

**VILLAGE OF MINOA
BOARD OF TRUSTEES
SEPTEMBER 19, 2016**

7:00PM

PRESENT: Mayor William Brazill
Trustee Abbott
Trustee Champagne
Trustee Christensen
Trustee Rinaldi
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Primo & Hills Law Firm

ALSO PRESENT: Mike Macko, Attendant (*absent*)
Amanda Mazzoni, Senior Planner, CNY RPDB
Central New York Regional Planning & Development Board
Javier Barrios, Managing Partner, Good Energy, LP
Sarah Whaley
John Sears

Mayor Brazill opened the village board meeting at 7:00 pm with the Pledge of Allegiance led by Trustee Abbott.

PUBLIC HEARING – LL#6 FOR 2016 Trustee Christensen made a motion, seconded by Trustee Champagne to waive the reading of the legal notice for Local Law #6 for 2016 and open the public hearing. All in favor; motion carried.

Mayor Brazill opened the public hearing at 7:01pm.

Attorney Hills reviewed draft local law providing for the establishment and participation in Community Choice Aggregation Program (CCA) pursuant to Section 10(1)(ii)(a)(12) of New York Municipal Home Rule Law and NY Public Service Commission Case #14-M-0224. Mr. Barrios thanked the board for considering participation in the program and stated adopting this local law would allow the village to participate in the CCA program and once an administrator is selected the process will begin.

With no further questions or comments Trustee Champagne made a motion, seconded by Trustee Christensen to close the public hearing. All in favor; motion carried.

Mayor Brazill closed the public hearing at 7:10pm.

ADOPTION OF LOCAL LAW #5 FOR 2016

Attorney Hills reminded the board the amendments to the village code local law remains open therefore the CCA resolution would be the fifth (5th) local law filed with the state should the board adopt it this evening.

With no further questions or concerns, Trustee Christensen made a motion, seconded by Trustee Abbott to adopt Local Law 5 for 2016 providing for the establishment and participation in Community Choice Aggregation Program (CCA) pursuant to Section 10(1)(ii)(a)(12) of New York Municipal Home Rule Law and NY Public Service Commission Case #14-M-0224 and naming Good Energy, LP as the administrator. All in favor; motion carried.

PUBLIC HEARING – LL#7 FOR 2016 Trustee Abbott made a motion, seconded by Trustee Champagne to waive the reading of the legal notice for Local Law #7 for 2016 and open the public hearing. All in favor; motion carried.

Mayor Brazill opened the public hearing at 7:13pm. Attorney Hills stated the purpose of this local law is to amend Chapter 75, Flood Damage Prevention and incorporate subsequent changes to floodplain management requirements of the National Flood Insurance Program. Sections of the chapter are outlined below:

Section 2. Section 75-3 of the Village Code entitled “Definitions” is hereby amended to include the following term and definition:

“**Accessory Structure**” shall mean a structure used solely for parking (two-car detached garages or smaller) or limited storage, represent a minimal investment of not more than 10 percent of the value of the primary structure, and may not be used for human habitation.

Section 3. A new Section 75-5(D)(2)(c) of the Village Code shall be adopted with the following language:

“When an area of special flood hazard, base flood elevation, and/or floodway data are available from a Federal, State or other authoritative source, but differ from the data in the documents enumerated in Section 3.2, the Local Administrator may reasonably utilize the other flood information to enforce more restrictive development standards.”

Section 4. Section 75-5(D)(8)(e) of the Village Code is hereby repealed and a new Section 75-5(D)(8)(e) shall be adopted with the following language:

“Notices required under sub-section 75-5(D)(3), ALTERATION OF WATERCOURSES.”

Section 5. A new Section 75-6(A)(2)(d) of the Village Code is hereby adopted with the following language:

“In Zones A1-A30, AE and AH, and also Zone A if base flood elevation data are available, if any development is found to increase or decrease base flood elevations, the Village of Minoa shall as soon as practicable, but not later than six months after the date such information becomes available, notify FEMA and the New York State Department of Environmental Conservation of the changes by submitting technical or scientific data in accordance with standard engineering practice.”

Section 5. A new Section 75-6(G) entitled “ACCESSORY STRUCTURES INCLUDING DETACHED GARAGES” of the Village Code is hereby adopted with the following language:

“The following standards apply to new and substantially improved accessory structures, including detached garages, in the areas of special flood hazard shown on the Flood Insurance Rate Map designated in Section 3.2.

(1) Within Zones A1-A30, AE, AO, AH, A, accessory structures must meet the standards of Section 75-6(B)(1), ANCHORING,

(2) Within Zones A1-A30, AE and AH, and also Zone A if base flood elevation data are available, areas below two feet above the base flood elevation shall be constructed using methods and practices that minimize flood damage.

(3) Within Zones AO, or Zone A if base flood elevation data are not available, areas below three feet above the highest adjacent grade shall be constructed using methods and practices that minimize flood damage.

(4) Structures must be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters in accordance with Section 75-6(B)(2).

(5) Utilities must meet the requirements of Section 75-6(B)(3), UTILITIES.”

With no further questions or comments Trustee Champagne made a motion, seconded by Trustee Christensen to close the public hearing. All in favor; motion carried.

Mayor Brazill closed the public hearing at 7:15pm.

**ADOPTION OF
LOCAL LAW #6
FOR 2016**

Trustee Christensen made a motion, seconded by Trustee Champagne to adopt Local Law 6 for 2016 providing for the amendment to Chapter 75 entitled “Flood Damage Prevention to adopt and incorporate subsequent amendments to the floodplain management requirements of the National Flood Insurance Program (NFIP) contained in federal regulations 44CRE 60.3 through 44CFR 60.6 All in favor; motion carried.

LED STREETLIGHT COST BENEFIT ANALYSIS REPORT

Amanda Massonie, Senior Planner for Central NY Regional Planning & Development Board thanked the board for the opportunity to present the following LED Streetlight Cost-Benefit Analysis Report.

The purpose of this report is to provide a detailed cost-benefit analysis for the opportunity of converting streetlights to light emitting diode (LED) technology in the village of Minoa via the new National Grid utility-owned LED streetlight tariff. The information contained in this report will allow municipal officials to make an informed decision about the future of the village's streetlights. This analysis was made possible through the CNY Bright Lights program, an initiative of the Central New York Regional Planning and Development Board (CNY RPDB), funded through the NYSERDA Clean Energy Communities program.

Project Summary

Based on information collected via a streetlight inventory performed by CNY RPDB and information provided from National Grid, our team identified two scenarios for converting 100% of National Grid-owned cobra head style streetlights in Minoa to LED, Scenarios 1 and 2, explained in detail below. Both scenarios would require the Village of Minoa to pay a fee to National Grid in the amount of \$9,571.32 which covers the *average net book value* of luminaries to be replaced. Our analysis for Scenario 1 estimates annual cost savings of \$3,976.08, or a 2.4 year simple payback, and emissions reductions of 13.9 metric tons of carbon dioxide equivalent (MTCO_{2e}).¹ Our analysis for Scenario 2 estimates annual cost savings of \$3,316.33, or a 2.9 year simple payback, and emissions reductions of 13.1 MTCO_{2e}. Assuming a useful life of 25 years, converting to LEDs could save the Village \$82,908.25 (Scenario 2) to \$99,402.00 (Scenario 1).

This report includes information regarding one-to-one streetlight conversion related to National Grid's utility-owned LED streetlight tariff only. If desired, the Village may pursue reconfiguration or decommissioning of streetlights during the conversion process for an additional cost to be negotiated with National Grid. The Village may also choose to pursue municipal ownership of all streetlight facilities with the intention of converting to LED, an option expected to become available in the fall of 2016.

Detailed information concerning next steps, as well as CNY RPDB's methodology, findings, and recommendations, are contained in the following sections of this report.

Numerous municipalities throughout New York State are interested in converting to LED streetlights due to a variety of benefits. LED streetlights use 45-70% less energy and last longer than traditional streetlights. Converting to LED streetlights will reduce both operating costs and greenhouse gas emissions for municipalities. LEDs produce a whiter, brighter light that provides enhanced visibility and safety. Light produced by LEDs is also directional, which means light pollution and wasted light energy will be reduced. Thanks to National Grid's new utility-owned LED streetlight tariff, municipalities like the Village of Minoa can now realize these benefits. Through its CNY Bright Lights initiative, the CNY RPDB is pleased to provide this report which assesses the costs and benefits of pursuing National Grid's utility-owned LED streetlight tariff opportunity in the village of Minoa.

This report is organized in five main sections. The first section presents findings from Minoa's streetlight inventory. The second section offers two main scenarios for converting to LED streetlights using National Grid's new tariff, along with the cost for conversion, annual cost savings, and simple payback. The third section explains possible greenhouse gas emissions reductions attributed to LED streetlight conversion in Minoa. The fourth section explains financing options for the Village if they decide to pursue conversion to LED streetlights. The final section explains recommendations and next steps. CNY RPDB's methodology and assumptions are explained throughout the various sections of the report.

CNY RPDB Methodology

In order to assess the costs and benefits of converting utility-owned streetlights to LED, the CNY RPDB first requested an inventory of lighting assets in the village of Minoa from National Grid. The inventory National Grid provided included information such as the pole numbers, street names, lamp types and

wattages of all fixture components in Minoa. The CNY RPDB then used the inventory provided to compile a list of all the roadway luminaires which are eligible for conversion to LED via the National Grid utility-owned streetlight tariff.

In order to confirm the information in the inventory provided by National Grid, the CNY RPDB performed their own on-the-ground inventory of Minoa's street lights using a GPS unit to map streetlights and document streetlight characteristics. National Grid's inventory was compared to the CNY RPDB's inventory and any discrepancies were resolved through additional observation and discussion. The updated inventories were then used in the cost-benefit analysis calculations.

Findings

There are 198 cobra head roadway luminaires in Minoa, including 176 100W HPS, 21 150W HPS, and 1 250W HPS. Inventory findings are explained in the table in Appendix A. Maps are provided for Scenarios 1 and 2 in the following section of this report.

The National Grid inventory also documented 40 70W HPS ornamental luminaires which were not included in the CNY RPDB inventory since they are not currently eligible for conversion to LED through National Grid's utility-owned LED streetlight tariff.

The Village of Minoa also owns 38 100W HPS ornamental luminaries which were not included in the CNY RPDB's inventory. The Village may choose to pursue options for converting these streetlights to LED for additional cost and energy savings.

CNY RPDB Methodology

In order to calculate the financial costs and benefits of converting Minoa's streetlights to LED, the CNY RPDB first submitted a request to National Grid for the average net book value of streetlight facilities associated with LED conversion in the village of Minoa. This figure is determined by National Grid based on the age of the facilities in the municipality and any prior failures of the facilities. Minoa's average net book value per luminaire was quoted at \$48.34, which was multiplied by the total number of luminaires in the village (198) to estimate a conversion cost for Minoa of \$9,571.32.

Once the streetlight inventory was complete, the CNY RPDB identified two scenarios for converting cobra head streetlights in Minoa to LED. Scenario 1 involves converting all 100W high pressure sodium (HPS) bulbs to the 30W LED replacement option, two of the 150W HPS bulbs to the 30W LED option and the rest of the 150W HPS bulbs to the 60W LED option, and the 250W HPS bulb to the 140W LED option. Scenario 2 involves converting all 100W HPS bulbs at intersections to the 60W LED replacement option with the rest of the 100W HPS bulbs converted to the 30W LED option, two of the 150W bulbs converted to the 30W LED option and the rest of the 150W HPS bulbs to the 60W LED option, and the 250W HPS bulb to the 140W LED option.

As noted above, two 150W HPS bulbs are assumed in each scenario to be converted to the 30W LED option. These bulbs are located in residential areas surrounded by 100W HPS luminaires. There does not appear to be a need for the higher wattage in these areas, so it is recommended that the wattage be reduced when converted to LED.

Total current charges for streetlights in Minoa were calculated by multiplying the number of luminaires at each wattage by the current charges² per luminaire as provided by National Grid in slide 47 of their June 15, 2016 webinar explaining the new LED streetlight tariff.³

Total LED replacement charges were calculated by multiplying the number of luminaires at each wattage by the LED replacement charges per luminaire also provided by National Grid in slide 47 of their June 15, 2016 webinar.⁴

Total annual cost savings were calculated by subtracting total LED replacement charges from total current charges. Simple payback period was calculated by dividing conversion costs by total annual cost savings. Financing costs have not been included in the simple payback calculation.

Findings

Our analysis for Scenario 1 estimates a conversion cost of \$9,571.32 and annual cost savings of \$3,976.08, or a 2.4 year simple payback. This option could save the Village \$99,402.00 over the

lifetime of the LED streetlights, assuming a useful life of 25 years. Our analysis for Scenario 2 estimates a conversion cost of \$9,571.32 and annual cost savings of \$3,316.33, or a 2.9 year simple payback. This option could save the Village \$82,908.25 over the lifetime of the LED streetlights, assuming a useful life of 25 years. The Village could choose to pursue either scenario, or they could pursue an option in between. The Village may wish to pursue a formal lighting layout with the assistance of a lighting professional to determine ultimate LED replacement wattages.

RECOMMENDATIONS

Because of the cost savings, greenhouse gas reductions, and other benefits of converting to LED streetlights noted in the report, it is recommended that the Village of Minoa convert 100% of National Grid-owned cobra head style roadway luminaires to LEDs following Scenario 1. Scenario 1 is recommended based on the location of 100W HPS streetlights in primarily residential areas and the additional cost and emissions reductions that are possible compared to Scenario 2.

It is recommended that the village of Minoa choose to pay for the project up front if possible, or pursue independent financing or financing via the NY Green Bank.

It is also recommended that the Village pursue converting Village-owned ornamental streetlights to LED through discussions with a contractor and/or LED streetlight company.

About CNY RPDB

The Central New York Regional Planning and Development Board is a public agency that was established in 1966 by Cayuga, Cortland, Madison, Onondaga and Oswego counties under the provisions of Article 12B of the New York State General Municipal Law. The CNY RPDB is governed by a board of directors appointed by its five member counties. The agency provides a comprehensive range of services associated with the growth and development of communities in CNY with a focus on five key program areas including economic development, energy management, land use and transportation, environmental management, and regional information services.

For more information, visit <http://www.cnyrpd.org>.

About CNY Bright Lights

CNY Bright Lights is an initiative of the Central New York Regional Planning and Development Board (CNY RPDB) created to assist municipalities in converting streetlights to LED technology. Through this initiative, the CNY RPDB provides technical assistance to municipalities in Cayuga, Cortland, Madison, Onondaga, and Oswego Counties in working with utility companies to purchase lighting assets to convert to LED and/or to convert utility-owned lighting assets to LED. The CNY RPDB will also help municipalities identify and apply for funding for LED streetlight conversion projects. CNY Bright Lights is made possible thanks to funding from NYSERDA's Clean Energy Communities program.

Learn more at <http://www.cnyenergychallenge.org/cny-bright-lights>.

Mayor Brazill thanked Amanda for her time and dedication to this report.

With no further questions from the board, Trustee Champagne made a motion, seconded by Trustee Christensen to move forward with scenario one and convert all 198 of the high pressure sodium roadway luminaries within the village to LED according to the location inventory on file with National Grid with an estimated cost of \$9,571.32 to be paid by village at time of completion. All in favor; motion carried.

**CLERK-
TREASURER**

MEETING MINUTES - September 6, 2016

Tabled.

2016-17 ESM YOUTH SPORTS AGREEMENT

Trustee Rinaldi reported he met with ESM Youth Sports President to review the agreement; minor changes were made and both parties are ready to execute the new agreement.

Trustee Rinaldi made a motion, seconded by Trustee Christensen to approve the ESM Youth Sports Agreement in the amount of \$4,500.00 and authorize the Mayor to execute it. All in favor; motion carried.

DPW

TERMINATE PART-TIME LABORER – JOSH RILEY

Trustee Christensen made a motion, seconded by Trustee Abbott to terminate part-time Laborer Josh Riley effective September 6, 2016. All in favor; motion carried.

RATIFY PRIOR APPROVAL TO HIRE PART-TIME LABORER – LEONARD MODELEWSKI

Trustee Champagne made a motion, seconded by Trustee Abbott to ratify prior approval to hire permanent part-time Laborer (trash thrower), Tuesday’s and Wednesday’s, \$9.00/hr effective September 12, 2016. All in favor; motion carried.

RATIFY PRIOR APPROVAL TO HIRE PART-TIME LABORER – LUCAS MUNCY

Trustee Christensen made a motion, seconded by Trustee Abbott to ratify prior approval to hire temporary part-time Laborer (trash thrower), Tuesday’s and Wednesday’s, \$9.00/hr effective September 12, 2016 to fill an open position due to workers compensation case. All in favor; motion carried.

TRAINING REQUEST – CNY RELEAF 2016 URBAN FORESTRY WORKSHOP

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the training request for Mike Murnane to attend Central NY Releaf 2016 Urban Forestry Workshop, October 6, 2016, 8am-3pm, Village of Manlius, 1 Arkie Albanese Avenue, Manlius, NY. All in favor; motion carried.

WTP / CERF

TRINITY AGREEMENT

Tabled.

HAULING RATE PROPOSAL – RICCELLI ENTERPRISES

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the solid sludge hauling rate of \$63.75 per ton, September 1, 2016 through August 31, 2017 from Riccelli Enterprises. All in favor; motion carried.

CELEBRATIONS

UPDATE – TOWN OF MANLIUS WICKED WOODS EVENT

Trustee Rinaldi stated he reported to the meeting site at Green Lakes State Park only to be notified the meeting place had been changed and he was not notified in time to attend. Event is scheduled for Saturday, October 29, 2016/

ATTORNEY’S REPORT

Nothing to report

TRUSTEES’ REPORT

Trustee Abbott reported the fire department will be holding their 1st Annual Community Day, October 1, 2016 at Lewis Park; there will be fire demonstrations, food, drinks, and music.

Trustee Rinaldi thanked the DPW for their help in preparing the village streets and park for the festival and race.

Trustee Christensen reported the race is this weekend; committee has done a great job again this year. Look forward to a great day and thanked Tom Petterelli and his staff for their help in preparing for the event.

Trustee Champagne reported he attended the electrical training class; one of the best he’s ever attended. The instructor plans to tour the plant to inspect the facilities and reassure the village we are in compliance.

MAYOR'S REPORT Mayor Brazill also thanked the DPW staff for their preparation getting the village ready for the race.

**AUDIT OF CLAIMS
ABSTRACT 008** A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #008 in the amounts of General Fund - \$126,045.80 (Vouchers 307A - 357), Sewer Fund - \$9,365.18 (Vouchers 126A - 145), for a total of \$135,410.98 audited and paid. All in favor; motion carried.

PUBLIC COMMENT John Sears, 103 S. Main Street stated for the record he was the only resident in attendance that is not on the village payroll. Mr. Sears also asked how many runners/walkers have signed up for the race; what kinds of food vendors have signed up and why did the county want us to rent their signs.

ADJOURNMENT A motion was made by Trustee Champagne and seconded by Trustee Abbott to adjourn the village board meeting at 8:15pm. All in favor. Motion carried.

Respectfully submitted,

Lisa DeVona

Lisa DeVona, Clerk-Treasurer