

2320 County Route 7
Oswego, New York 13126
Phone (315) 343-2424 Fax (315) 343-4414

Supervisor: Richard E. Kaulfuss
Town Board Members:
Timothy DeSacia, Greg Herrmann, Margaret Mahaney, Richard Tesoriero
Attorney to the Board: Kevin C. Caraccioli

AGENDA
February 14, 2017
6:00pm

1. Call To Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Town Clerk Report
 5. Town Historian Report
 6. Code Enforcement Report
 7. Engineer's Report
 8. Town Highway Superintendent Report
 9. Town Supervisor Report
 10. Public Comment
 11. Old Business: Update on Lakeside Commons
 Clean Energy Communities
 Replacement of Fuel Pumping and tracking facilities
 Security upgrades for Highway garage & Community Center
 Request for Audit
 12. New Business: Procedure for requesting a speed limit change
- a. Resolution #2017- Be it resolved that the Oswego Town Board approves the Minutes from the January 3, 2017 and January 24, 2017 Town Board Meetings, the Town Clerk's Report, the Highway Superintendent's Report, the Supervisor's Financial Report, the Code Enforcement Report, The Dog Control Officer's Report, and the Cemetery Report.
Moved by _____ Second _____
- b. Resolution #2017- Be it resolved that the Oswego Town Board approves the bills on Abstract #11 as follows:
- | | | |
|-------------------|-------------|-----------|
| General Fund | \$32,953.37 | v39 – v65 |
| Highway Fund | \$28,518.54 | v17 – v37 |
| Special Districts | \$ 4,322.24 | v 5 - v 9 |
| Trust & Agency | \$ 1,764. | V 2 |
- Moved by _____ Second _____

- c. Resolution #2017- Be it resolved that the Oswego Town Board approves the following budget modifications:
Increase Revenue account A2770 in the amount of \$10,717.00 to reflect receipt of JCAP grant from NY State and to also increase appropriations account A1110.42 to allow expenditure of said grant for security improvements to the Justice Courts.

From DA5110.1 General Repairs Personal Services to DA5130.1 Machinery Personal Services in the amount of \$50,000.00.

Moved by _____ Second _____

- d. Resolution #2017- Be it resolved that the Oswego Town Board approves the use of the Town Hall for the Oswego City School District Budget Vote on Tuesday May 16th from 9am - 9pm.

Moved by _____ Second _____

- e. Resolution #2017-_____ Be it resolved that the Oswego Town Board authorizes the Supervisor to sign the contract for technical assistance activities for the Town of Oswego Comprehensive Plan update with Oswego County Department of Community Development, Tourism and Planning at a fee not to exceed \$5,000.

Moved by _____ Second _____

- f. Resolution #2017-_____ Be it resolved that the Oswego Town Board authorizes the Supervisor to sign the professional services Financial Advisory Services Agreement with Fiscal Advisors & Marketing

Moved by _____ Second _____

- g. Resolution #2017-_____ Be it resolved that the Oswego Town Board authorizes the Supervisor to sign the Tech Check Service Agreement with Koester Associates at a fee not to exceed \$2433.00.

Moved by _____ Second _____

- h. Resolution #2017-_____ Be it resolved that the Oswego Town Board approves the Town of Oswego Snow and Ice Control policy

Moved by _____ Second _____

- i. Resolution #2017-_____

Whereas the Town of Oswego has previously discussed some capital projects, and
Whereas the Town of Oswego has earmarked funds in the current budget for bonding of such projects and,

Whereas the Town of Oswego some current leasing and bonding issues have, or are soon due to reached expiration and,

Whereas the Town of Oswego recognizes the follow projects as being items for funding consideration,

1) re-financing the Town Hall bond to get better interest rates, shorten the term and save the Town money.

2) re-financing the Highway garage bond also to get better interest rates, shorten the term and save the Town money.

3) replacement of ageing fuel tanks and fuel pumping and tracking system.

- 4) security upgrade to the Town Highway garage and the Community Center
- 5) repair of the Rathburn Road Bridge and eventually the Thompson Road bridge.
- 6) development of a schedule for upgrading and replacing highway equipment and vehicles and securing financing of same.

Be it therefore resolved that the Oswego Town Board authorizes the Supervisor to develop a professional services contract for implementation of project and to seek funding through use of bonding or notes for same project. Be it also resolved that the Town Supervisor will request further authorization from the Town Board before signing any said contract or funding agreement.

Moved by _____ Second _____

- j. Resolution #2017-_____ Whereas the Town of Oswego has received a Cost-Benefit Analysis Report for a LED Streetlight replacement project stating that for a cost estimated at \$17,530.92, the Town would save \$66.559 over a 25-year period, with payback being reached in 6.6 years, Be it therefore resolved that the Oswego Town Board authorizes the Supervisor to develop a professional services contract for implementation of project and to seek funding through use of bonding or notes for same project. Be it also resolved that the Town Supervisor will request further authorization from the Town Board before signing any said contract or funding agreement.

Moved by _____ Second _____

- k. Resolution #2017-_____ Whereas the Town of Oswego has previously approved submission of US Department of Agriculture (USDA) Rural Development Application for a snowplow and, Whereas the Town of Oswego has received notification of a tentative approval of a low cost loan through this program,

Be it therefore resolved that the Oswego Town Board authorizes the Supervisor to provide a letter of intent for purchase of said snowplow and upon formal notification of said funding award develop a professional services contract for the purchase of said snowplow.. Be it also resolved that the Town Supervisor will request further authorization from the Town Board before signing any said contract or funding agreement

Moved by _____ Second _____

- l. Resolution #2017-_____ Be it resolved that the Oswego Town Board authorizes the Highway superintendent purchase a snowplow to replace a similar model which is currently not fiscally responsible to adequately maintain and to use the current vehicle as collateral.

Moved by _____ Second _____

- m. Resolution #2016-_____ Be it resolved that the Oswego Town Board approves the following resolution:

RESOLUTION ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR TOWN OF OSWEGO 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 Town of Oswego is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Town Board of the Town of Oswego 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; and

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

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) "Supervisor" shall mean the head of the Town.

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

(5) "Town" shall mean the Town of Oswego Supervisor'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 Supervisor may exempt a particular Covered Municipal Building from the benchmarking requirement if the Supervisor determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than May 1 every year, the Supervisor 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.

(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 Supervisor or his or her designee from the Town shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

(1) The Town shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than September 1 each year for Covered Municipal Buildings; and

(2) The Town 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 Town 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 Town for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

(1) The Supervisor or his designee from the Town 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 Oswego 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 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, in regular session duly convened, does hereby authorize and direct the Supervisor of the Town of Oswego to execute such other and additional documents as may be required for to perfect the resolutions herein;

n. Executive Session (if needed)

o. Adjournment