



## REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WATKINS GLEN HELD TUESDAY, OCTOBER 17, 2023

### PLEDGE OF ALLEGIANCE

The public session of the meeting was called to order at 6:00 pm by Mayor Laurie DeNardo. Present were Mayor Laurie DeNardo, Deputy Mayor Peter G. Cherock, Trustee Nan Woodworth, Trustee Bob Carson, Superintendent of Public Works Terry Wilcox and Clerk Fred Warrick. Also in attendance were Sergeant in Charge Ethan Mosher, Electric Supervisor Tom Ballard, Streets Supervisor Ken Barber, and Parks and Recreation Coordinator Chantal Fitzgerald. Absent was Trustee Margaret Schimizzi. There were approximately five other people in attendance.

### PUBLIC BE HEARD

None

### APPROVAL OF MINUTES

#### Minutes for the Regular Meeting held on October 3, 2023

Deputy Mayor Peter G. Cherock made a motion to approve the minutes for the regular Board meeting held on October 3, 2023. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion. Trustee Bob Carson abstained. All others were in favor. Motion carried.

### DEPARTMENT REPORTS

Trustee Nan Woodworth made the motion to approve all Department Head reports. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

### VOTING ITEMS

#### BST Draft Financial Statements

Trustee Bob Carson made a motion to approve the draft financial statements from auditor BST for the fiscal year 2021 – 2022. Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### Pure Water Display Project

Trustee Bob Carson made a motion to approve the Pure Water Display Project. Trustee Nan Woodworth seconded the motion. In further discussion, Mayor Laurie DeNardo requested that the committee, once a location is selected, that they double check that it is on Village property and that any display must be maintained by the organization for the life of the display. The Board then voted on the motion. All were in favor. Motion carried.

#### Leaf Vacuum Repair

Trustee Nan Woodworth made a motion to approve the leaf vacuum truck engine exchange repair by Riverside Diesel LLC for \$5,000. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### Community Center/Special Event Applications

Trustee Bob Carson made a motion to approve an application for use of the Community Center by Schuyler County Soccer Club at \$25.00 per session. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

Trustee Nan Woodworth made a motion to approve an application for use of the Community Center by Schuyler County Cornhole League at \$25.00 per session. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

Trustee Bob Carson made a motion to approve a special events application for the Turkey Trot sponsored by Kathie Notarfonzo of Exercise Enterprise. Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### [Tree Removal](#)

Deputy Mayor Peter G. Cherock made a motion to approve the removal of the cottonwood tree at the lakeside parking lot area by William J. Herrick for \$4,200. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### [Event Center/Community Center Rates](#)

Trustee Nan Woodworth made a motion to approve the retraction of any 2024 rate changes for the Event Center & Community Center until further review. Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### [MEUA Engineering & Accounting Finance Workshop](#)

Trustee Nan Woodworth made a motion to approve Supervisor of Electric Tom Ballard and 2 staff members to attend the MEUA November Engineering & Accounting Finance workshop. Registration is \$95/person. Stay is one night at a cost of \$159 per night. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### [Hire – Roller Skating Personnel](#)

Deputy Mayor Peter G. Cherock made a motion to approve the hire of Giuseppe La Face as a temporary seasonal laborer for the roller-skating program. Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

### [RESOLUTIONS](#)

#### [Municipal Cooperative Agreement GTCMHIC](#)

Trustee Nan Woodworth made a motion to accept a resolution to approve the 2023 and future amendments to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium.

**WHEREAS**, The Village of Watkins Glen, as a member of Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC), must approve any changes to the GTCMHIC Municipal Cooperative Agreement (MCA) by resolution, and

**WHEREAS**, GTCMHIC must amend the MCA annually when any new members are approved at the Annual Board of Directors meeting, and

**WHEREAS**, from time-to-time other changes are made to the MCA as necessary and when changes are made, they are reported at the Annual Meeting with membership approval, now therefore be it,

**RESOLVED**, until rescinded by resolution our current presiding elected official is approved to sign, without further action, any GTCMHIC MCA updates that have been advanced at the GTCMHIC Board of Directors meetings and approved by the Department of Financial Services, and

**FURTHER RESOLVED**, The GTCMHIC is directed to keep this resolution on file to accompany any current presiding elected official signatures to amended MCA changes.

Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

### **Energy Benchmarking**

Deputy Mayor Peter G. Cheroch made a motion to approve a resolution to establish 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 Watkins Glen 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 Watkins Glen 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 of Watkins Glen; and

**WHEREAS**, the Village of Watkins Glen Board of Trustees desires to establish procedure or guideline for Village of Watkins Glen 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.

(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 Watkins Glen that is 1,000 square feet or larger in size.

(5) "Department" shall mean the Village of Watkins Glen Department of Code Enforcement.

(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 June 1, 2024, and no later than June 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 October 1, 2024 and by October 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 of October 1, 2024 the Chief Enforcement Officer shall submit a report to the Village of Watkins Glen 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.

#### **§8. 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.

Trustee Bob Carson seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

#### **[NY State Unified Solar Permit](#)**

Trustee Nan Woodworth made a motion to approve a resolution to adopt the NY State Unified Solar Permit application form and procedure.

**WHEREAS**, The Village of Watkins Glen Board of Trustees duly adopted the "NYS Fire Prevention and Building Construction" code to provide minimum requirements to safeguard the public safety; and

**WHEREAS**, The Village of Watkins Glen Code Enforcement Officer, who administers and enforces all provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, and the Village of Watkins Glen Code; and

**WHEREAS,** The Village of Watkins Glen requires the issuance of a building permit for the construction, enlargement, alteration, repair, removal or demolition of any building or other structure; and

**WHEREAS,** The New York State Uniform Fire Prevention and Building Code regulates the design, construction, installation, alteration and repair of equipment and systems using solar systems; and

**WHEREAS,** The New York State Energy Research and Development Authority has developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes: and

**WHEREAS,** The Village of Watkins Glen Board of Trustees desires to promote the streamlining of the application process for small-scale photovoltaic system installations under 25 kW in size by adopting the New York State Unified Solar Permit application form and implementing the new procedures,

**NOW THEREFORE, BE IT RESOLVED,** The Village of Watkins Glen Board of Trustees hereby adopts the New York State Unified Solar Permit application form and procedures for the installation of small-scale photovoltaic systems; and it is further

**RESOLVED,** The Village of Watkins Glen Code Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application for and procedures in the issuance of building permits for the installation of small-scale photovoltaic systems; and it is further

**RESOLVED,** any further actions required of the Village of Watkins Glen to affect the foregoing are hereby authorized and the Village of Watkins Glen Mayor is hereby authorized to execute and deliver any instruments, documents or the like as required to affect the same.

Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion. All were in favor. Motion carried.

## AUDIT

### General Audit

Trustee Nan Woodworth made the motion to approve the general audit dated October 17, 2023 in the following amounts:

General	\$42,167.77	Sewer	\$31,204.14
Electric	\$166,019.91	Water	\$6,573.98
Joint Activity (CVWRF)	\$12,325.83		

Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### Online Audit

Trustee Bob Carson made the motion to approve the online audit dated October 11, 2023 in the following amounts:

General	\$5,062.11	Electric	\$6,650.94
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Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

## BOARD CONCERNS

### Treasurer Resignation

Angela Ventra resigned as Treasurer.

### Clean Transportation Workshop

A clean transportation workshop will be held at the Event Center on Monday, October 23<sup>rd</sup> from 4-6p for elected officials and other guests who were extended an invite.

### Vintage 2024

The Grand Prix Festival has recently learned of some related schedule changes. Because NBC will be covering the summer Olympics in 2024, NASCAR has decided to alter their schedule which means that their 2024 Go Bowling at The Glen race is moving to 9/15/24. As a result the SVRA had to move their Hilliard US Vintage Grand Prix Weekend to 8/21 to 8/25/24. The Grand Prix Festival will still be held on the first Friday after Labor Day 9/6/24.

### Housing Authority

Trustee Nan Woodworth notified the board that the Watkins Glen Housing Authority is in the process of partnering again with Ithaca Neighborhood Housing Services for onsite management of Glen Lake Apartments.

### Parks Position

Mayor Laurie DeNardo announced that the village is accepting applications for the Director of Parks, Planning and Community Development.

## EXECUTIVE

Deputy Mayor Peter G. Cherock made a motion to enter an executive session for personnel. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion carried.

## ADJOURN

With no further business to come before the Board, Trustee Bob Carson motioned to adjourn at 7:15 p.m. Deputy Mayor Peter G. Cherock seconded the motion. The Board then voted on the motion and all were in favor. Motion carried.

Meeting Adjourned.

Respectively Submitted,

Fred Warrick  
Village Clerk