

<b>1</b>	<b>NYS Department of State Local Government Efficiency Grant Program 2009-2010</b>	<b>DO NOT WRITE IN THIS SPACE</b>	
		Application Number <b>-09-</b>	Date Received
<b>A. Lead Applicant</b>			
Name of Municipality: The Village of Potsdam, NY		Federal Tax ID Number: 15-6001369	
Name of Chief Administrative Official: The Hon. Reinhold J. Tischler		Telephone Number/Extension: (315) 265-7480	
Title: Mayor		Fax Number: (315) 3149	
Mailing Address: P.O. Box 5168/Civic Center Potsdam, NY 13676		E-Mail Address: tischler@clarkson.edu	
		County or Counties: St. Lawrence	
Type of Municipality: <input type="checkbox"/> County <input type="checkbox"/> Public Library <input type="checkbox"/> Association Library <input type="checkbox"/> Fire District <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> BOCES <input type="checkbox"/> Town <input type="checkbox"/> Water Authority <input type="checkbox"/> Special Improvement District <input checked="" type="checkbox"/> Village <input type="checkbox"/> Sewer Authority <input type="checkbox"/> Regional Planning and Dev. Board		Senate District(s): 47	
		Assembly District(s): 118	
<b>B. Lead Applicant Contact Person</b>			
Name of Contact Person: Michael Weil		Telephone Number/Extension: (315) 265-7480	
Title: Village Administrator		Fax Number: (315) 265-3149	
Address: P.O. Box 5168/Civic Center Potsdam, NY 13676		E-Mail Address: mweil@vi.potsdam.ny.us	
<b>C. General Project Information</b>			
Grant Category: (select one)	<input checked="" type="checkbox"/> High Priority Planning (attach Part 2A)	<input type="checkbox"/> Efficiency Implementation (attach Part 2C)	
	<input type="checkbox"/> General Efficiency Planning (attach Part 2B)	<input type="checkbox"/> 21 <sup>st</sup> Century Demonstration Project (attach Part 2D)	
Total Project Cost: \$55,500.00	Amount of Grant Requested: \$50,000.00	Amount of Local Share: \$5,500.00	
Project Title: (No more than 10 words): The Village of Potsdam, NY Dissolution Study			
Project Description: Provide a brief summary statement that describes the project (Not more than 3 sentences):  The Village of Potsdam seeks a \$50,000 grant through the High Priority Planning Grant Program to study the dissolution of the Village of Potsdam. The Village will provide a minimum of \$5,500 in cash to meet DOS' local share requirement. Grant and local funds will be used to hire a consultant and to secure legal and financial advice to properly and adequately study the potential dissolution of the Village of Potsdam.			
<input type="checkbox"/> Project is receiving other grant funding or other public funds. (Please list) Not Applicable			
<input type="checkbox"/> Project has received SMSI or LGE grant funding a plan in the past. Not Applicable			
<input checked="" type="checkbox"/> Project includes a distressed municipality that is listed in Appendix B.			

Name of Lead Applicant: The Village of Potsdam, NY		
<b>D. Co-Applicants: Other Municipalities Participating in the Grant Application</b>		
(1) Co-Applicant Municipality: Not Applicable	Federal Tax ID Number:	
Name of Chief Administrative Official:	Telephone Number/Extension:	
Title:	Fax Number:	
Mailing Address:	E-Mail Address:	
	County or Counties:	
Type of Municipality: <input type="checkbox"/> County <input type="checkbox"/> Public Library <input type="checkbox"/> Association Library <input type="checkbox"/> Fire District <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> BOCES <input type="checkbox"/> Town <input type="checkbox"/> Water Authority <input type="checkbox"/> Special Improvement District <input type="checkbox"/> Village <input type="checkbox"/> Sewer Authority <input type="checkbox"/> Regional Planning and Dev. Board	Senate District(s):	
	Assembly District(s):	
	(2) Co-Applicant Municipality:	Federal Tax ID Number:
	Name of Chief Administrative Official:	Telephone Number/Extension:
Title:	Fax Number:	
Mailing Address:	E-Mail Address:	
	County or Counties:	
Type of Municipality: <input type="checkbox"/> County <input type="checkbox"/> Public Library <input type="checkbox"/> Association Library <input type="checkbox"/> Fire District <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> BOCES <input type="checkbox"/> Town <input type="checkbox"/> Water Authority <input type="checkbox"/> Special Improvement District <input type="checkbox"/> Village <input type="checkbox"/> Sewer Authority <input type="checkbox"/> Regional Planning and Dev. Board	Senate District(s):	
	Assembly District(s):	
	(3) Co-Applicant Municipality:	Federal Tax ID Number:
	Name of Chief Administrative Official:	Telephone Number/Extension:
Title:	Fax Number:	
Mailing Address:	E-Mail Address:	
	County or Counties:	
Type of Municipality: <input type="checkbox"/> County <input type="checkbox"/> Public Library <input type="checkbox"/> Association Library <input type="checkbox"/> Fire District <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> BOCES <input type="checkbox"/> Town <input type="checkbox"/> Water Authority <input type="checkbox"/> Special Improvement District <input type="checkbox"/> Village <input type="checkbox"/> Sewer Authority <input type="checkbox"/> Regional Planning and Dev. Board	Senate District(s):	
	Assembly District(s):	
	Copy sheet as necessary to include information on additional Co-Applicants.	

**Part  
2A****NYS Department of State  
Local Government Efficiency Grant  
Program 2009-2010****HIGH PRIORITY  
PLANNING GRANT**

Name of Lead Applicant:

The Village of Potsdam

From the Part 1 application

**E. High Priority Project Information****Type of Grant: One Applicant**

Plan for:

- A city or county charter revision plan to implement functional consolidation or increased shared services which will achieve savings and management improvements.

 Village Dissolution

- A plan for a sustainable reduction in the cost of police, fire or highway services for a municipality whose Per Capita Cost is in the top 25% of comparable municipalities in New York State.

**Type of Grant: Two or More Applicants**

Plan for:

- Merger, Consolidation or Dissolution
- Sharing service(s) to be performed countywide
- Transferring function(s) to be performed countywide
- Multi-County or Regional Services

**F. Memoranda of Understanding/Intermunicipal Agreements (MOU/IMA)**

List and attach copies of any existing Memoranda of Understanding/Intermunicipal Agreements or draft agreements that have been entered into for this activity. If you do not have a Memorandum of Understanding/Intermunicipal Agreement, provide a description of the intermunicipal agreements that will be necessary to carry out the proposed activity. See application guidance for details. Not Applicable

Additional sheets attached as necessary. **G. Work Plan**

Provide a detailed work plan, including time periods for achieving stated objectives, for the activity to be funded. The plan should quantify the sustainable reduction in property taxes, expressed in dollars per \$1,000 of assessed value. Attach the information to the application forms. If your application is awarded, this work plan will provide the basis for the program work plan in the grant contract. See the Grant Guidance for the information needed.

Proposed Start Date:

April 2010

Length of Time Needed to Complete Project:

33 months

**H. Budget****Budget Detail****Travel**

Purpose	Destination	Mode	Estimated Trip Cost Calculation
<b>Total</b>			\$0.00

**Supplies, Materials**

Item	Quantity	Estimated Cost
Office Supplies		\$300.00
<b>Total</b>		\$300.00

**Contractual Services**

Type of Service	Estimated Cost	
Dissolution Consultant	\$53,500.00	
Legal Counsel	\$1,700.00	
<b>Total</b>		\$55,200.00

Name of Lead Applicant: The Village of Potsdam, NY

**Budget Summary**

Total Project Cost: \$55,500.00	Amount of Grant Requested: \$50,000.00	Amount of Local Share: \$5,500.00
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Total Travel Costs: --0--	Total Costs Supplies, Materials: \$300.00
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Total Costs of Contractual Services: \$55,200.00

**I. Application Submission Checklist**

The application packet should include the original application form with Parts D through Part J completed and **four** copies shall be submitted to Department of State. This application shall be used as the original application (*a fill-able form is available on the Department of State website*); additional sheets and attachments should be added in the order outlined below:

- Completed Part 1 Application**
- Extra sheets containing information on additional Co-Applicants, if applicable (Part D attachments)
- High Priority Project Information (Part E)
- Intermunicipal Agreements (Part F attachments)
- Work Plan (Part G attachments)
- Budget (Part H attachments)
- Municipal Resolutions (Part J attachments)

**J. Municipal Resolutions and Application Certification**

The Lead Applicant and **all** Co-applicants **shall** submit, with this application, original copies of the resolutions in direct support of this grant application. Resolutions not included with this application, or that are incomplete, may result in this application being deemed ineligible.

By submission of this application under the 2009-2010 Local Government Efficiency Grant Program, I hereby certify that all components of the requested Total Project Costs are reasonable and necessary for the conduct of the proposed project, and that prudent analysis has been undertaken to insure that all costs are consistent with current prevailing costs for such goods or services in the geographic area benefiting from the project.

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.

Michael Weil  
(Print Name)

Village Administrator  
(Print Title)

\_\_\_\_\_  
(Signature)

January 15, 2010  
(Date)

**Copy pages as necessary to include additional budget information.**

## Part 2A – High Priority Planning Grant

### E. High Priority Project Information

The Village of Potsdam seeks grant assistance through the High Priority Planning Grant Program to study Village dissolution; this is an eligible activity under the High Priority Planning Grant Program.

### F. Memoranda of Understanding or Intermunicipal Agreements

Not applicable to the proposed project.

### G. Work Plan

The Village of Potsdam seeks \$50,000 in High Priority Planning Grant Program funding to commission a study of Village dissolution. DOS grant funds will be used to pay the costs associated with the hiring of a consultant(s) and legal counsel to assist the Village of Potsdam in the preparation of a dissolution study pursuant to Article 19 of Village Law. At this early stage of the planning process, it is difficult to provide an accurate estimate of the savings per \$1,000 of assessed valuation.

#### 1. The Project Objective:

The objective of the proposed Village of Potsdam, NY Dissolution Study is to collect, and dispassionately analyze data regarding the feasibility and desirability of the dissolution of the Village of Potsdam. The Village believes it is of paramount importance to provide its taxpayers and elected officials – as well as the taxpayers and elected officials of the Town of Potsdam and the Village of Norwood – with accurate and reliable information regarding the costs and benefits resulting from Village dissolution.

#### 2. Project Issues:

There is interest on the part of Village taxpayers to determine if there are cost savings and more efficient governmental operations that may be achieved with the dissolution of the Village of Potsdam and to weigh these together with more intangible values and thereby determine if Village dissolution is in the best overall public interest. *The Village is a distressed municipality based on DOS' analysis of fiscal distress indicators. The anticipated cost to prepare a dissolution study is beyond the Village's financial means.*

#### 3 (a) Component Tasks

The proposed work plan is as follows:

A consultant will be hired to collect and analyze data related to those topics required to be included in a dissolution plan, including alternatives to dissolution. Those topics to be included are:

The Village of Potsdam, New York  
2009-2010 NYS DOS High Priority Planning Grant Application  
Village of Potsdam Dissolution Study  
January 15, 2010

- i. The disposition of Village owned property including the Civic Center, the water distribution system and waste water collection and treatment systems, the Village Museum, roads, sidewalks, the hydroelectric generating facilities, parks and recreational facilities, the Potsdam Damon Airport as well as chattel property.
- ii. The payment of outstanding obligations and the levy and collection of the necessary taxes and assessments therefore.
- iii. The transfer or elimination of public employees and the treatment of retirees.
- iv. Any agreements entered into with the Town of Potsdam to carry out the plan for dissolution
- v. Whether any local laws, ordinances or rules and regulations of the Village of Potsdam in effect on the date of the dissolution of the Village of Potsdam shall remain in effect for a period of time other than as provided by Village Law §19-1910, i.e. two years.
- vi. The continuation of Village functions by the Town of Potsdam.
- vii. A fiscal analysis of the effect of dissolution on the Village of Potsdam and the area of the Town of Potsdam outside the Village of Potsdam
- viii. Any other matters desirable or necessary to carry out the dissolution of the Village of Potsdam (Village Law §19-1903).
- ix. Other topical areas as may be included at the discretion of the Village of Potsdam's Board of Trustees or the Village's Dissolution Study Committee.
  - a. Estimated project costs are as follows:

Travel:	\$ -0-
Supplies and materials	\$ 300.
Dissolution study consultant:	\$53,500.
Legal services	<u>\$ 1,700.</u>
Total	\$55,500.

b. Public Participation:

The Village of Potsdam prides itself on involving its citizens and other interested parties to weigh-in on issues confronting the Village as well as the more day-to-day operations of the Village through the conduct of information meetings, public hearings and posting information on its website ([www.vi.potsdam.ny.us](http://www.vi.potsdam.ny.us)). The Village is committed to providing its citizens and other interested parties with opportunities to provide facts or express opinions on the proposed dissolution study.

The Village will form a citizen-driven Dissolution Study Committee including representatives of the Village Board of Trustees, the Potsdam Town Council and residents of the Town and Village of Potsdam. Village residents will form the majority of committee members. The committee will

**The Village of Potsdam, New York  
2009-2010 NYS DOS High Priority Planning Grant Application  
Village of Potsdam Dissolution Study  
January 15, 2010**

be officially charged by the Village Board of Trustees. All committee meetings (as well as sub-committees if applicable) will be open to the public with minutes of meetings as well as work products posted on the Village website. Upon completion of the study, the Village will conduct a public hearing to solicit citizen comments.

To date, the issue of Village dissolution has been discussed in three public forums. On November 19, 2009, NYCOM General Counsel, Wade Beltramo made a presentation to the St. Lawrence County Mayor's Association on municipal consolidation and dissolution. This forum was open to the public and attended by many Village residents. Sean Maguire for the NYS Department of State held a Q & A session with the Village Board of Trustees at its regularly scheduled meeting held on December 21, 2009. Finally, the Trustees passed a resolution authorizing the submission of this proposal at its regularly scheduled meeting held on January 4, 2010.

c. See attached schedule and timeline.

The deliverable in this instance will be a completed Village Dissolution Study.

5. Map

See attached map of the Village of Potsdam.

