

At the kick-off meeting of the Village of Malone Government Efficiency Study Committee held on November 2, 2011, at 5:30 PM, at the Malone Village Meeting Room, located at 16 Elm Street, the following were present:

Martha Weaver, Chairperson (Village Resident)	Charles Zettek, CGR
Ana Liss, CGR	Don Merrick, Member (Tax Payer Coalition)
Joe Riccio, Member (Village Board)	Shawn Fournier, Member (Village Resident)
Hugh Schickel, Member (Town Resident)	Brent Stewart, Member (Mayor)
Mary Scharf, Member (Town Board)	
Absent: Jim McKee, Member (Businesses)	
Other: Cheryl Douglas, Dorothy Maguire, Linda Shova, Cindy Gadway, Greg Littell, John Hart, Denise Raymo, Dan Hardy, Gregory Martin, Doug Buchanan	

**Welcome** – Martha Weaver welcomed everyone.

**Introductions** – Committee Members and CGR – Martha Weaver asked if everyone would introduce themselves, give a little background, and tell who they are representing.

**Review of purpose and goals of the Committee per NYS Code Article 17(a) and State Funding Grant** – Shared Services, Functional Consolidation and Dissolution Options – Charles Zettek said that over the course of the next nine (9) months the committee is supposed to come up with a document for the Village Board that lays out for the Board what alternatives the committee recommends for improving or changing the governance of the Village of Malone. That would be done in three possible ways: one would be shared services between the Village and the Town, second would be to have consolidation of departments between the Village and the Town, and the third way, which would be the most extreme, would be complete dissolution of the Village at which point in time the Town would be responsible for providing all services for the former Village. The grant and the state's expectation is that this committee will develop a report that has those three components in it, including a proposed dissolution plan that will be given to the Village Board and the specific components of the dissolution plan are laid out in General Municipal Law Article 17A. Mr. Zettek said he would provide us the document that outlines Article 17A. He also said that he would leave the Village of Hudson Falls study with the committee for review to see the type of report that will be produced. There are essentially two phases: Phase I is the nine month study process and Phase II is the report that is given to the Village Board.

### **Committee structure**

**Communications/Decision Making** – During the course of the project the committee needs to decide how they are going to communicate with the public. Comments should be held until they are gone through an approval/clearing process so that there is a consistent message given to the public. We don't want to give out information where conclusions could be drawn based upon partial knowledge as opposed to a comprehensive review.

**Sub-committees** – Martha Weaver suggested sub-committees to gather information rather than having the whole committee studying every single detail. She suggested that at the next meeting the committee would set the sub-committees. Mr. Zettek said that the committees are primarily functional. Variables and solutions are different, but the process coming out will help the citizens have a memorandum of understanding.

**CGR's role** – Mr. Zettek said they will come in and assess on their own by talking to department heads, looking at budgets, etc. That will help us (CGR) inform you (Committee) as you go and look at the individual pieces. We will collect a lot of information, feed it to the sub-committees, and they in turn will ask whatever questions they would like.

### **Public Outreach**

**Committee expectations** – Martha Weaver said that we have already touched on this and we need to be as transparent as possible. We need to get the information out to the public as it goes along and as appropriate. We are an advisory committee; we gather information and make recommendations.

**CGR's role (including website)** – Ana Liss said they will be giving out the website address to the members for review before going live. The website will include feedback from the public, meeting announcements, documents, picture of Malone, contact lists, etc. Martha Weaver asked if we could have a map of the Village and Town of Malone put on there too.

**Public comment options** – There will be a comment button on the website that gets forwarded to CGR and they in turn forward to the Chairperson of the Committee.

**Work Plan and Project Schedule** (CGR handout and discussion) – Mr. Zettek handed out the Project Schedule, but the date of the project start is November 2011, rather than June 2011. Phase I is the nine (9) month study and Phase II is the proposed dissolution plan adopted by the Village Board.

**Baseline Information** - What this says about options, alternatives and expectations (CGR handouts and discussion) – These handouts will all be posted on the website.

- Handout #1: Summary statistics and information on the Town/Village Malone
- Handout #2: Assessed Valuation Information – Taxable Assessed Value
- Handout #3: Taxable Assessed Values – Community Comparisons
- Handout #4: Village and Town of Malone Budget Summaries
- Handout #5: Tax Rate Complexity Table and Graphs
- Handout #6: Initial Baseline Projections – Assumptions

The website is: [www.cgr.org/malone](http://www.cgr.org/malone)

**Establish Committee meeting schedule** – It was decided to meet the first Wednesday of every month at 6:00 PM and to have a public comment period at the end of each meeting.

**Committee member questions/comments/suggestions** – Joe Riccio asked what the sub-committees will be. This will be established at the next meeting. CGR will contact Mayor Stewart and Supervisor Maneely to see how they want their employees/department heads contacted.

**Other** – One gentleman in the audience asked to have the time line clarified. He thought it was 6 months rather than 9 months. Mr. Zettek explained that it depends on whether it is a Board initiated process or a citizen petition initiated process. In a Board initiated process the clock actually doesn't start ticking until the Board makes a decision on whether or not they wish to put the plan before the public. This process here where the committee is proceeding to develop a plan for the Board, in Malone it is a Board initiated process, they have not received a citizen petition, this process could take as long as the committee wants to before it hands off the report to the Village Board, although since it is fronted by the state, the state typically wants us to be done within a year. One other question the gentleman had was the Citizens Empowerment Tax Credit, which is 15% of the combined tax levy between the Village and Town. Is this a one- time thing or annually? The plan could be done with the CETC or without the CETC. Mr. Zettek said that with anything it could be cut.

There being no further comments the meeting was duly adjourned at 7:00 PM.

Respectfully submitted,

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Cheryl Douglas  
Recording Secretary