

# **Municipal Services & Financial Overview**

## **Town and Village of Corinth**

**February 2010**

**Prepared for:**  
Shared Service/Dissolution Feasibility Study Committee

**By**  
David S. Liebschutz  
Joseph Stefko

1 South Washington Street  
Suite 400  
Rochester, NY 14614  
585.325.6360

90 State Street  
Suite 1436  
Albany, NY 12207  
518.432.9428

[www.cgr.org](http://www.cgr.org)

# TABLE OF CONTENTS

<b>Table of Contents</b> .....	<b>ii</b>
<b>Introduction</b> .....	<b>1</b>
<b>history Size and Structure</b> .....	<b>1</b>
<b>Budgetary Summary</b> .....	<b>4</b>
<b>Tax Rates</b> .....	<b>7</b>
<b>Fund Balances</b> .....	<b>8</b>
<b>Debt Levels</b> .....	<b>8</b>
<b>Staffing Allocations</b> .....	<b>9</b>
<b>Municipal Services</b> .....	<b>11</b>
Individually Provided Services .....	12
Executive and Council .....	12
Clerk/Treasurer and Accounting .....	12
Refuse/Garbage .....	13
Public Safety Administration .....	13
Building Inspection .....	14
Zoning and Planning .....	14
Attorney .....	15
Snow Removal & Plowing .....	15
Central Data Processing .....	15
Parks and Beach .....	15
Major Shared Services .....	15
Fire Protection .....	16
Ambulance/Medical Health Center .....	16
Road Maintenance .....	16
Assessment .....	17
Registrar of Vital Statistics .....	17
Licensure .....	17
Animal Control .....	17
Other Shared Services .....	17
Veterans' Services .....	17
Museum/Historian .....	17
Cemeteries .....	17
Programs for the Aging .....	17
Youth Programs .....	18

Celebrations.....	18
Home and Community Service .....	18
Water Supply.....	18
Services Provided via Third-Party Contract .....	18
Police .....	18
Library .....	19
<b>Collective Bargaining Agreement &amp; Employee compensation .....</b>	<b>19</b>
Workday and work week .....	19
Overtime .....	19
Holiday leave .....	19
Vacation leave .....	20
Personal leave:.....	20
Sick Leave .....	20
Bereavement leave.....	20
Longevity payments.....	20
Jury Duty .....	20
Health insurance benefits.....	20
Salary Rates .....	21
<b>Village&amp; Town Property and Assets.....</b>	<b>21</b>
Town and Village Assets (to be inserted here).....	21
<b>Codes and Ordinances .....</b>	<b>21</b>
Ordinances Appearing in Both Codes, with No Issues Anticipated .....	22
Ordinances Appearing in One Code, but with No Issues Anticipated.....	23
Village Only Ordinances .....	23
Town Only Ordinances .....	24
Substantive Issues Requiring Resolution.....	25

## INTRODUCTION

This baseline report provides an overview of municipal services and financial information for the Town and Village of Corinth, New York. The review constitutes the study's "What Exists?" report, and presents relevant Town and Village metrics on size, structure, finances and operations. The report is intended to establish a foundational understanding of how the Town and Village deliver and fund services, and will serve as an information baseline for examining options for the future.

The information contained in this report is drawn from documents requested by the Shared Service/Dissolution Feasibility Study Committee on behalf of the project study team, and provided by the Town and Village for the express purposes of this effort.

## HISTORY SIZE AND STRUCTURE

In 2009, officials in the Town of Corinth and Village of Corinth initiated an effort to explore the potential benefits of sharing services and/or consolidating into a single municipality. A Shared Service/Dissolution Feasibility Study Committee was created in order to establish a process for a feasibility study. The Committee, composed of Town and Village representatives<sup>1</sup>, was tasked with studying the feasibility of sharing services or consolidating the municipalities into a single governmental unit.

Corinth's rich history dates back to 1775, when the first settlement was established by Ambrose Clothier near Mount McGregor. Being located on the upper Hudson River presented an opportunity for businesses to harness the power of the strong current, leading to the construction of a number of mills along the riverbanks in the early 1800s. As the area continued to grow, the Town of Corinth was founded in 1819. By the 1870s, the Hudson Paper Company and other businesses had transformed the area into a center for commerce and in 1886 the Village of Corinth was founded. Although the days of thriving industry in Corinth have passed,

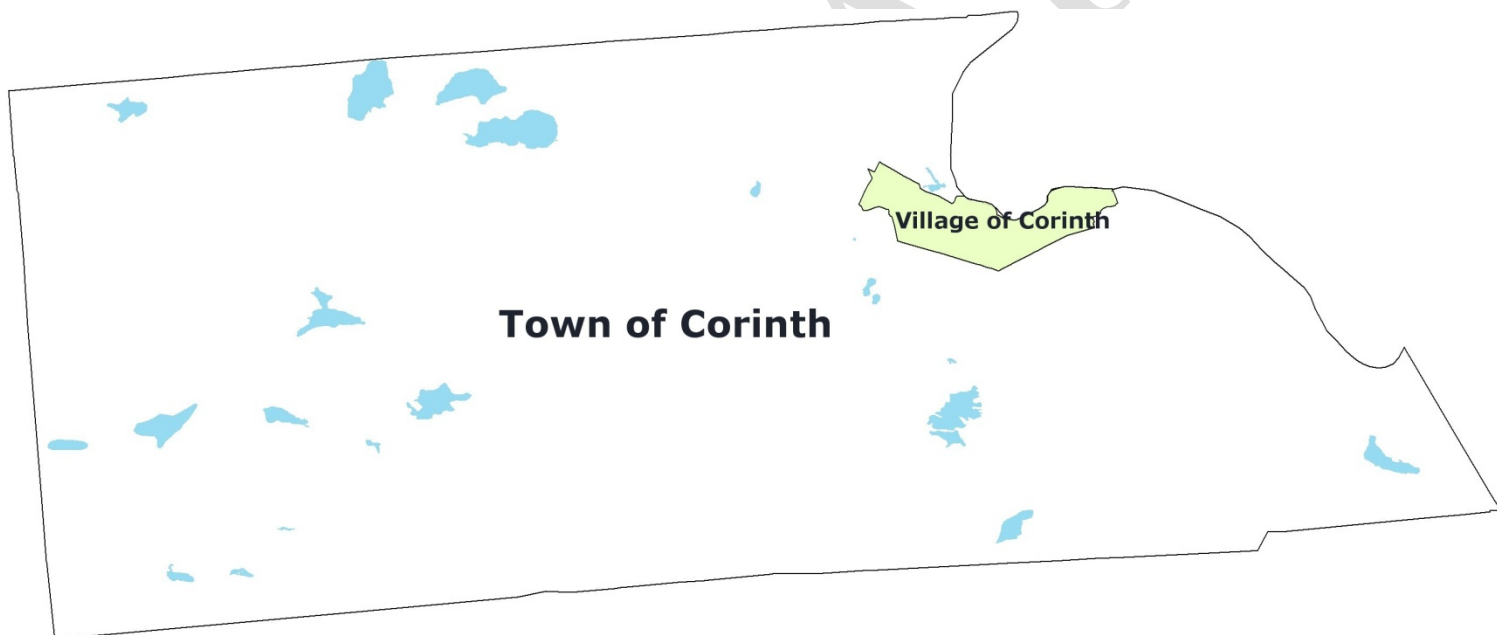
---

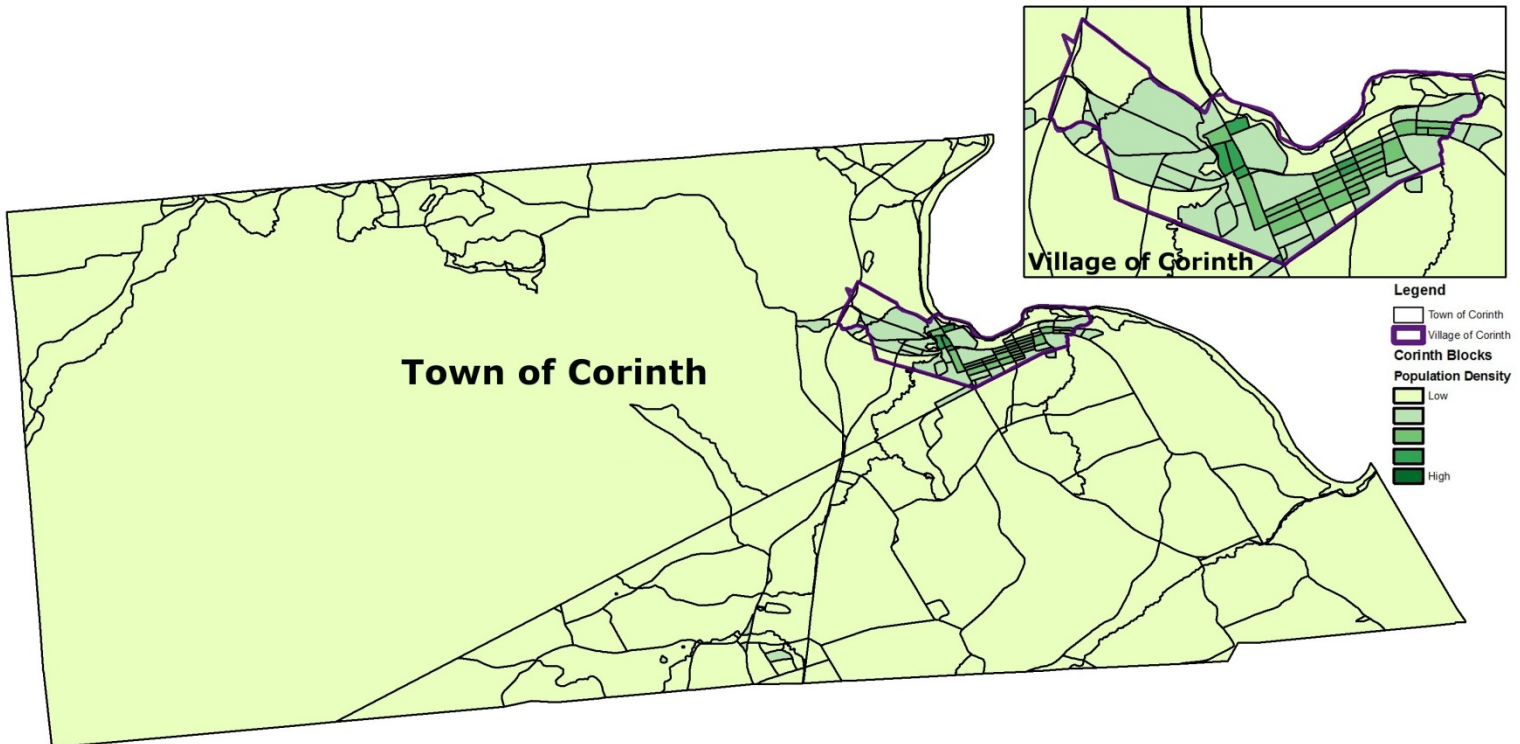
<sup>1</sup> Committee members include: Tim Murphy, Village resident (chair); Renee Baker, Town resident; Kevin Granger, Village resident; Ed Byrnes, Town councilman; Tim Hanchett, Town resident; Jeff Collura, Town resident; Jim Hopkins, Village resident; Melanie Denno, Village trustee; Julius Enekes, Village trustee; Dick Lucia, Town Supervisor; Bill Fuller, Village resident; Scott Sprague, Town resident. Other participating officials include: Nicole Colson, Village Clerk-Treasurer; Shawn Eggleston, Town Highway Superintendent; Rose Farr, Town Clerk; Andy Kelley, Chief of the Corinth Fire Department; Art Lozier, Village DPW Superintendent.

the municipal structure still exists today with the 1.1 square mile Village of Corinth surrounded by the 58.1 square mile Town of Corinth.

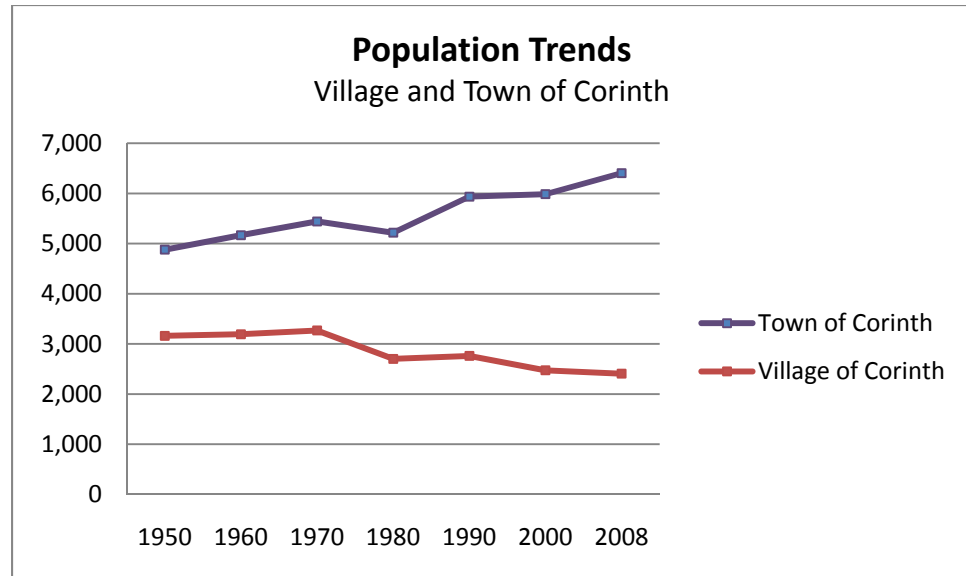
The two municipalities operate in a generally cooperative manner today to serve their respective constituencies as effectively as possible. Much of that cooperation is informal, such as the sharing of some plowing responsibilities. Moreover, there are a host of examples where the Town and Village have formally contracted to provide a shared service to the community, such as in the areas of fire protection and water supply.

The Town of Corinth and the Village of Corinth are situated in Saratoga County, NY at the foothills of the Adirondacks along the upper Hudson River. In 2009, the Village had an estimated population of 2,377 and the Town (outside of village) had a population of 3,868 for a total town-wide population of 6,245. The Village's population density of over 2,100 per square mile is more than twenty times that of the Town. The following maps illustrate the municipal boundaries of the Town and Village (top), and the population density as of the 2000 Census (bottom).





Population in the overall community has grown moderately in the past half-century. From 1950 to 2008, the Town's population grew by 31%, while the Village's population fell by 24%, indicating that the overall population growth in Corinth is attributed to growth *outside* the Village. This population growth comparison can be translated into a cost of government analysis: since the Village now has fewer people to fund the many services it provides, the remaining residents must pay more. Conversely, the population growth in the Town overall has increased its tax base, allowing for services to be provided for a smaller expense per person.



## BUDGETARY SUMMARY

### *Expenditures*

The 2009 Town and Village budgets contain anticipated *all funds* expenditures of nearly \$7.2 million. Of that total, 56% (\$4.0 million) are Town expenditures and the remaining 44% (\$3.2 million) are Village expenditures.

#### **Budgeted Expenditures<sup>2</sup>**

*Source: 2009 Town Budget and 2009-10 Village Budget*

*(Dollars in millions)*

	Village	Town	Total
<b>General</b>	\$1.372	\$2.157	<b>\$3.529</b>
<b>General TOV</b>	-	\$0.349	<b>\$0.349</b>
<b>Highway</b>	\$0.830	\$1.237 <sup>3</sup>	<b>\$2.067</b>
<b>Fire<sup>4</sup></b>	\$0.261	\$0.261	<b>\$0.522</b>
<b>Water</b>	\$0.327	\$0.021	<b>\$0.347</b>

<sup>2</sup> Note: the expenditures listed below attempt to approximate the “true cost” of delivering services in each of these area, especially for the Village. We have tried to allocate certain overhead costs and fringe benefits to the areas that use those costs as opposed to putting the costs in a general category. This allocation is particularly important to understand what the cost of transferring services would be.

<sup>3</sup> Town highway budget is mostly for Town Outside of Village expenditures with the largest classes of expenditures allocated for road repairs (\$431,000), machinery (\$186,000), road improvements (\$50,000), brush and weed clean-up (\$42,000), snow removal (\$299,000) and employee benefits (\$228,000).

<sup>4</sup> The Fire Department’s budget is split between the Village and the Town, although the Village actually runs the Department.

<b>Sewer</b>	\$0.376	-	<b>\$0.376</b>
<b>Lighting</b>	-	\$0.008	<b>\$0.008</b>
<b>Total</b>	<b>\$3.202</b>	<b>\$4.032</b>	<b>\$7.234</b>

### ***Common Expenditures***

As the basic menu of municipally-provided services tends to be reasonably similar across local governments, most spend money in common areas. In order to quickly assess the degree of common spending that occurs in Corinth, the Town and Village budgets were overlaid on one another. The following table reflects those budget line items in which both the Town and Village have invested resources in their current year budgets. (Note: This table reflects only *general appropriations*, including highway and fire, and does not include spending in dedicated funds or employee benefits.)

#### **Common Expenditures<sup>5</sup>**

*Source: FY 2009 Town and Village Budgets*

*(Dollars in millions)*

	<b>Village</b>	<b>Town</b>	<b>Combined</b>
Maintenance of Roads	\$0.352	\$0.710	\$1.061
Fire Department <sup>6</sup>	\$0.261	\$0.261	\$0.522
Snow Removal <sup>7</sup>	\$0.195	\$0.299	\$0.494
Garbage <sup>8</sup>	\$0.163	\$0.270	\$0.433
Building and Office Support <sup>9</sup>	\$0.027	\$0.110	\$0.137
Clerk/Treasurer/Tax Collection	\$0.063	\$0.068	\$0.131
Unallocated Insurance	\$0.065	\$0.055	\$0.120
Attorney	\$0.041	\$0.057	\$0.098
Executive	\$0.013	\$0.083	\$0.096
Safety Inspection	\$0.018	\$0.075	\$0.093
Garage	\$0.037	\$0.047	\$0.084
Programs for Aging <sup>10</sup>	\$0.001	\$0.077	\$0.078
Council	\$0.021	\$0.030	\$0.062
Youth Programs	\$0.017	\$0.042	\$0.059
Street Lighting	\$0.046	\$0.003	\$0.049

<sup>5</sup> Some of the categories in which common expenditures occur are fully funded (deficit neutral) for one or both municipalities

<sup>6</sup> As noted above, the cost of providing fire services is born by the Village and partially offset by the Town.

<sup>7</sup> Of this total, \$177,000 is for clearing streets and \$18,000 is for clearing sidewalks.

<sup>8</sup> Village garbage expenditures are for pickup and disposal, while Town garbage expenditures are dedicated towards operation of its transfer station. It should be noted that the Town's transfer station expenditures are offset by fees from the

<sup>9</sup> This includes expenses for building maintenance, supplies, utilities, web site, etc.

<sup>10</sup> Village allocates \$5,000 to support a senior task force.

Zoning	\$0.015	\$0.030	\$0.044
Planning	\$0.012	\$0.028	\$0.041
Library	\$0.014	\$0.015	\$0.028
Contingency	\$0.020	\$0.006	\$0.026
Celebrations	\$0.010	\$0.016	\$0.026
Central Data Processing <sup>11</sup>	\$0.006	\$0.010	\$0.016
Public Safety Administration	\$0.000	\$0.014	\$0.014
Independent Auditing	\$0.005	\$0.006	\$0.011
Municipal Association Dues	\$0.003	\$0.004	\$0.007
<b>Total</b>	<b>\$1.405</b>	<b>\$2.316</b>	<b>\$3.730</b>

Approximately \$3.7 million in combined Town/Village expenditures occur in common functions. The largest common investments occur in road maintenance (\$1.061 million), fire department (\$522,000), snow removal (\$494,000) and garbage (\$433,000). The \$3.9 million in common expenditures represents 52% of all combined general appropriations in the Town and Village. In other words, over half of total general expenditures occur in similar categories in the two municipalities.

### **Revenues**

The 2009 Town and Village budgets contain anticipated *all funds* revenues of \$7.5 million, slightly higher than budgeted expenditures. The approximate \$66,000 discrepancy is due to a reserve fund for repairs in the Village Water and Sewer funds.

#### **Budgeted Revenues**

*Source: 2009 Town Budget and 2009-10 Village Budget*

*(Dollars in millions)*

	Village	Town	Total
<b>General<sup>12</sup></b>	\$2.841	\$3.951	<b>\$6.792</b>
<b>Water</b>	\$0.334	\$0.021	<b>\$0.355</b>
<b>Sewer</b>	\$0.376	-	<b>\$0.376</b>
<b>Lighting</b>	-	\$0.008	<b>\$0.008</b>
<b>Total</b>	<b>\$3.552</b>	<b>\$3.980</b>	<b>\$7.531</b>

With regard to revenues, the largest category in both the Town and Village is the local property tax – the Town generates \$1.5 million (37% of all its

<sup>11</sup> Town Data Processing is combined from General and General TOV

<sup>12</sup> Includes expenditures from General, General TOV, Highway, & Fire

general revenue) from the local tax, while the Village generates \$1.4 million (40%).<sup>13</sup>

Revenues in both the Town and Village also consist of substantial amounts of unexpended fund balances used to finance expenditures. The 2009 Town budget contains \$916,000, and the 2009-10 Village budget contains \$275,000. County sales tax revenue of \$600,000 is also a significant source of revenue for the Town's highway department.

Payments in lieu of taxes (PILOT) also contribute significantly to general revenues—the Town receives \$185,000 and the Village receives \$150,000. The majority of Village PILOT comes from Indek (which expires in 2016) and is based on net profits, so it fluctuates. The remainder of Village PILOT comes from Adam Lawrence Apartments (which expires in 2015) and is based on the number of occupied units. Although the line in the Town's PILOT revenues includes payments made by EPCOR (which expires 2012) they are actually only payments made with the intention of making up for any property tax shortfall and not true PILOTs.

In the Town and Village's dedicated funds, costs are largely offset in full through the assessment of user fees.

## TAX RATES

Because the Town and Village have different net property valuations across which to spread their respective tax levies, each cent of tax rate generates a different amount of revenue in both.

In its 2009 budget, the Town local tax levy was \$1.466 million. Spread across a net taxable property valuation of \$533 million, the Town tax rate is \$2.47 per thousand of taxable assessed value.

By contrast, the Village's 2009-10 budgeted local tax levy was \$1.427 million, but since its net taxable valuation (\$241 million) is considerably less than the Town's, it needs a higher tax rate (\$5.68 per thousand) in order to fund its slightly smaller levy.

It should be noted that these rates reflect a blended rate for the various Town and Village funds are meant to be an approximation of tax effort in each jurisdiction. The rates are not the same as the general fund rate alone and reflect special district taxes.

---

<sup>13</sup> The Village receives roughly half of its property tax revenues from EPCOR (\$730,275).

### Local Tax Rates for Past Two FYs<sup>14</sup>

Source: 2009 Town and Village Budgets

	<b>Tax Levy</b>	<b>Taxable Value</b>	<b>Tax Rate</b>
	(\$ millions)	(\$ millions)	(per \$1000)
<u>Town</u>			
FY 2009	\$1.466	\$533	\$2.74
FY 2008	\$1.150	\$358	\$3.21
<u>Village</u>			
FY 2009-10	\$1.427	\$241	\$5.68
FY 2008-09	\$1.427	\$162	\$9.21

As reflected in the table, the Town's tax rate fell 15% from 2008 to 2009; while the Village's rate fell 38%. Although the amount needed to be raised from the property tax (the tax levy) in the Town grew, the rate increase was offset by an increase in net taxable property. The Village's tax levy was flat and thus the increase in taxable value caused the rate to fall significantly.

## FUND BALANCES

The Village had fund balances at the end of its 2008-09 Fiscal Year of \$1,448,853 in the General Fund, \$417,214 in its Water Fund; and \$259,667 in its Sewer Fund. In FY 2009-10 the Village used \$274,845 of the Fund Balance as revenues for the General Fund. As noted above, the Town used \$917,585 in combined fund balance for its FY 2009 budget, and its total fund balance at the end of FY 2008 was approximately \$1,468,235.<sup>15</sup>

## DEBT LEVELS

The Town has no outstanding debt, and thus a summary of debt involves only the Village, which has an outstanding balance of nearly six million dollars as of June 1, 2009.

<sup>14</sup> These rates reflect a blended rate for the various Town and Village funds are meant to be an approximation of tax effort in each jurisdiction.

<sup>15</sup> It should be noted that a significant portion of the budgeted fund balance in both jurisdictions is not used but instead recycled back into the fund.

### Summary of Municipal Debt (Outstanding Balance as of 6/1/09)

Source: Village Budget FY 2009-10

(Dollars in millions)

	Village	Town	Combined
<u>Issued:</u>			
Street Reconstruction & Firehouse	\$5.660	-	\$5.660
Sewer Line Reconstruction	\$0.330	-	\$0.330
<b>Total</b>	<b>\$5.990</b>	<b>-</b>	<b>\$5.990</b>

The Sewer Line Reconstruction balance of \$330,000 is from a July 2002 bond issuance of \$452,575 to fund the rehabilitation of 100 year old sewer lines and other street and sidewalk repairs on Center Street, Fifth Street, and Pine Street, and on the Hamilton Ave pump station. The bond was issued with an interest rate of 4.88%, reduced to an effective rate of 2.89% after a rebate from the State Revolving Loan Fund.

The remaining \$5.660 million outstanding is from a bond issuance of \$6.235 million made on September 1, 2004 at an interest rate of 4.75%. The bond matures on June 1, 2030 and will be paid from general funds. Of the original amount issued, \$4.235 million funded the reconstruction of Hamilton Ave and Center Street. The other \$2 million was reserved for the construction of a new firehouse.

## STAFFING ALLOCATIONS

The Town and Village staff their municipal functions with the following number of employees:

### Staff Allocations

Sources: Town and Village Schedules of Salaries and Wages

	Village	Town	Combined
<u>General Government</u>			
Mayor/Supervisor <sup>16</sup>	1 pt	1 ft	1 pt, 1 ft
Deputy Mayor/Supervisor	1 pt	1 pt	2 pt
Council Members	3 pt	3 pt	6 pt
Clerk/Treasurer <sup>17</sup>	1 ft	1 ft	2 ft
Deputy Clerk/Treasurer <sup>18</sup>	1 ft	2 pt	2 pt, 1 ft
Accounting Clerk <sup>19</sup>	1pt	-	1 pt
Bookkeeper/Secretary	-	1 ft	1 ft

<sup>16</sup> The Town Supervisor also as serves as Budget Officer.

<sup>17</sup> The Town Clerk also serves as Registrar of Vital Statistics and Bingo Inspector.

<sup>18</sup> One of the Town Deputy Clerks also serves as Planning Board Secretary.

<sup>19</sup> This is an as-needed position.

Building Inspector <sup>20</sup>	1 pt	1 ft	1 pt, 1 ft
Building Dept Secretary	-	1 ft	1 ft
Assessor	-	1 ft	1 ft
Assessor Secretary	-	1 ft	1 ft
Board of Assessment	-	5 pt	5 pt
Planning Board	-	5 pt	5 pt
Planning Board Secretary	-	1 pt	1 pt
Zoning Board	-	5 pt	5 pt
Zoning Board Secretary	-	1 pt	1 pt
Planning/Zoning Board Attorney	-	1 pt	1 pt
<u>Municipal Courts</u>			
Justices	-	2 pt	2 pt
Court Clerk	-	1 ft	1 ft
Deputy Court Clerk	-	2 pt	2 pt
<u>Public Safety</u>			
Animal Control	-	1 pt	1 pt
Deputy Animal Control Officer	-	1 pt	1 pt
Paramedics <sup>21</sup>	-	2 ft	2 ft
<u>Highway</u>			
Superintendent	1 ft	1 ft	2 ft
Assistant Superintendent	1 ft	-	1 ft
Foreman	-	1 ft	1 ft
Employees	6.5 ft	3 pt, 8 ft	3 pt, 14.5 ft
Temporary/Seasonal	3 pt	2 pt	5 pt
<u>Water</u>			
Employees	1.5 ft	-	1.5 ft
<u>Sewer</u>			
Employees	3 ft	-	3 ft
<u>Other General<sup>22</sup></u>			
Crossing Guard	3 pt	-	3 pt
Custodian	-	1 pt	1 pt
Groundskeeper/Custodian	-	1 pt	1 pt
Laborer	1 pt	-	1 pt
Historian/Museum Curator	-	1 pt	1 pt
Senior Citizen Director	-	1 ft	1 ft
Security	-	1 pt	1 pt
Senior Citizen Van Driver	-	1 pt	1 pt
Youth Commission Chaperone	-	1 pt	1 pt
Playground	6 pt	-	6 pt

<sup>20</sup> The Town Building Inspector also serves as the Zoning Administrator.

<sup>21</sup> In addition to the two full-time people, there are 21 part-time “on-call” employees.

<sup>22</sup> Substitutes for positions in this category were not included.

Lifeguard	2 pt	-	2 pt
Park Attendant	2 pt	-	2 pt
ARH Records Manager	-	1 pt	1 pt
<b>SUBTOTAL-FULL TIME EMPLOYEES</b>	<b>15</b>	<b>21</b>	<b>36</b>
<b>SUBTOTAL-PART TIME EMPLOYEES</b>	<b>24</b>	<b>42</b>	<b>66</b>

## MUNICIPAL SERVICES

Both the Town and Village provide an array of services that are delivered in a variety of ways: (1) individually; (2) in conjunction with another entity (i.e., as a shared service) or (3) through a third-party contract. We have tried to group services into these three categories for each jurisdiction.

### *Individually-provided*

The Town and Village both provide the following functions independently:

- Executive (Mayor/Supervisor)
- Clerk
- Council
- Budget/tax collection
- Public safety administration
- Safety inspection
- Planning and zoning
- Attorney
- Refuse and garbage
- Snow removal
- Parks and beach
- Central data processing

### *Shared Services*

The Town and Village cooperate in some manner to provide the following services to residents:

- Fire protection
- Ambulance/medical health center
- Assessment
- Licensure
- Animal control
- Registrar of vital statistics
- Veteran's services
- Museum/Historian

- Cemeteries
- Road maintenance
- Programs for aging
- Youth programs
- Celebrations
- Home and community service
- Water supply

***Provided via third-party contract***

- Police (County Sheriff)
- Library

## Individually Provided Services

This section contains information on municipal services which *both* the Town and Village provide independently of one another.

### ***Executive and Council***

The Town and Village each have their own executive and legislative functions, filled by an elected mayor in the Village, supervisor in the Town, and councils in both municipalities. Additionally, each municipality has a deputy executive who also sits on the council. The Village has a part-time mayor (\$12,360), a part-time deputy mayor (\$5,452) and three part-time council members (\$5,016 each), all of whom are elected at-large. Similarly, the Town's structure consists of a full-time supervisor (\$24,896), a part-time deputy supervisor (\$6,981), and three part-time council members (\$5,910 each), all of whom are elected at-large. The supervisor keeps secretaries, one full-time (\$34,426) and one substitute (\$9,607). The supervisor also serves as budget officer (\$2,870).

Total Budgeted Costs (excl. benefits)	
Village	Town
\$32,860	\$96,510
Staffing Structure	
Village	Town
Mayor (1 pt)	Supervisor (1 ft)
Deputy Mayor (1 pt)	Deputy Supervisor (1pt)
Council Members (3 pt)	Council Members (3 pt)
	Secretary/Sub (1 ft)

### ***Clerk/Treasurer and Accounting***

The Town and Village both have clerk's offices which manage the administrative responsibilities for each municipality. Additionally, support staff is maintained to assist in areas such as accounting and

bookkeeping. The Village has a full-time clerk/treasurer (\$36,360), a full-time deputy clerk (\$17,675), and a part-time accounting clerk (\$9,200).<sup>23</sup> The Town's staffing structure consists of a full-time clerk (\$29,229), a part-time first deputy clerk (\$10,710), a second deputy clerk used as needed, and a part-time accountant (\$5,000). The Town clerk also functions as the collector of taxes (\$6,722), and bingo inspector (\$500).<sup>24</sup>

Total Budgeted Costs (excl. benefits)	
Village	Town
\$63,235	\$75,589
Staffing Structure	
Village	Town
Clerk/Treasurer (1ft)	Clerk (1 ft)
Deputy Clerk (1 ft)	First Deputy Clerk (1pt)
Accounting Clerk (1 pt)	Second Deputy Clerk (1 pt)

## Refuse/Garbage

Although the Village and the Town share equipment to deal with refuse, the functions are quite different with the Village providing curbside pick-up of all household and yard waste while the Town only operates a transfer station for recyclables and yard and construction debris. The Village spends \$162,700 on this function while the Town spends \$270,224 to operate its transfer station, although the budget for the Town's transfer station is totally supported by fees.

## Public Safety Administration

The Town and Village both provide funding for public safety administration. The Village's allocation (\$3,200) goes towards funding drug tests and emergency management, while the Town's allocation (\$13,500) funds emergency management services, disaster planning and execution, travel, training, equipment, blankets, communication, and random drug tests. There is no staff allocation to these functions.

Total Budgeted Costs (excl. benefits)	
Village	Town
\$3,200	\$13,500

<sup>23</sup> This is an as-needed position and is often less.

<sup>24</sup> The Town clerk also functions as registrar of vital statistics, but since this service is provided to both the Town and Village it falls under the "Shared Services" heading.

## Building Inspection

The Town and Village each have their own building inspection functions. The Village has a part-time building inspector (\$16,011), while the Town has a full-time building inspector (\$26,846) and a building department secretary (\$20,907). The Town building inspector also functions as the zoning administrator (\$3,881).

Total Budgeted Costs (excl. benefits)	
Village	Town
\$16,011	\$74,603
Staffing Structure	
Village	Town
Building Inspector (1 pt)	Building Inspector (1 ft)
	Building Dept Secretary (1 ft)

## Zoning and Planning

The Town and Village each perform their own zoning and planning. Both municipalities have a zoning board and a planning board. The Town's structure consists of a zoning board with four members (\$46/meeting), a planning board with four members (\$46/meeting), one chairperson for each board (\$61/meeting), an attorney for each board (\$400/meeting), and a secretary for each board. The Village zoning and planning boards are volunteer positions. The Town has a zoning administrator who is also the Town building inspector (\$3,881).

Total Budgeted Costs (excl. benefits)	
Village	Town
\$27,090	\$57,985
Staffing Structure	
Village	Town
Planning Board ( <i>Volunteer</i> )	Planning Board (5 pt)
Zoning Board ( <i>Volunteer</i> )	Planning Board Secretary (1 pt)
	Zoning Board (5 pt)
	Zoning Administrator (1 pt)
	Zoning Board Secretary (1 pt)
	Planning/Zoning Attorney (1 pt)

## Attorney

The Town and Village both contract with local attorneys as legal counsel for each municipality. The Village allocates funds for basic attorney fees (\$21,000) as well as CSEA renegotiation, litigation, bonding work, or anything outside of the general retainer (\$20,000). The Town provides funds for an hourly attorney (\$26,500) and associated court fees (\$30,000).

Total Budgeted Costs (excl. benefits)	
Village	Town
\$41,000	\$56,500

## Snow Removal & Plowing

Snow removal is a large expenditure for both the Town and the Village. Snow removal is done by the Town highway department and the Village Department of Public Works (DPW). Costs associated with the DPW's snow removal in the Village are made up of personnel costs including overtime (\$97,336) and funding for gas, diesel, salt, sand, and R&M vehicles (\$98,000). The Town highway department also budgets for snow removal personnel (\$214,038) and for salt and fuel (\$85,000). The Village currently plows eight Town (outside of village) roads (Main and Heath), and the Town plows Eggleston Street in the Village's boundaries.

Total Budgeted Costs (excl. benefits)	
Village	Town
\$195,336	\$299,038
17 road miles	40 road miles

## Central Data Processing

Both the Town (\$5,510) and Village (\$5,900) have a small investment in equipment and contractor fees for this function.

## Parks and Beach

The Village pays \$18,775 for the maintenance of the parks and the beach on the Hudson Village and employs two part-time park attendants.

## Major Shared Services

This section contains information on municipal services which the Town and Village cooperate with each other in some capacity to provide.

## **Fire Protection**

The Village maintains a fire department, staffed by a volunteer fire company, which provides town-wide fire protection services. A fire protection district has been established for the Town (outside of the village), encompassing most of the outlying area of the Town. An annual contract between the Town of Corinth and the Village of Corinth fire department stipulates that the fire department provide fire protection services to the fire protection district in return for monetary compensation. Approximately half of the fire department's budget (which includes operating expenses, debt service, LOSAP (length of service award pension program) and a reserve) is funded by tax revenue allocated from the Village budget (\$261,000). The remainder is provided through the contractual agreement with the Town (\$261,000).

## **Ambulance/Medical Health Center**

A Town-wide ambulance service provides 24-7 paramedic response for medical emergencies. Contractual costs for the ambulance (\$92,000) and for paramedics (\$309,070) are funded exclusively by the Town's general budget. Some membership fees and donations help to offset the ambulance costs. The Town also maintains a medical health center (\$37,000). The center houses a public health officer who is responsible of medical billing to recover the costs for paramedics and ambulance from patients' insurance.

## **Road Maintenance**

Though the Village and the Town both maintain the roads within their own borders, they also assist each other with repairing and regarding roads in both jurisdictions, such as striping and grading. The two departments share a Village-owned grader which is used for snow removal in the Village and for grading the Town's dirt roads. In addition to the grader, the two departments also share the following equipment:

- Blacktop roller (Town-owned)
- Excavator (Town-owned)
- Patching roller (Village-owned)
- Jackhammer (with air compressor, Village-owned)
- Jumping jackhammers (Village-owned)
- Tractor (Town-owned), trailer (Village-owned)

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village DPW</b>	<b>Town Highway</b>
\$351,884	\$709,613
17 road miles	40 road miles

## **Assessment**

The Town provides assessment services to the Village in a shared arrangement with Saratoga County and spends \$81,162 on the function with one part-time assessor, assessor secretary, and assessment board (5 part-time).

## **Registrar of Vital Statistics**

The Town Clerk provides this function for the Town and Village and largely involves recording deaths, as there is no hospital with live births in the jurisdictions. The Town allocates \$1,518 to this function.

## **Licensure**

The two jurisdictions split responsibility for licensing various activities through their two clerks, although the Town does the bulk of the licensing activities (e.g., marriage, hunting, animals, death/birth/marriage, bingo). The Village clerk does vendor licenses, games of chance, and handicapped licenses.

## **Animal Control**

Town-wide animal control service is provided by the Town with funds from the general budget. A full time animal control officer is on call 24-7 for animal emergencies, as well as a part time animal control officer who also provides carcass disposal services. The Town's operating budget for animal control services is \$32,035, including a contract with the county for \$4,450 to utilize the county animal shelter.

## **Other Shared Services**

### **Veterans' Services**

The Town allocates \$5,500 to be given to veterans for the veterans' cemetery (including the cost of lighting).

### **Museum/Historian**

The Town allocates \$6,820 towards this function with \$5,350 going to the museum and \$1,470 to a part-time historian/curator.

### **Cemeteries**

The Town allocated \$7,901 for the maintenance of cemeteries in the Town.

### **Programs for the Aging**

The Village and the Town share expenses for senior services with the Town paying the bulk of the expenses. The Village pays \$1,400 for the

senior center phone bill and \$5,000 towards the Senior Task Force; while the Town pays \$77,051 and employs a full-time senior citizen director & a part-time van driver.

## **Youth Programs**

The Village and Town share responsibility for youth programs (including field trips) with the Village contributing \$16,835 and the Town \$41,846. The Village employs two part-time lifeguards, and six playground workers and the Town using a contractor and volunteers to staff the programs.

## **Celebrations**

Both the Village and Town contribute to a fund for celebrations such as July 4th parade. The Village contributes \$10,400 and the Town \$15,600.

## **Home and Community Service**

The Village pays \$5,000 for this function (which includes \$2,000 for engineering and \$3,000 for an emergency disaster team), while the Town pays \$10,000 for this function.

## **Water Supply**

The Village owns and operates a municipal water system that is located in and serves the Village of Corinth and several neighborhoods in the Town as well as the Town of Lake Luzerne. The water supply and mains for distribution are adequate to both supply water to the village and allow for a surplus of available water to be sold to the Town. For this purpose, the Town has set up four separate water supply districts with their own corresponding water funds to contract with the Village for services. The four districts are Dorset Drive (\$2,700), Tranquility Estates (\$4,474), Eastern Avenue (\$11,000), and Pasarelli (\$2,500). Town residents who get their water from the Village water district pay for it through user fees which cover the cost of the service.

## **Services Provided via Third-Party Contract**

This section contains information on municipal services for which the Town and/or Village contract with a third-party provider to receive.

### **Police**

The Town and Village are both within Saratoga County and the Saratoga County Sheriff provides police service to the two municipalities. The Town's police service comes as part of a zone in the County (that includes the Towns of Malta and Edinburg) while the Village has chosen to have a dedicated 24-7 sheriff's presence (i.e., one deputy per shift) to cover the

business district, two schools and Village residents. Prior to 2007, the Village had its own police department and since then decided to have the Sheriff provide full-time protection to the Village at an annual cost of \$301,500 to ensure a 24-7 police presence. The Town has a substation in the Town Hall for the Sheriff's deputies to use as an office but has no separate budget allocation for the service.

### ***Library***

Both the Village (\$13,500) and the Town (\$14,500) contribute to the non-profit local library to provide library services to the communities.

## **COLLECTIVE BARGAINING AGREEMENT & EMPLOYEE COMPENSATION**

There is only one collective bargaining agreement in the two jurisdictions that governs workers in the Village's Department of Public Works (DPW). Those workers are represented by the Civil Service Employees Association (CSEA) Local 1000, Saratoga County #846. By contrast, the Town has no collective bargaining agreements and Town employees are governed by an employment handbook and organizational minutes. The current agreement between the Village and CSEA is in effect from June 1, 2009 through May 31, 2012.

The project team analyzed the two jurisdictions for similarity/divergence in key employment provisions. Here is a summary of the key contractual provisions that are largely the same in both agreements:

### ***Workday and work week***

The Village DPW has a forty hour five day work week, except for summertime (Memorial Day to Labor) when it goes to a forty hour four day work week, and the Town Highway Department follows this pattern as well.

### ***Overtime***

The Village's union employees get time and a half for hours worked beyond forty hours per week, as do Town employees.

### ***Holiday leave***

Village employees get 13 paid holidays while Town employees get 12 days of paid holiday leave.

### ***Vacation leave***

Village employees get five vacation days in the first year, 10 days in the second year, 15 days in the fifth year, 20 days in the tenth year of employee.<sup>25</sup> Vacation days are not cumulative.

Town employees get 10 days of vacation for one to four years of service, 15 days of vacation days for five to nine years, and 20 days of vacation for ten or more years of service.

### ***Personal leave:***

The Village and the Town both provide two personal days per year.

### ***Sick Leave***

The Village provides one day a month for sick leave, cumulative to 120 days. Sick leave up to 120 days can be redeemed for up to 75% of value at retirement and after 20 years of service at 50% of face value.

The Town's policy is to accumulate one sick day per month to a maximum of 120 days that can be banked and redeemed at 100% of value. In addition, three sick days per year can be converted to personal days.

### ***Bereavement leave***

Both jurisdictions offer three days of leave for deaths in the immediate family.

### ***Longevity payments***

The Village provides longevity payments coincident with the fifth year (\$250), tenth year (\$450), fifteenth year (\$600), twentieth year (\$750), twenty-fifth year (\$1,000) and thirtieth year (\$1,150); the Town provides longevity awards of five cents per hour at the fifth year of service, 10 cents for the tenth year and 15 cents for the fifteenth year.

### ***Jury Duty***

Both the Village and Town pays the employee the differential between jury pay and his normal rate of pay.

### ***Health insurance benefits***

For employees hired before June 1, 2009, Village employees contribute five percent towards their health insurance program (Blue Shield of Northeastern NY HMO 230) while employees hired after June 1 contribute 15 percent. Village employees also get dental benefits, which the Village contributes 15 percent towards. Village employees who are covered until another insurance plan get up to \$1800 per year for

---

<sup>25</sup> Certain older employees get up to six weeks but that provision was changed

premiums to the other plan. The Village will pay about \$285,000 in insurance premiums in the 2009-10 year.

The Town contributes 100 percent of the health insurance premium (MVP) for individuals and 80 percent for families of two or more. Town employees pay for their own dental insurance premiums. The Town paid about \$220,000 for insurance premiums this year.

### ***Salary Rates***

The current contractual range for Village workers covered by the collective bargaining agreement ranges from \$17.23/hour to \$18.41/hour.<sup>26</sup> All current members of the bargaining unit are slated to get a 34 cent increase in the second year of the three year contract and 38 cents in the third year.

Workers in similar positions in the Town get from \$17.98/hour to \$19.04/hour with 50 cent stipends for skilled positions such as foreman, mechanic, welder or carpenter.

## VILLAGE & TOWN PROPERTY AND ASSETS

Here is a description of property and assets of the Village and the Town with values over \$10,000. In the event of dissolution the Village's asset will need to either be transferred to the Town or disposed of through sale or surplus.

### ***Town and Village Assets (to be inserted here)***

## CODES AND ORDINANCES

Both the Town and Village maintain their own municipal codes, which spell out general, administrative and legal parameters for each entity. In the event of the Village's dissolution, a single such code would need to be created.

As a starting point, this section summarizes the basic structure of the two codes in context with one another, identifying the extent of chapter overlap and/or divergence as well as instances where a chapter/topic is contemplated in one of the codes but not the other. In the event of dissolution, many of the substantive differences at a chapter level will not require policy decisions. In many cases, the code is bound to existing geography and could remain so after merger. Planning and zoning is a good example, because, although it is very different in the two

---

<sup>26</sup> Any new hires in the future will start at \$15 per hour.

jurisdictions, it is defined relative to specific geographies that will remain the same after the dissolution of the Village.

The other action that is not difficult is where a chapter or topic is only appropriate in one of the two jurisdictions. If the chapter is unique to the Village and the activity it governs will continue after dissolution that chapter can be transferred into the Town's code, perhaps with a definition of the geographical boundaries for the topic that fit with the Town's boundaries, as appropriate.

Examples of specific changes that would require policy decisions after dissolution of the Village would include:

- Fees;
- Zoning & building codes (in the former Village area);
- Curfew;
- Building codes; and
- Animal control requirements;

A summary of existing code structure and provisions, along with key divergences between the two existing codes and issues that would require addressing due to dissolution, is presented below.

## Ordinances Appearing in Both Codes, with No Issues Anticipated

The first section lists those areas that are present in both existing codes, and which do not appear to present issues in the development of a single new amended Town code.

- **General Provisions**  
Village Chapter 1; Town Chapter 1
- **Defense and Indemnification**  
Village Chapter 7; Town Chapter 12
- **Ethics**  
Village Chapter 9; Town Chapter 15
- **Historical Commission**  
Village Chapter 17; Town Chapter 19
- **Planning Board**  
Village Chapter 29; Town Chapter 36
- **Procurement Policy**  
Village Chapter 34; Town Chapter 39

- **Adult Bookstores**  
Village Chapter 52; Town Chapter 49
- **Animal Control**  
Village Chapter 67; Town Chapter 55
- **Fire Prevention**  
Village Chapter 70; Town Chapter 75
- **Flood Control**  
Village Chapter 79; Town Chapter 79
- **Games of Chance**  
Village, Chapter 84; Town; Chapter 82
- **Junkyards**  
Village Chapter 87; Town Chapter 87
- **Public Records**  
Village Chapter 107; Town Chapter 98
- **Vehicles, Abandoned or Unregistered**  
Village Chapter 131; Town Chapter 120
- **Vehicles and Traffic**  
Village Chapter 132; Town Chapter 122

## Ordinances Appearing in One Code, but with No Issues Anticipated

The second section lists areas that only appear in one of the existing codes but which are not likely to present significant issues in a single new amended Town code. The only question for these items will be whether to retain the current geographic application of the ordinance or be expanded Town-wide.

### *Village Only Ordinances*

- **Antidrug Policy**  
Village Chapter 2
- **Citizen Participation Plan**  
Village Chapter 6
- **Fees and Fines**  
Village Chapter 12

- **Grant Funding**  
Village Chapter 15
- **Salaries**  
Village Chapter 38
- **Superintendent of Public Works**  
Village Chapter 41
- **Curfew**  
Village Chapter 64
- **Fires and Flammable Liquids**  
Village Chapter 73
- **Licensed Occupations**  
Village Chapter 91
- **Littering**  
Village Chapter 94
- **Nuisances**  
Village Chapter 99
- **Peace and Good Order**  
Village Chapter 104
- **Railroad Crossings**  
Village Chapter 111
- **Sewers**  
Village Chapter 115
- **Signs**  
Village Chapter 117
- **Site Plan Review**  
Village Chapter 117A
- **Skateboards**  
Village Chapter 118
- **Streets and Sidewalks**  
Village Chapter 119 (1)

### ***Town Only Ordinances***

- **Appearance Tickets**  
Town Chapter 5

- **Assessor**  
Town Chapter 8
- **Department of Housing**  
Town Chapter 22
- **Publication of Local Laws**  
Town Chapter 28
- **Boats and Boating**  
Village Chapter 61
- **Numbering of Buildings**  
Town Chapter 64
- **Dumps and Dumping**  
Town Chapter 71
- **Farming**  
Town Chapter 73
- **Mobile Homes**  
Town Chapter 91
- **Snowmobiles**  
Town Chapter 103
- **Off-Road Recreational Vehicles**  
Town Chapter 127

## Substantive Issues Requiring Resolution

The third section lists the areas most likely to require resolution of differences between Town and Village codes. In some cases, geographic-specific application of certain ordinances will promote consistency and continuity with current codes. In others (*e.g.*, fees), a single consistent policy would need to apply in a revised Town code.

- **Solid Waste & Recycling** – The Village provides garbage and recycling pick-up to residents while the Town (County??) maintains a recycling center that Town residents can use. If the Village were to dissolve, the Town would need to either create a special district to provide this service to former Village residents (and charge them for it) or abandon the service altogether.

Village Chapter 85 Town Chapter 107

- **Zoning and Land Use** - Existing codes contain differences. In the event of that the Village dissolves, there would need to be a discussion about what, if any, aspects of the former Village's zoning or land use regulations would be merged into the Town's code.

Village Chapter 138; Town Chapters 89, 112, 140

- **Building Permits** - Existing codes treat the granting of building permits differently. In the event of dissolution, there would need to be a decision whether the Town code would incorporate any of the provisions from the former Village code with respect to the granting of building permits.

Village Chapter 180; Town Chapter 63

- **Sewer and Water** – There are differences between how sewer/watered properties within the current Village boundaries and outside of them are treated in the codes and this would need to be reconciled in a merged code.

Village Chapter 115; Town Chapters 132 & 134

- **Snow Removal** – There would need to be a decision on what to do with how the current Village streets and sidewalks would be plowed in the future.

Village Chapter 119 (2); Town Chapter 122