

Town of Clifton & Town of Fine

Efficiency/Consolidation Study Committee Meeting

Meeting #13 – 2/24/2016 @ 6:00 p.m. @ the Town of Fine Municipal Building

Minutes

1. Attendees:

Committee Members: Sue Westbrook (F), Brian Donovan (F), Chuck Hooven (C), Kelly Smith (C), Joe DeMart (C), Sherman Craig (F), Mark Hall (F)

Guests: AD Burr “Butch” Brown (F), Chris Cooper (F), Allen Ditch (F)

Consultants: Star Carter (DANC), Carrie Tuttle (DANC), Tom Sauter (DANC)

2. Alternatives Phase Objectives:

Carrie led a discussion about the overall objective of the Alternatives Phase of the Study, as outlined below:

The Committee will develop a “base case” consolidated town and evaluate alternatives outside of town consolidation, by going through the tasks below:

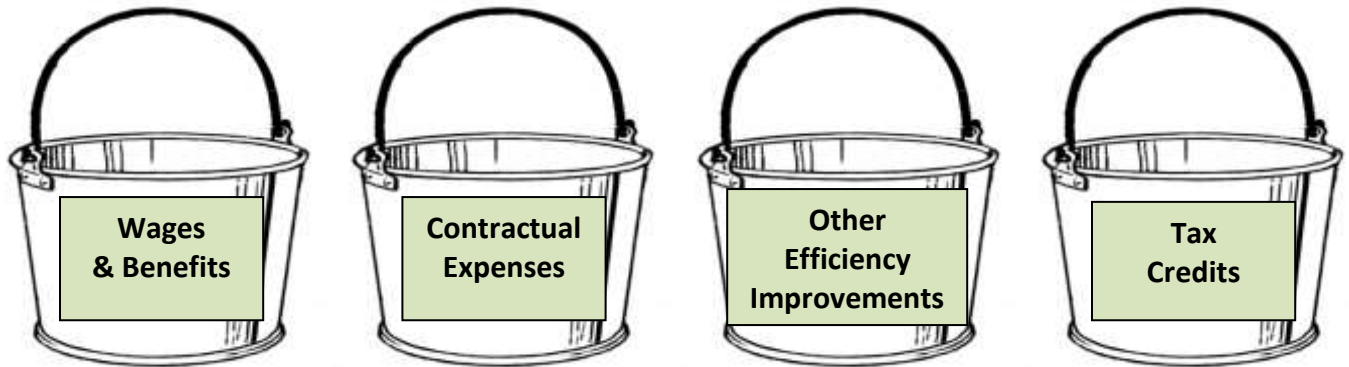
Task	Status
1. Brainstorm recommendations for alternative delivery of Town services	Complete
2. Categorize recommendations into specific budgets for potential cost savings to examine	In Review
3. Analyze each recommendation: delivery method, cost, and cost savings	In Process
4. Draft Alternatives Report with the recommendations and details	In Process

1. Brainstorm

- Committee completed brainstorming session on January 27, 2016
- A summary of the discussion and recommendations was included in the meeting minutes

2. Categorize

- Recommended changes are sorted into 4 categories:



3. Analyze

- Each category will be examined separately
- Recommendations within each category will be analyzed to define:
 - How the service will be delivered
 - What the cost will be
 - Decide on method to determine projected/estimated salaries and costs
 - Calculate cost savings achieved
- Alternatives besides consolidation will be analyzed and defined

4. Draft Alternatives Report based on defined recommendations

3. Analyze the Wages and Benefits Category

1. The Committee reviewed and confirmed recommendations

- One question about options for Code Enforcement was whether a Town required to provide Code Enforcement by Town employee.
 - Star researched this question on 3/1/16 and found a publication by the DOS about Code Enforcement in local governments:
<https://www.dos.ny.gov/lg/publications/CODE%20ENFORCEMENT/How%20To%20Book%20-%20May%202008.htm>
 - Each local government is responsible for administering and enforcing the Uniform Code and Energy Code within its boundaries, and each local government must establish a code enforcement program
 - Local governments are not required to have a Code Enforcement Officer on staff. They may contract jointly with another local government for code enforcement services or a County may provide these services
 - Star spoke with Keith Zimmerman at the SLC Planning Office. He confirmed that SLC does NOT provide Code Enforcement Officer

services to communities, but that many communities in the County share a Code Enforcement Officer instead of having their own.

2. Reviewed Summary of Savings Worksheet for Wages and Benefits

- Determine method to estimate “New Town Cost” wage costs and savings
 - i. The committee reviewed each recommendation for staffing to determine the best method to estimate the salary for each position. The committee agreed that it wanted to take a conservative approach to estimating cost savings. The committee referenced comparable position salaries across St. Lawrence County in this process. The following is a summary of the discussion for each position:

Position	Method for Calculation of Cost	New Town Cost Salary (benefits not included)
Town Board	Highest of 2 Towns = Clifton	\$10,415
Town Supervisor	Combine salaries of 2 Towns since new combined Town will be more complex and involve more responsibilities	\$20,162
Bookkeeper	Highest = Clifton rate for 1 FT and ¼ PT	33,904
Hwy Superintendent	Comparison to similar Town road miles and considering Superintendent will have 2X the people and equipment to manage	\$60,000
Hwy Operators	Combine salaries of 2 Towns	\$570,270
Assessor	Highest of 2 Towns = Fine	\$20,506
Dog Control	Highest of 2 Towns = Fine	\$3,153
Building (Cleaning)	Combine salaries of 2 Towns	\$6,703
Safety Officer	\$1,250 in Clifton and \$1,717 in Fine; slight increase in duties due to more staff and facilities but doesn't warrant combining both salaries so Committee recommended a budget of \$2,000.	\$2,000
Legal Services	Budget set at \$10,000; which is \$21 more than combined Town legal services for FY14	\$10,000
Insect Control	Combine salaries of 2 Towns	\$19,707
Tax Collection	Remove \$4,100 for school taxes and take highest = Clifton	\$3,314
Librarian	No change = Clifton costs	\$26,557
Youth Commission	No change = Fine costs	\$3,434
Town Clerk	Highest of 2 Towns = Fine, 1 FT and ¼ PT	\$34,134
Code Enforcement Officer	Based on total permits in 2014 = 41, a slight increase in budget was recommended but position doesn't warrant combining both town budgets for service. Existing Code Enforcement salary is \$7,225 in Fine and \$7,415 in Clifton.	\$10,000
Justice	No change to number of cases and 1 judge will have responsibility for larger town. Existing Fine Justice salary is \$10,754 and Clifton salary is \$8,400. Reviewing other SLC Town justice salaries and	\$15,000

	considering increased workload Committee recommended a salary of \$15,000.	
Historian	Combine salaries of 2 Towns	\$900
Board of Assessment	Highest of 2 Towns = Fine	\$975
Community Action	No change, Fine costs	\$18,593
Beach, Cranberry Lake	No change, Clifton costs	\$9,452
Golf Course	No change, Fine costs	\$44,724
Registrar	No change, this expense is covered by fees. Combine with Clerk's duties w/no salary	\$0
Records Management Officer	Combine this position with Clerk's duties w/no salary	\$0

- Carrie will calculate the estimated cost of benefits and determine the Cost Savings column in the Summary of Savings Worksheet, using the data determined at this meeting. This information will be ready at the next meeting for the Committee to review.

Future Meeting Schedule

Kick Off Meeting	January 28, 2015
Demographics & Taxes	February 25, 2015
Services Provided: Highway Department Part I	March 25, 2015
Services Provided: Highway Department Part II	April 22, 2015
Services Provided: Fire Department	May 27, 2015
Services Provided: General Fund Town Services – Library, Arena, Golf Course, Dog Control, Court, etc.	June 24, 2015
Services Provided: Water/Sewer	July 22, 2015
Personnel	August 26, 2015
Finances and Budgets	September 23, 2015
Review Draft "Existing Conditions/What Exist" Report & Plan for Public Informational Meeting #1	November 23, 2015
Review PowerPoint and Draft "Existing Conditions/What Exist" Report for Public Informational Meeting #1	January 4, 2016
Informational Meeting #1	January 6, 2016
Evaluation of Alternatives	January 27, 2016
Evaluation of Alternatives - Wages & Benefits	February 24, 2016
Evaluation of Alternatives - Contractual Expenses, Other Efficiency Improvements & Tax Credits	March 23, 2016

Evaluation of Alternatives - Alternatives outside of town consolidation	April 27, 2016
Evaluation of Alternatives – Draft Report	May 25, 2016
Evaluation of Alternatives – Finalize Draft Report and Prep for 2 nd Public Meeting	June 22, 2016
Public Informational Meeting #2	July 2016
Implementation Plan - Recommendations & Final Report	August 2016
Public Information Meeting/Hearing	September 2016