



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**Special RFP Review Meeting Minutes (Draft 12/28)**  
**December 20<sup>th</sup>, 2025**



**ROLL CALL ( meeting called to order 12:03 hrs. on 12/20/2025 by R. Wilsey )**

PRESENT	NAME	CAPACITY	NOTES
No	Arman, Mike	MFD President – VP Elect	
Yes	Baumer, Heidi	Treasurer	
No	Considine, Dan	Commissioner	Out of Town
No	Fletcher, William	General Counsel	Out of Town
Yes	Friedlander, David	MFD Deputy Chief	
Yes	Joint, Richard	Commissioner	
No	Chip Knapp	MFD VP – President Elect	
Yes	Sellman, Tom	Secretary	
Yes	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
Yes	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

**OTHER ATTENDEES NOTED**

NAME	CAPACITY	NOTES
Robert Rugg	New MFD Member	Introduction to Board
Joe Schmitt	Mendon Fire District Resident – 243 Parrish Rd	Comments Roof/Solar Project
Andy Vaughan	Mendon Fire District Resident – 357 Lanning Rd	Comments Roof/Solar Project
Dick & Patty Chard	Mendon Fire District – 326 Parrish Rd	Comments Roof/Solar Project
Karin & Arnie Larsen	Mendon Fire District – 355 Parrish Rd	Comments Roof/Solar Project
Matt Fronk	Mendon Fire Protection District – 66 Quaker Mtg House Rd	Comments Roof/Solar Project
James Shepard, Ashok Chabria, Jake Jacques, Dave Anderson, Barry Young	Representatives of Energyware LLC	Vendor of Combined Roof/Solar RFP

**PUBLIC COMMENT**

New Member Introduction

As part of the *New Member Onboarding* process, Robert Rugg was introduced to the Board member by Secretary Sellman followed by a brief exchange and formal welcome by the Board. In a brief discussion just prior to meeting adjournment, the Board approved that Mr. Rugg may initiate his scheduling of a District physical without waiting on the standard background check (delayed due to administrative issue) – both items to proceed in parallel.



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**Special RFP Review Meeting Minutes (Draft 12/28)**  
**December 20<sup>th</sup>, 2025**



**PUBLIC COMMENT (cont.)**

Project Questions

Mr. Schmitt submitted a series of questions (see **Appendix A**) that served as an outline of discussion with respect to multiple aspects of the project. Commissioner Shuler initially started answering directly to the questions, then suggested that it might be more expedient to let him present the RFP responses (with explanations and context) and then at the end, come back and continue resolving any remaining questions and thoughts. This was agreed to by those present.

RFP Responses Received

For context, the issued RFP stipulated the project to be a combined: **Standing Seam Metal Roof Replacement and 62.1 kW DC Solar PV System Installation.**

Commissioner Shuler presented a summary of three proposals, two of which were not fully in compliance with the requirement to have a single vendor address all issues. Two were packaged as proposals from a solar system vendor willing to work in conjunction with a roofing contractor (see **Appendix B** [Solar Liberty], **Appendix C** [Highland Contractors], and **Appendix D** [GMR Metal Roofs]). The third proposal (see **Appendix E**) was from a vendor able to supply both roof and solar project portions.

**Proposal 1 Solar Liberty with Highland Contractors**

Solar Liberty \$ 155 K – NYSERDA \$14.8 K – Fed Tax Credit \$ 46.6 K == \$ 94 K  
Highland \$ 324.6 K

**Total Cost After Rebates / Credits : approx \$ 419 K**

*Pros: local, familiar Cons: cost above projected, two contractors – not single as RFP specified*

**Proposal 2 Solar Liberty with GMR Metal Roofs**

Solar Liberty \$ 155 K – NYSERDA \$14.8 K – Fed Tax Credit \$ 46.6 K == \$ 94 K  
Highland (located in NE Ohio) \$ 279.6 K

**Total Cost After Rebates / Credits : approx \$ 373.6 K**

*Pros: better cost than Proposal 1 Cons: two contractors – not single as RFP specified, Highland didn't follow up with Solar Liberty*

**Proposal 3 Energyware LLC**

**Lowest Cost (Option 1) \$ 397 K – Fed Tax Incentive \$124.7 K – NYSERDA \$ 9.1 K == \$ 263.3 K**

*Pros: lowest cost of options, only single vendor solutions as per RFP Cons: out-of-state*



## MENDON FIRE DISTRICT

### Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### SUMMARY OF CONCERNS

The following items/issues were expressed by the community representatives (as a collective) present:

- Concern that that Federal incentives / rebates only are applicable to residential, not commercial entities and therefore the cost is really more than expressed.
- Concerns that the project is being rushed through without sufficient time to :
  - consider all options
  - to truly know cost impact and savings projected
  - understand oversight, long-term maintenance, liability and responsibility with respect to vendor performance and contract satisfaction – especially with out-of-state vendor

Energyware representatives spoke to their longevity in the solar installation domain, future costs of panels (subsidized by recycling company programs), the use of long term studies that account for average climate impact used to develop predictive panel efficiency and therefore expected electrical production. They also discussed the benefits of their being a single vendor to coordinate and properly document those sections of the roof project that were directly related and allowable to be reflected in the cost subject to the Federal rebates.

- Speculation that the distribution of roof replacement vs. solar system costs were not accurate and possibly in violation of IRS rules regarding what portion of the project is subject to grant rebate monies.
- What would be the impact of project on District taxes ? : the Board and Treasurer Baumer responded that there be no impact on taxes as the monies (as specified in the permissive referendum ) would be coming from capital reserves. They as savings accrue from reductions in utility spend would figure into the annual budget and savings can be moved back into the reserve fund. The same would be true of the tax savings accruing – they would be placed back into the reserve.  
There were discussion points comparing spending on fire apparatus vs the roof & solar project as proposed as it pertains to subject-matter expertise
- Concern that the project was proceeding in spite of District attorney concerns and questionable support (as elaborated by Commissioner Shuler : speed of proposal evaluation and current project task load in the District – e.g. bunk-room NYS grant)
- Concern that the project approval was not put up for a District vote – Commissioner's Shuler and Shipe explained in more detail the process that had been followed through legal notices on the District website, the newspaper (Sentinel) and Mendon Town website for the permissive referendum – with no objections received in the timeframe permitted. There was commentary objecting to the decision process being left to simply the District Fire Commissioners – and not involving a wider audience.
- Suggestions were made to add contact requirement on the vendor where: (a) they post a performance bond (b) that there should be the establishment of some amount of payment retention (10% of project cost) based on satisfactory completion of project, and (c) that there's stipulation of a daily liquidated damages clause in the contract to induce incentives on the contractor. –



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**Special RFP Review Meeting Minutes (Draft 12/28)**  
**December 20<sup>th</sup>, 2025**



## **RFP DECISION**

At the end of discussion and once there were no further questions raised by the community members in attendance, Commissioner Shuler motioned that the District go with Proposal 3 by Energyware for a 61.2 KW Solar Panel System and Standing Seam Metal Full Roof Replacement (with an amended stipulation of a performance bond inclusion). This was seconded by Commissioner Shipe and passed by majority consent of those present: 3 Yea ( Shuler, Shipe, Joint) 1 Nay ( Wilsey ).

## **MEETING RECESS**

There was a brief 10 minute meeting recess as the community members departed after the resolution vote on the RFP (and to provide a restroom break ).

## **CAPITAL RESERVE CONSIDERATION / END OF YEAR FINANCING**

### Roof Replacement / Solar Panel Project

At the resumption of the meeting, Commissioner Shuler motioned that we pay the 6% Safe Harbor amount of the expected \$ 397.3K project cost by end of year 2025 to the approved RFP designee Energyware LLC. This motion was seconded by Commissioner Joint which then passed by majority consent of those present: 3 yea ( Shuler, Shipe, Joint) 1 Nay ( Wilsey ).

### End Of Year Capital Reserve Fund Movement

After discussion with input from Treasurer Baumer, it was agreed that current funding level of the checking account is sufficient to cover (a) the 6% expected voucher amount from above (estimated at between \$ 23K and \$ 25K), and (b) remaining expected expenses for January and February of 2026, with no amount remaining to move into reserves. Therefore nothing will be moved and no year-end resolution required.

### Review of Proposal 3 by District Counsel

Commissioner Wilsey initiated a discussion asking if Counsel Fletcher had reviewed the newest proposal by Energyware that had been presented at this meeting earlier. Commissioner Shuler indicated that Counsel Fletcher has only seen the original proposal ( October 2025) adding that a new proposal that will be requested (including the performance bond requirements, any fee-retention stipulations, and 10% hold-back for rebate guarantee [as expressed by Commissioner Shipe] will be similar language.

After discussion, Commissioner Wilsey motioned that nothing with the solar project moves forward until we have attorney approval. This was seconded by J. Shipe, passing by unanimous consent of those present: 4-0-0. S. Shuler indicated he'd get all corrected paperwork to Counsel Fletcher (remarking that Counsel Fletcher should be back in town Tuesday Dec 23<sup>rd</sup>).



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**Special RFP Review Meeting Minutes (Draft 12/28)**  
**December 20<sup>th</sup>, 2025**



At 14:30, Commissioner Chair Wilsey motioned to adjourn the meeting. This was seconded by Commissioner Joint and passed by unanimous consent of those present: 4-0-0

**Minutes Respectfully Submitted by**

Tom Sellman,  
District Secretary,  
Mendon Fire District





**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**Special RFP Review Meeting Minutes (Draft 12/28)**  
**December 20<sup>th</sup>, 2025**



**APPENDIX A: Community Questions**

**Mendon Fire District Meeting...December 20, 2025**

**Neighbor's questions and comments:**

1. Will the Federal Grant of 30% for the project include the cost of the repairs to the roof and the new steel roof or just the solar portion of the \$400,000. It was suggested in the meeting of 12/9 that the expectation was for a \$100,000 Federal award. What is the value of the NY-Sun incentive?
2. If only less than 1/3 of the roof is damaged, is putting a steel roof over the whole building a necessary expenditure?
3. Typically, for residential installations, the Federal Solar Incentives are in the form of Tax Credits. Our Fire District is a non-profit organization. How would it work for us, direct payment?
4. Are any local Solar companies (like GreenSpark) included in our RFP?
5. As it stands now, would we have one contractor responsible for all of the work or would we have three separate contractors? Who would be liable for the work performed?
6. Are we working with a third party (Engineering or Project Management Company) that will be overseeing and be responsible for this project? I have seen this service offered for as much as 15% of the cost of the project.
7. Why not install a ground mount system?
8. What is the payback for this investment? When would we see our savings exceed our dollars invested?
  - What is our current electric usage & cost per year?
  - What is the anticipated output & cost of the new system?
  - What is the maintenance cost of the proposed solar system and how does the output fluctuate over time?
  - What period of time is the new system warranted for?
  - What is the cost and method of disposal for failed solar panels?
9. I would like to have the taxpayers involved in the decision rather than defaulting to 3 out of 5 Fire Commissioners.



# MENDON FIRE DISTRICT

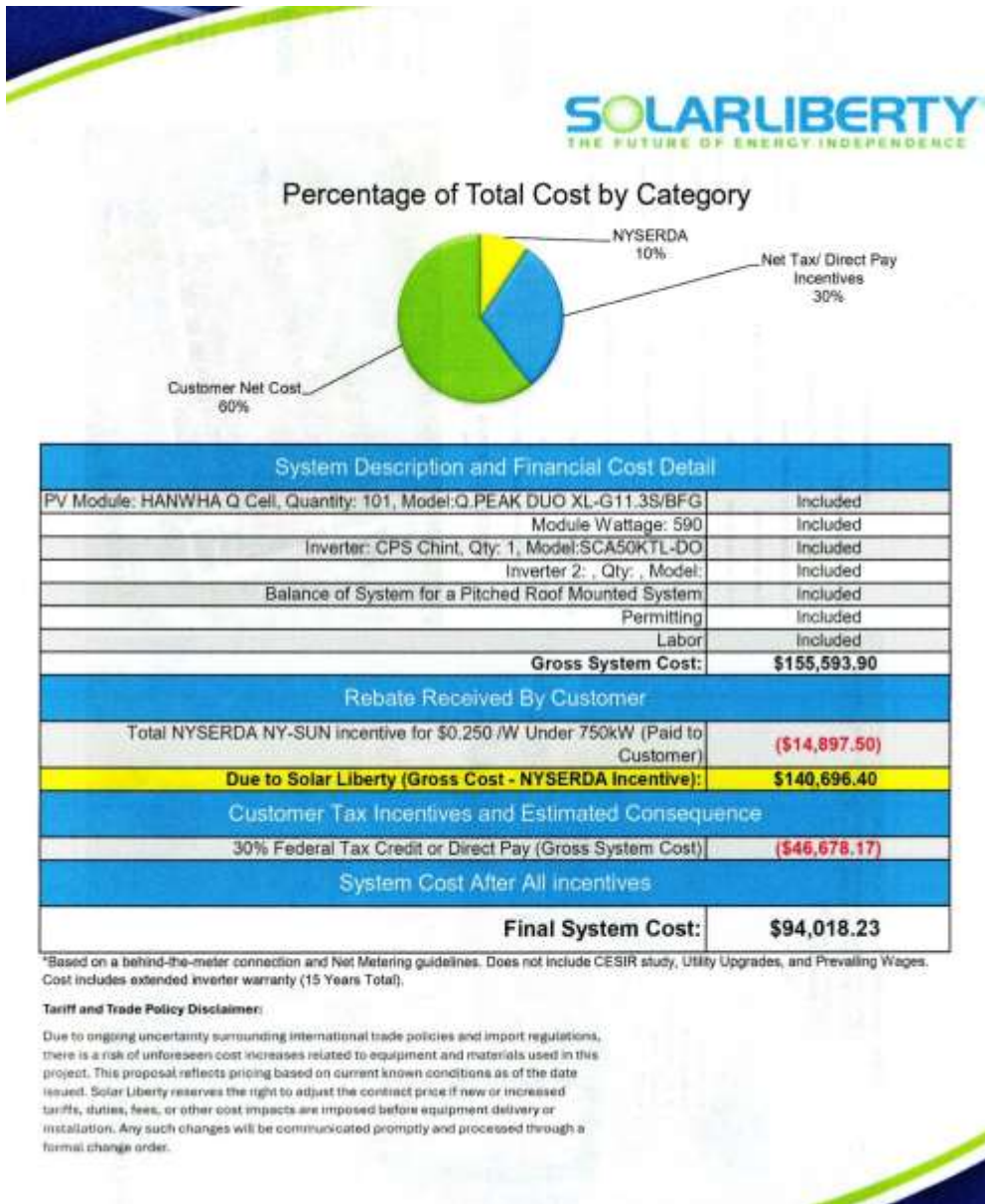
## Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### APPENDIX B: Solar Liberty Proposal





# MENDON FIRE DISTRICT

## Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### APPENDIX C: Highland Contractors Proposal



**Highland Contractors Inc**  
620 South Clinton Avenue  
Rochester, NY 14620  
Phone: (585) 507-3658  
Fax: (585) 282-0018

**Company Representative**  
Michael Pringle  
Phone: (315) 576-4903  
pringle@highlandcontractors.com

### Standing Seam Roof Estimate

10/24/2025

Steven Shuler  
Mendon Fire Department  
101 Mendon Ionia Road  
Mendon, NY 14506  
(585) 733-7001

Job: Steven Shuler

#### Roofing - Metal Section

**WORK PERFORMED:**

- Furnish & install standing seam metal roof (Black)
- Includes up to 10% plywood replacement (48 sheets)
- Includes Highland 20 year workmanship warranty
- Manufacturer 35 year paint warranty available for additional investment
- Standing seam pricing based on Petersen Aluminum Snap Clad:
- 18 inch panel width
- .032 Aluminum
- 1.75" rib height

**Standing Seam Metal Roof Installation Description**

- 1. Preparation and Safety**
  - Confirm roof deck is properly installed, clean, dry, and free of debris or protrusions.
  - Verify all substrate fasteners are secure and flush with the surface.
  - Set up OSHA-compliant fall protection, ladders, scaffolding, and roof anchors.
  - Review layout, panel lengths, and seam orientation according to the architectural drawings.
- 2. Underlayment and Flashing**
  - Install high-temperature, self-adhered ice and water shield membrane over the entire roof surface, starting from the eaves and working upward with minimum 6" side laps and 12" end laps.
  - Apply appropriate metal drip edge and eave trim along roof perimeters.
  - Install pre-bent flashing components at valleys, ridges, and transitions, ensuring watertight overlaps and proper fastening per manufacturer specs.
- 3. Panel Layout and Installation**
  - Snap chalk lines to ensure uniform panel alignment and seam spacing.
  - Place the first standing seam panel at the starting edge, aligning square to the eave line.
  - Secure panels with concealed clips or fastening plates at recommended intervals, allowing for thermal movement.
  - Engage seams mechanically (snap-lock or mechanically seamed type) per manufacturer's instructions to ensure a continuous, watertight joint.
- 4. Accessories and Trim**
  - Install ridge caps, gable trim, hips, valleys, and transition flashing with concealed fasteners wherever possible.
  - Integrate pipe boots, skylights, vents, and other penetrations with compatible metal flashing and sealant systems to ensure watertight integrity.
  - Ensure all fasteners are corrosion-resistant and painted to match panel finish where exposed.
- 5. Finishing and Inspection**
  - Clean all metal surfaces of swarf (metal shavings), debris, and protective film immediately after installation.
  - Inspect all seams, clips, fasteners, and flashings for tightness and alignment.
  - Seal all joints with approved butyl or polyurethane sealant where required.
  - Final inspection to verify complete watertightness and compliance with manufacturer and warranty requirements.
- 6. Materials and Standards**
  - Panels: 24-gauge (minimum) Galvalume or equivalent, factory-finished with Kynar 500® or equivalent PVDF coating.
  - Fasteners and Clips: Stainless steel or corrosion-resistant coated steel.
  - Underlayment: High-temp self-adhered ice and water shield or synthetic membrane rated for metal roofing.
  - All installation to comply with manufacturer's specifications and applicable building codes.

**DUMPSTER & DISPOSAL:** Highland Contractors will remove all debris from the repairs performed and properly dispose of materials in a licensed landfill.

**CLEAN UP:** The yard is to be raked and swept up at completion of the project. For jobs of greater length than one day, we will make every effort to leave the job site neat and picked up at the completion of work each day.

**Payment schedule:**  
50% at the start of the project  
50% upon completion and final inspection

	\$324,625.50
<b>TOTAL</b>	<b>\$324,625.50</b>





# MENDON FIRE DISTRICT

## Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### APPENDIX D: GMR Metal Roofs Proposal

KEITH BERRY (937) 478-0051 / EMAIL: BERRYJAM4@GMAIL.COM

**STONE COATED AGREEMENT** STEVEN SHULER (CONTACT) (585)-  
Name: MENDON FIRE DEPT. Mobile Phone: 733-7001  
Email: SSHULER@MENDONED.ORG Home Phone:  
Job Address: 101 MENDON IONIA RD. MENDON, NY 14506

**SCOPE OF WORK** **PRODUCT SPECIFICATIONS**

Type of Work: ☐ Lay Over Existing Roof ☒ Tear Off Existing Roof - 1-LAYER Tilor Color TBD

What's Included? (Only check items included in this Agreement.)

☐ Yes 1. Install synthetic underlayment over existing shingles.

☒ Yes 2. Install 2" x 2" kiln-dried purlins where applicable.

☒ Yes 3. Furnish and install new drip edge.

☒ Yes 4. Furnish and install new stone-coated gable trims.

☒ Yes 5. Furnish and install new pipe flashings.

☒ Yes 6. Furnish and install new 26-gauge, Galvalume-based, stone-coated roofing system.

☒ Yes 7. Furnish and install metal cap at all hips and ridges. Same color and quality as metal roof shingles.

☒ Yes 8. Flash all walls.

☒ Yes 9. Flash and counter flash base of all chimneys.

☒ Yes 10. Protect all grounds and landscaping and provide complete clean up of the job.

☒ Yes 11. Provide project information to Manufacturer for Warranty Registration.

☒ Yes 12. Provide GMR's 10-Year Workmanship Warranty and Leak-Free Warranty.

**Manufacturer:**  
☒ Tilor ☐ Other: \_\_\_\_\_

**Product:**  
☐ CF Shingle ☐ CF Shake  
☒ Craftsman Shake ☐ Antica  
☒ Other: LOC-SEAM FOR DORNER'S

**WORK PERMIT**

☐ HOA (Homeowners' Association)

☐ Work Permit is required (included if needed).

Municipality/Township: \_\_\_\_\_

Material Placement: DRIVEWAY

• Each job is overshipped to avoid delays.  
• GMR Metal Roofs will remove all excess materials.  
• Satellite dishes can be reinstalled upon request.  
However, there may be signal interruption that will require a service call to your provider. GMR Metal Roofs is not responsible for any service call and/or fee.

**EXTRAS AND ADD-ONS**

☐ Yes 1. Furnish and install new OSB / plywood (← circle one) \_\_\_\_\_ (size) \_\_\_\_\_ (squares) \_\_\_\_\_ (price)

☐ Yes 2. Furnish and install new wood fascia. \_\_\_\_\_ (LF) \_\_\_\_\_ (price)

☐ Yes 3. Furnish and install new \_\_\_\_\_ fascia wrap. \_\_\_\_\_ (color) \_\_\_\_\_ (LF) \_\_\_\_\_ (price)

☐ Yes 4. Furnish and install new \_\_\_\_\_ soffits. \_\_\_\_\_ (color) \_\_\_\_\_ (LF) \_\_\_\_\_ (price)

☐ Yes 5. Furnish and install new gutters. \_\_\_\_\_ (color) \_\_\_\_\_ (LF) \_\_\_\_\_ (price)

☐ Yes 6. Furnish and install new downspouts. \_\_\_\_\_ (color) \_\_\_\_\_ (LF) \_\_\_\_\_ (price)

☒ Yes 7. 5 SHEETS OF PLYWOOD IF NEEDED PROVIDED - INCLUDED (price)

☒ Yes 8. LIFTS & DUMPSTER'S PROVIDED INCLUDED (price)

**AGREEMENT PRICE**

Total Price: \$ 279,600.<sup>00</sup> Deposit: \$ 139,800.<sup>00</sup> Balance: \$ 139,800.<sup>00</sup>

Payment Method: ☐ Cash ☐ Finance ☒ Check ☐ Credit Card

**AUTHORIZATION**

Please initial terms read and add signature(s) below. X \_\_\_\_\_ I have read the Agreement Terms (back).

X \_\_\_\_\_ Date X \_\_\_\_\_ Date X Keith Berry GMR Signature Date



## MENDON FIRE DISTRICT

### Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### APPENDIX E: Energyware LLC Proposal Addendum (part 1 of 2)



#### Fwd: Mendon Fire District Net Cost

1 message

----- Forwarded message -----

From: James Shepard <[jshepard@energywarellc.com](mailto:jshepard@energywarellc.com)>

Date: Thu, Nov 20, 2025 at 5:55 PM

Subject: Mendon Fire District Net Cost

To: Steve Shuler <[sshuler@mendonfd.org](mailto:sshuler@mendonfd.org)>

Cc: Ashok Chabria <[achabria@energywarellc.com](mailto:achabria@energywarellc.com)>, Jake Jacques <[jjacques@energywarellc.com](mailto:jjacques@energywarellc.com)>

Steve,

Here you go. Let me know what else we can do to help you prepare, for success, this evening!  
Please let us know that you received this, in time for the meeting.

Below are the Mendon Fire District's Costs, after incentives, for both options.

System size is 61.2 KW / NYSERDA is \$ 9,180 ( @ \$ 0.15 / w )

Option one (1) excludes the Cold Roof replacement.

Option two (2) includes the Cold Roof replacement.

Option 1 - Estimate # 4087	
Previous Proposal	Your Estimate Provided to us
Roof Change	\$ 256,546.54
Solar	\$ 140,760.00
Total	\$ 397,306.54
Less Federal Incentives "Direct Pay"	\$ 124,789
<b>Net Cost After Federal Incentives</b>	<b>\$ 272,518</b>
Less NYSERDA	\$ 9,180
<b>Net Cost After NYSERDA Benefit</b>	<b>\$ 263,338</b>



# MENDON FIRE DISTRICT

## Board of Commissioner

### Special RFP Review Meeting Minutes (Draft 12/28)

December 20<sup>th</sup>, 2025



#### APPENDIX E: Energyware LLC Proposal Addendum (part 2 of 2)

Option 2 - Estimate # 4076	
Previous Proposal	Your Estimate Provided to us
Roof Change	\$ 295,534.24
Solar	\$ 140,760.00
Total	\$ 436,294.24
Less Federal Incentives "Direct Pay"	\$ 129,467
Net Cost After Federal Incentives	\$ 306,827
Less NYSEDA	\$ 9,180
Net Cost After NYSEDA Benefit	\$ 297,647

Good luck,

James Shepard

[Jshepard@energywarellc.com](mailto:Jshepard@energywarellc.com)

Director

Energy Efficiency Technology | #ABetterEnergyFuture

[EnergyWareLLC.com](http://EnergyWareLLC.com) | Direct: (832) 494-6686