

Village of Morristown Dissolution Study

Existing Conditions: DPW and Highway Departments, Water and Sewer Infrastructure,
& Village Street Lighting

6-27-17



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

Morristown Department of Public Works (DPW)

Three full time staff

- Superintendent of Public Works
- 2 DPW Workers

One part-time seasonal employee

The DPW provides the following services to Village residents:

- Grass mowing, weed-whacking, and brush removal
- Precision snow plowing and removal
- Street maintenance
- Park maintenance
- Sidewalk replacement
- Maintenance of Village equipment and assets
- Other tasks as requested by Village Board

DPW - Grass Mowing, Weed-Whacking, & Brush Removal

The DPW mow and weed-whack during the summer months in the following areas:

- Village-owned property
 - Parks
 - Boat Launch/Dock
 - Municipal offices
 - Fire Hall
 - Water Treatment Plant and Wastewater Treatment Plant
- Common areas, including the three entrances to the Village from the highway
- All road sides in the Village to the sidewalks, including private property
- Brush removal for the entire Village, year-round

DPW - Precision Snow Plowing and Removal

Village Streets

- The Town plows all the Village streets with their large plows; no formal contract in place.
- The Village DPW uses dump truck with a plow, a backhoe, a Bobcat with a snow blower, and a John Deere tractor with a broom to clean up the streets with more precision and to remove the snow.

Parking Lots and Business District

- The Village DPW plows the following parking lots: Village Offices; Water Treatment Plant and Wastewater Treatment Plant and other water/sewer buildings and pump houses/valve areas; and cleaning up the Fire Hall area after the Town plows the parking lot.
- The DPW removes snow from the front areas of the business district.

Sidewalks

- The DPW removes snow from some sidewalks in the Village.

DPW - Street Maintenance

Street Paving

- There are 6.01 miles of Village streets.
- The Town of Morristown paves Village streets.
- The Village uses CHIPS funds to pay for paving materials.
- There is no formal agreement between the Village and Town of Morristown for this paving assistance, but the Village and Town are in a paving consortium where the Village paid into the purchase of the Town's paver and roller equipment. The Village does not currently pay the Town for paving services. The Village pays for fuel for the Town trucks when they are working in the Village and the DPW will help the Town with tasks as requested.

Drainage Improvement

- Maintaining slopes of the street edges; cleaning around and inside Village street catch basins

Street cleaning - removing winter sand and debris

Removal of leaves branches and green waste from street sides

Street sign maintenance and replacement as needed

DPW - Park Maintenance

Chapman Park, Fire Hall Field, Bayside Park (Boat Launch)

Maintenance Includes:

- Cleaning and maintaining bathrooms, gazebo, ice rink, and other park structures
- Repairing benches and picnic tables
- Garbage pickup: 1-2 times per week
- Mowing and weed-whacking
- Snow removal
- Maintain playground equipment
- Maintain boat launch, docks, and staving

DPW - Sidewalks



According to Village policy adopted in June 2009, homeowners are responsible for maintaining their own sidewalks.

The Village budgets a certain amount per year for replacement of sidewalk sections based on condition and usage. In FYE 2016, the Village budgeted \$10,000 for sidewalk maintenance and spent \$1,835.

Homeowners may submit a request to have their sidewalk replaced if it is not on the list for replacement that year; the homeowner shall purchase materials and the DPW will provide labor.

There are approximately 2.3 miles of sidewalks in the Village.

DPW - Other Services

Other services/duties of the DPW:

- Installing and removing 90 seasonal flags on utility poles, and 22 other flag poles
- Maintenance of Village equipment, buildings, and assets
- Assist with community festivals and other events
 - ❖ Assist with traffic control, event set-up, etc.
 - ❖ Pick up garbage before and after events
- Other tasks as directed by Village Board
- DPW staff respond to ambulance and fire calls because they are all a part of the fire and rescue company. Village allows Village employees to respond to emergency calls.

DPW Major Assets

The Village DPW maintains the following large equipment:

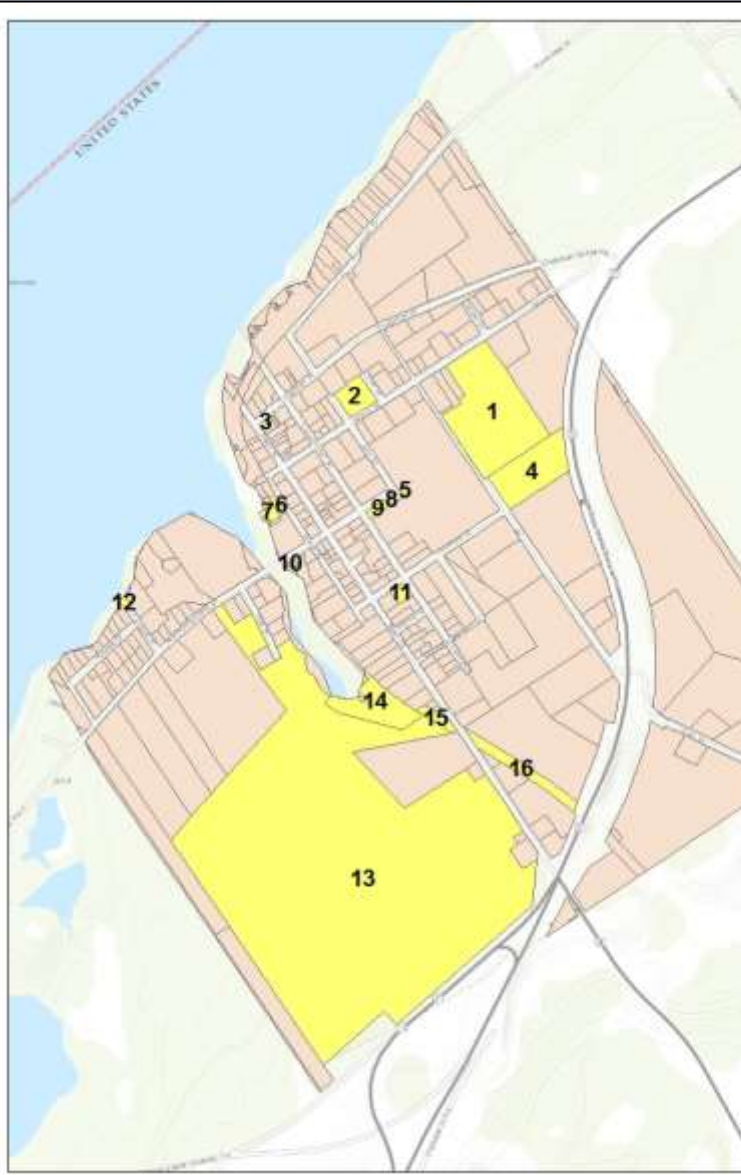
| Asset | Model Year | Insurance Coverage Amount |
|---------------------|------------|---------------------------|
| PA/A Trailer | 1995 | - |
| Chevrolet Silverado | 2011 | \$33,168 |
| Chevrolet Silverado | 2012 | \$33,785 |
| Chevrolet Silverado | 2015 | \$43,500 |
| Case Backhoe | 2007 | \$66,000 |
| John Deere Tractor | 2008 | \$27,000 |
| Bobcat Skidsteer | 2012 | \$29,000 |

**The Village does not have dedicated reserve funds for DPW large equipment replacement.
Insurance is a General Fund expenditure.**

Village Owned Buildings/Assets Insurance Schedules 2017-2018

| Asset | Address | Coverage Amount | |
|--|-----------------------|-----------------|-----------|
| | | Building | Contents |
| Fire Hall | 200 Morris St. | \$1,112,402 | \$246,792 |
| Water Pump House | 300 Caroline St. | \$325,576 | \$49,923 |
| DPW Garage (Old) | 500 Northumberland St | \$131,669 | \$61,332 |
| Sewer Vacuum Station | 800 Northumberland St | \$441,394 | \$242,480 |
| Sewer Treatment Plant | 137 High St | \$168,533 | \$78,450 |
| Water Tower | 137 High St | \$837,215 | - |
| Bath House (restrooms at Boat Launch) | Water St | \$92,712 | - |
| Library | 200 Main St | \$349,597 | \$42,791 |
| Museum | 600 Columbia St | \$125,855 | \$2,853 |
| Windmill | 405 Morris St | \$69,920 | \$2,853 |
| Village Office | 402 Gouverneur St | \$550,000 | \$40,000 |

Village Owned Property: Total Value = \$1,900,420



| # | Use | Address | Parcel ID | Total Assessed Value | Acres |
|----|-----------------------------------|-----------------------|----------------|----------------------|-------|
| 1 | Fire Hall | 200 Morris St | 83.041-4-9.1 | \$325,000 | 12.7 |
| 2 | Chapman Park | 204 Ann St | 83.041-3-22.1 | \$60,000 | 1.5 |
| 3 | Library | 200 Main St | 83.041-2-1.1 | \$120,000 | 0.1 |
| 4 | Fireman's Memorial Rec Field | 159,161 High St | 83.041-4-15 | \$660,400 | 5.3 |
| 5* | Water Supply | Ann St | 83.041-4-14 | \$2,000 | 0.1 |
| 6 | Boat Launch | Water St | 83.041-6-17.2 | \$104,100 | 0.24 |
| 7 | Dock | Water St | 83.041-6-16 | \$112,800 | 0.87 |
| 8 | Old DPW Garage | 500 Northumberland St | 83.041-4-12 | \$26,000 | 0.1 |
| 9 | New Village Office and DPW Garage | 402 Gouverneur St | 83.041-4-13 | \$175,000 | 0.3 |
| 10 | Sewer Vacuum Pump Station | 802 Northumberland St | 83.049-2-24.2 | \$32,000 | 0.13 |
| 11 | Old Stone School House (Museum) | 600 Columbia St | 83.049-4-7 | \$81,500 | 0.4 |
| 12 | Water Pump Station | 300 Caroline St | 83.048-3-1 | \$95,000 | 0.13 |
| 13 | Rural Vacant >10 | SH 58 | 83.057-2-1.112 | \$96,000 | 127 |
| 14 | Rural Vacant <10 | Main St | 83.049-2-23 | \$1,120 | 3.7 |
| 15 | 311 Res Vacant Land | Main St | 83.049-5-19 | \$2,500 | 0.6 |
| 16 | Railroad | Main St | 83.057-2-3 | \$7,000 | 2 |

* The village thinks they transferred ownership of this parcel to the Central School several years ago; however, SLC Real Property records have the Village as the current owner.

Village Water Infrastructure

The original water system was built in the early 1900's and has been repaired and replaced in sections.

Water Source: St. Lawrence River

Water Treatment: chlorinated in pump house prior to distribution

One Active Water Storage Tank: 250,000 gallon capacity

- Tank installed in 2003

Max capacity of Village water system: 371,520 GPD (calculated maximum capacity - DPW)

Average Use: 35,000 - 40,000 GPD

Note: The Village does not have a water withdrawal permit from the DEC, but under new regulations, the Village may have to apply for a permit. This needs to be addressed with the DEC, regardless of dissolution.

Current Number of Customers: 225

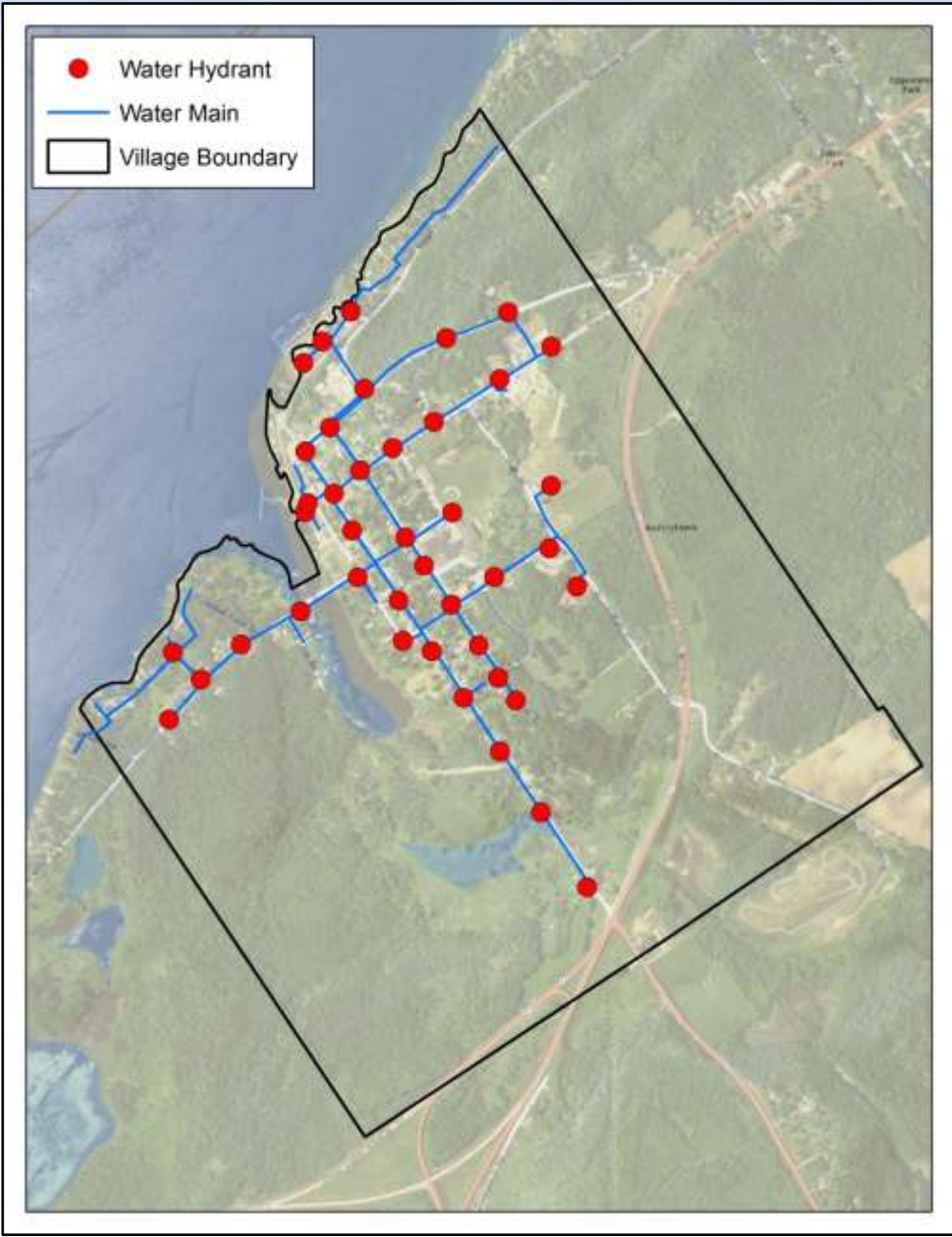
Current Water Rate: Metered water system, \$8.00 per 1,000 gallons/quarter, unlimited use

Water Distribution System was mapped with GIS by DANC in 2012*

- 4.6 miles of water main
- 10 Outside Users (water customers that are not located in the Village)

*Note: the GIS database has not been updated since 2012, when the Village discontinued GIS Hosting services with DANC.

Village Water Distribution Map



Village Water Infrastructure

The DPW staff also serve as the Water and Sewer staff:

- Superintendent holds Class 2A, C, and D water licenses
- 1 DPW Worker holds same licenses as Superintendent
- 1 DPW Worker holds Class 2A water license

Responsibilities:

- Monitor pump houses, water treatment plant, and storage tank
- Maintain and repair distribution system
- Respond to water emergencies (breaks, frozen pipes, etc.)
- Handle state reporting and regulatory requirements
- Maintain water quality
- These responsibilities are 24 hours a day, 7 days a week

Village Water Infrastructure Debt

Village Water Debt:

- Water EFC Bond issued in 2002 and will be paid off in 2032
 - Original Bond Amount: \$1,104,840
 - Village paid \$36,828 in FYE 2016
 - **FYE 2016 balance: \$589,176**

Village Sewer Infrastructure

The Village original sewer system was built in 1988 with additional work completed in 2010. The system is a combination of vacuum, force, low pressure, and gravity mains. The Village serves 340 EDUs.¹

Village Sewer Statistics

- 8 miles of sewer main
- Village Sewer Rate: \$360/year (flat rate)

Wastewater Treatment Plant

- Built in 1988, expanded in 2010
- Capacity: 120,000 GPD

¹ An equivalent dwelling unit (EDU) is used to define the amount of water or sewage used by a single family home.

Town Sewer Infrastructure

The Town has two sewer districts.

Town Sewer District 1 Statistics

Sewer District 1 was built in 1992 and is a combination of vacuum and gravity mains.

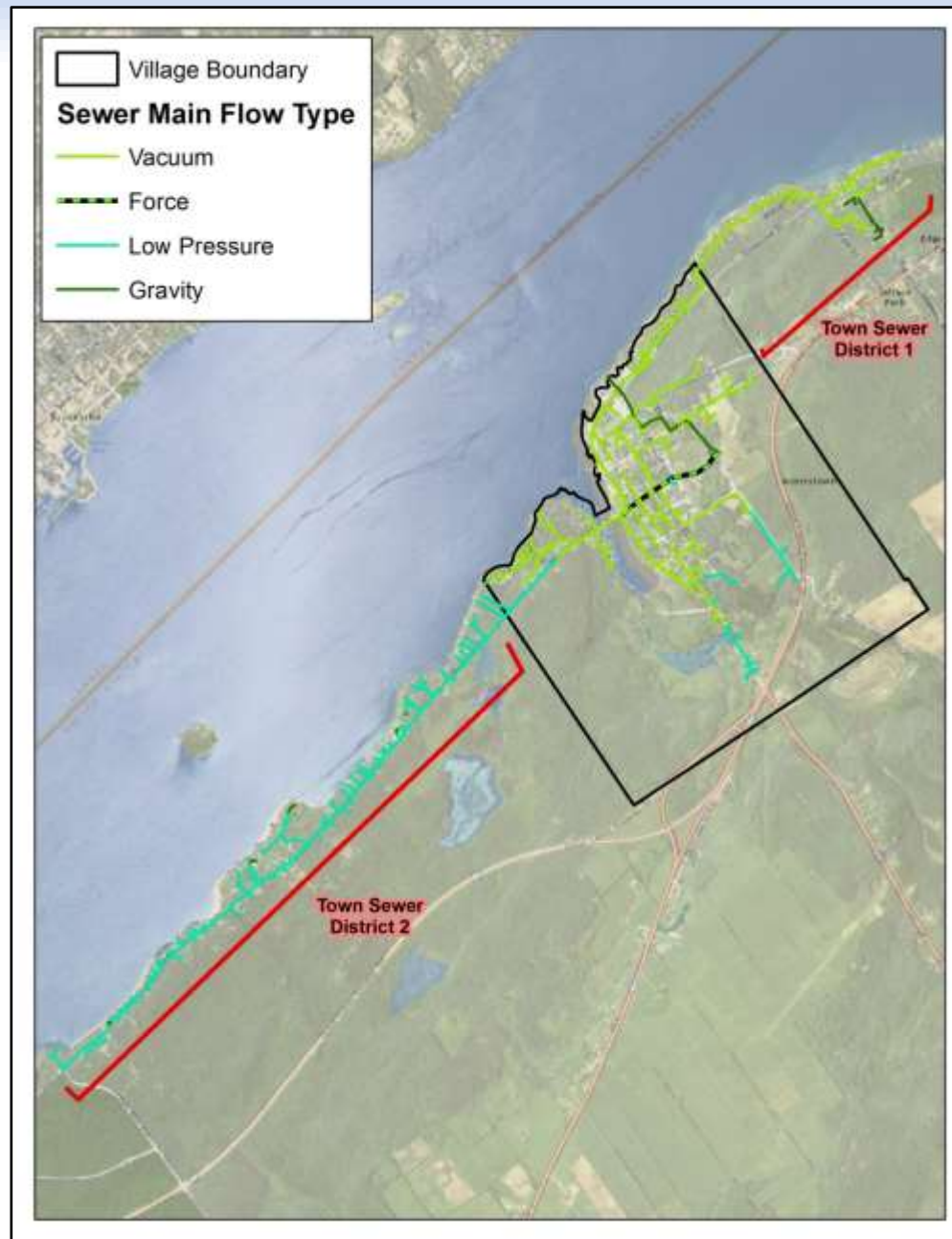
- System serves 82 EDUs
- Rate: \$175/quarter (flat rate)
- 2 miles of sewer main

Town Sewer District 2 Statistics

Sewer District 2 was built in 2011 and is a combination of gravity and low pressure mains.

- System serves:
 - 104 “full” EDUs with a flat rate of \$176.80/quarter
 - 21 “pot with no hookup” EDUs with a flat rate of \$ 73.42/quarter
 - 14 “vacant” EDUs with a flat rate of \$35.47/quarter
- 5 miles of sewer main

Village and Town Sewer System Map



Village Sewer Infrastructure

The DPW staff also serve as the Sewer staff:

- Superintendent holds Class 2A sewer license
- 1 DPW Worker holds Class 2A sewer license

Responsibilities:

- Monitor vacuum stations, pump houses, and wastewater treatment plant
- Maintain and repair system
- Respond to emergencies (breaks, frozen pipes, etc.)
- Handle state reporting and regulatory requirements
- These responsibilities are 24 hours a day, 7 days a week

Village Sewer Infrastructure Debt

Village Sewer Debt:

- Sewer EFC Bond issued in 1999 and will be paid off in 2018
 - Total Original Bond Amount: \$544,000
 - Village paid \$31,495 in FYE 2016
 - **FYE 2016 balance: \$64,707**

- Sewer EFC Bond issued in 2013 and will be paid off in 2042
 - Total Original Bond Amount: \$114,504
 - Village paid \$1,380 in FYE 2016
 - **FYE 2016 balance: \$37,250**

Town Sewer Infrastructure Debt

Town Sewer District 1 Debt:

- Sewer EFC Bond issued in 1999 and will be paid off in 2018
 - Original Bond Amount: \$244,484
 - Town SD#1 paid \$11,724 in FYE 2016
 - **FYE 2016 balance: \$23,450**

Town Sewer District 2 Debt:

- Sewer Bond issued in 2013 and will be paid off in 2043
 - Original Bond Amount: \$946,533
 - Town SD#2 paid \$26,112 in FYE 2016
 - **FYE 2016 balance: \$869,502**

Town of Morristown Highway Department

The Town of Morristown Highway Department includes the following staff:

- 1 Highway Superintendent (elected)
- 3 Motor Equipment Operators
- 1 Foreman/Motor Equipment Operator
- 1 part-time seasonal employee in the winter

The following services are applied to all Morristown residents (Highway Town Wide):

- Snow removal: The Town plows all the roads in the Town, including the County roads, and all of the streets in the Village.
 - ❖ Town roads: 43.22 miles
 - ❖ County roads: 13.16 miles
 - ❖ Village streets: 6.01 miles

Total = 62.39 miles
- Cemetery maintenance
 - ❖ Town contracts out the mowing and brush control for 2 Town-owned cemeteries
 - ❖ Highway staff remove downed trees

Town of Morristown Highway Department

The following services are applied to Morristown Town Outside Village residents (Highway Part Town):

- Maintenance of Streets
 - ❖ Sweeping, Town roads and Village streets
 - ❖ Cutting shoulders
 - ❖ Gravel maintenance
 - ❖ Sign maintenance
 - ❖ Patching
 - ❖ Culvert maintenance

- Paving Town Roads

- Brush and Weed Control on Town Roads
 - ❖ Includes right-of-way tree trimming and removal
 - ❖ Note: the County currently mows and trims County roads in the Town

- Town Sewer System/Infrastructure
 - ❖ District 1 is maintained by Village DPW
 - ❖ District 2 - if there is an issue, 1 Town HWY staff and 1 Village DPW staff respond to the call out. If major work needs to be done, the Town highway staff are responsible to complete the work or contract it out.
 - ❖ The highway staff assigned to sewer district work are paid out of the sewer district funds.

Town Highway Department Buildings and Large Machinery

The Town Highway Department maintains the following buildings and large equipment:

| Building | Limit of Insurance |
|-------------|--------------------|
| Town Garage | \$820,384 |
| Salt Barn | \$263,257 |

| Asset | Year | Limit of Insurance |
|------------------------------------|------|--------------------|
| Utility Trailer | 1986 | \$0 |
| Dodge 250 | 1999 | \$3,200 |
| International Dump Truck | 2001 | \$98,003 |
| International 7600 Dump Truck | 2006 | \$123,443 |
| International 7600 Dump Truck | 2007 | \$130,000 |
| Jeep Liberty | 2010 | \$19,249 |
| International 7600 SFA | 2011 | \$150,770 |
| Quality Gen B Trailer | 2013 | \$3,173 |
| Ford F250 with Plow | 2014 | \$34,680 |
| International Dump Truck with Plow | 2015 | \$133,000 |
| International Dump Truck with Plow | 2018 | \$211,621 |

Additional Major Highway Equipment

- 2014 Cat Loader #11
- 2003 Cat Crawler-Dozer #12
- 2012 Sweepster Tractor
- 2012 New Holland Tractor brush hog
- 1996 Ingersol Rand Air Compressor
- 1991 Case Excavator
- 1980 Galion
- 1978 Champion Grader
- 1986 LeRoy 4 ton utility trailer
- 1965 Wisc. 15 ton flat bed trailer
- 2016 Welder Miller 252
- 2016 Champion Air Compressor

Village Street Lighting

Lighting is considered a Village service that is currently provided through a contract with National Grid for lighting management and maintenance.

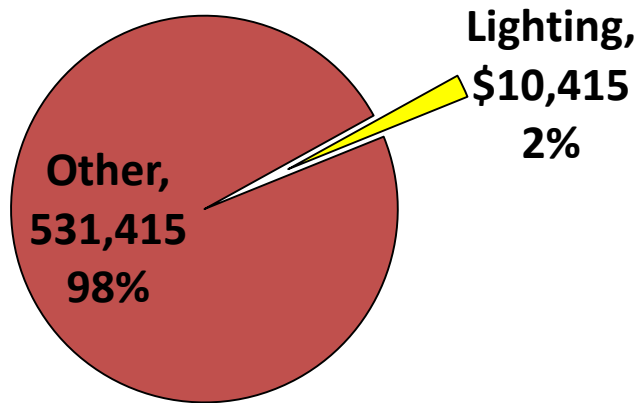
Street lighting is relevant to this dissolution study because if the Village were to dissolve, the Town would need to decide if it would create a lighting district for the Village area or incorporate the Village area into the current Town-wide lighting district, which includes the hamlets of Brier Hill and Edwardsville.

The Village DPW does not manage or maintain the street lights.

Village Street Lighting

- ❖ All Village residents are taxed for street lighting as part of their Village tax bill
- ❖ The cost of lighting was \$10,415 in the FYE 2016 AUD

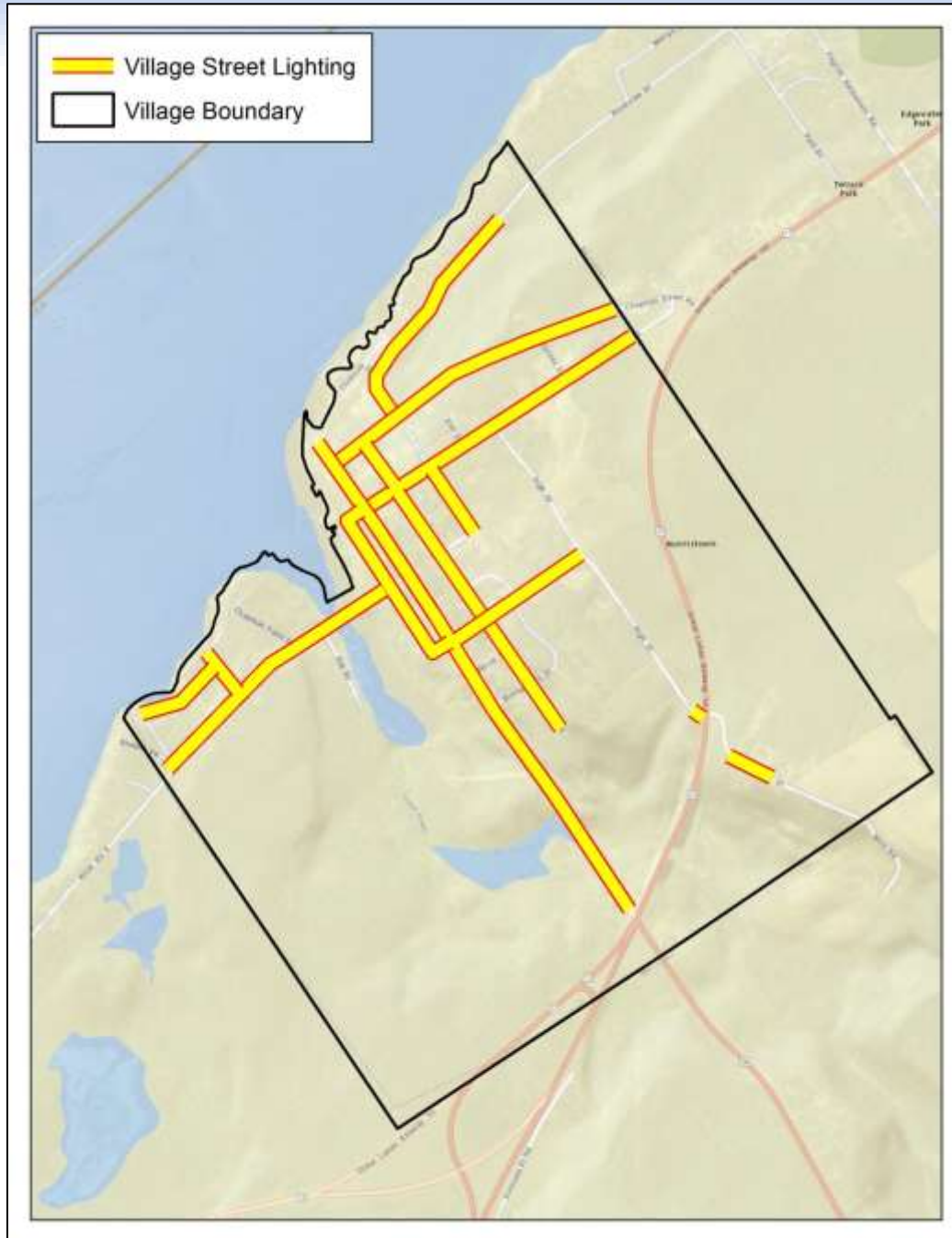
Lighting vs Overall FYE 2016 Expenditures



| | Lighting | Other | Total |
|-------------|----------|---------|---------|
| Village Tax | \$0.24 | \$11.51 | \$11.75 |

Lighting Tax Derived by:
\$11.75 (FYE 2016 Village Tax) x 2% (% of General for Lighting)

Map of Village Street Lighting



Questions or Comments?



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