

The Seneca Falls Town Board and the Village Board held a Meeting on Wednesday, January 9, 2008 at Village Hall, 60 State Street.

Present from the Town were Peter Same, Town Supervisor; Councilpersons Duane Moore and Timothy Snyder. Also present were Patrick Morrell, Attorney for the Town; and Joyce Mahoney, Town Justice.

Present from the Village were Diana Smith, Mayor; and Trustee T.J. Ikewood. Also present were Constance Sowards, Village Administrator; Jeff Warrick and Pat Cafolla, Water & Sewer Department; Fred Capozzi, Police Chief and Martha Dygert, Village Clerk.

Also present were Jean O'Connell, Grants Consultant and a Member of the local media.

The Meeting was called to order at 2:00 P.M. Mayor Smith introduced Charles Zettek, Jr. and Scott Sittig of Center for Governmental Research, and Lewis Childs, Architect, who would explain the proposal.

Charles Zettek, Director of Government Management Services for Center for Governmental Research, made a presentation relative to the proposal – Strategic Plan for the Town and Village, Study for Consolidation of Facilities and Services. The Center for Governmental Research has done shared services, cooperation and dissolution projects (right now, they are engaged in five projects) from the Village and Town of Allegheny up to Olean, Lake Placid and everything in between. Mr. Zettek stated in every case, the initial objective was to look at the range of opportunities for the Town and Village to have shared services to help reduce the cost of local government and improve efficiency. They develop their projects by developing a basis of factual information, both expenditures and revenues, so they build up a matrix of what exists. He said what's interesting about this proposal is the Village and Town wants to spend a lot of time looking at the facility question; you can't look at the facility question until you figure out the operational question. He noted that Architect Lewis Childs will be doing initial assessments of facilities.

Mr. Zettek stated the first part of their work will be to go in and identify what exists both in terms of operations and facilities. The second part is identifying what you think you want to start combining or sharing in some way that makes sense. The last part of the proposal talked about having a strategic planning document which would be the basis for public discussion. Mr. Zettek stated this will not be a report saying this is what you will be doing; it will be a report that will give you options.

Mr. Zettek indicated the first 3-4 months is developing the comparison matrix. They build the financial information and then meet with the Committee; once you have that, then you look at the options. He said the Shared Services Committee would be the group they would come back and report to on a frequent basis. Discussion followed relative to a shared facility, shared services and consolidation.

Jean O'Connell asked what the time frame is for producing a final product; Mr. Zettek replied it will take 8-9 months to complete and will include public input at various stages. Her concern is the shared services grant deadline is December – the State is interested in having some results from all the money they have been handing out for studies. She would like to see some results that can be agreed on and put in another application.

Mr. Same stated the Town is renting space now, which is not ideal. He added we need to move this project along. The Town needs to make a decision very soon, and hopefully it won't be until this report is completed. He said the Town is continuing discussions with the Village in terms of facilities.

Mayor Smith asked if there will be opportunities to get some feedback during this study; Mr. Zettek replied absolutely. He went on to say after they have gone down the two baseline tasks of identifying what exists and merge them together, you want to have a public meeting process. He explained the process.

Mrs. Sowards asked how soon would they start the process where they would sit down with her, the Town Clerk and Village Clerk and discuss operations; Mr. Zettek replied February 1<sup>st</sup>. The contact for the Village will be Mrs. Sowards and the contact for the Town would be Mrs. Greer. Mrs. Mahoney asked why it would take 8-9 months; Mr. Zettek replied collecting all the information will take about 3-5 months. He added it's also because they are doing a lot of projects simultaneously.

Mr. Zettek talked about the Committee they will be working with. He said based on their experience, it's useful to have a smaller Committee of 5-7 people; it can't have a majority of elected officials because it would be subject to the Open Meeting Law. Mr. Same recommended that he, the Mayor and a Member of each Board, and three from the public make up the Committee. The question was asked as to how quickly would he like the makeup of the Committee; Mr. Zettek replied by the middle of February.

Mr. Zettek stated he would like to do a facilities tour this afternoon, and arrange with the two Clerks to start the interview process. He hopes to have a Committee Meeting the end of February or first part of March, and hold

the first public Meeting the first part of June.

Mr. Zettek stated they quoted a flat fee of \$52,000.00 for the project. They would bill on a monthly or bi-monthly basis – approximately 20% every couple of months, payable upon satisfactory demonstration that they are moving along, the final 20% being withheld until they deliver the final product. Brief discussion followed relative to the amount funded by the grant and the cost to each municipality.

A motion was made authorizing the Town to accept the proposal from the Center for Governmental Research to proceed with the study for consolidation of facilities and services for the Town and Village at a cost of \$6,500.00 by Duane Moore and seconded by Tim Snyder. No questions. Motion carried 3 ayes, 0 nays.

Mayor Smith noted since the Village does not have a quorum, they will take this up at the next available opportunity. She doesn't anticipate any problems.

Mr. Zettek asked if the Village was the Grant Administrator; Mrs. Sowards replied yes, they are.

Mr. Same stated the Course the Assessor was going to take last month was cancelled; it has been scheduled for February 1<sup>st</sup>.

A motion was made authorizing the Assessor to attend the Seminar on February 1, 2008 at a cost of \$95.00 plus mileage by Duane Moore and seconded by Tim Snyder. No questions. Motion carried 3 ayes, 0 nays.

Being there was no further business, a motion was made to adjourn the Meeting by Tim Snyder and seconded by Duane Moore. No questions. Motion carried 3 ayes, 0 nays.

Respectfully submitted,

NICALETTA J. GREER  
Town Clerk