

Regular monthly meeting of April 26, 2023

Present: Mayor Mark Falsone, Trustees: Gail Harrington, Marco Falsone, Mike Didas, David Poole. Others present: Clerk/Treasurer: Donna Wollschleger

The meeting was opened at 5:30 with the pledge to the flag.

Privilege of the floor:

Edward Reed, 48 Main St, Bloomfield addressed the board with questions on what to expect after we move into the new office next to him. He is asking how things will operate, what the building will be used for and what to expect with traffic in our back parking lot. He has 2 young children that play in the back yard and is concerned for their safety. The Mayor assured him that the traffic would be minimal during business hours and that customers would be entering the building at the front entrance. The Mayor anticipates people parking out front as there is parking on Main St. There should be no vehicles in the back parking lot when we are not open. He is also concerned about cameras from our back parking lot encroaching onto his property. He was assured they will not be.

Mr. Reed also asked about acquiring some of the lot footage to the East of his line. He is asking for 12' and that it would leave 8' for us. His current property line goes right along his driveway. The Mayor explained we just paid for survey and acquired the land. At this time, we don't see us doing anything with it and he would have to speak to the Village Attorney to see if it would even be feasible. The Board agreed this would have to be a discussion and the Mayor will get back to him.

5:54-Mr. Reed left the meeting.

Regular meeting paused to do the Organizational meeting from 5:55-6:09

Minutes: The minutes from the March 22, 2023 meeting were approved as amended.

Mayor's report:

1. The Mayor discussed the proposal we received from MRB for the I & I project. The Board told him to sign and accept both proposals.
2. NYCOM has been advocating for a dedicated funding source for cities and villages that operate their own water and/or sewer systems. This "CHIPS-like" program Source Water Assessment Program (SWAP) would ensure that municipalities throughout the State would annually receive a predictable, formula-based allocation that they could use to address their water and sewer infrastructure preventive maintenance costs, as well as related capital projects. It would also allow for better coordination with local road construction projects. The Mayor along with 310 other Mayors signed the letter formed by NYCOM that was sent to all Villages affected by the SWAP program.
3. 1st amendment Audit. There is a group of people who are entering public offices and videotaping and asking questions. We have put up restricted area signs in our office for any space that is not open to the public and will have a counter built in the new office so that the public doesn't have direct access to our desk and the confidential information that may be on it.
4. The Lions Club banners should be up by Memorial Day.
5. Elms update: The Mayor received an email from Code Enforcement that the Elms is possibly being sold to a management company and the owner along with Tactical

Construction is requesting to meet with the Mayor and Engineer to begin work once the sale is completed. The owner has stated that the work will be done quickly and will be something the Village can be proud of.

6. The Mayor had a conversation with Jay Mitchell (Town Board member) and Mr. Mitchell stated that the Town of East Bloomfield has 4 proposals from MRB for a new water district on Rte. 444 North of the Village. He stated they are deciding which district would be better for the Town and the residents.
7. Tomorrow a mock DWI accident will take place at the High School in case anyone inquires.
8. Discussion was held about putting no parking signs in the back parking lot at 44 Main Street.

Clerk/Treasurer report: by Donna Wollschleger

1. The treasurer reports for March were submitted for review and discussion.
2. Abstract #11 (vouchers 325-366, TA 28) was audited and approved in the following amounts: general fund \$62,759.47; water fund \$22,168.50; sewer fund \$13,589.05; and TA \$99.00. The clerk and DPW supervisor (prior to meeting) declared that all services have been rendered and all goods have been received. Trustee Didas motioned, seconded by Trustee Falsone, and it was unanimously carried to pay the bills as presented. Permission was also granted to pay Servpro prior to the next meeting if needed.
3. Wollschleger received an On-Premises Alcoholic Beverage License Application Notice Form of Foxcatcher Sports LLC. The application notice is to provide a 30-Day Advance notice of the intention to apply for an On-Premises Wine, Beer & Cider license at 4 East Main Street, Bloomfield, NY. They are requesting a 30-day waiver due to the state liquor authority processing time. The Board discussed this and decided to not grant the waiver. Wollschleger was asked to reach out to the Village Attorney and ask exactly what this was and should we do anything with it for future reference.
4. Wollschleger discussed the cleaning of the new office. She has contacted six businesses that do cleaning and only one will clean animal waste. SERVPRO was discussed and Wollschleger was given permission to schedule them for cleaning.
5. Wollschleger discussed with the Board about changing the address for the new property purchased on Main St. Both lots are listed as 44 Main and the property on either side is 42 and 48. Discussion was held. We will change the Hall building Tax map #67.20-2-9.000 to 46 Main St. Wollschleger will complete the paperwork and send it to the Assessor to sign. Once received back she will send it to the County and post office. A locked mailbox is being ordered for the new location. The utilities have all been switched over to our name.
6. The Garden Club will be filling the flower carts on Thursday May 25th.
7. We've accumulated \$50,000 in interest in NYCLASS since we put funds in it in Sept. 2022.
8. Wollschleger discussed the water fund. Discussion was held and the following motions were made:

Trustee Harrington made a motion, seconded by Trustee Poole, to create the Water Improvement budget for the State St/South Ave project in the HB Capital account for \$554,750 the cost of the contract for Fineline Pipeline, Inc. (\$498,750) and MRB's services (\$56,000) All in Favor

Trustee Harrington made a motion, seconded by Trustee Falsone, to use 100% of the ARPA money received to fund the Water Improvement Project on State St/South Ave. The entire \$134,050.88 will be put into appropriation account HB8340.2AR and revenue code HB4089-other Federal Aid for tracking purposes. All in favor.

Trustee Harrington made a motion, seconded by Trustee Poole, to move \$225,699.12 from Water Fund Balance to the HB Account to fund the Water Improvement Project on State St/South Ave and move the prior approved \$195,000 from the water reserve that was put in the water fund to the HB Account for the purpose of record keeping of the project. All in favor

9. As part of the Clean Energy Communities Grant, the following motion was made:

Motion was made by Trustee Harrington, seconded by Mayor Falsone to adopt Resolution 2023-03 Establishing Energy Benchmarking Requirements for Certain Municipal Buildings and waive the Reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Mayor Falsone, Harrington, Didas, Poole, Trustee Falsone) Nays 0

RESOLUTION 2023-003

VILLAGE OF BLOOMFIELD 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 Bloomfield 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 Bloomfield Village Board 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 Bloomfield; and

WHEREAS, as such Village Board desires to establish procedures and/or guidelines for Village of Bloomfield staff to conduct such Building Energy Benchmarking; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific procedures and/or guidelines are hereby adopted and imposed as active and affirmative financial internal control procedures of the Village of Bloomfield;

BUILDING ENERGY BENCHMARKING PROCEDURES AND/OR GUIDELINES

§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.
- D. "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Village of Bloomfield that is 1,000 square feet or larger in size.
- E. "Department" shall mean the Village of Bloomfield's Clerks Office.
- F. "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.
- G. "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.
- H. "Energy Use Intensity (EUI)" shall mean the BTUs (1,000 British Thermal Units) used per square foot of gross floor area.
- I. "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.
- J. "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.
- K. "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.
- L. "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

- A. These procedures/guidelines are applicable to all Covered Municipal Buildings as defined in Section 2 of this Resolution.
- B. 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

- A. No later than December 31, 2023, 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.

- B. 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

- A. The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:
 - (a) no later than December 31, 2023 and by September 1 of each year thereafter for Covered Municipal Buildings; and
- B. 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 these procedures and guidelines; 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 across calendar years for all years since annual reporting under this procedure and/or guidelines has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of the procedures and/or guidelines, 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

- A. The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of these procedures and/or guidelines.
- B. The Chief Enforcement Officer of these procedures and/or guidelines may promulgate regulations necessary for the administration of the requirements of these procedures and/or guidelines.
- C. Within thirty (30) days after each anniversary date of the effective date of these procedures and/or guidelines, the Chief Enforcement Officer shall submit a report to the Village of Bloomfield 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 the procedures and/or guidelines.

FURTHER RESOLVED, the Village Board, in regular session duly convened, does hereby authorize and direct the Mayor of the Village of Bloomfield to execute such other and additional documents as may be required for to perfect the resolution herein.

CEO report: by Kim Rayburn

1. The March report and yearly drive around report were submitted for review.

Public works report: By Brian Rayburn

Water:

1. The water project is under way. The two bores under State Street have been completed. Brian believes they will begin putting pipe in now. The contractor did cause two water main breaks. One was not their fault; Brian feels that the other one was. We supplied some parts to make the repairs and the contractor assisted with manpower and digging.
2. We had some significant equipment failures at the Michigan Street pump station this month. Brian believes for the most part it was just a fluke that everything failed at the same time. The pump station is back online now.
3. We are replacing most of the water lines in the new village office. The old lines were galvanized pipes which had clogged with rust making them unusable.

Sewer and WWTP: Everything is running fine at the WWTP, no report.

Streets and Equipment:

1. Winter cleanup has started. They will continue to clean up plow damage and street sweeping.
2. Spring cleanup is well underway. Banners will be hung in the next few days. Pickle Park has been raked and cleaned up. They will begin street sweeping next week.
3. The replacement van that Brian found has still not shown up at the dealership.
4. Carts will be set up around May 20th.
5. The new garbage can, and dog waste stations show they were delivered, however we have not seen them. Brian is working with U-Line to track them down.

Miscellaneous:

Clothing allowance:

The DPW staff has ordered shirts and coats as required. They do have some concerns. With the past policy they were able to purchase pants and shorts. There is no allowance for this in the new policy. With the environments they work in as well as the chemicals, pants and shorts do not last long, often times they get ruined with chlorine immediately. They would like to request 5 pairs of pants and three pairs of shorts per person per year. They also were able to purchase a pair of insulated bibs for the winter season. There is no allowance for this in the new policy. They would like to be able to purchase one pair of bibs per person per year. Brian feels the boot allowance is too low to adequately purchase quality boots. Each person goes through at least two pairs a year.

He would like to request a boot allowance of \$175.00 per person per year. These requests will get us closer to what we had in the past. Again, the environments they work in along with the extremely harsh chemicals can ruin clothing instantly. Each employee also purchases clothing on their own each year, however the clothing allowance has helped ease that financial burden in the past. Brian can't stress enough that clothing does not last in our environment nearly as well as it would normally.

Discussion was held on the clothing allowance, and it was agreed that the clothing allowance would remain at \$400 per year per person for the purchase of Boots, jeans, shorts, and bibs as needed. The handbook will be updated to reflect the t-shirts and sweatshirts that will be supplied to the employees in addition to the \$400 yearly allowance.

Village Engineer: none

Standing committees: none

Special Committees: none

Unfinished Business:

1. Corey has not passed his CDL yet. He needs to go back to take the road test again.

New Business:

1. The Mayor announced that Wollschleger celebrated her 5-year anniversary this month and thanked her for all her hard work.

Adjournment: The May meeting will be Wednesday, May 24, 2023. Mayor Falsone motioned, Trustee Falsone seconded, and it was unanimously carried to adjourn the meeting at 7:34 p.m.

Respectfully submitted,

Donna Wollschleger,
Clerk/Treasurer