

Village of Harrisville

Dissolution Study

Existing Conditions: Municipal Officials, Employees, and Local Laws

5-16-17



Visit the website: www.danc.org/operations/engineering/village-harrisville-dissolution-study

Municipal Employees Village

Village Harrisville Employees

Personal Services Expenditures: Salary & Benefits

General Fund Personal Services Expenditures FYE 5/31/16

Position	Salary as Reported in FYE16 AUD	# of staff Individual Salaries
Legislative Board (Elected)	\$3,500	4 Trustees* \$800 each Deputy Mayor receives additional \$300
Mayor (Elected)	\$3,281	1 Mayor
Clerk/Treasurer	\$13,560	1 staff
Zoning Officer	\$500	Currently, DPW Superintendent is the Zoning Officer
Public Works Admin (Public Works Staff)	\$62,033	2 staff Superintendent: \$15.88/ hour Motor Equipment Operator: \$13.90/hour
Registrar of Vital Statistics/ Historian	\$483	1 staff Historian receives \$300 Registrar of Vital Statistics receives \$183 Currently, the Clerk is the Registrar
Engineer (this is not a Village employee, this was paid to C2AE for contracted engineer expenses)	\$435	Contracted Engineer Expense Not Village Employee

* In FYE16, only 3 of the 4 Trustee positions were filled for most of the year.

Village Harrisville Employees Personal Services Expenditures: Salary & Benefits

Total Employee Salaries ¹	\$83,356
Total Benefits Paid	\$38,326
Benefits as % of Salary	46%
Total Compensation	\$121,682

¹ Does not include the Engineer expenses because this is not a Village employee

Village	Total Salaries 6/1/15 - 5/31/16	Total Benefits 6/1/15 - 5/31/16	Benefits as % of Salary
Turin	\$26,729.69	\$2,189.78	8%
Lyons Falls*	\$139,333.50	\$17,485.69	13%
Constableville	\$30,323.00	\$4,667.00	15%
Port Leyden*	\$103,217.58	\$17,842.50	17%
Castorland	\$46,810.00	\$11,702.00	25%
Croghan*	\$79,820.33	\$22,921.91	29%
Harrisville*	\$83,356.49	\$38,325.21	46%
Copenhagen*	\$96,746.00	\$53,132.00	55%
Lowville*	\$1,074,986.84	\$656,200.69	61%

* Village offers Medical Insurance Benefits

Village Harrisville Employees - Benefits

Staff that are eligible for benefits: 2 full-time (FT) and 7 part-time (PT)

Benefit	Full-time Employees	Part-time Employees	FYE16 Expenditure
State Retirement System	DPW Superintendent DPW MEO	All employees and elected officials are eligible. Only the Village Clerk is currently participating.	\$8,987
Social Security	DPW Superintendent DPW MEO	Village Clerk 4 Village Trustees Village Mayor Historian	\$6,338
Workers Compensation Insurance	DPW Superintendent DPW MEO	Village Clerk 4 Village Trustees Village Mayor Historian	\$158
Medical Insurance	DPW Superintendent DPW MEO	Village Clerk	\$22,843*

* The 2016 Village AUD Employee Benefits summary page incorrectly reports \$17,589.12 for medical benefits, because that total only included the General Fund section medical benefits and did not include the medical benefits reported in the Water (FX) section of the AUD. \$22,843 is the correct medical benefits total.

Village Harrisville Employees - Benefits

The Village has a policy for vacation time (Article II, Sec. A150-26), but does not have an Employee Handbook or other documentation about other employee benefits, such as sick leave, bereavement leave, personal leave, etc.

Village Employees (2 DPW staff and the Village Clerk):

Paid Holidays	12 holidays
Full-time Paid Vacation	<p>After 1 year: 10 days After 5 years: 15 days After 25 years: 20 days No accumulation of more than 2 weeks Can only roll over accumulated time for 1 year</p>
Part-time Paid Vacation	<p>After 1 year: 10 days x % of work (employee that works 3 days a week will earn 6 vacation days) After 5 years: 15 days x % of work (employee earns 9 vacation days) After 25 years: 20 days x % of work (employee earns 12 vacation days) No accumulation of more than 2 weeks Can only roll over accumulated time for 1 year</p>
Sick Leave	No policy
Personal Leave	No policy
Bereavement Leave	No policy
Medical Insurance	The Village pays 95% of the medical insurance premium for the employee only; employee pays 5%.

Municipal Employees Town

Town of Diana Employee Personal Services Salary & Benefits

General Funds Employee Cost FYE 12/31/2016

Position	Salary as reported in FYE 16 AUD	# of staff Individual Salaries
Legislative Board (Elected)	\$7,400	4 Council Members \$1,775 each Additional \$300 for Deputy Supervisor
Municipal Court Justice (Elected)	\$25,181	1 Justice: \$13,910 1 Court Clerk: \$12.36/hour
Court Clerk (salary is reported combined with Justice salary)		
Supervisor (Elected)	\$11,784	1 Supervisor
Town Clerk/ Tax Collector (Elected)	\$19,245	1 Clerk
Auditor/Accountant	\$11,095	1 Staff
Purchasing (part of Auditor/Accountant duties)	\$525	Part of Auditor/Accountant duties
Assessor	\$20,800	1 Staff
Budget Officer (part of Supervisor duties)	\$600	Part of Supervisor's duties
Animal Control	\$2,000	1 Staff
Historian	\$400	1 Staff
Registrar of Vital Statistics (Part of Historian Duties)	\$300	Part of Historian's duties
Public Health Officer	\$1,000	1 Staff
Highway Superintendent (Elected)	\$46,344	1 Superintendent: \$45,844 \$500 in additional pay to the Deputy Superintendent
Green Waste Staff Member (reported as contract expense)	\$594 (contractual expenditure)	1 seasonal Staff Minimum Wage: \$9.70/hour up to \$1,400
Building Cleaning Staff member (reported as contract expense)	\$2,395 (contractual expenditure)	1 Staff \$11.54/hour

Town of Diana Employee Personal Services Salary & Benefits

Highway Funds Employee Cost FYE 12/31/2016

Position	Salary as reported in FYE 16 AUD	# of staff Individual Salaries
Hwy Operators - Snow Removal	\$79,561	4 FT staff (currently only 3 positions are filled): MEO*: \$19.40/hour Seasonal Laborer: \$15.30/hour Part-time MEO: 80-100% of MEO rate
Hwy Operators - Maintenance of Streets	\$93,694	

* MEO = Motor Equipment Operator

Total Employee Cost FYE 12/31/2016

Total Salary	\$322,917
Total Benefits Paid	\$168,857
Benefits as Percent of Salary	52%
Total Compensation	\$491,774

Town Comparison - Employee Personal Services Salary & Benefits

Town	Total Salaries 1/1/16 - 12/31/16	Total Benefits 1/1/16 - 12/31/16	Benefits as % of Salary
Harrisburg	\$230,721.95	\$68,660.27	30%
Turin	\$212,002.00	\$62,627.00	30%
Martinsburg	\$625,383.00	\$194,123.00	31%
Lewis	\$531,641.28	\$207,507.58	39%
West Turin	\$344,053.00	\$136,369.00	40%
Pinckney	\$173,005.00	\$73,935.00	43%
Leyden	\$238,214.00	\$105,238.00	44%
Diana	\$322,917.77	\$168,857.08	52%
Lyonsdale	\$241,735.00	\$131,100.00	54%
New Bremen	\$367,712.00	\$206,665.00	56%
Watson	\$430,068.00	\$251,268.00	58%
Denmark	\$420,788.00	\$248,412.00	59%
Lowville	\$436,044.00	\$304,762.00	70%

Note: all Towns offer some type of Medical Insurance Benefits to some employees. Towns not listed here do not have FYE16 data available on Open Book NY

Town of Diana Employees - Benefits

Staff that are eligible for benefits: 5 FT and 16 PT

Benefit	Full-time Employees	Part-time Employees	FYE 16 AUD Expenditure
State Retirement System	Hwy Superintendent 4 Highway Staff	All employees and elected officials and are eligible. Only the following positions currently participate: Town Clerk/Registrar Auditor/Purchasing Assessor Justice Court Clerk Building cleaning staff member	\$47,092
Social Security	Hwy Superintendent 4 Highway Staff	4 Legislators Justice Court Clerk Supervisor Town Clerk/Registrar Auditor/Purchasing Assessor Animal Control Historian Public Health Officer Part-time Hwy staff member Green waste staff member Building cleaning staff member	\$24,843*
Workers Compensation Insurance	Hwy Superintendent 4 Highway Staff	4 Legislators Justice Court Clerk Supervisor Town Clerk/Registrar Auditor/Purchasing Assessor Animal Control Historian Public Health Officer Part-time Hwy staff member Green waste staff member Building cleaning staff member	\$10,381

* The 2016 Town AUD Employee Benefits summary page incorrectly reports \$20,134 for Social Security benefits. \$24,843 is the correct total.

Town of Diana Employees - Benefits

Staff that are eligible for benefits: 5 FT and 16 PT

Benefit	Full-time Employees	Part-time Employees	FYE 16 AUD Expenditure
Unemployment Insurance	Hwy Superintendent 4 Highway Staff	4 Legislators 1 Justice 1 Court Clerk Supervisor Town Clerk/Registrar Auditor/Purchasing Assessor Animal Control Historian Public Health Officer Part-time Hwy staff member Green waste staff member Building cleaning staff member	\$2,444
Disability Insurance	-	4 Legislators 1 Justice 1 Court Clerk Supervisor Town Clerk/Registrar Auditor/Purchasing Assessor Animal Control Historian Public Health Officer Part-time Hwy staff member Green waste staff member Building cleaning staff member	\$47
Medical Insurance	Hwy Superintendent 4 Highway Staff	-No part-time employees are eligible	\$84,050

Town of Diana Employees - Benefits

The only Town employees that receive vacation, sick, and other similar benefits are the Highway staff. The Town Highway Employees are part of a union and the Teamsters Contract outlines their benefits.

Town Employees - Highway	
Paid Holidays	10 holidays
Paid Vacation	After 1 year: 40 hours After 3 years: 80 hours After 8 years: 120 hours After 15 years: 160 hours
Sick Leave	50 hours/year Maximum accrual of 240 hours
Personal Leave	20 hours/year No roll-over year to year
Funeral Leave	3 working days, immediate family of employee only 1 working day, grandparents or current brother/sister-in-law
Medical Insurance (Includes staff and the Highway Superintendent)	The Town pays 100% of the cost of employee's health insurance for individual or family health insurance coverage. The rate for all plans in 2017 is: \$234.42/week per employee. Town also pays \$100/week into the employee's HRA Plan, which goes towards the employee deductible.

Local Laws

A review of the current local laws in the Town and Village was conducted to identify any laws that are relevant to Village Dissolution.

If the Village were to dissolve, are there any Village laws that should continue to exist?

Town and Village Local Laws

Similar Laws

Town Law	Village Law
Dog Control and Licensing	Dog Control and License Fee
Providing Adjustment for the Veteran's Real Property Tax Exemption	Alternative Veterans Exemption from Real Property Taxes
Administration and Enforcement of the State Uniform Fire Prevention	Administration - Enforcement of the State Fire Prevention Code
Building and Fire Code	Unsafe Buildings Law
Zoning Law	Zoning Law

Town and Village Local Laws

Laws to Consider Keeping for Former Village Area (if dissolution occurs)
Open Containers
Restricted Winter Parking
Setting Speed Limits on Mill Street
Reducing Speed Limit on a Portion of Mill Street
Mobile Home and Travel Trailer Control Law
Curfew Law
Truck Route System
Sidewalk Policy
Games of Chance
Fair Housing

Town and Village Local Laws

Laws that are Void if Village Dissolves

Termination of Village Status as Assessing Unit

To Allow for the Publication of Abstracts

Abolishing the Office of Village Justice

Rescinding Local Law 1 of 1988 Regulating Junk and Junkyards

Creating Village of Harrisville Park Commission*

Fire Department Procurement Policy

*This could be kept for the Park Commission, but would have to be re-written

Town and Village Local Laws

- Local Laws will be important during the Alternatives Phase of the study.
- If the committee recommends Village dissolution as an option to consider, the Town may want to create relevant laws in the former Village area.
- Local law review can be included as an implementation task in the Final Dissolution Plan for the Town to complete before the dissolution date.

Questions or Comments?



Carrie Tuttle, Director of Engineering

315-661-3259

ctuttle@danc.org

Star Carter, GIS Supervisor

315-661-3261

scarter@danc.org

Hartley Bonisteel-Schweitzer, Community Planner

315-661-3200

hschweitzer@danc.org