

CSC Action PE1: CSC Coordinator

Village of Bronxville, NY

Description of CSC Coordinator's Active Role

The role of the Climate Smart Community (CSC) Coordinator Stephen Shallo, Village Assistant Administrator, is to serve as the point of contact for the CSC program and facilitate project implementation.

The CSC Coordinator Stephen Shallo has served an active leadership role in the planning and execution of CSC actions as well as facilitating inclusive conversations between municipal departments to assist data collection and project implementation. Since his appointment in February 2021 up until the date of our application, Stephen Shallo's role has included but is not limited to:

- Serving as a liaison between the work completed by volunteer community members on the Task Force and municipal staff who hold relevant records and are in charge of implementing many new climate-related programs/policies. For instance, reporting regularly on CSC activities and plans to relevant Village administration (Village Administrator, Treasurer, Mayor, Public Works and Buildings Department staff). In addition, contacting various municipal staff departments to retrieve relevant data records. In addition, speaking about the importance of ongoing data collection in a centralized, easy process moving forward and helping staff develop plans to continue and improve data collection and reporting overtime.
- Conducting informal and semi-formal interviews with community members and volunteers to identify details of past projects and programs that count toward CSC certification and incorporating details into application and documentation.
- Writing up brief program summaries for each action completed.
- Uploading all final documents
- Contributing to writing agendas and meeting minutes for all Task Force meetings.
- Serving as a primary or contributing author to inventories and plans that require intensive municipal data and participation such as the fleet inventory, Government GHG Inventory, Government Climate Action Plan, Alternative-fuel vehicle infrastructure reports, geothermal heating/cooling system update reports for public buildings, etc.
- Serving as an active, creative advocate for climate policies and programs recommended by the CSC program to administration within internal meetings. Expressing the valuable economic, public health, and social equity co-benefits of pursuing new climate policies and programs as a part of becoming a climate smart community.
- Serving as a resource for community members to become educated on Bronxville's commitment to becoming a climate smart community and what that means.
- Researching and applying for monetary grants that the Village can qualify for based on CSC actions activity.