

RESOLUTION NO. _____ OF 2020

RESOLUTION ADOPTING THE PHILIPSTOWN FLEET EFFICIENCY POLICY

WHEREAS the Town of Philipstown recognizes the costs associated with operating a municipal fleet, including maintenance, fuel consumption, as well as purchasing and insurance, and;

WHEREAS the Town seeks to manage costs associated with fleet management, and;

WHEREAS the Town recognizes its municipal fleet as a significant source of fossil fuel usage, accounting for 55% of all Greenhouse Gas (GHG) emissions of all municipal operations as outlined in the Town's 2016 Government Operations GHG Emissions Inventory, and;

WHEREAS the Town seeks to reduce its GHG emissions as per its Climate Smart Communities Pledge Resolution, passed on June 7th, 2017, and;

WHEREAS the Town identifies the improved maintenance and efficiency of its municipal fleet as a key way to achieve its goals of lowering costs and reducing emissions;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the Town of Philipstown adopts the Fleet Efficiency Policy attached hereto as Exhibit A, and made a part of this Resolution, and that said exhibit is hereby approved and adopted,
2. That the Town of Philipstown adopts the Fleet Inventory Procedures attached hereto as Exhibit B, and made a part of this Resolution, and that said exhibit is hereby approved and adopted,
3. That the Town of Philipstown adopts the Fleet Inventory Form attached hereto as Exhibit C, and made a part of this Resolution, and that said exhibit is hereby approved and adopted, and
4. That the Town of Philipstown adopts the Fleet Inventory Tool attached hereto as Exhibit D, and made a part of this Resolution, and that said exhibit is hereby approved and adopted.

Councilwoman Farrell presented the foregoing resolution which was seconded by Councilman Leonard,

The vote on the foregoing resolution was as follows:

Judith Farrell, Councilwoman, voting Aye

John VanTassel, Councilman, voting Aye

Robert Flaherty, Councilman, voting Aye

Michael Leonard, Councilman, voting Aye

Richard Shea, Supervisor, voting Aye

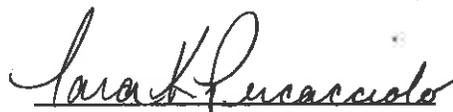
Attachments: Exhibit A
Exhibit B
Exhibit C
Exhibit D

CERTIFICATION

I, **Tara K. Percacciolo**, the duly qualified and acting Town Clerk of the Town of Philipstown, Putnam County, New York, do hereby certify that attached hereto is a true and correct copy of an extract from the minutes of the Monthly Meeting of the Town Board of the Town of Philipstown, held on June 4, 2020, and that the Resolution set forth herein is a true and correct copy of the Resolution of the Town Board of said Town adopted at said meeting.

I **FURTHER CERTIFY** that pursuant to section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

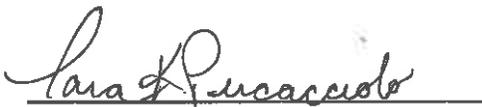
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the said Town, this 4th day of June, 2020.



Tara K. Percacciolo
TOWN CLERK

(seal)

A true copy of this Resolution was filed in the Office of the Town Clerk on June 4, 2020.



Tara K. Percacciolo
TOWN CLERK

EXHIBIT A:

This Fleet Efficiency Policy was adopted by Resolution No. _____ by the Town of Philipstown on June 4, 2020.

PHILIPSTOWN FLEET EFFICIENCY POLICY

A. Conducting an Annual Fleet Inventory

1. Annual Data Collection

As outlined in Exhibit B: Philipstown Fleet Inventory Procedures, at the beginning of each calendar year, the Philipstown Highway Department will update the Town of Philipstown's Fleet Inventory for the previous year for vehicles operated by all departments, including but not limited to the Highway Department, Building Department and Recreation Department. Highway Department staff will request the necessary data for vehicles from other departments using Exhibit C: Philipstown Fleet Inventory Form and will compile such data in the annually updated version of Exhibit D: Philipstown Fleet Inventory Tool. *Each individual department is responsible for maintaining accurate vehicle data, especially annual mileage and annual fuel consumption, both measured on the final working day of each calendar year.* New vehicles will require all listed information in Exhibit D, and existing vehicles will only require completion of the items in **bold**.

2. Annual Presentation of Results

Upon completion of the annual Fleet Inventory, the Highway Department Supervisor will present the results to the Town Council at a public board meeting. The Town Clerk will make the results of the updated Fleet Inventory and all past Fleet Inventories available to the public via a link on the Town's website.

B. Vehicle Weight Class Definitions:

- Light-Duty Passenger Sedan / Hatchback / Wagon - Gross Vehicle Weight Rating (GVWR) less than 8,500 pounds, 7 or fewer passenger-seating and only used for passenger transport.
- Light-Duty Passenger Van - GVWR less than 8,500 pounds, minimum 8 passenger-seating and only used for passenger transport.
- Light-Duty Passenger Sport Utility / Crossover Vehicle - GVWR less than 8,500 pounds, All Wheel Drive or 4 Wheel Drive and Minimum Ground Clearance of at least 7.0 inches.
- Light-Duty Truck - GVWR less than 8,500 pounds, All Wheel Drive, 4 Wheel Drive or 2 Wheel Drive, Minimum Ground Clearance of at least 7.0 inches and separate cab and truck bed.

- Medium-Duty Passenger Vehicle - GVWR between 8,500 - 10,000 pounds and only used for passenger transport.
- Heavy-Duty Passenger Vehicle - GVWR greater than 10,000 pounds and only used for passenger transport.
- Heavy-Duty Truck - GVWR greater than 8,500 pounds

C. Minimum Fuel Efficiency Standards:

- Light-Duty Passenger Sedan / Hatchback / Wagon - **100 MPGe** - Any new fleet additions will be full electric vehicles with a minimum fuel efficiency of 100 Miles Per Gallon electric (MPGe). All existing vehicles will be replaced by a full electric vehicle that meets or exceeds the above fuel efficiency standard by 2030.
- Light-Duty Passenger Van - **80 MPGe / 30 MPG** - Any new fleet additions will be either full electric vehicles with a minimum fuel efficiency of 80 MPGe or plug-in hybrid vehicles with a minimum fuel efficiency of 80 MPGe and 30 Miles Per Gallon gasoline / diesel (MPG). All existing vehicles will be replaced by either a full electric vehicle or plug-in hybrid vehicle that meets or exceeds the above fuel efficiency standard by 2030.
- Light-Duty Passenger Sport Utility / Crossover Vehicle - **90 MPGe / 35 MPG** - Any new fleet additions will be either full electric vehicles with a minimum fuel efficiency of 90 MPGe or plug-in hybrid vehicles with a minimum fuel efficiency of 90 MPGe and 35 MPG. All existing vehicles will be replaced by either a full electric vehicle or plug-in hybrid vehicle that meets or exceeds the above fuel efficiency standard by 2030.
- Light-Duty Truck - **25 MPG** - Any new fleet additions will have a minimum fuel efficiency of at least 25 MPG combined. All existing vehicles will be replaced by a vehicle that meets or exceeds the above fuel efficiency standard by 2030.
- Medium-Duty Passenger Vehicle - **Currently Exempt** - Due to a lack of market options this vehicle type is currently exempt, but will be adjusted annually according to updates in market availability of more fuel efficient models.
- Heavy-Duty Passenger Vehicle - **Currently Exempt** - Due to a lack of market options this vehicle type is currently exempt, but will be adjusted annually according to updates in market availability of more fuel efficient models.
- Heavy-Duty Truck - **Currently Exempt** - Due to a lack of market options this vehicle type is currently exempt, but will be adjusted annually according to updates in market availability of more fuel efficient models.

D. Minimum Fleet Efficiency Standard

The Minimum Fleet Efficiency Standard for the entire fleet, excluding exemptions, is **25 MPG**. This standard will be reviewed annually and updated accordingly.

E. Annual Fleet Efficiency Policy Review:

The Town Highway Department will revisit this policy annually while updating the Town's Fleet Inventory, and will make any updates to the above fuel efficiency standards, *including currently exempt vehicles*, as becomes evident through review of the following resources:

1. The Environmental Protection Agency's FuelEconomy.gov Database, which offers up-to-date information on the most fuel efficient available models for Light-Duty vehicles.
2. The NYS Vehicle Marketplace, Office of General Services, which offers up-to-date information on the most fuel efficient vehicles available for purchase from state-approved dealerships, including Light-Duty, Medium-Duty and Heavy-Duty vehicles

F. Vehicle Replacement Plan:

1. Effective immediately, June 4, 2020 (Date of policy adoption), all new vehicle purchases will meet the above Minimum Fuel Efficiency Standards, excluding exemptions.
2. By 2030, 100% of existing vehicles in the fleet will be replaced with vehicles that meet the above Minimum Fuel Efficiency Standards, excluding exemptions.
3. The Town Highway Department will annually review the above replacement schedule to adjust for new, more efficient, vehicle availability as well as to account for any accelerated need for existing vehicle replacement, potentially changing to an earlier year the deadline for 100% fuel-efficient vehicles, excluding exemptions.
4. By 2025, the Town will have a plan in place to reduce emissions from vehicles that are currently exempt from the above fuel efficiency standards, by, for example, implementing a non-idling policy and measures to ensure compliance with such a policy; purchasing more fuel efficient models that have yet to enter the market; and / or converting existing vehicles to biodiesel fuel, wherever possible.
5. Finally, once the Town sets its Greenhouse Gas Emissions Reduction Targets and establishes a Government Operations Climate Action Plan, the Highway Department will update the above Minimum Fuel Efficiency Standards and Vehicle Replacement Plan timelines as required by the Climate Action Plan.

EXHIBIT B:

These Fleet Inventory Procedures were adopted by Resolution No. _____ by the Town of Philipstown on June 4, 2020.

PHILIPSTOWN FLEET INVENTORY PROCEDURES

A. Annual Data Collection:

At the beginning of each year, the Philipstown Highway Department will update the Town of Philipstown's Fleet Inventory for the previous year for vehicles operated by all departments, including but not limited to the Highway Department, Building Department and Recreation Department. Highway Department staff will request the necessary data for vehicles from other departments and will compile such data in the attached Philipstown Fleet Inventory Tool. Until the Highway Department updates its fueling system to allow digital data tracking for all vehicles, **each individual department is responsible for tracking the following for each vehicle: annual mileage, annual fuel consumption and annual fuel expenses, the total for each of which is calculated on the final working day of the calendar year.** Each annual update must include the following information for each vehicle regardless of weight class or function (vehicles accounted for in a previous year should only need to complete the items in **bold**):

1. **Department (e.g. Recreation Department)**
2. Vehicle Weight Class (e.g. Light-Duty Truck)*
3. Gross Vehicle Weight Rating or GVWR (e.g. 7050 pounds)
4. Drivetrain (e.g. 4WD, AWD, 2WD)
5. Minimum Ground Clearance (e.g. 7.5 inches)
6. Manufacturer Combined MPG Rating (e.g. 18 mpg)
7. **Function (e.g. Buildings and Grounds Maintenance)**
8. **Department Vehicle # (e.g. #1)**
9. Key # (if still using existing key-based fueling system) (e.g #4) - Highway Department Determines This
10. **Model Year (e.g. 2020)**
11. Year Purchased (e.g. 2020)
12. **Make (e.g. Ford)**
13. **Model (e.g. F-150)**
14. Engine Type (e.g. 5.0 L V-8)
15. Vehicle Trim (e.g. XLT Supercab 8' Box)
16. **Fuel Type (e.g. Gasoline, Diesel, Biodiesel)**
17. **Total Year-End Mileage (e.g. 37,363 miles)**
18. **Annual Mileage (e.g. 15,696 miles)**
19. **Annual Fuel Usage (e.g 840 gallons)**
20. **Actual MPG (18.7 mpg)**
21. Average Fuel Cost (e.g. \$2.16 per gallon) - Highway Department Determines This
22. **Annual Fuel Cost (e.g. \$1,814.40)**

23. Fuel Cost per Mile (e.g. \$0.17)

***Vehicle Weight Class Chart:**

Light-Duty Passenger Sedan / Hatchback / Wagon	Gross Vehicle Weight Rating (GVWR) less than 8,500 pounds, 7 or fewer passenger-seating and only used for passenger transport.
Light-Duty Passenger Van	GVWR less than 8,500 pounds, minimum 8 passenger-seating and only used for passenger transport.
Light-Duty Passenger Sport Utility / Crossover Vehicle	GVWR less than 8,500 pounds, All Wheel Drive or 4 Wheel Drive and Minimum Ground Clearance of at least 7.0 inches.
Light-Duty Truck	GVWR less than 8,500 pounds, All Wheel Drive, 4 Wheel Drive or 2 Wheel Drive, Minimum Ground Clearance of at least 7.0 inches and separate cab and truck bed.
Medium-Duty Passenger Vehicle	GVWR between 8,500 - 10,000 pounds and only used for passenger transport.
Heavy Duty Passenger Vehicle	GVWR greater than 10,000 pounds and only used for passenger transport.
Heavy-Duty Truck	GVWR greater than 8,500 pounds

B. Annual Presentation of Results:

Upon completion of the annual Fleet Inventory, the Highway Department Supervisor will present the results to the Town Council at a public board meeting. The Town Clerk will make the results of the updated Fleet Inventory and all past Fleet Inventories since 2019 available to the public via the Town's website.

EXHIBIT C:

This Fleet Inventory Form was adopted by Resolution No. _____ by the Town of Philipstown on June 4, 2020.

PHILIPSTOWN FLEET INVENTORY FORM:

DIRECTIONS: Please complete this form for each vehicle operated by your department and submit a copy to the Highway Department. **Each individual department is responsible for tracking the following for each vehicle: annual mileage, annual fuel consumption and annual fuel expenses, the total for each of which is calculated on the final working day of the calendar year.** If a vehicle was accounted for in a previous year's Fleet Inventory, please only complete the items in **bold**.

1. Department (e.g. Recreation Department)	
2. Vehicle Weight Class (e.g. Light-Duty Truck)* - <i>see chart below</i>	
3. Gross Vehicle Weight Rating or GVWR (e.g. 7050 pounds)	
4. Drivetrain (e.g. 4WD, AWD, 2WD)	
5. Minimum Ground Clearance (e.g. 7.5 inches)	
6. Manufacturer Combined MPG Rating (e.g. 18 mpg)	
7. Function (e.g. Buildings and Grounds Maintenance)	
8. Department Vehicle # (e.g. #1)	
9. Key # (if still using existing key-based fueling system) (e.g #4)	Highway Department Determines This
10. Model Year (e.g. 2020)	
11. Year Purchased (e.g. 2020)	
12. Make (e.g. Ford)	
13. Model (e.g. F-150)	

14. Engine Type (e.g. 5.0 L V-8)	
15. Vehicle Trim (e.g. XLT Supercab 8' Box)	
16. Fuel Type (e.g. Gasoline, Diesel, Biodiesel)	
17. Total Year-End Mileage (e.g. 37,363 miles)	
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23. Fuel Cost per Mile (e.g. \$0.17 / mile)	

***Vehicle Weight Class Chart:**

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