

Village of Hermon

Dissolution Implementation Committee

Meeting #3 – 1/21/2016 @ 6:00 p.m. @ the Hermon Town Hall

Minutes

Attendees: Nicole Bacon-Ward, Cathy Race, Lee Carpenter, Dave Doiron, Jane Doiron, Jason Pfothenauer, Keith Zimmerman, Sheri Smith, Jeff Foster, Chris Stransky, Bob Guminiak, Rob Reed, Lenore Zaubere, Roger Zaubere, Connie Green, Brenda Sanderson, Carrie Tuttle

1. Status of DOS Implementation Grants
 - a. DOS is in process of developing contracts for the Village and Town Implementation Grants. Rob Roeckle said it was okay to begin working on implementation tasks.
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 brief description of each task was reviewed:

- a. Asset Management Plan - The Development Authority will be completing this task for the Village. The AMP will develop a comprehensive plan for water, sewer and other Village-owned infrastructure/buildings. The plan will be a detailed report that includes an asset inventory, asset life, recommended preventative maintenance task and frequencies of maintenance, and recommended annual contribution to replacement reserves.
- b. Comprehensive Plan – Carrie explained that SLC Planning will be leading the Comprehensive Planning process. A comprehensive plan is essentially a roadmap that identifies the community's long-range vision for their Town that includes specific action items to achieve that vision. Jason and Keith (SLC Planning) provided an overview of the benefits of developing a comprehensive plan and explained that several nearby communities have gone through comprehensive planning processes including the Town of DeKalb and Village Hammond. Cathy asked if SLC Planning assisted the Village of Edwards with their dissolution implementation phase and Jason explained that they did assist with some zoning modifications that were required to address dissolution. Since Hermon doesn't have zoning this process will obviously be different. Carrie provided some background about why a Comprehensive Plan was identified by the Dissolution Committee as a priority to develop as part of dissolution. Jason explained that every

Comprehensive Plan includes an implementation section that identifies the priorities for the community, who is responsible for completing these projects, and a schedule for completion. Examples of priorities that may be identified include items like addressing substandard housing or developing public waterfront assets (i.e., canoe launch, picnic area, etc.), establishing a trail network, etc.

Keith provided a high level overview of what zoning is and the benefits that it can have for a community and that spot zoning is not permitted. He offered to share some local zoning codes for Hermon to consider. Jason mentioned a website, <http://ecode360.com/login/existing/>, that has 100s of Towns and Villages zoning laws and is a great resource to compare zoning for different communities. The site includes several Towns in St. Lawrence County. Edwards also has zoning so that may be similar neighboring Town for Hermon to reference as a comparison. If a municipality does elect to have zoning then they have to establish a Zoning Board of Appeals. Members are appointed by the Town. Other tools that may be less restrictive than zoning include Site Plan review processes that towns may decide to implement. These options will be discussed further during the Comprehensive Planning process.

- c. District Formation – This is an implementation task that the Town will have to undertake and C2AE has been contracted to provide this service. Bob Guminiak provided an overview of the district formation process that will be required for establishing a water, sewer and lighting district. Bob will follow up with Darren Colton to determine if there are any key dates by which this needs to be completed to be incorporated into County/Town taxes in 2017.
- d. Real Property Disposition – The Village developed a list of unused properties that are presently owned by the Village as part of the Dissolution Study (see Page 22 of PDF Report linked above). St. Lawrence County offered to assist the Village with disposing of the properties but it would cost the Village 10% of the sale price and they would have to contribute to advertising. The Village is unsure of whether this would be a cost effective way to dispose of the properties. Cathy requested that Carrie follow-up with DOS to see if auctioneer expenses and advertising would be eligible Real property Disposition costs.
- e. Records Management – Carrie provided an overview of the scope of services that will be included in this portion of the project. This may be an area where we can include some work that will help achieve the M/WBE goals of the project. \$25,000 is budgeted to implement records management improvements including the purchase of a new scanner, records storage modifications, and records digitization.
- f. Local Law Review – When the Village dissolves their local laws will cease to exist. The Village Dissolution Committee put together a list of some laws that the Village may wish to recommend that the Town incorporate into their existing laws. A list of all of the

Village and Town laws was developed as part of the Dissolution Study (see page 53 of PDF Report linked above). All laws have also been scanned and are available electronically at: <http://www.danc.org/operations/engineering/hermon-dissolution-study-implementation>

3. Future Meeting Dates

- a. Committee agreed to keep standing monthly meetings on the 3rd Thursday of the month at 6:00 p.m. Some meetings may be solely focused on Comprehensive Planning such as the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.