

Dissolution Implementation Plan of the Village of Chaumont

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Prepared for:

Village of Chaumont Dissolution Study Committee

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INTRODUCTION

This document sets forth the Dissolution Implementation Plan for the Village of Chaumont 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 April 2020 board meetings. If 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 Chaumont will be dissolved effective December 31, 2021.

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. T00052GG with the Village of Chaumont. If the Village does dissolve, the Department of State will reimburse 80% of the local share paid by the Village, which would cover 90% of the total costs of the study. 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 Chaumont would dissolve and become a hamlet called Chaumont in the Town of Lyme.

B) TERRITORIAL BOUNDARIES OF THE VILLAGE OF CHAUMONT

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



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

Chaumont 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 dissolution, with a \$5,555.55 match from the municipal governments. 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) Water District Formation: The estimated cost to complete the water district formation process is \$6,000.
- 2) Sewer District Formation: The estimated cost to complete the sewer district formation process is \$6,000.
- 3) Fire Protection District Revision: The estimated cost to complete the Town's fire protection district revision to include the Village area is \$6,000.
- 4) Refuse and Garbage District Formation: The estimated cost to complete the refuse and garbage district formation process is \$6,000.

- 5) Town Lighting District Dissolution: The estimated cost to dissolve the Three Mile Bay Lighting District is \$1,555.55.
- 6) Local Law Review and Revisions: The estimated cost to complete a detailed review of the Village laws and to develop new or amended Town laws is \$20,000 for the Town.
- 7) Municipal Comprehensive Records Inventory: The Village municipal records will need to be reviewed and inventoried for retention by a records consultant. The Town would upgrade the space in the municipal office building to accommodate more records storage (additional shelving, storage boxes, etc.). The estimated cost to complete a records inventory of Village records and upgrade the records storage area is \$25,000.
- 8) Comprehensive Plan: The Village's Comprehensive Plan was completed in 2010. This Plan will be updated to reflect the new consolidated municipality of the Town of Lyme. The estimated cost to update the Comprehensive Plan is \$10,000.00.
- 9) Asset Management Plan: The Village and the Town do not have Asset Management Plans for their assets or equipment. The estimated cost to develop an Asset Management Plan is \$20,000.
- 10) Water and Wastewater Permit Transfers: The Town will take over the Village water and wastewater systems and will need to submit forms to the Department of Environmental Conservation and Department of Health to notify the agencies of the change in system ownership and transfer the Village's State Pollutant Discharge Elimination System (SPDES) permit and NY-Alert information. The estimated cost to complete the permit transfer forms is \$555.55.
- 11) Accessibility Improvements at the Beach and Bicentennial Parks: The Village Beach Park and the Town Bicentennial Park are adjacent to each other and frequented by Village and Town residents. Occasionally the municipalities organize community events at the parks, but they need improvements to make them more accessible to residents with disabilities. These improvements include a firm and stable surface pathway from the parking lot to the beach and park areas. The estimated cost to make these improvements is \$10,000.

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

Chaumont Implementation Grant Budget Task	Village	Town
Water District Formation	\$0.00	\$6,000.00
Sewer District Formation	\$0.00	\$6,000.00
Fire Protection District Revision	\$0.00	\$6,000.00
Refuse and Garbage District Formation	\$0.00	\$6,000.00
Town Lighting District Dissolution	\$0.00	\$1,555.55
Local Law Review, Revisions, and Legal Fees	\$0.00	\$20,000.00
Municipal Comprehensive Records Inventory	\$25,000.00	\$0.00
Comprehensive Plan Updates	\$10,000.00	\$0.00
Asset Management Plan	\$20,000.00	\$0.00
Water and Wastewater Permit Transfers	\$555.55	\$0.00
Accessibility Improvements at Beach and Bicentennial Parks	\$0.00	\$10,000.00
Totals	\$55,555.55	\$55,555.55

E) PLAN FOR THE TRANSFER OR ELIMINATION OF PUBLIC EMPLOYEES

- 1) The Village Mayor and four trustee positions will be eliminated.

- 2) The position of Village Clerk/Treasurer will be eliminated along with most of the current Village/Clerk duties. The remaining duties of this position will become the responsibility of the Town Clerks. The Town will add \$2,000 in wages and \$1,100 in benefits to its General Fund to cover General Fund clerk duties that will transfer to the Town. The portion of the Village Clerk/Treasurer’s wages for tasks related to water and sewer services are already accounted for in the water and sewer funds and these costs will remain with the newly formed water and sewer districts and become the Town’s responsibility.

- 3) The Village had three full-time Department of Public Works (DPW) positions in FYE 2018. The Village DPW positions will be eliminated and the non-water and sewer system related duties of these positions will become the responsibility of the Town Highway Department. The Town Highway Department will be responsible for snow plowing, mowing, maintenance of streets and other formerly owned Village infrastructure in the same manner that it is currently responsible for maintaining Town-owned infrastructure. Most of the costs for DPW related duties will be transferred to the Town, except the costs for brush pick-up services, which will be eliminated, and costs for recycling pick-up services, which will be transferred to the Garbage and Refuse Special District. The Town is considering several options to handle the additional workload, including creating a new parks department or hiring additional staff in the highway department, but the Town

intends to provide the services at the same costs the Village paid, so they do not anticipate a cost increase for labor.

- 4) The Zoning Officer for the Village is the same employee that handles zoning for the Town. The Town will keep the same zoning officer position but will increase the salary by \$4,170, which was the salary the Village paid him.

- 5) The current Village DPW positions also perform the work of Village Water and Sewer Operators. The responsibility for operating and maintaining the water and sewer systems will transfer from the Village to the Town. The Town currently has three employees that hold the correct water licensing to oversee the Town water system and those employees are qualified to oversee the Village system. The Town does not have sewer systems and therefore does not have a current employee who has the correct wastewater licensing. The Town will either hire wastewater operators with the correct licensing or contract for those services.

- 6) The Village hired seasonal beach lifeguards and recreation staff every year. The Town will take over the public beach and related duties and will hire the same number of seasonal staff for an estimated cost of \$9,892 in wages.

- 7) There are no Village retirees receiving benefits, so there will be no transfer of retiree costs to the Town upon dissolution.

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

- 1) Upon dissolution, Village-owned assets and title to real property owned by the Village at the time of dissolution will be transferred to the Town. Currently, Village assets consist of the following:

Asset	Address	Valuation of Asset	Valuation of Contents
Storage Building	Circle Dr.	\$55,396	-
Sewage Lift Station	Circle Dr.	\$43,229	-
Water Sphere	Main St.	\$272,740	-
Sewage Lift Station	Main St.	\$43,229	-

Wastewater Treatment Plant	Depauville Rd.	\$934,309	\$3,200
Sewage Lift Station	Wilson St.	\$43,229	
Sewage Lift Station	Water St.	\$96,063	-
Sewage Lift Station	Mill St.	\$64,042	-
Sewage Lift Station	Washington St.	\$43,229	-
Sewage Lift Station	County Rte 125	\$43,229	-
Village Office	12175 NYS Rte 12E	-	\$22,204
HMMMD Trailer	2002	\$500	
Ford Pickup	2008	\$500	
Ford Pickup	2015	\$500	
Ford Dump Truck	2019	New this year – no amount listed	
John Deere Tractor with bucket & backhoe	1990	\$24,546	
Sander	Not listed	\$3,500	
John Deere Mower	2014	\$7,783	
Massey-Ferguson Mower	2009	\$2,000	
Backhoe/Loader	2018	\$83,648	
Push Blade	2018	\$3,700	

- 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 CHAUMONT LIABILITIES AND INDEBTEDNESS, BONDED AND OTHERWISE, AND THE FAIR VALUE THEREOF IN CURRENT MONEY OF THE UNITED STATES

- 1) Village General Fund fund balance, existing at the time of dissolution, will be transferred to the Town’s general fund. The Water fund balance and Capital Projects fund balance will be transferred to the newly formed Town water district; sewer fund balance will be transferred to the newly formed Town sewer district.

Village of Chaumont Fund Balances – FYE 2018	
Fund	Balance
General	\$22,335
Water	\$48,465
Sewer	\$170,971
Capital Projects (currently the water river crossing project)	\$5,942

- 2) Village General Fund debt is for a backhoe and would be transferred to the Town because the Town wants to keep this equipment and would take over the payments. Village water debt and sewer debt would be transferred to the newly formed Town water district and sewer district, respectively.

Village of Chaumont Debts – FYE 2018	
Fund	Balance
General	\$56,000
Water	\$612,800
Sewer	\$1,230,060

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

The Town of Lyme, at its Town Board Meeting on April 8, 2020, will consider a resolution to endorse the Village of Chaumont Dissolution Plan. There are no other agreements between the Village and the Town regarding dissolution at this time.

I) MANNER AND MEANS BY WHICH THE RESIDENTS OF THE VILLAGE OF CHAUMONT WILL CONTINUE TO BE FURNISHED MUNICIPAL SERVICES FOLLOWING THE VILLAGE OF CHAUMONT’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 \$11,700 in wages 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, but are not anticipated to increase as a result of dissolution. 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 sewer 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, but are not anticipated to increase as a result of dissolution. Any debt or sewer fund balance, at the time of dissolution, will revert to the newly formed district.
- 4) The Town Board will revise its current fire protection district boundary to include properties that are presently located within the Village limits. The projected tax rate for the revised fire protection district is estimated to be \$0.435 per \$1,000 of assessed value.
- 5) The Town Board will form a refuse & garbage district that will include the customers that are presently receiving garbage and recycling pick-up services from the Village. The projected tax rate for the refuse and garbage district is estimated to be 1.155 per \$1,000 of assessed value.
- 6) Village Clerk/Treasurer duties that will remain after dissolution, Department of Public Works (DPW) duties, Water System Operation, and Sewer System Operation functions will be assumed by the Town.
- 7) The brush pick-up service provided by the Village will be eliminated if the Village dissolves. The Town does not offer brush pick-up services to Town residents.
- 8) Services presently provided to both Town and Village taxpayers by the Town of Lyme will remain unchanged.

J) TERMS FOR THE DISPOSITION OF THE VILLAGE OF CHAUMONT’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 and Capital Project fund balance, existing at the time of dissolution, will be transferred to the Town’s general fund. Water fund and Sewer fund balance will be transferred to the newly formed Town water district and sewer district, respectively.

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- 3) Village General Fund debt is for a backhoe and would be transferred to Town because the Town wants to keep this equipment and would take over the payments. Village water debt and sewer debt, at the time of dissolution, would be transferred to the newly formed Town water district and sewer district, respectively.

Village of Chaumont Debts – FYE 2018	
Fund	Balance
General	\$56,000
Water	\$612,800
Sewer	\$1,230,060

- 4) The Village of Chaumont cannot project whether or not there will be uncollected taxes upon the date of dissolution; however, any uncollected tax bills will be turned over to 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 CHAUMONT 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
1985 LL1 Interim Development Law	Consider a similar law throughout Town or specific zone
1990 LL3 Enact Land Development Code	
1992 LL1 Vehicle and Traffic	
1992 LL2 Cutting of Grass	
1993 LL1 Establish Utility Tax Law	
1995 LL1 Adopt Code (Land)	
1999 LL1 Flood Damage Prevention	
2001 LL1 Sewer Use Law	
2005 LL1 Prohibiting Free Standing Fuel Burning Heat Equipment	
2005 LL2 Wireless Communication Law	
2006 LL1 Land Codes	
2007 LL1 Land Development Code	
2009 LL1 Land Development Code	
2011 LL1 Stop Streets	
2011 LL3 Property Maintenance Code	
2012 LL1 Water Use Law	
2014 LL2 Land Development Code	
2018 LL1 Adoption of New Subdivision Law	
2018 LL2 Amendment to Land Use Code – Remove all reference to Subdivision	
2017 LL1 Amendment to Land Use Code	
2017 LL2 Amendment to Chaumont Zoning Map	

L) EFFECTIVE DATE OF THE PROPOSED DISSOLUTION

If the proposition is approved by a majority of the Village voters, then the Village of Chaumont will be dissolved effective December 31, 2021.

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 **August 11, 2020, at 6:00 pm**, in the Chaumont/Lyme Municipal Offices: 12175 NY-12E, Chaumont, NY 13622 and via livestream.

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

- Savings from elimination of salaries and benefits for the Village employees are estimated to be \$57,628.
- Savings from elimination of contractual expenses for Village employees and Village functions are estimated to be \$12,584.
- Annual savings from New York State aid, awarded if the Village proceeds with dissolution, are estimated to be \$55,510.
- The total annual savings achieved through Village dissolution are estimated to be \$125,722.

Tax Impact

If the Village dissolves, the projected decrease in property taxes could be 53% for current Village taxpayers, and a 7% increase for current Town Outside Village taxpayers. For a property assessed at \$107,500 (the median assessed value for Village properties), dissolution could result in a \$273 per year decrease for Village property taxpayers. For a property assessed at \$103,100 (the median assessed value for Town properties), dissolution could result in a \$7 per year increase for Town Outside Village property taxpayers.