

c. On motion of TRUSTEE HOROWITZ, seconded by TRUSTEE MURTAUGH, the following resolution was adopted unanimously by the Board of Trustees of the Village of Croton-on-Hudson, New York; with a 4-0 vote.

WHEREAS, the Village Board of Trustees would like to establish energy benchmarking requirements for certain municipal buildings; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Croton-on-Hudson is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Village of Croton-on-Hudson 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 of Croton-on-Hudson; and

WHEREAS, the Village of Croton-on-Hudson desires to establish procedure or guideline for village staff to conduct such Building Energy Benchmarking;

NOW THEREFORE, BE IT RESOLVED: 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, 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) “Covered Municipal Building” shall mean the following buildings or facilities owned or occupied by the Village of Croton-on-Hudson:

1. Stanley H. Kellerhouse Municipal Building
2. Harmon Engine Firehouse
3. Grand Street Firehouse
4. Washington Engine Firehouse
5. Department of Public Works Garage

(D) “Department” shall mean the Office of the Village Manager.

(E) “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.

§2. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than September 30, 2018, and no later than May 1 every year thereafter, the Village Manager 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.

§3. 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 October 31, 2018 and by June 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, summary statistics on energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Village Manager or his or her designee shall submit a report to

the Village Board of Trustees including summary statistics on energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, and the status of compliance with the requirements of this Policy.

§4. 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.

Date: August 6, 2018