

**TOWN OF CONESVILLE
TOWN BOARD MEETING
AGENDA
Conesville Town Hall
January 9, 2023, 7:00 PM**

Roll Call:

a. Council Persons: Bill Federice -Present, Carl Fancher - Present, Laurel Mattice - Absent, Robert Proudman - Present, Kelly Smith - Absent

b. Officials: Carrie Sutton - Present, Richard Irwin - Present, Marie Stuber - Absent, Diane Williams - Present, Tyler Latta - Present

2. Pledge of Allegiance

3. Privilege of the Floor – Amy Wilson addressed the Highway Superintendent regarding a conversation they had about her concerns about Davis Road recently. She stated that she remembered in a conversation with a previous superintendent that they said approximately 60% of the budget was highway department and that she wondered if that should possibly be higher. She said that she was raised on a dirt road and is familiar with the amount of work it takes to maintain them. She said that as a town resident, it was her responsibility to advocate for the highway department to ensure they had everything they needed and she told Superintendent Latta that he had her support and he could count on her to try and get the highway department everything needed to do their job. She then raised concerns about the Superintendent's tone when speaking to members of the community regarding their concerns. She stated that she felt his tone was disrespectful and offensive. Superintendent Latta said that he understands her concern but wanted to highlight the fact that he has only been in the position a month and that in that month he had a resident show up at his home to complain about the snow being plowed in front of their property, and had been threatened with legal action. Ms. Wilson asked if he was accusing her of threatening him and he stated that he felt threatened and went and photographed the road in case that happened. He stated that of the roads in town, he has a priority list of what needs to be addressed first and that Davis is about halfway down that list because it is in better shape than some other roads. Ms. Wilson asked for an apology for accusing her of threatening him, insisting that she had not done that. Supervisor

Federice interjected that the conversation needed to stay on track, and she came to address the roads. Ms. Wilson stated that she is a teacher at the local school and his accusing her of threatening him could impact her career and she wanted to resolve that issue. She then told Superintendent Latta that he needed to watch what he says to people. Supervisor Federice said that Superintendent Latta had spoken to him the morning of the incident and that he had told him the same thing then that he was saying now, and that when he had spoken to Ms. Wilson on the phone that day he “couldn’t get a word in edgewise.” Ms. Wilson again expressed her concerns over the Superintendent’s tone and accusation and then stated that if he was publicly accusing her of threatening him she was publicly accusing him of lying. Superintendent Latta stated that Davis Road would be addressed in the spring and that the resources just aren’t there to get to it sooner.

4. **Minutes:** Review and Approval of December 12, 2022 minutes. Councilman Fancher made a motion to accept the minutes, seconded by Councilman Proudman. Motion carried.

5. **Assessor’s Report**

a. **Marie Stuber** – N/A

6. **Code Enforcement Officer’s Report**

a. **Richard Irwin** – There are currently 44 open permits, no expired permits, and three active enforcements. Councilman Proudman made a motion to accept the Code Enforcement Officer’s report. Seconded by Councilman Fancher, motion carried.

7. **Town Clerk’s Report**

a. **Carrie Sutton** – There is not a great deal to report. There was a request for copies of death certificates but the check has not come in for that yet so there has been no cash in since the year-end meeting. Councilman Proudman made a motion to accept the Town Clerk’s report. Seconded by Councilman Fancher, motion carried.

8. **Town Tax Collector’s Report**

- a. **Diane Williams** - Collection season has just begun and so far \$68,709.36 has been paid with \$1,733,055.09 outstanding. Councilman Fancher made a motion to accept the Tax Collector's report, seconded by Councilman Proudman. Motion carried.

9. Sewer District Operator's Report

- a. **Travis Castle** – The average daily flow rate for December was 2,703 gallons. Kinsley will be on-site to do their generator service on January 10th. Flow meter calibration was conducted by CPE, flow meter flumes have been cleaned and there seems to be no problem with the heating system. Councilman Fancher made a motion to accept the Sewer District Operator's Report. Seconded by Councilman Proudman, motion carried.

10. Historian's Report

- a. **Kim Young** - The Historian provided copies of a lengthy written annual report but spoke only to the items which have occurred since that was written. She is currently writing an article for the Maple Fest book and is about to submit three grant applications this week for historical markers for several locations in town. Supervisor Federice took the opportunity to give a brief update on the Couchman House's progress. A dumpster had been delivered that morning for the cinder blocks that had been removed from the chimney and the skylights and roofing shingles that had been removed for repairs. He has received three quotes for the electrical work, the lowest of which was \$3,200.00, he stated he believes it is going to take about \$140,000.00 to complete the work. Councilman Proudman made a motion to accept the Historian's report. Councilman Fancher seconded. Motion carried.

11. Highway Superintendent's Report

- a. **Tyler Latta** – The highway department has placed several 4" culverts on both Pangman and Rodgers Roads to help reduce ice boils that were forming. Truck 201 blew an air tank which has since been repaired. They prepared for and plowed during and after several storms. A significant amount of preventive maintenance was done when

the trucks weren't out on the roads. Superintendent Latta has been working with Steve Swanson of the DEC on culvert replacements for Briggs and Culkin's roads. Councilman Fancher made a motion to accept the Superintendent's report, seconded by Councilman Proudman. Motion carried.

12. Supervisors County Report

- a. **Bill Federice** – Supervisor Federice stated that the county has chosen not to renew the Director of Public Health's contract but is not at liberty to speak about it at length at this time. Councilman Proudman made a motion to accept the Supervisor's County report, seconded by Councilman Fancher. Motion carried.

13. Town Business

- a. New York State Unified Solar Permits – Councilman Fancher made a motion to approve the New York State Unified Solar Permit. Seconded by Councilman Proudman. Motion carried.
- b. Board Member Input – Councilman Fancher gave a brief update on the school's use of the old highway garage for their buses. The buses are no longer there. There are some tools still there but they hope to have them all out by the end of the month and the power switched back to the town.
- c. Review Invoices – Councilman Proudman made a motion to review the invoices. The second was provided by Councilman Fancher. Motion carried.

14. **Adjourn** – Councilman Fancher made a motion to adjourn the meeting, seconded by Councilman Proudman. Motion carried.

Subject board report for January
From Marie Stuber
<conesvilleassessor@gmail.com>
To: Bill Federice <federicebill@gmail.com>,
Carrie Sutton
<conesvilletownclerk@yahoo.com>
Date Today at 6:18 PM

Hi everyone

I was planning to attend the meeting tonight.
Unfortunately my car is not cooperating.

December was the start of the exemption renewals. They were mailed out and I already have the form being turned back in and calls coming in with questions. It has been 2 years since the Partial Aged exemption holders were required to provide any renewal forms or income documentation. A lot of the owners do not remember what to do even though I sent a very detailed letter with the renewals.

We have run the tentative changes to the parcels for the revaluation and now I am reviewing the values. I am finding some modifications necessary that are done manually. Mark is going to be assisting with this process as there are almost 700 parcels to review.

When this is done we will be sending out preliminary notices with a letter for owners to review and contact me with any questions. This will be additional mailings from the normal yearly change notices.

The new Data collectors are currently working in Conesville if anyone questions a county car driving around the streets a lot. The plan is to have the data updated for the 2023 rolls and revaluation. They do have ID to show if anyone is concerned.

The county has notified me that there is a notice the State is requiring municipalities to send out to all residential parcels. It is a secondary notice from the 1st notice that was printed on the back of town county tax bills notifying owners of a possible exemption they may be eligible for. Residential owners must reside in the home permanently and be under the income guidelines that the town has set. I am sure these notices will bring

a lot of calls or visitors to my office. This second notice can be sent out by my printed one out stuffing

TOWN OF CONESVILLE BUILDING DEPARTMENT

Code Officer Activity Report: **December**

December 04th - December 31st, 2022

- 1- Area of my home office all set up for 1/Conesville CEO responsibilities.
- 2- Working with the assessor to bring improvements up to date.
- 3- Filing paperwork in the town SBL folders.
- 4- Currently- 44 - open permits
 - 0 - expired permits
 - 3 - active enforcement- Order to Comply, NOV

ACTIVITY	TOTAL	PROPERTY INFO	UPDATED-12-28
Building Permits			
Certificate of Occupancy	1	Anziano.	
Certificate of Compliance	1	Castle.	
Permit Renewal	4	Valentine, oreilly, culp, eher.	
Property Search	1	Kordazikas.	
STR Permit	0		
Final Inspections	1	Anziano.	
Building/Code Inspections	6		
Pre-work/ Site Visits	7		
Unsafe Building Notice	0		
No Permit Visits			
Complaint / Follow Up	1	galati.	
Compliance/Remedy Order			
Stop Work Orders	1	frederique	
Summons	0		
Fire/Safety Inspection	0		
Telephone/email inquiries	---	Steady	
Miles			

2022 End of Year Information

- Revenue- \$7,155
- Building Permits- 35
- Property Reports- 21
- Complaints- 19

Town of Conesville
 Tax Year: 2023
 Sun, Jan 8, 2023, 01:37 PM

24 Zero amount tax bills
 1247 Unpaid tax bills
 0 Partially paid tax bills
 58 Fully paid tax bills

 1329 Total number of tax bills

58 payments collected by collector, 0 by Co Treasurer

Total to be collected this year: \$1,801,764.45

Tax Collector(s) Paid Amounts

Total base paid: \$68,709.36
 Total penalty: \$0.00
 Total late notice: \$0.00

 Sub total paid: \$68,709.36

Total refunds: \$0.00

 Net Collected \$68,709.36

Treasurer Collect: \$0.00

Treasurer LateFees Col: \$0.00

Total unpaid: \$1,733,055.09

Breakdown of totals by Swis Code

# Bills	Tax Due	Base Pd	Collected(*)	Treas Collect(*)	Owed
432800	-Town of Conesville				
1305	\$1,801,764.45	\$68,709.36	\$68,709.36	\$0.00	\$1,733,055.09

* - Totals Collected represents the base amount paid plus penalties and late notice fees minus any refunds issued.



LVDV Operations, Inc.

CONTRACT OPERATIONS OF WATER AND WASTEWATER FACILITIES

Your Water Our Sacred Trust

December 2022

West Conesville Wastewater Treatment Facility Monthly Update Report

This is a monthly update for the West Conesville Wastewater Treatment Facility. These are the highlights in your sewer district for the previous month.

- The average daily flow for the month of November was 2,703 gallons a day.
- We have been informed that Kinsley will be onsite January 10th to service the sewer districts generators.
- CPE came and completed the annual calibration of the flow meter at the plant.
- The heating system is operational with no issues being noted.
- Cleaned flow meter flume.

We will be pleased to answer any questions you may have about the West Conesville Wastewater Treatment Facility. You can always contact us by phone 1-(845) 532-8079, (518) 928-7861, by email (tcastle@lvdvoperations.com), or in person.

Best regards,
Travis Castle (Chief Operator)

197 Elm Street

PO Box 610

Cobleskill, NY 12043

(518) 234-4028

Historian's Report Annual Report: Dec. 2022

Dear Town of Conesville Supervisor Federice & Board:

It has been a very busy but exciting first 10 months in my position as Conesville Town Historian. This position has given me the opportunity to meld together my interests of history, research, writing, and teaching. Around every corner (or in every email/telephone call), there is a new adventure waiting.

During the past ten months, I presented to the Mountain Top Seniors a lecture on local history through artifacts, researched several genealogical inquiries, wrote a report for an environmental assessment review, created newsletters, developed a social media presence, and performed extensive documentation and research with the East Conesville cemetery project. In addition, in October, I led a Manorkill Cemetery Tour highlighting some of our past residents. Currently, I am working on applications for 3 historical markers funded by the William Pomeroy Foundation. I have included a somewhat detailed log of activities for your perusal, although I find it difficult to keep track of everything at times so it is not all-inclusive.

In September, I also had the opportunity to attend the New York State Public Historian's Association's conference in September. Although I was only there for a day, I was able to expand my knowledge of NYS history and connect with some people and institutions that have made me a stronger historian and will be able to provide important resources in the days/weeks/months/years to come. I am grateful that my school district also supports me in my role as public historian and allowed me to take a conference day to attend.

Furthermore, in addition to serving as Town Historian, I have served as the Conesville Historical Society's president helping to forward its mission of preserving local history and educating the community. In that role, our organization has been working with the town on the "Couchman House." I have also spent a lot of time visiting local museums and conversing with other historical societies about possibilities for the future in Conesville.

These are exciting times for people interested in the history of Conesville. People from all different demographics and across generations are coming together - that is a wonderful thing!

Thank you for your support. I hope to be able to serve Conesville well into the future by bridging the past with the present and paving the way for the future.

Sincerely,

Kimberly Young

- Spent time in office working on Taylor letter and collecting info for cemetery
- Worked on Stryker research with Haines Fall Historian...
- Miscellaneous work for the CHS
- Misc. Social Media Posts

July

- Conesville Historical Society Meeting
- Published newsletter (#2)
- Revisited Stevens inquiry after Stevens worked with Prattsville historian to gather more information
- Multiple social media posts

August

- Conesville Historical Society Meeting & Town Meeting
- Met with Nancy Thorpe Kelly again to discuss historical significance of some of the items in her house/determined what can/should be donated to the historical society
- ***Lecture @ Senior Citizen Luncheon "Conesville through Artifacts": spoke about the Richtmyer Tavern history, schools, the Manorkill stream/falls history and tourism, as well as autograph books as the 19th century social media
- Mapped remaining part of cemetery; transcribed ½ stones and began database for East Conesville Cemetery; Sean completed gates on cemetery
- Worked on Stryker research with Haines Fall Historian...seems its more Gilboa connection than Conesville
- Misc. Social Media Posts

September

- Conesville Historical Society Meeting & Town Meeting
- New York State Public Historian's Association's conference in Kingston
 - Began working relationship with the William Pomeroy Foundation, learned about funding opportunities for historical markers
 - Attended lecture on Italian Immigrants in Upstate New York
 - Attended Workshop on the 250th Birthday of the US (coming in 2026)
- Misc. social media posts

October

- Published quarterly newsletter (#3)
- Conesville Historical Society Meeting w/guest speaker Karen Cuccinello
- Led Cemetery Tour @ Manorkill
- Met with Rhonda about multiple family lines (Richtmyer, Weed/Reed/Reid, Roe/Rowe)
- Obtained "public historian" credentials at the New York State Library to access resources remotely
- Misc. social media posts

November

- Submitted Letters of Intent to the William Pomeroy Foundation for historical marker funding/related research
- Conesville Historical Society Meeting & Town Meeting
- Began multiple house history inquiries
- Misc. social media posts

December...

- Focus Project: Continuing research and collecting primary resources to prove significance for historical markers and filling out applications...

Town of Conesville highway department

Monthly update report (December 2022)

This report will show some of the key items the highway department worked on during the month of December 2022.

- Installed new 4" drainpipes across rd. on Pangman rd. and rogers rd. to help solve ice boils that began to start
- The guys worked tirelessly preparing the trucks for winter (installing winter tires, installing plows and sanders)
- Truck 201 blew an air tank, so we replaced both tanks on it and the tank straps
- Plowed and sanded multiple snow/ice storms some small and some big
- Fixed multiple small repairs on trucks and did lots of preventive maintenance on all equipment
- Working with Steve Swenson for NYS DEC on free replacement of culverts on the bottom of Briggs rd. and bottom of Caulkins rd. (culverts are both undersized and one is rotted out) this program is in regards to trout streams and dec offers a free replacement, they are in the engineering part now and is looking like they will be using pre-fabricated bridge decks for the projects

if there are any questions or concerns regarding the highway department you can call the shop phone 607-588-6663, email coneshwy135@gmail.com, or stop in and see us and we will be happy to help

highway superintendent

Tyler Latta



New York State Unified Solar Permit

1 message

Bill Federice <federicebill@gmail.com>

Wed, Jan 4, 2023 at 2:12 PM

To: Laurie Mattice <Laurmatt220@gmail.com>, Kelly Smith <kellysue712@yahoo.com>, Bob Proudman <GMTrucker1962@yahoo.com>, Carl Fancher <carlfancher@gmail.com>


Hi. Attached is the NY State Unified Solar Permit I mentioned previously. If we pass this, we will get additional points toward the \$10,000 grant for energy related projects from New York State. I worked with Rich on it, and he made a few minor changes, and he says there is nothing here that presents a problem.

I will have it on the agenda at the Monday Board Meeting. See you tonight.

Bill Federice
Supervisor, Town of Conesville
Chairman, Schoharie County Board of Supervisors

607-353-2110

Check out the official Town of Conesville Website at:
<http://www4.schohariecounty-ny.gov/government/town-of-conesville/>

 **Draft NYS Unified Solar Permit.pdf**

3120K

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 30 kW or less. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Is not subject to review by an Architectural or Historical Review Board.
(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.
(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 obtained in person from the Conesville Town Clerk at Conesville Town Hall, 1306 State Route 990V, Conesville, NY during business hours or via email at conesvilletownclerk@yahoo.com

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 \$150, payable by check made payable to the Town of Conesville
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to conesvilletownclerk@yahoo.com or in person at Conesville Town Hall, 1306 State Route 990V, Conesville, NY 12076 during business hours

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 30 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 30 calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Conesville Codes Enforcement Officer at 1306 State Route 990V, Conesville, NY 12076 or ceoconesville@gmail.com

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 30kw maximum)

Solar PV System: _____ kW DC

SELECT SYSTEM CONFIGURATION

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

- | | |
|--|--|
| <input type="checkbox"/> Supply side connection with microinverters | <input type="checkbox"/> Load side connection with DC optimizers |
| <input type="checkbox"/> Supply side connection with DC optimizers | <input type="checkbox"/> Load side connection with microinverters |
| <input type="checkbox"/> Supply side connection with string inverter | <input type="checkbox"/> 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 30KW 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 30 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 30 kW or less:

- a) Unified Solar Permit
- b) Required permits and/or documents required but not limited to as circumstances of the project dictate:

Building Permit, Electrical Underwriters Inspection Report

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.
- b) Construction Documents, with listed attachments [SAMPLES ARE AVAILABLE IN Understanding Solar PV Permitting and Inspecting in New York State at <https://www.nyserda.ny.gov>]. Construction Documents must be stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

Conesville, 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.

a)(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.

b)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.

c)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 the Conesville Code Enforcement Officer by appointment Conesville Town Hall, 1306 State Route 990V, Conesville, NY 12076 and electronically at ceoconesville@gmail.com

FEES

\$150.00, effective January 1, 2023 subject to change at a later date

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 the Conesville Codes Enforcement Officer at 607-588-7211 or electronically at ceoconesville@gmail.com

In order to receive final approval, the following inspections are 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 the Conesville Codes Enforcement Officer 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.

The applicant must contact the Conesville Codes Enforcement Officer 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.

The Town of Conesville has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found at <https://www.nyserda.ny.gov>

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:

- Standard Application

Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide <https://www.nyserda.ny.gov>

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult with the Conesville Codes Enforcement Officer at ceoconesville@gmail.com or 607-588-7211.