

Town Board Meeting
November 17, 2016
6:30 p.m.

Present: Supervisor Lanning, Councilor Brace, Councilor Howard, Councilor Badami, Councilor Coville, Attorney Smith.

Also Present: Pete Buehler, Rob Howard, Sue Murphy, Jonathan Monfiletto (Skaneateles Journal), Jason Gabak (Skaneateles Press), Allan Wellington, Lisa Wellington, Martin Cregg, John Walsh, Reve' Walsh, Cathy O'Connor, Pat O'Connor, Jim Condon, Michael Wamp, Ekert & Mary Mristerfield, Bridgett Winkelman, Julie Stenger, Dana Pickering, Mark Aberi.

Department Reports

▪*Highway, Water, Transfer Station:* Allan Wellington reported that in the Highway Department they installed plows, wings and sanders to 6 trucks, installed markers along roadways to aid with snowplowing, mowed roadsides, replaced a drainage pipe on Miller Street, made pavement repairs to Park Street extension, Austin Road, Fennell Street, and Crow Hill Road and cleaned ditches on Gully Road. In the Water Department they finished winterizing 160 hydrants. The water system passed the annual inspection with the County Health Department. The County Health Department is pleased with the progress of the proposed water district 6. In the Transfer Station they received three quotes to replace a garbage compactor and started to review the next contract for hauling the refuse.

▪*Parks Department:* Sue Murphy reported that they are taking down the dasher boards at Austin Pavilion and they also took down the dead crabapple trees that will be replaced by the Skaneateles Garden Club in the spring. They supported doing the prep work for the community build playground in Skaneateles Falls. They worked with the sub-contractors to complete the finishing work at the Austin Pavilion.

Supervisor Lanning questioned the repairs to the tennis courts. Sue Murphy said that the posts have to be repaired first and then the cracks will be fixed in the spring.

▪*Budget:* Bridgett Winkelman said that the 2017 Budget has been filed with Onondaga County and the tax cap information with the Comptroller's Office. She is preparing for the preliminary audit in December. Supervisor Lanning questioned since the .68 % tax cap was not used could it be carried over to next year. Bridgett Winkelman said yes.

▪*Fire Department:* Pete Buehler reported that they have 5 trainings, 7 drills, and 5 meetings in November. Station #3 will also have utilities buried. The new engine to replace Engine 21 will be delivered before the end of November. Firehouse Subs hosted a fundraiser for them and it raised \$211.03. They responded to 43 calls, 2 structure fires and had 16 calls in a 24 hour period.

Resolution #16-268

Skaneateles Fire Protection Fire Service Agreement: On a motion of Councilor Coville, seconded by Councilor Badami, and with unanimous affirmation of the Town Board, a public hearing was scheduled for 7 p.m. December 15, 2016 at the Skaneateles Fire Department to consider the 2017 Fire Protection Agreement in the amount of \$270,465.72.

Reserve Fund for Purchasing Conservation Easements: In a follow up to Councilor Howard's request to establish a reserve fund to support the purchase of conservation easements,

Bridgett Winkelman referred to the reserve fund already established by the Town of Skaneateles that she had provided a copy for the Town Board to review. The Agricultural Preservation Capital Reserve Fund was established to “finance the future cost of acquiring open spaces, areas and agricultural lands, including easements and/or development rights, within the Town of Skaneateles where it is deemed to be necessary for the general health and welfare of the community and to preserve its unique, rural character”.

Bridgett Winkelman explained that the budget had a line item in the amount of \$20,000 that the Town Board can choose to allocate all or a portion to this reserve fund. She explained that the Town Board can create another reserve fund just for municipal properties and then decide how much to allocate to this reserve fund.

Currently the Development Rights Acquisition Fund has approximately \$170,000. Supervisor Lanning said that residents voluntarily agree to contribute to this fund because their project does not meet the impermeable surface requirements. The other reserve funds are taxpayer funded.

Attorney Smith said that all the current reserve funds are Type Funds which require any transfer from the fund to be done subject to the permissive referendum requirements of Town Law and General Municipal Law.

The Town Board agreed to table their decision on the establishment of an additional reserve fund and the funding of these reserves.

Resolution #16-269

Request for Lead Agency from Onondaga County Industrial Development Agency for the Welch Allyn project: Supervisor Lanning reported that Onondaga County Industrial Development Agency (OCIDA) would be holding a public hearing for the Welch Allyn, Inc., expansion project 110,000 square feet expansion project to accommodate new manufacturing operations at the company's State Street Road facility at 10 a.m. on Tuesday November 22, 2016. Welch Allyn requests \$1,016,800 in state and local sales tax exemptions and \$2,085,270 in a payment in lieu of taxes agreement. OCIDA provided the application and full EAF and submitted a lead agency consent form to interested agencies including the Town of Skaneateles Town Board and Planning Board asking if they agreed to OCIDA being lead agency for this application.

Karen Barkdull confirmed that the Planning Board already submitted their consent.

On a motion of Supervisor Lanning, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, the Board consented to OCIDA being lead agency on the Welch Allyn application.

Resolution #16-270

Minutes: On a motion of Councilor Badami, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board the minutes of November 3, 2016 were accepted as presented.

Resolution #16-271

Resolution #16-271

Change December 1, 2016 Town Board Meeting to December 5, 2016: On a motion of Councilor Badami, seconded by Councilor Brace and with unanimous (5-0) affirmation of Town Board the December 1, 2016 meeting was changed to 6:30 p.m. on December 5, 2016.

Resolution #16-272

7:00 p.m. Public Hearing – Proposed Water District #6: Supervisor Lanning noted receipt of the Affidavit of Posting dated November 4, 2016 and the Affidavit of Publication dated November 9, 2016 and asked if anyone wished to have the public notice read. No one made the request.

Supervisor Lanning said that this public hearing is to consider the establishment of Skaneateles Water District #6 from the portion of Kane Avenue outside the Village of Skaneateles to Andrews Road to County Line Road south to Rt. 20.

On a motion of Councilor Brace, seconded by Councilor Coville and with unanimous approval of the Town Board, the public hearing was opened.

Supervisor Lanning noted that engineer, John Camp was in attendance and would be available to answer questions. He asked if there was anyone who wished to speak regarding the proposed water district.

Jim Condon said he lived on Highland Avenue and that residents in that area have low water pressure and he was concerned about adding more water districts without fixing the problems in the current water districts. He said he only has 30 pounds of water pressure. He asked if a new water tower was added on Andrews Road if the water pressure on Highland would improve. In addition he questioned if adding a new water district would put more stress on the whole water system.

John Camp said the Town Board received a letter from the Onondaga County Department of Health and said there were deficiencies in the water system and would not approve the extension of the water district as proposed in water district #6, unless it is done in combination with adding a water tower on the west side. He said that the water tank will increase the pressure in the system but the increase will be minimal on the east side.

Supervisor Lanning said that there are a number of old waterlines in the Town that need maintenance and or replacement and the Town hopes to do one or two projects a year. The Town is looking at a number of programs that would provide funding opportunities.

Marty Cregg said he is a resident of Andrews Road and that extending the waterline in this area has been discussed for a long time. For the residents that are in this proposed district, the main reason they are asking for public water is to continue operating the farms and homes that are in that area. The question has been raised about development in the future. He said development is not their intention. There has also been a question about taxpayer dollars being used to form the district. He said it is his understanding that only the residents of the proposed district would pay for it. He said if he understands the process, work still has to be done to determine the cost. Adding the water tank would help many areas in the Town. He said they just want support of the

Town to provide them with the basic needs of healthy water and enough water for fire protection. There are several of the residents that have horses and livestock to take care of. If the Town Board questions why they are doing this it is being requested so they continue operating their farms and homes.

John Walsh said that he resides on Andrews Road and he and his neighbors have always had to deal with the shortage of water but this summer it hit a critical state. 14 wells went dry. He has horses and they need water and cleaning. Showers need to be taken. Clothes are ruined when being washed when wells get to low. They turn orange. There is a real safety concern for fire protection. He has an 1860 barn that he has restored. He believes we have the best volunteer fire department in NYS that is only ¼ mile from his house. The fire department has told him that the barn would burn to the ground in ½ hour and the house in 45 minutes. He said that adding this water district would also provide a solution to water pressure issues in many other parts of the village and town. Marty Cregg has property within the district that has the highest elevation in the whole Town and he is willing to donate that property for a water tower. Lack of water and lower water pressure is a hygiene concern for many, many residents. He said he desperately needs water for his farm operation. He said the residents will pay the \$10,000 for the engineers map, plan and report. He said the district will assume all costs and it can be bonded over many years. This will solve not only their health and safety issues but those of many other residents in the Town.

Lisa Wellington a resident of Andrews Road said that her family has to decide if and when they can take a shower, flush the toilet or do laundry. Even having guests over for dinner is a challenge because you wonder if you will have enough water. They have had to drill two wells. When their kids come home they have to decide are they going to do laundry or take showers.

Clint Smith a resident of Andrews Road said that the water is sometimes black and stains his clothes when he does the wash.

Mike Wamp of County Line Road said when they moved there 13 years ago, there was plenty of water. Now he struggles to have enough water and has to have trucked in about 2,000 gallons of water a week. He has drilled several wells and most are sulphur water. They have to figure out when to take showers or do the wash.

Mark Aberi said he has his office on County Line Road and said the quality of the water is questionable.

Supervisor Lanning said that this is not an easy decision to make. There are concerns about water quality and lack of water and there are concerns about bringing development to that area if public water is available. He said that he would like to see the public hearing kept open so that additional information could be submitted and the public would have an additional meeting to comment.

Councilor Coville made a motion to advertise that the public hearing will remain open and be continued at 7 p.m. on December 16, 2016 and will be located at the Skaneateles Fire Department.

Immediately after the motion was made Councilor Coville had to leave the meeting due to an emergency.

Councilor Badami seconded the motion.

Councilor Brace	Yes
Councilor Howard	Yes
Councilor Badami	Yes
Councilor Coville	Absent

Carried 4-0

Resolution #16-273

December 15, 2016 Meeting Location Change: On a motion of Councilor Badami, seconded by Supervisor Lanning and with unanimous (4-0) affirmation of the Town Board the regular meeting location of the Town Board scheduled for December 15, 2016 will at the Skaneateles Fire Department located at 77 W. Genesee Street, Skaneateles, NY.

John Walsh questioned if previous water districts had to participate financially and had made a donation like Marty Cregg has offered with providing land for the water tower. They also have offered to pay for the map plan and report. He said when he received public water in Florida it didn't cost him a dime.

John Camp said that the district would be paid for by the residents. The water tower would be spread across the entire district. It benefits the entire district because it increases water pressure in the district and brings the entire system to capacity for fire flow storage. Right now the entire system is under capacity for fire flow storage.

John Walsh asked what Syracuse paid for taking water from the lake. Supervisor Lanning said they don't pay anything. Mr. Walsh said so Syracuse dropped the lake level 3 feet this summer and he can see the lake from his house but he can't get water. He said he doesn't think that is right. He thought that the community received some type of revenue.

Attorney Smith explained how water districts are formed and said the capital cost of the district is paid by the residents in that district through a long term bond. This happens for each district that is formed. Over the years as bonds are paid off, those districts were consolidated into one. The Town's consolidated water district is a compilation of a series of smaller districts that eventually paid off the capital costs.

John Walsh asked if the Town breaks even on water or does the town make money and asked if it would benefit adding their district with additional users. Bridgett Winkelman said that the Town sets the rate. The rate includes some infrastructure improvements, such as Highland Avenue, and includes all operating costs. She said we do have some revenue but it is a self-sustaining account. It is not supported by tax funds.

Supervisor Lanning said that the state encourages bonding for the life of infrastructure. They would encourage a 50-year bond especially with today's low interest rate and to spread the bond over several years so just one generation would not incur the cost that two or three generations would benefit from. John Walsh asked if there were grants that could be applied for to help with

the cost of the water tower and the district. Supervisor Lanning said yes. Environmental Facilities Corporation has a series of grants every year. They aggressively want the Town to upgrade our water and sewer infrastructure. Supervisor Lanning promised to keep them in the loop on this.

Councilor Badami said he is very sympathetic to their needs but made it clear that driving their consideration is the lack of adequate fire pressure in the water districts. He is also aware of other residents in the town that have water issues as well.

Janice Miller Presentation – Bathroom Designs for Sims Building Replacement: Janice Miller presented two new design options for the application the Town is making in order to receive \$80,000. Janice reviewed the first option saying that the center corridor was removed. Bathrooms are now in front of the building with a storage room in a room behind the bathrooms and a storage closet with a sink for janitorial supplies. The second option again removes the center corridor, had a women’s bathroom and men’s bathroom in the front of the building but also added a family bathroom in a room behind the women’s bathroom. The 8’ front porch in front of the bathrooms would remain for both options.

The Board agreed that the option with the family bathroom was the preferred design. Councilor Brace suggested moving the family bathroom behind the men’s bathroom on the south side of the building that would face the playground and be more accessible to families.

Sue Murphy said that the youth sports organizations such as baseball, softball and soccer have asked for a concession stand. Councilor Brace said that the concession stand could go under the front porch area as the porch area is eight feet wide. Supervisor Lanning said that adding a concession stand would negate us from receiving the grant.

Councilor Brace said that if we approach the state with clarification that adding a concession stand would provide a way to offset the costs of providing these sport programs for the children in our community. Supervisor Lanning said he would re-approach them about this and get back to Janice Miller on this.

Janice Miller said she would make the changes to the design as noted by the Board.

Resolution #16-274

RFP – Town’s Insurance: Supervisor Lanning said that our current insurance services are up at the end of the year and the Town is interest in putting out an RFP for brokerage services. He believes it is prudent to go out to bid periodically in these economic times.

Attorney Smith said that this is for brokerage services and under \$20,000 it is not subject to the General Municipal Law bidding requirements. The Town is acting under their own procurement policy and voluntarily putting it out to bid because the Town could hire professional services without going out to bid. This is consistent with the Town’s past practices. The prudent course of action would be to publish a notice and set a reasonable time to respond to the notice. The Town would need a scope of services to provide to the bidders. He understands that the Supervisor has the scope of services.

Councilor Brace said she wanted to be sure that the scope of services was equivalent to the services we currently receive. She asked if the Town Board is required to accept the low bid.

Attorney Smith said the Town is not required to go with low bid for professional services. The Board has the right to make their decision based on the best value.

Councilor Brace made a motion seconded by Councilor Badami and with unanimous (4-0) affirmation of the Town Board to authorize the Town Supervisor to submit the scope of services that is equivalent to the Town's current insurance to the Town Clerk for the bid packet and to authorize the Town Clerk to publish the legal notice in the Skaneateles Press for the RFP to provide insurance brokerage services and scheduling the bid opening for 9 a.m. on December 12, 2016.

Resolution #16-275

Resolution - Building Energy Benchmarking: Supervisor Lanning said that the Town is in pursuit of grant funding to make Skaneateles a Climate Smart Community from the NYSDEC. It will open the door for grant funding opportunities if we are one of the first four communities in the district to achieve this. There is a \$100,000 incentive for the Town to use on a grant funding program. One of the steps is to have energy building benchmarking where we do an energy analysis of all of our structures and then pursue energy initiatives to reduce energy use with the Town of Skaneateles properties.

Supervisor Lanning said what the Town is trying to do is to establish a process by which we will benchmark our current use and try to reduce our energy use in the future.

Councilor Howard asked who actually does this. Supervisor Lanning said that the Town does. He said that he and Councilor Brace attended a meeting with the Regional Planning and Development Board who will assist the Town in doing this.

Councilor Brace said it is really a reporting mechanism by taking the data we currently have and reporting on it. The Regional Planning & Development Board will help set that up. This is the first of four things that the Town has to do to get the \$100,000. She said the Engineering Advisory Committee and our Town engineer will probably be able to help us on this as well.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board, the Town of Skaneateles hereby affirms its desire 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 Skaneateles; and the Town Board desires to establish procedure or guideline for Town of Skaneateles staff to conduct such Building Energy Benchmarking.

Councilor Howard said that this agenda item appeared in her email on the afternoon of the Town Board meeting. She was at work and did not see it until one hour before this meeting. She would like an opportunity to get the details and receive answers on items before the Board. This is not possible unless there is more lead time. Supervisor Lanning said that the reason he pushed it to this meeting is that if we are one of the first four communities to achieve all four steps then there is \$100,000 for that community. That was the reason for the rush but he said he hears her and does not want the Town Board to be blindsided by these things.

Announcements/Correspondence/Updates

▪*Update on Austin Park transfer of ownership:* Attorney Smith said that this is moving forward. Since the last meeting he has had productive communication with the Village Attorney and with the Attorney General's Office. He has also communicated with the counsel of the various stakeholders who use the pavilion. The process is going a deliberate speed but is going forward as it should and progress is being made.

▪*Jim McCabe Letter Re: Trucks:* Supervisor Lanning said there were a number of pictures of municipal waste trucks with the letter. He said what came out of the I81 meeting was that Seneca Meadows requires that these trucks stay on the interstate or they are violating their contract with them. Seneca Meadows has asked the Town to get the names of the companies that are coming through Town with municipal waste and to contact them and politely ask them to use the interstate. Supervisor Lanning is following up on this.

▪*FEMA Letter – Revisions to National Flood Insurance Program map:* Supervisor Lanning said that FEMA notified the Town of determinations for properties and/or structures in Skaneateles where map changes were made.

▪*Southern Hills Preservation Corporation request for support:* Supervisor Lanning said this is a great service to help low income residents with housing renovation and energy assistance.

Resolution #16-276

Budget Adjustments/Amendments: On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board the following budget adjustments and amendments were authorized:

Budget Adjustments

\$20,000.00	Increase	014204.01.004.00	Attorney – C/E
\$20,000.00	Decrease	080204.01.004.58	Planning – Legal – C/E
Additional costs associated with legal services			

\$ 1,000.00	Increase	051324.01.004.86	Garage – Gas – C/E
\$ 1,000.00	Decrease	051324.01.004.84	Garage – Electric – C/E
Balance account for Highway Garage Utilities			

\$ 8,000.00	Increase	090680.01.008.00	Health Ins – C/E
\$ 8,000.00	Decrease	019904.01.004.00	Contingency
Cost associated with unanticipated insurance expense			

Budget Amendments

General Fund

\$ 13,000.00	Increase	019304.01.004.00	Judgements and Claims
\$ 13,000.00	Decrease	019904.01.004.00	Contingency
Home owner water damage			

Resolution #16-277

Abstract #16-22: On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board, voucher #1569 to #1658 were approved from the following funds:

General Fund:	\$85,645.53	Part Town:	\$ 2,747.69
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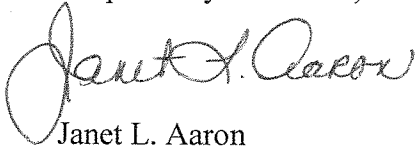
Highway:	\$ 6,570.16	Highway P/T:	\$ 2,556.26
Water:	\$ 1,664.43	Sewer #6:	\$ 29.66
T & A:	\$ 2,480.02		

Total: \$101,693.75

Comments: Rob Howard asked the cost to defend the Article 78 on the Comprehensive Plan. Bridgett Winkelman said she did not know the cost off the top of her head but would provide the information to him.

Meeting adjourned at 8 p.m.

Respectfully submitted,



Janet L. Aaron
Town Clerk

IN THE MATTER

OF

**TOWN OF SKANEATELES ESTABLISHING
ENERGY BENCHMARKING REQUIREMENTS
FOR CERTAIN MUNICIPAL BUILDINGS**

RESOLUTION

The **TOWN BOARD OF COUNCILORS OF THE TOWN OF SKANEATELES**, in the County of Onondaga, State of New York, met in regular session at the Municipal Building, located at 24 Jordan Street, in the Town of Skaneateles, County of Onondaga, State of New York, on the November 17, 2016 at 7:00 p.m.

The meeting was called to order by the Town Supervisor, and the following were present, namely:

Councilor Constance Brace
Councilor Claire Howard
Councilor David Badami

Also Present: Attorney Brody Smith
Town Clerk Janet Aaron

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 Town of Skaneateles 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 Skaneateles Board of Councilors 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 Skaneateles; and

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

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 Town of Skaneateles that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Town 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 December 31, 2016, 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 December 31, 2016 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

(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 Skaneateles 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 Board, in regular session duly convened, does hereby authorize and direct the Town Supervisor or Town Clerk of the Town of Skaneateles 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 Councilor Brace, seconded by Councilor Howard, and duly put to vote, which resulted as follows:

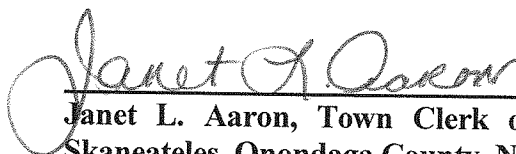
Supervisor Lanning	Yes
Councilor Brace	Yes
Councilor Howard	Yes
Councilor Badami	Yes
Councilor Coville	Absent

THIS RESOLUTION WAS ADOPTED.

I, Janet L. Aaron, Town Clerk, of the Town of Skaneateles, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of Councilors of the Town of Skaneateles at a regular meeting of the Board duly called and held on the 17th day of November, 2016; 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 Town of Skaneateles this 17th day of November, 2016.



**Janet L. Aaron, Town Clerk of the Town of
Skaneateles, Onondaga County, New York**