Village of Port Henry

Dissolution Plan April 5, 2016



Please Sign-in

Introductions

Laberge Group

Nicole T. Allen, AICP, Planning Services Manager Rebecca M. Yanus, Junior Planner

Public Signals, LLC John W. Rodat, President





Agenda

- Public Meeting Rules
- How did we get here?
- > The Dissolution Plan Process
- Village Personnel & Local Laws
- Services and Special Districts
- Disposition of Village Assets and Liabilities
- Village Fund Balance and Indebtedness
- How Were Cost Savings Determined?
- Projected Tax Impacts
- Next Steps
- Public Comments





Public Meeting Rules

- Please sign up to speak
- Speakers will be selected in order from the sign-in sheet
- > Comments will be received at the end of the presentation
- Each person will have 5 minutes to speak





How Did We Get Here?

- June 25, 2015: Petition for Dissolution to the Village Clerk.
 - The petition contained 112 valid signatures out of 144.
- July 2, 2015: Village Clerk reviewed and certified the petition.
- July 31, 2015: The Village Board of Trustees passed a resolution calling for a Referendum on the proposed Dissolution.
- October 27, 2015: Referendum for dissolution approved by majority of qualified Village voters 190 to 171.
- November 4, 2015: Village Board meeting held.
- November 19, 2015 February 3, 2016: Village and Town Liaisons,
 Village personnel interviews, Fire Department/District meetings (5 meetings).
- February 22, 2016: Village Board accepted proposed dissolution plan draft report and set a date for the public hearing (April 5).



Dissolution Vs. Consolidation

	Dissolution	Consolidation
Definition	The termination of a local government entity.	The elimination of the original governments and the forming of a new local government entity or the merger of one surviving government entity with the other absorbed into it.
Services	May end or be assumed by another local government entity that may provide the service at the same or different level.	May eliminate both entity's services and form new government services or retain one government entity's services and absorb additional services from the other entity.
Documents	Dissolution Plan - Contains the terms and information regarding the dissolution of a local government entity.	Consolidation Plan - Both the Town and Village get to vote on the plan.

Note: * This plan only looks at the Dissolution of the Village of Port Henry



Overview of the Dissolution Plan Process

Before the Referendum

- A public kick-off meeting was held August 18, 2015.
- Village and Town officials and staff have been interviewed.
- Public Information Meetings held on September 23, 2015 & October 21, 2015 (today).
- Interim Report (available today) & pamphlet (mailed & available online).
- Information is available on the Village/Town Website or labergegroup.com/PortHenry/
- Grant Awarded (\$50,000) for Citizens Re-Organization
 Empowerment Grant (CREG) Expedited Assistance Program.



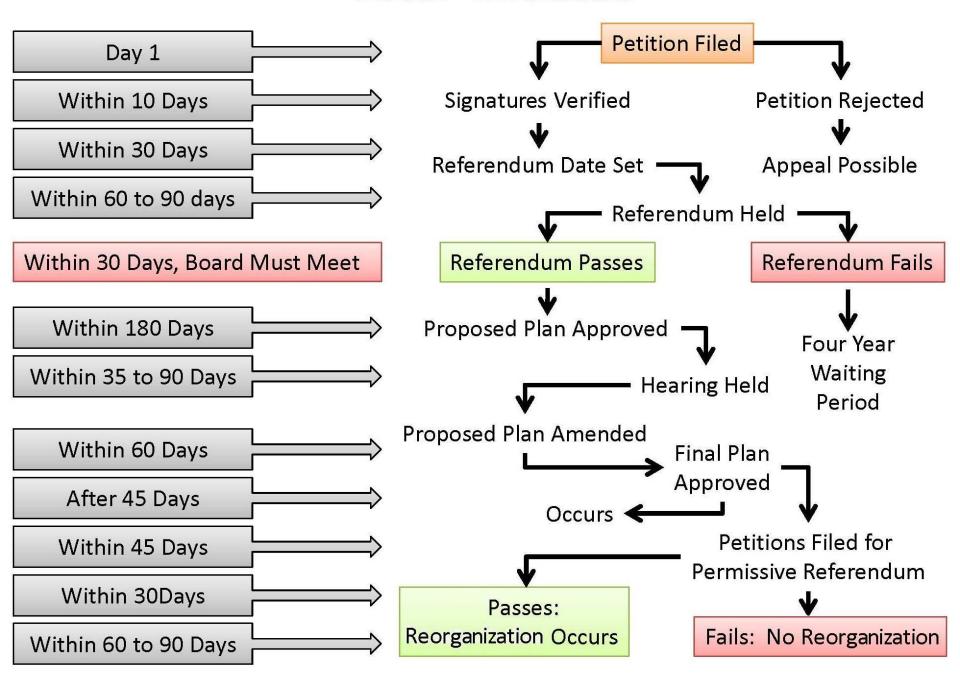
Overview of the Dissolution Plan Process

After the Referendum

- The vote was "YES," the Board has 180 days to develop and approve the Dissolution Plan, 90 more days to hold hearings, and within 60 days to finalize the plan.
- The Final Dissolution Plan is Subject to Permissive Referendum.



Voter-Initiated



How Will My Services Change?



Expenses to General Services		
General Service:	Post Dissolution Conditions ¹	Cost Increases to Town
Mayor	Part-time position will be abolished. All duties to transfer to Town Supervisor. No additional expenses associated.	\$0.0

positions will be added to

Salary adjustments will be at the Town Board's discretion.

Clerk/Accountant Clerk and extra help during the tax season.

Town for a

\$0.0

\$0.0

\$0.0

April 5, 2015

\$29,052.16

The Village Board of Trustees will be abolished.

All duties transfer to the Town Board.

The Treasurers position will be abolished.

Duties will be absorbed by the Town Attorney.

Duties will be absorbed by Town Election Inspectors.

Village of Port Henry, Dissolution Plan

No additional expenses associated.

No additional expenses associated.

No additional expenses associated.

One

Village Board of Trustees

Attorney for the Village

Election Inspectors

Laberge

Clerk & Treasurer

Expenses to General Services

Post Dissolution Conditions¹

Village Hall	Village Hall will become Town property. Operation & maintenance costs will continue.	\$15,250
Special Items/Contingency	The Village budgets \$18,555 for unallocated insurance (special items), \$1,026 for dues (special items). Insurance would be reduced and dues eliminated for a savings of (\$10,303). \$9,278 of unallocated insurance will be added to Town. \$20,000 of contingency funds will be added to the Town.	\$29,278

\$9,278 of unallocated insurance will be added to Town.
\$20,000 of contingency funds will be added to the Town.

Code Enforcement

Duties of Building Inspector will be added to the Town's Building Inspector duties.

It is recommended that the Town Code Enforcement budget be increased to account for the additional

budget be increased to account for the additional workload brought on by the Village.

Street Maintenance and Permanent budget for the continuation of services. Expenses include administration, personal services, contractual work, and permanent improvements.

Laberge

General Service:

Cost Increases to Town

Expenses to General Services		
General Service:	Post Dissolution Conditions ¹	Cost Change to Town
Community Environment	Funds will be included in the Town's future budget. Expenses include flowers, signs, and landscaping improvements.	\$500
Street Lighting	Electricity and maintenance expenses associated with the	\$27,000

owned Village properties.

projects, and youth programs.

added to the Town expenditures.

services.

Snow Removal

Recreation and

Campground

Culture

Sidewalk

Village's street lights will be transferred to the Town.

removal services and salt expenses, including

Funds will be included in the Town's future budget for snow

The Village budget for Champ RV Park includes personal

services, equipment, contractual expenses, joint recreation

Funds will be included for the continuation of recreation

Library, historian, and annual celebrations; the funds will be

Expenses associated with Village sidewalk maintenance and

snow removal will be transferred to the Town. Sidewalks will be maintained along Main Street from Whitney Street to the

Village line on North Main Street and Broad Street.

previously

\$500

\$27,000

\$30,000

\$47,600

\$7,100

\$2,500*

Expenses to General Services

General Service:	Post Dissolution Conditions ¹	Cost Change to Town
Sanitation	The services associated with the Village garbage and recycling pick-up will be abolished.	\$0
Highway	Three Village employees will be transferred to the Town's Highway Department. Costs associated with salary will be transferred to the Town's Highway Fund. Salary adjustments will be at the Town Board's discretion.	\$96,951
Buildings and Grounds	One Village employee will be transferred to the Town's Building and Grounds Department. Costs associated with salary will be transferred to the Town's General Fund. Salary adjustments will be at the Town Board's discretion.	\$46,181
Employee Benefits & Taxes	These expenses include state retirement, social security, worker's compensation, disability, and medical insurance. These benefits will be transferred to the Town's general and DPW budgets upon dissolution.	\$172,979
Total New to Town		\$656,424

Notes:

Budget

*Village budgeted \$7,500 for sidewalks. However this includes \$5,000 for personal services which have been allocated to the three highway positions going to the Town's highway department. The remaining \$2,500 is for the sidewalk repair and will be added to the Town's budget.

Expenses to Special Districts			
Special District Service:	Post Dissolution Conditions ¹	Cost Chang Residents	
Joint Public Sewer	The Village budget includes an Engineer which is paid \$5,000. The Villages Joint account include the Village paying 35% of special items which include unallocated insurance at \$11,500, dues at \$500, and contingent account allocated at \$15,000. Two employees operate the treatment plant. The Village's overall joint sewer system		

created in the outcome of dissolution.³

Village (35%).3

Village Public Sewer

Public Water

budget is currently \$201,132 for maintenance, expenses, fees, equipment, utilities, and taxes; for the total sewer expenditures of \$259,091. Of which \$95,000 paid by

The Village of Port Henry is currently beginning a two phase

Sewer Improvement Project. The first phase is completely paid off by a \$500,000 grant. The second phase has been partially paid for and will include a loan which comes to \$1,046,063. This project is not accounted for in the 2015-2016 Village Budget. The loan will only be charged to residents within the Village. A special Debt District will be

The current budget for Village water totals to \$296,710.

The water service area will be reconstituted as Water

District #3 in the outcome of Village dissolution.³

Change to Village

\$577,981³

\$1,046,063

\$285,0923

Expenses to Special Districts

Post Dissolution Conditions¹

Special District Service:

options that are in the best interest of the community at large.

Fire District

within the Town.

	and equipment.	
Debt	Expenses associated with Village debt include any general existing debt in the Village and will be paid through a special taxing district by residents within the former Village boundaries.	\$56,980
Total Special Tax District Budget		\$2,093,116
Notes:		

1. Upon dissolution, the Town Board may re-consider the options presented above, and conclude that there are other preferred

2. A special taxing district is not a governing body; rather it is a taxing mechanism to properties which receive additional services

3. Public sewer and public water are based on additional fees and will continue to be an extra charge in the case of dissolution.

The Village Fire Department has a budget of \$108,945.

The Town and Village will create a joint Town/Village Fire District. The Fire District will cover the former Village boundaries and the fire protection areas north and south of the Village. The joint Town/Village Fire District will have five fire commissioners appointed by the Town and Village. The Fire District's Fire House will remain at the former Village's Fire House and will maintain its identity

Cost Change to Village

\$127,000

Residents

Revenues to General Services			
Service:	Post Dissolution Conditions ¹	Revenue Change to Town	
Real Property Tax & Tax	Payments in lieu of taxes (PILOTS) and interest	(\$22,000)	

Non-Property Tax Distribution by County and Franchises will be gained by the Town in the

Park and recreational charges and special

Village of Port Henry, Dissolution Plan

(\$50,000)

(\$125)

(\$300)

(\$104,000)

April 5, 2015

and penalties on real property tax.

outcome of Village dissolution.

Funds from vital statistic fees.

recreational facility charges.

Clerk Fees.

Items

Fees

Health

Non-Property Taxes

General Government

Culture and Recreation

Laberge

protection services.

Bingo licenses and permits.

funds.

Use of Money and Property

Total New Revenues to Town

Licenses and Permits

State Aid

Laberge

Revenues to General Services		
Service:	Post Dissolution Conditions ¹	Revenue Change to Town
Intergovernmental Charges	The Town contracts for fire protection services for areas of the Town of Moriah that fall outside of the	(\$0.0)

State revenue sharing (per capita) at \$11,500, mortgage tax at \$3,500, other governmental aid at

Village of Port Henry, Dissolution Plan

\$1,000, and consolidated highway aid at \$72,000.

fire department and district's Village's Fire Department is paid \$26,000 for fire (\$5,825) Interest and earnings and rental of real property

(\$850)

(\$88,000)

\$271,100

April 5, 2015

Summary of Estimated Cost Shift

Summary of Budget Shift to Town (Expenditures & Revenues)		
Total New Town Expenditures	\$656,424.16	
Total New Town Revenues	(\$271,100.00)	
Total New Special Districts	\$2,093,116.00	
Total Cost Shift to Town (excluding Special Districts)	\$385.324.16	

- In the result of dissolution, the table above displays the new expenditures and revenues that the Town will acquire from the Village.
- ➤ Dependent on the Town Board, additional Special Taxing Districts will be added to former residents living within the Village boundary.





The following positions are eliminated & services will be provided by the Town:

- ➤ Village Mayor & Board of Trustees
- ➤ Village Treasurer
- ∀Village Attorney
- > Elections Inspector
- ➤ Code Enforcement Officer
- >Zoning Board





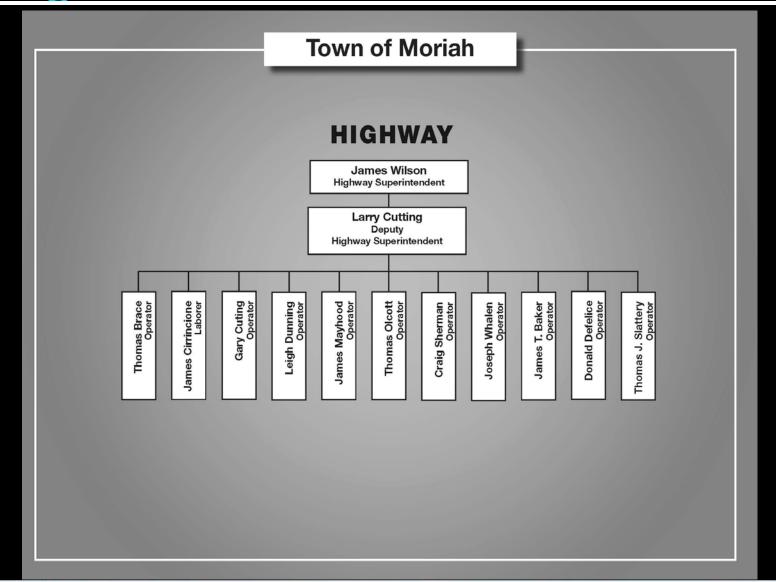
The following positions will be transferred to the Town:

- ▶1 Village Clerk
- ➤ 5 Village DPW
- ➤ 2 Village Water/Sewer/WWTP
- ► PT Beach/Campground

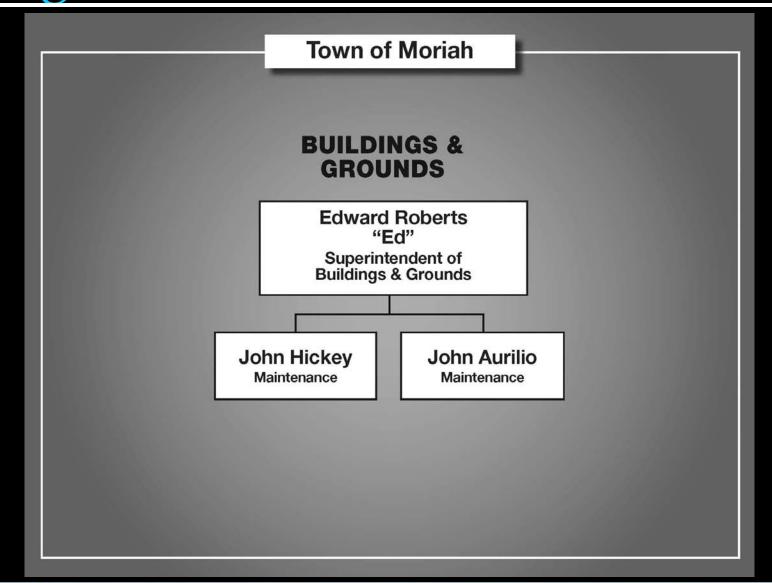


Organizational work charts have been created to depict where Village employees will be placed once their position is transferred to the Town:

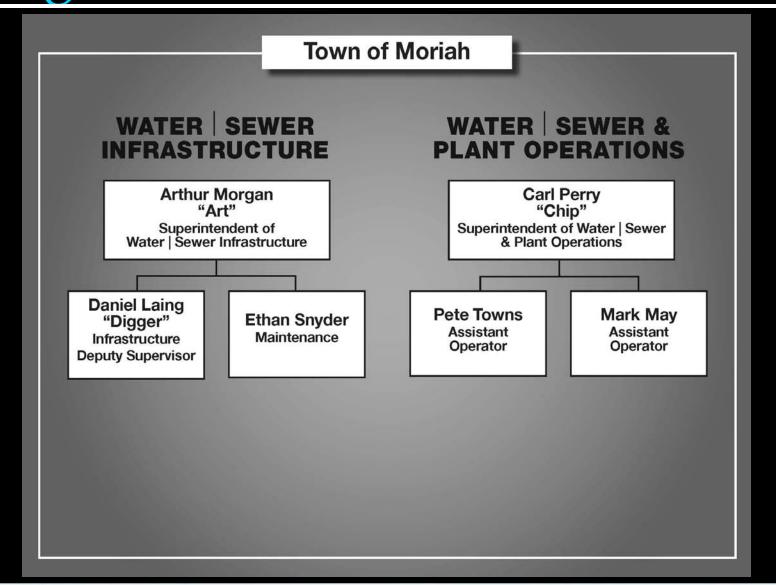














Local Laws, Plans, Boards, and Commissions

- Town Board shall have the power to review, adopt, amend or repeal Village local laws.
- All Village local laws, ordinances, rules or regulations, in effect on the date of dissolution shall remain effective for a period of two years following dissolution.
- ➤ If no action is taken by the Town Board within the two year period, the law(s) will be automatically repealed.
- It is recommended that the Town adopt the Village's Zoning Law and Parking Law and develop a more stringent Fire Burning Law.



Services and Special Districts



Services

The following services will continue to be provided by the Town:

- ➤ Street Maintenance and Permanent Improvements
- ➤ Sidewalk Maintenance and snow removal Snow removal will take place along Main Street from Whitney Street to the Village line on North Main Street to Broad Street.
- ➤ Street Lighting
- Snow Removal
- >Culture and Recreation

The following services will NOT continue to be provided by the Town:

➤ Sanitation — Garbage and recycling pick-up will no longer exist.

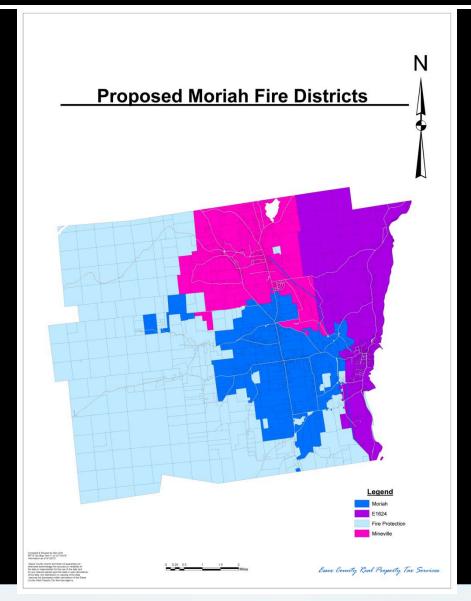


Fire

- ➤ Upon dissolution, the best option to maintain the Village Fire Department's identity, current location, and current equipment is to create a Joint Town/Village (T/V) Fire District.
- ➤ The Joint T/V Fire District will serve the former Village boundaries, including the Fire Protection areas north and south of the Village.
- Five fire commissioners will be appointed by the Town and Village.
- ➤ The New Fire District's budget will be \$127,000.

Port Henry Fire District #3		
Equipment	\$27,341	
Operations	\$14,000	
Utilities	\$26,000	
Liability Insurance	\$13,500	
Accountant Fees	\$5,000	
Capital Reserve Equipment	\$7,279	
Capital Reserve Truck	\$16,280	
Maintenance	\$6,500	
Workers' Comp. Insurance	\$11,000	
Amount to be Raised	\$127,000	
Taxable Value	81,046,865	
Tax Rate	\$1.57/1,000	







Water

- ➤ Village residents will continue to receive their drinking water from the Village's Water Filtration Plant.
- ➤ Upon dissolution, the former Village will be incorporated into the Town's Water District #3.
- ➤ Residents will be responsible for any remaining debt associated with the Village's Water Treatment Plant (WTP), maintenance, and any repairs within the Village's system.
- The Village's WTP will be maintained by the Town's Water and Sewer Operations Department. The Distribution Department will be responsible for the lines of each plant.
- Three Village employees will be transferred to the Town's Water and Sewer Infrastructure and Operations Department.



Sewer

- ➤ Upon dissolution, Village residents will continue to pay sewer fees for use and all associated debt on the Village's Wastewater Treatment Plant.
- The Village would be included in a separate district from the Town to account for the debts divided between the Town and Village.
- Similar to water, the Wastewater Treatment Plant will be maintained by two departments which include operations and infrastructure.
- ➤ Three Village employees will be transferred to the Town's Operations and Infrastructure Water and Sewer Departments.



Debt

- ➤ Created in order to pay off any Village debt incurred prior or due to dissolution.
- ➤ Will be paid through a special taxing district by residents within the former Village boundaries.





Disposition of Village Assets and Liabilities



Disposition of Village Assets

Village Asset Values

Asset	Source of Values	Value
Buildings/Property	Building Values	\$13,239,905
DPW Vehicles &	Insured & Estimated	
Equipment	Market Values	\$450,272
Fire Vehicles &	Insured & Estimated	
Equipment	Market Values	\$631,000
Bank Accounts	Statement	\$579,693
Appropriated Fund	Ctatament	
Balances*	Statement	\$52,000
Total		\$14,952,870



Disposition of Village Assets

Village Asset Values

- The assessed and insured value replacement costs of the Village's assets and funds total approximately \$14.9 million.
- The most valuable asset is the Village's Sewer Plant and Filtration Plant.
- It is recommended that the Village hold onto all real property, vehicles and equipment in order to assist in the dissolution process and keep equipment and property that will be needed to further service the former Village boundaries.



Building & Ground

Aluminum Dome

New Sewer Plant

Highway Garage and Salt Shed

Sludge Bed co

Pump House

Fire House

		_
Villaae-owned	Dool	Droporty
viiiuue-oviieu	neui	PIUDEILV

Address

27 Bulwagga Drive

10 Church Street

4303 Main St

Total

4303 Main Street	Administration Unice	\$478,998
54 Dock Lane	Beach House	\$131,245
54 Dock Lane	Bath House	\$24,977
54 Dock Lane	Bath House	\$16,650
54 Dock Lane	Bath House	\$16,650
54 Dock Lane	Bath House	\$16,650
0.5. 1.1	6 B II	

Property

Building Value

\$117,834

\$90,530

\$90,530

\$37,362

\$8,375,643

\$175,479

\$22,500

\$13,239,905

54 Dock Lane	Bath House	\$16,650
8 Dock Lane	Sewage Pump House	\$56,613
Pump House Road	Filtration Plant	\$2,249,521
Pump House Road	Storage Tank	\$999,048

O BOCK Edite	Sewage ramp nouse	\$30,013
Pump House Road	Filtration Plant	\$2,249,521
Pump House Road	Storage Tank	\$999,048
Pump House Road	Storage Building	\$53,281
Pump House Road	Chain Fence	\$36,633
Broad Street	Pump House	\$249,761

Village-owned Vehicles/Equipment

- ➤ Insured value of Village-owned vehicles and equipment in 2015 \$1,081,272.
- ➤ Village owned vehicles and equipment should be kept to be transferred to the Town in order to continue to serve the Town and former Village boundaries.
- ➤ Vehicles/equipment still owned by the Village at the time of dissolution will become the property of the Town of Moriah.



Bank Accounts, Village Books, and Records

Account Type	Account ID #	Village Fund	Balance (as of 1/31/16)
Checking	0376	General, Water & Sewer Fund	\$427,607.66
Checking	2336	Now Public Funds 42	\$3,341.82
Checking	3865	Capital Fund	\$16,645.99
Checking	1777	Reg Public Funds 03	\$1,319.00
Checking	8555	Joint Sewer	\$130,778.64
Checking	4118	Grant Funds	\$0.00
Total			\$579,693.11



Unemployment & Miscellaneous Liabilities

- A Village employee is currently receiving disability benefits. Costs associated with the claim may need to be accounted for with the debt district if the claim is not concluded by dissolution date.
- The Debt District will cover any other former Village liabilities that may occur prior to the date of dissolution or due to dissolution



Village Fund Balance and Indebtedness



Village Fund Balance

Village of Port Henry Fund Balance

Fund/Purpose	Balance
General	\$52,000
Water (Village-wide)	-
Sewer (Village-wide)	\$17,841
Joint Sewer	-
Total	\$69,841
Total	\$52,000



Indebtedness

- > The Village currently has six bonds totaling \$2,161,084.
- > The Village's general debt is approximately \$56,980. This includes existing fire truck debt of \$32,341 and additional debt of \$24,639. The debt of the fire truck is recommended to be paid off prior to dissolution.
- > Sewer debt includes the result of a recent capital improvements upgrade. The bond totaled to \$2,378,663 and the current balance owed is \$1,840,589.
- Water debt currently has two bonds in relationship to water treatment plant (WTP) improvements and the reconstruction of the water main. \$263,515 is remaining on the WTP improvements and \$246,000 on the water main reconstruction.



Village Fund Balance

The Village is set to incur debt for approximately:

Fund/Service	Outstanding Debt
General	\$56,980
Sewer (Village-wide)	\$1,840,589
Water (Village-wide)	\$509,515
Village TOTAL	\$2,161,084
Village Total Minus Water and Sewer	\$56,980



How Were Cost Savings Determined?



How Were Cost Savings Determined?

The Dissolution Plan considered cost saving solutions while providing continued services upon dissolution:

- ➤ Maintain essential functions & services.
- ➤ What costs would be saved upon dissolution?
- What costs are transferred to the Town budget?
- >Continued collection of revenues and how?

Cost Savings are only an estimate. All personnel and services are subject to Town of Moriah approval.



Cost of Dissolution

- Estimate of dissolution is approximately \$110,000.
- New York State Local Government Citizens Re-Organization Empowerment Grants – up to \$50,000 both Town & Village.
- > 10% local match required (\$5,000 each).
- Costs include: legal fees, drafting required documents, incorporating the Village's Zoning Law and Regulation Parking, creation of the Port Henry Fire District #3, purchasing a sidewalk snowplow, aid in the transfer of the Village's Water and Waste Water Treatment Plants, and fees and salaries related to staff transition.



Citizen Empowerment Tax Credit (CETC)

- An incentive provided by New York State when two local governments consolidate.
- Based on a formula of 15% of the combined property tax levy at the time of local governmental consolidation.
- > 70% must be used towards the reduction of the tax levy.
- 30% may be used for further tax reduction or capital improvement projects.
- CETC used at discretion of Town.
- > CETE amount will be based upon:
 - Village Levy 2015-2016
 - > Town Levy 2016



Citizen Empowerment Tax Credit (CETC)

to a second control of the control o	•	

Maximum CETC for Tax Reduction

100%

\$347,234

\$104,170

Minimum CETC for Tax Reduction

\$243,064 70%

Maximum CETC for Capital Improvements

30%

*CETC is contingent upon New York State appropriations and not an annual guarantee.



Village Residents	Current Tax Rate	Tax Rate No CETC	Tax Rate 70% CETC	Tax Rate 100% CETC	Current Property Tax	Property Tax Post Dissolution	Property Tax Change	Percent Change
Village Tax	\$11.78 ¹	\$0	\$0	\$0	\$1,177.91	\$0	-	-
Townwide Tax (Genl & Hwy)	\$7.73 ²	\$10.37	\$9.21	\$8.72	\$773.14	\$1,037.38	\$264.24	34.2%
New Joint Fire District	-	\$1.57	\$1.57	\$1.57	-	\$157.00	-	-
New Debt District	-	\$0.50	\$0.50	\$0.50	-	\$50.00	-	-
Total with NO Special Districts – No CETC	\$19.51	\$10.37	-	-	\$1,951.05	\$1,037.38	(\$913.67)	-46.8%
Total With Special Districts – No CETC	-	\$12.44	-	-	-	\$1,244.34	(\$706.71)	-36.2%
Total CETC with Special Districts – 70%	-	-	\$11.28	-	-	\$1,128.27	(\$822.77)	-42.2%
Total CETC with Special Districts – 100%	_	-	_	\$10.79	_	\$1.078.53	(\$872.52)	-44.7%

Notes: 1 Village of Port Henry FY 2015-2016

² Town of Moriah FY 2016



Town Residents	Current Tax Rate	Tax Rate No CETC	Tax Rate 70% CETC	Tax Rate 100% CETC	Current Property Tax	Property Tax Post Dissolution	Property Tax Change	Percent Change
Townwide Tax (Genl & Hwy)	\$7.73	\$10.37	\$9.21	\$8.72	\$773.14	\$1,037.38	\$264.24	34.2%
Town Outside of Village Tax (Genl & Hwy)	\$0.73	\$0	\$0	\$0	-	\$0	-	-
Total – No CETC	\$8.46	\$10.37	-	-	\$846.25	\$1,037.38	\$191.13	22.6%
Total CETC – 70%	-	-	\$9.21	-	\$846.25	\$921.31	\$75.06	8.9%
Total CETC – 100%	_	_	_	\$8.72	\$846.25	\$871.56	\$25.32	3%

Notes: * Slightly different from earlier versions. This is due to the completion and use of the Town's 2016 Budget and the updated Taxable Value for the Town and Town outside the Village.



Next Steps

- Village to adopt the Dissolution Plan.
- Implementation of Dissolution Plan can begin (recommended to wait past permissive referendum time period).
- For more information: labergegroup.com/PortHenry/
- Dissolution set for: March 31, 2017

Public Comments

