

# **Baseline Report**

## **Village of Dansville and Town of North Dansville**

**May, 2010**

**Prepared for:**  
Dissolution/Coterminous Study Committee

**Prepared By:**  
Charles Zettek, Jr. & Scott F. Sittig  
Project Directors

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)

©Copyright CGR Inc. 2010 – All Rights Reserved

This document was created with funds provided by the New York Department of State  
Local Government Efficiency grant program.

# 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>Local Taxes in Context</b> .....	<b>4</b>
<b>Tax Rates</b> .....	<b>6</b>
<b>Budgetary Summary</b> .....	<b>6</b>
Expenditures.....	6
Common Expenditures .....	7
Revenues.....	8
Village Expenditure Trends .....	8
Town Expenditure Trends .....	9
<b>Fund Balances</b> .....	<b>10</b>
Village .....	10
Town .....	12
<b>Debt Levels</b> .....	<b>13</b>
Village .....	13
Town .....	14
<b>Staffing Allocations</b> .....	<b>15</b>
<b>How The Town &amp; Village Provide Municipal Services</b> .....	<b>16</b>
Village and Town Independently .....	18
Clerk/Administrator/Registrar .....	18
Mayor/Supervisor/Boards .....	19
Court .....	19
Animal Control.....	20
Highway/Public Works .....	21
Town Highway Department .....	21
Village DPW .....	21
Parks Maintenance .....	23
Street Lighting .....	23
Gasoline .....	23
Village Only .....	23
Police .....	24
Fire & Rescue .....	25
Fire.....	25

Ambulance/Rescue .....	25
Total Cost for Fire & Rescue .....	26
Waste Water Treatment.....	26
Town Only .....	27
Assessment.....	27
Historian .....	28
Airport.....	28
Provided through Town and Village intermunicipal agreements.....	29
Code Enforcement .....	29
Planning/Zoning .....	29
Recreation.....	30
Water.....	30
Provided by private contractors in Village & Town but independent of each other....	31
Attorney .....	31
Engineer.....	32
Refuse.....	32
<b>Fringe Benefits .....</b>	<b>32</b>
Accumulated Time Off .....	33
<b>Collective Bargaining Agreements.....</b>	<b>34</b>
<b>Property and Assets .....</b>	<b>36</b>
<b>Codes and Ordinances .....</b>	<b>36</b>
Codes in Conflict .....	36
<b>Litigation .....</b>	<b>37</b>
<b>Appendix .....</b>	<b>38</b>
Zoning and Land Use Planning Maps .....	38
Water/Sewer Coverage Area Maps.....	38
Village Property and Assets .....	38
Town Property and Assets .....	38

## INTRODUCTION

This baseline report provides an overview of municipal services and financial information for the Town of North Dansville and Village of Dansville, 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 establishes a foundational understanding of how the Town and Village deliver and fund services, and will serve as an information baseline for examining options.

## HISTORY, SIZE AND STRUCTURE

In 2009, officials in the Village of Dansville and Town of North Dansville initiated an effort to explore the potential benefits of dissolving the Village or creating a coterminous government. After receiving approval for a Local Government Efficiency Grant from the New York State Department of State, a Dissolution/Coterminous Study Committee was formed. The Committee, comprised of Town and Village representatives<sup>1</sup>, was tasked with studying the benefits of Village dissolution or creation of a coterminous government.

Dansville's history dates back to 1795 when Daniel Faulkner founded the Village. When Livingston County was originally formed, the Village laid within the boundaries of the Town of Sparta. The Village of Dansville was incorporated in 1845, and in 1846 Sparta became the Town of North Dansville. Located on a branch of the Genesee Valley Canal, the Town and Village both enjoyed growth and prosperity. Having come to Dansville to recuperate after nursing during the Franco-Prussian war, Clara Barton settled in the Village in the 1870s where she founded the first chapter of the American Red Cross.<sup>2</sup> The municipal structure of the past still exists today, with the 2.4 square mile Village of Dansville surrounded by the 9.8 square mile Town of North Dansville

The Town and Village are situated in Livingston County, NY in a glacial valley around 40 miles south of Rochester, NY. In 2008, the Village had a population of 4,484 and the Town (outside of Village) had a population

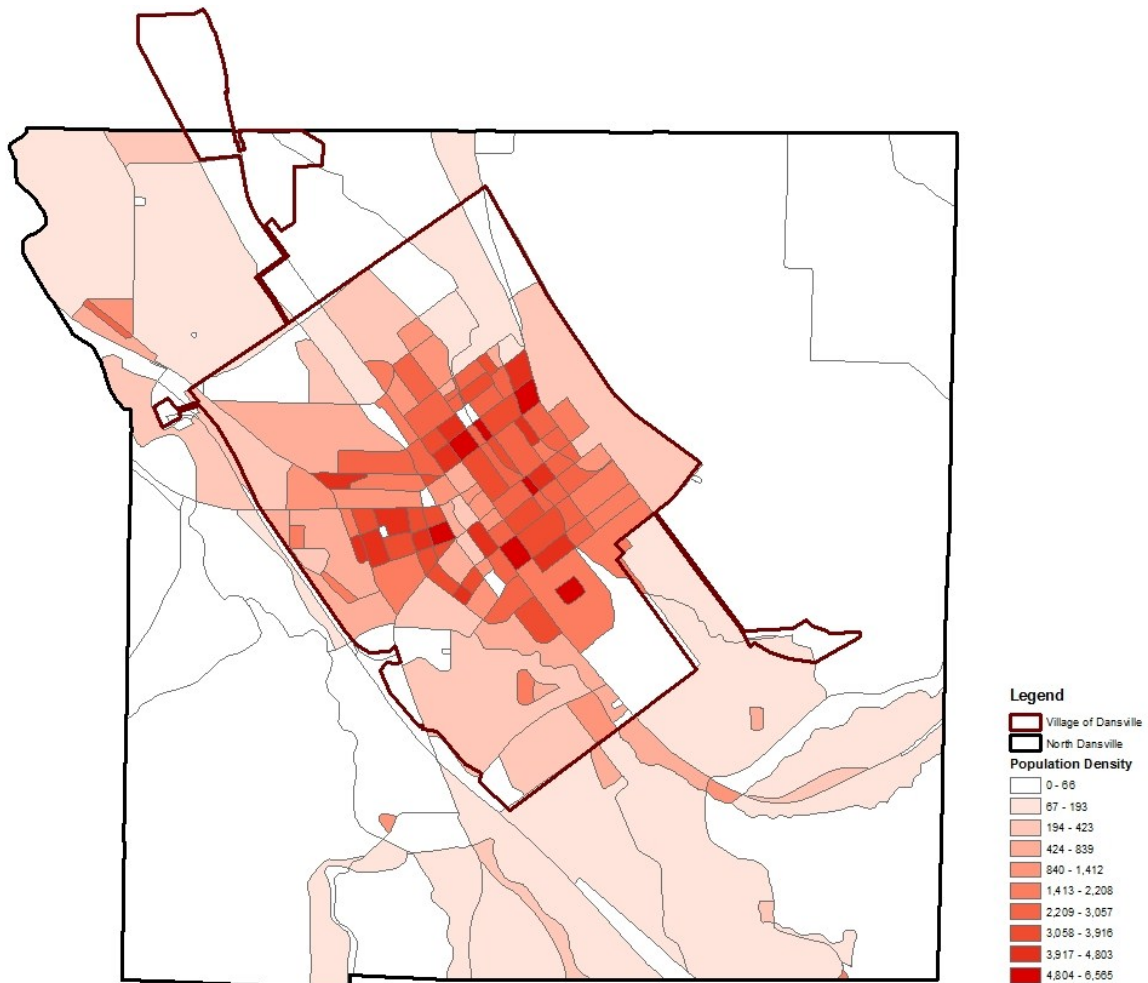
---

<sup>1</sup> Committee members include: William Dixon, Village Mayor; Dennis Mahus, Town Supervisor; Andy Kershner, Village trustee; Donald Saylor, Village trustee; Richard Schwenzer, Town councilman; Nancy Conklin, Town councilwoman; Barry Haywood, Village resident; James Wissler, Village resident; Bob Smith, Town resident; Sandy Briggs, Town resident; Advisors to the Committee are Keith Petti, Village Administrator; Donna Clark, Village Clerk; Timothy Wolfanger, Town Clerk; Rachel Scura, Village attorney; John Putney, Town attorney.

<sup>2</sup> See <http://dansville.lib.ny.us/>

of 852 for a total town-wide population of 5,336. The Village's population density of over 1,850 people per square mile is more than 16 times that of the Town Outside of the Village. The following maps illustrate the municipal boundaries of the Town and Village and the population density as of the 2000 Census.

### Village of Dansville and Town of North Dansville Population Density



The map highlights a small spur of Village land in the northwest corner that actually juts into the Town of Sparta. The land, a former industrial park, was purchased by a group of investors under the auspices of the Dansville Economic Development Council with the plan to spur commercial and retail development. The Livingston County IDA approached the Village asking them to annex the land and extend water and sewer services to the development. The Village eventually did annex the land but as of the writing of this report, water/sewer service has not been extended and the development has not materialized.

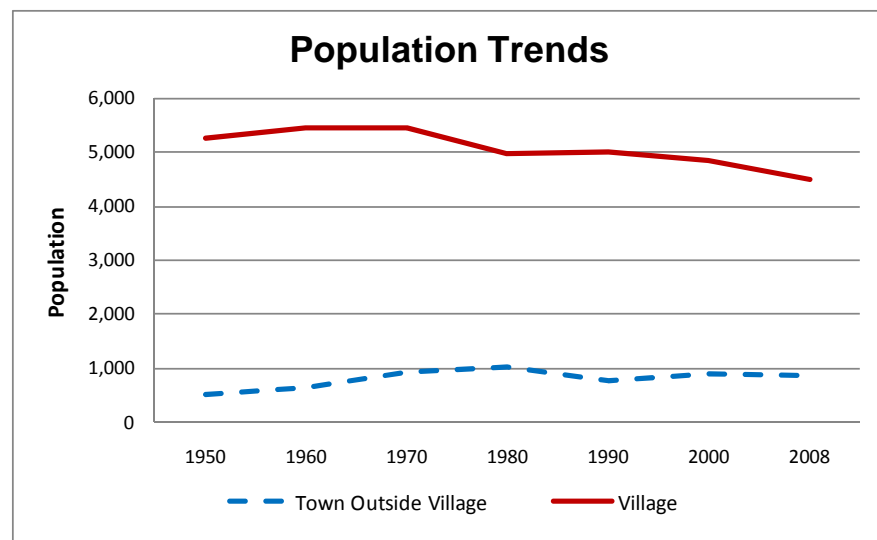
As with many of New York State's communities, the Village and Town have both experienced a steady out-migration of population since their peak populations nearly thirty years ago.

### Town and Village Population, 1950-2008

Source: U.S. Census Bureau

	Village	TOV	Combined
1950	5,253	502	5,755
1960	5,460	635	6,095
1970	5,436	922	6,358
1980	4,979	1,015	5,994
1990	5,002	781	5,783
2000	4,832	906	5,738
2001 (est)	4,757	895	5,652
2002 (est)	4,716	887	5,603
2003 (est)	4,682	879	5,561
2004 (est)	4,654	873	5,527
2005 (est)	4,587	863	5,450
2006 (est)	4,531	858	5,389
2007 (est)	4,495	850	5,345
2008 (est)	4,484	852	5,336

Population in the overall Town has decreased gradually in the past half-century. As of the 2000 decennial census, Village population had fallen 12% from its peak in 1960 and Town population *outside* the Village had fallen 11% from its peak in 1980. Since then, annual American Community Surveys from the Census Bureau estimate a continued moderate decline in both Village population and Town population outside the Village.



Source: US Census Bureau

## LOCAL TAXES IN CONTEXT

Property owners in New York State are often subject to more than one layer of taxation. This reality has fueled discussions across New York State about how to reduce layers of government and contain or reduce costs. The current study in the Dansville community is addressing this question by looking at the Village and Town layers of government for possible areas of shared service and/or consolidation cost savings including a functional consolidation of the two governments. As this study progresses, it will be helpful to understand the tax burden caused by Village and Town taxes in the context of the total tax burden.

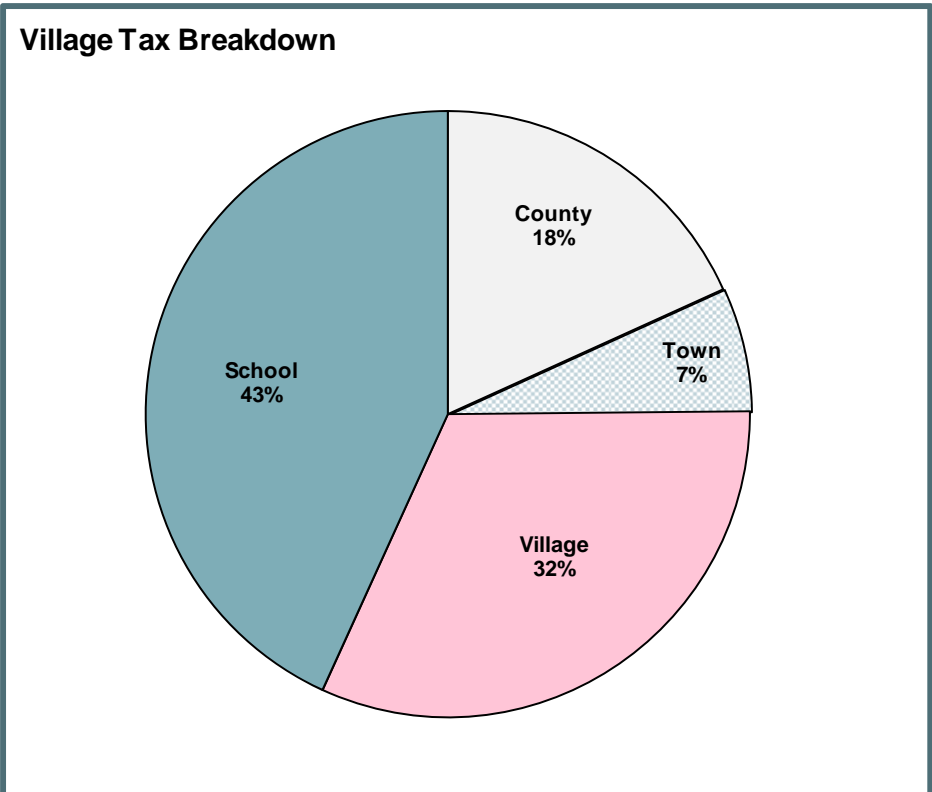
Based upon the table below, Village residents are paying almost 40% more in total taxes contrasted with property owners in the Town Outside of the Village. The Village tax accounts for this difference. A more detailed explanation of the makeup of the Village and Town tax rates is explained later in this report.

### Local Tax Rates

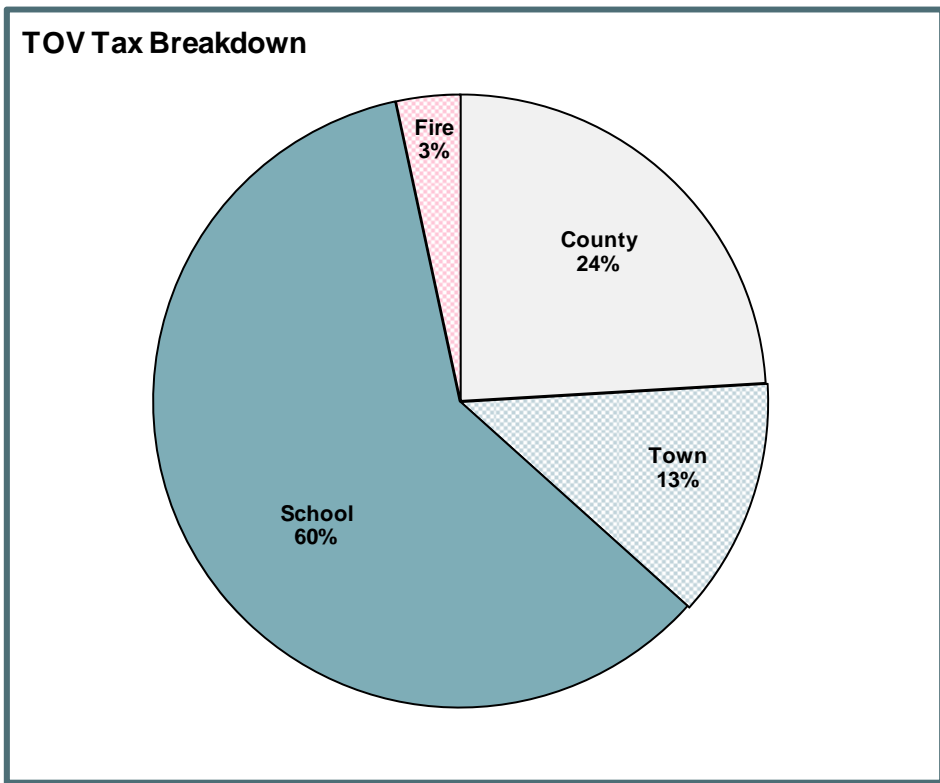
*Source: Livingston County Real Property Tax Records*

	Village			TOV		
	Taxable Value (\$ billions)	Tax Levy (\$ millions)	Tax Rate (per \$1000)	Taxable Value (\$ billions)	Tax Levy (\$ millions)	Tax Rate (per \$1000)
County	\$0.150	\$1.110	\$7.411	\$0.044	\$0.313	\$7.051
Town	\$0.150	\$0.403	\$2.693	\$0.044	\$0.164	\$3.692
Village	\$0.150	\$1.946	\$12.990	-	-	-
School	\$0.150	\$2.633	\$17.575	\$0.044	\$0.780	\$17.575
Fire	-	-	-	\$0.050	\$0.044	\$0.875
<b>Total</b>	-	<b>\$6.092</b>	<b>\$40.669</b>	-	<b>\$1.301</b>	<b>\$29.193</b>

The graphs below highlight the percentage of total taxes paid to the various layers of government impacting the Dansville community. The largest single influence on local taxes for a Village or Town Outside of Village tax payer is school taxes. Other than school taxes, the percentages are influenced by whether you live in the Village or outside of the Village. At most, this study will focus on roughly 39% of the tax burden in the community.



Source: Livingston County Real Property Tax Records 2009-10



Source: Livingston County Real Property Tax Records 2009-10



## TAX RATES

Because the Town and Village have different net property valuations across which to spread their respective tax levies, each penny of tax rate generates a different amount of revenue in both. One helpful way to present the different levy and taxable valuation contexts of the Town and Village is to look at the “value of a penny” on the tax rate in each entity.

Increasing the tax rate per \$1000 in the Village from \$12.99 to \$13.00 generates nearly \$1,500 in additional revenue. If the Town increased the rate at which it taxed residents *outside* the village from \$3.69 to \$3.70, it would increase revenue by \$444. But by extending the penny increase to include Village residents as well (raising the Town tax rate in the Village from \$2.69 to \$2.70), the Town would generate over \$1,900 in additional revenue. This difference means that increasing the Town tax rate by one penny per \$1000 generates nearly 30% more revenue than an equivalent increase for the Village.

## BUDGETARY SUMMARY

### Expenditures

The 2009-10 Village budget and the 2010 Town budget contain combined anticipated all funds expenditures of nearly \$5.20 million. Of that total, 80% (\$4.17 million) are Village expenditures and the remaining 20% (\$1.03 million) are Town or Town Outside Village expenditures.

#### **Budgeted Expenditures**

*Source: 2010-11 Village budget and 2010 Town budget  
(Dollars in millions)*

	<b>Village</b>	<b>Town</b>	<b>Total</b>
General	\$2.475	\$0.633	\$3.108
General TOV	-	\$0.008	\$0.008
Highway	-	\$0.132	\$0.132
Highway TOV	-	\$0.101	\$0.101
Water	\$1.089	\$0.110	\$1.199
Sewer	\$0.604	-	\$0.604
Fire	-	\$0.044	\$0.044
<b>Total</b>	<b>\$4.168</b>	<b>\$1.028</b>	<b>\$5.196</b>

\*Village water is a special district, Bella Vista

Note: Village highway and fire spending is accounted for in general fund expenditures

## 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 the Town and Village; both budgets were overlaid on one another. The following table reflects those budget line items<sup>3</sup> in which both the Town and Village have invested resources in their current year budgets.

### Common Expenditures

*Source: 2010-11 Village budget and 2010 Town budget*

*(Dollars in millions)*

	<b>Village</b>	<b>Town</b>	<b>Combined</b>
Debt Service	\$0.985	\$0.272	\$1.257
Highway	\$0.534	\$0.256	\$0.790
Employee Benefits	\$0.531	\$0.074	\$0.605
Administration	\$0.306	\$0.169	\$0.475
Fire & Ambulance	\$0.126	\$0.044	\$0.170
Street Lights	\$0.076	\$0.008	\$0.084
Parks & Recreation	\$0.053	\$0.020	\$0.073
Public Transportation	\$0.038	\$0.017	\$0.055
Executive	\$0.030	\$0.020	\$0.050
Judicial	\$0.029	\$0.014	\$0.043
Legislative	\$0.023	\$0.014	\$0.036
Engineer	\$0.015	\$0.010	\$0.025
Attorney	\$0.006	\$0.011	\$0.017
Planning/Zoning <sup>4</sup>	\$0.002	\$0.003	\$0.003
Culture	\$0.002	\$0.003	\$0.005
Animal Control	\$0.001	\$0.003	\$0.004
<b>Total</b>	<b>\$2.756</b>	<b>\$0.936</b>	<b>\$3.692</b>

Approximately \$3.69 million in combined Town/Village expenditures occur in common functions. The \$3.69 million in common expenditures represents 71% of all combined general appropriations in the Town and Village. In other words, nearly three-quarters of total expenditures occur in similar categories in the two municipalities. Of that total, nearly 75% (\$2.76 million) is attributed to Village expenditures. The largest common

<sup>3</sup> The table sums all funds together by sub-category.

<sup>4</sup> Of the \$2,800 budgeted by the Town for planning/zoning, \$1,800 is actually paid to the Village as a contractual expense for code enforcement

categories for expenditure occur in debt service (\$1.26 million), highway (\$790,000), employee benefits (\$605,000) and administration (\$475,000).

## Revenues

Reflecting the budgeted expenditures, the 2010-11 Village budget and the 2010 Town budget contain combined anticipated all funds revenues of nearly \$5.20 million. The breakdown between municipalities mirrors that of expenditures, with 80% (\$4.17 million) being Village revenues and the remaining 20% (\$1.03 million) being Town revenues.

### Budgeted Revenues

*Source: 2009-10 Village budget and 2010 Town budget  
(Dollars in millions)*

	<b>Village</b>	<b>Town</b>	<b>Total</b>
General <sup>5</sup>	\$2.475	\$0.918	\$3.393
Water	\$1.089	\$0.110	\$1.199
Sewer	\$0.604	-	\$0.604
<b>Total</b>	<b>\$4.168</b>	<b>\$1.028</b>	<b>\$5.196</b>

With regard to revenues, the largest category in both the Town and Village is the local property tax – the Village generates \$1.95 million (79% of all its general revenue) from the local tax, while the Town generates \$0.69 million (67%).

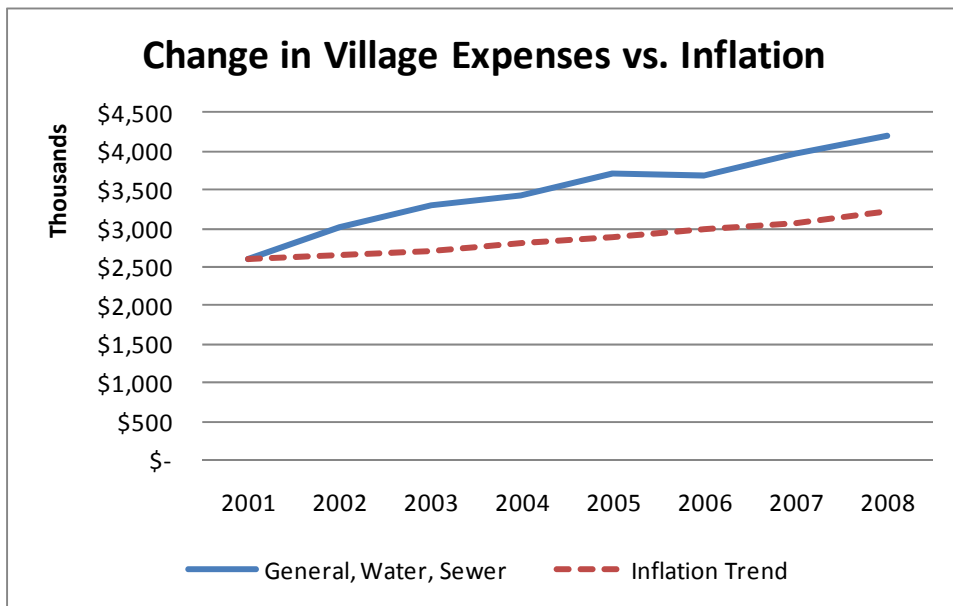
## Village Expenditure Trends

Growth in Village expenditures for the general, water and sewer funds has exceeded inflation over eight years starting in 2001. Between 2001 and 2008, the Village funds in aggregate exceeded inflation by 38%. The combined expenditures in the Village grew by 61% while inflation grew by 23% during the same period.

The Village general fund outpaced inflation by 23% while the sewer fund outpaced inflation by 18%. The largest growth in village expenses occurred in the water fund which grew by 123% percent during the time period. This exceeded inflation by 120%. It is important to note that from 2002 – 2008, water fund expenditures grew by 24% compared with an inflation growth of 22%. In 2001 the Village made substantial infrastructure upgrades to the water system and debt service on the corresponding debt instruments account for the majority of the growth in the water fund.

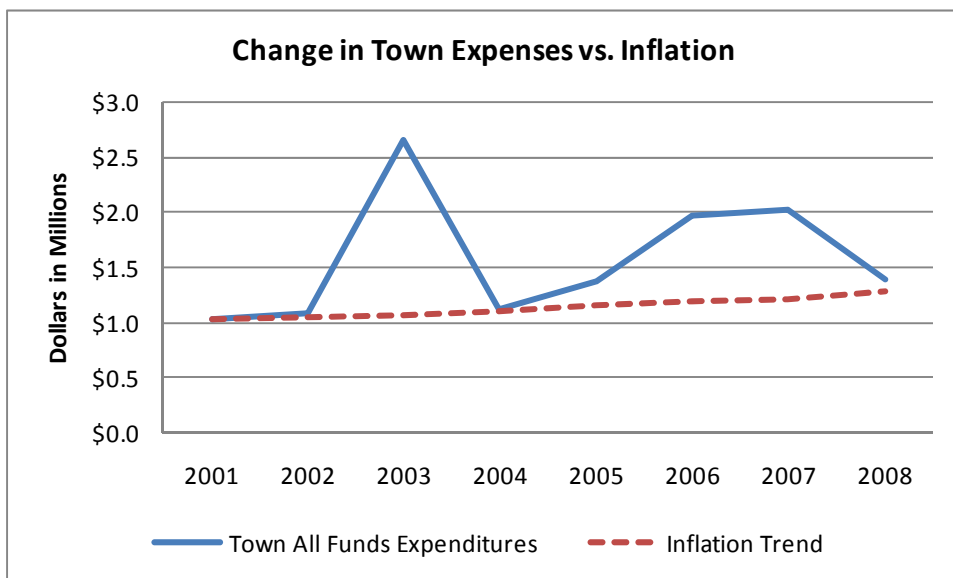
<sup>5</sup> Includes expenditures from General, General TOV, Highway, Highway TOV & Fire

The graph below highlights the combined (all funds) audited expenditures of the Village compared with inflation expected growth for the same time period.



## Town Expenditure Trends

Total expenditures for the Town fluctuated significantly during the period 2001 – 2008. At the high point in 2003, the Town was tracking at 148% above inflation. As of 2008, the Town was tracking at approximately 9% above inflation.



The 2009 annual report for the Town reveals that all funds expenditures declined again ending lower than 2009 inflation expectations. The most

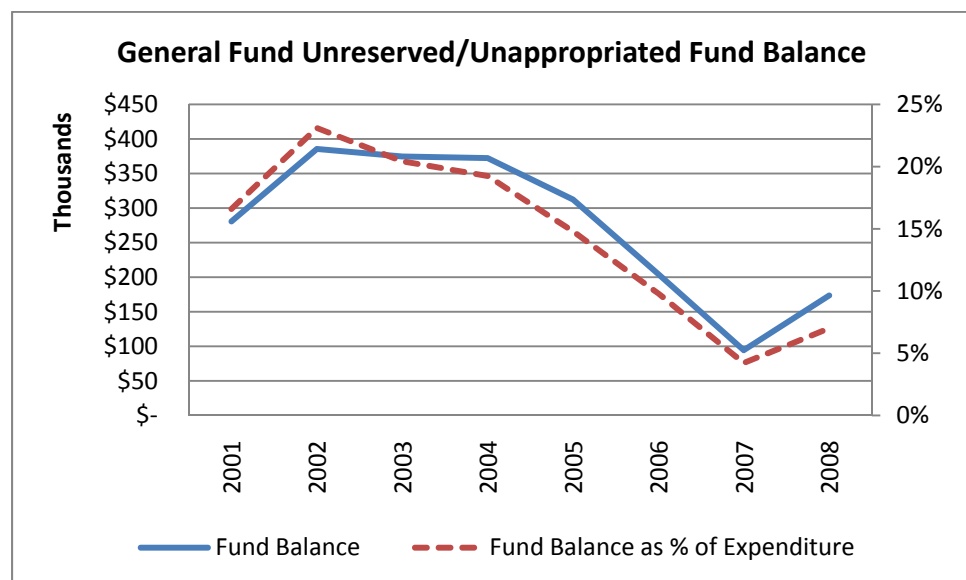
significant reason for the expenditure fluctuations was infrastructure investments made to the airport. While expenditures fluctuated year to year, the Town received grant revenue to offset most of the expenditures thus limiting the impact of the increases on local property tax payers.

## FUND BALANCES

### Village

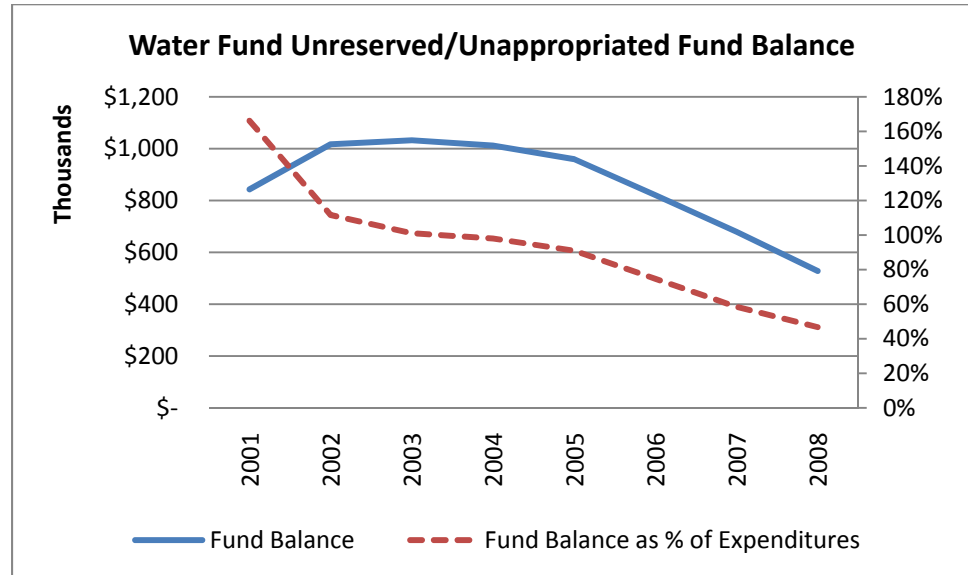
At the end of every fiscal year, every municipality either over or under spends relative to the revenue it receives. These surpluses or negative amounts are tracked over time in an accounting format known as fund balance. Tracking fund balance is a helpful tool to analyze how well a municipality is budgeting and how it handles excess (reserve) resources in future years. According to the Government Finance Officers Association (GFOA), a local municipality should have approximately two months of expenditures on reserve in order to properly manage financial affairs for the community.<sup>6</sup> On average this would be between 5 – 15 percent of the municipalities' budget.

At the close of the fiscal year in 2008, the Village general fund had a fund balance of approximately \$230,000. This represented approximately 7% of Village audited expenditures for that year. Fiscal year 2008 was the first year fund balance increased since FY 2002.

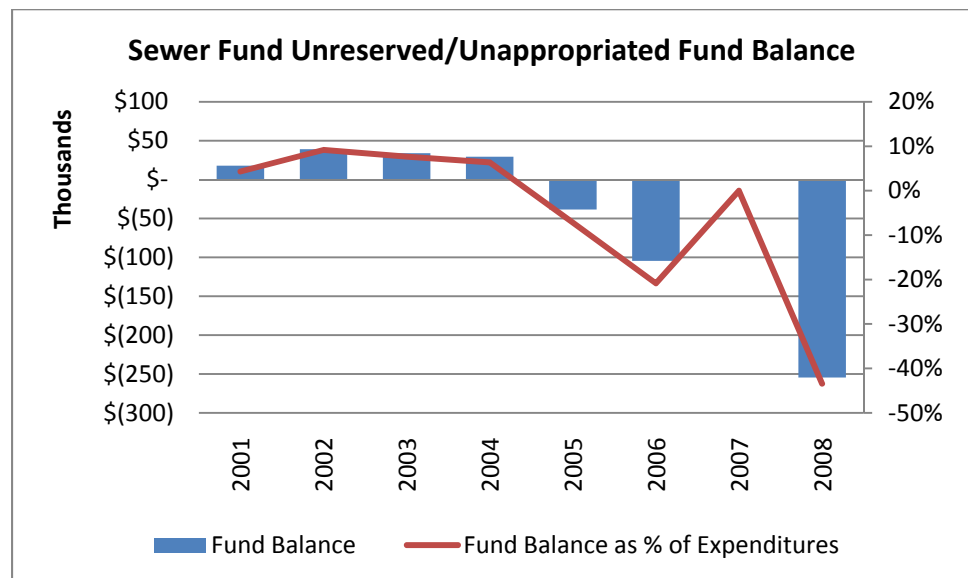


<sup>6</sup> <http://www.gfoa.org/downloads/caafr-appropriate-level.pdf>

The Village water fund had a fund balance of approximately \$528,000 representing 47% of the water fund expenditures for fiscal year 2008. From 2001 until 2008, the fund balance as a percent of total expenditures in the water fund has been in steady decline.



At the close of the fiscal year in 2008 the Village sewer fund had a negative fund balance of almost \$255,000. This amount represented -43% of the sewer fund expenditures that year. As with the water fund, the sewer fund balance and fund balance as a percentage of total expenditure has been in decline for several years.



## Town

The Town of North Dansville tracks fund balances for five distinct funds. The entire slate of funds experienced increases in fund balance in fiscal year 2009. According to the table below, the Town General Fund (A) had a fund balance of nearly \$418,000 at the close of the fiscal year 2009. This was an increase from 2008 and slightly more than doubles what it was in 2007. The water district experienced the most dramatic change closing fiscal 2009 with a positive fund balance after two years with none. The water district fund balance was the result of left over capital after infrastructure improvements and extensions during the previous two years.

### Town of North Dansville Unreserved/Unappropriated Fund Balances

Source: Town of North Dansville Annual Reports

Fund	Fund Title	FY 2009*	FY 2008*	FY 2007*
A	General	\$418.2	\$323.7	\$206.1
B	Town-Outside Village	\$31.9	\$31.5	\$34.2
DA	Highway-Townwide	\$2.7	\$1.1	\$1.4
DB	Highway-Town Outside Village	\$176.5	\$163.1	\$147.8
SF	Fire Protection	\$2.4	\$2.4	\$2.4
SW	Water	\$116.1	\$0.0	\$0.0

\* Thousands of Dollars

The table below highlights the fund balances for each Town fund as a percentage of expenditure at the close of the last three fiscal years. All funds except the Townwide Highway (DA) fund exceed the GFOA recommended level for fund balance as a percentage of expense. The fire protection district fund is nearly in line with GFOA recommendations after being reduced in FY 2009 to around 19%.

The Town Outside Village (B) fund had the largest percentage with a fund balance that was 526% of the fund's total expenditures for 2009. The Town Outside Village Highway (DB) fund was next largest at 247% of the fund's total expenditures. The lowest fund balance as a percentage of expenditure was for the Townwide Highway (DA) fund at 2%. *The table does not record the water district fund balance as a percent of expense because the 2009 annual report did not report any expenditure for this fund.*

***Town of North Dansville Fund Balance as % of Expense***

*Source: Town of North Dansville Annual Reports*

<b>Fund</b>	<b>Fund Title</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
A	General	65%	56%	34%
B	Town-Outside Village	526%	217%	501%
DA	Highway-Townwide	2%	1%	1%
DB	Highway Town Outside Village	247%	232%	227%
SF	Fire Protection	19%	53%	22%

## DEBT LEVELS

The Village and Town each carry debt loads that have been financed either through the issuance of Bonds or Bond Anticipation Notes<sup>7</sup> (BAN). The debt associated with the Village is tracked by fund based upon the type of project. Costs for debt service are captured in each fund's annual budget. While every property tax payer in the Village pays for general fund debt, only users of water and sewer services are paying for the debt associated with each of those funds. The Town is similar with debt being financed by tax payers according to the fund in which the debt is tracked. Total debt issued between the Village and Town equals \$9.0 million with the Village carrying 74% and the Town carrying 26% of the total.

### Village

The Village holds \$6.7 million dollars in debt obligations as of the close of fiscal year 2010. Almost \$6.07 Million dollars (91%) is in the form of outstanding bonds while \$634,000 (9%) is in the form of outstanding BAN's. Eighty seven percent of the bonds are related to work done on the Village water system with another 7% related to the waste water treatment plant. The vast majority (95%) of the BAN's are related to the Village general fund for highway repairs and equipment and fire department purchases.

---

<sup>7</sup> BAN's are typically issued as short-term debt instruments. If they cannot be paid back within one year, they must be refinanced for another year. Bonds are used as long term debt instruments.



**Outstanding Debt - Source: Village 2009-10 Budget**

<i>Thousands of Dollars</i>	<b>Balances as of 5/31/10</b>			
	<b>General</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
<b>Bond Detail</b>				
HOOK & LADDER	\$385			<b>\$385</b>
WATER PLANT #1		\$1,342		<b>\$1,342</b>
WATER PLANT #2		\$279		<b>\$279</b>
WATER MAIN #3		\$60		<b>\$60</b>
WATER PLANT #4		\$3,405		<b>\$3,405</b>
WATER PLANT #5		\$185		<b>\$185</b>
WWTP RENOVATION			\$143	<b>\$143</b>
WWTP RENOVATION			\$50	<b>\$50</b>
WWTP EQPT.			\$36	<b>\$36</b>
WWTP HEATING			\$182	<b>\$182</b>
<b>Bond Totals</b>	<b>\$385</b>	<b>\$5,271</b>	<b>\$411</b>	<b>\$6,067</b>
Percent of Total	6%	87%	7%	100%

**Outstanding Debt - Source: Village 2009-10 Budget**

<i>Thousands of Dollars</i>	<b>Balances as of 5/31/10</b>			
	<b>General</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
<b>BAN Detail</b>				
STREET PAVING 2007	\$70			\$70
STR. PAVING 2003	\$120			\$120
JOHN DEERE LOADER	\$28			\$28
PROS FIRE TRUCK 1ST	\$102			\$102
STR. PAVING 2006	\$154			\$154
PROS FIRE TRUCK 2ND	\$120			\$120
POL. CAR	\$9			\$9
RESERVOIR REPAIRS 08		\$24		\$24
BACKHOE		\$7		\$7
<b>BAN Totals</b>	<b>\$604</b>	<b>\$31</b>	<b>\$0</b>	<b>\$634</b>
Percent of Total	95%	5%	0%	100%

## Town

The Town has \$2.3 million in debt obligations as of the close of the fiscal year 2010. Two thirds (66%) of the debt is in the form of outstanding BAN's while the remaining third is related to one long term bond. The debt is split between the townwide funds and the water district with the district portion slightly less than 60% of the total. The townwide debt relates to renovations to Town Hall, highway equipment and upgrades to Recreation Park.

### Town of North Dansville Indebtedness

Source: Town of North Dansville Indebtedness Report

Thousands of Dollars

Balance as of 12/31/10

<b>BOND</b>	<b>Townwide</b>	<b>Water District</b>	<b>Total</b>
Town Hall Addition/Renovation	\$795.0		\$795.0
<b>Total</b>	<b>\$795.0</b>	<b>\$0.0</b>	<b>\$795.0</b>
Percent of Total	100%	0%	100%

<b>BAN</b>	<b>Townwide</b>	<b>Water District</b>	<b>Total</b>
Belle Vista Water District		\$1,380.0	\$1,380.0
2007 Loader	\$37.5		\$37.5
Recreation Park	\$107.0		\$107.0
<b>Total</b>	<b>\$144.5</b>	<b>\$1,380.0</b>	<b>\$1,524.5</b>
Percent of Total	9%	91%	100%

## STAFFING ALLOCATIONS

The Village and Town staff their municipal functions with the following number of employees, by department. Figures have been compiled through a review of budget documents and supplemented by in-depth interviews with department heads in both municipalities. Staff allocations are presented on a full-time equivalent basis (i.e. "1.00" refers to a full-time staff allocation under a specific title, "0.40" refers to a 40%-of-full-time allocation and so on).

### Staff Allocations

Source: 2010 Town Budget and 2010-11 Village Budget and official interviews

<b>Department</b>	<b>Full Time Equivalent (FTE)</b>		
	<b>Village</b>	<b>Town</b>	<b>Combined</b>
<u>Administration</u>			
Administrator	1.00		<b>1.00</b>
Clerk	1.00	1.00	<b>2.00</b>
Deputy Clerk	1.00	0.05	<b>1.05</b>
Registrar	0.20	0.05	<b>0.25</b>
<u>Assessment</u>			
Assessor		0.50	<b>0.50</b>
Clerks		0.20	<b>0.20</b>
<u>Code Enforcement</u>			
Officer	0.90	0.10	<b>1.00</b>
<u>Court</u>			

Justices	0.25	0.25	<b>0.50</b>
Clerk	0.25	0.25	<b>0.50</b>
<u>Executive and Legislative</u>			
Mayor/Supervisor	1 PT	1 PT	<b>2 PT</b>
Council	4 PT	4 PT	<b>8 PT</b>
<u>Highway &amp; DPW</u>			
Superintendent		1.00	<b>1.00</b>
Deputy Supt		1.00	<b>1.00</b>
Foreman	1.00		<b>1.00</b>
MEO	4.00	1.00	<b>5.00</b>
Seasonal	4 PT	2 PT	<b>6 PT</b>
Cemetery Sexton		1PT	<b>1PT</b>
<u>Historian</u>		0.05	<b>0.05</b>
<u>Parks Maintenance</u>			
Seasonal	3 PT		<b>3 PT</b>
<u>Planning</u>			
Secretary	0.10		<b>0.10</b>
<u>Police</u>			
Chief	1.00		<b>1.00</b>
Sergeant	1.00		<b>1.00</b>
Officers*	5.00		<b>5.00</b>
Support	1.00		<b>1.00</b>
<u>Water</u>			
Chief Operator	1.00		<b>1.00</b>
Asst Operator	1.00		<b>1.00</b>
Distribution	2.00		<b>2.00</b>
Clerk	1.00		<b>1.00</b>
<u>Sewer</u>			
Chief Operator	1.00		<b>1.00</b>
Asst Operator	1.00		<b>1.00</b>
<b>Total**</b>	<b>24.70</b>	<b>5.45</b>	<b>30.15</b>

\*One of the police officer positions is currently vacant

\*\*Totals do not include PT counts.

## HOW THE TOWN & VILLAGE PROVIDE MUNICIPAL SERVICES

The Village and Town provide an array of services in a variety of ways. The following summary reflects which services they provide individually,

via shared service arrangements, and/or through third party contracts (I.e. with an outside vendor).

### ***Village & Town Independently***

The Village and Town each provide the following services but independent of each other:

- Clerk/Administrator/Registrar (Administration)
- Mayor/Supervisor/Boards (Executive/Legislative)
- Court
- Animal Control
- Highway/DPW
- Parks Maintenance
- Street Lighting
- Gasoline

### ***Village only***

The following services are provided uniquely by the Village:

- Police
- Fire
- Ambulance/Rescue
- Waste Water Treatment

### ***Town only***

The following services are provided uniquely by the Town:

- Assessment
- Historian
- Airport

### ***Provided through Town and Village intermunicipal agreements***

- Code Enforcement
- Planning/Zoning
- Recreation (now provided by a third party)
- Water (Village owns and operates)

### ***Provided by private contractors in Village & Town but independent of each other***

- Engineer
- Attorney
- Refuse

## Village and Town Independently

This section contains information on municipal services which both the Village and Town provide but independent of the other.

### *Clerk/Administrator/Registrar*

The Village and Town both have clerk's offices to serve as support for the elected boards, manage public/legal notices, monitor and track day to day accounting functions and support the general operation of the two municipalities. The Village Clerk is also Treasurer and Tax Collector and is appointed by the Mayor. The Town Clerk is an elected official and also serves as Tax Collector.

The Village recently created the position of Administrator to help provide better coordination between Village departments and heighten fiscal accountability. The Village Administrator is an appointed position and also serves as supervisor to the Clerk/Treasurer and the clerk's office.

The Clerk/Treasurer positions in both the Village and Town and the Administrator position in the Village are full time positions. The Town also hires the Village registrar to serve as part-time deputy clerk for the Town. The Village has two full time support personnel in the clerk's office: A deputy clerk and a water/sewer billing clerk.

The Village pays the Clerk/Treasurer a salary of \$43,496 while the Town pays its Clerk a salary of \$42,712. The Village Administrator is paid a salary of \$84,872. The Town's deputy clerk is budgeted to receive \$1,000 per year while the Village's full-time deputy clerk is paid a salary of \$30,894. The Village water/sewer billing clerk receives a salary of \$39,228.

The Village has one registrar of vital statistics (\$7,979) hired part time. The Town Clerk/Treasurer serves the role of registrar for the Town. Since the Village registrar also serves the Town as deputy clerk, both positions combine to fill the role of registrar for the Town. Last year the Village and Town combined issued 165 birth/death certificates and 65 marriage licenses.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$306,080	\$169,142
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town*</b>
Clerk-Treasurer (1 FTE)	Clerk (1 FTE)
Deputy Clerk-Treasurer (1 FTE)	Deputy Clerk (.5 FTE)
Registrar (.2 FTE)	Registrar (.05 FTE)

\*Also covers comptroller and tax collection functions (in order to compare apples to apples with the Village)

## **Mayor/Supervisor/Boards**

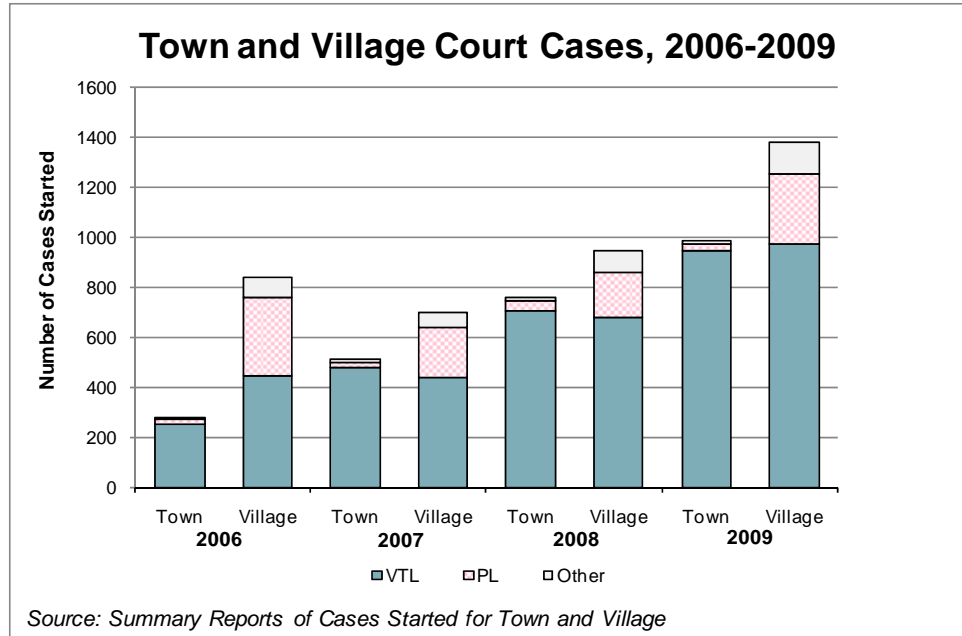
The Village and Town each have their own executive and legislative functions consistent with New York State law. The Town elects one supervisor (\$18,500) and four council members (\$3,400/member) while the Village elects one mayor (\$12,000) and four trustees (\$6,800 for one who serves as deputy mayor and \$4,800 for the other three). At present, all ten elected positions are presently held by individuals living within the Village. The Village board meets on the 2<sup>nd</sup> Tuesday of each month while the Town meets on the 1<sup>st</sup> Tuesday of each month.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$52,700	\$33,100
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Mayor (PT)	Supervisor (PT)
Trustees (4 PT)	Council Members (4 PT)

## **Court**

The Village and Town courts functionally operate as one consolidated court. However, there are 4 justice positions within the community. There are two justice positions in the Village and two in the Town. There are currently two justices filling the four slots. Each justice is elected to fill one seat in each municipality. There is one court clerk that services both justices on a part-time basis.

According to the chart below, the vast majority of cases opened in the last 4 years are related to vehicle and traffic infractions. The next largest type of case involves penal law infractions with a small amount of other types of cases that make up the balance.



All court is handled on Wednesdays with one justice working the afternoon and the other justice working the evening. Both justices cover both municipalities when their court is open.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$28,982	\$14,000
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Justice (.25 FTE)	Justice (.25 FTE)
Court Clerk (.25 FTE)	Court Clerk (.25 FTE)
<b>Work Load Indicators</b>	
<b>Village Total Caseload</b>	<b>Town Total Caseload</b>
2009: 1,384	2009: 988
2008: 951	2008: 764
2007: 704	2007: 515

### **Animal Control**

The Village and Town each provide animal control services. The Village performs the dog control service as a required duty of the Dansville Police Department. The remainder of nuisance animal issues is outsourced to a private vendor. The Town contracts with Livingston County to provide dog control and licensing services.

## **Highway/Public Works**

### ***Town Highway Department***

The Town of North Dansville operates a highway department staffed by three full-time employees. The Superintendent is an appointed position and is paid an annual salary of \$54,692. There are two Mechanical Equipment Operators (MEO) with one serving as the deputy superintendent. The deputy superintendent is paid \$17.98 per hour while the other MEO is paid \$16.05 per hour.

In addition to the full-time staff, there is part time and seasonal staff hired by the Town Highway Department. The Town hires a cemetery sexton to manage the cemetery and pays him \$3,580 annually. The Town also hires two seasonal laborers at \$9.77 per hour to help with lawn mowing and other seasonal duties.

The Town highway department performs a variety of services primarily for the Town Outside of the Village. Examples of the type of work involve road maintenance and ditching, lawn mowing, plowing the cemetery and digging graves, snowplowing, and mutual aid for the Village and County as requested. The Town uses slightly different materials and equipment than the Village in performing its snowplowing service. Plowing larger Town roads allows for the use of steel blades while the Village adds rubber to its plow blades in order to accommodate manhole covers. The Town also mixes sand into its salt during the winter while the Village relies strictly on a salt composite.

### ***Village DPW***

The Village of Dansville operates the Department of Public Works with a total of eleven full time equivalent staff positions (*not* including the water/sewer billing clerk referenced earlier under administration). Five of the positions are dedicated to work on the streets while the other six are split between water and sewer operations. The employees focused on streets provide street maintenance, maintenance of street lights, support for the water and sewer personnel for digging and filling holes, and regular leaf and brush pickup in the Village. The water department manages the Village water supply with two employees while two other employees are dedicated to managing the water and sewer distribution lines and meter reading. The sewer department has two dedicated employees for managing the sewer system.

Within the street department there is one deputy street superintendent<sup>8</sup> (foreman - \$46,134) and four laborers (\$42,806 each). The Village also

---

<sup>8</sup> The Superintendent of Public Works is also the Village Administrator.



hires up to 7 different seasonal and/or part-time laborers to help with lawn mowing and other street maintenance support during the summer months. The water department is staffed by one chief operator (\$24.09 per hour) and one assistant operator (\$22.97 per hour). Water and sewer distribution is staffed by one assistant operator (\$22.97 per hour) and one MEO (\$20.58). The sewer operation is staffed by one chief operator (\$50,107 - \$24.09 per hour) and one assistant operator (\$46,134 - \$22.18 per hour). For all of the water and sewer operators and assistant operators, the Village budgets for expected overtime since operation is required 24 hours a day and seven days per week and the Department of Health mandates daily monitoring.

<b>Total Budgeted Costs (excl. benefits)</b>		
<b>Village</b>	<b>Town</b>	
\$533,910	\$255,862	
<b>Staffing Structure</b>		
<b>Village</b>	<b>Town</b>	
Foreman (1 FTE)	Superintendent (1 FTE)	
MEO (4 FTE)	Deputy Supt (MEO) (1 FTE)	
Seasonal (4 PT)	MEO (1 FTE)	
	Cemetery Sexton (1 PT)	
	Seasonal (2 PT)	
<b>Work Load Indicators</b>		
<b>Village</b>		<b>Town</b>
26	Total Lane Miles	12
30	Est. Acreage Mowed	150
<b>Major Apparatus (vehicles &amp; related)</b>		
<b>Village</b>		<b>Town</b>
4	Dump Truck	5
6	Pick-Up Truck	4
3	Tractor/Mower	8
0	Roller	2
0	Grader	1
0	Excavator	1
1	Loader	1
0	Blade	1
0	Broom	1
4	Plow	4
1	Sander	3
0	Snowblower	1
1	Sweeper	0

1	Backhoe	0
2	Leaf Vac	0
1	Compressor	0
1	Sewer Jet	0
0	Plasma Cutter	1
0	Welder/Generator	1

## Parks Maintenance

The Village provides park maintenance for eight parks in the Village and the Town maintains the Cummingsville Park and the Dansville Recreation Area. The primary work is during the summer hours through lawn mowing and general maintenance and in the fall with leaf clean-up. The work is staffed mainly through seasonal support personnel hired on an hourly basis ranging from \$9.77 to \$11.28 per hour.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$30,717	\$20,000
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Seasonal (3 PT)	

## Street Lighting

The Village and Town both pay for street lighting in the community. The Village budgets to light Babcock field, Vince Lombardi Field, Monument Park and almost all the Village streets at a total budget of 75,500. The Town pays an additional \$8,000 to light the Cummingsville area and to supply the occasional street light for intersections along certain routes in the Town Outside of Village.

## Gasoline

The Village has a \$38,000 contract with the Dansville Central School District to purchase gasoline for a reduced price. The contract is renewable after five years and the gasoline is used by all vehicles in the Village. The Town purchases gasoline independently and incorporates the budget for fuel into the sub-accounts for the services that require it.

## Village Only

This section details services that are uniquely provided by the Village.

## Police

The Village police department has experienced a significant transition during the last several years. Presently there are six full-time staff hired in the police department<sup>9</sup>: One chief, one sergeant, and four officers. However, one officer is serving in the reserves in Afghanistan leaving only five active officers to patrol the community. Due to significant turnover and the presence of new officers, the average years of experience in the department has dropped to 11.8 years. Two of the current officers have less than 1 year experience. In addition to the officer positions, there are also two part-time clerical positions budgeted to support the department.

Call volume in the community has been declining since 2006. Potential causes for this have been theorized, with a significant reason being the transition of the local dispatch operation to the County 911 center. Since some people don't call 911, there are likely some calls lost without the local dispatch.



Generally the local police cover the entire Village. In addition, in order to maximize time and vehicle fuel, they occasionally drive streets in the Town Outside of the Village to get to different parts of the Village. Thus, while not officially patrolling, they do provide presence in areas outside of the Village. The size of the force dictates that there is usually only one officer patrolling during each 8-hour shift with a possible exception for certain key times when the shifts are designed to overlap.

<sup>9</sup> The Village budgets for 7 officers: 1 chief, 1 sergeant, 5 officers.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$526,197	-
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Chief (1 FTE)	-
Sergeant (1 FTE)	-
Officers (5 FTE)*	-
Support (1 FTE)	-
<b>Work Load Indicators</b>	
<b>Village Total Calls</b>	<b>Town Total Calls</b>
2009: 4,432	-
2008: 5,180	-
2007: 7,970	-

\*One of the police officer positions is currently vacant

## **Fire & Rescue**

### **Fire**

The Village owns the fire department which covers the entire Village and contracts with the Town of North Dansville to provide coverage to the area outside of the Village. The Village also contracts with the Towns of Ossian, Dansville (Steuben County), Sparta and West Sparta for coverage. The fire department is staffed fully by volunteers recently consolidated into one Fire Company. Presently there are 125 volunteers on the roster with approximately 70 of them being active. There are approximately 25 volunteers that are regular responders to an average of 350 calls per year. While the department presently has adequate volunteers, recruiting new volunteers has been a concern for all the fireman in the community.

The fire department resides in a modern facility that is approximately 10 years old. The facility consolidates the equipment of what were four separate fire companies and the ambulance/rescue equipment. As noted below, the facility also now serves as the primary location for the ALS ambulance provided by the County to cover the southern portion of the County.

### **Ambulance/Rescue**

The ambulance company recently separated from being an included company of the fire department and presently exists as its own incorporated volunteer department within the Village. As the third largest company in Livingston County, 50 active members supply coverage to the Village, the Town Outside the Village, and the Towns of Ossian, West

Sparta, Groveland, Sparta, and Dansville in Steuben County. At its further point, provided good weather and quick volunteer response, an ambulance would respond to a call for service in 18-20 minutes. For most calls, the response time is within 5 -10 minutes. Livingston County provides advanced life support (ALS) and as noted above, they recently located an ALS equipped ambulance full time in the Village. The Village ambulance service utilizes two fully stocked (basic life support) ambulances and on average handles 1,100 calls per year.

### ***Total Cost for Fire & Rescue***

Including allocated insurance costs and debt service (but excluding gasoline) the Village budget projects almost \$200,000 to operate the fire department.<sup>10</sup> The ambulance/rescue budget is \$34,600 (not including the cost of gasoline).<sup>11</sup> Thus, the combined cost for the two departments is slightly more than \$234,000. Due to the contractual relationships for fire protection outside the Village, the Village generates revenue totaling \$96,000 for these services. Thus, the net cost for operating the fire and rescue service is approximately \$138,000.

### ***Waste Water Treatment***

As referenced in the previous section on public works, the Village operates a waste water treatment plant that primarily services the Village. There are a few sewer lines that connect properties outside the Village boundary to the sewer system, but there are no official inter-municipal agreements between the municipalities governing the extension of those lines.

The waste water treatment plant has a capacity of 3 million gallons. However, the current facility has a permit to only treat 1.5 million gallons. On average, the facility treats 1 million gallons daily. The Village is presently in a process of redesigning and upgrading the facility to comply with Department of Environmental Conservation requirements. Staffing costs were outlined earlier as part of the discussion on public works.

There are currently 2,287 residential and 12 commercial sewer customers inside the Village boundary. Village residential customers pay a base charge of \$45.65 per quarter and a usage charge of \$1.65 per thousand gallons used. Commercial users pay the same base charge but a reduced usage charge of \$1.61 per thousand gallons.

---

<sup>10</sup> The Village budgets \$38,000 for gasoline in a contract with school district. The budget covers all vehicles in the Village fleet, including fire and ambulance/rescue.

<sup>11</sup> Ibid.

<b>Total Budgeted Costs (excl. benefits &amp; debt)</b>	
<b>Village</b>	<b>Town</b>
\$422,236	-
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Chief Operator(1 FTE)	-
Asst Plant Operator (1 FTE)	-

There are 95 residential, 4 commercial and 1 industrial sewer customers located outside the Village boundary. Residential customers pay a base charge of 58.97 per quarter and a usage charge of \$2.18 per thousand gallons used. Commercial and industrial users pay a base charge of \$58.97 per quarter and a usage fee of \$2.12 per thousand gallons.

The base charge rate for customers outside the Village is 29% more than the base charge for Village users. The usage rate for residential and commercial users averages 32% higher than the rate for those inside the Village.

## Town Only

This section details services that are uniquely provided by the Town.

### Assessment

The Town of North Dansville and the Town of Sparta are part of Coordinated Assessment Program (CAP) meaning they share assessment services by using one assessor. This also means they share the same equalization rate. In addition to the CAP, the Town's assessor services 4 other towns not associated with the CAP. In all, the current assessor is servicing 8,500 parcels. There are 2,400 parcels in the Town of North Dansville. The International Association of Assessing Officers<sup>12</sup> suggests that there should be 1.0 FTE assessors for every 2,000 parcels in communities' serviced by an adequate electronic database. The ratio in North Dansville is 1:3,430.

The Town pays one part-time assessor \$19,000 to serve North Dansville (including the Village). The Town also hires two part-time assessment clerks to support the assessor at a cost of \$10,000 total.

---

<sup>12</sup> [www.iaao.org](http://www.iaao.org)

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
-	\$32,000
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
-	Assessor (.5 FTE)
-	Assessor Clerk (2 PT)
<b>Work Load Indicators</b>	
	<b>Town Number of Parcels</b>
	2,404

### **Historian**

The Town employs one part-time historian to document and catalogue the history for the entire community. The Town pays the historian \$1,200 and supports the work with an additional budget of \$1,200.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
-	\$2,400
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
-	Historian (1 PT)

### **Airport**

The Town owns a municipal airport located largely in a designated NYS Empire Zone. The Town is responsible for lawn mowing the grass and snow plowing the 3500 and 2600 foot paved runways. The airport is operated by a fixed base operator (FBO) awarded annually after a bid process. The FBO pays the Town rent (\$265/month) for space in the hangar and also \$.05 for every gallon of fuel sold. The Town pays the Village for water and NYSEG for electric to light the runways. In addition, the Town rents a T-hanger that holds up to eight planes at a cost of \$195 per month.

The Town has been investing heavily in the airport over the last 10 years. Through a combination of federal grants, most recently related to the federal homeland security initiatives, the cost for these improvements has largely been covered. Some of the projects have included repaving the longer runway, building a new taxiway, constructing a new tie down apron, paving in front of the main hanger, T-hanger and apron around the building, purchasing approximately 6 acres of adjoining land to keep air ways open, and completion of a 20 year master plan. More recently new

security gates with touch pad openers and cameras have been added, and the Town has bid out work for taxiway C & D crack repair and resealing.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
-	\$17,000
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
-	-

## Provided through Town and Village intermunicipal agreements

This section highlights services that are provided through intermunicipal agreement between the Town and Village.

### Code Enforcement

The Village and Town have agreed to share code enforcement services. The Village hires one code enforcement officer at a cost of \$37,131. The Town reimburses the Village for \$3,600 annually. The CEO provides services for code enforcement, zoning review and enforcement, building code enforcement and also serves as the fire marshal. The CEO also serves as the addressing agent for the area for Livingston County.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village*</b>	<b>Town</b>
\$38,532	\$3,600
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Code Officer (.9 FTE)	Code Officer (.1 FTE)

\*the Village total budget is "net" what the town pays to the village for code enforcement services

### Planning/Zoning

The Village and Town share the function of planning and zoning through two joint boards. The planning board is comprised of 5 Village residents, 2 Town residents and 1 alternate. The zoning board of appeals is comprised of 4 Village residents and 1 Town resident. Each member is appointed by their respective municipality. The planning board meets on the 3<sup>rd</sup> Tuesday of each month while the zoning board meets on the 1<sup>st</sup> Thursday.



The Village and Town also share the cost for a secretary to serve both boards. The total cost for the secretarial support is \$70 per meeting and the cost is split 50/50 by each municipality.

The planning board recently completed a master plan in which it identified several key initiatives that the community must address in the near future. The primary issue of concern to most residents was commercial and industrial development and the establishment of new retail business in downtown. Community infrastructure maintenance and repair was also very important to the community. Roads, sidewalks, and sewer are all in various states of disrepair. In addition, there is a potential need to expand the water and sewer to other areas within the Town. According to a survey completed during the study (2001), 47% of the community was open to the idea of merging the Town and Village governments.

<b>Total Budgeted Costs (excl. benefits)</b>	
<b>Village</b>	<b>Town</b>
\$2,100	\$1,000
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Planning Secretary (.10 FTE)	Per Diem

Maps outlining the Village and Town zoning and land use planning have been included in the Appendix to this report.

## **Recreation**

The Village contracts with Cornell Cooperative Extension to provide summer recreation programming for the community. The Town contracts with the Village to underwrite the cost of this service meaning this is a joint recreation program during the summer. The Town also receives a little revenue from the County Youth Bureau to offset some of this cost.

## **Water**

The Village owns and operates the water system for the two municipalities. The Town contracts with the Village to provide water to certain portions of the Town. The water plant has a capacity of 2.0 million gallons after renovations in 2001. Presently, the plant is only operating at an average of 700 thousand gallons daily, primarily due to the loss of major industry in the community. The entire system operates with gravity and there are no pumps involved in the delivery of water. The system is backed up by two wells that are actually located in Steuben County. The Village also owns the Concrete Core Dam and reservoir in Steuben County.

As previously discussed under the section on public works, the water department is staffed by five full-time equivalent positions. The chief operator and one assistant operator are dedicated to the water plant operation. One assistant operator and an MEO are dedicated to water and sewer distribution line maintenance. There is also one water/sewer billing clerk. Salaries have been outlined for these positions in the section on public works.

<b>Total Budgeted Costs (excl. benefits and debt service)</b>	
<b>Village</b>	<b>Town</b>
\$421,480	-
<b>Staffing Structure</b>	
<b>Village</b>	<b>Town</b>
Clerk (1 FTE)*	-
Plant Operator (1 FTE)	-
Assistant Operator (1 FTE)	-
Distribution (2 FTE)	-

\*Covers Water and Sewer

There are currently 2,287 residential and 12 commercial water customers inside the Village. Residential customers pay a base charge of \$68.53 per quarter and a usage rate of \$1.39 per thousand gallons. Commercial water customers pay the same base charge but a usage rate of \$0.83 per thousand gallons.

There are currently 285 residential, 5 commercial and 1 industrial water customers outside the Village boundary. The base charge for water outside the Village is \$83.75 per quarter. The usage rate for residential customers is \$1.85 per thousand gallons while the usage rate for non-residential customers is \$1.10 per thousand gallons. The base charge rate for non-Village customers is 22% higher than Village customers while the usage rate averages 33% higher for all customers outside the Village.

## **Provided by private contractors in Village & Town but independent of each other**

This section outlines services that are provided by third parties in the Village and Town. In this section each service listed is provided independently by the municipality.

### **Attorney**

The Town and Village each contract with separate attorney's to facilitate legal work in each municipality. The Village pays its attorney hourly and

budgets \$6,000 annually. The Town budgets \$11,000 annually between the general fund and the water district paying by the hour as well.

### **Engineer**

The Town and Village have separate budgets for different engineering firms to support the work required in each municipality. The Village presently contracts with MRB out of Rochester and budgets \$15,000 for the service. The Village is presently engaged with MRB in a sewer plant study, a DEC mitigation project and a Restore NYS grant project.

The Town budgets \$10,000 between the general fund and water district and uses two different firms depending on the work. For airport related projects, the Town uses C & S Companies from Syracuse. For all other engineering projects, the Town uses Clark Patterson Lee from Rochester. The Town is presently engaged in a variety of airport related projects designed to either fix or enhance the airport infrastructure. In addition, the Town is finishing up the Dansville Recreation Area project.

### **Refuse**

The Town contracts with Cassella for \$2,700 to provide refuse removal services for the town hall and their highway barn. The Village contracts with Waste Management for \$4,700 for refuse removal from the Village DPW barn.

## **FRINGE BENEFITS**

Fringe benefits are an important cost category in both the Village and Town budgets. As of the most recent budgets for each municipality, the Village and Town have budgeted slightly over \$605,000 to cover their obligations. The County adds in an additional \$29,000 for worker's compensation bringing the total to slightly over \$634,000. Fringe benefits, thus, represents slightly more than 12% of the combined costs between the two municipalities. The two largest categories are health insurance and pension.

Health insurance is provided by two different carriers – Excellus Blue Cross and Blue Shield covers almost everyone in the Village with the exception of one retiree who receives coverage through MVP healthcare. The Town offers insurance through MVP healthcare. All Village employees with the exception of two retirees contribute 10% to the cost of their healthcare coverage (meaning the Village covers 90%). Two of the three retirees contribute 10% while one of the retirees gets 100% coverage. Police officers enrolled after June 2006 contribute 15% towards healthcare coverage. The town pays 100% of the premium for those enrolled in health insurance.

Pension is provided through two systems – the New York State Employees’ Retirement System (ERS) which is open to state, county municipal, authority and school board employees, and the New York Police and Firemen’s Retirement System (PFRS), which covers all police officers and career firefighters. Combined the Village and Town have budgeted \$180,000 for retirement costs in the current budget. All Village employees *except* members of the Village board (including the Mayor) partake in the system while in the Town there are 3 board members, and a couple of seasonal workers that decline participation in the system.

### **Budgeted Employee Benefits (All Funds)**

*Source: 2010-11 Village budget and 2010 Town budget*

*(Dollars in millions)*

	<b>Village*</b>	<b>Town*</b>	<b>Total</b>
Hospital & Medical Insurance	\$0.218	\$0.025	\$0.243
Retirement	\$0.150	\$0.030	\$0.180
Social Security	\$0.107	\$0.019	\$0.127
Worker's Compensation	\$0.035	\$0.029	\$0.064
Unemployment Insurance	\$0.018	\$0.000	\$0.018
Disability Insurance	\$0.003	\$0.000	\$0.003
<b>Total</b>	<b>\$0.531</b>	<b>\$0.103</b>	<b>\$0.634</b>

*\*Represents all funds in each municipality*

## **Accumulated Time Off**

The Village allows all employees to accumulate hours for unused sick, vacation, personal and compensatory time. As of April 28, 2010, the Village has allowed non-police employees to accumulate unused time in the amount of 12,808 hours. The total cost for this compensatory time is equal to \$284,247. While this amount represents a current liability, there are contractual restrictions on how employees can draw down their accumulated leave. For instance, CSEA union members are only eligible to draw upon their unused sick time at retirement. If an employee leaves for any other reason other than retirement, they are not eligible to receive that accumulated time. Accumulated leave for non-police employees is not recorded in the annual budget.

Police officers track their time independently. As of the same date, they have accumulated unused time in the amount of 7,196 hours totaling \$210,088. There are different restrictions placed upon officers for when they can draw upon their accumulated leave. Due to those differences, the Village does budget \$50,000 annually to account for the potential draw-down of accumulated leave.

---

## COLLECTIVE BARGAINING AGREEMENTS

There are two collective bargaining units within the Village of Dansville and none in the Town of North Dansville. The bargaining units are the CSEA Local 826, Village of Dansville Unit 7304 and the Dansville Police Officers Association (DPOA) Local 967-D, Council 82. While largely managed locally, the DPOA is connected to Council 82 of the New York State Police Benevolent Association.

The local CSEA bargaining unit is comprised of 12 Village employees. Seven of the employees are competitive civil service positions while 5 employees are classified as non-competitive. The contract period runs from June 1, 2006 – May 31, 2011. The DPOA is comprised of 5 current members. The DPOA agreement runs through May 31, 2012.

The table on the following page outlines the various fringe benefit provisions found in each contract.

Comparison of Key Provisions of Union Contracts Village of Danville, 2010-2011		
	CSEA	Police Officers' Association
Workday/Work Week	-40 hour work week	-40 hour work week
Overtime	-1.5 times pay or equivalent compensation time	-straight time rate or equivalent compensation time -max comp time accumulated: 100 hours
Emergency Call Out	-credited with minimum 3 hours paid -1.5 times pay; 2 times pay on Sundays/holidays	-credited with minimum 3 hours paid (except for village court) -regular overtime pay
Clothing/Boot Allowance	-reimbursed for safety glasses	-uniform allowance: \$550
Holiday	-12 days paid -if worked, 2 times pay or equivalent compensation time	-11 days paid (3 members also get birthdays as paid holiday) -if worked, 1.5 times pay and one shift compensation time
Vacation	-1 to 5 years: 2 weeks paid -6 to 14 years: 3 weeks paid -15 to 19 years: 4 weeks paid -20 + years: 5 weeks paid -if unused, paid at normal rate	-1 to 4 years: 80 hours paid -5 to 10 years: 120 hours paid -10 + years: 160 hours paid -if unused buy-back (max 2 weeks) or carryover (max 1 week)
Sick	-earn 1 day per month, max 250 days -accumulated sick time put towards retirement health -if only 2 sick days used per year: \$200 bonus -if only 1 sick day used per year: \$300 bonus -if zero sick days used per year: \$500 bonus	-earn 10 hours per month, max 1500 hours -if unused, may sell back or exchange for health coverage upon retirement -extended medical and family leave granted in accordance with FMLA of 1993
Personal	-4 days paid -if unused, converted to accumulated sick time	-50 hours paid -if unused, may sell back at normal rate
Bereavement	-death in immediate family: 4 days paid	-death in immediate family: up to 40 hours paid -death in extended family: up to 10 hours paid
Retirement	-NYS Section 75g "25-year career plan"	-NYS Police and Fire Retirement System Plan -pension payments based on final 12 month avg salary
Health	-90% employer contribution (single or family) -\$500 annual HRA deposit -effective 7/1/08 additional HRA deposit of: -single: \$300 -two person: \$600 -family no-spouse: \$900 -family: \$900 -unused HRA monies roll over -optional 125 FSA	<b>If hired before 6/1/06:</b> -90% employer contribution (single or family) <b>If hired after 6/1/06:</b> -85% employer contribution (single or family) <b>All employees:</b> -\$500 annual HRA deposit -additional HRA deposit as follows: -single: \$300 -two person: \$600 -family: \$900 -unused HRA monies roll over
Dental & Vision	-vision: \$275.16 annually per person -dental: \$921.36 annually per person	<b>If hired before 6/1/06:</b> -90% employer dental contribution (single or family) <b>If hired after 6/1/06:</b> -85% employer dental contribution (single or family)
Retirement Health	-eligible at age 60/20 years of service or age 55/30 years -90% employer contribution (single only) -\$500 annual HRA deposit	Note specified outside of selling back unused sick time
Seniority	-begins from latest date of hire in permanent full-time or permanent part-time position	1.) Rank (i.e. Chief, Sergeant, Patrolman) 2.) Continuous length of service
Longevity (paid annually)	-5 to 9 years: \$35 -10 to 14 years: \$75 -15 to 19 years: \$125 -20 + years: \$300	See below
Wages 2010 (Start Rate/Job Rate)	-Receptionist: \$13.95/\$14.57 -PT Highway Laborer/Fire & Police Dispatcher: \$15.83/\$17.12 -Laborer: \$16.60/\$17.99 -Maintenance/Equipment Repair: \$16.86/\$18.46 -FT Fire & Police Dispatcher/ Account Clerk/Typist: \$17.32/\$18.86 -MEO: \$18.87/\$20.58 -Road Foreman/Operator Trainee: \$20.49/\$22.18 -Plant Operator: \$21.29/\$22.97 -Chief Plant Operator: \$22.37/\$24.09 <u>Additional Bonuses:</u> -if majority of hours are between 2pm-10pm: \$0.15/hr -if majority of hours are between 10pm-6am: \$0.20/hr	-1st year: \$37,509.26 -2nd year: \$41,259.25 (add \$1,500 for sergeant) -3rd year: \$45,384.74 (add \$2,300 for sergeant) -4th year: \$49,922.30 (add 2,650 for sergeant) -5 to 10 years: \$52,307.83 -10 to 15 years: \$53,931.05 -15 + years: \$55,652.25 <u>Additional Bonuses:</u> -at the sergeant level: -add \$1,500 from appointment to 2nd anniversary -add \$2,300 from 2nd to 3rd anniversary -add \$2,650 from 3rd to 4th anniversary -add \$4,000 from 4th to 7th anniversary -add \$4,500 from 7th anniversary onward -second shift (starting 12pm-5pm) add \$0.25 per hour -third shift (starting 5pm-6am) add \$0.30 per hour -receiving certification in certain field: \$50 annually -holding an Associate Degree: additional \$100 annually -holding a Bachelors Degree: additional \$200 annually -holding a Masters Degree: additional \$300 annually -holding a Doctorate Degree: additional \$500 annually

## PROPERTY AND ASSETS

The Village and Town each own a variety of property and assets that allow them to fulfill their governmental and service functions on behalf of the community. A list of municipally owned properties and major assets owned by the Village and Town are provided in the Appendix to this report.

## CODES AND ORDINANCES

The two code books for the Village and Town are largely complementary. CGR has done some preliminary analysis of the code books and determined that the majority of the codes are unique to each municipality and generally are not in conflict with each other.

### Codes in Conflict

The primary codes that are different between the Town and Village are related to fences, kennels, and junk.

- **Fences:**
  - Town Zoning 702.9-3. Before a fence shall be erected a building permit must be obtained from the Zoning Officer.
  - Village Zoning 702.9. Any fence erected in the village shall adhere to the following, no permit is required.
- **Kennels (dogs):**
  - Kennel is defined as: Any premises on which four (4) or more dogs over four (4) months of age are kept. It is the same for both the Town and Village.
  - Town Zoning: **Section 601 Agricultural District**
    - 601.1: Permitted Principle Uses
      - 601.1-1: Farms and related farming activities, provided that no storage of manure or odor or dust producing substances shall be permitted within one hundred (100) feet of an adjoining lot line. Riding academies, stables, and/or boarding horses, kennels for breeding and boarding of domestic animals are included.
      - 601.2: Permitted Accessory Uses
        - 601.2-8: Veterinarians' offices and uses incidental thereto, riding academies, stables for boarding or breeding of horses, kennels for

boarding or breeding of cats and dogs.

- Village Zoning
  - 702.9: Any fence erected in the village shall adhere to the following:
  - 702.14 The following uses are **specifically prohibited within any zone district** within the Village:
    - Junkyards
    - Kennels
    - Mobile homes, except construction trailers used for temporarily as on site offices or any otherwise provided for in this Law.
    - Windmills
- ***Junk Law*** is a local Law 1 of 1993 for the Town, stating no junkyards. For the Village it is in the zoning law, see section 702.14 above.

## LITIGATION

Other than tax certiorari cases regarding grievances for assessments, the Town of North Dansville has no major pending litigation. The Village of Dansville remains party to a single lawsuit currently pending in the Federal District Court of the Western District of NY. The lawsuit alleges the Village violated the 4<sup>th</sup> amendment rights of a local property owner when the Village enforced a certificate of compliance policy regarding the right to inspect property when the property turns over. The policy has since been repealed by the Village. The Village is insured against such cases subject to a deductible of \$10,000.



## APPENDIX

**Zoning and Land Use Planning Maps**

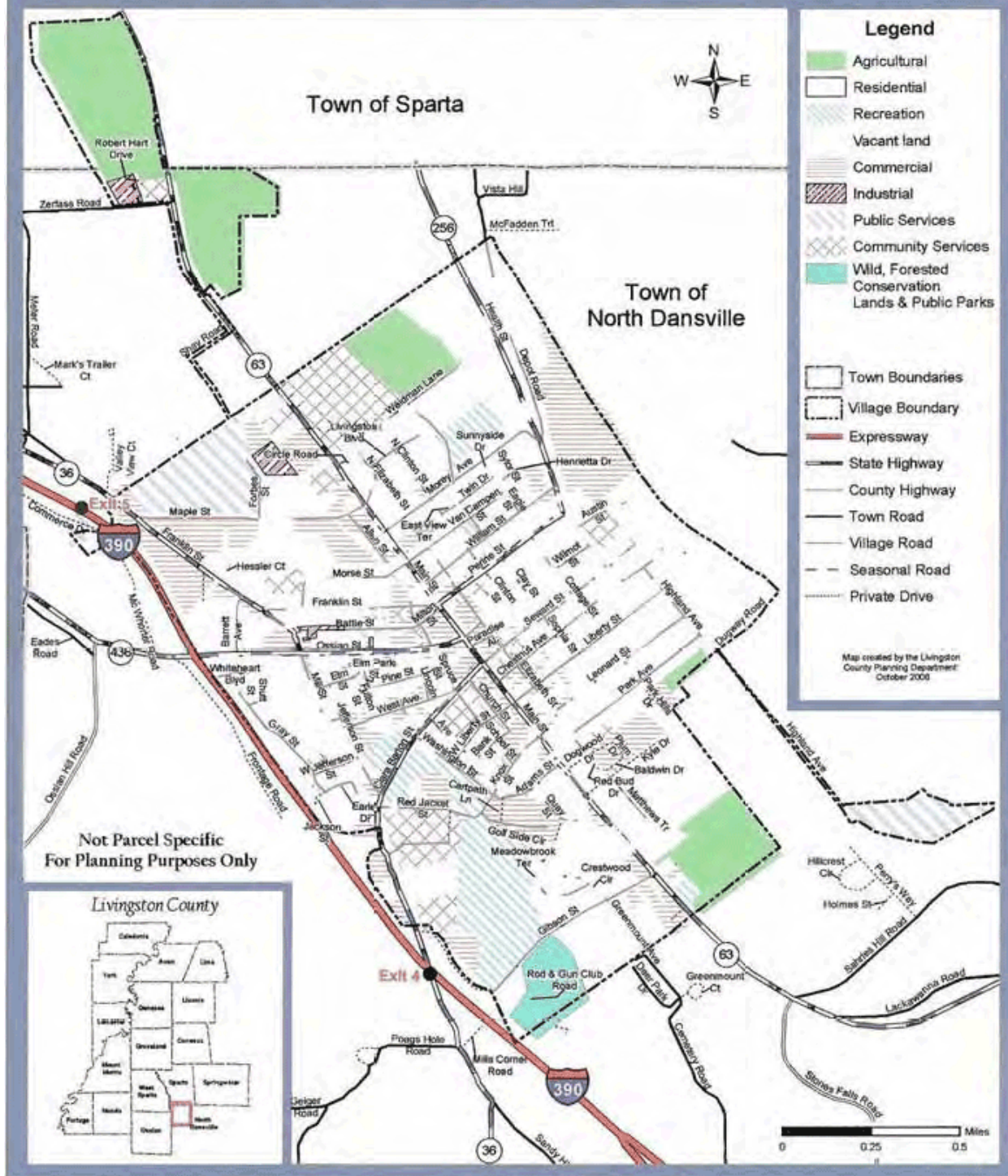
**Water/Sewer Coverage Area Maps**

**Village Property and Assets**

**Town Property and Assets**

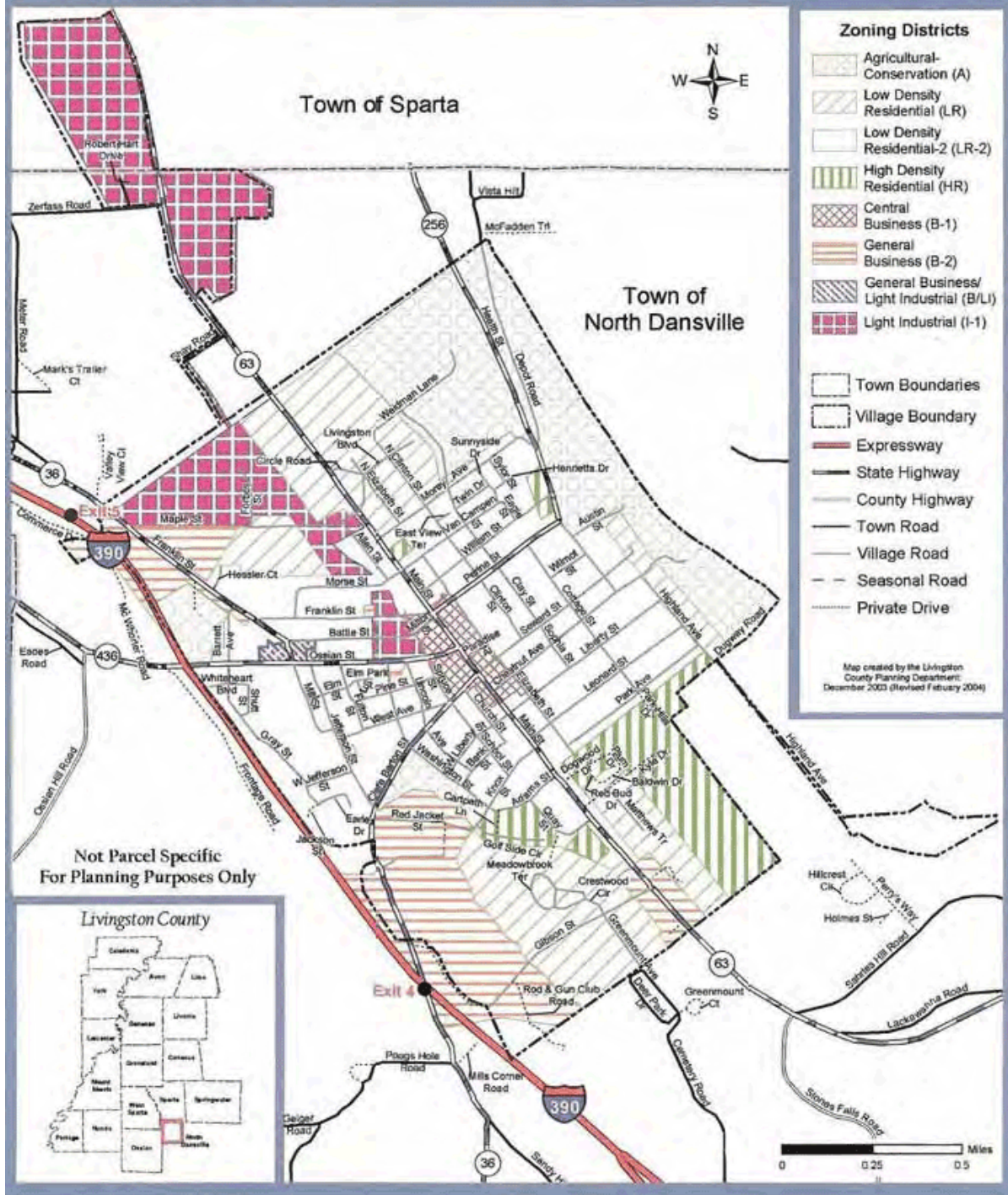
# Village of Dansville

# Current Land Use



# Village of Dansville

# Current Zoning

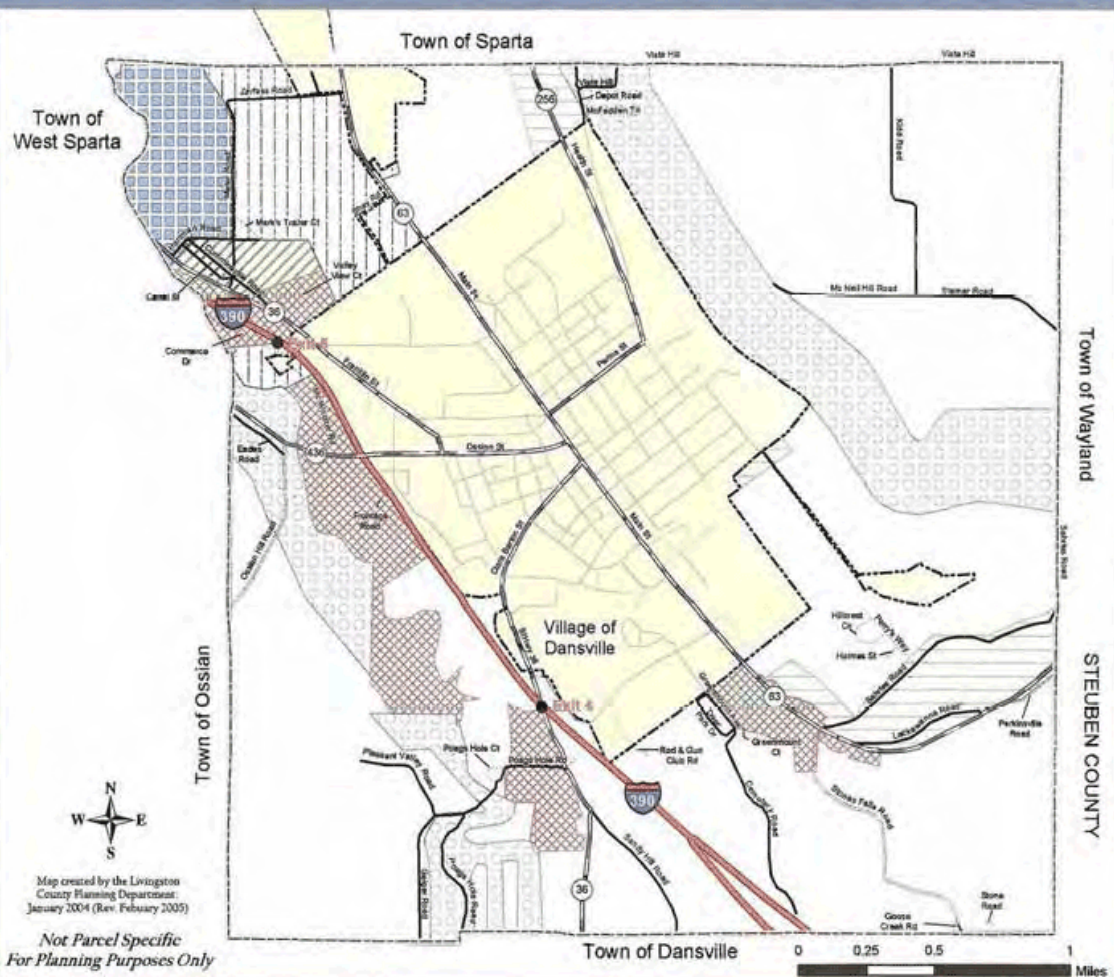
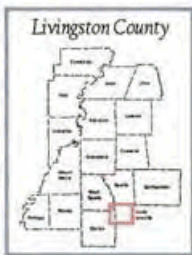


# Town of North Dansville

# Current Zoning

- Zoning Districts**
- Agriculture (A)
  - Conservation (C)
  - Business (B)
  - Rural Residential
  - Low Density Residential (LR)
  - Medium Density Residential (MR)
  - Light Industrial (I-1)
  - Heavy Industrial (I-2)

- Town Boundaries
- Village Boundary
- Expressway
- State Highway
- County Highway
- Town Road
- Village Road
- Seasonal Road
- Private Drive



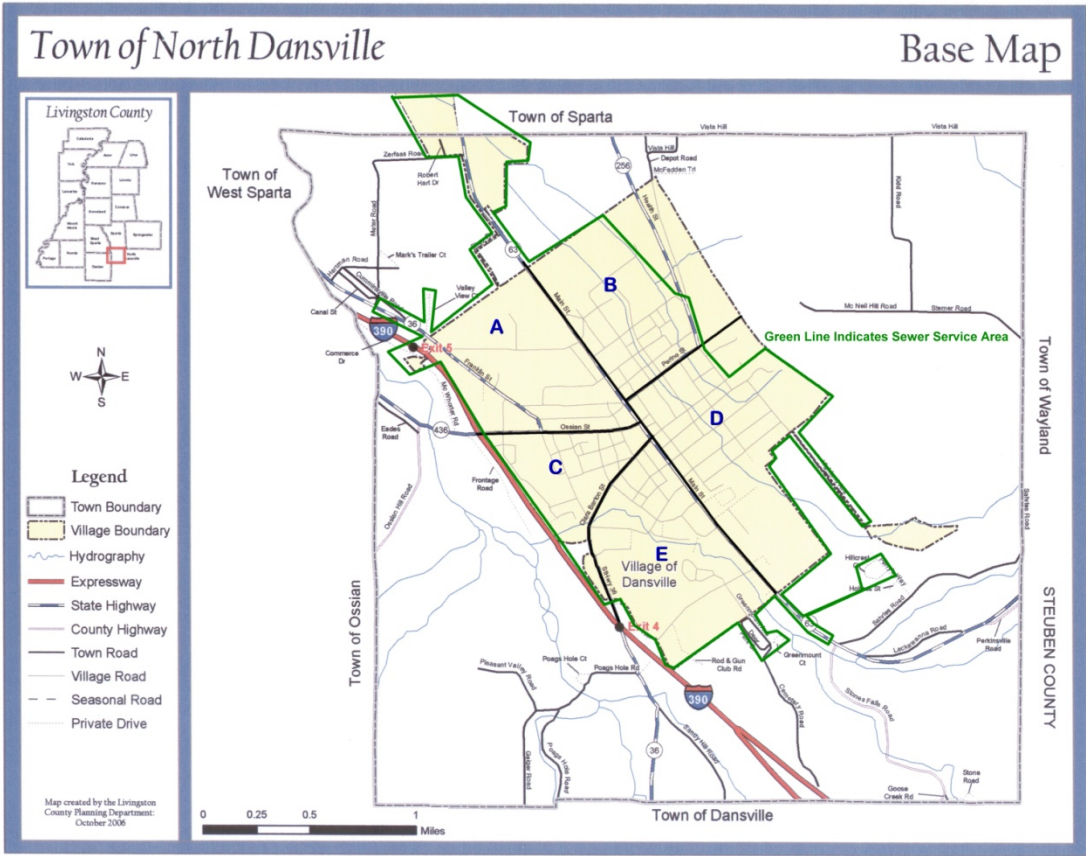
# Town of North Dansville

# Current Land Use

- Legend**
- Agricultural
  - Residential
  - Recreation
  - Vacant Land
  - Commercial
  - Industrial
  - Public Services
  - Community Services
  - Wild, Forested Conservation Lands & Public Parks
- Town Boundaries
  - Village Boundary
  - Expressway
  - State Highway
  - County Highway
  - Town Road
  - Village Road
  - Seasonal Road
  - Private Drive







**Village Property***Source: Village of Dansville*

<u>SWIS</u>	<u>Parcel ID</u>	<u>Street Name</u>	<u>Prop Class</u>	<u>Total AV</u>
243801	203.5-1-1.3	Maple St	330	\$8,800
243801	203.10-3-4.1	25 Earle St	311	\$3,800
243801	203.11-4-12	Exchange Aly	438	\$50,100
243889	204.-1-26.1	Sahrles Rd	323	\$19,600
243801	189.18-2-34	Maple St	330	\$36,300
243801	189.19-1-7.1	Morey Ave	591	\$221,600
243801	203.7-1-76	William St	591	\$22,700
243801	203.7-6-9	47 Elizabeth St	438	\$11,800
243801	203.10-1-16	10 mill St	651	\$115,500
243801	203.10-2-34	Elm St	591	\$11,600
243801	203.11-1-9.1	Ossian St	330	\$18,900
243801	203.11-5-1	West Liberty St	590	\$18,000
243801	203.11-6-51	Church St	591	\$15,800
243801	203.15-1-1	PARK Washington St	590	\$52,000
243801	203.16-1-36	Main St	312	\$6,000
243889	213.-1-14	DUMP Poags Hole Road	852	\$15,000

**Village Vehicles***Source: Village of Dansville*

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Department</u>
1997	Ford	Crown Victoria	Law Enforcement
1997	Ford	Crown Victoria	Law Enforcement
2000	Ford	Crown Victoria	Law Enforcement
2003	Ford	Crown Victoria	Law Enforcement
2005	Ford	Crown Victoria	Law Enforcement
1997	Jeep	Cherokee	Law Enforcement
1991	Chevy	Pick-up	DPW
1992	Ford	Dump	DPW
1994	Ford	Dump	DPW
1995	Ford	Pick-up	DPW
1994	Ford	Pick-up	DPW
1998	Ford	Pick-up	DPW
1998	Chevy	Dump	DPW
2003	Chevy	Silverado	DPW
2003	Chevy	Silverado	DPW
1971		Sweeper	DPW
2004	Ford	Pick-up	DPW
2005	Sterling	Dump	DPW
1998	Ford	Pick-up	DPW
2008	Jeep	Grand Cherokee	Code Enforcement
2006	Chevy	Silverado	DPW
2004	New Holland	Backhoe	DPW



**Town Property***Source: Town of North Dansville*

<u>SWIS</u>	<u>Parcel ID</u>	<u>Street Name</u>	<u>Prop Class</u>	<u>Total AV</u>
243889	189.-142.1	5670 Hartman Rd	844	\$2,624,400
243801	189.14-1-2	Shay Road & RR	844	\$9,800
243801	189.18-2-29	Forbes St	330	\$81,200
243801	189.18-2-31	176 & 186 Franklin St	844	\$1,091,300
243889	190.-1-24	Kidd Rd	314	\$3,100
243889	203.-1-26.1	9800 Frontage Rd	322	\$198,200
243889	203.-1-38.1	Patriot Rd	323	\$74,900
243889	213.-1-60	10047-49 Cemetery Rd	695	\$91,000
243889	189.-1-41.1	9407 & 9253 McFadden Trl	323	\$35,900
243801	189.15-1-6	McFadden Trl	311	\$10,800
243889	189.17-1-21.1	Meter Rd	591	\$13,700
243801	189.18-2-26	30 maple St	311	\$12,400
243801	189.18-2-28	Forbes St	340	\$30,000
243801	203.8-1-15	McFadden Trl	311	\$15,400
243801	203.11-1-30.1	14 Clara Barton St	652	\$877,600

**Town Fixed Assets***Source: Town of North Dansville*

<u>Structure</u>	<u>Location</u>	<u>Value</u>
Town Hall	14 Clara Barton St	\$2,105,300
Town Barns	5670 Hartman Rd	\$180,800
Airport Hangar	176 Franklin St	\$495,600
Soaring Club Hangar	3 Forbes St	\$70,000
Pilots Club Hangar	178 Franklin St	\$50,000
Cemetery Office Bldg.	10047 Cemetery Rd	\$52,900
Runway Lights	176 Franklin St	\$100,000
Vasci System	176 Franklin St	\$500,000

**Town Vehicles***Source: Town of North Dansville*

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Cost New</u>
2000	Sterling	Dump	\$116,000
1994	Ford	Dump	\$68,000
1992	Mack	Dump	\$55,000
1996	Ford	Dump	\$60,000
1978	Chevy	Dump	\$0
1992	Chevy	2500 Truck	\$5,000
2004	Ford	F350	\$28,817
1984	Chevrolet	Pickup	\$0
1987	Chevrolet	Pickup	\$0
2004	New Holland	Tractor	\$84,876
	John Deere	Tractor 300	\$2,300
	Ford	Tractor	\$3,000
2001	Volvo	Excavator	\$11,250
1994	Cartner	Mower	\$8,000
1998	Bush Hog	Mower	\$4,500
1999	Husqva	Mower	\$400
2004	Landpride	Mower	\$12,800
1972	Gallion	Roller	\$10,000
2007	Volvo	Loader	\$110,825
1969	Austin Western	Grader	

\*See insurance rider for complete equipment list