

MEMORANDUM

TO: Maura Sperry, Mayor, Village of Mastic Beach
 Susan Alevas, Esq., Clerk/Administrator, Village of Mastic Beach

CC: David Eldridge, Esq., Village Attorney, Village of Mastic Beach
 Ben Syden, Vice President, Laberge Group
 John Rodat, President, Public Signals, LLC

FROM: Nicole T. Allen, AICP, Planning Services Manager, Laberge Group

DATE: December 20, 2016 (Amended 01/20/2017)

RE: Dissolution Plan for the Village of Mastic Beach

The Town of Brookhaven requested the following items to move forward with the dissolution of Mastic Beach. Some are necessary for the development of the final Dissolution Plan while others would be useful to the Town in either estimating the fiscal impact of the Village’s dissolution or considering the provision of services to Mastic Beach. The Village is not obligated to provide this information to the Town.

Finance / Assessor:

#	Information Needed	Dissolution Plan	Implementation
1.	Copy of 2015 - 16 Budgets (operating and capital)	Obtained	
2.	Copy of 2016 - 17 Budgets (operating and capital)	Obtained	
3.	Fixed Asset Schedules to include Land, Buildings, Passenger Vehicles, Heavy Duty Vehicles, Machinery and Equipment, Personal Property and the fair market value of these assets.	X	
4.	Village bank accounts, books and records, and appropriated fund balances.	X	
5.	Village liabilities, appropriated fund balances and indebtedness. Bonds, debt on equipment, outstanding loans, employee benefit payouts (e.g. disability, workers’ comp)	X	
6.	Debt Maturity Schedules for each long-term debt issued (including annual debt service cost) and in total	X	
7.	Name of Independent Auditor and Audited Financial Statements for fiscal years 2014-15 and 2015-16		X
8.	Current Operating Inventories to include Fuel, Salt, Sand, Repair & Maintenance Storerooms, etc.		X
9.	Name and description of Financial Systems, including Personnel, Payroll, Accounting, Billing, Vendor		X
10.	Payables, Budgeting, Financial Reporting. etc.		X
11.	List of any financial or assessment functions out-sourced, and name of service provider	X	
12.	Most recent Village Tax Bill (to determine Tax Rates and Assessed	X	

MASTIC BEACH DISSOLUTION PLAN

	Valuations)		
13.	Total number of Parcels, Total number of Residential Parcels, and Total number of Commercial Parcels Name and description of Assessment and Tax Billing Systems	X	
14.	Most recent ORPS certified Tax Roll, Quantity Change Factor, and Equalization Rate		X
15.	Listing of All Building Permits Issued (number only)	X	

Highways:

#	Information Needed	Dissolution Plan	Implementation
1.	Inventory of Streets and the associated Lane Miles		X
2.	Drainage Inventory (number and condition of) / Plans		X
3.	Identification of all Capital Improvements		X
4.	Roadway / Drainage Maintenance Records		X
5.	CHIPS Allocation		X
6.	Traffic Signal inventory and service history		X
7.	Inventory of recharge basins (quantity and condition)		X
8.	Condition of road endings		X
9.	All paving projects completed (Road, Year)		X
10.	All concrete work (curbs, sidewalks, driveway aprons) completed		X
11.	All other capital projects completed (Type, Location, Year)		X
12.	Routine maintenance schedule: a) Street sweeping (Last year done, miles of road completed, list of roads) b) Vacuum of catch basins (Last year done, number of basins cleaned, list of roads where structures are located) c) Pavement markings (Last year done, miles of road completed, list of roads) d) Traffic and street signs (Inventory, Whether they meet MUTCD standards)		X

Highways, Stormwater Compliance:

#	Information Needed	Dissolution Plan	Implementation
1.	Status of the Village's stormwater compliance		X
2.	All digital stormwater data		X
3.	Any information that would support the Village's intent/efforts to comply with MS4 regulations		X

Planning / Building / Fire Prevention / Code Enforcement:

#	Information Needed	Dissolution Plan	Implementation
1.	List of All Permits Issued by the Village and the status (same request as the Assessor)		X
2.	List of Certificates (Occupancy / Existing Use / Other) Issued		X
3.	Backlog of Existing Permit Applications	X	
4.	Super Storm Sandy / NY Rising outstanding issues	X	
5.	List of all Rental Permits / Licenses issued		X
6.	List of Site Plans Approved		X
7.	List of Subdivisions Approved		X
8.	List of all pending matters before the Village's BZA / Planning Board		X
9.	Listing of any Environmental Related and Wetland Permits issued / pending		X
10.	Detailed discussion on the transfer of files / records and coordination of such transfer		X

Clerk:

#	Information Needed	Dissolution Plan	Implementation
1.	Discussion on Vital Statistics, Record Transfer		X
2.	Complete inventory of the records from Mastic Beach Village to ALL departments		X
3.	All highway defects and all notices of claim received by the Village through the date of dissolution		X
4.	Village's Legal records from the Village's counsel to the extent necessary to protect the interests of the residents that formerly constituted the Village		X
5.	If a new disabled parking permit is needed from the Town Clerk, records evidencing the applicant's entitlement to the permit		X

Fire Marshal:

#	Information Needed	Dissolution Plan	Implementation
1.	Number of improved Commercial Properties (not vacant land)		X
2.	All current operating permits issued		X
3.	All outstanding operating permit applications awaiting issuance		X
4.	All open permits for new construction and alterations		X
5.	All certificates of compliance issued		X
6.	Status of the Triennial inspections		X
7.	Current permits / permissions issued for any fire detection / fire protection systems		X
8.	Current status of the carbon monoxide installations in commercial buildings		X
9.	List of all open / outstanding complaints in commercial occupancies		X
10.	Database used for tracking permits, etc.		X

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