



**Tim Boyde**  
**County Administrator**

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# Memorandum

**TO:** Allegany County Shared Services Panel Members

**FROM:** Tim Boyde, Allegany County Administrator

**DATE:** October 20, 2017

**RE:** October 24, 2017 Meeting Reminder & Information

Just a friendly reminder of our scheduled meeting for October 24, 2017 at the Belmont BOCES Center. We will begin at 6:30 p.m. and will conclude no later than 8:00 p.m.

The minutes from our meeting on September 26<sup>th</sup> are included as an attachment.

Below is information from George Korchowsky from the New York Department of State to help guide us through this process. George has offered his assistance, so please reach out to him should you have additional questions.

George Korchowsky  
Asst. Program Manager  
NYS Appalachian Regional Development Program  
NYS Department of State  
99 Washington Ave.  
One Commerce Plaza  
Albany, NY 12231  
518-473-3355

1. Regarding contiguous municipality limitations for shared services:
  - a. There is not a limitation for most shared services. According to a discussion with the LGE group, there is no requirement for municipalities to be contiguous to share services, except in the case of shared courts.
2. Regarding sharing water & waste-water services
  - a. If two municipalities would like to share water or WWTP operators, they do not have to be contiguous, and they may share operators.
3. Regarding outsourcing labor for Water & WWTP operations



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a. Municipalities may outsource their operators to private contractors as long as the existing employees are not covered by a union contract. If they are, then the union would have to be involved in that decision.

4. Regarding the step-by-step procedures for Town + Town consolidations, the following DOS links should help:

a. A flow chart:

[http://www.dos.ny.gov/lg/publications/Reorganization\\_of\\_Local\\_Government.pdf](http://www.dos.ny.gov/lg/publications/Reorganization_of_Local_Government.pdf)

b. The enabling law:

<http://www.dos.ny.gov/lg/publications/Consolidation%20and%20Dissolution%20Law.pdf>

c. A DOS presentation on the process:

[http://www.gflrpc.org/uploads/5/0/4/0/50406319/challenges\\_with\\_local\\_government\\_reorganization\\_handouts.pdf](http://www.gflrpc.org/uploads/5/0/4/0/50406319/challenges_with_local_government_reorganization_handouts.pdf)

d. In addition, I have a 27MB file on the process used by the Towns of Clinton & Fine that shows every step that was taken in their Town + Town consolidation. I could send that to you if you think it would help, but before I do the following link might be easier on the email server

<http://www.danc.org/operations/engineering/clifton-fine-efficiencyconsolidation-study>

George stated one of his colleagues recommended contacting CGR, a consulting firm in Rochester. One of CGR's key practice areas is shared services and consolidations

<http://reports.cgr.org/details/1811>.

Kier Dirlam asked other county planners if they completed their plans in house or used a consultant. He also asked for those using consultant, which firm they worked with and what their experience was. Their responses are provided below.

Albany Co. contracted with the Rockefeller Institute of Government and the Benjamin Center at SUNY New Paltz and stated both partnerships were very helpful to the process.

Steuben, Broome, Clinton, Erie, Fulton, Jefferson, Niagara, Tompkins, Wayne, Wyoming, and Yates Counties –did the work in house

Genesee, Orange, Otsego, and Lewis Counties -Deferred their plans to 2018

Lastly, your continued interest and support of this effort is greatly appreciated. Please let Jodi know if you will be unable to attend or would like to identify additional topics for discussion.