

October 2, 2017
Town of Albion Town Board Regular Meeting

Agenda:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Exit Message
4. FYI- Remind residents to sign attendance sheet
5. Roll Call
6. Public Comment
7. Motion to approve the agenda
8. Motion to open public hearing on proposed Local Law #3, Solar Systems/Farms
9. Motion to approve the minutes of the September 8th meeting.
10. Resolution to approve the vouchers
11. Presentation, review and discussion of the 2018 Tentative Budget.
12. Town Hall Study Update
13. Town of Barre Contract
14. FYI- Workplace Violence Training – October 27, 2017 – 10:00 am
15. Highway entrance door quotes – Dan Strong
16. End Point Agreement with the Village – Michael Neidert
17. Cable TV In the Building – Michael Neidert
18. Future Development of Land behind MLF – Michael Neidert
19. Energy Savings Plan Summary – Michael Neidert
20. Motion to close the public hearing on proposed Local Law #3, Solar Systems/Farms
21. Executive Session

LOCAL LAW # _____ OF 2017 ADDING
CHAPTER 105 TO THE ALBION TOWN CODE
CONCERNING SOLAR ENERGY SYSTEMS
AND SOLAR ENERGY FARMS

Be it enacted by the Albion Town Board, County of Orleans, State of New York
(hereinafter referred to as the Board), as follows:

SECTION 1. TITLE (§105-1)

This Local Law shall be referred to as "Local Law # _____ of 2017 Adding Chapter 105
to the Albion Town Code Concerning Solar Energy Systems and Solar Energy Farms".

SECTION 2. AUTHORIZATION (§105-2)

This Local Law is adopted pursuant to the legislative authority in Municipal Home Rule
Law §10, Town Law §261-§264, General Municipal Law §96-a and §119-dd and Public Service
Law Article 10.

SECTION 3. PURPOSE AND INTENT (§105-3)

The Town of Albion (hereinafter referred to as Albion) finds that solar energy, as
properly regulated, is clean, readily available and a renewable energy source beneficial to
Albion, its residents and the general public. Among other things, solar energy can potentially
take advantage of a safe, abundant, renewable and nonpolluting energy resource and can also

decrease the cost of energy to commercial and residential properties. Solar energy can increase employment and business development in Albion by furthering the installation of solar energy systems and solar energy farms. Albion finds a growing need to properly site and regulate solar energy systems and solar energy farms within Albion to protect residential, commercial, business and other areas or land uses, to preserve the overall beauty, nature and character of Albion to promote the effective and efficient use of solar energy resources and to protect the health, safety and general welfare of the citizens of Albion. Solar energy systems and/or solar energy farms deplete land available for other uses, introduce industrial usage into other nonindustrial areas and can potentially pose environmental challenges. Solar energy systems and/or solar energy farms need to be regulated for removal when no longer utilized and/or useful in order to prevent environmental problems and/or abandonment of industrial properties and/or such solar energy systems and/or solar energy farms.

SECTION 4. DEFINITIONS (§105-4)

As used in this Chapter, the following terms shall have the meanings indicated hereinbelow:

1. BUILDING INTEGRATED PHOTOVOLTAIC SYSTEM: A combination of photovoltaic building components integrated into any building envelope system such as vertical facades including glass and other facade material, semitransparent skylight systems, roofing materials and shading over windows.

2. GROUND-MOUNTED SOLAR ENERGY SYSTEM: A solar energy system that is anchored to the ground and attached to a pole or other mounting system, detached from any other structure for the primary purpose of producing electricity for onsite consumption.

3. LARGE-SCALE SOLAR ENERGY SYSTEM: A solar energy system that is ground-mounted and produces energy primarily for the purpose of onsite usage or consumption not to exceed fifteen (15) kilowatts (kw) direct current (dc) or more when operating at maximum efficiency.

4. ROOF-MOUNTED SOLAR ENERGY SYSTEM: A solar panel system located on the roof of any legally permitted building or structure for the purpose of producing electricity for onsite or offsite consumption.

5. SOLAR FARM: The use of land where a series of one (1) or more solar collectors are placed in an area on a parcel of land for the purpose of generating photovoltaic power and said series of one (1) or more solar collectors placed in an area on a parcel of land collectively has nameplate generation capacity of at least fifteen (15) kilowatts (kw) direct current (dc) or more when operating at maximum efficiency, for the purpose of offsite sale, usage and/or consumption. The term solar farm shall not be construed to include, so as to prohibit, or have the effect of prohibiting, the installation of a solar collector that gathers solar radiation as a substitute for traditional energy for water heating, active space heating and cooling, passive heating or generating electricity for a residential property. The term solar farm shall also not be construed in such a way as to prohibit the installation or mounting of a series of one (1) or more solar collectors upon the roofs of residential and/or commercial structures regardless of whether said series of one (1) or more solar collectors collectively has a total nameplate

generation of at least 15 kilowatts (kw) direct current (dc) or more when operating at maximum efficiency.

6. SOLAR ENERGY EQUIPMENT: Electrical energy storage devices, material, hardware, inverters or other electrical equipment and conduit of photovoltaic devices associated with the production of electrical energy.

7. SOLAR ENERGY SYSTEM: An electrical generating system composed of a combination of both solar panels and solar energy equipment.

8. SOLAR PANEL: A photovoltaic device capable of collecting and converting solar energy into electrical energy.

SECTION 5. APPLICABILITY (§105-5)

The requirements of this Chapter shall apply to all solar energy systems and/or solar energy farms proposed, installed, operated, maintained, modified or constructed in Albion after the effective date, excluding general maintenance and repair and/or building-integrated photovoltaic systems, with the proviso that same comport with any and all noise and glare regulations contained in the Albion Town Code currently or in the future.

SECTION 6. SOLAR ENERGY AS AN ACCESSORY USE OR STRUCTURE (§105-6)

A. ROOF-MOUNTED SOLAR ENERGY SYSTEMS.

1) Roof-mounted solar energy systems that use the electricity onsite or offsite are permitted as an accessory use in all zoning districts when attached to any lawfully permitted building or structure.

2) Height. Solar energy systems shall not exceed the maximum height restrictions of the zoning district within which they are located and are provided the same height exemptions granted to building-mounted mechanical devices or equipment.

3) Aesthetics. Roof-mounted solar energy system installations shall incorporate, when feasible, the following design requirements: Panels facing the front yard must be mounted at the same angle as the roof's surface with a maximum distance of 18 inches between the roof and highest edge of the system.

4) Roof-mounted solar energy systems that use the energy onsite shall be exempt from site plan review under the local zoning code or other land use regulations. Roof-mounted installations can be installed in all properties regardless of zoning subject to applicable permit requirements to do so and applicable New York State Building Codes.

B. GROUND-MOUNTED SOLAR ENERGY SYSTEMS.

1) Ground-mounted solar energy systems that use the electricity primarily onsite are permitted as accessory structures in Albion.

2) Height and Setback. Ground-mounted solar energy systems shall adhere to the setback requirements of the underlying zoning district. All ground-mounted panels shall not exceed 12 feet in height.

3) Lot Coverage. A ground-mounted solar energy system shall not exceed 50% of the lot on which it is installed. The lot coverage percentage used by any ground-mounted solar energy system shall include all aspects necessary or required for the system (i.e. fences,

shrubbery, roadways, parking) and said percentage shall be in conformity with any Albion Town Code regulations concerning same including zoning regulations.

4) All such systems are permitted in commercial or industrial zones only (and not in residential zones) and shall be installed on the side or rear portion of the subject property. Any request to install a ground-mounted solar energy system on property zoned residential and/or property contained in a agricultural farm district must either be done by an appropriate application to the zoning and/or planning board(s).

SECTION 7. APPLICATION AND APPROVAL STANDARDS FOR LARGE-SCALE SOLAR SYSTEMS (§105-7)

A. Large-scale solar energy systems are permitted through approval by Albion, subject to the requirements set forth in this Section, including site plan approval. Applications for the installation of a large-scale solar energy system are to be initiated and processed by the Albion Town Planning Board. Thereafter, after appropriate review by said Board, appropriate review action, approval, conditional approval and/or denial can be made.

B. Application Requirements. For any application, same is to include the following provisions:

1) If the property of the proposed project is to be leased, legal consent between all parties, specifying the use(s) of the land for the duration of the project, including easements and other agreements, shall be submitted.

2) Blueprints showing the layout of the solar energy system signed by a professional engineer or registered architect shall be required.

3) The equipment specification sheets shall be documented and submitted for all photovoltaic panels, significant components, mounting systems and inverters that are to be installed.

4) Property Operations and Maintenance Plan. Such plan shall describe continuing photovoltaic maintenance property upkeep such as mowing and trimming.

C. APPLICATION STANDARDS.

1) Height and Setback. Large-scale solar energy systems shall adhere to the setback requirements of the underlying zoning district as follows herein. Any large-scale solar energy systems that are ground-mounted shall not exceed a height of 15 feet. The retail business/commercial and/or recreational front setback shall be 75 feet, the rear setback shall be 25 feet and the side setback shall be 25 feet. The residential and light industrial front setbacks shall be 100 feet, the rear and side setbacks shall be 200 feet when abutting residential property and shall be 100 feet when abutting business commercial zones.

2) Lot Size. Large-scale solar energy systems shall be located on lots with a minimum lot size of 10 acres.

3) Lot Coverage. A large-scale solar energy system that is ground-mounted shall not exceed 50% of the lot on which it is installed. The lot coverage percentage used by any ground-mounted solar energy system shall include all aspects necessary or required for the system (i.e. fences, shrubbery, roadways, parking) and said percentage shall be in conformity with any Albion Town Code regulations concerning same including zoning regulations.

4) All large-scale energy systems shall be enclosed by fencing to prevent unauthorized access. Warning signs with the owner's contact information shall be placed on the entrance and perimeter of the fencing. The type of fencing shall be determined by Albion. The

fencing and the system may be further screened by any landscaping needed to avoid adverse aesthetic impacts.

5) All applications shall meet any substantive provisions contained in local site plan requirements in the zoning code that, in the judgment of Albion, are applicable to the system being proposed.

6) Albion may impose conditions on its approval of any special use permit in order to enforce the standards referred to herein or in order to discharge its obligations under the State Environment Quality Review Act (SEQRA).

SECTION 8. SOLAR FARMS (§105-8)

A. The requirements of this Section are established for the purpose of allowing the development of solar farms in Albion and to provide standards for the placement, design, construction, operation, monitoring, modification and removal of these systems.

B. The term "solar farm" shall not be construed to include, so as to prohibit, or have the effect of prohibiting, the installation of a solar collector that gathers solar radiation as a substitute for traditional energy for water heating, active space heating and cooling, passive heating or generating electricity for a residential property. The term "solar farm" shall also not be construed in such a way as to prohibit the installation or mounting of a series of one (1) or more solar collectors upon the roofs of residential and/or commercial structures regardless of whether said series of one (1) or more solar collectors collectively has a total nameplate generation of at least 15 kilowatts (kw) direct current (dc) or more when operating at maximum efficiency.

C. The following application information is required:

1) Blueprints or drawings of the solar photovoltaic installation signed by a licensed professional engineer showing the proposed layout of the system and any potential shading from nearby structures.

2) Proposed changes to the landscape of site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures. Additionally, any vegetation clearing can or may be considered to be a negative impact for SEQRA purposes depending upon the scope of same.

3) A description of the solar farm facility and the technical, economic and other reasons for the proposed location and design shall be prepared and signed by a licensed Professional Engineer that the solar farm complies with all applicable Federal and State standards.

4) One or three phase line electrical diagram detailing the solar farm layout, solar collector installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and over-current devices.

5) Documentation of the major system components to be used, including the PV panels, mounting system and inverter.

6) An operation and maintenance plan which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

7) Information on noise (inverter) and reflectivity/glare of solar panels and identify potential impacts to abutter's.

8) If the property of the proposed project is to be leased, legal consent between all parties, specifying the use(s) of the land for the duration of the project, including easements and other agreements shall be submitted.

D. In addition to any site plan approval required by the Albion Planning Board herein, a Special Use Permit is required for a solar farm. The development shall conform to the following standards which shall be regarded as minimum requirements.

1) Solar farms of at least 15 (kw) shall be on a parcel of not less than ten (10) acres.

2) Solar farms shall adhere to the height and setback requirements of the underlying zoning district except as follows herein. Any solar farms that ground-mounted shall not exceed a height of 15 feet. The retail business/commercial and/or recreational front setback shall be 75 feet, the rear setback shall be 25 feet and the side setback shall be 25 feet. The residential and light industrial front setback shall be 100 feet, the rear and side setback shall be 200 feet when abutting residential property and shall be 100 feet when abutting business/commercial zones.

3) All mechanical equipment on a solar farm, including any structure for batteries or storage cells, are completely enclosed by a minimum 8 foot high fence with a self-locking gate.

4) The total surface area of all ground-mounted and freestanding solar collectors, including solar voltaic cells, panels and arrays, shall not exceed 50% of the total parcel area.

5) The installation of a vegetated perimeter buffer to provide year round screening of the system from adjacent properties.

6) Because of neighborhood characteristics and topography, Albion shall examine the proposed location on a case by case basis. Ensuring the potential impact to its residents, business or traffic are not a detriment.

7) All solar energy production systems are designed and located in order to prevent reflective glare toward any habitable buildings, as well as streets and rights-of-way.

8) All onsite utility and transmission lines are, to the extent feasible, placed underground.

9) The installation of a clearly visible warning sign concerning voltage must be placed at the base of all pad-mounted transformers and substations.

10) The system is designed and situated to be compatible with the existing uses on adjacent and nearby properties.

11) All solar energy system components shall conform with the setback requirements set forth in the Albion Town Code for the particular district.

12) Solar modular panels shall not contain hazardous materials.

13) All appurtenant structures including but not limited to equipment shelters, storage facilities, transformers and substations shall be architecturally compatible with each other and shall be screened from the view of persons not on the parcel.

14) Lighting of "solar farms" shall be consistent with all State and Federal law. Lighting of appurtenant structures shall be limited to that required for safety and operational purposes and shall be reasonably shielded from abutting properties. Where feasible, lighting of the solar photovoltaic installation shall be directed downward and shall incorporate full cutoff fixtures to reduce light pollution.

15) There shall be no signs except announcement signs, such as "no trespassing" signs or any signs required to warn of danger. A sign is required that identifies the owner and operator with an emergency telephone number where the owner and operator can be reached on a 24 hour basis. Any signage, laws, regulations and/or ordinances, including the National Electrical Code and/or Emergency Services, shall prevail over the requirements contained in the previous two (2) sentences of this subparagraph in the event that a conflict between arises.

16) There shall be a minimum of 1 parking space to be used in connection with the maintenance of the solar photovoltaic facility and the site. However, it shall not be used for the permanent storage of vehicles.

E. The following additional conditions shall apply to solar farms:

1) The solar farm owner or operator shall provide a copy of the project summary, electrical schematic and site plan to the local fire chief. Upon request, the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar farm facility shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries through the life of the installation.

2) No solar farm shall be approved or constructed until evidence has been given to Albion that the utility company operating the electrical grid where the installation is to be located has authorized the interconnected customer-owner generator.

3) A solar farm owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs and integrity of security measures. Site access shall be maintained to a level acceptable to the local fire chief and emergency medical services. The owner or operator shall be responsible for the cost of maintaining the solar farm and any access road(s), unless accepted as a public way.

SECTION 9. ABANDONMENT AND DECOMMISSIONING (§105-9)

A. Any large scale solar energy systems and/or solar energy farms are considered abandoned after 6 months without electrical energy generation and must be removed from the property. Applications for extensions subsequent to such an abandonment as described in the previous sentence can be reviewed by the Albion Planning Board for a period of up to six (6) months after such abandonment.

B. All applications for any large scale solar energy system and/or solar energy farm shall include and be accompanied by a decommissioning plan to be implemented upon abandonment and/or in conjunction with the removal of same and shall:

1) Include an affirmative obligation that after any large scale solar energy system and/or solar energy farm can no longer be used it shall be removed by the applicant and/or any subsequent owner.

2) Demonstrate how the removal of all infrastructure and the remediation of soil and vegetation shall be conducted to return the parcel to its original state prior to construction.

3) Include an expected timeline for execution and completion.

4) Include a cost estimate detailing the projected expense of executing the decommissioning plan to be prepared by a professional engineer or registered architect.

5) Obligate the owner, operator and/or successors in interest to remove any ground mounted solar collectors which have reached the end of their useful life or have been abandoned, they shall physically remove the installation no more than 6 months after the date of

discontinued operations and they shall notify Albion by certified mail of the proposed date of discontinued operations and plans for removal.

6) An obligation to physical removal of all ground-mounted solar collectors, structures, equipment, security barriers and transmission lines from the site.

7) Include an obligation to dispose of all solid and hazardous waste in accordance with local, state and federal waste disposal regulations.

C. Absent notice of a proposed date of decommissioning and written notice of extenuating circumstances, any large scale solar energy system and/or any solar energy farm shall be considered abandoned when it fails to operate (as set forth in 9.A. of this Section) for more than six (6) months without the written consent of the Albion Planning board. If the owner or operator of any large scale solar energy system and/or any solar farm fails to remove the installation in accordance with the requirements of this section within six (6) months of abandonment or the proposed date of decommissioning. Albion may enter the property and physically remove the installation upon application to a Court of appropriate jurisdiction to obtain access to said property for that purpose.

D. In the event the Albion Planning Board grants an application for a solar farm, said Board shall require that the applicant and/or property owner provide or establish a bond, surety bond, financial deposit, undertaking, financial escrow and/or other financial security, the amount, substance and character of which is to be determined by and at the sole discretion of said Board, the spirit and intent of same being to ensure that sufficient funds are available to remove the installation and restore landscaping consistent with the best interests of the landowner and/or Albion in the event the applicant fails to comply with its decommissioning obligations with same to be annually reviewed for financial sufficiency (with any decision relating to continued

financial sufficiency also to be in the sole discretion of said Board). As a part of the foregoing review process, an owner or operator shall provide financial documentation, financial statements or any other information requested by said Board on an annual basis. Albion reserves the right to request reasonable access to the property upon notice and consent.

SECTION 10. ENFORCEMENT (§105-10)

Any violation of this Local Law shall be subject to the same civil and criminal penalties provided for in the Albion Town Code, including any applicable zoning regulations, and/or the Laws of the State of New York.

SECTION 11. SEVERABILITY AND/OR VALIDITY (§105-11)

If any clause, sentence, paragraph, subdivision, section or part of this Local Law, or the application thereof to any person, individual, firm or corporation, or circumstance, shall be adjudged by any Court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this Local Law, or in its application to the person, individual, firm or corporation, or circumstance, directly involved in the controversy in which said order or judgment shall be rendered.

SECTION 12. EFFECTIVE DATE (§105-12)

This Local Law shall take effect upon the date it is filed in the Office of the New York State Secretary of State in accordance with the Municipal Home Rule Law §27.

Dated: Albion, New York
 , 2017

Supervisor Matthew Passarell: I need a motion to move the October meeting.

September 11, 2017

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Richard Remley authoring the October meeting be moved to October 2, 2017 at 7:00 pm due to the Columbus Day holiday. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need a motion to accept Sara's resignation.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Arnold Allen authorizing the acceptance of Sara Stirks' resignation as Deputy Town Clerk effective September 15, 2017. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need a resolution to appoint Miranda Allen as deputy town clerk.

Resolution #79 Deputy Town Clerk

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles authorizing the appointment of Miranda Allen as Deputy Town Clerk at an hourly salary of \$14.52 effective September 18, 2017. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, nay
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need resolution calling for a public hearing.

Resolution #80 CALLING A SECOND PUBLIC HEARING RELATING TO A PROPOSED LOCAL LAW CONCERNING SOLAR ENERGY SYSTEMS AND SOLAR ENERGY FARMS

WHEREAS, the Town Board of the Town of Albion is interested in developing a Local Law relating to solar energy systems and solar energy farms; and

WHEREAS, A Local Law declared a six (6) month moratorium on solar power farms/commercial solar power projects; and

WHEREAS, a Local Law of 2017 declared an additional six (6) month moratorium on solar power farms/commercial power projects; and

WHEREAS, a proposed Local Law to the Albion Town Code concerning solar energy systems and solar energy farms has been brought forth and was the subject of a Public Hearing in the Town of Albion on August 14, 2017; and

WHEREAS, certain modifications to the proposed Local Law having been made subsequent to said Public Hearing; and

WHEREAS, the Town Board of the Town of Albion is now desirous of holding a second Public Hearing on the matter.

NOW THEREFORE BE IT RESOLVED:

Section 1 The Town Board of the Town of Albion calls a Public Hearing to hear all persons for or against the adoption of a Local Law to the Albion Town Code concerning solar energy systems and solar energy farms on October 2, 2017 at 7:00 p.m, at the Albion Town Hall, 3665 Clarendon Road, Albion, New York.

Section 2 The Albion Town Clerk is authorized and directed to cause an appropriate notice of this Hearing to be published in the official newspaper of the Town in accordance with Town Law §265.

Section 3 Copies of the proposed Local Law are available on the Town of Albion website and also at the Albion Town Hall, 3665 Clarendon Road, Albion, New York.

September 11, 2017

Section 4 **This Resolution shall take effect immediately.**

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Arnold Allen authorizing the adoption of this Resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: I need a motion to close.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Darlene Benton to close the meeting at 7:45 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, aye	

September 15, 2017

RE: Town Hall Courthouse Space Analysis Study - Milestone Schedule

Town of Albion Milestone Schedule		
TASK	START	FINISH
Kick off meeting with the Town of Albion	August 24, 2017	
Review existing plans	August 25, 2017	August 29, 2017
LaBella documenting existing conditions/plan	August 29, 2017	September 1, 2017
LaBella draft of programming study (in house review)	September 1, 2017	September 21, 2017
Program draft to Town of Albion	September 25, 2017	
*Town of Albion review and comment via conference call *Town to respond on best available date and time	September 27, 2017 or September 28, 2017	
Schematic concepts to the Town of Albion	October 10 th , 2017	
* Town of Albion review and comment via conference call *Town to respond on best available date and time	October 12, 2017 or October 13, 2017	
Complete edits to concepts based on Town of Albion comments	October 14, 2017	October 20, 2017
Delivery of Final Concept Options	October 20, 2017	October 23, 2017
Delivery of Concept Estimates	October 23, 2017	October 27, 2017

*Indicates input necessary from Town of Albion to move forward and LaBella to meet schedule.

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If you have any questions or require additional information, please contact me directly at (716) 710-3041 or via e-mail at kkogut@labellapc.com. We thank you for this opportunity and look forward to working with you and your staff toward successful completion of this project.

Respectfully submitted,
LABELLA ASSOCIATES, D.P.C.

A handwritten signature in blue ink that reads "Kathleen Kogut". The signature is written in a cursive, flowing style.

Kathleen Kogut, Associate AIA
LaBella Buffalo Office Architectural Project Manager

September 14, 2017

Sarah Basinait
Albion Town Clerk
3665 Clarendon Road
Albion, New York 14411

Re: Workplace Violence Training

Dear Sarah:

This communication is to confirm that James Reeves from the New York State Department of Labor will be conducting a Workplace Violence Training Session in the Courtroom at the Albion Town Hall on October 27, 2017 from approximately 10:00 a.m. to 11:00 a.m.

All paid employees for the Town of Albion, part time or full time, are to attend this. This is not my request but is a requirement from NYSDOL.

Consequently, it is my suggestion that you not only post this communication on the bulletin board outside of your office but also disburse it to every such employee by e-mail or otherwise.

To be clear, employees include all Court personnel, Court Judges, Planning Board members, Zoning Board members, the Code Enforcement Officer, Highway Department employees, Highway Department Superintendent, Town Clerk, Assistant Town Clerk and Albion Town Board members. If I am forgetting someone, please include them.

If you have any questions, kindly contact me.

Very truly yours,

JAMES D. BELL

JDB/kh

TOWN OF ALBION

Code Enforcement Office

3665 Clarendon Road

Albion, New York 14411

(585) 589-7048 Ext. 15

Fax: (585) 589-9452

Results of proposals for new entrance door to highway garage

Supply and install new door, frame and threshold. Painting and hardware installation by others.

D & J Quality Construction	\$1,659.00
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Tower Construction	\$ 1,750.00
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Klips Construction	\$ 2,675.00
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New commercial grade panic bar, hardware and closure installed to match existing grade of hardware.

Cook Lock and Key	\$ 2,000.00
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Cassidy's Locksmithing	\$1818.52
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Countyline Locksmith & Key	\$2500.00
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Kelly Brothers	Furnish and Install door and all hardware (Based on NYS bid pricing)	\$2,946.00
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Cooks lock and key to supply new restricted keyed rim cylinder With 6 keys	\$160.00
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National Grid Small Business Direct Install

Preliminary Energy Assessment

Presented to:

TOWN OF ALBION

Sarah Basinait (Town Clerk)
Town Of Albion
3665 Clarendon rd

Albion, NY 14411-9542

585-755-2919

Townclerk@townofalbion.com

Presented by:

Larry Grouse

Energy Service Representative
LIME ENERGY SERVICES CO.

31A Elk Terminal

Buffalo, NY 14204

716-260-0331

lgrouse@lime-energy.com



Contents:

- 2 Scope of Work
- 3 Summary
- 4 Delivery Plan

This is a preliminary summary of your energy assessment. This is not a proposal. Your proposal will be delivered soon and will include a breakdown of price, utility incentives, and payment options

Scope of Work

Building: TOWN OF ALBION		Existing Fixture		Proposed Fixture		Est. Energy Savings
Line	Location	Existing Type	Qty	Proposed Type	Qty	by Line Item

Building: TOWN OF ALBION		Existing Fixture		Proposed Fixture		Est. Energy Savings
Line	Location	Existing Type	Qty	Proposed Type	Qty	
1	Floor 1: Town clerk	A 2x4, 3-Lamp T8 NP Fluorescent Fixture	3	Elect. LP Bal. & (3) 4' RW TLED's	3	Watts: 150 Est. Hours: 2,346 kWh:352
2	Floor 1: Highway	A 1x8, 4-Lamp T8 HP Fluorescent Fixture	42	Elect. NP Bal. & (4) 4' TLED's	42	Watts: 3,318 Est. Hours: 2,503 kWh:8,304
3	Floor 1: Highway	A 1x4, 6-Lamp T8 HP Lowbay Fluorescent Fixture	2	Elect. NP Bal. & (4) 4' TLED's	4	Watts: 172 Est. Hours: 2,503 kWh:430
4	Floor 1: Breakroom/hall/restroom	A 2x4, 3-Lamp T8 NP Fluorescent Fixture	14	Elect. LP Bal. & (4) 4' RW TLED's	14	Watts: 546 Est. Hours: 2,346 kWh:1,281
5	Floor 1: Holding room/highway super/code/court clerk	A 2x4, 3-Lamp T8 NP Fluorescent Fixture	10	Elect. LP Bal. & (3) 4' RW TLED's	10	Watts: 500 Est. Hours: 3,013 kWh:1,507
6	Floor 1: Exterior	A 400w Metal Halide Fixture	5	LED 40W Wall Pack, 5000k, Carbon Bronze	5	Watts: 2,075 Est. Hours: 4,380 kWh:9,089
7	Floor 1: Exterior	A 400w Metal Halide Fixture	1	LED 93W 4" Sq Pole Mount Area Light, 3T, Bronze	1	Watts: 347 Est. Hours: 4,380 kWh:1,520
7	Floor 1: Exterior			Photocell 120V Button	1	Watts: 0 Est. Hours: 0 kWh:0
8	Floor 1: Exterior	A 70w Metal Halide Fixture	1	LED 12W Wall Pack, 5000k, Carbon Bronze w/PH	1	Watts: 83 Est. Hours: 4,380 kWh:364
9	Floor 1: Outbuilding	A 400w Metal Halide Fixture	1	LED 93W Flood	1	Watts: 347 Est. Hours: 4,380 kWh:1,520

Building: TOWN OF ALBION		Existing Fixture		Proposed Fixture		Est. Energy Savings
Line	Location	Existing Type	Qty	Proposed Type	Qty	by Line Item
10	Floor 1: Exterior	A 250w Metal Halide Fixture	1	LED 58W Flood, w/PH	1	Watts: 237 Est. Hours: 4,380 kWh:1,038
11	Floor 1: Breakroom/hall/restroom	ACCESSORIES	1	Horizontal Wall Mount Bracket With 90 Degree, 2-3/8" O.D. Tenon	2	Watts: 0 Est. Hours: 52 kWh:0
12	Floor 1: Breakroom/hall/restroom	ACCESSORIES	1	Permit	1	Watts: 0 Est. Hours: 52 kWh:0
13	Floor 1: Breakroom/hall/restroom	ACCESSORIES	1	Recycling	1	Watts: 0 Est. Hours: 52 kWh:0
14	Floor 1: Holding room/highway super/code/court clerk	Lift Required for installation	1	Scissor Lift Rental 2 Day	1	Watts: 0 Est. Hours: 3,013 kWh:0
15	Floor 1: Holding room/highway super/code/court clerk	Lift Required for installation	1	Lift Delivery	1	Watts: 0 Est. Hours: 3,013 kWh:0

Total Est. kW Savings *	7.775
Total Est. kWh Savings **	25,405

* 1000 Watts = 1 kW

** Est kWh Savings = Est. kW Savings x Est. Hours of Operation.

Summary

Your business could spend up to **\$2,794** less on energy per year if you take advantage of our energy efficiency upgrades.

VALUE ADDED BENEFITS	EST. INCOME EXPECTED FROM YOUR ENERGY EFFICIENCY INVESTMENT*
✓ Reduce Maintenance Costs	\$ Savings after 1 Month..... \$232.83
✓ Enhance Employee Productivity	\$ Savings after 1 Year..... \$2,794.00
✓ Increase Customer Comfort to Improve Sales	
✓ Improve Workplace Safety and Reduce Potential Hazards	\$ Savings after 5 Years..... \$13,970.00

*Estimated savings in dollars is based on a rate of \$0.11 per kWh applied to projected kWh savings amount. See Scope of Work for a detailed breakdown of kWh energy savings. The savings estimated in this Preliminary Energy Assessment are not guaranteed

Delivery Plan

Your Energy Savings - Simplified

By participating in the National Grid Small Business Direct Install program, your business has the opportunity to save energy and improve your bottom line. Our team's goal is to ensure the process of saving energy is easy:

1. Proposal

Your proposal is being prepared and will be delivered soon. It will include your scope of work, total project price, eligible utility incentives and payment options.

2. Preparation

Once the Participation Agreement is executed, your Project is set up and the energy conservation measures ("ECMs") are ordered. Based on the availability of the ECMs and the size of your Project, orders typically arrive within 3-6 weeks.

3. Installation

Once the ECMs arrive and the Company has obtained all necessary approvals for the Work, the assigned contractor will call and schedule a convenient installation date on which Work will begin on your Project. The day prior to your scheduled Installation Date, the Company will contact you to confirm the appointment. On the Installation Date, the Company will review the Scope of Work and safety requirements with you, and proceed to perform the Work with as minimal an impact as possible to your operations.

4. Completion

Upon Completion of the Work, the Company will deliver to you a certificate of installation to sign affirming that the Project was completed per the terms of this Participation Agreement and that you are completely satisfied.

Support and Warranty

We are here to help every step of the way. To check in on the status of your project or request equipment warranty support, please call us anytime at **(716) 683-6739**.

For further information about the program please visit www.nationalgridus.com/Small-Business

The National Grid Small Business Direct Install team is committed to 100% customer satisfaction. We will send you a satisfaction survey to collect information on your overall experience. We are always seeking to improve the Program and your feedback is very important to us.

Thank you for your participation in the program and for your commitment to saving energy!

SUMMARY

Application Number: 7269042

Date: 6/27/2017

Customer Name:	TOWN OF ALBION	Application Number :	7269042
DBA Name:	TOWN OF ALBION	Account Number:	77249-61109
	3665 CLARENDON RD	Telephone :	585-755-2919
City :	ALBION	Contact Name :	MIKE NEIDERT
State and Zip :	NY 14411	Auditor Name :	LARRY GROUSE
Facility Square Footage :	--	Audit Date :	06/26/2017

Save money on your electric bill by using energy more efficiently. And, through the power of action, you reduce greenhouse gases (CO2) annually by 27,723 pounds.

Estimated Annual Savings (KWH)
25,202.51

Estimated Annual Savings in Dollars
\$2,802.52

Estimated Job Cost	Prevailing Wage	Lift Charge	Mount Charge	Estimated Customer Contribution	Estimated National Grid Contribution
\$14,182.08	\$1,423.02	\$390.00	\$105.00	\$9,645.62	\$4,536.46

**No upfront cost to you - repay your contribution on your monthly electric bill.
Choose from 2 convenient payment options.**

Lump Sum Payment (Additional 5% Discount)
\$9,259.24

12 Monthly Payments (No Interest)
\$803.80

S045 Small Business Services Program
Questions? Call us at 1-800-332-3333

Energy Savings Plan



DETAIL

Date: 6/27/2017

Application Number: 7269042

Customer Name:	TOWN OF ALBION	Application Number :	7269042
DBA Name:	TOWN OF ALBION	Account Number:	77249-61109
Address :	3665 CLARENDON RD	Telephone :	585-755-2919
City :	ALBION	Contact Name :	MIKE NEIDERT
State and Zip :	NY 14411	Auditor Name :	LARRY GROUSE
Facility Square Footage :	- -	Audit Date :	06/26/2017

ECM Id	Site Location	ECM Code	ECM Description	Kit Type	Quantity	KW Savings	KWH Savings
2074726	Exterior	106	LED - 12W - SI	Compact Fluorescent New Fixture Hardwired Exterior Kit	1	0.08	363.54
2074727	Exterior	115	LED - 40W - HW	Install LED Exterior Surface Mount	5	2.08	9,088.50
2074728	Exterior	134	LED - 58W - HW	Install LED Exterior Surface Mount	1	0.24	1,038.06
2074729	Outbuilding	131	LED - 93W - HW	Install LED Area/Pole Mount	1	0.36	1,585.56
2074730	Exterior	131	LED - 93W - HW	Install LED Area/Pole Mount	1	0.36	1,585.56
2074735	Town Clerk	548	LED - 3L4 LWT8/LP	Fluorescent Relamp/Reballast Kit (1-2-3 lamps)	3	0.15	351.90
2074737	Breakrm/hall/restroom	549	LED - 4L4 LWT8/LP	Fluorescent Relamp/Reballast Kit (4 lamps)	14	0.55	1,280.92
2074738	Highway	524	LED - 4L4 T8/NP	Fluorescent Relamp/Reballast Kit (4 lamps)	42	3.32	8,304.95
2074739	Highway	524	LED - 4L4 T8/NP	Fluorescent Relamp/Reballast Kit (4 lamps)	4	0.17	430.52
2075534	Holding Room/hwysp/ct Clk	548	LED - 3L4 LWT8/LP	Fluorescent Relamp/Reballast Kit (1-2-3 lamps)	10	0.50	1,173.00
Total						7.81	25,202.51

Certification of Installation



Date: 6/27/2017

Customer Name: TOWN OF ALBION , 3665 CLARENDON RD , ALBION , NY

Application Number: 7269042

Energy Efficiency Equipment Installation Certification

I certify that the energy efficiency measures are installed and operating and I am satisfied with their installation.

Customer Signature: _____

Date: _____

Name (print): _____

Scheduling the Recycling Pick Up of the Removed Lamps and Ballasts

Please select one:

☐ No Recyclable materials to be picked up

☐ Recyclable materials (lamps and ballasts only) are packaged and waiting pick-up by the recycling vendor at:
3665 CLARENDON RD,ALBION,NY

Please provide contact name and information so the recycling vendor can schedule the pick-up.

Contact Name: _____

Contact Phone Number: _____

E-mail Address: _____

☐ Recyclable materials (lamps and ballasts only) were removed from:

3665 CLARENDON RD,ALBION,NY by the electrician.

ELECTRICIAN MUST COMPLETE: Location and recycling pick up contact information

Recycling Material Location: _____

Contact Name: _____

Contact Phone Number: _____

E-mail Address: _____

Terms & Conditions

Date: 6/27/2017

Customer Name:	TOWN OF ALBION	Vendor:	LIME ENERGY CO.
Address:	3665 CLARENDON RD	Audit Date:	06/26/2017
Town, State, and Zip Code:	ALBION, NY 14411	Auditor	LARRY GROUSE
Account Number:	77249-61109	Application No:	7269042

National Grid ("Company") is offering an energy conservation program ("Program") to certain commercial and industrial customers ("Customer") that have an average monthly demand less than or equal to 110 kW. Under the Program, the Company is arranging the installation of certain energy efficiency measures ("Measures") at the facilities of eligible customers. Customer agrees to have a contractor hired by the Company for the Program install the Measures and pay a portion of the installation cost as described in Section Six listed below. The following are terms and conditions that govern the Program and the installation of the Measures:

1. Measures to be Installed

An independent contractor ("Installation Contractor") hired by the Company will install at Customer's property the conservation Measures described in Section Six below. The Installation Contractor shall permanently disable all lamps replaced pursuant to this Agreement (make them unfit for reuse). The disposal of any lighting equipment which is removed (with exception of fluorescent ballasts and lamps) will be the responsibility of the participating Customer. The disposal of any fluorescent ballasts and lamps will be the responsibility of an outside contractor hired by the Company.

2. Installation Date

The Installation Contractor will attempt to install the Measures within thirty (30) days of Customer signing this Agreement. Measure installations must be completed between 1/1/2017 - 12/31/2017.

3. Warranty and Disclaimers

- (a) The Company will provide a one-time equipment replacement free of charge for any equipment that fails to operate according to manufacturer's specifications for a period of two years after the date of the original installation. Lamps will be warranted for one year.
- (b) Customer may have other warranty rights that may have been provided by the manufacturer of the devices installed under this Agreement. Customer, however, may exercise such rights only against the manufacturer, and not against the Company or its affiliates.
- (c) OTHER THAN THE REPLACEMENT WARRANTY STATED IN SUBPARAGRAPH 3(a) ABOVE, NEITHER THE COMPANY NOR ITS AFFILIATES MAKE ANY WARRANTIES OF ANY KIND, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE
- (d) The Company does not guarantee that the Measures will, in fact, save any level of energy or result in a lowering of the customer's electric utility bill.
- (e) Neither the Company nor its affiliates shall be liable to Customer for consequential or incidental damages arising out of the Program, whether in contract, tort (including negligence) or any other theory of recovery.

4. Access to Property

- (a) Customer will provide reasonable access to Customer's property during normal business hours for Installation Contractor to perform the installation work.
- (b) In addition, the Customer will allow the Company to make a reasonable number of follow-up visits during the twenty-four months following installation, with advance notice and at a time convenient to the customer. The purpose of the follow-up visits is to provide the Company with an opportunity to review the operation of the Measures for program education purpose. During the follow-up visits, the Company may make suggestions to the Customer regarding operation of the Measures, but the Customer is under no obligation to follow any such suggestions. If the Customer does follow any instructions, the Company will not be liable to the Customer in tort (including negligence) for the Customer's reliance on the suggestions.

5. Discretion of Installation Contractor

When undertaking the installation, the Installation Contractor or the Company (at their sole discretion) may choose not to make the installations specified below for reasons related to safety, discovery of unforeseen conditions, or the complete utilization of the Company's program budget.

Initial Here: _____

Terms & Conditions



Date: 6/27/2017

Customer Name: TOWN OF ALBION Application No: 7269042
Address: 3665 CLARENDON RD
Town, State, and Zip Code: ALBION, NY 14411

6. Equipment and Customer Contribution

(a) The Installation Contractor will install the equipment listed on the attached Small Business Energy Savings Plan, incorporated herein by reference. The estimated cost of the installation including the estimated cost of the Customer's contribution is also itemized on this report. The Customer may choose to pay its cost contribution over twelve months or may choose to pay it in one lump sum. If the Customer chooses to pay it in one lump sum, the Company shall discount the Customer's contribution by 5%.

The Customer opts to pay its cost contribution by (check one):

☐ Lump sum payment of \$9,259.24 includes Customer discount of 5%
☐ Twelve (12) monthly payments of \$803.80 per month

(b). The Customer shall pay no more than the estimated cost shown on the report. If the actual cost of the installation is less than the estimated cost or if the Installation Contractor chooses not to make an installation in accordance with Section 5, the Installation Contractor shall adjust the customer's contribution and advise the Customer.

(c). If the customer closes their National Grid account prior to completing all installment payments, the unpaid balance of the customer contribution will become due immediately and be billed out in a final single payment by the company.

7. Participation in Other Energy Efficiency Programs

The installed measures are not eligible for incentives from other energy efficiency programs.

8. Authorized Signature of Customer

By signing below, the Customer agrees to the applicability of the terms and conditions described above, and has the authority to commit to the obligations of this agreement.

CUSTOMER ADDRESS WHERE MEASURES WILL BE INSTALLED:

TOWN OF ALBION
3665 CLARENDON RD
ALBION, NY 14411

Signature: _____

Name(Print): _____

Title: _____

Date: _____

Incorporated

☐

Not Incorporated

☐

If Not Incorporated, Federal ID # _____