

Village of Hermon

Dissolution Implementation Committee

(Post Study Phase)

Meeting #7 – 6/16/2016 @ 6:00 p.m. @ the Hermon Town Hall

Minutes

1. Status of DOS Implementation Grants – Town and Village have received their 1st disbursement from DOS.
2. Implementation Tasks – more information on the tasks identified during the Dissolution Study can be found at in the Report located on the web. See page 97 of the PDF document for the summary table of costs and tasks.
http://www.danc.org/files/public/hermon/Final_Dissolution_Study_and_Plan.pdf

A summary of the status of each item was provided.

- a. Comprehensive Planning Process (\$25,555 budgeted)
 - i. Public meeting to complete visioning portion of the comprehensive planning process. Two questions will be asked: 1) What would you like Hermon to look like in 10 years; and 2) How do we get there?
- b. Asset Management Plan (budget of \$16,555)
 - i. DANC staff completed field work for water and wastewater infrastructure, sidewalks, curbs, and pavement on 5/23. GIS staff are completing QC and analysis of data and will provide statistical information about infrastructure in the AMP.

Scope of Work for Asset Management Plan

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
Research and Review		
GIS fieldwork for water and wastewater infrastructure - Chris Stransky has completed locating	DANC - S. Carter	Completed 5/23
GIS fieldwork for sidewalks, curbs, and pavement condition assessment	DANC - S. Carter DANC - M. Burt	Completed 5/23
Village-owned building condition assessment and photos - Water & Wastewater Treatment Plants	DANC - M. Burt	June 2016
Village-owned equipment inventory and assessment and photos	DANC - M. Burt	June 2016
Village park and recreation equipment assessment and photos	DANC - M. Burt	June 2016
Assess old water tower and determine demo costs	DANC - M. Burt	July 2016
List Village-owned real property and value	DANC - S. Carter	July 2016

Draft Plan		
Draft AMP for Village Board Review	DANC - S. Carter DANC - M. Burt	August 2016
Update draft with comments and corrections	DANC - S. Carter DANC - M. Burt	September 2016
Present Final Plan		
Present AMP to Village	DANC - C. Tuttle DANC - M. Burt	September 2016

- c. District Formation (budget of \$12,000)
 - i. Final Map, Plan and Reports are ready for Town board approval; pending guidance from E. Gustafson and/or DOS regarding timing/language for approval resolutions. E. Gustafson is researching resolution language to incorporate districts.

- d. Real Property Disposition – The Village has approved contract with Pease & Gustafson to proceed with real property disposition and the Village has provided a list of the properties to be disposed. Village is planning to advertise and accept bids prior to their August board meeting. All parcels previously identified will be sold. Proceeds from property sale will go into fund balance.

- e. Records Management (budget \$10,000 for Village; \$10,000 for Town; plus \$5,000 for scanner) – Table below is an updated summary of the tasks and schedule that will be followed to complete the records management tasks associated with implementation. The Committee reviewed the proposals and recommended that we proceed with Alden Stevens for a total cost of \$13,000. Alden Stevens has drafted agreements for the Village and Town to review and approve. S. Carter will transmit to the Town/Village 6/17/16. The Village can approve the agreement at their meeting next Tuesday. He proposes to start the records management project in September. C. Tuttle requested that the Village and Town identify who will be providing input on the redesign of the records storage/historian space so that project can begin. She will schedule a separate meeting in July to begin discussing the design of the space and the wants/needs of the community.

Scope of Work for Records Management Project Village and Town of Hermon

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
Site Visit		
Determine general scope of work	DANC - S. Carter	COMPLETE
Site Visit by NYS Archives Regional Advisor for Records Inspection/Survey and Recommendations for Project	Village/Town Clerks DANC - S. Carter	COMPLETE
RFP for Records Management Services		
Draft RFP for Records Management Project for Village and Town Board review. RFP to include Records	DANC - S. Carter DANC - C. Tuttle	COMPLETE

Relocation, Records Inventory, and Records Management Recommendations		
Village Issues RFP for Records Management Project and selects contractor	Village/Town	COMPLETE
Village/Town Selects Consultant to Proceed with Work	Village/Town	COMPLETE
<u>Project Management</u>		
Assist with Contractor Management	DANC - C. Tuttle DANC - S. Carter	September- November 2016
Assist with QC and deliverable inspection	DANC - S. Carter	October 2016
Review of Records Management Recommendations and develop plan for implementation	Village/Town DANC - C. Tuttle DANC - S. Carter	October 2016
Implementation of Applicable Recommendations	Village/Town	November 2016

- f. Local Law Review (\$7,000 budgeted for Village; \$8,000 budgeted for Town) – The Committee agreed that they would establish a sub-committee to work on the review of local laws. The Village and Town approved an agreement with Pease & Gustafson to proceed with a NTE price of \$7,500 with provisions to split costs proportionally between the Village and Town to match ratio of grant funds. A copy of signed agreement was provided to DOS and they requested that a MWBE waiver be submitted for this along with the Records Management task. S. Carter will prepare and submit the waiver on the Village and Town’s behalf. A meeting was held June 15, 2016 at 6:00 p.m. at the Town Offices. Notes of the subcommittee meeting follow:

Sub-Committee Meeting – 6/15/2016 @ 6:00 p.m. @ the Hermon Town Hall

Local Law Review Committee Meeting Minutes

Attendees: Nicole Bacon-Ward, Cathy Race, Robert Reed, Chris Stransky, Connie Green,

Consultants: Eric Gustafson (Pease & Gustafson), Hartley Bonisteel-Schweitzer (DANC), Carrie Tuttle (DANC)

1. Local Law Review – E. Gustafson recommended that the Town consider developing new laws/codes that are identified for further consideration. He believes this would be achievable to complete by the end of the year and would be an improvement.
2. NYS has a Property Maintenance Code may be used to address certain nuisance items.

3. H. Bonisteel-Schweitzer noted that mobile home park regulations and junk in yards are dated and should be brought up to current standards. R. Reed agreed that junk in yards is one of the major problems, high grass in lawns and another issue.
4. Outdoor Woodstoves – C. Stransky mentioned that as a fire fighter he is in favor of allowing Outdoor Woodstoves due to that being a preferred alternative for fire safety. R. Reed suggested that the Village review the current State Laws (NYSDEC) laws and then modify that for a town-wide law; not outlaw in Village.
5. Removal of Elm Trees (1963) - Committee believes that Village Ordinance from October 29, 1963 regarding removal of diseased Dutch Elm disease could be eliminated.
6. Water Use Law - C. Stransky mentioned that NYSDOH had some comments on the Village's Water Use Law. Village Water and Sewer Use laws can be easily converted to Town laws.
7. Sidewalks - C. Race asked about whether the Town could take responsibility for the sidewalks instead of the homeowners being responsible. A sidewalk district could be setup or it could remain the homeowner's responsibility. Committee agreed to leave sidewalks as is (i.e., being the homeowners responsibility). Total control of sidewalks would not be given to homeowner so homeowners could not put up gates on either side of their property lines that restricted access.
8. Mobile Home Standards (1998) – The Town and Village have different laws and the Committee agreed to establish a new more modern law with provisions for a variance given certain situations. Pre-1976 is considered a mobile home and have that is considered a manufactured home. This would be a town-wide revised law. Mobile home parks should be addressed for the Town and former Village.
9. Local Law 2 Authorizing Bingo – C. Stransky mentioned this is important to maintain as this is a significant fund raising opportunity for the Fire Department.
10. Junk Yark Business and junky yards are two separate issues that should be regulated. Junk yards could be regulated based on requiring a minimum lot size. Yards that contain excessive junk should be established separately.
11. Snowmobiles & ATVs – A town-wide local law needs to address snowmobiles and ATVs.
12. Speed Limits – When the Village dissolves the 30 MPH speed limit will go away and need to be re-established by the Town.
13. Open Container Law – Committee agreed that this is not warranted and can sunset.

14. Flood Prevention – Committee thinks this was required as a result of the ice storm of 1998 to qualify for FEMA funding. E. Gustafson to review and determine whether this should be kept. It's interesting that the Town does not have a similar law.
15. Garbage Burning – the NYSDEC has a law that prohibits this and they do enforce this law if called so it may not be necessary to establish a new town-wide law.
16. Noise Ordinance – Committee recommended that this should be kept for the Village and this would be outside of certain hours.
17. Discharging a firearm – C. Stransky recommended that there be additional regulations regarding discharging a firearm in the hamlet area of the former Village.
18. Signage – should there be some restrictions on signage within the hamlet area? The Committee agreed that this should be addressed.
19. Barnyard Animals – former Village could establish some controls based on the number of animals units over a certain number. This would be incorporated into new codes.

- g. IT Integration (\$5,000 budgeted) – The Village and Town provided a list of existing software, phone, internet and fax service and fees. A summary follows:

Summary of Hermon IT Equipment/Services

<u>Item</u>	<u>Village of Hermon</u>	<u>Town of Hermon</u>
Computer	1 computer	HP Pavilion p6000 series 10/1/2010 \$449.98
Printer	1 printer	HP LaserJet printer P2035 03-13-2010 \$276.59
Fax Machine/Copier	1	1 Canon Imagerunner 1023N 01-16-2008; \$1208
Telephone/Internet Service	TDS - ~\$122/month	TDS - ~\$125
Cell Phone		0
Clerk Software Used for Bookkeeping and Water/Sewer Billing	Enhanced Business Services \$900/Year	NA

Recommendations:

- 1) Both the Town and Village have phone and internet service and pay a little more than \$120/month for this service. The Village's services could be discontinued when dissolution takes affect; and probably before then if the Town and Village are willing to share a service for the next few months prior to dissolution.

- 2) The Enhanced Business Services software is used for water and sewer billing so this will need to continue to be maintained and there is an annual licensing fee of \$900 per year which includes Bookkeeping AND Water and Sewer. The Water and Sewer portion of the software will need to be maintained. A quote should be requested from the software provider to determine how much the licensing will be next year.
- 3) I don't have the details for the Village's specific PC, printer and copier, but I recall in speaking with Jane some time ago that all of this equipment is relatively dated; as is the town's equipment. Given the age and condition of the equipment, I would recommend using some of the IT integration budget to buy one (or two) new PCs with the same software (MS Office with Word and Excel). The decision to purchase 1 or 2 PCs depends on whether there is a need/desire to keep the water/sewer billing software on a separate PC than the main Clerk PC. Committee agreed that two PCs would be warranted to be sure that they communicate properly with the new multi-function device and to keep water/sewer billing on a separate machine. A quote will be obtained to purchase two new PCs with MS software.
- 4) There is already a new scanner/copier/fax machine in the budget under the Records Management item so that will take care of updating the other office items.

3. Future Meeting Dates

- a. Next Meeting – July 21st at 6:00 p.m. at Village/Town Offices.