

Dissolution Implementation Plan of the Village of Harrisville

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Prepared for:

Village of Harrisville Dissolution Study Committee

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INTRODUCTION

This document sets forth the Dissolution Implementation Plan for the Village of Harrisville that was developed by the Dissolution Study Committee. The Plan is the culmination of a twelve month study that the Village undertook to determine the impacts of dissolution on tax rates and service delivery. The purpose of this Dissolution Implementation Plan is to summarize the actions that will take place to move forward with Village Dissolution and to provide details on how services, presently provided by the Village, will continue after dissolution. This Plan will be submitted to the Village and Town boards for adoption at their December 2017 board meetings. After the Dissolution Implementation Plan is approved by the Village Board, the Village will put forth a proposition to dissolve the Village. If the proposition is approved by a majority of the Village voters, then the Village of Harrisville will be dissolved effective 12/31/2018.

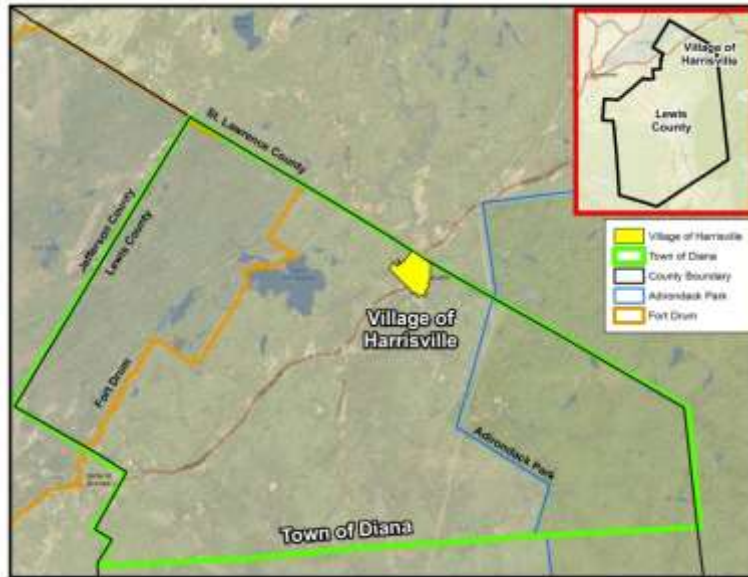
This report is being funded by and prepared in accordance with the New York State Department of State Work Plan requirements, as outlined in Contract No. T00022GG with the Village of Harrisville. If the Village does dissolve, the Department of State will reimburse 80% of the local share paid for by the Village, which would cover 90% of the total costs of the study. In addition to Department of State funding, Lewis County will reimburse the Village of Harrisville up to \$5,000 towards the study costs, to be provided after the study is complete and a final accounting of costs is received by the County. The Department of State also provides funding of up to \$50,000 (90% grant, 10% municipal share) per community for activities associated with the implementation of dissolution. This Dissolution Implementation Plan identifies items that are recommended for completion prior to, or in conjunction with, dissolution and the estimated costs of completion.

A) NAME OF LOCAL GOVERNMENT ENTITY TO BE DISSOLVED

The Village of Harrisville would dissolve and become a hamlet called Harrisville in the Town of Diana.

B) TERRITORIAL BOUNDARIES OF THE VILLAGE OF HARRISVILLE

The Village of Harrisville has a village boundary line within the Town of Diana. Please see map below showing the Village and Town boundary lines.



C) TYPE AND/OR CLASS OF THE VILLAGE OF HARRISVILLE

Harrisville is a Village.

D) FISCAL ESTIMATE OF THE COST OF DISSOLUTION

The Department of State provides grant funding for up to \$50,000 per municipality for activities associated with Village. For the Village and the Town, this could total \$111,111.10 with \$100,000 of the funding being provided through grants and the Village and Town covering the remaining 10%. The following items have been identified for inclusion in Village and Town Implementation Grants. These items will not impact Village or Town tax rates as they will be paid for with NYS Department of State grant funds and Village fund balance to cover the local share:

- 1) Comprehensive Plan: The Village and the Town do not have a Comprehensive Plan. The estimated cost to develop a Comprehensive Plan is \$10,000.
- 2) Asset Management Plan: The Village and the Town do not have Asset Management Plans for their assets or equipment. Estimated cost to develop an Asset Management Plan is \$10,555.55.
- 3) Water District Formation: The estimated cost to complete the water district formation process is \$5,000.
- 4) Lighting District Formation: The estimated cost to complete the lighting district formation process is \$5,000.

- 5) Fire Protection District Expansion: The estimated cost to expand the existing Town Fire Protection District to include the Village area is \$5,000.
- 6) Local Law Revisions: The estimated cost to complete a detailed review of these laws and to develop new or amended Town laws is \$10,000.
- 7) Water Withdrawal Permit Update: The estimated cost to update and convert the water withdrawal permit from Village of Harrisville to Town of Diana is \$5,000.
- 8) Water Conservation Program Implementation: The estimated cost to implement a water conservation program that will meet the Department of Environmental Conservation's special conditions requirement in the Village's water withdrawal permit to install water system metering capability is \$55,555.55. A water conservation program that includes water meters is a special conditions requirement that has been in Harrisville's DEC water withdrawal permit since 1990 and was to be completed by April 1, 2000, but installation was never completed by the Village. This must be addressed even if the Village does not dissolve. The requirement to install meters is intended to monitor how much water is withdrawn from the water source and delivered to users, and to determine if there are significant water losses or leaks in the distribution system. The installation of water meters is not intended to change the current flat rate billing structure for water services.
- 9) Town Municipal Website Development: The estimated cost to develop a municipal website for the Town of Diana is \$5,000.

The table below summarizes items to be considered for implementation grants:

Harrisville Implementation Grant Budget	Village	Town
Comprehensive Plan	\$0.00	\$10,000.00
Asset Management Plan	\$0.00	\$10,555.55
Water District Formation	\$0.00	\$5,000.00
Lighting District Formation	\$0.00	\$5,000.00
Fire Protection District Expansion	\$0.00	\$5,000.00
Local Law Review	\$0.00	\$10,000.00
Water Withdrawal Permit Update	\$0.00	\$5,000.00
Water Conservation Implementation Program	\$55,555.55	\$0.00
Town Municipal Website Development	\$0.00	\$5,000
Totals	\$55,555.55	\$55,555.55

E) PLAN FOR THE TRANSFER OR ELIMINATION OF PUBLIC EMPLOYEES

The following Village elected and appointed positions will be eliminated:

- 1) The Village Mayor and four trustee positions will be eliminated.
- 2) The position of Village Clerk/Treasurer will be eliminated and the duties of this position will become the responsibility of the Town Clerk. This will include the transfer of water billing. Several current Village Clerk/Treasurer duties will be eliminated with Village dissolution and the Town may achieve cost savings if the remaining non-water system related duties can be performed at a cost less than the Village Clerk/Treasurer's fiscal year ending 5/31/16 salary of \$10,170.
- 3) The two Village Department of Public Works (DPW) positions will be eliminated and the non-water system related duties of these positions will become the responsibility of the Town Highway Department. The Town Highway Department will be responsible for the maintenance of streets, culverts, and other formerly owned Village infrastructure in the same manner that it is currently responsible for maintaining Town-owned infrastructure. The Village spends \$40,423 per year on salaries for non-water system related DPW functions in fiscal year ending 5/31/16. It is anticipated that the DPW duties transferred to the Town after dissolution can be performed with the addition of one Motor Equipment Operator (MEO) to the Town Highway Department staff.
- 4) The DPW positions also perform the work of Village Water Operators, and since the DPW positions will be eliminated with Village dissolution, the Water Operator positions will also be eliminated. The responsibility for operating and maintaining the water system will transfer from the Village to the Town. The Village spent \$25,000 on salaries for water operator functions and water billing functions in fiscal year ending 5/31/16. It is anticipated that the Town will hire a contract operator to perform these duties at the same cost or below the current cost to provide these services.
- 5) There are no Village retirees receiving benefits, so there will be no transfer of retiree costs to the Town upon dissolution.

F) VILLAGE OF HARRISVILLE ASSETS, INCLUDING BUT NOT LIMITED TO REAL AND PERSONAL PROPERTY AND THE FAIR VALUE THEREOF IN CURRENT MONEY OF THE UNITED STATES

#	Use	Address	Parcel ID	Total Assessed Value	Acres
1	Water Supply	Hands Flat Rd	013.09-01-13.000	\$6,900	<1
2	Vacant Commercial	River St	013.09-03-11.000	\$5,000	3.3
3	Water Supply	Washington St	013.09-01-04.000	\$4,000	<1
4	Landfill/Dump	NYS Rte. 3	013.00-04-20.100	\$400	5.7
5	Playground	Church St	013.13-02-02.100	\$27,900	8.4
6	Rural Vacant	River St	013.14-06-20.100	\$2,200	1
7	Parking Lot	Main St	013.14-06-18.000	\$16,700	<1
8	Vacant Commercial	State St	013.14-06-14.100	\$4,900	<1
9	Water Supply	Creek Rd	013.18-05-05.100	\$25,000	3.5
10	Water Supply	Creek Rd	013.18-05-07.000	\$110,500	4.9

- 1) Upon dissolution, title to real property presently owned by the Village will be transferred to the Town. Village property consists of the following parcels.
- 2) Personal property and other fixed assets owned by the Village at the time of dissolution will become the property of the Town. Personal property includes vehicles, equipment, office furniture, computers, and any other item commonly considered to be personal property.

G) VILLAGE OF HARRISVILLE LIABILITIES AND INDEBTEDNESS, BONDED AND OTHERWISE, AND THE FAIR VALUE THEREOF IN CURRENT MONEY OF THE UNITED STATES

- 1) General fund balance, existing at the time of dissolution, will be transferred to the Town's general fund. Water fund balance will be transferred to the newly formed Town water district.

Village of Harrisville Fund Balances – FYE 5/31/16	
Fund	Balance
General	\$231,012
Water	\$73,929

- 2) There is no existing Village debt besides \$25,000 in the water fund, incurred in 2017 (as of 10/30/17), which will be paid off in July 2018. Any Village water debt, at the time of dissolution, would be transferred to the newly formed Town water district.

H) ANY AGREEMENTS ENTERED INTO WITH THE TOWN IN WHICH THE VILLAGE OF HARRISVILLE IS SITUATED IN ORDER TO CARRY OUT THE DISSOLUTION

The Town of Diana, at its Town Board Meeting on 12/12/17, approved a resolution to endorse the Village of Harrisville Dissolution Plan. There are no other agreements between the Village of Harrisville and the Town of Diana at this time.

I) MANNER AND MEANS BY WHICH THE RESIDENTS OF THE VILLAGE OF HARRISVILLE WILL CONTINUE TO BE FURNISHED MUNICIPAL SERVICES FOLLOWING THE VILLAGE OF HARRISVILLE'S DISSOLUTION

This section of the Dissolution Implementation Plan describes how Village functions/services will be provided after dissolution. Upon dissolution, the following actions will take place:

- 1) The Village Board of Trustees and position of Mayor will be eliminated. The size of the Town Board will not change and no additional costs will be incurred to assume administrative functions as a result of Village dissolution. Cost savings of \$6,781 in wages and \$2,894 in contractual costs will be achieved as a result of the elimination of five paid elected positions.
- 2) The Town Board will form a water district that will include the customers that are presently receiving these services from the Village. The ongoing cost of these services will be paid for by user fees which will be established by the Town Board. The water system has \$25,000 in existing debt to be paid off in July 2018 and it had a fund balance of \$73,929 as of 5/31/16. Any debt or water fund balance, at the time of dissolution, will revert to the newly formed district.
- 3) The Town Board will form a lighting district that will include customers that are presently located within the Village limits. The ongoing cost of lighting will be paid for by the customers that are located within the newly formed district. The annual cost of lighting was \$19,137 in fiscal year ending 5/31/16.

- 4) Fire protection and emergency rescue services in the Village area will be provided by the Town of Diana's Fire Protection District. The existing Fire Protection District will be expanded to include the Village area. The Village's existing memorandum of understanding for fire services and contract for rescue services with the Harrisville Volunteer Fire Department Inc. and Harrisville Rescue Squad Inc. will be eliminated, and the Harrisville Volunteer Fire Department Inc. and Harrisville Rescue Squad Inc. will establish a new rate for services to be provided to the Town and former Village service area under the Fire Protection District.
- 5) Village Clerk/Treasurer, Department of Public Works (DPW), and Water System Operation functions will be assumed by the Town.
- 6) Services presently provided to both Town and Village taxpayers, by the Town of Diana, will remain unchanged and include, court functions, zoning/code enforcement, real property assessment, vital records, community celebrations, animal control, insect spraying, and youth and adult recreation programs.

J) TERMS FOR THE DISPOSITION OF THE VILLAGE OF HARRISVILLE'S ASSETS AND THE DISPOSITION OF ITS LIABILITIES AND INDEBTEDNESS, INCLUDING THE LEVY AND COLLECTION OF THE NECESSARY TAXES AND ASSESSMENTS THEREFOR

- 1) Personal property and other fixed assets owned by the Village at the time of dissolution will become the property of the Town. Personal property includes vehicles, equipment, office furniture, computers, and any other item commonly considered to be personal property.
- 2) General fund balance, existing at the time of dissolution, will be transferred to the Town's general fund. Water fund balance will be transferred to the newly formed Town water district.

Village of Harrisville Fund Balances – FYE 5/31/16	
Fund	Balance
General	\$231,012
Water	\$73,929

- 3) There is no existing Village debt besides \$25,000 in the water fund, incurred in 2017 (as of 10/30/17), which will be paid off in July 2018. Any Village water debt, at the time of village dissolution, would be transferred to the newly formed Town water district.

- 4) The Village of Harrisville cannot project whether or not there will be uncollected taxes upon the date of dissolution; however, any uncollected tax bills will be turned over the County, per current practice, and the County will reimburse the Village for any unpaid village property tax.

K) FINDINGS AS TO WHETHER ANY LOCAL LAWS, ORDINANCES, RULES OR REGULATIONS OF THE VILLAGE OF HARRISVILLE SHALL REMAIN IN EFFECT AFTER THE EFFECTIVE DATE OF THE DISSOLUTION OR SHALL REMAIN IN EFFECT FOR A PERIOD OF TIME OTHER THAN AS PROVIDED BY SECTION SEVEN HUNDRED EIGHT-NINE OF THIS TITLE

As part of this study, a review of Village and Town laws was performed to determine the Village laws that may be considered for incorporation into the Town's laws. Village laws will be retained for two years after the Village dissolves. The Town will adopt or revise relevant Village laws and ordinances, as part of an Implementation Grant. The following table identifies the potential laws recommended for further review for incorporation into the Town's laws.

Village Local Law	Recommended Action
LL1 1993 Creating Village of Harrisville Park Commission	Consider keeping Commission and rewriting law
LL2 1982 Setting Speed Limits on Mill Street	Consider a specific speed limit and parking law in area of former Village
LL1 1986 Reducing Speed Limit on a Portion of Mill Street	
LL2 1997 Regulate Traffic and Parking on Village Streets	
LL1 2003 Parking on State Street	
LL2 1976 Open Containers	Consider a similar law throughout Town or only in a specific zone
LL1 1978 Restricted Winter Parking	
LL1 1985 Mobile Home and Travel Trailer Control Law	
LL1 1987 Allow Publication of Abstracts of Local Laws	
LL2 1987 Zoning Law	
LL1 1991 Truck Route System	
LL1 1992 Curfew Law	
LL3 1992 Junkyard Law County	
LL2 1993 The Unsafe Building Law	
LL1 1994 Dog Control and License Fee	
LL1 1995 Games of Chance	
LL1 1996 Fair Housing	

Village Local Law	Recommended Action
LL1 1997 Amend Zoning Law	Consider a similar law throughout Town or only in a specific zone
LL1 2001 Closing Park St	
LL2 2001 Permitting ATV Use on Certain Village Streets	
LL4 2002 Clutter, Litter, Debris	
LL1 2007 Regulating Hoarding of Animals	
LL1 2008 Regulating Activities at Village Playground	
Village Policy - Sidewalks	

L) EFFECTIVE DATE OF THE PROPOSED DISSOLUTION

If the proposition is approved by a majority of the Village voters, then the Village of Harrisville will be dissolved effective 12/31/2018.

M) TIME AND PLACE OR PLACES FOR A PUBLIC HEARING OR HEARINGS ON THE PROPOSED DISSOLUTION PLAN PURSUANT TO SECTION SEVEN HUNDRED SEVENTY-SIX OF THIS TITLE

A Public Hearing will be held on February 12, 2018 at 6:30 pm, in the Harrisville Fire Hall: 14226 Church St., Harrisville, NY 13648.

N) ANY OTHER MATTER DESIRABLE OR NECESSARY TO CARRY OUT THE DISSOLUTION

If the Village were to dissolve there would be some cost savings. The savings that would be achieved include the following:

Annual Savings

- Salaries and benefits for the Village employees: Mayor, four Trustees, Village Clerk/Treasurer, DPW staff, and Historian (\$19,682)
- Contractual expenses for Village employees (\$6,696)
- Law contractual expenses (\$764)
- Insurance Savings (\$7,001)
- Annual savings from New York State aid, awarded if the Village proceeds with dissolution, are estimated to be \$109,375.
- The total annual savings achieved through Village dissolution are \$146,638.

Tax Impact

For a home assessed at \$50,000, this could result in a \$345 per year decrease for Village property taxpayers and a \$5 per year decrease for Town Outside Village property taxpayers. If the Village dissolves, the projected decrease in property taxes could be 57% for current Village taxpayers and 2% for current Town Outside Village taxpayers.