

BYRON TOWN BOARD MEETING

November 10, 2021

The Byron Town Board Meeting was called to order by Supervisor Yasses at 7:00 p.m. with the following people present:

Supervisor.....Peter Yasses
 Councilmen..... Jeff Thompson
 Josh Kent
 Eric Zuber
 Sue Fuller
 Highway Superintendent.....David Leaton
 Town Clerk.....Debra Buck-Leaton

Invited Guests:
Town Attorney Paul Boylan

Public:

Shannon Thompson	Tom Felton	Vic Digregorio	Doug and Casey Sutera
George Squires	Ben Raccuia	Barbie Starowitz	Candy Hensel
Jim Lamkin	Sara Stockwell	Kaitlyn Moucha	

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Supervisor Yasses.

MINUTES:

A **motion** was made by Councilwoman Fuller to approve the Byron Town Board minutes of October 13, October 27, and November 4, 2021 as written. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

PLANNING BOARD REPORT – George Squires:

- Reviewed Bezon land separation
- Finished Comprehensive Plan review and sent a copy of review document to the Town Board
- Started working on the Smart Growth review

A **motion** was made by Councilman Kent to approve the Planning Board Report as given. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

HIGHWAY SUPERINTENDENT’S REPORT – David Leaton:

- Did road work on Cook, Searls and Tower Hill Roads
- Mowing is finished
- Plows are getting ready for snow
- Need to decide what needs to be done for transfer station since Christmas and New Years are on Saturdays

·The County and State Highway Departments are short people so this winter may be tricky in spots

HIGHWAY FUND BUDGET TRANSFERS:
RESOLUTION #91:

Councilman Zuber offered the following resolution and moved for its adoption:
Resolved, that the Byron Town Board authorizes the following transfers:

<u>HIGHWAY FUND</u>			
<i>Transfer From:</i>			
	DA5142.4	Snow Removal Contractual Exp.	\$25,000.00
	DA3501	CHIPS	\$116,747.00
		Unexpended Balance	\$6,866.00
			TOTAL: \$148,613.00
<i>Transfer To:</i>			
	DA5110.4	General Repairs Contractual	\$25,000.00
	DA5112.2	CHIPS	\$116,747.00
		Hospital/Medical Ins.	\$6,866.00
			TOTAL: \$148,613.00

Councilwoman Fuller seconded the resolution which was adopted by the following vote:
Vote: Ayes: 5 Nays: 0

**INTERMUNICIPAL AGREEMENT FOR SNOW REMOVAL AND ICE CONTROL SERVICES AND
ROADSIDE MOWING**
RESOLUTION #92:

Councilman Kent offered the following resolution and moved for its adoption:

RESOLVED, that the Town Board of the Town of Byron hereby authorizes the Supervisor to sign the Intermunicipal Agreement for Snow Removal and Ice Control Services and Roadside Mowing between Genesee County and the Town of Byron for a period of one (1) year beginning January 1, 2022 and expiring on December 31, 2022.

Councilman Zuber seconded the resolution which was adopted by the following vote:
Vote: Ayes: 5 Nays: 0

EXTENSION OF SNOW AND ICE AGREEMENT
RESOLUTION #93:

Councilman Kent offered the following resolution and moved for its adoption:

WHEREAS, the Town of Byron is under contract with the New York State Department of Transportation to provide snow and ice control on specified State roads within the Town, and

WHEREAS, the base agreement was extended for the 2021/2022 season by Resolution No. 103, dated November 13, 2019, setting an estimated total cost for the season at \$35,129.56, and

WHEREAS, due to the severity of the winter during 2020/2021, the total cost to perform this service is estimated at \$36,181.24.

NOW, THEREFORE, BE IT RESOLVED, to authorize the Town Supervisor to execute an Amendment to the present Agreement. Said Amendment would increase the estimated cost to perform snow and ice control for the 2021/2022 season by \$1,051.68.

Councilwoman Fuller seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

A **motion** was made by Councilman Zuber to approve the Highway Superintendent's Report as given. The motion was seconded by Councilwoman Fuller and carried with the following vote:

Vote: Ayes: 5 Nays: 0

SOLAR:

·Siting Board will be doing a site visit. Some of the sites include Ivison between Townline and Cockram, Tower Hill and Byron Road, Rte. 262 and Bank Street, Byron Road towards Cockram, Walkers Corners looking towards the railroad.

SEWER REPORT:

Monthly:

- Checked and maintained all filter bed pumps (N, S+C)
- Keeping track of pump hours on all pumps including Old School House, Walkers Corners and McElver Street lift station
- Took monthly samples

Other:

- October 16th – call out at 7516 Mechanic Street for a tank collapse. Had Barefoot replace tank.
- October 25th – homeowner at 6850 Rte. 237 had a backup in house. Dug up tank and found there was nothing wrong on our end.
- Since the Town will be fixing and replacing the sewer beds, the Supervisor and Shaun from Camden Group would suggest that before a house is sold the homeowner needs to have the Town do an inspection to check the plumbing for a \$50 fee. This will help with maintain the longevity of the sewer beds.
- The Supervisor would like to add a letter to each sewer bill giving residents notice that introducing any other water into sewer is illegal and that they will be fined.
- Councilman Kent would suggest inspecting all households, not just when being sold, because the turnover of houses isn't that big.

A **motion** was made by Councilman Kent to approve the Sewer Report as given. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

SEWER RELEVY

RESOLUTION #94:

Councilman Kent offered the following resolution and moved for its adoption:

Resolved, that the Byron Town Board approves the relevy of all unpaid sewer bills in the amount of Twenty-Five Thousand Nine Hundred Fifty-Two and 63/100 Dollars (\$25,952.63) onto the 2022 Town/County tax bills.

Councilwoman Fuller seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

CEO/ZEO REPORT – Mike Morris:

- A copy of the report is on file with the CEO/ZEO

A **motion** was made by Councilman Kent to approve the CEO/ZEO report as written. The motion was seconded by Councilwoman Fuller and carried with the following vote:

Vote: Ayes: 5 Nays: 0

PARK COMMITTEE REPORT – George Squires:

- Approved their 2022 Budget
- Discussed a grant from Soil and Water for a tree project that was offered to the Park Committee for along Black Creek. It would be a cost sharing grant. They entered into an agreement with Soil and Water. Trees will be planted in the Spring.

A **motion** was made by Councilman Zuber to approve the Park Committee report as given. The motion was seconded by Councilwoman Fuller and carried with the following vote:

Vote: Ayes: 5 Nays: 0

CLEAN ENERGY RESOURCES INFORMATION COMMITTEE – Sara Stockwell:

- Working on impact action items
- Contacted fire departments to see if they'd be interested in working with them

A **motion** was made by Councilman Zuber to approve the Clean Energy Committee report as given. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

COMMUNITY BLOCK GRANT – Candace Hensel:

- The firm In Site Architecture has been retained and an initial sum of \$5,000 of the approximate \$20,000 fee has been paid to them to start the study of the Byron Hotel. (Paid by Candace Hensel to be reimbursed upon distribution of grant funds to Town of Byron.
- A team of 2 In Site associates spent about 1 hour with me and then 3-4 hours documenting the building inside and out. Photos, measurements, and current layouts.
- In Site has been working on code research and development of upper floor residential options.
- In Site has tried to reach town historians for information on building, has not gotten a response as of this date. Little information available on CRIS website. The noting of a building's historical eligibility is important to codes and tax credits, which they are working on as well.
- The In Site team will be out Thursday 11/11 at 8 am to work on the condition assessment of the building. Goal to review findings and options next week, via ZOOM. Any town officials or interested neighbors in Byron are welcome to join. I will view at the dining room of the Byron Hotel, further details forthcoming Contact Candace if interested.
- The Study is still on track to be completed by mid-December.
- The feasibility study will be the basis for a grant application in March, to the Landmark Society of New York, for immediate action items. This study will also be the basis for applying for the next round of grant funding through New York Main Street for an Anchor Building Grant to bring both additional housing to Byron and build pride in our community. I am hopeful that the Town Board again will support those endeavors.

ABSTRACTS

RESOLUTION #95:

Councilman Kent offered the following resolution and moved for its adoption:

Resolved, that the Byron Town Board pay the following abstracts:

<u>Fund:</u>	<u>Abstract:</u>	<u>Vouchers:</u>	<u>Amount:</u>
General Fund	#11	#218 - #232	\$6,793.24
Highway Fund	#11	#140 - #158	\$93,025.14
Sewer Fund	#11	#53 - #57	\$24,797.47
Water Improv. Benefit Area #1	#11	#17 - #19	\$47,347.64
General Post Audit	#10	#62 - #68	\$3,603.17
Sewer Post Audit	#10	#25 - #26	\$576.48

Councilwoman Fuller seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

TOWN CLERK'S REPORT:

Paid to the NYS Ag and Markets for spay/neuter program.....	\$44.00
Paid to NYS DEC for hunting and fishing licenses.....	\$311.79
Paid to the Town of Byron Supervisor.....	\$3,661.21
Total Disbursed for October 2021.....	\$4,017.00

A **motion** was made by Councilwoman Fuller to approve the Town Clerk's Report as given for October, 2021. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

APPROVAL OF OFFICIAL UNDERTAKING FOR TAX COLLECTOR

RESOLUTION #96:

Councilman Kent offered the following resolution and moved for its adoption:

Resolved, that the Town Board of the Town of Byron, County of Genesee, State of New York, does hereby approve the undertaking or bond issued by Lawley Genesee Agency as to its form, manner of execution, amount and sufficiency thereof, and to the sureties named thereon. Said undertaking or bond shall be conditioned that the collector of the taxes shall well and truly keep, pay over and account for all moneys and property coming into her hands as such collector.

Councilman Zuber seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

FINANCIAL REPORT:

·The October 2021 Financial Report was reviewed.

A **motion** was made by Councilman Zuber to approve the October 2021 Financial Reports. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

SUPERVISOR'S REPORT:

3rd Quarter Sales Tax:

·Received \$115,420.50 in sales tax revenue

Union Contract:

·Union contract has been negotiated with the union employees

UNION CONTRACT

RESOLUTION #97:

Councilman Zuber offered the following resolution and moved for its adoption:

Resolved, that the Byron Town Board hereby approves the union contract between the Town of Byron and the Highway Employees dated January 1, 2022 – December 31, 2026 as presented.

Councilman Thompson seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

Landowner Application for Hardship Relief from Lateral Restrictions:

·A resident on Lyman Road purchased vacant land that is in an Ag district. The resident tried to get a water hook up. They may have to wait 8 years to get out of the Ag district. They would like the Town to approve the Hardship Relief Application in hopes of the County allowing them to get public water. They're looking for other avenues to explore.

·Town Attorney Boylan – He will look into it.

A **motion** was made by Councilman Kent to approve the Supervisor's Report as given. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

OTHER BUSINESS:

WATER IMPROVEMENT BENEFIT AREA NO. 1:

·Public Hearing was held on November 4, 2021 at the South Byron Fire Hall.

·The Town needs to pay an \$825 review fee to the Genesee County Health Department (being paid with tonight's vouchers) to review the plans and specifications for WIBA No. 1.

WATER IMPROVEMENT BENEFIT AREA NO. 1 – ORDER AND RESOLUTION

RESOLUTION #98:

Councilman Kent offered the following resolution and moved for its adoption:

At a regular meeting of the Town Board of the Town of Byron in the County of Genesee and State of New York at the Town Hall in said Town on the 10th day of November, 2021

Present:

Peter Yasses, Supervisor
Susan Fuller, Councilwoman
Josh Kent, Councilman
Jeff Thompson, Councilman
Eric Zuber, Councilman

ORDER and RESOLUTION
Approving Increase in
Maximum Amount to be
Expended after Public Hearing.

In the Matter

of the

Increase in the Maximum Amount to be Expended
For the Construction of Water Improvement Benefit

Area No. 1 in the Town of Byron, Genesee County,
New York, pursuant to Section 209-q(11) of the Town Law.

WHEREAS, after a Public Hearing duly called and held on the 8th day of September, 2020, the Town Board of the Town of Byron, in the County Genesee, New York, duly adopted a Resolution determining that it is in the public interest to form Water Improvement Benefit Area No. 1 in said Town, subject to the approval of the New York State Comptroller, and

WHEREAS, on the 6th day of July, 2021, the State Comptroller issued an Order approving the Application for the Establishment of Water Improvement Benefit Area No. 1 in the Town of Byron, Genesee County, New York, and did permit the said improvement as described in said Application at a cost not to exceed \$9,975,000.

WHEREAS, due to generally increased costs of labor and materials, including in the cost of PVC water main for the project from \$4,666,080 to \$6,415,860, the maximum amount to be expended for said improvement is now proposed to be \$11,655,000 resulting in an increase of \$1,680,000, and

WHEREAS, on the 13th day of October this Town Board duly adopted an Order calling Public Hearing for the 4th day of November, 2021, which Order set forth the fact that the estimated maximum cost to be expended had increased from \$9,975,000 to \$11,655,000, that the Rural Development office of the U.S. Department of Agriculture had increased its loan for the project to \$6,474,000 and its grant to \$5,181,000 resulting in an estimate cost for a typical one or two family resident, after the first year, to \$1,366.83, including the cost of debt service, purchase of water and an amount to be paid into a repair reserve account, and

WHEREAS, said Order calling a Public Hearing was duly published in the Batavia Daily News, the official newspaper of the Town of Byron on the 22nd day of October, 2021, pursuant to an Affidavit of Publication, and

WHEREAS, the Town Clerk of the Town of Byron duly posted on her signboard said Order Calling Public Hearing pursuant to Affidavit of Posting sworn to on November 8, 2021, and

WHEREAS, the said Order Calling Public Hearing was posted on the website maintained by the Town of Byron from October 20, 201 until November 4, 2021, and

WHEREAS, the Public Hearing called by said Order was duly held on November 4, 2021, at the South Byron Fire Hall and via Zoom beginning at 6:34pm, and

WHEREAS, several persons in attendance at the South Byron Fire Hall asked questions and made comments regarding the proposed increase in the Maximum Amount to be expended. No one spoke in opposition thereto and no one spoke via Zoom.

NOW, THEREFOR, UPON THE EVIDENCE GIVEN AT SUCH HEARING, IT IS HEREBY:

RESOLVED AND DETERMINED, that it is in the public interest to increase the maximum amount to be expended for the construction of Water Improvement Benefit Area No. 1 in the Town of Byron, Genesee County, New York, and it is further

RESOLVED AND DETERMINED, that the said increase in the Maximum Amount to be Expended will not constitute an undue burden of the on the property which will bear the cost thereof and it is,

ORDERED that the said Maximum Amount to be EXPENSED shall not exceed Eleven Million Six Hundred Fifty-Five Thousand Dollars (\$11,655,000) as stated in the Order Calling Public Hearing as the revised estimated cost of such increase in the cost of the construction of Water Improvement Benefit Area No. 1 and it is further

ORDRED that the expense of said increase in the maximum amount to be expended shall be assessed, levied and collected from the several lands or parcel of land within the said Water Improvement Benefit Area No. 1, so much upon and from each as shall be in just proportion to the amount of the benefit which the Town Board determines said increases shall confer upon the same and it is further

RESOLVED AND DETERMINED, that the total cost of said water improvement be apportioned and paid as follows:

- A) Upon final approval of the project; Six Million Four Hundred Seventy Four Thousand Dollars (\$6,474,000) from the proceeds of a Serial Bond issued to the United States Department of Agriculture.
- B) A grant from the United States Department of Agriculture in the amount of Five Million One Hundred Eighty-One Thousand Dollars (\$5,181,000).

RESOLVED AND DETERMINED, that the formula to be used to assess costs within the Benefit Area shall be the same as set forth in the original Resolution of the Town Board approving the formation of the Benefit Area dated July 17, 2019, to wit:

Residential Properties	1 EDU
Commercial Properties	1 EDU/60,000 gal of annual consumption
Vacant Lots	.5 EDU
Landlocked Parcels	0

RESOLVED, that this Order and Resolution is subject to the approval of the Comptroller of the State of New York

RESOLVED, that this Order and Resolution is subject to a Permissive Referendum

RESOLVED, that within ten (10) days following final approval of this Order and Resolution the Town Clerk is directed to record a certified copy thereof in the Office of the County Clerk of Genesee County.

Councilwoman Fuller seconded the resolution which was adopted by the following vote:

Vote: Ayes: 5 Nays: 0

PUBLIC COMMENTS:

Candy Hensel: Wondering if the Town Board will be passing the Climate Smart Resolution.

Attorney Paul Boylan: A committee will need to administer program. They will need to make recommendations to the Board. The Town Board is not committed to any legal obligations to do any of the actions. Committee can be the same as CERIC. Committee would need to be formally appointed by the Town Board.

Councilman Kent: Would like to table until next month so the whole board has time to review the resolution.

Vic Digregorio: Does the resolution that was passed tonight start the 30 day Permissive Referendum period?

Attorney Paul Boylan: Yes it does.

Ben Raccuia: How many signatures need to be received for the Permissive Referendum?

Attorney Paul Boylan: 10% of residents and landowners. Permissive Referendum form can be picked up at the Town Clerk's Office. Amount due to the general fund as of right now is over \$600,000 that would be due to the Town if Water Improvement Benefit Area No. 1 doesn't go through.

Barbie Starowitz: Solar discussion is not a reason to go into Executive Session according to the open meeting law.

Attorney Paul Boylan: He disagrees. Contracts have always been the exception to the rule and should not be done in public.

EXECUTIVE SESSION:

A **motion** was made by Councilman Kent to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal at 8:51 p.m. The motion was seconded by Councilman Thompson and carried with the following vote:

Vote: Ayes: 5 Nays: 0

A **motion** was made by Councilman Kent to come out of executive session at 9:11 pm. The motion was seconded by Councilwoman Fuller and carried with the following vote:

Vote: Ayes: 5 Nays: 0

ADJOURN:

A **motion** was made by Councilman Thompson to adjourn the Byron Town Board Meeting at 9:12 p.m. The motion was seconded by Councilman Zuber and carried with the following vote:

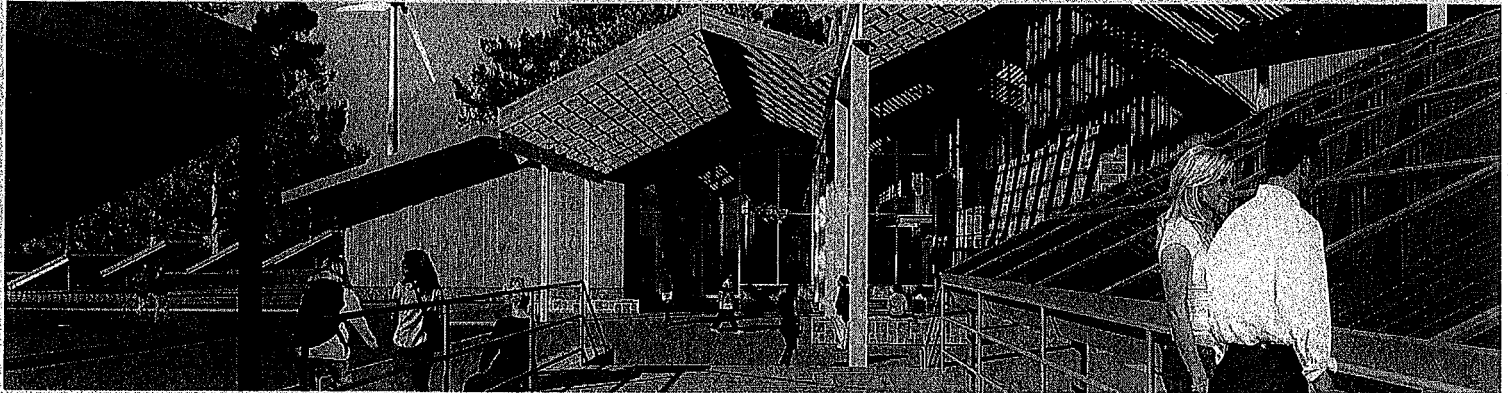
Vote: Ayes: 5 Nays: 0

Respectfully Submitted,



Debra M. Buck-Leaton
Byron Town Clerk

CLEAN ENERGY COMMUNITIES • HIGH IMPACT ACTION
CLIMATE SMART COMMUNITIES CERTIFICATION



**Develop
a comprehensive
local climate program**

**Demonstrate
leadership in
climate action**

**Reduce
the carbon footprint
80 percent by 2050**

call:
1-866-NYSERDA

email:
cec@nyserdera.ny.gov

visit:
nyserdera.ny.gov/cec

Create a healthier, more vibrant community.

The Climate Smart Communities (CSC) Certification program, one of 10 High Impact Actions communities can complete to become a Clean Energy Community, provides municipalities with a robust framework to guide their local climate action. CSC Certification recognizes high-performing communities for their leadership in reducing emissions and adapting to a changing climate.

Designed around 10 pledge elements, the CSC Certification program honors communities for their accomplishments through a rating system leading to four levels of award: Certified, Bronze, Silver, and Gold. Communities can choose from more than 120 individual actions to earn points toward certification.

Earn credit toward the Clean Energy Communities designation

NYSERDA's Clean Energy Communities Program recognizes and rewards local governments for their clean energy leadership. Complete four of the ten High Impact Actions to earn the Clean Energy Community designation as well as a grant of up to \$250,000 with no local cost share to support additional clean energy projects.

To earn credit for this high impact action, municipalities must meet the requirements to become a certified Climate Smart Community at the Certified, Bronze, Silver, or Gold level and must be listed as certified at www.dec.ny.gov/energy/56876.html

Get started

Municipalities have access to approximately 50 hours of free on-demand technical assistance from a Clean Energy Community Coordinator and a toolkit that includes step-by-step guidance and other tools and resources.

Visit nyserdera.ny.gov/cec or email cec@nyserdera.ny.gov for more information, including detailed program requirements.

Climate Smart Communities

Why Become Certified?

Help New York State lead the way on climate action! Certified Climate Smart Communities (CSCs) represent New York's foremost leaders in local climate action. Local governments that are designated as Certified CSCs have undergone a rigorous review process to confirm their completion of a suite of concrete actions that mitigate and adapt to climate change.

The benefits of participating in the Climate Smart Communities (CSC) Certification program include the following:

- **Better scores on grant applications for some state funding programs, like DEC's CSC Grants**
- State-level recognition for each community's leadership
- A robust framework to organize local climate action and highlight priorities
- Streamlined access to resources, training, tools and expert guidance
- Networking and sharing best practices with peers

By implementing certification actions, communities experience the following benefits:

- **Cost savings through greater efficiency**
- Greater energy independence and energy security
- Improved air quality from switching to clean energy
- Healthier, more walkable urban centers through smart growth
- Conservation of green spaces for recreation and biodiversity
- Reduction of future flood risk through climate change adaptation strategies
- Investment in an economy that supports sustainability and green businesses
- Greater engagement with residents who care about the future of their hometowns

CLEAN ENERGY COMMUNITIES & CLIMATE SMART COMMUNITIES CERTIFICATION



Climate Smart Communities

The **NYSERDA Clean Energy Communities (CEC) program** is an initiative that helps local governments reduce energy consumption and drive clean energy use in their communities. The **Climate Smart Communities (CSC) Certification program** is an interagency initiative that is administered by the New York State Department of Environmental Conservation (DEC). The CSC Certification program provides a comprehensive framework for local governments to lead community action to reduce greenhouse gas (GHG) emissions and build climate resiliency.

The two programs are complementary. Both require applicants to document completion of specific actions in order to earn a designation. As detailed in the table below, most of the CEC High Impact Actions satisfy the requirements of one or more CSC certification actions. Local governments that complete any of the CEC High Impact Actions are encouraged to submit for points under the related CSC certification actions.

CEC / CSC Action Crosswalk

CEC High Impact Action	CSC Certification Actions
Benchmarking	<u>PE3 Action: Energy Benchmarking for Government Buildings</u> <u>PE8 Action: Energy Benchmarking for Private Buildings</u>
Clean Energy Upgrades	<u>PE12 Performance: Reduce GHGs from Government Facilities</u>
Clean Fleets	<u>PE3 Action: Advanced Vehicles</u> <u>PE6 Action: Alternative-fuel Infrastructure</u>
Community Choice Aggregation	<u>PE8 Action: Community Choice Aggregation</u>
Energy Code Enforcement Training	<u>PE3 Action: Energy Code Enforcement Training</u>
Energize NY Finance	<u>PE8 Action: Financing Program for Building Energy Efficiency</u>
LED Street Lights	<u>PE3 Action: LED Street Lights</u>
Solarize, Clean Heating and Cooling, or Solar for All Campaign	<u>PE8 Action: Solarize, Clean Heating & Cooling, or Solar for All Campaign</u>
Unified Solar Permit	<u>PE6 Action: Unified Solar Permit</u>

FOR MORE INFORMATION

Office of Climate Change

New York State Department of Environmental Conservation

625 Broadway, Albany, NY 12233-1030

P: (518) 402-8448 | climatesmart@dec.ny.gov

<https://climatesmart.ny.gov>

Getting Started

The Climate Smart Communities (CSC) Certification program supports your local government in building a sustainable, balanced climate action program, one step at a time.

Step 1: Pass a Resolution: Pass the CSC pledge as a municipal resolution to join the program and become a Registered Climate Smart Community. Use the [model CSC resolution](#) as a template for drafting your local resolution. Municipalities may amend the "whereas" statements in the preamble, but all ten points of the CSC Pledge must be adopted verbatim. The final resolution document must include a signature from the municipal clerk verifying the authenticity of the resolution and indicating the date of passage.

Step 2: Register: After the resolution is adopted, designate a primary contact person to [sign up for a portal account](#), complete the online registration form, and upload the adopted municipal resolution. After your registration is reviewed, your primary contact will receive an email with information on how to access your account on the CSC certification portal. At this point, your community will be designated a Registered CSC by New York State and your community will be added to the map on this website.

Step 3: Review and Select Actions: Log in to your account to review and select [actions](#). Each action has a description that includes guidance about who should be involved, costs, resources, tools, and documentation requirements. After becoming a Registered CSC, communities can implement certification actions at their own pace. There is no time limit between adoption of the pledge and commencement of the certification process. The [mandatory and priority actions](#) are a good place to start because they are fundamental to a successful municipal climate change program. If you have questions, you can email a NYSERDA Clean Energy Communities Coordinator at cec@nyserda.ny.gov for assistance navigating the program.

Step 4: Collect Documentation: Once you identify your selected actions, review the requirements for each action and begin organizing and uploading your documentation. In the municipal dashboard, the "Action Totals" calculator on the right-hand side of your community's application will help keep track of progress toward becoming a Certified CSC. As you assess your progress, start to develop a timeline for when you expect to meet the requirements of your chosen certification level and select an [application deadline](#) that you plan to meet.

Step 5: Submit Application: Using the web portal, upload the required documents associated with each CSC certification action. Upon submittal of your application for certification, you will be locked out of editing those actions while staff review your application. After review, staff will contact you with further information. If your local government did not earn full points for an action, staff will provide details on what was missing and coach you on next steps.