

**Minutes of the special meeting of the Village of Williamsville Board of Trustees held at the Department of Public Works Garage, 40 S. Long St., Williamsville, New York, on Saturday, January 28, 2017 at 12:20 p.m.**

The meeting was opened at 12:20 p.m.

Present: Brian J. Kulpa, Mayor  
Basil J. Piazza, Trustee  
Daniel O. DeLano, Trustee  
John “Al” Yates, Jr., Trustee

Also present: Lynda L. Juul, Administrator/Clerk-Treasurer  
Maggie Hamilton, Director of Community Development

Excused: Christopher J. Duquin, Trustee  
Ben Vilonen, DPW Crew Chief  
Judith A. Kindron, Deputy Treasurer  
Charles Grieco, Village Attorney

**ON MOTION** by Mayor Kulpa, seconded by Deputy Mayor DeLano, the following resolution was 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 Village of Williamsville 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 Williamsville 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; and

**WHEREAS**, as such the Village Board 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 and imposed as active and affirmative financial internal control procedures of the Village of Williamsville;

**Minutes of the special meeting of the Village of Williamsville Board of Trustees held at the Department of Public Works Garage, 40 S. Long St., Williamsville, New York, on Saturday, January 28, 2017 at 12:20 p.m.**

**BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

**§1. DEFINITIONS**

- (1) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.
- (2) “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 Williamsville that is 1,000 square feet or larger in size.
- (5) “Department” shall mean the Village of Williamsville 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.

**Minutes of the special meeting of the Village of Williamsville Board of Trustees held at the Department of Public Works Garage, 40 S. Long St., Williamsville, New York, on Saturday, January 28, 2017 at 12:20 p.m.**

(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 May 1 every year, 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 each year 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

**Minutes of the special meeting of the Village of Williamsville Board of Trustees held at the Department of Public Works Garage, 40 S. Long St., Williamsville, New York, on Saturday, January 28, 2017 at 12:20 p.m.**

(iv) A comparison of the annual summary statistics (as required by Section 4(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 Village of Williamsville 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 Village Board, in regular session duly convened, does hereby authorize and direct the Mayor or Administrator/Clerk-Treasurer of the Village of Williamsville to execute such other and additional documents as may be required for to perfect the resolutions herein.

**ON MOTION** by Mayor Kulpa, seconded by Trustee Piazza, the following resolution was adopted:

**WHEREAS**, the Village of Williamsville currently requires residents to obtain a building permit for the installation of solar panels, pursuant to the Code of the Village of Williamsville; and

**WHEREAS**, the New York State Energy Research and Development Authority (NYSERDA), New York Power Authority (NYPA) and CUNY's NY Solar Smart Program is providing incentives to municipalities

**Minutes of the special meeting of the Village of Williamsville Board of Trustees held at the Department of Public Works Garage, 40 S. Long St., Williamsville, New York, on Saturday, January 28, 2017 at 12:20 p.m.**

to adopt a New York State Unified Solar Permit for all solar installations in New York State; and

**WHEREAS**, THE Village of Williamsville would also like to promote the streamlining of the application process for solar Photo-Voltaic panel installation and receive the \$2,500 premium for small communities to adopt the New York State Unified Solar Permit and procedures;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Williamsville hereby approves and adopts the New York State Unified Solar Permit Application which is attached hereto; and

**BE IT FURTHER RESOLVED**, that the Village of Williamsville Code Enforcement Office is hereby directed to use said Unified Application in issuance of Building Permits for Solar Panel Installations.

Motion carried. 4 – 0.

**ON MOTION** by Mayor Kulpa, seconded by Trustee Yates, it was moved to adjourn the special meeting at 12:28 p.m.

Motion carried. 4 – 0.

---

Lynda L. Juul  
Administrator/Clerk-Treasurer