up the fact that the water entering the sewer has car washing chemicals that need to be treated at the Sewer Treatment plant. The Finance Committee will look into Mr. Bradley's concerns.

The Mayor Presented a resolution titled

Resolution # 5 -2017

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 village of Cuba 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 Cuba 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 Cuba and

WHEREAS, the Village of Cuba Board of trustees 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;

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.

(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 Village of Cuba that is 1,000 square feet or larger in size.

(5) "Department" shall mean the Department housed in the specific Village buildings.

(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.

(10)"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.

(11)"Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(12)"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, 2017, 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, 2017 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

- (i) The building address, primary use type, and gross floor area; and
- (ii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
- (iii) 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

- (3) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.
- (4) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.
- (5) 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 Cuba Board of Trustees 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.

§1. 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.

The vote on the foregoing resolution was as follows:

Douglas Clayson, Trustee	Yea
Douglas Rettig, Sr., Trustee	Yea
Randy Searl, Trustee	Yea
Lori Sweet, Trustee	Yea
Michele Miller, Mayor	Yea

This resolution was adopted.

Date: July 10, 2017

The new Generation Youth Center will be opening Friday July 21, 2017 and all Board Members have been invited for the ribbon cutting that Mayor Miller has been asked to participate in at 3:00 pm. Mayor Miller had a meeting scheduled with Senator Young and Dave Crowley to discuss work on State Route 305 at the same time but that meeting was re-scheduled to 1:00 pm the same day.

Mayor Miller will attend the next County Shared services meeting on 7/26/17 to discuss the possible ways communities can share services further. Some options are code enforcement, bulk purchasing, and energy contracts.

The Seneca Nation of Indians has received approval to be in a restricted free status, and a legal notice has been sent by the Town of Cuba that Cuba PD, Fire, and Water will no longer have jurisdiction unless contracted.

Mayor Miller has submitted two grants recently an AARP Grant and Small Cities Grant. The AARP grant could possibly include two electric car charging stations, and naming the Village of Cuba owned Road between Community Bank Parking Lot and Gallman's Parking Lot Pa Ingalls Lane, with repairs to the road and sidewalk blocks. In order to name the road there must be a public hearing prior. The Board would like to keep the sign identifying the road historic as it would be a tourist attraction and the electric car charging station is part of the clean energy grant through NYSERDA. She worked with many members of the Cuba Community to submit the Small Cities Grant and was invited to Buffalo to speak with the Grant Committee regarding the possibility of \$10,000,000.00 of funding for Cuba.

Old Business- N/A

New Business- Rob Carney notified the DPW Super. The Town of Cuba will be getting the mag meter for the sewer district fixed through Cold Springs at a price of \$3100.00 compared to Koester whose price was \$7400.00. The clerk noted that usage two quarters in a row has been estimated from the previous year's billing in an attempt to remain fair.

A motion for the Board to move into **Executive Session** to discuss personnel in was made **by** Deputy Mayor Rettig and a second was offered by Trustee Clayson at 8:51pm. A unanimous vote followed to carry the motion.

Trustee Clayson voted to move out of Executive Session at 9:08 pm with Trustee Rettig giving a second. All in favor and the Board moved out of Executive Session.

Deputy Mayor Rettig made a motion to adjourn the meeting at 9:10 pm with Trustee Sweet giving a second, the entire board unanimously agreed and the motion carried.

Next Committee Meeting will be August 14, 2017 at 6:30pm.

Next regularly scheduled meeting will be August 14, 2017 at 7:00pm.

Respectfully Submitted,

Corine Bump
Clerk-Treasurer