

September 11, 2023  
Town of Albion 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 agenda
8. Motion to approve the minutes of the August 14<sup>th</sup> meeting.
9. Resolution to approve the vouchers
10. Motion to appoint Karen Conn to the Assessment Review Board – 10/01/2023 – 09/30/2028
11. Motion to move the October meeting to October 2, 2023 @ 5:00 pm.
12. NYS Unified Solar Permit Application
13. Resolution – Energy Benchmark Requirements
14. Executive Session

Items added:

Town of Barre Water Contract – Extend to October 2<sup>nd</sup> – Jim Bell  
Declaring 2014 F550 Truck and plow surplus – Mike Neidert  
Ball Field Fence Bids – Mike Neidert  
Executive Session – Fire District Update

11-Sep-23

Albion Town Board Regular Meeting

Please sign in:

1. Aaron MacKenzie

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September 11, 2023

Albion Town Board regular meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 5:00 pm.

Pledge of Allegiance was said and the exit message was given.

Present were Councilperson Darlene Benton, Councilperson Sandra Bensley, Councilperson Terry Wilbert and Councilperson Arnold Allen. Supervisor Richard Remley was absent

Deputy Supervisor Darlene Benton: I need a motion to approve the agenda.

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Terry Wilbert approving the agenda with the additions listed on the agenda. Motion carried by the following vote:**  
**Councilperson Darlene Benton, aye                      Councilperson Sandra Bensley, aye**  
**Supervisor Richard Remley, absent                      Councilperson Terry Wilbert, aye**  
**Councilperson Arnold Allen, aye**

Deputy Supervisor Darlene Benton: I need a motion to approve the minutes.

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Terry Wilbert approving the minutes of the August 14<sup>th</sup> meeting as published and submitted. Motion carried by the following vote:**  
**Councilperson Darlene Benton, aye                      Councilperson Sandra Bensley, aye**  
**Supervisor Richard Remley, absent                      Councilperson Terry Wilbert, aye**  
**Councilperson Arnold Allen, aye**

Deputy Supervisor Benton: I need a resolution for the vouchers.

**Resolution #59                      Payment of Claims**

**Whereas, the following are against the Town:**

**General, Highway, Water & Sewer      333 - 371      \$ 87,281.39**

**Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Sandra Bensley authorizing the payment of the above listed claims. Resolution duly adopted by the following vote:**

**Councilperson Darlene Benton, aye                      Councilperson Sandra Bensley, aye**  
**Supervisor Richard Remley, absent                      Councilperson Terry Wilbert, aye**  
**Councilperson Arnold Allen, aye**

Deputy Supervisor Darlene Benton: I need a motion to appoint Karen Conn to the Board of Review

**Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Arnold Allen appointing Karen Conn to the Board of Assessment Review for a term of 10/1/2023 – 9/30/2028. Motion carried by the following vote:**  
**Councilperson Darlene Benton, aye                      Councilperson Sandra Bensley, aye**  
**Supervisor Richard Remley, absent                      Councilperson Terry Wilbert, aye**  
**Councilperson Arnold Allen, aye**

Deputy Supervisor Darlene Benton: I need a motion to move the October meeting to the 2<sup>nd</sup>.

Motion was made by Councilperson Sandra Bensley and was seconded by Councilperson Terry Wilbert authorizing the change of the October meeting to October 2, 2023 at 5:00 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Deputy Supervisor Darlene Benton: I need a resolution for the solar permit application.

**Resolution #60            NYS Unified solar Permit Application**

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Sandra Bensley authorizing the completion of the permit application by Code Officer Chris Kinter. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Deputy Supervisor Darlene Benton: I need a motion to table the resolution concerning energy benchmark requirements.

Motion was made by Councilperson Sandra Bensley and was seconded by Councilperson Terry Wilbert authorizing the tabling of the benchmark requirements resolution until October 2, 2023. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Deputy Supervisor Darlene Benton: I need a motion to extend the Barre water contract to October 2<sup>nd</sup>.

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Sandra Bensley authorizing the extension of the Town of Barre water contract until October 2, 2023. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Deputy Supervisor Darlene Benton: I need a motion to declare the 2014 F550 surplus equipment.

Motion was made by Councilperson Sandra Bensley and was seconded by Councilperson Arnold Allen to declare the 2014 F550 surplus equipment and authorizes the Highway Superintendent to sell it at auction. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

**Resolution #61            Ball Field Fence Bid Award**

Whereas, four bids were received.

Whereas, the four bids were opened and read at the meeting.

Now therefore be it resolved that the Town Board awards the fence bid to H & S Fence at a cost of \$39,000.00 contingent on the review process to determine If said company meets responsible lowest bidder requirements.

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Sandra Bensley authorizing the adoption of the aforementioned resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Deputy Supervisor Darlene Benton: I need a motion to enter executive session.

Motion was made by Councilperson Sandra Bensley and was seconded by Councilperson Terry Wilbert authorizing the adjournment of the meeting and enter executive session at 5:20 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Sandra Bensley, aye
Supervisor Richard Remley, absent	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Executive Session  
Albion Town Board  
11 September 2023

5:21 pm Exit Regular Board Meeting

Motion Sandy

2<sup>nd</sup> Terry

5:22pm Commence Executive session

Motion Sandy

2<sup>nd</sup> Terry

- Fire District Update by Jim Bell
  1. Joint Meeting of 3 Municipalities and their Boards
  2. Information session with public and involved parties
  3. One or more public hearingsOne and two to take place before end of year – Sarah  
To find location  
Preliminary budget numbers at meeting with municipalities to come from Village of Albion
  4. Referendum in 2024 with municipalities determining cost of special election
- Ambulance Contract  
12/31/23 expiration  
9/21/23 meeting with Monroe and municipalities
- CSEA Meeting for Highway department  
Dick and Jim to attend 9/25.23

5:40pm Close Executive meeting  
Motion by Sandy 2<sup>nd</sup> by Terry  
5:41pm Open Regular meeting  
Motion by Sandy 2<sup>nd</sup> by Terry  
5:42pm Close Regular meeting  
Motion by Sandy 2<sup>nd</sup> by Terry

All Motions were voted "Yes" by all board members

Submitted by:  
Darlene Benton, Deputy Supervisor, presiding  
9/12/2023

## PERMIT APPLICATION

# NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

### PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. Has a rated DC capacity of 25 kW or less.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Is not subject to review by an Architectural or Historical Review Board.<br>(If review has already been issued answer YES and attach a copy)   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. Does not need a zoning variance or special use permit.<br>(If variance or permit has already been issued answer YES and attach a copy)   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.  |

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: [BUILDING DEPARTMENT WEBSITE] or obtained in person at [BUILDING DEPARTMENT ADDRESS] during business hours [INDICATE BUSINESS HOURS].

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee of \$[ENTER FEE HERE], payable by [ENTER VALID PAYMENT METHODS, If checks are allowed INCLUDING WHO CHECKS SHOULD BE MADE PAYABLE TO]
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to [EMAIL ADDRESS] or in person at [BUILDING DEPARTMENT ADDRESS] during business hours [INDICATE BUSINESS HOURS].

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within [TIMELINE] calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within [TIMELINE] calendar days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to [MUNICIPAL CONTACT INFORMATION].



**PROPERTY OWNER**

Property Owner's First Name

Last Name

Title

Property Address

City

State

Zip

Section

Block

Lot Number

**EXISTING USE**☐ Single Family☐ 2-4 Family☐ Commercial☐ Other**PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)**

Solar PV System: \_\_\_\_\_ KW DC

**SELECT SYSTEM CONFIGURATION**

Make sure your selection matches the Construction Documents included with this application.

☐ Supply side connection with microinverters☐ Load side connection with DC optimizers☐ Supply side connection with DC optimizers☐ Load side connection with microinverters☐ Supply side connection with string Inverter☐ Load side connection with string inverter**SOLAR INSTALLATION CONTRACTOR**

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature

Date

Solar Installation Company Representative Signature

Date

## SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

# NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

*Note: Language in [ALL CAPS] below indicates where local jurisdictions need to provide information specific to the jurisdiction. Language in italics indicates explanatory notes from the authors of this document that may be deleted from the distributed version.*

### PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

a) Unified Solar Permit

b) [LIST TYPE OF PERMIT(S) REQUIRED BY THE LOCAL JURISDICTION, i.e., ELECTRICAL OR BUILDING PERMIT]. Planning review [IS/IS NOT] required for solar PV installations of this size.  
Fire Department approval [IS/IS NOT] required for solar PV installations of this size.

### SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at [WEBSITE ADDRESS].
- b) Construction Documents, with listed attachments [SAMPLES ARE AVAILABLE IN Understanding Solar PV Permitting and Inspecting in New York State AT WEBSITE ADDRESS]. Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

[MUNICIPALITY NAME], through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection)
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
- Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

d) Provide construction drawings with the following information:

- The type of roof covering and the number of roof coverings installed.
- Type of roof framing, size of members, and spacing.
- Weight of panels, support locations, and method of attachment.
- Framing plan and details for any work necessary to strengthen the existing roof structure.
- Site-specific structural calculations.

e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

## PLAN REVIEW

Permit applications can be submitted to [DEPARTMENT NAME] in person at [ADDRESS] and [IF APPLICABLE] electronically through: [WEBSITE/EMAIL/FAX].

## FEES

[PROVIDE CLEAR FEE SCHEDULE]

## INSPECTIONS

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting [DEPARTMENT] by telephone at [PHONE NUMBER] or electronically at [WEBSITE OR EMAIL ADDRESS]. Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. [IF MUNICIPALITY ACCEPTS THIRD PARTY INSPECTIONS, INDICATE THIS AND PROVIDE A LIST OF APPROVED INSPECTORS].

In order to receive final approval, the following inspections are required:

*Delete Rough/Final inspection descriptions if not applicable in your jurisdiction*

[ROUGH INSPECTION, IF REQUIRED] During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify [ENTER CONTACT INFORMATION] before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector. The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

[FINAL INSPECTION] The applicant must contact [INSERT CONTACT INFORMATION] when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including:
  - Example of array attachment point and flashing/sealing methods used.
  - Opened rooftop enclosures, combiners, and junction boxes.
  - Bonding point with premises grounding electrode system.
  - Supply side connection tap method/device.
  - Module and microinverter/DC optimizer nameplates.
  - Microinverter/DC optimizer attachment.

[MUNICIPALITY NAME] has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: [WEBSITE ADDRESS].

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are properly constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect.
  - Sign identifying AC point of connection.
  - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

## UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process:

Delete any documents not adopted by the jurisdiction.

- Standard Application [WEB ADDRESS]
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide [WEB ADDRESS]

## DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at [WEBSITE] or contact [DIVISION NAME] at [PHONE NUMBER].

## RESOLUTION NO. [#]-2021

### ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS

*Drafting Note: This template legislation is presented here as a resolution, but communities should note that it may also be adopted as a local law or ordinance, where they have the power to do so. The following information should not be a substitute for legal advice from an attorney familiar with local requirements.*

**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/Town/City/County] is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the [Village/Town/City/County] [Legislative Body] 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/Town/City/County]; and

**WHEREAS**, the [Village/Town/City/County] [Legislative Body] desires to establish procedure or guideline for [Village/Town/City/County] 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;

#### **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) "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/Town/City/County] that is 1,000 square feet or larger in size.

(5) "Department" shall mean the [Department selected to enforce the Benchmarking Policy].

(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 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, 2017, and no later than May 1 every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(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, 2017 and by September 1 of each year thereafter 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

(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 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 [Legislative Body] 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.

**§7. EFFECTIVE DATE**

This policy shall be effective immediately upon passage.

**§8. SEVERABILITY**

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

The vote on the foregoing resolution was as follows:

[member, position]  
[member, position]  
[member, position]  
[member, position]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This resolution was adopted.



## BALL FIELD FENCE BIDS

1)FIRST PLACE FENCE 8/30/23 \$ 48,400.00

EMAIL TO BE OPENED

2)H&S FENCE 9/5/23 \$ 39,000.00

EMAIL TO BE OPENED

3)FOX FENCE 9/7/23 \$ 51,560.25

MAIL

4)NYS FENCE 9/8/23 1:30PM \$ 40,980.00

MAIL

# **Baseball Backstop and Fence Replacement Specs**

**Backstop:** Install 3 sided 20'x20'x20' wide x 16' high galvanized chain link backstop

Posts: 4" OD Sch 40 set in 16" diameter x 48" deep concrete footings  
Rails: 4-(1 at bottom, 1 at 4', 1 at 8', 1 at 16') horizontal 1 5/8" OD WT40 Class B steel tubing (.111" wall thickness)  
Fence Fabric Top 8': 2" x 9 gauge galvanized  
Fence Fabric Bottom 8': 2" x 6 gauge galvanized

**8' High Fence at Dugouts:** Install 60' on each side from backstop in front of dugouts

Line posts: 2 3/8" OD WT40 (.130" wall thickness) set in 12" diameter x 36" deep concrete footings.  
End posts: 2 7/8" OD WT40 (.160" wall thickness) set in 12" diameter x 36" deep concrete footings.  
Rails: 3-(1 at bottom, 1 at 4', 1 at 8') horizontal 1 5/8" OD WT40 (.111" wall thickness).  
Fence Fabric: 2" x 9 gauge galvanized

**6' High Fence Sideline and Outfield Fencing:** Install a total of approximately 640' of 6' high galvanized chain link fence including 1- set 12' opening gates and 1- 3' opening gate.

Line posts: 1 7/8" OD WT40 (.120" wall thickness) set in 12" diameter x 36" deep concrete footings set 8' on center maximum  
End and Corner posts: 2 3/8" OD WT40 (.130" wall thickness) set in 12" diameter x 36" deep concrete footings  
Gate posts: 2 7/8" OD WT40 (.160" wall thickness) set in 12" diameter x 42" deep concrete footings  
Fence Fabric: 2" x 9 gauge galvanized  
Top rail: 1 5/8" OD WT40 (.111 wall thickness)  
Bottom tension wire: 7 gauge galvanized

**Yellow Fence Topper:** Approximately 640' of yellow topper installed on 6' high fencing including gates.

Existing fence will be removed by Town of Albion prior to new fence install but footprint will remain the same with additional footage added to the right field side.

**All bids should be returned to the Town of Albion Highway Department in a sealed envelope marked "BALL FIELD FENCE" no later than September 8, 2023 by 4pm.**

Questions can be sent to [highway@townofalbion.com](mailto:highway@townofalbion.com) or call Mike at 585-589-7048 x 3

The Town of Albion is accepting bids for the installation of fencing on its Little League Field located at 3665 Clarendon Road, Albion, NY 14411. Specs can be obtained at the Town Clerks' office at the same address or by email at [highway@townofalbion.com](mailto:highway@townofalbion.com).

All bids must be returned to the Town of Albion Highway Department no later than September 8, 2023 by 4pm in a sealed envelope marked "BALL FIELD FENCE".

QUESTIONS SHOULD BE SENT TO [HIGHWAY@TOWNOFALBION.COM](mailto:HIGHWAY@TOWNOFALBION.COM) OR 585-589-7048 X3.

# PROPOSAL

Owners: DAN HUNT, RICK SAUNDERS, JOE OLIVERI  
(585) 343-6631

**H & S FENCE LLC.**  
PO BOX 437  
BATAVIA, NEW YORK 14020

**NO.**

PROPOSAL SUBMITTED TO: Michael Neidert PHONE: \_\_\_\_\_ DATE: 09/05/23  
STREET: 3865 Clarendon RD JOB NAME: \_\_\_\_\_  
CITY: Albion STATE: NY ZIP CODE: 14411 JOB LOCATION: \_\_\_\_\_  
SUBMITTED BY: Rick Saunders DATE OF PLANS: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_

## WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Backstop- 20'x20'x20' wide x 16' High

8' High Fence at Dugouts - 2 60' sides on both sides of back stop

8' High Fence Sideline and Outfield Fencing- approximately 640' with Yellow fence topper

Every thing bid to spec sheet received by H&S Fence on 8/15/2023

**We Propose** to furnish material and labor- complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ 39,000.00 )

## PAYMENT TO BE MADE AS FOLLOWS:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary Insurance. Our workers are fully covered by Workman's Compensation Insurance. H&S Fence LLC may take photos of finished products for advertising purposes.

Authorized

Signature: \_\_\_\_\_

Note: This proposal may be

Withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**New York State Fence, Inc.**  
858 Manitou Road  
Hilton, New York 14468  
(585) 392-3222  
Fax (585) 392-2126  
[www.nysfence.com](http://www.nysfence.com)

# ESTIMATE

## First Place Fence

296 McKee Rd  
Rochester, NY 14611  
(585) 503-4195



To:  
Town of Albion (Michael Neider)  
3665 Clarendon Road  
Albion, NY 14411

Estimate # 6038  
Estimate Date 08/29/2023  
Total Amount \$48,400.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Chain Link Fence - Install	1.0	\$48,400.00			\$48,400.00

Subtotal: \$48,400.00  
Tax: \$0.00  
Past Due Amount: \$0.00  
Total Amount: \$48,400.00

Thank you for the opportunity to provide you with a quote for the services requested at your property. The Team at First Place Fence are excited about the opportunity to exceed your service requirements. Enclosed, please find my quotation for the services outlined. For our record, please sign and return to one of the following options:

### Notes

#### Ball Field Fence project

This project involves installation of new baseball backstop and related fencing. Customer supplied specs will be followed for installation. Existing fence will be removed by Town of Albion prior to new fence install but footprint will remain the same with additional footage added to the right field side. This price includes all material, delivery and installation. mg

**Fox Fence Inc.**

2637 Lockport Road  
 Niagara Falls, NY 14305  
 716-284-1444  
 www.foxfence.com

**Estimate**

9/6/2023

Estimate # 35613

Rep MF

**Town of Albion***We hereby submit specifications and estimates for:*

Project: Baseball Backstop and Fence Replacement  
 Contact: Mike (585) 589-7048 x 3  
 Email: highway@townofalbion.com

Provide labor, equipment and materials for the following:

**Item #1 - Backstop**

Install a 3- sided 20' x 20' x 20' wide x 16' high galvanized chain link backstop

Posts- 4" OD Sch 40 set in 16" diameter x 48" deep concrete footings  
 Rails- 4- (1 at bottom, 1 at 4', 1 at 8' and 1 at 16') horizontal 1 5/8" OD WT40 Class B steel tubing (.111" wall thickness)  
 Fence Fabric-Top 8'- 2" x 9 gauge galvanized  
 Fence Fabric-Bottom 8'- 2" x 6 gauge galvanized

**Item #2 - 8' High Fence at Dugouts**

Install 60' on each side from backstop in front of dugouts

Line Posts- 2 3/8" OD WT40 (.130" wall thickness) set in 12" diameter x 36" deep concrete footings  
 End Posts- 2 7/8" OD WT40 (.160" wall thickness) set in 12" diameter x 36" deep concrete footings  
 Rails- 3- (1 at bottom, 1 at 4' and 1 at 8') horizontal 1 5/8" OD WT40 (.111" wall thickness)  
 Fence Fabric- 2" x 9 gauge galvanized

**Item #3 - 6' High Fence Sideline and Outfield Fencing**

Install a total of approximately 640' of 6' high galvanized chain link fence including 1- set 12' opening gates and 1-3' opening gate

Line Posts- 1 7/8" OD WT40 (.120" wall thickness) set in 12" diameter x 36" deep concrete footings set 10' on center maximum  
 End and Corner Posts- 2 3/8" OD WT40 (.130" wall thickness) set in 12" diameter x 36" deep concrete footings  
 Gate Posts- 2 7/8" OD WT40 (.160" wall thickness) set in 12" diameter x 42" deep concrete footings  
 Fence Fabric- 2" x 9 gauge galvanized  
 Top Rail- 1 5/8" OD WT40 (.111" wall thickness)  
 Bottom Tension Wire- 7 gauge galvanized

**Item #4 - Yellow Fence Topper**

Install approximately 640' of yellow topper installed on 6' high fencing including gates.

TOTAL FENCING AND GATE ITEMS #1, #2, #3 & #4 \$51,560.25

**Note: This proposal may be withdrawn if not accepted within 7 Days.**

THIS QUOTE PLUS APPLICABLE TAXES.

Primary and Non-Contributory Insurance, additional \$100.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any foreign debris, unknown rock, clearing trees, brush or other obstructions or alterations from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate, all agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.

PAYMENT to be made upon completion. Service charge of 1.5% if not paid according to payment terms. In case payment is not made as per terms specified, the undersigned hereby agrees to pay all expenses of collection, accrued finance charges and attorney's fees.

**ACCEPTANCE OF PROPOSAL:**

The above process, specified and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above. Failure of payment will result in lien. Cancellations must be received in writing within 72 hours of acceptance date.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Town of Albion - 2023-09-11 - Abstract of Claims										
#	Claimant	AA	BB	DA	DB	Water	Sewer	Amount	Date	Ck#
333	MVP Healthcare	9060.8		9060.8	9060.8			\$8,926.28	AutoPay	
334	CSEA	9060.8		9060.8	9060.8			\$20.14	AutoPay	
335	Univera	9060.8		9060.8	9060.8			\$675.17	AutoPay	
336	MRB Group	1620.4	8020.4		5120.2			\$11,471.21	9/12/2023	4576
337	Sample Media Group	1620.4						\$71.08	9/12/2023	4579
338	Albion Agencies	1910.4						\$110.00	9/12/2023	4559
339	Municipal Solutions					8310.4		\$230.00	9/12/2023	4577
340	Quill Coporation	1110.4						\$326.98	AutoPay	
341	NYSEG						8130.4	\$28.92	AutoPay	
342	Clearly	1620.4						\$137.29	AutoPay	
343	Save Time Cleaning	1620.4						\$1,755.00	9/12/2023	4580
344	EFPR Solutions	1315.4						\$2,100.00	9/12/2023	4570
345	James Bell							\$10,133.33	9/12/2023	4564
346	Spring Sheet Metal	1620.4						\$18,914.50	9/12/2023	4581
347	Charter Communications	1620.4						\$212.96	AutoPay	
348	COP Security	1110.4						\$1,632.00	9/12/2023	4568
349	Daniel Strong		8010.4					\$40.32	9/12/2023	4583
350	National Grid	1620.4, 5182.4				8320.4	8130.4	\$1,142.74	AutoPay	
351	Advance Auto Parts			5130.4				\$30.80	9/12/2023	4557
352	Cardmember Services					8340.4		\$34.23	AutoPay	
353	Village of Holley					8340.4		\$1,278.58	9/12/2023	4586
354	Bidleman Chevrolet			5130.4				\$394.42	9/12/2023	4566
355	Austin Industries			5130.4				\$23.30	9/12/2023	4561
356	Blair Supply Corp					8340.4		\$345.00	9/12/2023	4567
357	Core & Main	1620.4						\$2,085.80	9/12/2023	4569
358	TI-Sales					8340.2		\$188.33	9/12/2023	4585
359	J & M Repair			5130.4				\$659.28	9/12/2023	4573
360	Evans Ace Hardware		1620.4					\$10.00	9/12/2023	4571
								\$62,977.66		



