

VILLAGE OF DEPOSIT, AND TOWNS OF DEPOSIT & SANFORD DELAWARE & BROOME COUNTY, NEW YORK



SHARED HIGHWAY SERVICES STUDY

MAY 2010

**VILLAGE OF DEPOSIT,
TOWN OF DEPOSIT AND
TOWN OF SANFORD**

**SHARED HIGHWAY SERVICES
FEASIBILITY STUDY**

FINAL STUDY

MAY, 2010



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Table of Contents

I. INTRODUCTION	1
Purpose	1
Overview of the Planning Process	1
What is Intermunicipal Cooperation?	2
What are the Benefits of Intermunicipal Cooperation?	4
What are the Barriers to Intermunicipal Cooperation?	5
Study Methodology	6
Step 1: Formation of Shared Services Advisory Committee	6
Step 2: Inventory of Existing Highway Services	6
Step 3: Identification of Preliminary Opportunities for Shared Highway Services	7
Step 4: Recommendations and Alternatives	7
Community Outreach	8
Advisory Committee	8
Department Head Survey	8
Stakeholder Interviews	9
Roundtable Discussion Meeting	9
II. MUNICIPAL CHARACTERISTICS & SERVICE DELIVERY SUMMARY	12
Regional Location	12
Municipal Characteristics & Fiscal Summary	12
Overview of Highway Mileage	15
Overview of Existing Highway Services	17
Existing Shared Highway Services Summary	18
Overview of Equipment	19
Overview of Personnel Resources	23
Overview of Highway Facilities	24
III. RECOMMENDATIONS & ALTERNATIVES	26
Potential Savings from Shared Facilities	27
Potential Savings from Sharing Equipment	38

Potential Savings from Shared Personnel	42
Other Recommendations for Improved Efficiency.....	46
Fiscal Impact Analysis.....	48
IV. DETAILED INVENTORY OF HIGHWAY SERVICES & RESOURCES.....	50
Town of Deposit Existing Highway Services	50
Description of Services	50
Workforce.....	51
Equipment Inventory.....	53
Building and Facilities Condition Summary	55
Preliminary Sharing Opportunities and Equipment Needs	57
Village of Deposit Existing Highway Services.....	58
Description of Services	58
Workforce.....	59
Equipment Inventory.....	61
Building and Facilities Summary	65
Preliminary Sharing Opportunities and Equipment Needs	66
Town of Sanford Existing Highway Services	67
Description of Services	67
Workforce.....	67
Equipment Inventory.....	69
Building and Facilities Summary	74
Preliminary Sharing Opportunities and Equipment Needs	75
Deposit Central School Maintenance Facility.....	76
Description of Services	76
Building and Facilities Summary	76
Preliminary Sharing Opportunities and Equipment Needs	78
Shared Highway Services Opportunities with Regional Agencies	78
Delaware County Department of Public Works.....	78
Broome County Department of Public Works	79
New York State Department of Transportation.....	79

V. FISCAL PROFILE	81
Methodology.....	81
Statewide Transportation Expenditure Comparison	81
Average Transportation Expenditures.....	83
Average Transportation Expenditures per Person & Per Mile.....	85
Average CHIPS Revenues.....	86

LIST OF TABLES & FIGURES

Table 1: Municipal Characteristics & Fiscal Summary	12
Table 2: Transportation Spending Trends, 2004-2007	13
Table 3: Highway Mileage Summary	15
Table 4: Comparison of Highway Department and DPW Services.....	17
Table 5: Summary of Collective Highway Equipment.....	20
Figure 1: Overview of Equipment Conditions.....	20
Table 6: Combined Highway Department Equipment Inventory	21
Table 7: Collective Full-Time Highway Workforce Inventory	23
Figure 2: Conceptual Facilities Plan for Consolidated Highway Facility, Town of Sanford/Village of Deposit.....	29
Table 8: Conceptual Highway Facility Improvement Plan Budget	30
Table 9: Estimated Cost Savings from Proposed Joint Highway Facility	32
Table 10: Potential Savings for Operations and Maintenance for the Proposed Joint Facility.....	33
Table 11: Annual Loan Payment, Loan Period 2010-2040.....	34
Table 12: Estimated Tax Burden per Year for Joint Highway Facility	34
Table 13: Estimated Budget for Long-term Proposal for Consolidated Vehicle Repair/Maintenance/Storage Facility	36
Table 14: Town of Sanford, Future Equipment Needs	39
Table 15: Village-owned Equipment Available for Sharing.....	40
Table 16: Town of Sanford and Town of Deposit Equipment Needs.....	41
Table 17: Overall Savings of Implementing Recommendations & Alternatives.....	48
Table 18: Five Year Projection of Savings	48
Table 19: Tax Impact Analysis	49
Table 20: Town of Deposit Highway Mileage Summary	51
Table 21: Town of Deposit Highway Department Workforce, 2009.....	52
Figure 3: Town of Deposit Highway Department Organization Chart.....	52
Table 22: Town of Deposit Highway Department Workforce Cost	53
Figure 4: Town of Deposit Highway Equipment Conditions	53
Table 23: Town of Deposit Highway Department Equipment Inventory	53
Table 24: Town of Deposit Highway Facilities Condition Summary.....	55
Table 25: Town of Deposit Highway Facilities, Useful Life and Expansion Needs	56

Table 26: Village of Deposit Highway Mileage Summary..... 59

Figure 5: Village of Deposit Organization Chart..... 59

Table 27: Village of Deposit Department of Public Works Workforce, 2009..... 60

Table 28: Village of Deposit DPW Workforce Cost 61

Figure 6: Village of Deposit DPW Equipment Conditions..... 62

Table 29: Village of Deposit DPW Equipment Inventory 63

Table 30: Village of Deposit DPW Facilities Condition Summary 65

Table 31: Village of Deposit DPW Facilities, Useful Life and Expansion Needs..... 66

Table 32: Town of Sanford Highway Mileage Summary 67

Table 33: Town of Sanford Highway Department Workforce, 2009 68

Figure 7: Town of Sanford Organization Chart 68

Table 34: Town of Sanford Highway Department Workforce Cost 69

Figure 8: Town of Sanford Highway Equipment Conditions 70

Table 35: Town of Sanford Highway Department Equipment Inventory..... 71

Table 36: Town of Sanford Highway Facilities Condition Summary 74

Table 37: Town of Sanford Highway Facilities, Useful Life and Expansion Needs 75

Table 38: Deposit Central School District Transportation Maintenance/Storage Garage Facilities
Condition Summary Facilities 77

Table 39: Deposit Central School District Transportation Maintenance/Storage Garage, Useful Life and
Expansion Needs 77

Table 40: Town and Village of Deposit and Town of Sanford Transportation Spending, 2006 82

Table 41: Statewide Comparison of Transportation Spending, 2006 82

Table 42: Average Transportation Expenditure Comparison 2004-2007 84

Table 43: Average Transportation Expenditures per Person & Category, 2004-2007 85

Table 44: Transportation Expenditures per Mile, 2004-2007 86

Table 45: Percentage of Transportation Expenditures, 2004-2007 86

Table 46: Average CHIPS Revenue Comparison 87

Appendix Table A: Detailed Average Transportation Expenditure Comparison 2004-2007 99

Appendix Table B: Detailed Transportation Expenditure Comparison Per Capita 101

Appendices

- Appendix A: Highway Department Head Survey
- Appendix B: Existing Intermunicipal Agreements
- Appendix C: Facility/Site Assessment Worksheets
- Appendix D: Sample Intermunicipal Agreements
- Appendix E: Detailed Tables for Average Expenditure Comparison
- Appendix F: Detailed Loan Amortization Schedules

I. Introduction

Purpose

In 2008, the Town and Village of Deposit and the Town of Sanford, which share common interests in the future growth, coordinated planning, and the provision of essential services to maintain the quality of life for their respective municipalities, cooperatively chose to develop a *Shared Highway Services Feasibility Study*. The purpose of this study is to determine if highway services can be provided more cost effectively and more efficiently through cooperative agreements to the benefit of each municipality and the residents they serve. The study will recommend areas where intermunicipal cooperation may result in positive outcomes that are mutually beneficial for the involved municipalities, as well as areas where the municipalities would be better served to keep the status quo.

The initial sections of this document provide an overview of highway services in the topic areas of personnel, equipment and facilities, as well as existing cooperative practices. The overview is followed by a discussion of alternatives and recommendations that the Town and Village of Deposit and Town of Sanford should pursue over the coming years to realize cost savings while enhancing highway service delivery for the three municipalities. A Detailed Inventory of Existing Highway Services and Resources is contained in Section IV, followed by a Fiscal Profile in Section V which compares the overall transportation expenditures of the Town and Village of Deposit and the Town of Sanford to other towns and villages across New York State.

Overview of the Planning Process

Like many municipalities in the Southern Tier region, in order for the Town and Village of Deposit and the Town of Sanford to remain socially and economically sustainable, municipal leaders must respond to changing conditions.

The primary objective of the *Shared Highway Services Feasibility Study* is to recognize and implement areas of cost savings while enhancing highway service delivery for all three municipalities, and increasing the quality of common services and activities. Tasks to be undertaken to achieve this objective include the following:

- Research, identify and review the existing highway services provided by each of the three governmental entities.

- Document the highway/public works department responsibilities, equipment needs, and the personnel necessary to provide the services.
- Identify the anticipated future needs of each highway/public works department.
- Identify the degree to which the highway/public works departments already share.
- Identify the perceived benefits and drawbacks of sharing highway services.

The study will also document the existing cost of running the highway departments separately and the potential cost savings and efficiencies that may be achieved through one or more of the following general tasks:

- Housing similar activities in common locations, such as storage and maintenance shops.
- Sharing equipment and reducing the cost of fixed assets.
- Contracting out services to another municipality where there are opportunities for cost savings.
- Improve the qualifications and efficiency of existing staff by sharing a more diversely skilled labor pool.
- Sharing procurement activities.

What is Intermunicipal Cooperation?

In general terms, intermunicipal cooperation is any arrangement by which officials of two or more jurisdictions coordinate plans, policies, and programs to address and resolve issues of mutual interest. It can be as simple as communicating and sharing information, or it can involve entering into formal intergovernmental agreements and sharing resources such as equipment, buildings, staff, and revenue. It can even involve consolidating services, jurisdictions, or transferring territory.

Many issues cross jurisdictional boundaries, affecting the residents of more than one municipality. Today, increased communication technologies and personal mobility mean that people, money, and resources also move across jurisdictions, as quickly and freely as air and water. Persons traveling along roadways use a network of transportation routes, moving between jurisdictions without even realizing it. Frequently, the action of one governmental unit impacts others. This has caused municipalities to realize that many vital transportation issues are regional in nature. The Town and Village of Deposit and the Town of Sanford are very familiar with intermunicipal cooperation. The highway departments cooperate extensively, informally sharing

human resources and equipment when needed to efficiently perform summer paving and other specialized tasks.

According to the New York State constitution, Article IX, Section 1(c), and implemented by Article 5-G Municipal Cooperation of the General Municipal Law, counties, cities, towns, and villages can do together much that is legal to do separately. Article 5-G states that local governments are constitutionally authorized to enter into agreements with one or more other local governments "...to provide cooperatively, jointly or by contract any facility, service, activity, project or undertaking which each participating local government has the power to provide separately".¹

Article 5-G was enacted by the Legislature in 1959. Other legislation has been adopted over the years permitting cooperation in areas specific to highway services, such as snow removal and equipment sharing. Section 135-a of New York Highway Law authorizes any county or superintendent of highways to contract with any city, town, or village to remove snow and ice from county roads.² Another statute related to snow removal is New York Highway Law, Section 142-c, which states that towns may enter into an agreement with villages to remove snow and ice from village streets and sidewalks.³

Legislation has also been adopted that authorizes counties, cities, and towns to share highway equipment with other municipalities or political subdivisions. New York Highway Law, Section 133-a authorizes counties to "permit the use of county-owned street or highway machinery, tools, or equipment by any municipal corporation, political subdivision, district corporation, or school district located in the state."⁴ Section 135 goes further to permit the county superintendent to lease county-owned equipment, when not in use, to the state commissioner of transportation or to any town in the county to be used on town highways under the direction of the town superintendent.⁵

New York Highway Law also authorizes towns to share highway equipment with villages, towns, counties, and other political subdivisions. Section 142-c allows towns to "permit the use of town highway machinery, snow and ice removal equipment, tools and equipment in or by any village located wholly or partly within the town."⁶ Section 142-d extends the use of town-owned highway machinery, tools, and equipment beyond villages to include "a county or any

¹ General Municipal Law Article 5-G. <http://public.leginfo.state.ny.us/menugetf.cgi>

² New York State Highway Law, Section 135-a.

³ New York State Highway Law, Section 142-c.

⁴ New York State Highway Law, Section 133-a.

⁵ New York State Highway Law, Section 135.

⁶ New York State Highway Law, Section 142-c.

municipality, district, district corporation, school district, community college, and any unit of the state university system to New York...”⁷

What are the Benefits of Intermunicipal Cooperation?

There are many reasons intermunicipal cooperation or shared services may prove to be advantageous to the provision of highway services. The following are some examples provided in an article produced by the Cornell Local Roads Program:⁸

- **Cost savings:** Cooperation can save money by increasing efficiency and avoiding unnecessary duplication. Cooperation can enable some municipalities to provide their residents with services that would otherwise be too costly. Cost savings can lead to the use of equipment among municipalities which they could not afford alone or the use of the latest technology or equipment model or provide access to technical expertise from the partner highway department. Cost savings must be considered over time, not just as a one-time event.
- **Address regional issues:** By communicating and coordinating their actions, and working with local and state jurisdictions, local municipalities are able to address and resolve transportation issues which are regional in nature.
- **Early identification of issues:** Cooperation enables local municipalities to identify and resolve potential conflicts at an early stage, before affected interests have established rigid positions, before the political stakes have been raised, and before issues have become conflicts or crises.
- **Reduced litigation:** Municipalities that cooperate may be able to resolve issues before they become mired in litigation. Reducing the possibility of costly litigation can save money, as well as the disappointment and frustration of unwanted outcomes.
- **Consistency:** Cooperation can lead to consistency of the goals, objectives, plans, policies, and actions of neighboring municipalities and other jurisdictions.
- **Predictability:** Municipalities that cooperate provide greater predictability to residents, developers, businesses, and others. Lack of predictability can result in lost time, money, and opportunity.

⁷ New York State Highway Law, Section 142-d.

⁸ “Breaking the Cycle” by Toni Rosenbaum, Cornell Local Roads Program, http://www.cdtoolbox.net/government_policies/000206.html

- **Understanding:** As municipalities communicate and collaborate on issues of mutual interest, they become more aware of one another's needs and priorities. They can better anticipate problems and work to avoid them.
- **Trust:** Cooperation can lead to positive experiences and results that build trust between municipalities.
- **History of success:** When municipalities cooperate successfully in one area, the success creates positive feelings and an expectation that other intergovernmental issues can be resolved as well.
- **Service to citizens:** The biggest beneficiaries of intergovernmental cooperation are citizens for whom government was created in the first place. They may not understand, or even care about the intricacies of highway services. However, all residents can appreciate the benefits, such as costs savings and the increased quality of services provided.

What are the Barriers to Intermunicipal Cooperation?

Although the benefits of intermunicipal cooperation are many, there are also some barriers or impediments to sharing services that cannot be ignored. Some examples of barriers to sharing services include the following:⁹

- Fear of job loss if services are combined between municipalities.
- Fear of the loss of control by one or more of the involved municipalities.
- Fear of the loss of identity of community.
- Fear of degradation of service provision.
- Fear of the unknown, which may be driven by inexperience in building partnerships, or a lack of understanding of legal issues.
- Collective Bargaining Agreements (CBAs), employee and union issues often limit abilities to formally share staff and programs.

The perception of what is “lost” and what is “gained” by one municipality over another can be the largest barrier to working together.” The Town and Village of Deposit and the Town of Sanford will need to join together to promote the idea that there is opportunity for a win-win

⁹ “Breaking the Cycle” by Toni Rosenbaum, Cornell Local Roads Program, http://www.cdtoolbox.net/government_policies/000206.html

situation, in order to encourage local government employees and local residents to open up to the possibilities of efficiencies and cost savings.

Study Methodology

Step 1: Formation of Shared Services Advisory Committee

In early 2008, the Town and Village of Deposit and the Town of Sanford appointed a joint committee with representatives of each Highway/Public Works Department. The Advisory Committee assisted the plan consultant with information gathering, provided feedback and reviewed draft documents when necessary. The Committee met often with the consultant to discuss issues and gather preliminary information to be incorporated into the *Shared Highway Services Feasibility Study*.

Step 2: Inventory of Existing Highway Services

In order to create an accurate picture of the collective resources available within the Town and Village of Deposit and the Town of Sanford, an inventory of existing highway services was developed. The inventory includes a review of the personnel, facilities, and equipment, existing collective bargaining and intermunicipal agreements, as well as an overview of the financial outlook for each department. The inventory also includes a detailed expenditure analysis that compares the overall transportation expenditures of the Town and Village of Deposit and the Town of Sanford to other towns and villages across New York State. Utilizing the fiscal metrics for each municipality from the Comptroller's Local Government Database, this analysis also compares the total average transportation expenditures between fiscal years: 2004 and 2007 for the Town and Village of Deposit and the Town of Sanford. This trends analysis gives a greater understanding of government costs over a period of time. Utilizing this data, the average expenditures per person and the average expenditures per mile were calculated for comparison purposes. **See Section IV and V.**

As a part of the inventory of existing highway services, a NYS Licensed Architect toured each existing highway facility along with the Department Heads. The overall purpose of the facility tours was to get a general impression of the condition, lifespan, capacity, safety, and expansion opportunities. In addition to the local Highway/DPW facilities, the Deposit Central School District Bus Maintenance Facility, and the New York State Department of Transportation Region 9 Delaware County Residency Facility were toured. Each facility (including support facilities) was photographed and a conditions analysis was prepared. The results of the tours and discussions lead to the identification of opportunities for sharing existing facilities that are geographically convenient to each other. In some cases, opportunities exist for the rehabilitation

and/or expansion of an existing facility if another facility is retired or adaptively reused for another purpose. . The results of this process are described in **Section IV**.

Step 3: Identification of Preliminary Opportunities for Shared Highway Services

As highway services are widely accepted as a key ingredient in the measurement of a community's quality of life, it was very important that the planning process included outreach to the stakeholders to obtain their ideas, opinions and feedback on the potential opportunities for shared highway services. The outreach process included Advisory Committee meetings, Department Head Surveys, Stakeholder Interviews and a Roundtable Discussion Meeting, providing ample opportunity to discuss the project and any potential issues. The results of this process provided invaluable information regarding the current highway service needs and desires of the three municipalities to share services. Preliminary opportunities for shared highway services, facility needs and equipment needs are identified in **Section IV**.

Step 4: Recommendations and Alternatives

The primary objective of the *Shared Highway Services Feasibility Study* is to recognize and implement areas of cost savings while enhancing service delivery for all three municipalities, and to increase the quality of common services and activities.

The consultant analyzed a number of different approaches to the delivery of highway services in the Towns of Deposit and Sanford and the Village of Deposit to realize efficiencies and minimize costs. In researching the potential for cost savings through a consolidated approach, the consultant concluded that wholesale changes to the existing local approach to providing highway services are not financially feasible in the immediate future. The potential for full consolidation or transfer of specific highway functions was explored; however, the results of this research showed this alternative to be both financially impractical and politically unattainable at this time.

A number of alternative recommendations are offered in **Section III** which will maximize efficiency, reduce duplicity, improve cooperation and lower the future cost of highway services in the Town and the Village of Deposit and Town of Sanford. Recommendations and alternatives include, but are not limited, shared facilities, shared equipment purchasing, as well as the pooling of specialized tools, skilled labor and responsibilities that could potentially lead to cost savings.

The consultant considered the cost benefit of specific recommendations involving shared staffing, management, equipment and facilities, and identified an opportunity for rehabilitating and expanding the Town of Sanford highway facility to serve the needs of both the Town and the Village of Deposit. A schematic of this potential shared facility as well as an estimated construction budget is contained in **Section III**. The consultant also compared the location of existing facilities to other more efficient, ideal locations, factoring in square footage, capability,

and equipment, and personnel needs and developed a long term recommendation for the development of a new regional transportation facility to serve the transportation functions and maintenance needs of the Town of Deposit, Village of Deposit, Town of Sanford, Deposit Central School District, and the New York State Department of Transportation Region 9 Delaware County Residency. This approach is based on maximizing the use of existing facilities while minimizing capital investment to implement the overall goal of cost savings. Given the economic times, it is understood that this recommendation will not likely receive political support in the near future; however, coordination of facility improvements amongst these five agencies, which are currently in close proximity to one another, will be key to future efficiencies that would be beneficial to all parties.

Community Outreach

The foundation of future intermunicipal cooperation efforts between the Town and Village of Deposit and the Town of Sanford will be built upon consensus and the incorporation of local input early and often throughout the development of the *Shared Highway Services Feasibility Study*. In order to develop a plan built upon on common local goals, receiving feedback from each of the participating community's elected and appointed leaders, staff and other stakeholders was considered imperative to identifying and implementing shared highway services opportunities.

Advisory Committee

The *Shared Highway Services Feasibility Study* was shepherded by a joint appointed Advisory Committee. The Advisory Committee is made up of the Town of Deposit Superintendent of Highways, the Village of Deposit Administrative Supervisor of Public Works, and the Town of Sanford Village Superintendent of Highways. The Village Mayor, Town Supervisors and Village Grant Administrator were also in attendance of most Advisory Committee meetings. The Advisory Committee assisted the plan consultant with information gathering, provided feedback and reviewed draft documents when necessary.

Department Head Survey

Further detail was obtained on staffing, equipment, and standard duties and functions, utilizing written surveys of the department heads and their staff. Department heads provided information on the range of services they provide; the number of lane miles of roads maintained within each jurisdiction and the agency responsible (i.e., local, county, and/or state); their equipment inventory including age, condition and value; and the organizational makeup of the workforce, including: job title, duties, full time or part time, salary or average wage, years of service,

specialized skills of certain laborers, and identified current and shared services opportunities for the future. See **Appendix A**.

Stakeholder Interviews

The consultant conducted one-on-one interviews with the local highway/public works department heads, Delaware and Broome County Highway department heads and appropriate representatives of the Deposit Central School District and NYS DOT Region 9. The purpose of the interviews was to gather information regarding department staff duties and functions, identify the perceived needs and key issues confronting each department, and solicit recommendations from personnel involved in the daily delivery of transportation highway services. During the one-on-one interviews, each department head provided invaluable information regarding the current issues confronting their department and gave advice regarding possible alternative service delivery. The results of this process culminated in the development of preliminary shared services opportunities and alternatives discussed in **Section III**.

Roundtable Discussion Meeting

A Roundtable Discussion was held on June 9th, 2009 at the Deposit Village Hall. The purpose of the meeting was to gather collective input from several agencies and organizations that are involved in providing transportation and highway related services to the Towns of Deposit and Sanford and the Village of Deposit. The format of the meeting was an open discussion, framed by several questions intended to engage attendees in a comprehensive and detailed conversation about opportunities for shared highway services between the involved agencies.

The meeting was attended by the Mayor of the Village of Deposit, the Village Economic & Community Development Director, the Village DPW Commissioner, the Town Supervisor of Sanford, the Highway Superintendent of Sanford, the Director of Public Works for Broome County Highway Department, the Deposit Central School District Superintendent of Schools and Transportation Department Head, as well as representatives from NYSDOT Region 9. Representatives from the Town of Deposit and Delaware County Department of Public Works were invited, but could not attend.

The meeting began with a brief introduction on shared services from the consultant explaining that the sharing of highway services focuses on the coordination of resources, including labor, facilities, and equipment. The Roundtable Discussion began by identifying opportunities for shared services with the Deposit Central School District Transportation Department. The School District is in the process of expanding their bus maintenance facility to provide increased storage space and improved maintenance areas. The discussion surrounded the potential opportunities for upgrading and sharing a fueling station with the School District, Village of Deposit and Town of Sanford. The group also briefly discussed the possibility of constructing a new shared

maintenance facility between the School District, Village of Deposit, and the Towns of Deposit and Sanford; however, most players indicated it would be cost prohibitive in the near future to construct such a joint facility in these tough economic times. There was further discussion as to how funding would be appropriated amongst the School District and the municipalities if services were shared. The possibility of an Intermunicipal Agreement (IMA) was discussed as a way to bind the District and the municipalities contractually.

The Town of Sanford identified their mechanic and associated equipment as an opportunity for sharing. In addition, the Village mentioned that the three municipalities should also consider the Fire, Police, and Ambulance Departments as possible partner agencies for maintenance services. The attendees agreed that maintenance equipment and vehicles should be standardized amongst the municipalities going forward to allow the mechanics to become experts and better able to work universally with any equipment.

Representatives from the Village of Deposit and Town of Sanford stated that they needed to upgrade and expand their salt storage facilities, as their current facilities are not sufficient. Several persons around the table recommended opportunities to share salt storage with NYSDOT Region 9 Delaware County Residency. In addition, there is the possibility of sharing the State's fueling station, which contains both diesel fuel and gasoline. The representatives from NYSDOT were not immediately very receptive of this idea, raising several questions, such as oversight, management, ordering, and general liability. However, the NYSDOT representative did acknowledge that these are areas that warrant further discussion.

In order to better explain the ease of administering contracts for shared highway services between different agencies, the Director of Public Works for Broome County described several ongoing Intermunicipal Agreements that their agency has with local municipalities. For example, the Broome County and the Town of Chenango share a fuel station. The County charges the Town a \$0.10 per gallon fee for administration and maintenance in exchange for use of the County-owned and operated fuel station. The contract has been so successful that the County is currently engaging in conversations with the Chenango School District to allow them use of the fuel station. If NYSDOT were to share their fuel station, they could potentially establish a similar contractual agreement.

Another example of intermunicipal cooperation between Broome County and the Town of Chenango is the sharing of salt storage. The Town of Chenango built a salt storage facility on County owned-property. The County is responsible for loading the salt and maintaining the inventory and how much is used by the Town and rather than a cash transaction, the Town repays the County by plowing all County owned roads within their municipal boundaries. In addition, Broome County has contracted with several other Towns for the plowing of County

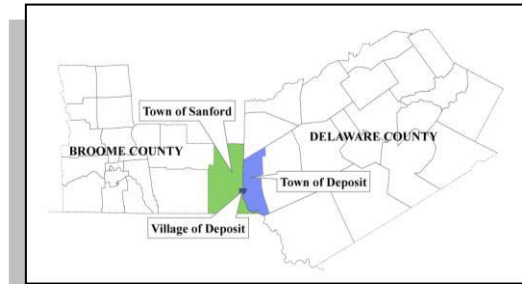
owned roads within their municipal boundaries. Broome County expressed interest in contracting with the Town of Sanford to plow County owned roads within the Town.

The Roundtable Discussion concluded on a positive note with representatives of the Village of Deposit and Deposit Central School District discussing the potential for additional meetings on the topic of sharing a fueling station, as well as potential for additional discussions between Broome County and the Town of Sanford regarding intermunicipal cooperation for plowing and other potential sharing opportunities.

II. Municipal Characteristics & Service Delivery Summary

Regional Location

The Town and Village of Deposit and the Town of Sanford are located in south-central New York in both Delaware and Broome Counties. The Town of Deposit is on the western boundary of Delaware County and on the northern boundary of the State of Pennsylvania, the Town of Sanford is on the eastern boundary of Broome County and the northern boundary of Pennsylvania, and the Village of Deposit is located roughly in the center of both Towns, being bisected by the Delaware and Broome County lines. See **Map 1: Regional Location Map**.



Municipal Characteristics & Fiscal Summary

As illustrated in **Table 1**, the Town of Sanford had a 2000 Census population of 2,477 making it the most populated of the three municipalities. Local population growth or decline is often dependent upon several factors, including economic expansion, environmental capacity, housing suitability, varying generational needs, and overall regional desirability. The Towns of Sanford and Deposit and the Village of Deposit have been experiencing both positive and negative population trends in recent years. By 2007, the Town of Sanford population decreased by an estimated 23 persons, or 0.9%. Between 2000 and 2007, the Town of Deposit lost an estimated 2% of its population, from 1,687 in the year 2000 to an estimated 1,653 in 2007. The Village of Deposit also lost 5.6% of its population, from 1,699 in the year 2000 to an estimated 1,603 in 2007. **Table 1** illustrates a number of other municipal characteristics for each of the study communities.

Table 1: Municipal Characteristics & Fiscal Summary

Municipal Indicators	Town of Deposit	Village of Deposit	Town of Sanford
2000 Census	1,687	1,699	2,477
2007 Census Estimate	1,653	1,603	2,454
Land Area (square miles)	43	1.3	90.1
Taxable Assessed Value (2007)	\$12,883,119	\$44,069,607	\$146,082,999
Taxable Full Value (2007)	\$194,022,876	\$50,976,989	\$183,752,200
Net Town Tax Levy' (2007)	\$632,134	\$509,201	\$847,942

Municipal Indicators	Town of Deposit	Village of Deposit	Town of Sanford
Total Debt Outstanding (2007)	\$750,000	\$2,688,562	\$1,270,001
Debt Service (2007)	\$29,169	\$211,659	\$116,169
Total Revenues (2007)	\$1,812,061	\$3,260,025	\$1,654,713
Total Federal Aid Revenue (2007)	\$880,688	\$1,319,636	\$36,021
Total State Aid Revenue (2007)	\$184,743	\$51,495	\$206,167
Total Expenses (2007)	\$2,076,153	\$4,295,540	\$1,723,598
Transportation Expenses (2007)	\$1,253,283	\$359,082	\$1,040,290
Total Transportation Aide (CHIPS and other) (2007)	\$109,033	\$31,101	\$143,939

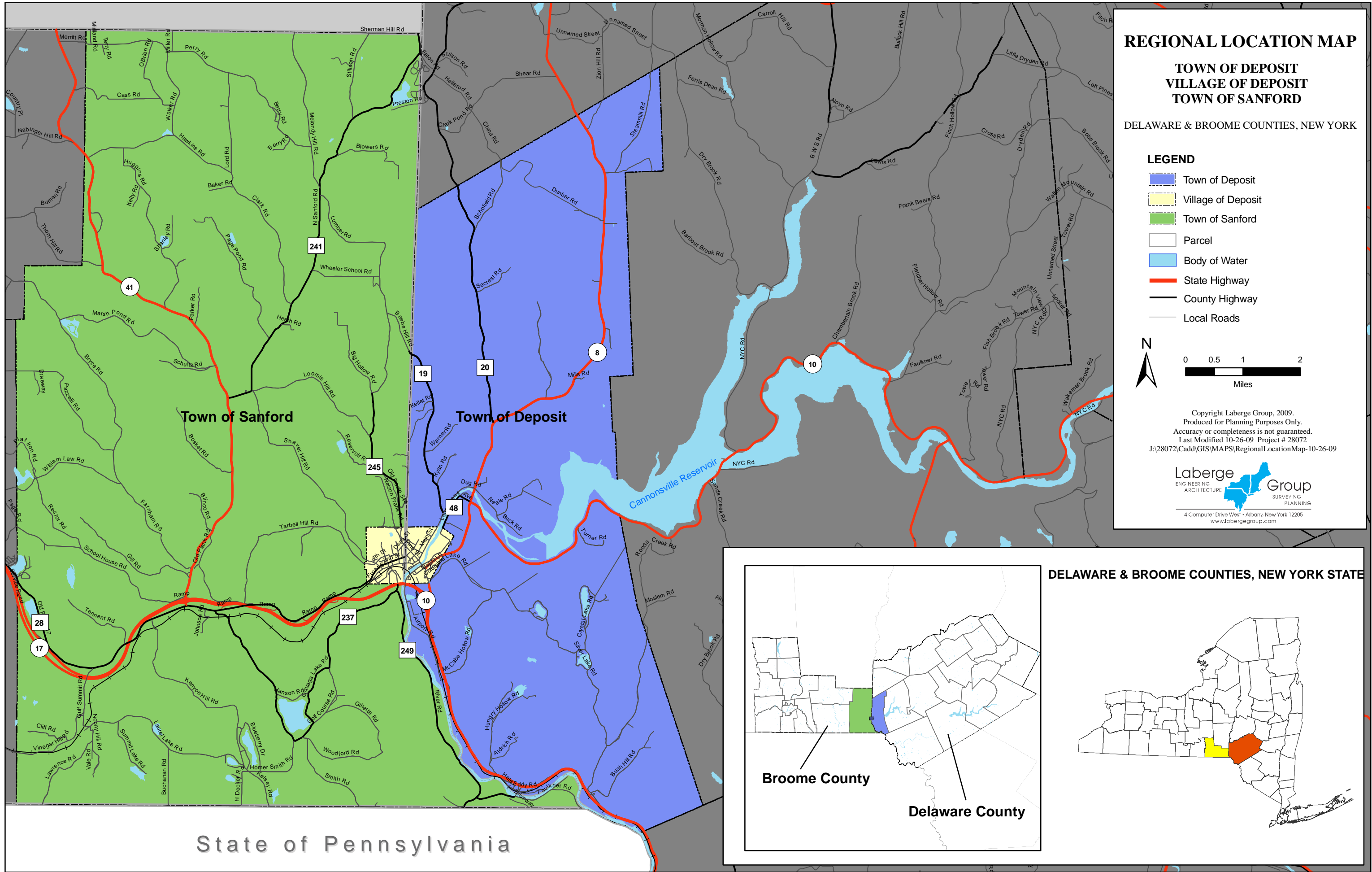
Source: NYS Office of the Comptroller Financial Data for Local Governments

As illustrated in **Table 2**, transportation spending among all three municipalities varies greatly from year to year. A detailed expenditure analysis can be found in **Section V** and detailed tables for fiscal years 2004, 2005, 2006, and 2007 can be found in **Appendix E**. Between 2004 and 2007, the Town of Sanford spent an average of \$1,038,054 on transportation services, while the Town of Deposit spent an average of \$951,712 and, the Village of Deposit spent an average of \$413,130 on transportation. It is important to note that the average highway expenditures may be skewed due to higher levels of spending induced by extensive flood damages in all three municipalities during the year 2006.

Table 2: Transportation Spending Trends, 2004-2007

	Average Spending	Total	% change	Total	% change	Total	% change	Total	% change
	04-07	2004		2005		2006		2007	
Town of Sanford	\$1,038,054	\$966,472	---	\$987,348	2.2%	\$1,158,106	17.3%	\$1,040,290	-10.2%
Town of Deposit	\$951,712	\$544,985	---	\$921,527	69.1%	\$1,087,054	18.0%	\$1,253,283	15.3%
Village of Deposit	\$413,130	\$223,388	---	\$717,528	221.2%	\$352,520	-50.9%	\$359,082	1.9%

Source: New York State Office of the Comptroller, fiscal years 2001-2007



REGIONAL LOCATION MAP

**TOWN OF DEPOSIT
VILLAGE OF DEPOSIT
TOWN OF SANFORD**

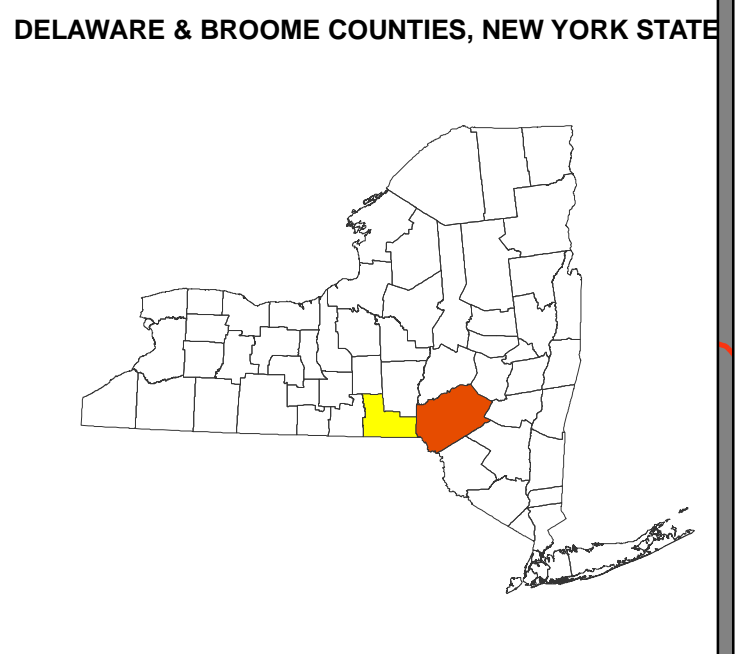
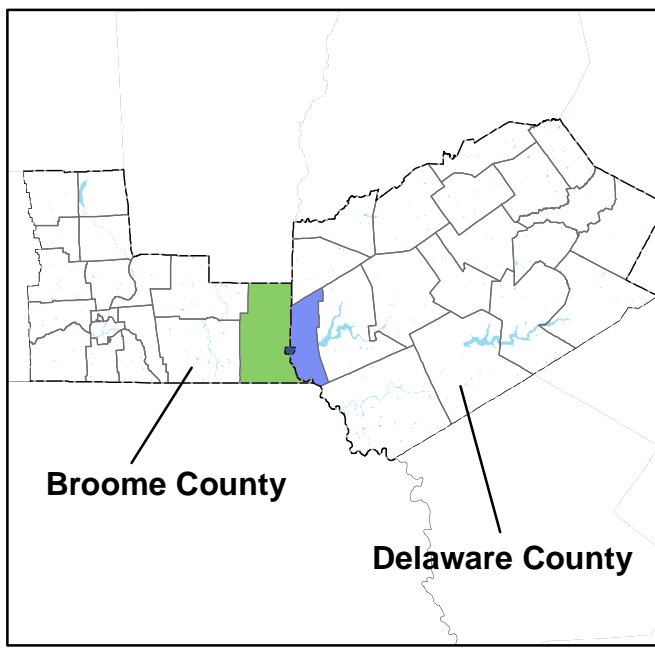
DELAWARE & BROOME COUNTIES, NEW YORK

LEGEND

- Town of Deposit
- Village of Deposit
- Town of Sanford
- Parcel
- Body of Water
- State Highway
- County Highway
- Local Roads



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State of Pennsylvania

Overview of Highway Mileage

The Town and Village of Deposit and the Town of Sanford have a total land area of 134.4 square miles and contain approximately 239 miles of roadways. At 90.1 square miles, the Town of Sanford covers the largest land area and maintains the largest road network. According to the most recent New York State Department of Transportation Highway Mileage Summary¹⁰, there are 150.9 centerline miles of local, county and state roads within the Town of Sanford. Approximately 18 miles of the total centerline miles are state-owned, 31 miles are Broome County-owned, and 102 miles are locally-owned roadways. The Town of Deposit covers a second largest land area of 43 square miles and maintains the second largest local road network. Of the total 61.5 centerline miles of local, county and state roads within the Town of Deposit, approximately 20.6 miles are state-owned miles, 8.2 miles are Delaware County centerline miles¹¹ and 32.7 miles are local roads. The Village of Deposit encompasses only 1.3 square miles and maintains the smallest road network. Of the total 13.2 centerline miles of local, county and state roads within the Village’s borders, approximately 0.7 miles are state-owned miles, 1.8 miles are county centerline miles and 10.7 miles are local roads. See **Table 3** and **Map 2: Road Map**.

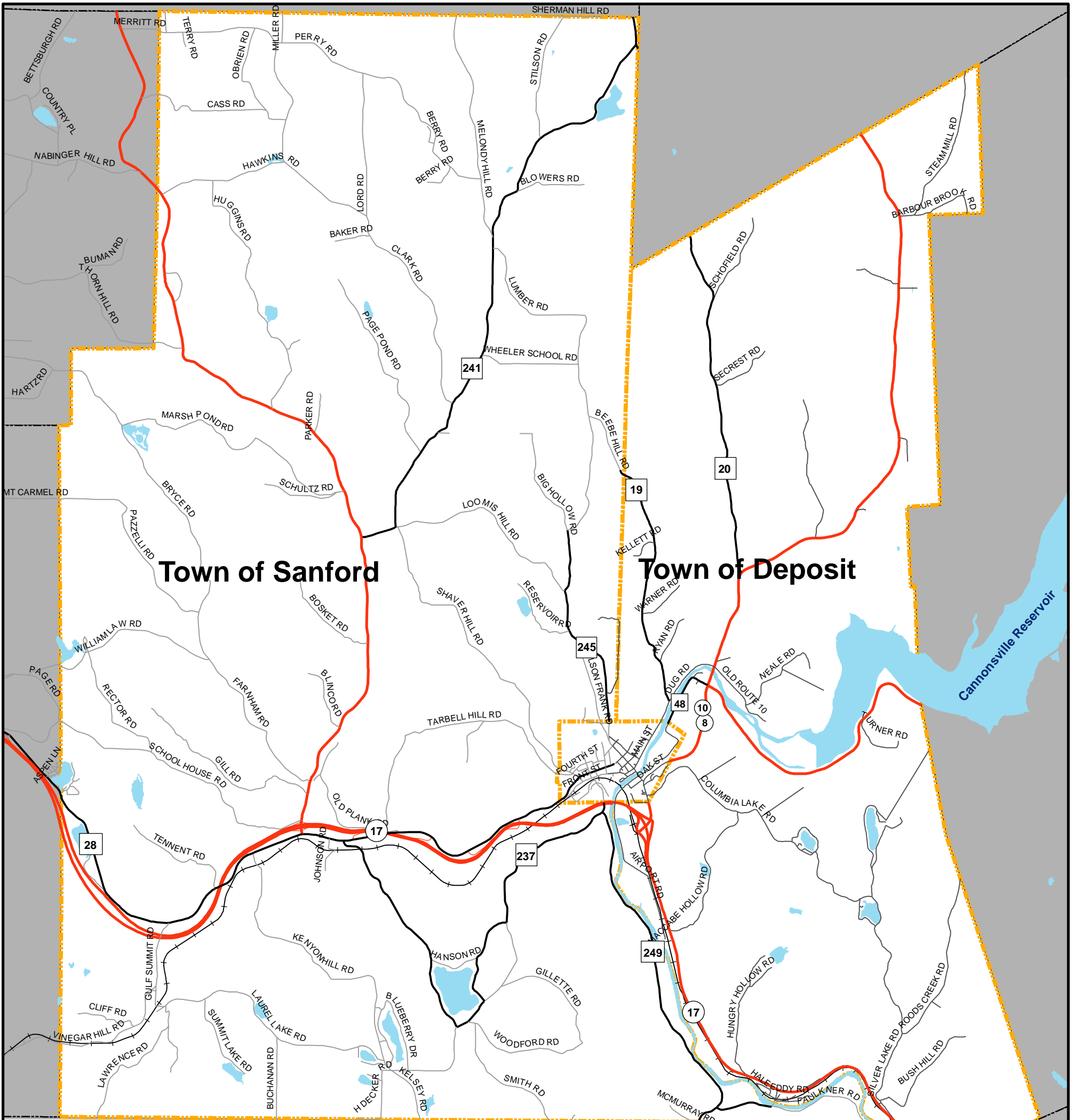
Table 3: Highway Mileage Summary

Municipality	Centerline Highway Mileage by Jurisdiction			
	Total	Local	County	State
Town of Deposit	61.5	32.7	8.2	20.6
Village of Deposit Total	13.2	10.7	1.8	0.7
Village of Deposit (Broome Co. Portion)	6.7	5.9	.8	0
Village of Deposit (Delaware Co. Portion)	6.5	4.8	1.0	0.7
Town of Sanford	150.95	101.95	31	18

Source: New York State Department of Transportation 2006 Highway Mileage Report, Delaware County, Region 9 and Broome County, Region 9. Although the Highway Mileage Report does not yet reflect this change, as of May 2009, the Town of Deposit will take ownership of the 8.2 miles of County roads within the Town boundary.

¹⁰ New York State Department of Transportation 2006 Highway Mileage Report, Delaware County, Region 9 and Broome County, Region 9.

¹¹ Although the 2006 DOT Highway Mileage Summary does not yet reflect this change, as of June 2009, the Town of Deposit will take ownership of the 8.2 miles of County roads within the Town boundary. There will no longer be any Delaware County roads within the Town of Deposit.



Town of Sanford








Town of Deposit

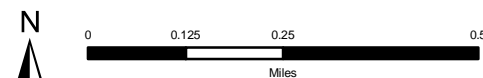
Cannonsville Reservoir

ROAD MAP
TOWN OF DEPOSIT
VILLAGE OF DEPOSIT
TOWN OF SANFORD

DELAWARE & BROOME COUNTIES, NEW YORK

LEGEND

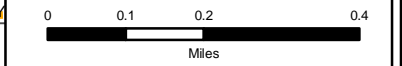
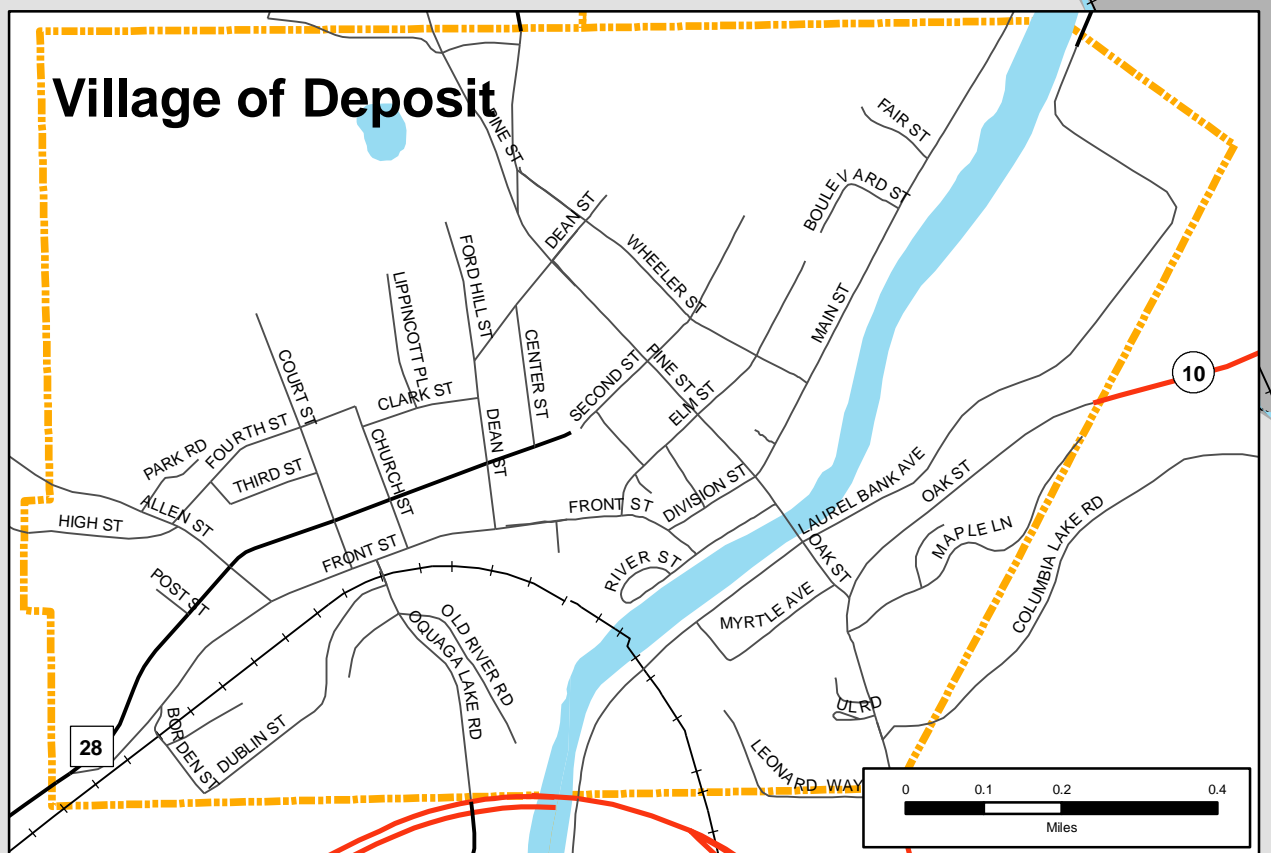
-  Village and Town Boundaries
-  Parcel
-  Body of Water
-  State Highway
-  County Highway
-  Local Roads
-  Railroads



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Village of Deposit



Overview of Existing Highway Services

The Towns of Deposit and Sanford and the Village of Deposit all provide similar highway services separately in their respective municipalities. The primary services provided by local highway/public works departments include: snow and ice control, road construction and maintenance, street sweeping, roadside mowing, sign maintenance, and equipment repair. In the case of all three departments, the versatile staff is called upon routinely for a variety of work such as light construction, trail and field work in municipal parks, and various other services necessary for the municipality. Highway functions in the Village of Deposit differ slightly from the other two highway departments because they fall under the Department of Public Works (DPW). DPW staff is responsible for brush and leaf pickup, operation of the public water department, water line repairs, sidewalk repair and installation, and buildings and grounds maintenance in addition to their usual highway duties. **Table 4** provides an overview of the highway services provided by each municipality based upon the response to the initial Department Head Questionnaire.

Table 4: Comparison of Highway Department and DPW Services

Standard Services	Town of Sanford	Town of Deposit	Village of Deposit
Snow and ice control	X	X	X
Snow removal from municipal lots	X	X	X
Snow removal from sidewalks			X
Road construction/maintenance (paving, grading, oil & stone)	X	X	X
Street sweeping	X	X	X
Municipal sidewalk maintenance			X
Equipment maintenance & repair	X	X	X
Guiderail repair	X	X	
Culvert repair and ditching	X	X	
Road and traffic sign repair/replacement	X	X	X
Roadside right-of-way mowing	X	X	X
Other municipal property mowing		X	X
Municipal buildings & grounds maintenance			X
Park/recreation maintenance			X
Cemetery maintenance		X	X
Road kill and litter pickup	X	X	X

Standard Services	Town of Sanford	Town of Deposit	Village of Deposit
Storm damage repair	X	X	X
Maintenance of trees and brush	X	X	X
Leaf collection			X
Brush collection/cleanup			X
Sewer department functions			X
Water department functions			X

Source: Highway Department Head Survey, 2008

Existing Shared Highway Services Summary

The Town and Village of Deposit and the Town of Sanford are very familiar with intermunicipal cooperation. The highway departments cooperate extensively, informally sharing human resources and equipment when needed to efficiently perform summer paving and other specialized tasks. The Towns of Deposit and Sanford and the Village of Deposit already share a number of municipal services. In 1997, the Town of Sanford and Town of Deposit entered into an Intermunicipal Agreement for cooperative highway services. The agreement authorized the respective Highway Superintendents to exchange resources including machinery, equipment, facilities, maintenance and repair and personnel services subject to certain conditions. The terms of the agreement are from year to year and are automatically extended unless any party notifies the other that they wish to withdraw. In 2005, the Town of Sanford and Village of Deposit and the Town of Deposit and Village of Deposit entered into the same agreement. Copies of the Intermunicipal Agreements are contained in **Appendix B**.

These Intermunicipal Agreements have provided a variety of opportunities for the municipalities to share highway services, however all sharing of services, labor and equipment is accomplished by an even trade, no money exchanges hands. For example, on many occasions, the Town of Sanford has shared their tandem trucks and drivers with the Town of Deposit for hauling materials to repair the Town of Deposit's roads. Sharing the truck fleet and drivers gets the job done more efficiently and minimizes the cost of transport and travel. The Town of Sanford also occasionally shares the use of their brush and limb chipper, grader, roller and their mechanic's services with the Town and Village of Deposit. The Village of Deposit has supplied manpower and equipment to each of the towns when requested and the Village allows the Town of Deposit to use their vacuum street sweeper prior to road maintenance. The Village Department of Public Works Administrator said they were also willing to share their backhoe with the towns if necessary.

In addition to equipment and manpower sharing on road reconstruction projects, the Town and Village of Deposit also have an understanding in terms of the plowing on roads that cross town/village lines. For example, the Town of Deposit plows Cheese Factory Road, and whoever gets there first plows Main Street, Laurel Bank Road and Columbia Lake Road, portions of which are in the Town and Village of Deposit. The Town of Sanford also plows Allen Street in the Village as they are on route to pick up sand or salt at their storage shed on Route 41.

The participating municipalities also have standing agreements with their respective counties to share snow plowing responsibilities. For example, Broome County Highway Department plows portions of Second Street in the Village and the Village plows portions of Oquaga Lake Road because the County's snowplows are too large to get over the bridge. The Town of Deposit has recently taken over the former Delaware County highway substation that is located in the Town on Route 10. The agreement between the Town of Deposit and Delaware County became effective in June 2009, and included the Town taking ownership of portions of County Routes 19, 20 and 48 within the Town of Deposit, approximately 8 miles of roads.

Overview of Equipment

The Towns of Deposit and Sanford and the Village of Deposit collectively own and maintain a sizeable fleet of vehicles, road construction, maintenance equipment, and specialized equipment required to provide highway services. In the Village, the fleet of vehicles and specialized equipment is also utilized to maintain public drinking water and sewer systems, as well as public buildings and grounds. The participating municipalities were asked to provide a detailed list of their existing equipment, the equipment age, condition, value, the estimated replacement cost, and their future planned purchases. The data collected from the municipalities was compiled to identify areas of overlap among municipal equipment needs, and potential opportunities for shared equipment purchasing or sharing of equipment.

Collectively, the participating municipalities own approximately 94 vehicles and specialized highway equipment¹², many of which have potential sharing opportunities. Types of equipment include trucks with attachments such as plows and sanders, trailers, construction equipment, and mowing and brush removal equipment. A breakdown of such equipment in terms of the quantity and percentage of the total is illustrated in **Table 5**.

¹² Maintenance shop equipment are not included. Detailed equipment lists for each community are provided in Section IV.

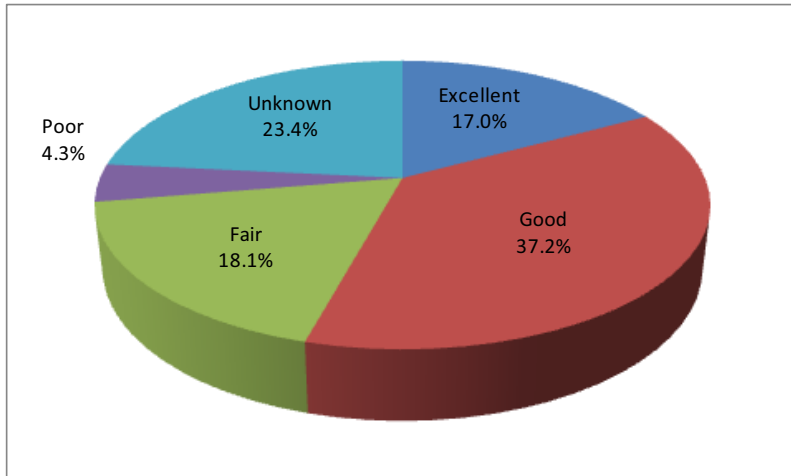
Table 5: Summary of Collective Highway Equipment

Type	Equipment	Total	% of Total
Vehicles and Attachments	Pickup Trucks, Large and Small Dump Trucks, Street Sweepers, Trailers, Sand Spreaders	41	44%
Construction Equipment	Loaders, Backhoes, Excavators, Skid Steer Loaders, Graders, Rollers, Stone Rakes, Power Brooms	23	24%
Mowing & Brush Removal	Tractor Mowers, Riding Mowers, Push Mowers, Brush Chippers, Chain Saws, Pole Saws, Weed Cutters, Leaf Collectors	30	32%
Total		94	100%

Source: Laberge Group

The estimated non-depreciated value on the itemized equipment is approximately \$2,965,725. Broken down, the approximate value of vehicles and attachments owned collectively by the Towns of Deposit and Sanford and the Village of Deposit is \$1,882,399. The value of construction equipment is approximately \$897,075 and the value of mowing and brush removal equipment is approximately \$186,251.

Figure 1: Overview of Equipment Conditions



Although not all equipment was rated in term of condition, it is interesting to note that more than half of the equipment (54%) is rated to be in either excellent or good condition, and 18% is in fair condition with only 4% is in poor condition. The condition of 23% of the itemized equipment is undefined. See Table 6 for a detailed list of equipment condition, value, and potential opportunities for sharing.

Table 6: Combined Highway Department Equipment Inventory

Equipment	Quantity	Compiled Equipment Inventory				Estimated Value	Potential Shared Resource
		Excellent	Good	Fair	Poor		
Vehicles and Attachments							
Pickups	8	3	2	2	1	\$237,775	Y
Dump Trucks – Small	7	4	1	2		\$268,927	Y
Dump Trucks – Large	11	1	6	3	1	\$1,123,090	Y
Street Sweepers	1	1				\$128,000	Y
Trailers	2		2			\$26,560	Y
Sand Spreaders	12	2	7	3		\$98,046	Y
Construction Equipment							
Loaders – Wheel	5		3	1	1	\$347,832	Y
Backhoes	3	1	2			\$173,486	Y
Excavators – Gradall	1			1		\$15,000	Y
Skid Steer Loaders	1	1				\$38,000	Y
Road Graders	4		1	2	1	\$228,459	Y
Compaction Rollers	2		2			\$69,231	Y
Blacktop Rollers	1		1			\$1,000	Y
Stone Rakes*	3					\$9,225	Y
Power Broom	2		2			\$12,342	Y
Curb & Sidewalk Forms	1		1			\$2,500	Y
Mowing & Brush Removal							
Mowers – Tractor	3		2	1		\$119,087	Y
Riding Lawn Mowers	3	1	1	1		\$9,079	Y
Push Mowers	2	1		1		\$160	Y
Chippers – Brush	2	1	1			\$42,885	Y
Chain Saws*	9					\$1,315	Y
Pole Saws*	2					\$650	Y

II. Municipal Characteristics & Service Delivery Summary

Equipment	Quantity	Compiled Equipment Inventory				Estimated Value	Potential Shared Resource
		Excellent	Condition		Poor		
			Good	Fair			
Weed Cutters*	8				\$1,075	Y	
Leaf Collectors	1		1		\$12,000	Y	
Total	94	16	35	17	\$2,965,725		
Percent		17%	37%	18%	4%		

*Source: Laberge Group. * The condition and value of these pieces of equipment was not reported; however, they are landscape maintenance items that are easily replaced at a minimal cost.*

Overview of Personnel Resources

Collectively, the Town of Deposit Highway Department, the Town of Sanford Highway Department, and the Village of Deposit Department of Public Works employ 22 full-time employees. Seasonal employees were not included, as the number of seasonal employees varies depending upon how many are hired for the summer and winter seasons and allocated budgets. In addition, part-time employees and Village DPW employees who do not perform any highway department functions were also not included in the total. In order to make general comparisons of the types of employees, workers were grouped under similar titles based on the following methodology:

- Department Head/Director: This category includes the Town Highway Superintendents and the Village Administrator of Public Works.
- Deputy Director: This category includes the Town of Sanford’s Deputy Highway Superintendent.
- Equipment Maintenance: This category includes the Town of Sanford’s Auto Mechanic.
- Highway Field Operations: This category includes the following titles; Heavy Equipment Operator, Motor Equipment Operator, and Laborer.
- Miscellaneous: This category includes the Village’s Water Operator.

Table 7: Collective Full-Time Highway Workforce Inventory

Collective Personnel Inventory		
Title	#	% of Total
Department Director/Superintendent	3	13.6%
Deputy Director	1	4.5%
Equipment Maintenance	1	4.5%
Highway Field Operations	16	72.7%
Miscellaneous		0.0%
Water/Sewer	1	4.5%
Total	22	100.0%

Source: Highway Department Head Survey, 2008

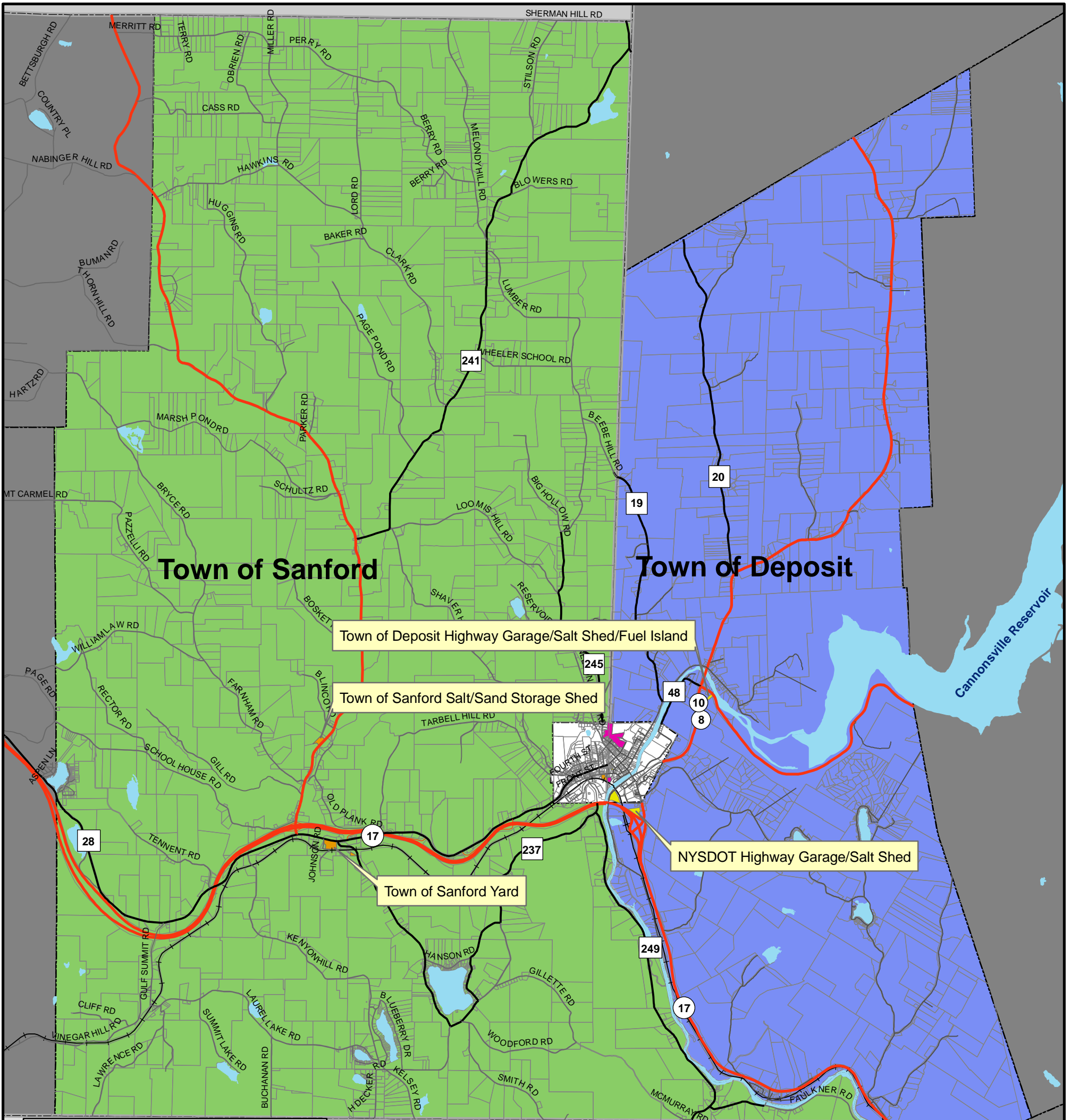
The groups of personnel listed in the first four categories represent those who provide the majority of highway and transportation related services. The Water Operator grouped in the Miscellaneous category may perform some highway related duties, but is primarily employed as a water specialist. The Village of Deposit’s Waste Water Plant Operator was not included in the count because 100% of this position is devoted to water functions.

As illustrated in **Table 7**, looking at the collective highway personnel inventory, approximately 78% of the total staff inventory is involved in active highway operations, e.g., equipment maintenance and operations, driving, plowing, road construction and other field operations and manual labor, while approximately 18% are in supervisory or upper management positions. The other 4% of the collective highway staff inventory primarily provide other specialized services, but are cross-trained to help out with a variety of tasks and projects involving street maintenance, traffic, buildings and grounds, water and sewers.

Overview of Highway Facilities

The three separate Highway/DPW facilities are currently located roughly within a half mile radius of one another all performing similar, and in some cases the same functions but for different jurisdictions. The Village of Deposit DPW facility and the Town of Sanford Highway facility are located adjacent to each other on property within the Village, and the Town of Deposit facility is located on Route 10 just outside of the Village. The Deposit Central School Maintenance Garage is also located in the Village of Deposit and the New York State Department of Transportation Region 9 Delaware County Residency is located on Route 10, just outside of the Village, in the Town of Deposit. The proximity of facilities provides many opportunities for sharing existing facilities that are geographically central and overlapping with one another, as well as opportunities for coordination and communication when providing shared services.

According to the Facility Inventory and Assessment, it would cost an estimated \$3,064,400 to make necessary improvements to all of the separate highway facilities to meet current needs and bring the facilities up to code. To extend the useful life of the buildings, the Village of Deposit Department of Public Works facility, the Town of Deposit Highway Department facility and the Town of Sanford Highway Department facility all require general accessibility, fire, ventilation, and energy upgrades to bring their facilities up to code. In some cases it may be considered more fiscally responsible to rehabilitate and/or expand certain existing facilities and retire or adaptively reuse another facility for another use. See **Map 3: Facilities Map** and **Section IV** for details on the Facility Inventory and Assessment.



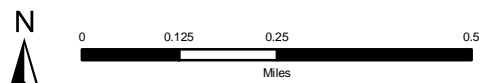
FACILITIES MAP

**TOWN OF DEPOSIT
VILLAGE OF DEPOSIT
TOWN OF SANFORD**

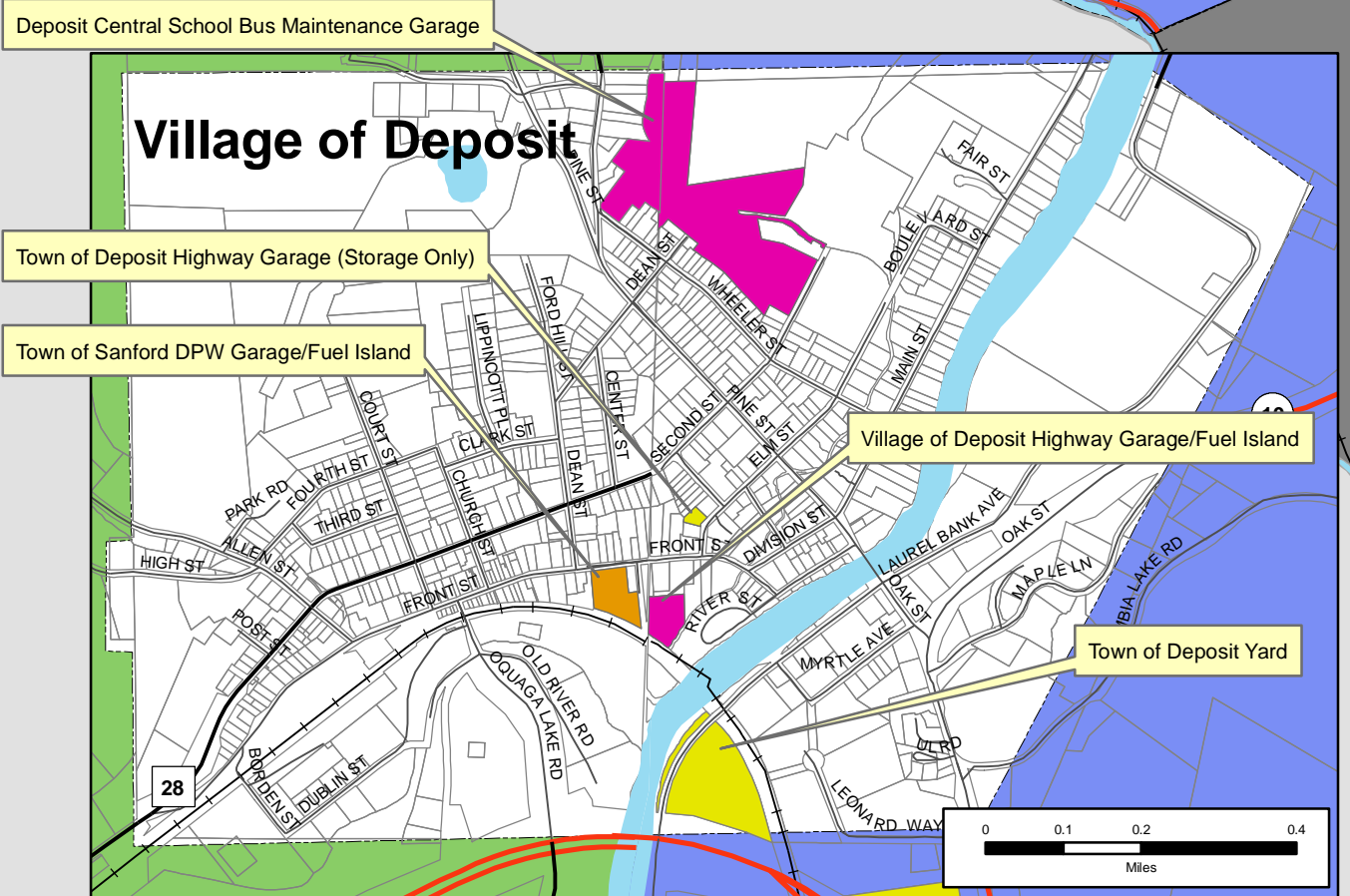
DELAWARE & BROOME COUNTIES, NEW YORK

LEGEND

- Town of Deposit
- Village of Deposit
- Town of Sanford
- Parcel
- Body of Water
- Town of Deposit Facilities
- Village of Deposit Facilities
- Town of Sanford Facilities
- State Highway
- County Highway
- Local Roads
- Railroads



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III. Recommendations & Alternatives

The primary objective of the *Shared Highway Services Feasibility Study* is to recognize and implement areas of cost savings while enhancing highway service delivery for all three municipalities, and to increase the quality of common services and activities. As previously discussed, the Towns of Deposit and Sanford and the Village of Deposit all provide similar highway services separately in their respective municipalities. The three municipalities are very familiar with the benefits of intermunicipal cooperation among the highway/public works departments. The departments have established a good working relationship with one another, sharing specialized equipment and operators with specialized skills throughout any given year. The departments cooperate extensively, informally sharing human resources and equipment when needed to efficiently perform summer paving and other specialized tasks. In the case of winter road maintenance, the departments swap the plowing of small segments of their road network to enable both parties to avoid the additional expense of servicing roads that cross municipal boundaries, but are awkward to reach from their established plowing routes.

This “common sense” approach has allowed the three municipalities to realize efficiencies and minimize costs. In researching the potential for cost savings with a consolidated approach, the consultant has concluded that wholesale changes to the existing local approach to providing highway services are not financially feasible in the immediate future. There are a number of other valuable recommendations that the Town and Village of Deposit and the Town of Sanford should pursue over the coming years to realize cost savings while enhancing highway service delivery for the three municipalities.

When identifying opportunities in this study, it is important to recognize that certain action steps may result in direct cost savings, while others will result in efficiencies. In other words, certain actions have the potential to create efficiencies by eliminating duplicative or overlapping functions, but may not always result in significant cost savings. Conversely, joint purchases of equipment, shared insurance premiums, shared operations and maintenance costs on joint facilities, actual staff reductions, and/or a joint position will directly result in cost savings. The following highway service delivery alternatives are recommended to maximize efficiency, reduce duplication, improve cooperation and lower the future cost of highway services in the Town and the Village of Deposit and Town of Sanford:

Potential Savings from Shared Facilities

Village of Deposit and Town of Sanford

An opportunity for future savings exists through merging the Village of Deposit DPW garage with the Town of Sanford Highway garage for more efficient use of buildings and storage space, without necessarily merging operations and staff. As previously discussed, the Town of Deposit recently moved to new more centrally located highway facility outside of the Village boundaries, therefore, the Town of Deposit was not included as a part of the joint Highway/DPW facility concept.¹³

The existing Village-owned garage and salt storage building are currently in need of major upgrades. As illustrated in the Building and Facilities Condition Summary (see Section IV), if left in its current condition, the Village DPW facility could remain viable for only approximately five years. To prolong the life of the facility and bring it up to code, improvements such as the replacement of the salt storage shed, additional square footage, mechanical system upgrades, basic fire, accessibility and energy upgrades, and other necessary repairs would cost an estimated \$1,196,400.

The Town of Sanford Highway facility will remain viable for approximately ten (10) more years if its current condition and usage are maintained. To prolong the useful life and meet the current needs, necessary improvements include installation of a two (2) post 15T floor lift, mechanical system upgrades, and adding two (2) additional bays onto the existing structure.

Additionally, site drainage improvements, basic fire, accessibility, and energy upgrades in the vehicle repair area are necessary to bring the facility up to code. These improvements, estimated to cost \$1,053,000 could extend the useful life of the facility to 40 years. The combined upgrades to the individual Town and Village facilities would cost an estimated \$2,249,400.

Highlights of Recommendations

- Rehabilitate and expand the Town of Sanford Highway garage to accommodate Sanford and Village of Deposit needs.
- Improve facility for energy efficiency, flood protection, and accessibility.
- Shared fuel depot among the Town of Sanford, Village of Deposit and Deposit Central School District.
- Overall, implementing the shared facility concept will amount to an estimated savings of \$892,000 for the Village of Deposit, and \$130,000 for the Town of Sanford.
- There is long term potential for the development of a shared regional maintenance facility concept among the Town of Sanford, Town of Deposit, Village of Deposit, NYSDOT and Deposit Central School District.

¹³ When the Shared Highway Services Feasibility Study was first envisioned by the involved municipalities, the Town of Deposit was in need of a new facility and looking for opportunities to build a joint facility. Early in the study, the Town of Deposit acquired the former Delaware County Highway substation which is centrally located in the Town of Deposit on Route 10, outside of the Village boundaries. Representatives of the Town of Deposit expressed satisfaction with their newly acquired facility, and did not express any need or interest in expending local funds to build a joint facility.

Proposed Facility Consolidation Plan

Since the Town of Sanford garage is structurally sound and can be more easily renovated, it is recommended that the Village facility be demolished and the Town of Sanford's highway garage be rehabilitated and expanded. Demolition of the existing Village-owned structures will leave more open space for site circulation and equipment storage. As illustrated in the *Conceptual Facilities Plan for Consolidated Highway Facilities* the proposed joint facility will be approximately 13,900 square feet (see **Figure 2**) and is estimated to cost approximately \$1,234,750. **Table 8** illustrates in detail the estimated budget to accomplish the components of facility rehabilitation and expansion. The *Conceptual Facilities Plan for Consolidated Highway Facilities* includes the following components:

- Demolition of existing Village DPW facility and sheds or convert to cold storage;
- Demolition of existing Sanford sheds;
- Relocation of existing School District fuel tanks for sharing among the Town of Sanford, Village of Deposit and Deposit Central School District;
- Construction of an addition for new vehicle bays to house equipment dedicated to Village services;
- Construction of new salt shed on site (30x30 pole structure (100 Ton));
- Construction of new materials and equipment sheds for the expanded fleet;
- Renovation of equipment repair areas and installation of new 25 Ton hydraulic lift;
- Renovation of office and parts storage areas;
- Facility upgrades for Fire, Energy and Accessibility Codes, and,
- Site work (including re-grade of site, stormwater management, paving landscaping, signage and lighting).









CONCEPTUAL FACILITIES PLAN for CONSOLIDATED HIGHWAY FACILITIES

TOWN OF SANFORD
VILLAGE OF DEPOSIT

BROOME & DELAWARE COUNTIES,
NEW YORK



Legend

-  Existing structures to be removed
-  Existing Town of Sanford Highway Garage structures to remain
-  New Highway Truck Bays
-  New Fuel Island
-  New Storage structures
-  New grassed areas
-  Site access
-  Building access



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Table 8: Conceptual Highway Facility Improvement Plan Budget

Item	Quantity	Unit	Unit Cost	Budget	Budget Notes	Adjusted Budget	Notes
Demolish existing Village DPW Facility and Sheds	3,400	SF	\$10	\$34,000	Remove and dispose of materials	\$0	Work could be completed by Town/Village forces
Demolish existing Sanford Sheds	2,100	SF	\$5	\$10,500	Remove and dispose of materials	\$0	Work could be completed by Town/Village forces
Re-grade site and add stormwater management	2.0	AC	\$32,500	\$65,000		\$0	Work could be completed by Town/Village forces
Relocate existing Village Fuel Island	1	EA	\$150,000	\$150,000	New 4,000gal gas and 5,000gal diesel tanks	\$25,000	Relocate existing School District gas and diesel tanks
Construct new Village Vehicle Bays	2,400	SF	\$125	\$300,000	Construct 3 sided add-on structure	\$300,000	
Construct new salt shed	900	SF	\$65	\$58,500	30x30 pole structure (100ton)	\$58,500	
Construct new equipment sheds	1,200	SF	\$65	\$78,000	(2) 20x30 pole structures	\$78,000	
Install new 25 Ton lift	1	EA	\$30,000	\$30,000		\$30,000	
Renovate Sanford Parts Area	2,000	SF	\$15	\$30,000	Cosmetic enclosure and shelving improvements	\$30,000	
Renovate Sanford Building: Fire, Energy and Accessibility Codes	3,500	SF	\$55	\$192,500	Correct office area code deficiencies; improve the energy performance of lighting throughout, improve the thermal properties of the building through additional insulation; improve the performance of the heating systems through hi-efficiency boilers and zone control; retrofit existing garage slab with in-floor radiant heating, and add 3 foot freeboards at all exterior on-grade openings.	\$192,500	
Pave site	1.0	AC	\$100,000	\$100,000	Grading, base and top courses for a portion of the site	\$75,000	Part of the work can be completed by Town/Village forces
Landscaping	1	EA	\$10,000	\$10,000		\$10,000	
Signage	1	EA	\$2,500	\$2,500		\$2,500	
Site Lighting	2.0	AC	\$2,500	\$5,000	Supplemental energy efficient site lighting main building & shed	\$5,000	
			Construction SubTotal >	\$1,066,000	Construction SubTotal >	\$806,500	
Add Sanford Salt Shed capability on Route 41				\$65,000	3 sided add-on structure to existing salt shed	\$0	Not required for town/village facility improvements
Soft Costs							
Engineering, permitting, surveying, soils, etc		20%		\$213,200		\$161,300	All engineering would be required regardless if the Town or Village does the work.
Legal				\$15,000		\$15,000	
Moving				\$5,000		\$5,000	
			Soft Cost SubTotal >	\$233,200	Soft Cost SubTotal >	\$181,300	
Contingency			25%	\$341,050	25% Contingency	\$246,950	
			Total Project Budget >	\$1,705,250	Total Project Budget >	\$1,234,750	

Although the construction of a new small salt storage shed is proposed for the convenience of attending to Village streets, salt and sand storage for the Town of Sanford highways will remain off-site since it is already in a central location for plowing purposes and has more space and maneuverability for large dump trucks and loaders. This off-site salt storage shed should also be expanded in size.¹⁴ A cost estimate for expanding the salt storage shed is include in **Table 8**; however, it is not included in the total project cost since this upgrade is not a necessary part of the site needs of the main facility located in the Village (**See Figure 2**). Most importantly, the proposed facility upgrades to bring the facility up to code for fire, energy, accessibility and protection from flooding will protect the resident's investment by increasing energy efficiency and decreasing the potential liability claims, as well as expanding the life expectancy of the building.

Joint Fueling Facility

The Village of Deposit and Deposit Central School District are currently discussing the potential for share the existing Village-owned fuel depot. It is recommended that the Town of Sanford, Village of Deposit and Deposit Central School District develop an intermunicipal agreement for shared use of one fueling system on-site. Given that the existing Village-owned fueling system only has a capacity to hold 500 gallons of gasoline and 1,000 gallons of diesel fuel, the Town of Sanford, Village and School District should consider the possibilities of savings by relocating the existing fuel tanks (with 2,000 gallon gasoline and 3,000 gallon diesel capacity) owned by the School District to the Town of Sanford site. The Village's new computer tracking system would be utilized to ensure that all users are paying their fair share. It is estimated that this component of the *Conceptual Facility Improvement Plan* would cost roughly \$25,000.

In the future, the municipalities should consider reconfiguring the site and increasing the capacity of the fuel tanks to accommodate the increased daily demand and improve vehicular access and site maneuverability for all users. As illustrated in the *Conceptual Facilities Plan for Consolidated Highway Facilities*, the fuel depot can be relocated to a more accessible location and the capacity of the fuel tanks can be expanded to hold 4,000 gallons of gasoline and 5,000 gallons of diesel fuel. This component of the facility expansion could be considered a long-term solution as it is estimated to cost \$150,000.¹⁵

¹⁴ The cost estimate for expanding sand/salt storage for the Town of Sanford is \$65,000. This figure is based upon a 30x30, 3 sided add-on to the existing pole barn structure on Route 41.

¹⁵ Future expansion of the fueling system should be paid for by all users proportionally, i.e., 1/3 of the cost could be paid for by the Village of Deposit, Town of Sanford and Deposit Central School District.

Estimated Cost Savings of Proposed Facility Consolidation Plan

It is estimated that implementing the *Conceptual Facilities Plan for Consolidated Highway Facilities* will increase the lifespan of the highway facility to 40 years, and will cost approximately \$1,705,250. Assuming that it is possible for certain work on the facility upgrades to be completed by the municipal workforce, this estimate could be reduced to \$1,234,750.

As previously stated, in the future, the municipalities should consider reconfiguring the site and increasing the capacity of the fuel tanks to accommodate the increased daily demand. The estimated cost of \$150,000 should be proportioned among users. Assuming the School District remains a partner in sharing the use of the fuel depot in the future, the School District should contribute to the cost of the new fuel depot.¹⁶

As illustrated in **Figure 2**, the proposed joint facility is approximately 13,900 square feet. Based upon the square footage requirements of each municipality individually, it was assumed that the space dedicated to Village street services is 25% of the total square footage or roughly 3,475 square feet, and the space dedicated to Town highway services is 75% of the total square footage or roughly 10,425 square feet.¹⁷ Therefore, assuming the cost to upgrade the combined facility is proportional to the amount of square footage that would be required to house the highway operations, the Village’s portion of the debt service on the new building would be \$308,688 and Sanford’s portion of the debt service would be \$926,062. Overall, eliminating the need to rehabilitate the Village’s older garage and storage areas and merging the two facilities by rehabilitating and expanding the Town of Sanford’s facility, and sharing the fuel depot with the School District will save the Town of Sanford and Village of Deposit approximately \$1,014,650 combined¹⁸. Estimated cost savings are illustrated in **Table 9**.

Table 9: Estimated Cost Savings from Proposed Joint Highway Facility

Estimated cost to upgrade existing Town of Sanford Highway Garage for Town use only	\$1,053,000
Estimated cost to upgrade existing Village of Deposit DPW for Village use only	\$1,196,400
Combined Improvement Costs for Individual Highway Dept.	\$2,249,400
Estimated Cost of Proposed New Joint Highway Facility	\$1,234,750

¹⁶ Assuming the cost of this component is \$150,000, equally divided into thirds, the School District would contribute \$50,000 for the construction of the fuel depot. A proportional amount of the engineering, permitting, surveying, and contingency fees should also be paid for by the School District.

¹⁷ The percentage of square footage dedicated to the Village and Town services is based on the assumption that the square footage that each municipality is operating within separately would apply in the merger. In other words, the existing Village facility is 3,400 square feet and the existing Town facility is 11,500 square feet, or a 1:3 ratio.

¹⁸ This figure is calculated as follows by considering the combined cost of rehabilitating the two separate facilities, estimated at \$2,249,400, less the estimated cost of rehabilitating and expanding the Town facility estimated at \$1,234,400.

Estimated Cost to Village of Deposit (25% of debt service on new facility)	\$308,688
<i>Estimated Village Savings</i>	\$887,712
Estimated Cost to Town of Sanford (75% of debt service on new facility)	\$926,062
<i>Estimated Town Savings</i>	\$126,938
Estimated Combined Savings (Town of Sanford and Village of Deposit)	\$1,014,650

Source: Laberge Group. Numbers have been rounded to the nearest whole number

Additional Cost Savings for Operations and Maintenance

The proposed joint facility will also save additional cost for operations and maintenance overtime. Although the actual operations and maintenance cost on the individual facilities was unattainable, a few basic assumptions can be made based upon available data from the NYS Office of the Comptroller Financial Data for Local Governments. As illustrated in **Table 10**, by sharing a facility, the Village of Deposit could save \$4,160 per year, and the Town of Sanford could save \$2,851 per year on operations and maintenance, approximately \$7,011 in combined savings. Over a five year period, the project savings for operations and maintenance could equal over \$35,000. Additional savings may be realized from shared insurance premiums.

Table 10: Potential Savings for Operations and Maintenance for the Proposed Joint Facility

	Village of Deposit	Town of Sanford	Total
Average Garage O& M Cost (04-07) ¹	\$13,230	\$30,060	\$43,290
Square Footage of Existing Garage	3,400	11,500	
Garage O& M Cost per square foot	\$3.89	\$2.61	
Square Footage of Proposed Garage	3,475	10,425	13,900
Potential O&M Costs (Town rate applied)			\$36,279
Potential Garage Costs (assume 25/75 split)	\$9,070	\$27,209	
Savings	\$4,160	\$2,851	\$7,011
Projected Savings Over 5 Years	\$20,801	\$14,254	\$35,055

Source: NYS Office of the Comptroller Financial Data For Local Governments. Note 1: Figure includes expenses listed under budget item "Garage" Accounting Code 5132.

Municipal Bonding

Typically the construction or rehabilitation of a municipally owned and operated highway facility would be funded by a municipal bond. Estimated Loan Amortization Schedules for the project have been created to assist the municipalities in budgeting for the highway facility rehabilitation. **Table 11** illustrates the potential Annual Loan Repayment Schedules. The Annual Loan Payment is calculated based on an annual interest rate of 5% for a 30 year bond. Please note that the actual interest rate and payments may go up or down depending on the municipal

bond rate and repayment schedule at the time of issuance. Detailed Loan Amortization Schedules showing the breakdown of payments, principal, interest, and cumulative interest are contained in **Appendix F**.

Table 11: Annual Loan Payment, Loan Period 2010-2040

	Village of Deposit	Town of Sanford
Bond Amount	\$308,688	\$926,062
Annual Loan Payment	\$20,081	\$60,242

Source: Laberge Group, 2009

For informational purposes, estimates are shown in **Table 12** below that reflect the approximate tax increase to the two municipalities if the bond monies used to finance the construction costs were to be repaid entirely by tax dollars, keeping in mind that the burden could be lowered if the Town of Sanford and Village of Deposit jointly applied and received funding through some other available source. These numbers are reflective of the number of taxable parcels in the two municipalities in 2009. The actual increased tax burden per household will vary depending on the actual amount financed, the method used to levy the tax, and the proportion of the financing committed to by the each community.

Table 12: Estimated Tax Burden per Year for Joint Highway Facility

	Village of Deposit	Town of Sanford
Annual Debt Service	\$20,081	\$60,242
Total Taxable Parcels ¹	839	2,131
Amount Per Parcel Per Year	\$23.93	\$28.27

Source: Laberge Group. Note 1: Total number of parcels represents all parcels in the Town of Sanford and Village of Deposit extracted from Real Property Tax Data, 2008. Taxable Parcels in the Town of Sanford exclude the Village parcels.

Shared Regional Maintenance Facility Concept

With five (5) transportation facilities (Town of Sanford, Town of Deposit, Village of Deposit, NYSDOT and Deposit Central School District Bus Garage) all being in close proximity, and all having similar needs, a shared regional transportation maintenance facility accommodating all of these functions/services would be less expensive considering life cycle costs. In the long term future, the stakeholders should identify a prime location where a new facility can be built. A shared central facility would consolidate many functions (such as fuel storage/disbursement), require less energy and be less expensive to maintain. In addition, a shared central facility would facilitate further sharing of equipment and personnel. The old Town of Deposit leased site on Route 8/10 in conjunction with the adjacent NYSDOT facility could potentially provide an ideal

location for such a regional maintenance facility since there are already valuable and viable structures in place on this site, with capacity for expansion. This approach is based on maximizing the use of existing facilities while minimizing the initial capital investment to implement the overall goal of cost savings, and advocates the strategic locations for garages, yards and reloading facilities, that would be beneficial to all parties. The estimated total project budget for such a facility is \$10,944,066. **See Table 13**

Table 13: Estimated Budget for Long-term Proposal for Consolidated Vehicle Repair/Maintenance/Storage Facility

Major Elements	Description	SF	Notes
Office	General office space per Department	750	(5) general offices per user (NYSDOT Region 9, Town and Village of Deposit, Town of Sanford, Deposit Central School District Transportation Department
Office Support	Copier, computers	200	
Locker Rooms	(30 projected employees; 15M; 15W)	1,500	
Break Room	35 person capacity	1,750	
Vehicle Bays	48 vehicle storage bays	19,200	(5) NYSDOT; (5) Deposit (T); (11) Sanford (T); (20) DCSD; (4) Deposit (V)
Service Bays	4 service bays (2-15T & 2-25T lifts)	1,600	
Parts Storage	General small parts storage	1,500	
Tool Storage	General small tool storage	600	
General Storage	Misc. general storage	2,000	
Emergency Generator	2500KW Egen capability	175	
Mechanical/Electrical	Radiant heat slab room and general elec. Panels	600	
Circulation	10% Corridors	2,988	
	10 % Contingency	3,286	
	Estimated Total Building Program Area(Gross Square Feet)	36,149	
SITE SPACE PROGRAM	Description	SF	Notes
Repair/Maintenance Building	from summary above	36,149	
Fuel Island	4,000gal gas; 7,000gal Diesel	1,600	
Cold Storage	storage of seasonal equipment	1,600	approx. (4) bays needed
Sand/Salt Shed	7500T	7,500	
Stockpile	sand, cinder, etc	22,000	approx. 1/2 acre
General Yard	miscellaneous laydown area	87,120	2acres
Circulation	general site vehicular circulation; est. at 25%	38,992	
Perimeter Buffer/Setbacks	estimated at 30%	46,791	
	10 % Contingency	19,496	
	Estimated Total Site Area (Gross Square Feet):	261,248	6 Acres
PROJECT BUDGET	Project Components	\$/SF	Cost
Hard Costs	Repair / Maintenance Building	\$115	\$4,157,106
	Equipment/Furniture	LS	\$245,000
	Fuel Island	LS	\$250,000
	Cold Storage Building	\$75	\$120,000
	Sand/Salt Shed	\$65	\$487,500
			lifts, fluids distribution system, furniture

III. Recommendations and Alternatives

	Site Utilities	LS	\$100,000
	Site Preparation	\$2	\$522,495
	Roadways/Parking	\$10	\$389,922
	Landscaping/Seeding	\$2	\$93,581
	Estimating Contingency	15%	\$954,841
Soft Costs	Engineering, Permitting, Surveying, Soils	15%	\$1,098,067
	Legal	15%	\$1,098,067
	Estimating Contingency	15%	\$1,427,487
	ESTIMATED TOTAL PROJECT BUDGET		
			\$10,944,066

Potential Savings from Sharing Equipment

Village streets and town roads outside the Village require significantly different maintenance practices and different equipment configurations. For instance, winter road maintenance in the Village requires smaller trucks that can negotiate a tighter turning radius, while town trucks are larger and set up for higher speed plowing. On-street parking and curbing within the Village and the general lack of snow storage areas often make it necessary for snow to be loaded and hauled away to a different location.

In order to continue to provide the level of service currently offered by the Village DPW, it is understood that the equipment inventory currently owed by the Village is necessary to provide streets, water, sewer and leaf and brush removal services to Village residents, and there is not an abundance of underutilized equipment. However, there is some level of equipment redundancy between the Town of Sanford, Town of Deposit and the Village, leading to opportunities for savings on future acquisition cost; coordinated purchase of special supplies; and potential revenue from the sale of surplus equipment should the municipalities agree to a sharing arrangements. One of the greatest opportunities for savings is in the future reduction of duplicative equipment purchases.

Highlights of Recommendations

- Cost avoidance can occur by delaying planned equipment purchases, and not replacing equipment but instead sharing a pool of specialized equipment.
- The towns of Sanford and Deposit can potentially save an estimated total of \$442,500 and \$401,500 respectively from sharing and jointly purchasing equipment with each other and the Village of Deposit.
- Future equipment purchases should be performed in a planned and coordinated fashion. Develop coordinated multi-year schedules for equipment replacement needs.
- Standardization of the equipment inventory over time can lead to cost savings through coordinated parts purchasing, maintenance and training.

A demonstrated opportunity for shared services can be found by reviewing equipment uses and needs. There are instances where individual municipalities need to purchase expensive specialized highway equipment that is lightly used or idle throughout most of its useful life. Often municipalities can maximize the useful life of a piece of equipment and get more “bang-for-their-buck” if it is purchased jointly and scheduled accordingly with a sharing agreement. Although it is understood that Town and Village of Deposit and the Town of Sanford have good working relationships with one another and informally share or trade highway services, equipment and personnel quite often, it is envisioned that in the future, equipment purchases are performed in a more coordinated, planned and organized fashion which will lead to widespread efficiencies across all three municipalities.

It is recommended that the Town of Sanford, Town of Deposit and Village of Deposit develop coordinated multi-year schedules for equipment replacement needs for Village and Town services. All three municipalities should review their purchase plans together on an annual basis to find opportunities to share equipment purchases. With better communication among all three municipalities, duplicate equipment purchases could potentially be eliminated. In addition, if the municipalities can agree upon a set of common standards for equipment used by all departments, the assumption is that that, over time, there would be a standardized fleet used by all employees, creating opportunities for parts purchasing, maintenance and repair and training efficiencies in the future. Long term savings will come from standardization of the type of equipment required for the Village and Town services. Standardization of the fleet will allow for more consistent training requirements for the mechanics and will insure consistent and competent delivery of services.

For illustrative purposes, **Table 14** lists equipment that the Town of Sanford anticipates the need to replace within the next five years, which has potential for sharing, while **Table 15** lists similar equipment owned by the Village which can potentially be shared with the Town.¹⁹ It is understood that the Village-owned equipment may not be exactly fit the specifications of the Town needs, however, the potential for sharing should be considered in effort to realize saving through cost avoidance. Should an agreement be reached, Town of Sanford Highway Department could potentially save money by utilizing vehicles and equipment that are already owned by the Village²⁰.

Table 14: Town of Sanford, Future Equipment Needs

Equipment	Estimated Cost to Replace
Ford 550 Dump Truck w/ Plow	\$45,000
Ford 350 w/ Plow	\$48,000
GMC Single Axle Dump Truck	\$50,000
1 Ton Truck w/plow	\$42,000
Brush Chipper	\$25,000
Loader Backhoe Model	\$85,000
<i>Savings from Cost Avoidance</i>	<i>\$295,000</i>

¹⁹ A complete list of the Town of Sanford’s equipment needs is illustrated in Table 32. All of the Town’s equipment needs are not listed in Table 14 because it is understood that certain equipment such as plow trucks and sanders would be difficult to share.

²⁰ Potential equipment sharing between the Town of Sanford and Village of Deposit is considered opportunistic since the department’s facilities are situated next door to one another.

As illustrated in **Table 14** and **15**, for example, the Town of Sanford is in need of a Ford 550 dump truck with a plow and the Village owns three that are under five years old. The Town is also in need of a Ford 350 pick-up and the Village owns two. The Town is in need of a brush chipper, and the Village already owns one that is only three years old. Sharing equipment could potentially save the Town of Sanford \$295,000 by avoiding immediate future equipment purchases.

Table 15: Village-owned Equipment Available for Sharing

Equipment	Estimated Value
Ford 550 Dump Truck w/ Plow (3 total)	\$144,000
Ford F350 with Plow (2 total)	\$56,000
GMC Dump Truck	\$10,000
International Dump Truck with Spreader	\$10,000
International Dump with Plow	\$10,000
New Holland Backhoe	\$63,000
Skid Steer	\$38,000
Cat Loader with Forks	\$65,000
Brush Bandit Wood Chipper	\$25,000
Street Sweeper/vacuum	\$128,000
<i>Value</i>	<i>\$549,000</i>

The Village of Deposit is also willing to share equipment such as their street sweeper (\$128,000 value), backhoe (\$63,000 value), brush chipper (\$25,000 value) and skid steer (\$38,000 value) with the Town of Deposit.²¹ The estimated savings to the Town of Deposit from sharing such equipment rather than purchasing it separately is approximately \$254,000.

A shared equipment agreement between both towns and the Village could resemble the Delaware County example agreement in **Appendix D**, which allows for flexibility in determining whether such machinery is made available for renting, exchanging or lending. The value of the equipment loaned to the towns may be returned to the Village in the form of similar types and amounts of materials or supplies, by the use of town-owned equipment, or receipt of services of equal value to be determined by the respective superintendents. See **Appendix D**, Delaware County Department of Public Works, Sample Contract for Shared Highway Services.

²¹ It is understood that sharing existing equipment among two or more municipalities will increase wear and tear on equipment and necessitate joint purchases to upgrade equipment in the future.

The Town of Sanford and Town of Deposit could also realize additional savings by sharing future equipment purchases. As illustrated in **Table 16**, a variety of different types of equipment are needed by the Town of Sanford that could potentially be jointly purchased and shared between the two towns. It is estimated that the towns could save approximately \$147,500 each if this equipment is jointly purchased.

Table 16: Town of Sanford and Town of Deposit Equipment Needs

Equipment	Estimated Cost to Replace	Savings if Future Cost is Shared
Gradall Excavator	\$30,000	\$15,000
Galion 850 Road Grader	\$160,000	\$80,000
Bomag Vibrator Roller	\$55,000	\$27,500
New Holland Tractor Mower Rotary	\$50,000	\$25,000
	\$295,000	\$147,500

Potential Savings from Shared Personnel

Shared Mechanic

Preventative maintenance is the key to extending the useful life of highway vehicles and equipment. Since the Village does not have a mechanic currently, and often relies on private contractors or their neighboring towns for equipment maintenance, cost savings could occur through the shared cost of an additional skilled mechanic. The Village has on occasion asked the Town of Sanford to assist with truck and equipment repairs; however, the existing mechanic is often too busy to take on additional work. In order to provide equipment maintenance for the Village fleet, an additional mechanic appears warranted. Based upon the salary of the existing Town of Sanford Auto Mechanic, an additional full-time mechanic will cost an extra \$36,566 per year, not including overtime. Assuming a benefit rate of 40%, the total cost would be approximately \$51,000 per year.

A fair contractual agreement could be negotiated for sharing the labor cost between the Town and Village, however for the purposes of this discussion; the consultant assumed that the position would be split evenly between the Town and Village, with 50% of the time dedicated to Village work and 50% of the time dedicated to Town work. Therefore, the cost for this new position to both the Town and the Village would be approximately \$25,500 per year. Additional savings could be realized for each community if the Town of Deposit expressed interest in sharing a mechanic's services.

Highlights of Recommendations

- Costs savings can be realized through a shared mechanic position.
- Work toward an integrated highway operation while still retaining independent departments and supervisors.
- Create a Joint Highway Committee to encourage further cooperation and coordination among neighboring municipalities.
- Consider long-term opportunities for a joint Highway Superintendent position to realize additional cost savings.
- The Town of Sanford and Village of Deposit could achieve nearly \$50,000 and \$34,000 in savings respectively by implementing shared personnel recommendations.

Integrate Highway Operations

It is recommended the Village of Deposit and the Town of Sanford work toward integrating their highway operations similar to the Village and Town of Cobleskill model. In this example model, employees of the Village and Town of Cobleskill remain employees of the town or village, with their own separate pay rates and benefit packages. A key feature of the Village and Town of Cobleskill model was the creation of a Highway Committee comprised of representatives of the Town Council and Village Board. The purpose of the Highway Committee is to review the overall performance of merged highway operations and to make appropriate recommendations

for adjustments on a consensus basis.²² The Village of Deposit and the Town of Sanford should appoint a similar Joint Highway Committee. In time as the Village of Deposit and the Town of Sanford staff adjust to working seamlessly, there may be more opportunities for staff reduction through attrition, early retirement, or negotiated severance, leading to additional cost savings. Additional opportunities for improved efficiencies may also be discovered by appointing a representative from the Town of Deposit to the Joint Highway Committee.

Shared Superintendent

It is recommended that in the long-term future, the Village of Deposit and Town of Sanford consider appointing the same individual to be superintendent of their respective highway/public works departments. Again, following the approach of the Village and Town of Cobleskill, the Town of Sanford and Village could share the cost of a Joint Highway Superintendent, with the elimination of the Village DPW Administrator position through attrition, early retirement, or negotiated severance. Within this approach, both the Town and the Village maintain separate departments, while one supervisor determines how to deploy personnel and resources to tasks anywhere in both municipalities, and coordinates the purchase of common equipment and supplies. Assuming the Town Highway Superintendent position would be given a raise to compensate for additional work load²³, equally dividing the salary of the Highway Superintendent could save the Village \$8,435 a year (not including overtime expenses) and the Town of Sanford roughly \$23,606 a year (not including overtime).

Feasibility of Highway Services Consolidation

The consultant researched the potential for merging the Village of Deposit DPW with the Town of Sanford Highway Department, in order to increase the efficiency of service provision, and lower or maintain the cost of services. The alternative was considered since the two departments already work closely together sharing man-hours and equipment when necessary, and had expressed interest in exploring the relationship further. In addition, the two highway facilities are already located adjacent to each other on property within the Village, and the Town of Sanford is already traversing Village roads to get to its' own jurisdiction. As previously discussed, the Town of Deposit recently moved to new more centrally located highway facility outside of the Village boundaries, therefore, merging highway services between the Town and the Village of

²² A Study of Shared Services Opportunities for the Village and Town of Cobleskill, NY. July 2008 Center for Government Research.

²³ This figure is based on an \$84,000 salary for the Town Highway Superintendent position (\$60,000 per year plus a 40% fringe benefit package). Each municipality would pay \$42,000 for the position.

Deposit was not considered.²⁴ This alternative model of highway service delivery for the Village of Deposit and Town of Sanford would include the following major components:

- Consolidation of the Village of Deposit DPW and the Town of Sanford Highway Department. Technically referred to as a “transfer of functions,” the Town of Sanford would provide highway services for the Village of Deposit.
- Re-deployment of Village of Deposit DPW personnel into the Town of Sanford Highway Department, including the necessary legal negotiations of employee transfer and negotiation for early retirement, severance or redeployment of eligible Village DPW employees;
- Union negotiations including agreements on duties of highway employees, consideration of pay equity, benefits, and job classifications.
- Negotiation of intermunicipal agreement between the Village of Deposit and Town of Sanford for financing the specialized village urban services that are not provided to town taxpayers;
- Re-distribution of Village-owned vehicles and equipment to the Town of Sanford;
- Rehabilitation and expansion of the existing Town of Sanford Highway facility to house additional staff and equipment that will serve both municipalities, and demolition of the existing Village DPW facility.

During the planning process it became clear that there were a number of complicating factors making this alternative both impractical and unpopular locally. First and foremost, the merger would not necessarily lead to staff reductions or savings. In order for the Town to take on the additional 10.7 miles of Village roads and maintain the quality of other Village services, some of the Village DPW employees would have to be transferred to the Town of Sanford. As previously discussed, the Town of Sanford Highway employees are represented by the Teamsters Union. Given that the Village DPW employees are not currently represented by a union and the Town’s the wage rates are much higher than the Village’s, employee transfer will likely require a raise in pay scale for many of the existing Village DPW employees²⁵. In general, the extra costs and aggravation associated with legal and union negotiations, coupled with the need for pay equity

²⁴ When the Shared Highway Services Feasibility Study was first envisioned by the involved localities, the Town of Deposit was in need of a new facility and looking for opportunities to build a joint facility. Early in the study, the Town of Deposit acquired the former Delaware County Highway substation which is centrally located in the Town of Deposit on Route 10, outside of the Village boundaries. This event slightly changed the factors to be considered in this study.

²⁵ The average wage of Village DPW employees is approximately \$5 less than the average wage of the Town of Sanford Highway employees Village average wage excludes that of the Waste Water Plant Operator and Water Operator.

between the Village and Town employees, was thought to be a limiting factor which would ultimately lead to increased costs for Village services.

Further investigation of staffing needs for delivering Village DPW services pointed toward the difficulty in trying to implement a shared services approach that would result in meaningful cost reductions for either the Town or the Village. A major complicating factor is the Village street network itself. Since many of the Village streets are curbed and/or have on-street parking, the needs of Village residents in terms of snow removal and street maintenance must be considered. Village streets and Town roads call for different maintenance plans, different equipment, and different mix applications of the materials (sand, salt, cinders) used to improve traction and de-ice local roads.

An additional complicating factor is the existing Village framework for providing DPW services. It is understood that currently highway services and other public works services in the Village such as water and sewer and brush and leaf removal are provided with a system of shared employee labor hours with “cross-over” from one function to another depending on the season and community needs. Village DPW staff are simply not dedicated solely to one function. Employees are cross-trained and licensed to work on a variety of tasks and projects involving street maintenance and other public work functions, such as public water, sewer, and/or buildings and grounds, depending on the need and season. Therefore, staff cannot be simply extracted into a new separate division for streets maintenance, without jeopardizing the staffing needs for water, sewer and other village services. Should the Town of Sanford take on the responsibility of maintaining village streets, without the transfer of necessary Village staff to fulfill the additional duties, there will likely be a need to increase Town staff to provide Village services, leading to an increase in cost of nearly 25%. Other inefficiencies would occur by attempting to divide the equipment and facility needs in to separate divisions.²⁶ Implementing a transfer of highway functions would not result in meaningful cost reductions for either the Town or the Village.

In conclusion, implementing a consolidated approach to highway service for the Town of Sanford and Village of Deposit, while providing the same distinctive service needs of the two municipalities, with the same level of service, is unlikely to decrease equipment needs or cut operational staff. It is not reasonable to expect that there will be ways to save significant costs through a consolidated approach.

²⁶ Further, without a transparent formula for how costs of staff are allocated to different funds in the Village, it is not possible to separate staff into discrete functions. To accurately determine the percentage of time individuals are dedicated to water/sewer operations and building and grounds versus highway operations, the Village should initiate a detailed Labor Force Utilization Study to track labor hours by function in a standard format. Upon completion of at least two years of tracking labor hours, the Village will have a clear understanding of how the existing staff is utilized per service.

Other Recommendations for Improved Efficiency

Labor Force Utilization Study

To accurately determine the percentage of time individuals are dedicated to highway operations versus water/sewer operations and/or building and grounds duties, the Town and Village of Deposit and Town of Sanford should coordinate a detailed Labor Force Utilization Study to track labor hours by function in a standard format. Upon completion of at least two years of tracking labor hours, the municipalities will have a clear understanding of how their highway staff is utilized per service, and will have improved data for developing more detailed budgets.

Streamline Work Order and Cost Accounting System

The Town and Village of Deposit and Town of Sanford should streamline their work order and record keeping system to allow for more comparable and cost accounting practices for highway services. The ability to directly compare costing data will be beneficial to the department heads, governing boards and municipal accounting/bookkeeping staff in identifying areas where different practices may lead to increased productivity, minimization of unnecessary expenditures, and decreased maintenance costs.

Universal System to Track Shared Services

Create a universal system of tracking shared services between the municipalities. The intent of the tracking system is to keep detailed records of what shared services are requested and delivered, and what it cost in terms of equipment hours, labor hours, and/or materials.

Universal System to Track Equipment Utilization by Task

The Town and Village of Deposit and Town of Sanford should begin tracking equipment utilization by service as they track their employee hours by service. This will help the municipalities get a better sense of what equipment is needed for certain services/tasks for how many hours on an annual basis, and enable management to better determine the cost effectiveness of renting versus owning.

Establish a Fleet Management System

The Town and Village of Deposit and Town of Sanford implement computerized Fleet Management Systems. Maintaining fleet maintenance is a key element to performing daily operations and in preparation for possible emergency response situations. A Fleet Management System can assist the department heads and mechanics in keeping better track of individual equipment needs for preventative maintenance (PM), and notifying the user when certain vehicles are due for service, thereby extending the useful life of the fleet. These systems can also

help staff maintain parts inventories and keep detailed maintenance records on each vehicle; tracking when maintenance was completed, how many labor hours were spent on the job, and what parts were replaced on each vehicle.

The Clinton County Highway Department's Fleet Management System is tied into their Gas Boy® mechanical petroleum dispensing system. This automated fuel dispensing system forms the basis of computerized reports that establishes PM frequencies and alerts staff when various pieces of equipment are due for PM. Each employee is issued a fuel dispensing computer key. Each vehicle is further assigned a separate computer coded key. The simultaneous use of an employee key and a vehicle key allows fuel to be issued and tracked for each vehicle. In conjunction with the two-key system, the operator must enter the vehicle mileage or hours each time the vehicle is fueled. The computer contains data which has set a PM frequency in mileage or hours for each piece of equipment. Each time the PM interval is reached, the computer automatically identifies the vehicles requiring PM. The mechanic supervisor then schedules all vehicle maintenance and repair activities and completes a vehicle history file. This information allows the evaluation of expenditures for each piece of equipment and forms the basis for making decisions on vehicle replacement frequencies. The program ensures the department achieves the most economical service life for each piece of equipment, ultimately achieving the most economical and efficient use of taxpayers dollars.²⁷

Review Efficiency of Brush and Leaf Pick-up Services

The Village of Deposit should research the cost effectiveness of municipal delivery of seasonal brush and leaf pick-up services. In order to increase efficiency and reduce costs, this service could potentially be cut back to once per week or less, as opposed to daily and on-call pick-up services.

Coordination of Road Improvement Projects

The Town and Village of Deposit and Town of Sanford should annually coordinate grading and paving projects. All three municipalities should meet annually to discuss their maintenance plans and compare bids from private contractors for paving and material hauling (sand, salt, stone, other construction aggregates) to maximize efficiencies. This effort could also include Broome County Department of Public Works. Coordinating efforts will keep the lines of communication open and will lead to identification of further opportunities for sharing labor and equipment as well as identifying further opportunities for joint purchases between the three municipalities, including, but not limited to, trucks, trailers, graders, pavers, and rollers.

²⁷ Clinton County New York, Highway Department Fleet Management System.
<http://www.clintoncountygov.com/Departments/Highway/HWYFleetManagement.html>

Fiscal Impact Analysis

The recommendations and alternatives described above will create opportunities for the Town and Village of Deposit and Town of Sanford to achieve cost savings. Assuming that all of the recommendations and alternatives described above will be implemented, the fiscal impacts to each municipality will be significant. As illustrated in **Table 17** the Village of Deposit would realize approximately \$926,000 in savings, while the towns of Sanford and Deposit would expect to see approximately \$621,000 and \$402,000 in savings respectively.

Table 17: Overall Savings of Implementing Recommendations & Alternatives

	Town of Deposit	Village of Deposit	Town of Sanford
Shared Facilities			
	NA	\$887,712	\$126,938
	NA	\$4,160	\$2,851
<i>Subtotal</i>	NA	\$891,872	\$129,789
Shared Equipment			
Town/Village	\$254,000	NA	\$295,000
Town/Town	\$147,500	NA	\$147,500
<i>Subtotal</i>	\$401,500	NA	\$442,500
Shared Personnel			
Mechanic	NA	\$25,500	\$25,500
Superintendent	NA	\$8,435	\$23,606
<i>Subtotal</i>		\$33,935	\$49,106
Total	\$401,500	\$925,807	\$621,395

Source: Laberge Group

Table 18 illustrates the projected cost savings over the next five years as well as projected savings per parcel for each community.

Table 18: Five Year Projection of Savings

	Total Savings	Year 1	Year 2	Year 3	Year 4	Year 5	Parcels	Savings Per Parcel
Town of Deposit	\$401,500	\$80,300	\$80,300	\$80,300	\$80,300	\$80,300	1175	\$68.34
Village of Deposit	\$925,807	\$185,161	\$185,161	\$185,161	\$185,161	\$185,161	839	\$220.69
Town of Sanford	\$621,395	\$124,279	\$124,279	\$124,279	\$124,279	\$124,279	2131	\$58.32

Source: Laberge Group

Table 19: Tax Impact Analysis

	Town of Deposit	Village of Deposit	Town of Sanford
Taxable Assessed Value (2009)	\$13,166,513	\$44,242,248	\$148,681,618
Taxable Full Value (2009)	\$241,587,394	\$61,158,761	\$215,480,605
Net Tax Levy (2009)	\$720,057	\$534,160	\$971,123
Calculated Tax Rate/\$1,000 of Assessment (2009)	\$54.69	\$12.07	\$6.53
Projected Savings Year 1	\$80,300	\$185,161	\$124,279
Tax Levy Change Year 1	\$639,757	\$348,999	\$846,844
New Calculated Tax Rate	\$48.59	\$7.89	\$5.70
Change in Tax Rate (tax rate savings)	\$6.10	\$4.19	\$0.84
Percent Reduction in Tax Levy	11.15%	34.66%	12.80%

Source: New York State Office of the Comptroller for fiscal year 2009. Tax rates are calculated using the formula proposed by the NYS Office of Real Property Services.

Table 19 illustrates the potential property tax impact on individual properties within each community. According to the NYS Office of Real Property Services, the tax rate is determined by dividing the total amount of money that has to be raised from the property tax (the tax levy) by the taxable assessed value of real property in a municipality. In 2009, the calculated tax rate applied to properties located within the Village of Deposit was \$12.07 per \$1,000.00 of assessed value. It is estimated that if all of the recommendations for shared services are implemented, and all other budgetary issues remain constant, the tax rate for properties located within the Village would be reduced to approximately \$7.89. This equates to a savings of \$4.19 per \$1,000.00 of assessed value. A property worth \$100,000 will see an annual savings of \$419. Overall the projected cost reduction of \$185,161 per year will reduce the Village tax levy by approximately 35%.

In 2009, the tax rate applied to properties located within the Town of Deposit was \$54.69 per \$1,000.00 of assessed value. If all of the recommendations for shared services are implemented, the tax rate for properties located within the Town would be reduced to approximately \$48.59, equaling a savings of \$6.10 per \$1,000.00 of assessed value. A property worth \$100,000 will see an annual savings of \$610. Overall the projected cost reduction of \$80,300 per year will reduce the Town of Deposit tax levy by approximately 11%.

In 2009, the tax rate applied to properties located within the Town of Sanford was \$6.53 per \$1,000.00 of assessed value. If all of the recommendations for shared services are implemented, the tax rate for properties located within the Town would be reduced to approximately \$5.70, equaling a savings of \$0.84 per \$1,000.00 of assessed value. A property worth \$100,000 will see an annual savings of \$84. Overall the projected cost reduction of \$124,279 per year will reduce the Town of Sanford tax levy by approximately 13%.

IV. Detailed Inventory of Highway Services & Resources

In order to gather local knowledge on the governmental priorities of the Town and Village of Deposit and the Town of Sanford and the areas that could have potential for shared highway services, Highway and Public Works Department Heads were provided an opportunity to respond to a written survey. The initial written survey asked the Department Heads to identify the standard duties, functions, staffing, and the key issues facing their respective departments. (See **Appendix A.**) The survey was followed up with one-on-one interviews with the Department Heads. The interviewees, as officials and taxpaying residents sharing a strong concern for the community, provided invaluable information regarding the function, duties and issues confronting each Highway Department. In addition, many of the Department Heads offered advice regarding possible future shared services alternatives. Much of the information contained in this section is based upon the direct feedback from these interviews, from other informative sources, and through consultant team analysis.

Town of Deposit Existing Highway Services

Description of Services

The Town of Deposit Highway Department is one of the most visible services provided by the Town government. The Department has full responsibility for the maintenance and improvement of the Town's public roads infrastructure, which include ditching, pavement repair and sealing, pavement leveling, excavation, road building and widening, snow plowing, ice control, snow fence, street sweeping, ditch mowing, brush removal, culvert and storm drain cleaning, sign and guardrail maintenance. The department is responsible for mowing Town properties and some of the local cemeteries, roadside mowing and clean up, including the bulk removal of roadside garbage and tires. The department also has a program to maintain and improve signs where Delaware County makes the signs and the Town installs them.

According to the most recent New York State Department of Transportation Highway Mileage Summary, there are 61.5 centerline miles of Local, County and State roads within the Town's borders. Approximately 33.5% (20.6 miles) of the total centerline miles are State owned miles, 13.3% (8.2 miles) of all the total centerline miles within the Town are Delaware County

centerline miles ²⁸ and 53.2% (32.7 miles) are local roads. According to the NYS Department of Transportation Local Roads Listing, the Town of Deposit’s road network is comprised of 67% asphalt, 30% unpaved roads, 1.95% overlay (asphalt over portland cement concrete), and 0.82% portland cement concrete. **See Table 20.**

Table 20: Town of Deposit Highway Mileage Summary

Centerline Highway Mileage by Jurisdiction			
Town	County	State	Total
32.7	8.2	20.6	61.5

Source: New York State Department of Transportation 2006 Highway Mileage Report, Delaware County, Region 9. Although the Highway Mileage Summary does not yet reflect this change, as of May 2009, the Town of Deposit will take ownership of the 8.2 miles of County roads within the Town boundary.

Workforce

The Town of Deposit Highway Department has a crew of seven (7) full-time employees including five (5) Heavy Equipment Operators, one (1) Motor Equipment Operator, and an elected Highway Superintendent. In addition, the Department hires two (2) seasonal employees during the summer months. The Heavy Equipment Operators are responsible for operating heavy machinery such as graders, loaders, backhoes, compaction equipment, and street sweepers. Their duties also include tree removal, welding, truck driving, snow plowing, traffic control, mowing, sweeping, sign repair, excavating, and equipment maintenance and repair. The equipment operators also perform some specialized tasks. For example, HEO #1 supervises the Summer Youth Program and HEO #2 does mechanical repairs, hydraulic work, welding and metal fabrication. Major repairs such as engine, transmission and break work is contracted out.

The Motor Equipment Operator shares many of the same duties with the Heavy Equipment Operators including truck driving, traffic control, snow plowing, maintenance, sign repair, and loader operation. The summer youth volunteers help the Department staff with grounds maintenance, traffic control, paving, and other maintenance. The Highway Superintendent does much of his own paperwork, however, when necessary, the Town Clerk or Deputy Town Clerk assist with bookkeeping, billing, and other administrative tasks. The Highway Department is not represented by a Union. **Table 21** summarizes the Town of Deposit’s Highway Department workforce as of 2009.

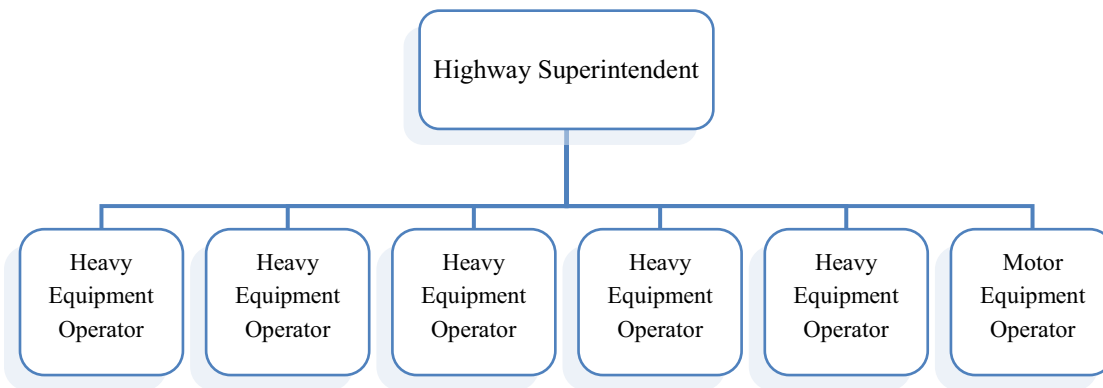
²⁸ Although the 2006 DOT Highway Mileage Summary does not yet reflect this change, as of May 2009, the Town of Deposit will take ownership of the 8.2 miles of County roads within the Town boundary. There will no longer be any County roads within the Town of Deposit.

Table 21: Town of Deposit Highway Department Workforce, 2009

Job Title	FT/PT	Salary or Average Wage	Years of Service	Certifications/Special Skills
Superintendent	FT	Salary approximately \$19/hr	Unknown	
Heavy Equipment Operator	FT	\$16.96/hr	37 yrs	Supervision of Summer Youth Program
Heavy Equipment Operator	FT	\$15.64/hr	11 yrs	Mechanical and hydraulic work, welding and metal fabrication
Heavy Equipment Operator	FT	\$15.54/hr	3 yrs	Mechanical Repairs
Heavy Equipment Operator	FT	\$15.04/hr	1 yr	Mechanical Repairs
Heavy Equipment Operator	FT	\$14.00/hr	7 mo	Mechanical Repairs
Motor Equipment Operator	FT	\$13.50/hr	2 months	Mechanical Repairs
Summer Youth	PT	Min. Wage	7 weeks	
Total FT Employees	7			
Total PT Employees	2			

Source: Town of Deposit Highway Superintendent. Salaries are based on a 40 hour work week.

Figure 3: Town of Deposit Highway Department Organization Chart



Workforce Cost

According to the reported average wages per hour shown in **Table 22** and assuming a 40 hour work week, the seven (7) full time staff cost the Town of Deposit approximately \$228,135 per year, excluding overtime and fringe benefits. Assuming a fringe benefit rate of 40%, the Highway staff would cost a total of \$319,389 per year, not including overtime.

Table 22: Town of Deposit Highway Department Workforce Cost

Job Title	Approximate Annual Salary ¹
Superintendent of Highways	\$39,500
Heavy Equipment Operator - Average Salary	\$32,107
Motor Equipment Operator - Average Salary	\$28,100
Estimated Annual Cost ²	\$228,135
Estimated Annual Cost (including benefits, but not including overtime) ³	\$319,389

Notes: 1. Salaries are based on a 40 hour work week. 2. Excluding employee benefits and overtime pay. 3. Including an estimated 40% benefit rate.

Equipment Inventory

The Town of Deposit Highway Department owns and maintains a sizable fleet of vehicles, road construction equipment, plow trucks, mowers, and tractors necessary to perform road maintenance and repairs. According to the Highway Superintendent, 70% of the highway equipment is in either excellent or good condition. Nearly 20% of the Town’s equipment is in fair condition, while 12% is in poor condition. The estimated un-depreciated value on the itemized equipment is approximately \$925,977. See **Figure 4** and **Table 23** below.

Figure 4: Town of Deposit Highway Equipment Conditions

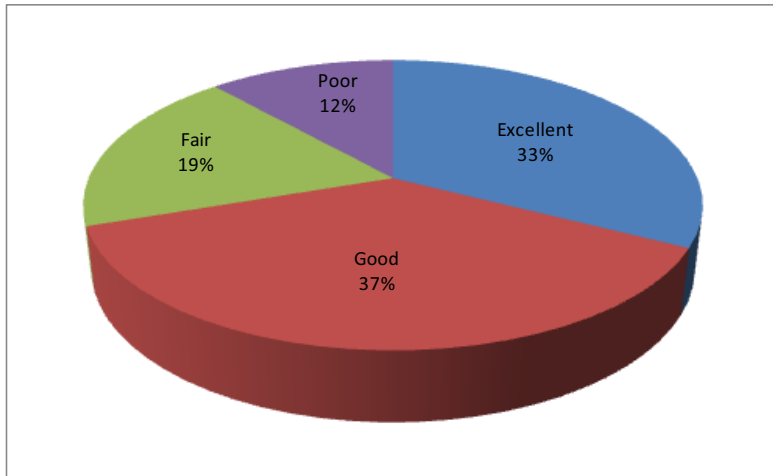


Table 23: Town of Deposit Highway Department Equipment Inventory

Equipment	Age	Condition	Purchase Price or Cost (\$)
Trucks, Plows, Spreaders			
Chevy 1500 4X4 Pickup	2	Excellent	\$14,846.35

IV. Detailed Inventory of Highway Services & Resources

Equipment	Age	Condition	Purchase Price or Cost (\$)
Dodge Plow/Sander	8	Poor	\$38,433
Chevrolet Dump Truck	2	Excellent	\$52,759
Frink Snow Plow	16	Good	\$3,600
Volvo Dump Truck with Plow	9	Good	\$199,229
Volvo Dump Truck with Plow	2	Excellent	\$155,395.22
Sterling Dump Truck & Plow	6	Good	\$129,041
Fisher Hopper Spreader	2	Excellent	\$6,300
Highlander Spreader	2	Excellent	\$17,246.29
Road Construction Equipment			
John Deere Loader	4	Good	\$69,307
New Holland 555E Backhoe	12	Good	\$42,498
Interstate 20 Ton Trailer	4	Good	\$13,399.88
York Truck Mtd. Broom	10	Good	\$6,843
John Deere Motor Grader	33	Fair	\$46,455
Ingersoll-Rand Roller	13	Good	\$34,491.24
Mowing, Weed and Tree Limb Removal			
Case Tractor with Mower	4	Good	\$76,269.85
John Deere Riding Mower	7	Fair	\$2,079.20
Push Mower	4	Poor	\$160
STIHL HTBI Pole Saw	1	Excellent	\$649.95
STHIL Chain Saw 260	4	Fair	\$475
STHIL Chain Saw 460	4	Fair	\$650
STIHL MS 170 Chain Saw	1	Excellent	\$189.95
Used STIHL Weed Cutter	4	Good	\$275
STIHL Weed Cutter	5	Good	\$450
STIHL Weed Cutter	8	Fair	\$350
Miscellaneous Maintenance Shop Equipment			
36 Gallon Fuel Tank & Pump	3	Good	\$586.86
55 Gallon Drum Truck	2	Excellent	\$232.64
Drum Lifter	2	Excellent	\$107.74
Oil Transfer Pump	3	Excellent	\$429
100 Gallon Fuel Tank	8	Fair	\$519.98
Generator 5500 Watt	4	Good	\$659
300 Gallon Skid Tank	10	Poor	\$2,415
Ingersoll-Rand Air Compressor	5	Fair	\$999.99
Aluminum Tool Box	2	Excellent	\$159.98
Tool Cabinet w/ Tools	32	Poor	\$119
Power Grease Gun	3	Excellent	\$185.32

Equipment	Age	Condition	Purchase Price or Cost (\$)
2 Ton Low Service Jack	3	Excellent	\$155.37
Drill Press	17	Poor	
Metal Press	17	Good	\$450
Cut Off Saw	7	Fair	\$1,353.15
Hotsy Pressure Washer	3	Good	\$4,650
Plate Compactor	4	Good	\$2,115
22 Ton Air Truck Jack	3	Excellent	\$798.86

Source: Town of Deposit Highway Superintendent

Building and Facilities Condition Summary

A NYS Licensed Architect was given a guided tour of each of the Town’s highway facilities to determine each facility’s current condition, potential lifespan, capacity, needs, and expansion opportunities. **Appendix C** contains all of the detailed Building/Site Assessment worksheets and a summary of the building conditions is illustrated in **Table 24**.

Table 24: Town of Deposit Highway Facilities Condition Summary

Building/Description	Location	Size (SF)	Capacity	Age	Condition
Town of Deposit Highway Garage (temporarily leased building)	Route 8/10	8,000	6 bays (sufficient except in poor condition)	unknown	Poor
Town of Deposit Highway Garage (new home, former Delaware County DPW facility)	Route 10	4,000	5 bays (insufficient and code improvements necessary)	circa 1950	Fair
Town of Deposit Salt Shed (on site with former County facility)	Route 10	5,400	use 1,200T Salt & 2,000T Red cinder/sand (sufficient)	circa 2001	Good
Town of Deposit Highway Garage (original building, currently used for off season vehicle, equipment and record storage)	Elm St	3,300	4 bays (insufficient and in poor condition)	unknown	Fair
Notes: * Square footages are approximations since no as built information was available.					

Source: Laberge Group.

During the time of the Building and Facilities Conditions Survey, the Town of Deposit had three (3) highway garage facilities and one (1) yard used for storage and equipment. The original highway garage is attached to Town Hall located on Elm Street in the Village of Deposit. A recent catastrophic flood damaged this facility and forced the Highway Department to move the majority of the salvageable equipment to a privately owned facility located on Routes 8/10. The

Highway Department entered into a short-term lease agreement with the private garage owner, and later discovered an opportunity to move into the Delaware County Highway Department facility.

The Town of Deposit Highway Department currently resides at a facility located on Route 10, the former Delaware County DPW facility. In the spring of 2009, Delaware County negotiated an agreement for the Town of Deposit to take ownership of the former County DPW facility. As a part of the agreement, the County Highway Department moved out of the facility and the Town assumed full ownership of the facility along with 8.2 miles of County roads in June 2009.

Constructed around 1950, the one-story, masonry and steel garage is conveniently situated on Route 10. The building is structurally sound but needs some general improvements to satisfy the Town Highway Department's needs. It currently has five vehicle bays and sits on a 1.7 acre site with a fuel depot and a sand/salt storage building at the back of the property.

The Highway Superintendent indicated that the building would need an addition with three new larger bays to house their large tandem trucks, however, the existing site terrain may be difficult to work with. The garage door openings are not wide enough for their large trucks and plows, making it necessary to store diesel trucks outside in the winter, plugged in to block heaters. The Other building deficiencies include the absence of a fire alarm system and the lack on an overhead crane and lift so that they could do more in-house preventative maintenance such as grease, oil and spring work. The facility could also benefit from an improved lighting system and the construction of a fire wall between the offices and the garage bays. The salt storage shed on site was constructed in 2001 and is in good condition. The building is constructed of heavy timber and has the capacity to hold 1,200 tons of salt and 2,000 tons of sand or red cinders (the preferable material used by the Town).

Table 25 estimates the useful life of each of the Town of Deposit highway facilities, if left in its current condition and the cost to prolong the life of the facility with recommended improvements.

Table 25: Town of Deposit Highway Facilities, Useful Life and Expansion Needs

Building/Description	Location	Useful Life			Replacement/ Expansion Needs	Other Notes
		As is	Improved	Cost Estimate of Improvements *		
Town of Deposit Highway Garage <i>(temporarily leased building)</i>	Route 8/10	Less than 5 yrs ^a	40 yrs ^b	NA ^c	Needs significant code improvements; currently a leased facility and property; lease expires June '09	Located immediately adjacent to existing NYSDOT facility

Building/Description	Location	Useful Life			Replacement/Expansion Needs	Other Notes
Town of Deposit Highway Garage (<i>new home. Former Delaware County DPW facility</i>)	Route 10	10 yrs ^d	40 yrs ^e	\$ 615,000 ^f	Needs renovations to improve door openings, mechanical systems, and additional bays	NA
Town of Deposit Salt Shed (<i>on site with former County facility</i>)	Route 10	30 yrs ^g	30 yrs ^h	\$50,000 ⁱ	No improvements recommended at this time	NA
Town of Deposit Highway Garage (<i>Original building, currently used for off season vehicle, equipment and record storage</i>)	Elm St	^j	^k	\$15,000 ^l	NA	NA
<p>Notes:</p> <p>* Assumptions were made for each facility based on the premise that they would continue to exist and serve their current functions. No site improvements provisions are currently included in these calculations.</p> <p>a: As a leased facility, any improvements would need to be negotiated with the private owner. The existing facility is currently marginal at best.</p> <p>b: Facility is leased and expansion/improvements would have to be negotiated with private owner.</p> <p>c: Assumes that no work is being performed on a leased facility.</p> <p>d: Assumes occupancy as is with only minor work performed through the use of a budget established by transferring leasing budget to a capital improvement budget.</p> <p>e: Assumes adding three (3) additional bays, fire, energy and accessibility code upgrades, installation of a two (2) post 15T floor lift and mechanical system upgrades.</p> <p>f: Includes adding three (3) additional bays (2,400 sf), fire, energy and accessibility code upgrades, installation of a two (2) post 15T floor lift and mechanical system upgrades.</p> <p>g: As a relatively new structure (and of sufficient capacity), its useful life is as originally designed.</p> <p>h: As a relatively new structure (and of sufficient capacity), its useful life is as originally designed.</p> <p>i: Includes only planned and preventative maintenance on this structure.</p> <p>j: Building space should be renovated for a use compatible to the adjacent Town Hall.</p> <p>k: Building space should be renovated for a use compatible to the adjacent Town Hall.</p> <p>l: Assume that the existing space is reassigned to other Town functions or is demolished.</p>						

Source: *Laberge Group*

Preliminary Sharing Opportunities and Equipment Needs

The Town of Deposit Highway Superintendent identified the following preliminary opportunities for sharing equipment. Although the Town believes that sharing this equipment would be more cost effective than renting, certain equipment would be difficult to schedule during the busy spring and summer months.

- The Town of Deposit anticipates the need to purchase a new motor grader in the near future. The current grader is 32 years old and a new grader would cost approximately \$225,000. In the past, the Town has shared the Town of Sanford’s grading equipment. Unless, the Town of Sanford is in need of a new grader, there does not appear to be a

need to purchase new equipment jointly in the immediate future, however, the grader could potentially be shared with the Village depending on their needs.

- The Town of Deposit currently rents equipment for limb and brush chipping operations. The cost of renting is approximately \$700 a week, while the cost of purchasing the equipment is typically \$1,000 to \$1,500. The Village of Deposit and the Town of Sanford already own the necessary equipment for brush chipping.
- The Town of Deposit occasionally borrows the Village's sweeper with a vacuum to clean up a roadway prior to reconstruction or pothole maintenance.
- The Town of Deposit occasionally borrows the Town of Sanford's chipper.
- The Town of Deposit is in need of a pneumatic pounder to drive sign posts into the ground. The department currently rents a post-hole digger or uses a sledge hammer.
- The Town of Deposit often shares the Village's skid steer.
- The Town of Deposit also often shares the Village's device to find underground pipes.

Village of Deposit Existing Highway Services

Description of Services

The Village of Deposit Department of Public Works (DPW) provides many services to Village residents. The Village road network is more compact than the Towns with an enclosed drainage system, sidewalk and curbed areas and the Village also contains a public water and sewer system. The public services and more compact urban road network carry with them different maintenance tasks and needs which require significantly different equipment and personnel skills. The Department is responsible for brush and leaf pickup on a daily basis throughout spring, summer and fall; pothole patching; sign repair and replacement; sidewalk repair and installation²⁹; snow removal and ice removal; water line repairs and installation for new customers, and mowing Village properties. Road paving and reconstruction are contracted out to a private company.

There are 13.2 centerline miles of Local, County and State roads within the Village's borders. Approximately 5.3% (0.7 miles) of the total centerline miles are State owned miles, 13.6% (1.8 miles) of all the total centerline miles within the Village are County centerline miles and 81.1% (10.7 miles) are local roads. Seventy percent (70%) of the local roads have been paved in the last

²⁹ The 2009 Village Budget did not appropriate funding for the sidewalk repair program.

few years. Sidewalks are repaired with DPW labor at the expense of the property owner as necessary. See Table 26.

Table 26: Village of Deposit Highway Mileage Summary

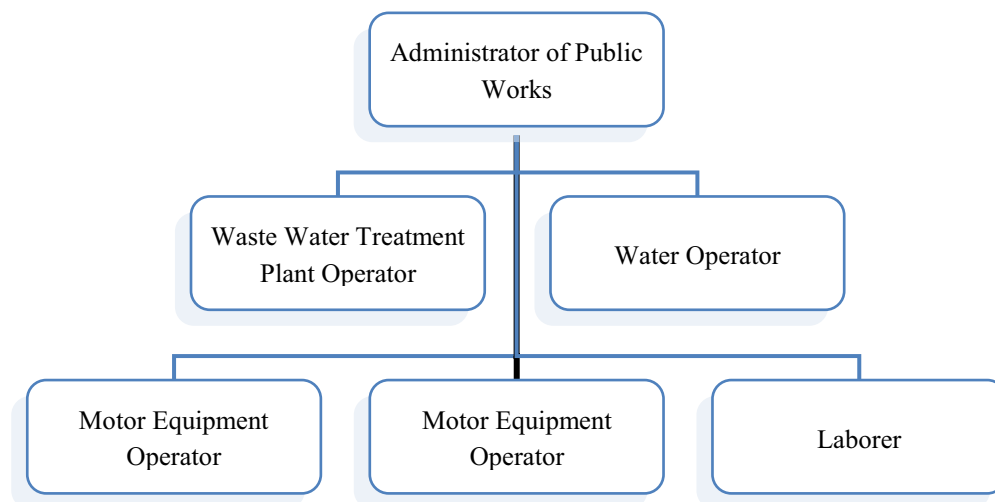
Centerline Highway Mileage by Jurisdiction			
Village	County	State	Total
10.7	1.8	0.7	13.2

Source: New York State Department of Transportation 2006 Highway Mileage Report, Delaware County, Region 9

Workforce

The Village DPW is made up of staff with unique skills that apply to water and sewer projects as well as transportation projects. The DPW has a crew of six (6) full-time employees including the Administrator of the Department of Public Works, Waste Water Plant Operator, a Water Operator, two (2) Motor Equipment Operators, one (1) full-time Laborer and one (1) part-time Laborer. The Administrator of the DPW is responsible for overseeing the street crew, which includes the equipment operators and laborers and the wastewater plant and water system. In addition, the Administrator works with the Board of Trustees to address a variety of other Village service needs. The Administrator is also responsible for administrative tasks such as working within the budget, paying bills, and attending board meetings. The Waste Water Plant Operator holds a sewer license and Class B water license and spends nearly 100% of his time on operating and maintaining the waste water treatment plant. The Water Operator is mainly responsible the drinking water system and is also an Equipment Operator assisting with water main breaks, water shut offs and meter reading. Like the Waste Water Plant Operator, the Water System Operator must also possess a Class B water license.

Figure 5: Village of Deposit Organization Chart



The Equipment Operators are responsible for operating large specialized machinery such as the backhoe, loader, skid steer, and plow trucks, as well as performing general equipment maintenance. The Laborers are accountable for tasks such as brush, leaf and debris pickup, mowing, weed whacking, traffic flagging, snow and ice removal from sidewalks, and additional manual labor. The DPW is not represented by a Union. **Table 27** summarizes the number of full-time and part-time highway employees in the DPW and their wages and salaries for 2009.

Table 27: Village of Deposit Department of Public Works Workforce, 2009

Job Title	FT/PT	Average Wage	Years of Service	Certifications
Administrator of DPW	FT	\$17.32/hr	6 yrs	
Waste Water Plant Operator	FT	\$17.76/hr	10 yrs	Class B Water Operator, 2A Waste Water Plant Operator
Water Operator	FT	\$17.65/hr	17 yrs	Class B Water Operator.
Motor Equipment Operator	FT	\$13.10/hr	4 yrs	Class B Water Operator, 2A Waste Water Plant Operator
Motor Equipment Operator	FT	\$9.76/hr	2 yrs	Class D Water Operator
Laborer ¹	FT	\$9.76/hr	6 yrs	
Laborer	PT	\$7.44/hr	3.5 yrs	
Total FT Employees	6			
Total PT Employees	1			

Source: Village of Deposit DPW Administrator. Notes 1: This individual is nearing retirement.

Workforce Cost

During the course this study, the Village of Deposit negotiated the early retirement of the Crew Chief of Streets, saving the Village approximately \$41,612.20 per year, not including overtime.³⁰ According to the reported average wages per hour shown in **Table 28** and assuming a 40 hour work week, the six (6) full time staff cost the Village of Deposit approximately \$177,525 per year. Assuming a fringe benefit rate of 40%, the DPW staff costs approximately \$248,535 annually, not including overtime.³¹ According to the Administrator of the Department of Public Works, it is estimated that 3.2 full-time equivalent staff are devoted to street maintenance, while the remaining 2.8 employees are primarily dedicated to water and sewer services.

³⁰ Figure includes an estimated 40% fringe benefit rate.

³¹ According to the 2008 Village Budget, between the Water Fund, Sewer Fund and Transportation segment of the General Fund (this figure also includes personnel service funds appropriated for Street Cleaning), the Village appropriated approximately \$349,649 for personnel, including overtime.

Table 28: Village of Deposit DPW Workforce Cost

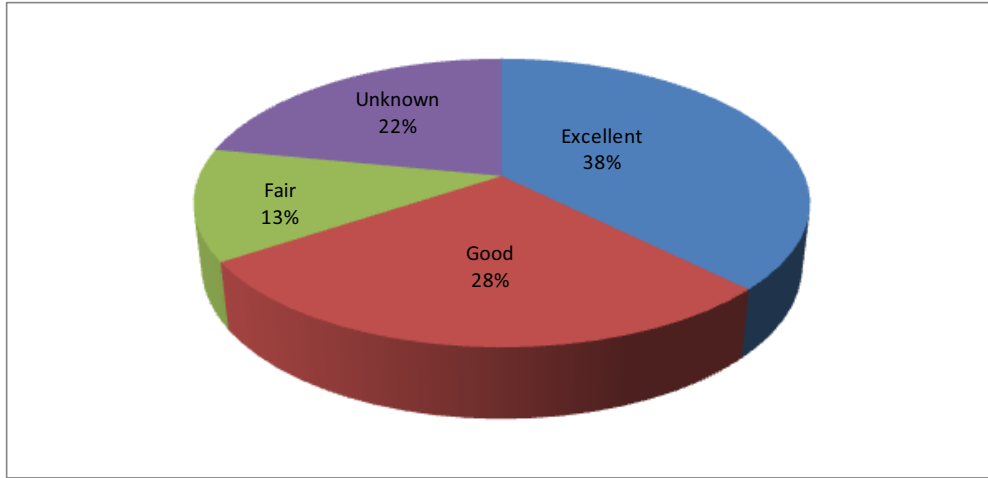
Job Title	Approximate Annual Salary ¹	% of Time Streets ⁴	% of Time Water & Sewer
Administrator of DPW	\$36,025	50%	50%
Waste Water Plant Operator	\$36,940		100%
Water Operator	\$36,712	60%	40%
Motor Equipment Operator	\$27,248	30%	70%
Motor Equipment Operator	\$20,300	80%	20%
Laborer *	\$20,300	100%	
Total FT Equivalent		3.2	2.8
Estimated Annual Cost ²	\$177,525		
Estimated Annual Cost (including benefits, but not including overtime)³	\$248,535		

*Notes: *These individuals are nearing retirement. 1. Salaries are based on the wage per hour shown in Table 13 using a 40 hour work week. 2. Excluding employee benefits and overtime pay. 3. Including an estimated 40% benefit rate. 4. Staff allocation is an estimate. There is no transparent formula for how staff costs are allocated to different funds in the Village.*

Equipment Inventory

The Village of Deposit DPW owns and maintains a sizeable fleet of vehicles, road construction and maintenance equipment, and specialized equipment required to maintain the drinking water and waste water system as well as the streets, sidewalks and Village properties. According to the DPW Administrator, a great deal of equipment was lost in a recent flood and many pieces had to be replaced. According to the DPW Administrator, 66% of the DPW equipment is in either excellent or good condition, while approximately 13% of the Village’s equipment is in fair condition. The condition of 21% of the equipment is unknown, or not was not reported by the Department Head. **See Figure 6.** The estimated un-depreciated value on the itemized equipment is approximately \$724,200. **See Table 29.**

Figure 6: Village of Deposit DPW Equipment Conditions



The Administrator provided a detailed list of their equipment, its condition, value, estimated replacement costs and their future planned purchases for the next five (5) years. In addition, as illustrated in **Table 29** below, the Administrator identified the equipment that is specifically necessary for providing water, sewer and buildings and grounds services, as well as any potential opportunities for sharing equipment.

Table 29: Village of Deposit DPW Equipment Inventory

Equipment	Age	Condition	Estimated Cost/Value (\$)	Estimated Miles/Hours	Plan or Need to Replace (Y or N)	Anticipated cost of replacement	Could this be shared? (Y or N)	Equipment Used for Water, Sewer, B&G
Trucks SUVs, Cars, Plows								
International Dump with Plow	10	Fair	\$28,000	25,000 miles	N	\$20,000	Y	X
International Dump Truck with Spreader	10	Fair	\$10,000	35,000 miles	N	\$10,000	Y	
Ford F550 Dump Truck with Plow	2	Excellent	\$50,000	8,000 miles	N	\$50,000	Y	X
Ford F550 Dump Truck with Plow	3	Excellent	\$48,000	14,000 miles	N	\$48,000	Y	
GMC Dump Truck	16	Fair	\$10,000	28,000 miles	N	\$10,000	Y	
Ford F550 Dump Truck with Plow	5	Excellent	\$48,000	20,000 miles	N	\$48,000	Y	
Ford F550 w/ Plow & Cinder Attachment	5	Good	\$47,829	18,000 miles	N	\$48,000	Y	
Ford F350 with Plow	3	Excellent	\$28,000	15,000 miles	N	\$28,000	Y	X
Ford F350 with Plow	3	Excellent	\$27,781	27,000 miles	N	\$28,000	N	X
Chevrolet Pickup with Plow	11	Fair	\$20,000	30,000 miles	N	\$25,000	N	X
Chevrolet Impala - Village Car	4	NA	NA	NA	NA	NA	N	
Road and Sidewalk Construction Equipment								
Blacktop Roller	43	Good	\$1,000	8,000 hrs.	N	\$20,000	Y	
Cat Loader with Forks	9	Good	\$63,000	5,000 hrs.	N	\$65,000	Y	
New Holland Backhoe	3	Excellent	\$63,000	400 hrs.	N	\$63,000	Y	X
Curb & Sidewalk Forms	300 feet	Good	\$2,500		N	\$5,000	Y	
Motorola Radio System		Good	\$5,000		N	\$5,000	N	X
Street Sweeper/vacuum	3	Excellent	\$128,000	2,000 miles	N	\$128,000	Y	
Skid steer	3	Excellent	\$38,000	400 hrs.	N	\$38,000	Y	X
Sewer and Water Line Repair Equipment								
Metrotech Leak Detector	3	Good	\$1,500		N	\$1,500	Y	X
Aqua Tech Sewer Jet	3	Excellent	\$31,000	28 hrs.	N	\$31,000	Y	X
BW Gas Alert Meter	1		\$1,200		N		Y	X
Miscellaneous Maintenance Shop Equipment								
Mueller Tapping Machine	3		\$2,300		N	\$2,500	Y	X
Miller Welder on Trailer	10	Good	\$3,000		N	\$5,000	Y	X
Tripod with Winch & Harness	3	Excellent	\$3,000		N	\$3,000	Y	X
Mowing, Weed, Leaf and Limb Removal Equipment								
Cub Cadet Mower	2	Good	\$3,500	1,200 hrs.	N	\$3,500	Y	X

IV. Detailed Inventory of Highway Services & Resources

Equipment	Age	Condition	Estimated Cost/Value (\$)	Estimated Miles/Hours	Plan or Need to Replace (Y or N)	Anticipated cost of replacement	Could this be shared? (Y or N)	Equipment Used for Water, Sewer, B&G
Cub Cadet Mower	3	Excellent	\$3,500	600 hrs.	N	\$3,500	Y	X
Brush Bandit Wood Chipper	3	Excellent	\$24,000	500 hrs.	N	\$25,000	Y	X
Tarco Leaf Machine	10	Good	\$12,000	3,000 hrs.	N	\$25,000	Y	X

Notes:

1) Replacement Plans anticipated in the next five years

Source: Village of Deposit DPW Administrator

Building and Facilities Summary

A NYS Licensed Architect was given a guided tour of the Village’s highway facilities to determine each facility’s current condition, potential lifespan, capacity, needs, and expansion opportunities. **Appendix C** contains all of the detailed Building/Site Assessment worksheets and a summary of the building conditions is illustrated in **Table 30**.

Table 30: Village of Deposit DPW Facilities Condition Summary

Building/Description	Location	Size (SF)	Capacity	Age	Condition
Village of Deposit Highway Garage	Village Street	3,400	3 bays	Unknown	Fair
Notes: * Square footages are approximations since no as built information was available.					

Source: *Laberge Group*

The Village of Deposit DPW Garage is located on Village Street immediately adjacent to the Town of Sanford Highway Garage.³² The site also contains a shed structure for storage of sand, salt and cinders and a diesel and gasoline fuel depot. The DPW garage is a wood-frame structure that provides office space for the Department of Public Works and three garage bays for vehicle storage and repair. The 3,400 square foot facility is in fair condition but needs general improvements to comply with current code requirements. One issue that may need to be addressed however is vehicle accessibility. Currently, the building shares a curb cut with the Town of Sanford Highway Garage, making it sometimes difficult to maneuver around the area when Town trucks and equipment are also moving in and out of the site. The building also lacks handicapped accessibility and a fire separation wall between the office and the garage area. The village facility is small and inadequately equipped for vehicle maintenance, lacking a hydraulic lift or pit. The majority of vehicle maintenance work is sent out to private shop because the facility will not accommodate the work. In addition, the existing salt/sand/cinder storage shelter, is structurally unsound and in need of replacement.

Table 31 estimates the useful life of each of the highway facilities, the cost for necessary improvements and other important notes. If left in its current condition, the facility could remain viable for approximately five years. To prolong the life of the facility, necessary improvements include the replacement of the salt storage shed, an additional 1,600 square feet of space, a two (2) post 10T floor lift, mechanical system upgrades and site drainage and paving improvements. Additionally, basic fire, accessibility, and energy upgrades in the office and vehicle repair area

³² The current FIRM shows the DPW building is located in the FEMA Designation Zone AO. According to FEMA, Zone AO is a “High Risk Flood Area”. FEMA developed a new Preliminary Draft Flood Area Hazard map in January 2010, and is in the public comment stage. Any determination of the FEMA Designated Flood Zone for the DPW building should be based upon the new map once adopted.

are necessary to bring the facility up to code. These improvements, estimated to cost \$1,196,400, could extend the useful life of the facility to 40 years.

Table 31: Village of Deposit DPW Facilities, Useful Life and Expansion Needs

Building/Description	Location	Useful Life			Replacement/ Expansion Needs	Other Notes
		As is	Improved	Cost Estimate of Improvements*		
Village of Deposit Department of Public Works Garage and Administrative Offices	Village Street	5 yrs ^a	40 yrs ^b	\$1,196,400 ^c	See Note C.	Immediately adjacent to the Town of Sanford Highway Garage
Notes: * Assumptions were made for each facility based on the premise that they would continue to exist and serve their current functions. No site improvements provisions are currently included in these calculations. a: Building needs significant code improvements, additional space and a rearrangement on site to be fully functional. b: Building needs significant code improvements, additional space and a rearrangement on site to be fully functional. c: Includes fire, energy and accessibility code upgrades, 1,600sf addition, installation of a 2 post 10T floor lift, mechanical system upgrades, a new 1 T salt shed to replace existing, and site drainage and paving improvements..						

Source: *Laberge Group*

Preliminary Sharing Opportunities and Equipment Needs

The Administrator of the Department of Public Works identified the following preliminary opportunities for sharing services and equipment:

- The Village expressed interest in sharing a mechanic between the Village and the two Towns. Repairs on large equipment are hard to do in their existing facility because of the lack of a hydraulic lift, space constraints and lack of other proper equipment. The Village currently sends their trucks and equipment to a private garage for maintenance, at a high cost. For example, a break job can cost the Village nearly \$800. A shared mechanic could perform necessary preventative maintenance such as greasing and oil changes and other mechanical work at a lower cost than a private mechanic, and performing more frequent preventative maintenance measures could decrease the need for certain costly repairs. The Village has on occasion asked the Town of Sanford and Town of Deposit to assist with truck and equipment repairs; however, the mechanics are often too busy with their own work and not always available. An additional mechanic appears warranted and a contract could be negotiated for the sharing the payments of their salary.
- The Village expressed interest in sharing the Village’s new fuel depot with the Town of Sanford and the School District.

- The Village also expressed interest in the potential for sharing the cost of installing a shared hydraulic lift either at the Town of Sanford garage or at the Deposit Central School Bus Maintenance Garage with the capacity to handle large trucks and buses.

Town of Sanford Existing Highway Services

Description of Services

The Town of Sanford Highway Department provides many beneficial highway services to the residents of Sanford. The Sanford Highway Department is responsible for maintaining the Town’s highways, bridges and equipment, including snow and ice removal from local roads, municipal parking lots and maintenance of cemeteries.

There are 150.9 centerline miles of Local, County and State roads within the Town’s borders. Approximately 11.9% (18 miles) of the total centerline miles are State owned miles, 20.5% (31 miles) of all the total centerline miles within the Town are Broome County centerline miles and 67.6% (102 miles) are local roads. According to the NYS Department of Transportation Local Roads Listing, the Town of Sanford’s road network is comprised of 38% asphalt and 62% unpaved roads gravel roads. **See Table 32.**

Table 32: Town of Sanford Highway Mileage Summary

Centerline Highway Mileage by Jurisdiction			
Town	County	State	Total
101.95	31	18	150.95

Source: New York State Department of Transportation, 2006 Highway Mileage Report, Broome County, Region 9

Workforce

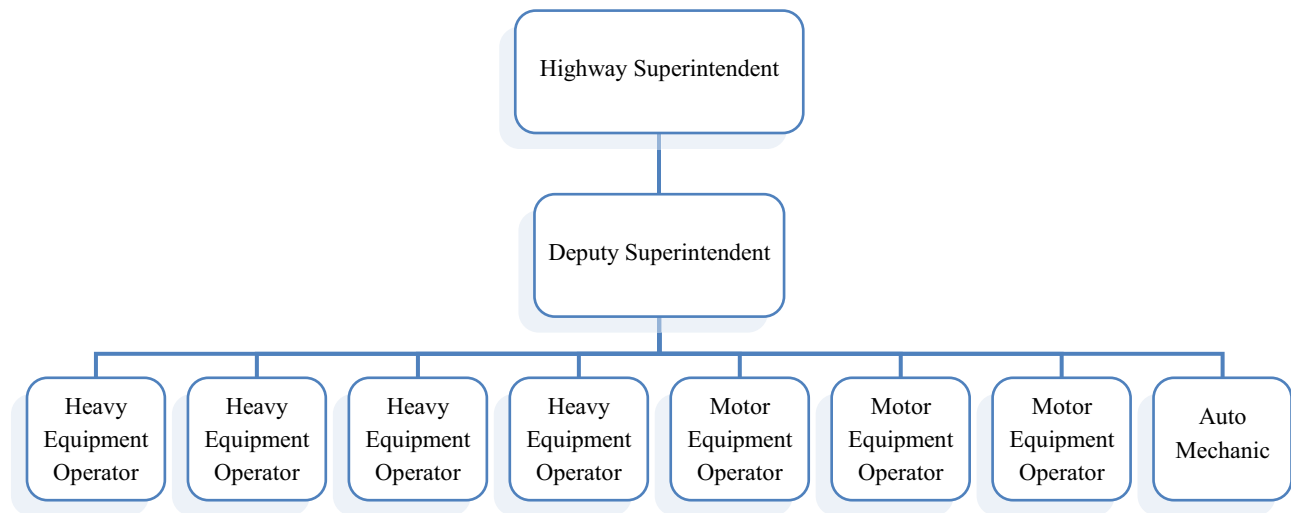
The Town of Sanford Highway Department has ten (10) full-time employees, including the elected Superintendent of Highways. Department staff includes the Deputy Superintendent of Highways, three (3) Motor Equipment Operators, four (4) Heavy Equipment Operators, and one (1) Auto Mechanic. The Superintendent of Highways ensures that the duties of the Highway Department and its employees are fulfilled. He is also in charge of all administrative duties. The Deputy Superintendent of Highways executes the aforementioned duties in the absence of the Superintendent. The Motor Equipment Operators operates most of the equipment and serve as wingmen for the snowplow drivers. The Heavy Equipment Operators drive the snow plows and operate all of the heavy equipment. The Auto Mechanic is responsible for performing maintenance on the fleet. All of the staff, with the exception of the Superintendent and Deputy Superintendent belongs to the Teamsters Union. **Table 33** summarizes the number of full-time and highway employees in the Department and their wages and salaries for 2009.

Table 33: Town of Sanford Highway Department Workforce, 2009

Job Title	Number of Employees	Full Time/ Part Time	Salary or Average Wage	Years of Service
Superintendent of Highways	1	FT	Salary approximately \$22.53/hr	37 yrs
Deputy Superintendent of Highways	1	FT	\$20.77/hr	17 yrs
Heavy Equipment Operator	1	FT	\$17.67/hr	21 yrs
Heavy Equipment Operator	1	FT	\$17.47/hr	14 yrs
Heavy Equipment Operator	1	FT	\$17.37/hr	12 yrs
Heavy Equipment Operator	1	FT	\$17.37/hr	8 yrs
Motor Equipment Operator	1	FT	\$17.37/hr	25 yrs
Motor Equipment Operator	1	FT	\$16.17/hr	1 yr
Motor Equipment Operator	1	FT	\$15.32/hr	1 yr
Auto Mechanic	1	FT	\$17.58/hr	2 yrs
Total FT Employees	10			

Source: Town of Sanford Highway Superintendent. Salaries are based on a 40 hour work week.

Figure 7: Town of Sanford Organization Chart



Workforce Cost

According to the reported average wages per hour shown in **Table 34** and assuming a 40 hour work week, the ten (10) full time staff cost the Town of Sanford approximately \$373,610 per year. Assuming a fringe benefit rate of 40%, the Highway staff would cost a total of \$523,053 per year, not including overtime.³³

Table 34: Town of Sanford Highway Department Workforce Cost

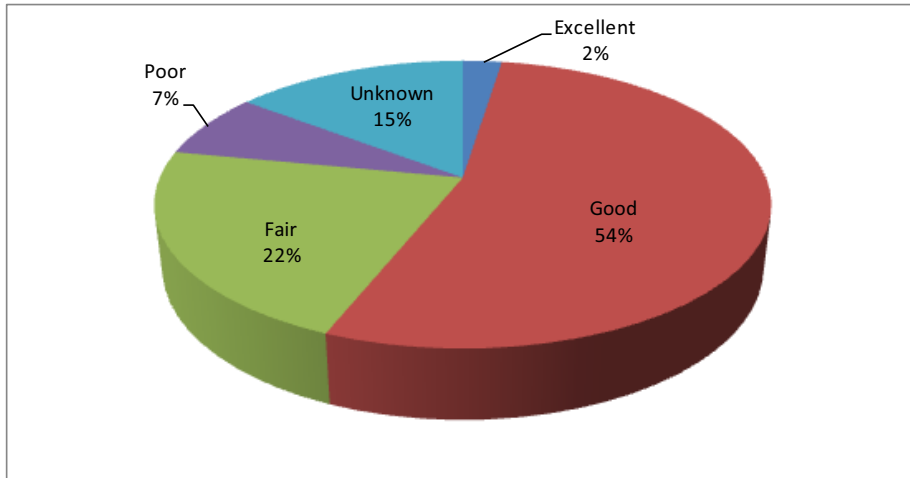
Job Title	Approximate Annual Salary¹
Superintendent of Highways	\$46,862
Deputy Superintendent of Highways	\$43,202
Heavy Equipment Operator - Average Salary	\$36,338
Motor Equipment Operator - Average Salary	\$33,876
Auto Mechanic	\$36,566
Estimated Annual Cost²	\$373,610
Estimated Annual Cost (including benefits, but not including overtime)³	\$523,053
<i>Notes: 1. Salaries are based on a 40 hour work week. 2. Excluding employee benefits and overtime pay. 3. Including an estimated 40% benefit rate.</i>	

Equipment Inventory

The Town of Sanford Highway Department owns and maintains a large fleet of vehicles, road construction equipment, plow trucks, mowers, and tractors necessary to perform road maintenance and repairs. According to the Highway Superintendent, 56% of the highway equipment is in either excellent or good condition. Approximately 22% of the Town’s equipment is in fair condition, while 7% is in poor condition. The condition of 15% of the equipment is unknown or not was not reported.

³³ According to the 2008 Town Budget, the Town appropriated \$223,430 on personnel for town wide highway services and \$167,673 on personnel for town outside of the village services, including overtime, but not including benefits. These figures include Personal Services expenditures for the Superintendent of Highways from the A fund and other Personal Services expenditures extracted from the DR and DB funds of the 2008 budget.

Figure 8: Town of Sanford Highway Equipment Conditions



The Highway Superintendent provided a detailed list of their equipment, its condition, value, estimated replacement costs and their future planned purchases for the next five (5) years. In addition, the potential opportunities for shared equipment have been identified. The estimated un-depreciated value on the itemized equipment is approximately \$ \$1,401,760. See **Table 35**.

Table 35: Town of Sanford Highway Department Equipment Inventory

Equipment	Age	Condition	Estimated Cost/V alue (\$)	Estimated Miles/Hours	Plan or Need to Replace (Y or N) ¹	Anticipated cost of replacement ²	Could this be shared? (Y or N)
Trucks, Plows, Spreaders							
Autocar Tandem Dump Truck	22	Fair	\$104,350	196,881 miles	Y (within 5 years)	\$150,000	occasionally
Autocar Tandem Dump Truck	13	Good	\$116,833	191,344 miles	Y (within 5 years)	\$160,000	occasionally
Volvo Tandem Dump Truck	9	Good	\$112,699	150,051 miles	Y	\$175,000	occasionally
Sterling Tandem Dump Truck	3	Good	\$128,784	40,267 miles	N	\$185,000	occasionally
Volvo Tandem Dump Truck	3	Good	\$138,759	25,992 miles	N	\$195,000	occasionally
Autocar Tandem Dump Truck	16	Poor	NA	NA	N (keep for parts)	NA	occasionally
Plow & Wings		New w/trucks	NA	NA	New w/trucks	NA	occasionally
GMC Single Axle Dump Truck	23	Fair	\$17,000	NA	Y (within 5 years)	\$50,000	occasionally
Chevy. 1 Ton w/ Plow	13	Fair	\$22,368	NA	Y	\$42,000	occasionally
Ford 550 Dump Truck w/ Plow	5	Good	\$43,168	67,998 miles	Y	\$45,000	occasionally
Ford 350 w/ Plow	3	Good	\$38,455	35,990 miles	Y	\$48,000	occasionally
Sand Spreader Air Flo Stainless 14'	11	Good	\$8,800	NA	Y	\$9,200	occasionally
Sand Spreader Air Flo Stainless 14'	10	Good	\$8,885	NA	Y	\$9,200	occasionally
Sand Spreader Air Flo Stainless 14'	3	Good	\$9,975	NA	N	\$11,000	occasionally
Sand Spreader Air Flo Stainless 14'	5	Good	\$9,850	NA	N	\$10,800	occasionally
Sand Spreader Air Flo Stainless 14'	7	Good	\$9,658	NA	Y	\$10,500	occasionally
Sand Spreader Air Flo Stainless Pickup	12	Fair	\$3,725	NA	Y	\$5,200	occasionally
Sand Spreader Air Flo Stainless 14'	3	Good	\$4,450	NA	N	\$6,000	occasionally
Sand Spreader Stainless 9'	2	Good	\$5,732	NA	N	\$6,500	occasionally
Sand Spreader 9' Spare	16	Fair	\$4,150	NA	N	NA	occasionally
Sand Spreader Air Flo 13' 6" Spare	14	Fair	\$9,275	NA	Y	NA	occasionally
Road Construction Equipment							
Gradall 660 Excavator	28	Fair	\$15,000	34,407 miles	Y	NA	Y
Austin Western Super 301 Road Grader	35	Fair	\$12,000	3,100 Hrs.	Y	\$90,000	occasionally
Austin Western Super 301 Grader	34	Poor	\$54,886	NA	N (keep for parts)	NA	NA
Galion 850 Road Grader	9	Good	\$115,118	3,633 Hrs.	Y	\$160,000	occasionally
Bomag Vib. Roller	20	Good	\$34,740	753 Hrs.	Y	\$55,000	occasionally
Trojan 1900 Tractor-Loader	37	Poor	\$18,000	NA	N	NA	NA
Trojan 2000Z Tractor-Loader	19	Fair	\$64,000	7,200 Hrs.	Y	\$140,000	occasionally
Case Tractor Loader	2	Good	\$133,525	110 Hrs.	Y	\$170,000	occasionally
Loader Backhoe Model 215	8	Good	\$67,988	1,110 Hrs.	Y	\$85,000	occasionally

IV. Detailed Inventory of Highway Services & Resources

Equipment	Age	Condition	Estimated Cost/Value (\$)	Estimated Miles/Hours	Plan or Need to Replace (Y or N) ¹	Anticipated cost of replacement ²	Could this be shared? (Y or N)
York ft. mt. Power Broom	16	Good	\$5,499	NA	N	NA	Y
Custom Tag-a-Long Lowbed	13	Good	\$13,160	NA	N	NA	Y
Tag-a-Long Stone rake	NA	NA	NA	NA	N	NA	Y
3pt. Hitch Stone rake	NA	NA	NA	NA	N	NA	Y
York Tag-a-Long Stone rake	80	NA	NA	NA	N	NA	Y
Mowing, Brush and Limb Removal							
Tractor Power Mower	39	Poor	\$5,587	NA	N	NA	Y
New Holland Tractor Mower Rotary	6	Good	\$37,230	1,774 Hrs.	Y	\$50,000	Y
Mower	NA	Excellent	NA	NA	N	NA	Y
Brush Chipper 12"	9	Good	\$18,885	1,050 Hrs.	Y	\$25,000	Y
Chainsaws (6)	NA	NA	NA	NA	N	NA	Y
Weed Trimmers (5)	NA	NA	NA	NA	NA	NA	Y
High cutter chain saw	NA	NA	NA	NA	NA	NA	Y
Maintenance Shop Equipment (This is new equipment. Most shop equipment has been replaced due to flooding of year 2006)							
EDCO Air Purifier System							
Portable generator							
Tamper							
Mig Welder							
Plasma Cutter							
Air jacks							
Oxygen acetylene torches							
Hot water high pressure washer							
55 ton press							
Blue giant lift truck							
½ ton transmission jack							
Air Compressors							
Chain falls							
Hoist system							
Waste oil burner							
Portable power jack system							
Parts washer							
Battery charger							
Stationary grinder (2)							

IV. Detailed Inventory of Highway Services & Resources

Equipment	Age	Condition	Estimated Cost/Value (\$)	Estimated Miles/Hours	Plan or Need to Replace (Y or N) ¹	Anticipated cost of replacement ²	Could this be shared? (Y or N)
Impact wrenches (3)							
10 gallon power vac							
Misc. hand tools							
Misc. parts and tires							

Notes:
 1) Replacement Plans anticipated in the next five years
 2) The anticipated equipment cost are only estimates. The Town will not be replacing all of this equipment with the projected costs within the next 5 years. Trucks are most important, and the Town anticipates replacement of at least 3 trucks within the next 5 years. The Grader will be next to replace, followed by the backhoe, but not within the next 5 years. All depends on revenue.

Source: Town of Sanford Highway Superintendent

Building and Facilities Summary

A NYS Licensed Architect was given a guided tour of each of the Town’s highway facilities to determine each facility’s current condition, potential lifespan, capacity, needs, and expansion opportunities. **Appendix C** contains all of the detailed Building/Site Assessment worksheets and a summary of the building conditions is illustrated in **Table 36**.

Table 36: Town of Sanford Highway Facilities Condition Summary

Building/Description	Location	Size (SF) *	Capacity	Age	Condition
Town of Sanford Highway Garage and administrative offices	Front Street	11,500	11 bays (sufficient with current needs)	unknown	Fair
Town of Sanford Salt Storage Shed	Route 41	1,200	500 Tons (insufficient)	2005	Good
Town of Sanford Yard #1	Route 41	2 acres			
Town of Sanford Yard #2	Old Route 17	3 acres			
Town of Sanford Yard #3	Oquaga Road	¾ acres			
Notes * Square footages are approximations since no as built information was available.					

Source: *Laberge Group*

The Town of Sanford Highway Department Highway Garage is located on Front Street adjacent to the Village of Deposit DPW Garage.³⁴ The 11,500 square foot facility has eleven (11) bays and is in fair condition. The Town of Sanford salt storage shed is located on Route 41 and has an estimated capacity of 500 tons. The structure was built in 2005 and is in good condition although the Superintendent indicated that it was not large enough and the Town was looking to secure a member item to build a new storage shed with larger bays so that large loaders and trucks can fit inside the building to mix materials. The Town of Sanford also owns three (3) yards in different locations for the storage of equipment and road construction and maintenance materials; a 3-acre yard on Old Route 17, a 2-acre yard on Route 41, and a ¾ acre yard on Oquaga Road.

Table 37 estimates the useful life of each of the highway facilities, the cost for necessary improvements and other important notes. If left in its current condition, the facility could remain viable for approximately ten years. To prolong the life of the facility, necessary improvements include installation of a two (2) post 15T floor lift, mechanical system upgrades, and adding two

³⁴ The current FIRM shows the Highway building is located in the FEMA Designation Zone AO. According to FEMA, Zone AO is a “High Risk Flood Area”. FEMA developed a new Preliminary Draft Flood Area Hazard map in January 2010, and is in the public comment stage. Any determination of the FEMA Designated Flood Zone for the building should be based upon the new map once adopted.

(2) additional bays onto the existing structure. Additionally, site drainage improvements, basic fire, accessibility, and energy upgrades in the vehicle repair area are necessary to bring the facility up to code. These improvements, estimated to cost \$1,053,000 could extend the useful life of the facility to 40 years.

Table 37: Town of Sanford Highway Facilities, Useful Life and Expansion Needs

Building/Description	Location	Useful Life			Replacement/ Expansion Needs	Other Notes
		As is	Improved	Cost Estimate of Improvements*		
Town of Sanford Highway Garage and administrative offices	Front Street	10 years ^a	40 years ^b	\$1,053,000 ^c	See Note C.	Sites of Town of Sanford and Village of Deposit Hwy Garages are on immediately adjacent sites
Town of Sanford Salt Storage Shed	Route 41	10 years ^d	40 years ^e	\$150,000 ^f	Expanded capacity needed	Town of Sanford and Village of Deposit both have a fuel depot in close proximity of the other

Notes
 * Assumptions were made for each facility based on the premise that they would continue to exist and serve their current functions. No site improvements provisions are currently included in these calculations.
 a: Needs general code and accessibility upgrades.
 b: Assumes: Building fire, energy and accessibility code upgrades, installation of a two (2) post 15T floor lift, and mechanical system upgrades.
 c: Includes: Building fire, energy and accessibility code upgrades, installation of a 2 post 15T floor lift, site drainage and paving improvements and mechanical system upgrades.
 d: Facility is inadequate to meet their current needs.
 e: Assumes adding additional "bays" onto the existing structure and all other improvements noted above (note c).
 f: Includes adding two (2) additional "bays" onto the existing structure.

Source: *Laberge Group*

Preliminary Sharing Opportunities and Equipment Needs

The Town of Sanford Highway Superintendent identified many preliminary opportunities for sharing services and equipment.

- Grading and Paving could be a shared service amongst all three municipalities.
- The Town of Sanford expressed interest in sharing the Village’s new fuel depot since the Town’s garage is right next door.

- The Superintendent indicated that the current location of their salt/sand/cinder storage shed was more centrally located and has easier access for large trucks, so sharing these materials with the Village would not be efficient.
- Sharing personnel such as a mechanic who is skilled with general preventative maintenance, breaks, spring and hydraulic work with the Town and Village of Deposit and perhaps the School District is an opportunity worth considering. The Superintendent cautioned that union and insurance issues would need to be studied in greater depth.

Deposit Central School Maintenance Facility

Description of Services

The Deposit Central School Transportation Maintenance and Storage Facility is located in the Village of Deposit at 74 Wheeler Street. The garage currently houses a fleet of twenty two (22) buses comprised of eleven 66 passenger buses and 11 Chevrolet Suburbans. The garage has 18 total bays; however, one entire bay is used for maintenance and one half of a bay is used for parts storage. All buses are stored inside during winter months; however, there is not enough storage room for all of the other building and grounds equipment.

The Transportation Department has one (1) full-time mechanic and one (1) part-time mechanic who perform maintenance on the fleet of busses as well as other motorized equipment owned by the School District. Maintenance includes but is not limited to, leaf springs, clutch, brake and transmission work, minor touch-up painting. Tire rotation, balance and replacement as well as major bodywork are completed off site by a private contractor. New York State Department of Transportation inspections are performed on site.

Building and Facilities Summary

According to the Director of Facilities, the 11,200 square foot garage was constructed in 1963 and is a single story masonry structure. Although functional and sound, the facility is undersized for Districts' needs as well being very energy inefficient. The facility needs a new roof, energy efficient windows, lighting, structural repairs, a new hydraulic lift, oil/water separator, security, and fire alarm systems, a ventilation/exhaust system for bus warm-up, more parts storage, and new ADA compliant parking spaces, doors and bathrooms.³⁵

The above ground fuel dispensing system was upgraded in 1998 and has the capacity to hold 3,000 gallons of diesel fuel and 2,000 gallons of gasoline. The department uses an estimated 25

³⁵ Deposit Central School District Director of Facilities, Interview June 9, 2009.

to 30,000 gallons of diesel fuel per year. The fueling system is showing some problems with the pump and level system, and is in need of a fuel documentation/accounting system which is estimated to cost around \$8,000³⁶. In addition, the current location of the fuel depot in very close proximity to the existing garage makes it difficult for drivers to navigate the site when other drivers are fueling up. The School District has designed a facility renovation plan to construct an addition to the building which would house the maintenance, drivers and office area, renovate the current maintenance area for storage, and relocate the fueling system. The project is estimated to cost \$1,728,000.³⁷

A NYS Licensed Architect was given a guided tour of the garage to determine the facility’s current condition, potential lifespan, capacity, needs, and expansion opportunities. **Appendix C** contains all of the detailed Building/Site Assessment worksheets and a summary of the building conditions is illustrated in **Tables 38 and 39**.

Table 38: Deposit Central School District Transportation Maintenance/Storage Garage Facilities Condition Summary Facilities

Building/Description	Location	Size (SF)	Capacity	Age	Condition
Bus Garage	Wheeler Street	11,200	18 bays	46 years	Good
<i>Source: Laberge Group and Deposit Central School District Building Inventory Form.</i>					

If left in its current condition, the facility could remain viable for approximately fifteen years. As previously discussed, to prolong the life of the facility, the Deposit Central School District hired a professional architectural and engineering firm to develop and design plans to construct a new section to the building. The facility renovation plan is estimated to cost approximately \$1.78 million and could extend the useful life of the facility by 50 years.

Table 39: Deposit Central School District Transportation Maintenance/Storage Garage, Useful Life and Expansion Needs

Building/Description	Location	Useful Life			Replacement/Expansion Needs	Other Notes
		As is	Improved	Cost Estimate of Improvements*		
Bus Garage	Wheeler Street	15 years ^a	50 years ^b	\$1,728,000	Expanded capacity, energy and access upgrades needed.	Site constraints. Expansion impacts fuel depot and academic greenhouse.

³⁶ Deposit Central School District Director of Facilities, Interview June 9, 2009.

³⁷ The budget was excerpted from the Deposit Central School District 2008 Capital Project Planning Report dated 11/7/08.

Source: Laberge Group and 2005 Building Conditions Survey.

Notes

* The budget was excerpted from the Deposit Central School District 2008 Capital Project Planning Report dated 11/7/08. The School District hired a professional architectural and engineering firm to develop and design plans to construct a new section to the building which would house the maintenance, drivers and office area, and renovate the current maintenance area for storage. The facility renovation plan also includes consideration a location change for the fueling system.

a: Building is in good shape.

b: Useful life and value of the existing structure would be greatly extended with recommended improvements. Needs additional vehicle storage bays, relocation of fuel depot, or relocation of existing academic based greenhouse, a lift, garage unit heaters, and general fire, energy and accessibility code upgrades.

Preliminary Sharing Opportunities and Equipment Needs

The Deposit Central School District is interested in opportunities to share a fueling facility, or relocating and up-grading the fueling system to make it accessible to the municipal departments of the Village of Deposit, the Fire Department and the Town of Sanford and Town of Deposit. This opportunity would reduce the number of fueling stations and decrease the risk of possible fuel spillage near the school, leading to increased safety for school children and other area residents. With more detailed discussions, the School District might also consider these additional opportunities for sharing services and equipment:

- Potential for sharing maintenance, mechanics, and equipment lifts
- Potential for shared park and field maintenance

Shared Highway Services Opportunities with Regional Agencies

Delaware County Department of Public Works

As previously discussed, the Town of Deposit recently took over the former Delaware County Highway substation that is located in the Town on Route 10. The agreement between the Town of Deposit and Delaware County Department of Public Works became effective in June, 2009 and included the Town taking ownership of portions of County Route 20 and all of County Routes 19 and 48 within the Town of Deposit, approximately 8 miles of roads.

Although the County no longer has county-owned road mileage within the Town of Deposit, Delaware County DPW still maintains all public bridges having a span of twenty feet or greater. In the Town and Village of Deposit, the County also maintains culverts having spans of 5 feet or larger. The County does provide other services as required to the towns at their request. Those services include: centerline striping, sign fabrication and guiderail erection. In addition, the County can provide assistance with cleaning of culverts and catch basins with the use of their vacuum truck. The County also has an extensive inventory of equipment and skilled equipment

operators that can be shared with the Town and Village of Deposit when scheduling allows. Delaware County has a standard intermunicipal agreement for sharing highway services. See **Appendix D**.

Broome County Department of Public Works

As with Delaware County, Broome County Department of Public Works does not have any highway facilities located within the Town of Sanford or Village of Deposit. The County currently plows County-owned roads within the Town of Sanford; however the County is interested in negotiating an agreement with the Town of Sanford for the Town to plow the 31 centerline miles of County roads within the town. At the request of any local municipality, the County can provide sign fabrication, centerline striping, and a skilled guiderail crew to assist on local projects. Depending upon the job, the County is willing to work out a contract with the local community to provide such services for the cost of the materials, or for some other barter arrangement. The County is also open to sharing equipment that is available such as their Athey loader, rubber tired rollers for oil and stone, and spare trucks.

New York State Department of Transportation

Region 9 Delaware County Residency

The New York State Department of Transportation Region 9 Delaware County Residency is located on Route 10 in the Town of Deposit. The facility is primarily occupied only during snow and ice season. A crew of four (4) truck drivers, a supervisor and a loader operator are stationed at the substation during winter months.

The facility site has an older garage structure that is in very poor condition and is currently only used for its' small office space and lounge area. A new 7,200 square foot garage was constructed on site in 2007, and contains five (5) large vehicle bays. The building is primarily used for storage of the four (4) plow trucks during snow and ice season. According to the Resident Engineer, during the summer season, the agency stores a lawn tractor in the garage so that it is conveniently located near the NY 17 highway interchange, but the garage is otherwise empty. Currently, the new garage does not have office space, a vehicle lift, or any other maintenance equipment tools, since maintenance is performed at DOT's facility located in the Village of Hancock.

According to the Resident Engineer, the opportunities for sharing highway services are limited for a variety of reasons. For example, it was stated that the existing salt shed with a capacity of 1,500 tons is too small to share storage space, and accounting for usage of salt from two or more different agencies would be too difficult to manage. The site is also in need of a public water source. The fuel facility on site does not have a tracking system so it would be difficult to share.

The agency might consider sharing their fueling facility if a new key card tracking system could be installed; however, there would still be the problem of who takes care of the fuel ordering and how it would be charged back to the users. Any potential arrangement for sharing building space during the time that the building is empty, would have to consider liability issues, sharing of energy costs, and perhaps the need for a short term lease agreement to ensure that others vacate the building in time for DOT to move their seasonal crew in.

Region 9 Broome County Residency

Other than a yard for equipment storage, the New York State Department of Transportation Region 9 Broome County Residency does not have any other facilities in the Town of Sanford or the Village of Deposit. The Resident Engineer suggested that if the Town of Sanford were interested in plowing State Route 41 within its municipal borders, the State Program Manger for Region 9 Snow and Ice for might consider working out an agreement between the Town and the State.

V. Fiscal Profile

Methodology

The following analysis provides the preliminary steps required to investigate shared highway services between the Town and Village of Deposit and the Town of Sanford. The first part of this analysis compares the overall transportation expenditures of the Town and Village of Deposit and the Town of Sanford to other towns and villages across New York State. The data for this comparison were obtained from the New York State Office of the State Comptroller, Financial Report on Village and Towns, for Fiscal Years Ended 2006 and the fiscal metrics for each municipality from the Comptroller's Local Government Database for fiscal year 2006. The average spending levels on transportation services throughout the State were cross-referenced to compare the relative levels of spending required to maintain such services.

The second part of the analysis compares the total transportation expenditures for the Town and Village of Deposit and the Town of Sanford. The analysis again utilized the fiscal metrics for each municipality from the Comptroller's Local Government Database to create a common denominator for comparing spending habits within both Towns and the Village. As a part of this analysis, the financial data are reported as an average of four (4) fiscal years: 2004, 2005, 2006, and 2007 to ensure that the data were not skewed by one year of unusually high or low spending. This trends analysis gives a greater understanding of government costs over a period of time. Utilizing this averaging, the expenditures per person and the expenditures per mile were calculated for comparison purposes.

Statewide Transportation Expenditure Comparison

The following analysis compares the transportation spending of the Town and Village of Deposit and the Town of Sanford to average statewide village and town budget expenditures. This comparison will help the Town and Village of Deposit and the Town of Sanford gain an understanding of where the local spending trends are similar or different from the rest of the State, and to ascertain the relative levels of spending required to maintain services.

Transportation includes expenditures for maintenance and improvements of roads and bridges, snow removal, street cleaning, street lighting, sidewalk maintenance, maintenance of equipment, and other transportation activities. As illustrated in **Table 40 and 41**, the Towns of Deposit and Sanford spend much more on transportation than the average town in New York State. In 2006, the Town of Deposit spent 75% of its annual budget on transportation services, and the Town of

Sanford spent 64% of its annual budget on transportation, compared to the State average of 20.2%. The Village spent only 20% of its budget on transportation costs, while the State average for villages is 12.4%. It is not surprising that the two towns spend more on highway services than the village since the towns are responsible for the majority of centerline miles of roads³⁸. In addition, the village budget is comprised of a variety of other services such as public water and sewer that account for a larger portion of the total budget, while the towns do not offer such services.

Table 40: Town and Village of Deposit and Town of Sanford Transportation Spending, 2006

	Town of Deposit	Village of Deposit	Town of Sanford
Total Expenditures FY 2006	\$1,444,964	\$1,739,494	\$1,798,722
Total Transportation Exp FY 2006	\$1,087,054	\$352,520	\$1,158,106
% of Total Budget Expenditures	75%	20%	64%

Source: New York State Office of the Comptroller for fiscal year 2006.

Table 41: Statewide Comparison of Transportation Spending, 2006

	Town of Deposit		Village of Deposit		Town of Sanford	
	% of Total Town Budget	NYS Average Town Budget % of Total*	% of Total Village Budget	NYS Average Village Budget % of Total*	% of Total Town Budget	NYS Average Town Budget % of Total*
Transportation	75%	20.2%	20%	12.4%	64%	20.2%

Source: Town and Village data were provided by the New York State Office of the Comptroller for fiscal years 2006. Statewide average expenditure data was obtained from the Comptroller's Office Annual Financial Report on Towns and Villages Fiscal Years Ended 2006, Published September 2008.

In order to greater understand the similarities and differences between local transportation spending trends and to create a common denominator for comparing transportation spending among the Town and Village of Deposit and the Town of Sanford, the following analysis utilized the fiscal metrics for each municipality from the Comptroller's Local Government Database. The financial data are reported as an average of four (4) fiscal years (2004, 2005, 2006 and 2007) to ensure that the data were not skewed by one year of unusually high or low spending. It is important to note that the average highway expenditures may be skewed due to higher levels of spending induced by extensive flood damages in all three municipalities during the year 2006. **Appendix E** contains detailed per year expenditure tables.

³⁸ The Town of Sanford maintains the largest road network at 102 miles of local roads. The Town of Deposit maintains a local road network of 32.7 miles. The Village of Deposit maintains 10.7 miles of local roads.

Average Transportation Expenditures

As illustrated in **Table 42**, the Town of Deposit spent an average of \$951,712 on transportation between 2004 and 2007. The majority of expenditures occurred within the *Street Maintenance Contractual Expenditures* category at an average of \$512,256. According to the Highway Superintendent, this category covers paving and materials such as gravel and asphalt. The second largest expenditure occurs within the *Machinery Equipment and Capital Outlay* category at an average of \$137,474 between 2004 and 2007. The third largest expenditure occurred within the *Street Maintenance Personal Services* category at \$65,330. The fourth largest expenditure occurred within the *Snow Removal Personal Services* category at an average of \$65,235.

The Village of Deposit spent an average of \$413,130 on transportation between 2004 and 2007. The majority of expenditures occurred within the *Street Maintenance Equipment and Capital Outlay* category at \$182,442. The second largest expenditure occurred in the *Street Maintenance Personal Services* category at an average of \$71,056. The third largest expenditure occurred in the *Street Maintenance Contractual Expenditures* category at an average of \$51,836. The fourth largest expenditure occurred in the *Permanent Improvements Equipment and Capital Outlay* category at an average of \$39,869.

Between 2004 and 2007, the Town of Sanford spent an average of \$1,038,054 on transportation services. The majority of expenditures occurred within the *Street Maintenance Contractual Expenditures* category at an average of \$213,567. The second largest average expenditure occurred within the *Street Maintenance Personal Services* category at \$149,306. The third largest average expenditure occurred within the *Machinery Contractual Expenditures* category at \$142,814 and the fourth largest average expenditure occurred within the *Permanent Improvements Contractual Expenditures* category at an average of \$116,857 between 2004 and 2007.

Table 42: Average Transportation Expenditure Comparison 2004-2007

	Town of Deposit					Village of Deposit					Town of Sanford							
	Total	Personal Services	Equipment & Capital Outlay	Contractual Expenditures	Per Person (1,653 population)	Per Mile (32.7 miles)	Total	Personal Services	Equipment & Capital Outlay	Contractual Expenditures	Per Person (1,603 population)	Per Mile (10.7 miles)	Total	Personal Services	Equipment & Capital Outlay	Contractual Expenditures	Per Person (2,454 population)	Per Mile (102 miles)
Municipality Expenditures																		
Street Administration (5010)	\$38,123	\$36,597	\$393	\$1,133	\$23	\$1,166	\$3,116	\$1,262	\$0	\$1,854	\$2	\$291	\$74,847	\$73,426	\$0	\$1,422	\$31	\$734
Street Maintenance (5110)	\$577,586	\$65,330	\$0	\$512,256	\$349	\$17,663	\$305,334	\$71,056	\$182,442	\$51,836	\$190	\$28,536	\$362,873	\$149,306	\$0	\$213,567	\$148	\$3,558
Permanent Improvements (5112)	\$0	\$0	\$0	\$0	\$0	\$0	\$39,886	\$0	\$39,886	\$0	\$25	\$3,728	\$122,052	\$5,196	\$0	\$116,857	\$50	\$1,197
Maintenance of Bridges (5120)	\$95	\$0	\$0	\$95	\$0.06	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$625	\$0	\$0	\$625	\$0.25	\$6
Machinery (5130)	\$195,888	\$0	\$137,474	\$58,414	\$119	\$5,990	\$0	\$0	\$0	\$0	\$0	\$0	\$287,096	\$36,247	\$108,036	\$142,814	\$117	\$2,815
Garage (5132)	\$17,089	\$0	\$13,930	\$3,159	\$10	\$523	\$13,230	\$7,028	\$399	\$5,803	\$8	\$1,236	\$30,060	\$0	\$0	\$30,060	\$12	\$295
Snow Removal (5142)	\$122,691	\$65,235	\$0	\$57,456	\$74	\$3,752	\$15,927	\$9,383	\$834	\$5,710	\$10	\$1,488	\$160,501	\$98,626	\$0	\$61,875	\$65	\$1,574
Street Lighting (5182)	\$241	\$0	\$0	\$241	\$0.15	\$7	\$25,474	\$0	\$0	\$25,474	\$16	\$2,381	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalks (5410)	\$0	\$0	\$0	\$0	\$0	\$0	\$5,242	\$2,254	\$0	\$2,988	\$3	\$490	\$0	\$0	\$0	\$0	\$0	\$0
Street Cleaning (8170)	\$0	\$0	\$0	\$0	\$0	\$0	\$4,922	\$3,863	\$464	\$596	\$3	\$460	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$951,712	\$167,162	\$151,797	\$632,754	\$576	\$29,104	\$413,130	\$94,846	\$224,025	\$94,261	\$258	\$38,610	\$1,038,054	\$362,801	\$108,036	\$567,220	\$423	\$10,177

Source: Source: NYS Office of the Comptroller Financial Data For Local Governments, Per Person Expenditure Formula: (average expenses fiscal years 2004-2007) / 2007 Census Population Estimates

Average Transportation Expenditures per Person & Per Mile

Looking at the total expenditures per person and per mile is useful for comparing the cost of the transportation services provided by the Town and Village of Deposit and the Town of Sanford. The expenditures per person were calculated using the average transportation costs between years 2004 and 2007 and the 2007 population estimates. The expenditures per mile were calculated using the average transportation costs between years 2004 and 2007 and the total number of local centerline miles in each municipality.

The analysis highlights some significant differences between the average expenditures per person and per mile of the three municipalities. **Table 42** illustrates the expenditures per capita and per mile for the Town and Village of Deposit and the Town of Sanford in detail. The following are some highlights of the most significant findings of this analysis.

Per Person

As illustrated in **Table 43**, between the years 2004 and 2007, the Town of Deposit spent the greatest amount per person for highway services (\$576 per person) compared to the Town of Sanford (\$423 per person) and the Village of Deposit (\$258 per person). The Town and Village of Deposit and the Town of Sanford all spent the majority of per person expenditures on Street Maintenance. As further detailed in **Table 42** previously, the second greatest expenditure for the Town of Deposit and the Town of Sanford was for Machinery, while the second greatest expenditure for the Village of Deposit was for Permanent Improvements.

Table 43: Average Transportation Expenditures per Person & Category, 2004-2007

	Town of Deposit (1,653 population)	Village of Deposit (1,603 population)	Town of Sanford (2,454 population)
Total Expenditures per Person, 2004-2007	\$575	\$258	\$423
Category of Greatest Spending	Street Maintenance	Street Maintenance	Street Maintenance

Source: New York State Office of the Comptroller, 2004-2007. 2007 Census population estimates.

Per Mile

As illustrated in **Table 44** below, between the years 2004 through 2007, on average the dollar amount of transportation expenditures per mile was the greatest in the Village of Deposit at \$38,610.28 per mile. In comparison, the Town of Deposit spent \$29,104.34 per mile and the Town of Sanford spent \$10,177.00 per mile.

Table 44: Transportation Expenditures per Mile, 2004-2007

	Town of Deposit	Village of Deposit	Town of Sanford
Total Miles of Road	32.7	10.7	102.0
Total Average Annual Transportation Expenditures, 2004-2007	\$951,712.00	\$413,130.00	\$1,038,054.00
Total Expenditures Per Mile	\$29,104.34	\$38,610.28	\$10,177.00

Source: New York State Office of the Comptroller, 2004- 2007. Road mileage represents local centerline miles.

Comparing **Table 44** and **45** shows that although the dollar amount was the greatest per mile in the Village of Deposit, the percentage of municipal expenditures on transportation alone during the years of 2004 and 2007 was the least in the Village of Deposit at 16%, compared to the Town of Deposit (69%) and the Town of Sanford (54%).

Table 45: Percentage of Transportation Expenditures, 2004-2007

	Town of Deposit	Village of Deposit	Town of Sanford
Total Average Expenditures 2004-2007	\$1,021,112.25	\$2,587,923.50	\$1,928,801.00
Total Average Annual Transportation Expenditures 2004-2007	\$951,712.00	\$413,130.00	\$1,038,054.00
Percentage of Average Transportation Expenditures 2004-2007	69%	16%	54%

Source: New York State Office of the Comptroller, 2004-2007.

Average CHIPS Revenues

The Town and Village of Deposit and the Town of Sanford pay for their highway programs with a variety of funding sources. Principal sources of revenue include sales tax revenue sharing, federal aid, state aid, local property tax service and fees and fines. Highway projects in all three municipalities are partially funded by annual aid from the New York State Consolidated Highway Improvement (CHIPS) program. Between 2004 and 2007, all of the municipalities received annual aid from the New York State Consolidated Highway Improvement (CHIPS)

program to support highway expenditures and leveraged local revenue sources to support highway expenditures. In the Town of Deposit, CHIPS aid covered, on average, 4 percent of annual highway expenditures, while in the Village of Deposit, CHIPS aid covered, on average, 10 percent of annual highway expenditures. In the Town of Sanford, CHIPS aid covered, on average, 13 percent of annual highway expenditures between 2004 and 2007.

Table 46: Average CHIPS Revenue Comparison

Municipality	Town of Deposit	Village of Deposit	Town of Sanford
Year	04-07 Average	04-07 Average	04-07 Average
Total Highway Expenditures	\$951,712	\$413,130	\$1,038,054
Revenue Source: CHIPS	\$38,128	\$42,760	\$137,552
% of Funding from CHIPS	4%	10%	13%

Source: Source: NYS Office of the Comptroller Financial Data for Local Governments fiscal years 2004-2007

APPENDICES

Appendix A: Highway Department Head Survey

Highway Department Head & Staff Questionnaire
Town of Deposit, Village of Deposit & Town of Sanford
Shared Highway Services & Consolidation Feasibility Study

Highway Department: _____
Your Name: _____

1) Please describe the standard duties and functions of your department. (*i.e., plowing, street sweeping, ditch mowing, limb and brush removal, culvert and storm drain cleaning, sign and guardrail maintenance, grounds maintenance, equipment repair, garbage removal, other*)

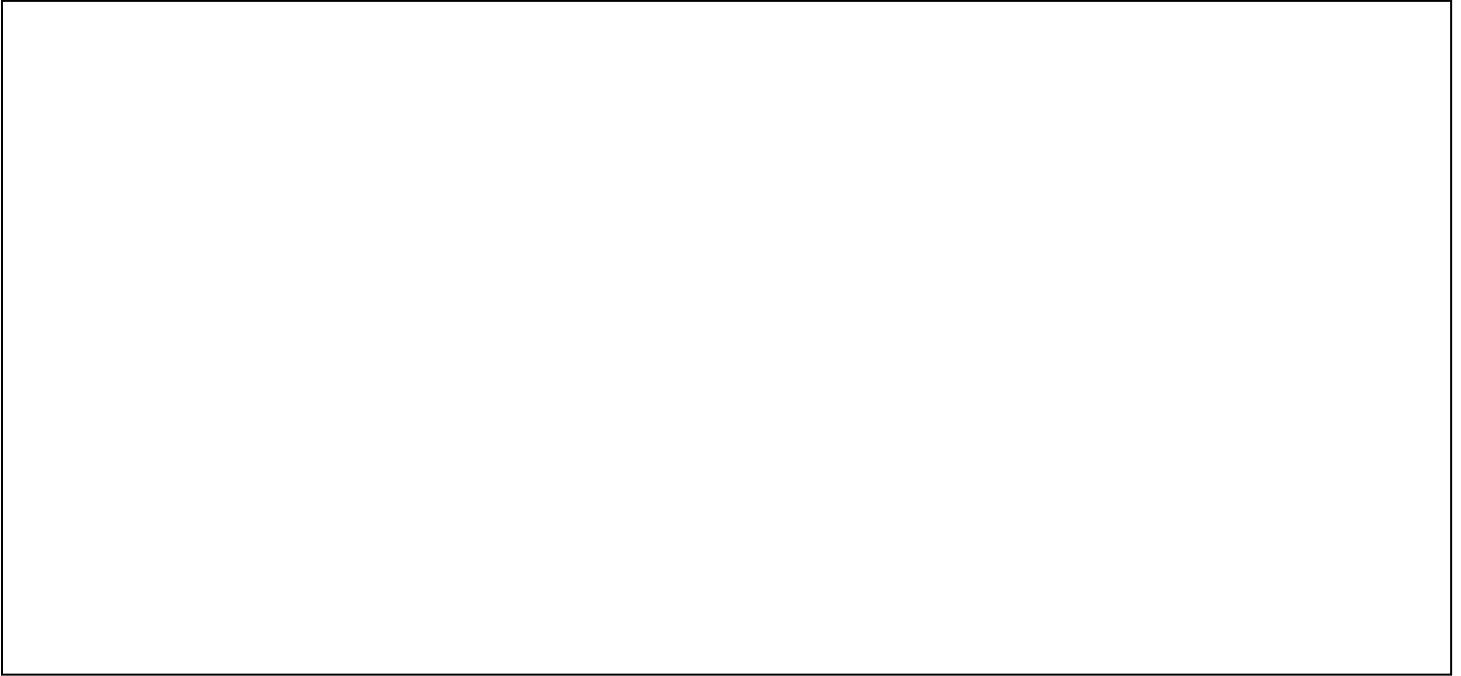
2) What is the current number of full and part time personnel within your department?

_____ =Number of Full Time Employees.
 _____ =Number of Part Time Employees.
 _____ =Number of Seasonal Employees.

3) Please fill out this table as it relates to your staff. Be sure to include administrative staff.

Job Title	Full Time (FT) or Part Time (PT)	Salary or Average Wage	Years of Service	Union Employee (Y or N)

4) Using the same Job Titles provided in the above table, please draw a flow chart of your organizational structure.



5) Please briefly describe the duties and/or any specialized skills of each of your staff members.

Job Title	Duties, Functions and Special Skills

6) Do you currently share services, equipment, storage space, labor or purchasing with the County or other neighboring municipalities? If so, please describe what is shared.

7) Please describe the areas within your department that could potentially be an opportunity to share with your neighboring municipalities. Where do you see overlap or areas where you could conserve costs if you worked together?

8) Please describe the areas within your department that you feel could NOT be shared with your neighboring municipalities and why.

9) Please list three potential benefits that you think may be realized through shared services.

1.

2.

3.

10) Please list three potential negative consequences you perceive as possibly occurring as a result of shared services.

1.

2.

3.



Thank you for your cooperation.

Please FAX this completed questionnaire to:

Laberge Group, Attn. Stephanie Siciliano FAX (518) 458-1879

Due Date: On or before November 3, 2008

The Laberge Group will be scheduling follow-up interviews with the Town Highway and Village Public Works Department Heads, and guided facility tours in the near future to gather more information.

Should you have any questions, please feel free to contact Stephanie Siciliano, Senior Planner at:

Laberge Group (518) 458-7112 or ssiciliano@labergegroup.com

Appendix B: Existing Intermunicipal Agreements

Intermunicipal Agreement Re Providing Cooperative Highway Services

THIS AGREEMENT, made and entered into this 14 day of June, 2005, between the **Town of Deposit**, a municipal subdivision of the State of New York situate in Delaware County, New York (Mailing Address: c/o Town Clerk, 3 Elm Street, Deposit, NY 13754) and the **Village of Deposit**, a municipal subdivision of the State of New York situate in Broome and Delaware Counties, New York (Mailing Address: c/o Village Clerk, 146 Front Street, Deposit, NY 13754),

WITNESSETH:

WHEREAS, both parties currently own and maintain various public streets, roadways, and sidewalks within their respective municipalities, and

WHEREAS, from time to time said streets, roadways, sidewalks and other infrastructure are in need of maintenance and repair, and

WHEREAS, each party has certain available manpower, machinery and equipment to provide such maintenance and repair but from time to time requires additional machinery and equipment for such services, and

WHEREAS, the parties are desirous of contracting with each other for the purpose of sharing such equipment with each other and the attendant savings achieved thereby,

NOW, THEREFORE, IT IS HEREBY AGREED, by the Town of Deposit and the Village of Deposit as follows:

1. Both parties hereto authorize their respective Superintendent of Highways/Administrator of Public Works and Public Works Departments to exchange resources including equipment, facilities, and personnel ("cooperative services") subject to the following conditions.

2. The exchange of cooperative services is strictly voluntary and should not in any way hamper or delay the work within the provider municipality.

3. The municipality providing cooperative services shall:

a. Be responsible for injury to any of its employees if it is a workers' compensation injury pursuant to Workers' Compensation Law section 2(7).

b. Pay its personnel as it would if the work were performed for the provider municipality.

c. Be liable for negligence of its employees occurring in the performance of their duties in the same manner and to the same extent as if the negligence occurred in the performance of their duties for the provider municipality.

d. Be responsible for all repairs to its equipment except those caused by the negligence of

the receiver (borrower) of equipment. If participants cannot agree on responsibility for payment, the matter shall be subject to review by arbitration as provided in 7 below.

e. Keep records of the days and hours (as appropriate) that cooperative services were used and provide copies of this documentation to the receiver for verification.

4. The receiver municipality shall:

a. Provide fuel, lubrication, oil, minor repairs and materials as needed during the course of use of equipment and, if necessary, food for the operator.

b. Be responsible for coordinating the safe and efficient use of borrowed equipment and personnel and be responsible for releasing this equipment as soon as it is not needed.

c. Reciprocate to the provider municipality relating to the cooperative services when requested to do so.

d. Release this equipment in the event the provider requires the use of the equipment.

5. Each municipality agrees that its status while performing services pursuant to this agreement is that of an independent contractor and the municipality, its employees and/or agents will neither hold themselves out as, or claim to be, officers or employees of the other municipality in any matter, including, but not limited to Workers' Compensation, Unemployment Insurance benefits, Social Security or retirement membership or credit.

6. Both municipalities do hereby agree to obtain and thereafter continue to keep in full force and effect their general liability insurance, public liability insurance, and automotive insurance relative to this contract during all phases of the performance of the various provisions of work to be performed herein naming the other party as an additional named insured. Each municipality's general liability insurance shall be in an amount not less than \$500,000 for injuries including wrongful death to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of any one occurrence. Each municipality's property damage insurance shall be in an amount not less than \$300,000 for damage on account of all occurrences.

7. Each municipality shall transmit in writing to the Clerk of the other municipality within two (2) days after receipt thereof of any written notice received regarding any unsafe, dangerous or obstructed condition of any road subject to this Agreement, and the receiving municipality shall take any necessary corrective action with respect thereto as soon as possible.

8. The term of this agreement shall be from year to year and shall be automatically extended each year unless either party notifies the other on or before December 1 prior to that year that said municipality wishes to withdraw from the agreement in the ensuing calendar year.

9. Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by arbitration in accordance with the laws of the State of New York by three arbitrators, one of whom shall be selected by each of the parties hereto, and the third by the two arbitrators so selected. If the selection of any arbitrator shall not be made within 15 days of the time that

either party shall notify the other of the name of the arbitrator selected by the notifying party, then the arbitrator or arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.

10. Each party hereto does hereby covenant and agree to indemnify and keep indemnified and save harmless the other party against claim for any loss, injury, death and/or damage and against any claim for compensation for which the provider municipality may or shall be liable by reason of its participation in the services to be rendered pursuant to this agreement.

11. In accordance with the provisions of section 109 of the General Municipal Law, both parties hereto are hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, or of its right, title or interest in this agreement to any other person or corporation without the previous consent in writing of the other party.

12. The Supervisor of the Town of Deposit has executed this agreement pursuant to a resolution adopted by the Town Board of the Town of Deposit, at a meeting thereof held on _____, 2005. Stanley Woodford, Town Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Deposit. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk of the Town of Deposit.

13. The President of the Village Board of Trustees of the Village of Deposit has executed this agreement pursuant to a resolution adopted by the Village Board of Trustees of the Village of Deposit, at a meeting thereof held on June 14, 2005. Willis Smith, President of the Village Board of Trustees, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Village of Deposit. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Village Clerk of the Village of Deposit.

14. Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To the Town of Deposit:

Town of Deposit
c/o Town Clerk
3 Elm Street
Deposit, NY 13754

To the Village of Deposit:

Village of Deposit
c/o Village Clerk
146 Front Street
Deposit, NY 13754

15. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

16. This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

17. This agreement is governed by the laws of the State of New York.

IN WITNESS WHEREOF, the Town of Deposit has caused its corporate seal to be affixed hereto and these presents to be signed by Stanley Woodford, its Supervisor, and Daniel Axtell, its Superintendent of Highways, and to be attested to by Cheryl Curtis, Town Clerk, and the Village of Deposit has caused its corporate seal to be affixed hereto and these presents to be signed by Willis Smith, its President of the Village Board of Trustees, and Brad Hubbard, its Administrator of Public Works, and to be attested to by Cheryl R. Decker, Village Clerk.

(Seal of Town of Deposit)

Attest:

By: Cheryl L. Curtis
Cheryl Curtis, Town Clerk

Town of Deposit

By: Stanley Woodford
Stanley Woodford, Supervisor

By: Daniel B. Axtell
Daniel Axtell
Superintendent of Highways

(Seal of the Village of Deposit)

Attest:

By: Cheryl R. Decker
Cheryl R. Decker, Village Clerk

Village of Deposit

By: Willis Smith
Willis Smith, President,
Village Board of Trustees

By: Brad Hubbard
Brad Hubbard, Administrator of Public Works

RECEIVED
OCT 27 2008
MERGE GROUP

**Intermunicipal Agreement Re Providing
Cooperative Highway Services**

THIS AGREEMENT, made and entered into this 10th day of May, 2005, between the **Town of Sanford**, a municipal subdivision of the State of New York situate in Broome County, New York (Mailing Address: c/o Town Clerk, 91 Second Street, Deposit, NY 13754) and the **Village of Deposit**, a municipal subdivision of the State of New York situate in Broome and Delaware Counties, New York (Mailing Address: c/o Village Clerk, 146 Front Street, Deposit, NY 13754),

WITNESSETH:

WHEREAS, both parties currently own and maintain various public streets, roadways, and sidewalks within their respective municipalities, and

WHEREAS, from time to time said streets, roadways, sidewalks and other infrastructure are in need of maintenance and repair, and

WHEREAS, each party has certain available manpower, machinery and equipment to provide such maintenance and repair but from time to time requires additional machinery and equipment for such services, and

WHEREAS, the parties are desirous of contracting with each other for the purpose of sharing such equipment with each other and the attendant savings achieved thereby,

NOW, THEREFORE, IT IS HEREBY AGREED, by the Town of Sanford and the Village of Deposit as follows:

1. Both parties hereto authorize their respective Superintendent of Highways/Administrator of Public Works and Public Works Departments to exchange resources including equipment, facilities, and personnel ("cooperative services") subject to the following conditions.
2. The exchange of cooperative services is strictly voluntary and should not in any way hamper or delay the work within the provider municipality.
3. The municipality providing cooperative services shall:
 - a. Be responsible for injury to any of its employees if it is a workers' compensation injury pursuant to Workers' Compensation Law section 2(7).
 - b. Pay its personnel as it would if the work were performed for the provider municipality.
 - c. Be liable for negligence of its employees occurring in the performance of their duties in the same manner and to the same extent as if the negligence occurred in the performance of their duties for the provider municipality.
 - d. Be responsible for all repairs to its equipment except those caused by the negligence of

the receiver (borrower) of equipment. If participants cannot agree on responsibility for payment, the matter shall be subject to review by arbitration as provided in 7 below.

e. Keep records of the days and hours (as appropriate) that cooperative services were used and provide copies of this documentation to the receiver for verification.

4. The receiver municipality shall:

a. Provide fuel, lubrication, oil, minor repairs and materials as needed during the course of use of equipment and, if necessary, food for the operator.

b. Be responsible for coordinating the safe and efficient use of borrowed equipment and personnel and be responsible for releasing this equipment as soon as it is not needed.

c. Reciprocate to the provider municipality relating to the cooperative services when requested to do so.

d. Release this equipment in the event the provider requires the use of the equipment.

5. Each municipality agrees that its status while performing services pursuant to this agreement is that of an independent contractor and the municipality, its employees and/or agents will neither hold themselves out as, or claim to be, officers or employees of the other municipality in any matter, including, but not limited to Workers' Compensation, Unemployment Insurance benefits, Social Security or retirement membership or credit.

6. Both municipalities do hereby agree to obtain and thereafter continue to keep in full force and effect their general liability insurance, public liability insurance, and automotive insurance relative to this contract during all phases of the performance of the various provisions of work to be performed herein naming the other party as an additional named insured. Each municipality's general liability insurance shall be in an amount not less than \$500,000 for injuries including wrongful death to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of any one occurrence. Each municipality's property damage insurance shall be in an amount not less than \$300,000 for damage on account of all occurrences.

7. Each municipality shall transmit in writing to the Clerk of the other municipality within two (2) days after receipt thereof of any written notice received regarding any unsafe, dangerous or obstructed condition of any road subject to this Agreement, and the receiving municipality shall take any necessary corrective action with respect thereto as soon as possible.

8. The term of this agreement shall be from year to year and shall be automatically extended each year unless either party notifies the other on or before December 1 prior to that year that said municipality wishes to withdraw from the agreement in the ensuing calendar year.

9. Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by arbitration in accordance with the laws of the State of New York by three arbitrators, one of whom shall be selected by each of the parties hereto, and the third by the two arbitrators so selected. If the selection of any arbitrator shall not be made within 15 days of the time that

either party shall notify the other of the name of the arbitrator selected by the notifying party, then the arbitrator or arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.

10. Each party hereto does hereby covenant and agree to indemnify and keep indemnified and save harmless the other party against claim for any loss, injury, death and/or damage and against any claim for compensation for which the provider municipality may or shall be liable by reason of its participation in the services to be rendered pursuant to this agreement.

11. In accordance with the provisions of section 109 of the General Municipal Law, both parties hereto are hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, or of its right, title or interest in this agreement to any other person or corporation without the previous consent in writing of the other party.

12. The Supervisor of the Town of Sanford has executed this agreement pursuant to a resolution adopted by the Town Board of the Town of Sanford, at a meeting thereof held on May 10, 2005. Dewey A. Decker, Town Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Sanford. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk of the Town of Sanford.

13. The President of the Village Board of Trustees of the Village of Deposit has executed this agreement pursuant to a resolution adopted by the Village Board of Trustees of the Village of Deposit, at a meeting thereof held on April 12, 2005. Willis Smith, President of the Village Board of Trustees, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Village of Deposit. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Village Clerk of the Village of Deposit.

14. Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To the Town of Sanford:

Town of Sanford
c/o Town Clerk
91 Second Street
Deposit, NY 13754

To the Village of Deposit:

Village of Deposit
c/o Village Clerk
146 Front Street
Deposit, NY 13754

15. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

16. This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

17. This agreement is governed by the laws of the State of New York.

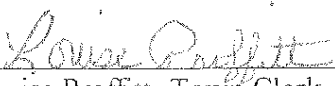
IN WITNESS WHEREOF, the Town of Sanford has caused its corporate seal to be affixed hereto and these presents to be signed by Dewey A. Decker, its Supervisor, and Robert J. Macumber, its Superintendent of Highways, and to be attested to by Louise Proffitt, Town Clerk, and the Village of Deposit has caused its corporate seal to be affixed hereto and these presents to be signed by Willis Smith, its President of the Village Board of Trustees, and Brad Hubbard, its Administrator of Public Works, and to be attested to by Cheryl R. Decker, Village Clerk.

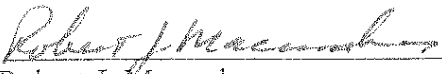
(Seal of Town of Sanford)

Town of Sanford

Attest:

By: 
Dewey A. Decker, Supervisor

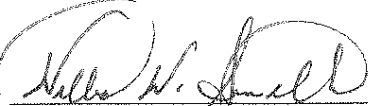
By: 
Louise Proffitt, Town Clerk

By: 
Robert J. Macumber
Superintendent of Highways

(Seal of the Village of Deposit)

Village of Deposit

Attest:

By: 
Willis Smith, President,
Village Board of Trustees

By: 
Cheryl R. Decker, Village Clerk

By: 
Brad Hubbard, Administrator of Public Works

INTERMUNICIPAL AGREEMENT BETWEEN THE
TOWN OF SANFORD, NEW YORK AND THE TOWN
OF DEPOSIT, NEW YORK RELATIVE TO PROVIDING
OF COOPERATIVE HIGHWAY SERVICES

THIS AGREEMENT, made and entered into this 10th day of June 1997, between the TOWN OF SANFORD, a municipal subdivision of the State of New York situate in Broome County, New York (Post Office Address-c/o Town Clerk, 146 Front Street, Deposit, NY 13754) (hereinafter "Town 1"), and the TOWN OF DEPOSIT, a municipal subdivision of the State of New York situate in Delaware County, New York (Post Office Address-c/o Town Clerk, 3 Elm Street, Deposit, NY 13754 (hereinafter "Town 2")),

WITNESSETH:

WHEREAS, both parties currently own and maintain various public streets, roadways, and sidewalks within their respective municipalities, and

WHEREAS, from time to time said streets, roadways, and sidewalks are in need of maintenance and repair, and

WHEREAS, each party has certain available manpower, machinery and equipment to provide such maintenance and repair but from time to time require additional machinery and equipment for such services, and

WHEREAS, the parties are desirous of contracting with each other for the purpose of sharing such equipment with each other and the attendant savings achieved thereby,

NOW, THEREFORE, IT IS HEREBY AGREED, by Town 1 and Town 2 as follows:-

1. Both parties hereto authorize their respective Highway Superintendent/Commissioner of Public Works (hereinafter "Commissioner") to exchange resources including equipment, facilities, and personnel (hereinafter "cooperative services") subject to the following conditions.

2. The exchange of cooperative services is strictly voluntary and should not in any way hamper or delay the work within the provider municipality.

3. The municipality providing cooperative services shall:

a. Be responsible for injury to any of its employees if it is a workers' compensation injury pursuant to Workers' Compensation Law Section 2-7.

COPY

b. Pay its personnel as it would if the work was performed for the provider municipality.

c. Be liable for negligence of its employees occurring in the performance of their duties in the same manner and to the same extent as if the negligence occurred in the performance of their duties for the provider municipality.

d. Be responsible for all repairs to its equipment.

e. Keep records of the days and hours (as appropriate) that cooperative services were used and provide copies of this documentation to the receiver for verification.

4. The receiver municipality shall:

a. Provide fuel, lubrication, oil, minor repairs and materials as needed during the course of use of equipment and, if necessary, food for the operator.

b. Be responsible for coordinating the safe and efficient use of borrowed equipment and personnel and be responsible for releasing this equipment as soon as it is not needed.

c. Reciprocate to the provider municipality relating to the cooperative services when requested to do so.

d. Release this equipment in the event the provider requires the use of the equipment.

5. The term of this agreement shall be from year to year and shall be automatically extended each year unless either party notifies the other on or before December 1 prior to that year that said municipality wishes to withdraw from the agreement in the ensuing calendar year.

6. Both parties do hereby agree to obtain and thereafter continue to keep in full force and effect its general liability insurance, public liability insurance and automotive insurance relative to the various services to be performed herein with limits of not less than \$500,000.00 per occurrence and \$500,000.00 annual aggregate.

7. Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by arbitration in accordance with the laws of the State of New York by three arbitrators, one of whom shall be selected by each of the parties hereto, and the third by the two arbitrators so selected. If the selection of any arbitrator shall not be made within 15 days of the time that either party shall notify the other of the name of the arbitrator selected by the notifying party, then the arbitrator or

arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.

8. Each party hereto does hereby covenant and agree to indemnify and keep indemnified and save harmless the other party against claim for any loss, injury, death and/or damage and against any claim for compensation for which the provider municipality may or shall be liable by reason of its participation in the services to be rendered pursuant to this agreement.

9. In accordance with the provisions of Section 109 of the General Municipal Law, both parties hereto are hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, or of its right, title or interest in this agreement to any other person or corporation without the previous consent in writing of the other party.

10. The Supervisor and Highway Superintendent of Town 1 have executed this agreement pursuant to a Resolution adopted by the Town Board of the Town of Sanford, at a meeting thereof held on June 10, 1997. Thomas E. Hamlin, Supervisor, and Robert J. Bicumber, Highway Superintendent, whose signatures appear hereafter, are duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Sanford.

11. The Supervisor and Highway Superintendent of Town 2 have executed this agreement pursuant to a Resolution adopted by the Town Board of the Town of Deposit, at a meeting thereof held on July 14, 1997. Lee W. Conklin and Alden C. Briggs, whose signatures appear hereafter, are duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Deposit. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Deposit).

12. Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

- To Town 1: c/o Town Clerk
146 Front Street.
Deposit, NY 13754
- To Town 2: c/o Town Clerk
3 Elm Street
Deposit, NY 13754

13. This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

14. This agreement is governed by the laws of the State of New York.

IN WITNESS WHEREOF, the Town of Sanford has caused its corporate seal to be affixed hereto and these presents to be signed by Thomas E. Hamlin, its Supervisor, and Robert J. Macumber, its Highway Superintendant, duly authorized to do so, and to be attested to by Louise A. Proffitt, Town Clerk, and the Town of Deposit has caused its corporate seal to be affixed hereto and these presents to be signed by Lee W. Conklin, its Supervisor, and Alden C. Briggs, its Highway Superintendent, duly authorized to do so, and to be attested to by M. Yvonne Faulkner, Town Clerk.

TOWN OF SANFORD

(SEAL OF THE TOWN OF SANFORD)

Attest:

By: Louise A. Proffitt
LOUISE A. PROFFITT,
Town Clerk

By: Thomas E. Hamlin
THOMAS E. HAMLIN, Supervisor

By: Robert J. Macumber
ROBERT J. MACUMBER,
Highway Superintendent

TOWN OF DEPOSIT

(SEAL OF THE TOWN OF DEPOSIT)

Attest:

By: M. Yvonne Faulkner
M. YVONNE FAULKNER
Town Clerk


By: Lee W. Conklin
LEE W. CONKLIN, Supervisor

By: Alden C. Briggs
ALDEN C. BRIGGS,
Highway Superintendent

STATE OF NEW YORK:
COUNTY OF BROOME: ss.:

On this 10th day of JUNE, 1997, before me, the subscriber, personally appeared THOMAS E. HAMLIN and ROBERT J. MACUMBER, who, being by me duly sworn, depose and say: That he is the Supervisor and Highway Superintendent, respectively, of the Town of Sanford, the municipal subdivision of the State of New York named in and which executed the above and within Instrument; that he knows the seal of said Town of Sanford and that the seal affixed to said Instrument is the seal of the Town of Sanford; that it was so affixed by the order of the Town Board of the Town of Sanford, and that he signed his name thereto by like order.

And on the same day before me personally came and appeared LOUISE A. PROFFITT, Town Clerk of the Town of Sanford, who, being by me duly sworn, deposes and says: That she is the Town Clerk of the Town of Sanford; that she knows the seal of said Town of Sanford and that the seal affixed to said Instrument is the seal of the Town of Sanford; that it was affixed by order of the Town Board of the Town of Sanford; that said Thomas E. Hamlin and Robert J. Macumber are the Supervisor and Highway Superintendent, respectively, of said Town of Sanford and that the signature on said Instrument is the signature of said Thomas E. Hamlin and Robert J. Macumber, as Supervisor and Highway Superintendent, respectively.



Notary Public
Broome County, New York
My commission expires 10/17/97

RAYMOND A. CORNWELL
Notary Public State of New York
No. 4987290
Residing in Broome County
My Commission Expires 10/17/97

STATE OF NEW YORK :
COUNTY OF DELAWARE: ss.:

On this 25 day of July, 1997, before me, the subscriber, personally appeared LEE W. CONKLIN and ALDEN C. BRIGGS, who, being by me duly sworn, depose and say: That he is the Supervisor and Highway Superintendent, respectively, of the Town of Deposit, the municipal subdivision of the State of New York named in and which executed the above and within Instrument; that he knows the seal of said Town of Deposit and that the seal affixed to said Instrument is the seal of the Town of Deposit; that it was so affixed by the order of the Town Board of the Town of Deposit, and that he signed his name thereto by like order.

And on the same day before me personally came and appeared M. YVONNE PAULKNER, Town Clerk of the Town of Deposit, who, being by me duly sworn, deposes and says: That she is the Town Clerk of the Town of Deposit; that she knows the seal of said Town of Deposit and that the seal affixed to said Instrument is the seal of the Town of Deposit; that it was affixed by order of the Town Board of the Town of Deposit; that said Lee W. Conklin and Alden C. Briggs are the Supervisor and Highway Superintendent, respectively, of said Town of Deposit and that the signature on said Instrument is the signature of said Lee W. Conklin and Alden C. Briggs, as Supervisor and Highway Superintendent, respectively.

Samuel S. Pulgarin
Notary Public

Delaware County, New York

My commission expires

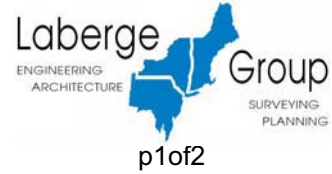
12/31/97

Appendix C: Facility /Site Assessment Worksheets

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed:



p1of2

Building/Site Name: Sanford (T) Highway Garage
 Building/Site Address: Front St
 Ownership: Town
 Year Constructed: NA
 Number of Stories: 1 & 2
 General Use/Occupancy: Office, Repair & Fuel Storage
 Type of Construction: mixed
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 1/2 acre
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office, yard, vehicle repair, fuel
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	access from Front St is good
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	asphalt
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	site is in the middle of a Village
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Above Ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	500 gal gas, 1,000 gal diesel
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	located on Route 41
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Sanford (T) Highway Garage

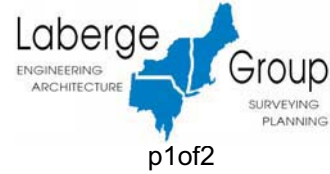
	Checked	Deficiency	
B Building			
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11,500sf
Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 repair, 6 storage bays
1 Exits			
Number/Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	exits appear to comply
Exit Enclosure Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accessibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not fully accessible
Deficiencies Noted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	accessibility upgrades are required
ex Structural System(s)			
Type	<input type="checkbox"/>	<input type="checkbox"/>	existing OH crane
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed: cmu/steel frame
3 Exterior Building Enclosure System(s)			
Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	metal and rubber
Exterior Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	cmu/wood siding
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	energy upgrade needed
4 Mechanical System(s)			
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	hot water and radiant heat
Deficiencies Noted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	energy upgrade needed
5 Plumbing System(s)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	public water and sanitary
6 Electrical System(s)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	standard elec. service, sufficient capacity
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
8 Fire Protection Systems (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	need to address fire wall between offices and garage
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	Building needs general improvements to comply with current code requirements.

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Sanford (T) Salt Shed
 Building/Site Address: Route 41
 Ownership: Town
 Year Constructed: 2007
 Number of Stories: 1
 General Use/Occupancy: Salt Storage
 Type of Construction: Pole Barn (wood)
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 1/4 acre
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	yard and salt storage access
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Rt 41
	Surface:	<input type="checkbox"/>	<input type="checkbox"/>	mixed gravel, cinder, natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open all sides with wooded area to the N
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 40 x 30
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	500 Tons
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	wood pole barn construction
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Sanford (T) Salt Shed

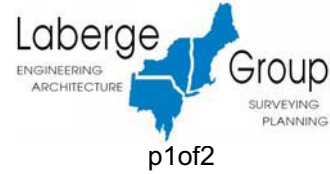
	Checked	Deficiency	
B Building			
Size:	☑	☐	approx. 40 x 30; needs 2 more bays
Date Constructed/Additions:	☐	☐	
Structure Type:	☐	☐	
Drawings Available:	☐	☐	
Vehicle Bays:	☐	☐	
1 Exits			none present
Number/Arrangement	☐	☐	
Exit Enclosure Construction	☐	☐	
Accessibility	☐	☐	
Deficiencies Noted	☐	☐	
2 Structural System(s)			
Type	☑	☐	wood, heavy timber
Deficiencies Noted	☐	☐	
3 Exterior Building Enclosure System(s)			
Roof	☑	☐	wood framed w/ metal roofing
Exterior Walls	☑	☐	plywood siding
Deficiencies Noted	☐	☐	
4 Mechanical System(s)			none present
Type	☐	☐	
Deficiencies Noted	☐	☐	
5 Plumbing System(s)			none present
Deficiencies Noted	☐	☐	
6 Electrical System(s)			none present
Deficiencies Noted	☐	☐	
7 Fire Alarm System(s) (Y/N)			none present
Deficiencies Noted	☐	☐	
8 Fire Protection Systems (Y/N)			none present
Deficiencies Noted	☐	☐	
9 Other Notes/Observations:	☐	☐	

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Sanford (T) Yard
 Building/Site Address: Old Route 17
 Ownership: Town
 Year Constructed: _____
 Number of Stories: NA
 General Use/Occupancy: General yard & equip. storage
 Type of Construction: NA
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A Site				
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 3 acres
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	general storage of highway materials & equip.
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Old Rt 17
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed gravel, cinder, natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open all sides with wooded area to the S
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Sanford (T) Yard

	Checked	Deficiency	
B Building			
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Type:	<input type="checkbox"/>	<input type="checkbox"/>	
Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	<input type="checkbox"/>	<input type="checkbox"/>	
			(refer to separate listing of vehicles/equipment on-site)
1 Exits			
Number/Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Enclosure Construction	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
2 Structural System(s)			
Type	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
3 Exterior Building Enclosure System(s)			
Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
4 Mechanical System(s)			
Type	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
5 Plumbing System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
6 Electrical System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
8 Fire Protection Systems (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Sanford (T) Yard
 Building/Site Address: Oquapa Road
 Ownership: Town
 Year Constructed: _____
 Number of Stories: NA
 General Use/Occupancy: General Yard Storage
 Type of Construction: NA
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A Site				
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx 3/4 acres
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	general yard and equipment storage
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Oquapa Rd
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed gravel/cinder/natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	wooded area area to the North and West
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	natural runoff to sides of site
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Sanford (T) Yard
 Building/Site Address: Route 41
 Ownership: Town
 Year Constructed: NA
 Number of Stories: NA
 General Use/Occupancy: General yard storage
 Type of Construction: NA
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A Site				
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 2 acres
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	general yard storage of highway materials
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Rt 41
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed, gravel, cinder, natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	wooded to the N and W of the site
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see separate listing for this facility
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Sanford (T) Yard

	Checked	Deficiency	
B Building			
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see separate listing for Salt Shed structure
Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Type:	<input type="checkbox"/>	<input type="checkbox"/>	
Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	<input type="checkbox"/>	<input type="checkbox"/>	(refer to separate listing of vehicles/equipment on-site)
1 Exits			
Number/Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Enclosure Construction	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
2 Structural System(s)			
Type	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
3 Exterior Building Enclosure System(s)			
Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
4 Mechanical System(s)			
Type	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
5 Plumbing System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
6 Electrical System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
8 Fire Protection Systems (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Deposit (T) Highway Garage
 Building/Site Address: Elm Street
 Ownership: Town
 Year Constructed: NA
 Number of Stories: 1
 General Use/Occupancy: Storage
 Type of Construction: wood framed
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 1/3 acre
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	facility was flood damaged and is used only for temp. storage of materials/equipment
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Elm St
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	paved
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	located in the middle of the Village
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none available
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Deposit (T) Highway Garage

		Checked	Deficiency	
B Building	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 3,300sf facility is a part of the Town Hall and was flood damaged and is used only for temp storage of materials/equipment
	Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	wood framed
	Structure Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
	Vehicle Bays: 4	<input type="checkbox"/>	<input type="checkbox"/>	(refer to separate listing of vehicles/equipment on-site)
1 Exits	Number/Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	appears to be compliant
	Exit Enclosure Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	appears to be compliant
	Accessibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	appears to be compliant
	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	general water damage requiring general overall upgrade/rehabilitation
2 Structural System(s)	Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	wood framed truss system
	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	general water damage requiring general overall upgrade/rehabilitation
3 Exterior Building Enclosure System(s)	Roof	<input type="checkbox"/>	<input type="checkbox"/>	metal roofing
	Exterior Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	metal siding
	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	bldg. received about 5ft of water and exterior insul systems need to be replaced; no structural problems apparent
4 Mechanical System(s)	Type	<input type="checkbox"/>	<input type="checkbox"/>	overhead radiant heat
	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	general water damage requiring general overall upgrade/rehabilitation
5 Plumbing System(s)	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	none present
6 Electrical System(s)	Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	standard elec. system
	Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	general water damage requiring general overall upgrade/rehabilitation
7 Fire Alarm System(s) (Y/N)	Deficiencies Noted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	none observed; fire alarm system req'd
8 Fire Protection Systems (Y/N)	Deficiencies Noted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	none observed; fire protection req'd
9 Other Notes/Observations:		<input type="checkbox"/>	<input type="checkbox"/>	Building contains useful SF but needs \$ for general and flood related improvements

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed:

Building/Site Name: Deposit (T) Highway Garage
 Building/Site Address: Route 10
 Ownership: County/Town, to be turned
 Year Constructed: over to Town in 2009
 Number of Stories: 1
 General Use/Occupancy: General storage of vehicles
 Type of Construction: Masonry/steel
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A Site				
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	part of 1.7acre site
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	shared with Delaware County
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	excellent access to Rt 10
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	paved
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	back of the property; shared w/ County
	Above Ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	info not available
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see separate listing
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None observed
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None observed
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

Deposit (T) Highway Garage

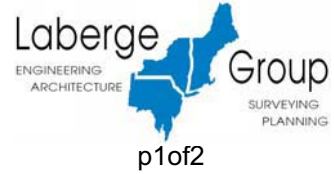
	Checked	Deficiency	
B Building			
Size:			
Date Constructed/Additions:			
Structure Type:			masonry/steel
Drawings Available:			NA
Vehicle Bays:			5 bays
			(refer to separate listing of vehicles/equipment on-site)
1 Exits			
Number/Arrangement			
Exit Enclosure Construction			
Accessibility			
Deficiencies Noted			none noted
2 Structural System(s)			
Type			load bearing masonry/steel joists
Deficiencies Noted			
3 Exterior Building Enclosure System(s)			
Roof			presumed to be membrane
Exterior Walls			load bearing masonry
Deficiencies Noted			none noted
4 Mechanical System(s)			
Type			hot water and gas fired unit heaters
Deficiencies Noted			none noted
5 Plumbing System(s)			
Deficiencies Noted			standard septic system no grease separator
6 Electrical System(s)			
Deficiencies Noted			standard system, sufficient capacity none noted; lighting could be improved
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted			none noted alarm system should be installed
8 Fire Protection Systems (Y/N)			
Deficiencies Noted			none noted fire wall should be constructed between offices and garage bays
9 Other Notes/Observations:			Building is sound but needs some general improvements/additions to satisfy Dept. needs.

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08

Building/Site Name: Deposit (T) Highway Garage
 Building/Site Address: Route 8/10
 Ownership: Leased (3yr due on 6/30/09)
 Year Constructed: _____
 Number of Stories: One story w/ upper office
 General Use/Occupancy: Storage and repair facility
 Type of Construction: cmu and wood framed
 As-built drawings available: _____



		Checked	Deficiency	Remarks/Notes
A Site				
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 4 1/4 acres
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	repair, storage and yard storage
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	fair access from Rt 8/10
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed gravel, cinder, natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open on all sides
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:			
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

Deposit (T) Highway Garage

	Checked	Deficiency	
B Building			
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8,000sf floor w/ approx. 800sf office area above
Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	steel frame
Drawings Available:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	6 <input checked="" type="checkbox"/>	<input type="checkbox"/>	drive thru layout
1 Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Number/Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	appears to be compliant w/ exception of upstairs
Exit Enclosure Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	occupancies
Accessibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	not compliant
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
2 Structural System(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	structural steel
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
3 Exterior Building Enclosure System(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	metal roofing
Exterior Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	metal siding
Deficiencies Noted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	aging enclosure and non compliant with energy standards
4 Mechanical System(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	hot water and overhead radiant heating units
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
5 Plumbing System(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	septic system
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
6 Electrical System(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	standard system, sufficient capacity for building
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
7 Fire Alarm System(s) (Y/N)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	requires fire alarm system installation
8 Fire Protection Systems (Y/N)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	requires fire wall const. between offices (upper & lower) and garage area
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	Building needs general improvements and renovations. If it is kept as a leased facility, those renovations could be made part of the lease negotiations.

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed:

Building/Site Name: Deposit (T) Salt Shed
 Building/Site Address: Route 10
 Ownership: Town
 Year Constructed: _____
 Number of Stories: 1
 General Use/Occupancy: Materials storage
 Type of Construction: Heavy timber
 As-built drawings available: _____



		Checked	Deficiency	Remarks/Notes
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	part of 1.7acre site
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storage of highway maintenance material use approx. 1200T/yr Salt; 2000T/yr red cinder and sand
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Route 10
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed gravel, cinder and natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open all sides with wooded area to the E
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	diesel and gas
	Above Ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used by County vehicles as well
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	information not available
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	none observed
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input type="checkbox"/>	<input type="checkbox"/>	none observed
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

Deposit (T) Salt Shed

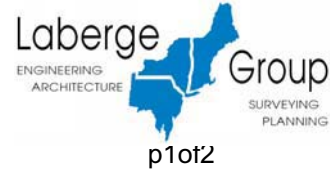
	Checked	Deficiency	
B Building			
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Date Constructed/Additions:	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	heavy timber/wood trusses
Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	<input type="checkbox"/>	<input type="checkbox"/>	(refer to separate listing of vehicles/equipment on-site)
1 Exits			
Number/Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not applicable
Exit Enclosure Construction	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
2 Structural System(s)			
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	heavy timber/wood trusses
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
3 Exterior Building Enclosure System(s)			
Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	asphalt shingles
Exterior Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	plywood
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
4 Mechanical System(s)			
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not applicable
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
5 Plumbing System(s)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not applicable
6 Electrical System(s)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
8 Fire Protection Systems (Y/N)			
Deficiencies Noted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

Building/Site Assessment Checklist

Project No.: 28072

Date Assessed: 11/5/08



Building/Site Name: Deposit (T) Yard
 Building/Site Address: Laurel Bank Avenue
 Ownership: Town
 Year Constructed: NA
 Number of Stories: NA
 General Use/Occupancy: General yard storage
 Type of Construction: NA
 As-built drawings available: NA



		Checked	Deficiency	
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 5.5 acres
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	general highway yard and equipment storage potential site for new highway garage
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good access from Laurel Banks Ave
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed, gravel, cinder and natural
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open on all sides
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Above Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none present
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

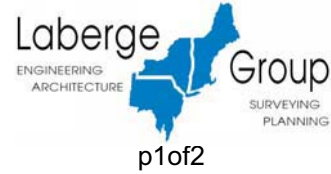
Deposit (T) Yard

	Checked	Deficiency	
B Building			
Size:			some structures exist. on site but are being
Date Constructed/Additions:			removed
Structure Type:			
Drawings Available:			
Vehicle Bays:			
			(refer to separate listing of vehicles/equipment on-site)
1 Exits			
Number/Arrangement			
Exit Enclosure Construction			
Accessibility			
Deficiencies Noted			
2 Structural System(s)			
Type			
Deficiencies Noted			
3 Exterior Building Enclosure System(s)			
Roof			
Exterior Walls			
Deficiencies Noted			
4 Mechanical System(s)			
Type			
Deficiencies Noted			
5 Plumbing System(s)			
Deficiencies Noted			
6 Electrical System(s)			
Deficiencies Noted			
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted			
8 Fire Protection Systems (Y/N)			
Deficiencies Noted			
9 Other Notes/Observations:			All structures currently on the site will be removed to clear space for a proposed highway garage. While thsi site is favored for the proposed garage, its location on the opposite side of the railroad tracks poses an access issue if a train gets stuck or a flood occurs.

Town of Deposit / Village of Deposit / Town of Sanford
Building/Site Assessment Checklist

Project No.: 28072

Date Assessed:



p1of2

Building/Site Name: Deposit (V) Highway Garage
 Building/Site Address: Village St
 Ownership: Village
 Year Constructed: NA
 Number of Stories: 1
 General Use/Occupancy: Office and Vehicle Repair
 Type of Construction: Standard wood frame
 As-built drawings available: NA



		Checked	Deficiency	Remarks/Notes
A	Site			
1	Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	approx. 1 1/4acre
2	Use:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Village DPW facility
	Access:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	access thru parking of Twn of Sanford Garage
	Surface:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	General Environs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	bounded by stream to the E and RR to the S
3	Stormwater Mgt. Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Special Features: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Fuel Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	facility on site
	Above Ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Below Ground	<input type="checkbox"/>	<input type="checkbox"/>	
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	500gal gas & 1,000gal diesel
6	Salt Storage: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a small salt shed exists adjacent to the Garage
	Size/Capacity:	<input type="checkbox"/>	<input type="checkbox"/>	capacity unknown, assume 100 tons
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
7	Recycling: Date Built:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	What Materials:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	
8	Solid Waste Transfer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none observed
	Date Built:	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe System:	<input type="checkbox"/>	<input type="checkbox"/>	

Town of Deposit / Village of Deposit / Town of Sanford

Deposit (V) Highway Garage

	Checked	Deficiency	
B Building			office, locker and vehicle repair
Size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3,400sf + 900sf open shed
Date Constructed/Additions:			
Structure Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	standard wood frame
Drawings Available:	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Bays:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
1 Exits			
Number/Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	non fire separation with office area
Exit Enclosure Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not applicable
Accessibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not accessible
Deficiencies Noted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Structural System(s)			
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	wood frame
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
3 Exterior Building Enclosure System(s)			
Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	asphalt shigles
Exterior Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mixed: board and batten and cmu
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
4 Mechanical System(s)			
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
5 Plumbing System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
6 Electrical System(s)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
7 Fire Alarm System(s) (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
8 Fire Protection Systems (Y/N)			
Deficiencies Noted	<input type="checkbox"/>	<input type="checkbox"/>	
9 Other Notes/Observations:	<input type="checkbox"/>	<input type="checkbox"/>	Building needs general improvements to comply with current code requirements

Appendix D: Sample Intermunicipal Agreements

CONTRACT FOR SHARED HIGHWAY SERVICES

1. For purposes of this contract, the following terms shall be defined as follows:
 - a. "Municipality" shall mean any city, county, town, village which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with the Delaware County Department of Public Works.
 - b. "Contract" shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that each such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.
 - c. "Shared Service" shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but not be limited to:
 - i. the renting, exchanging or lending of highway machinery, tools and equipment, with or without operators;
 - ii. the borrowing or lending of supplies between municipalities on a temporary basis conditioned upon the replacement of such supplies or conditioned upon the obtaining of equal value through the provision of a service by the borrower or by the lending of equipment by the borrower, the value of which is equal to the borrowed supplies;
 - iii. the providing of a specific service for another municipality, conditioned on such other municipality providing a similar service, or a service of equal value, in exchange.
 - iv. The maintenance of machinery or equipment by a municipality for other municipalities.
 - d. "Superintendent" shall mean, in the case of a city, the head of the department of public works; in the case of a county, the county superintendent of highways, or the person having the power and authority to perform the duties generally performed by the county superintendent of highways; in the case of a town, the town superintendent of highways; in the case of a village, the superintendent of public works.
2. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the Delaware County Department of Public Works.
3. The undersigned municipality by this agreement grants unto the superintendent, the authority to enter into any shared service arrangements with any other municipalities or other municipalities subject to the following terms and conditions:

- a. The County of Delaware agrees to rent or exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for the purposes of the County of Delaware. The determination as to whether such machinery, with or without operators, is needed by the County of Delaware, shall be made by the superintendent. The value of the materials or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of equal value, to be determined by mutual agreement of the respective superintendents.
- b. The County of Delaware agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery or material is available for renting, exchanging or lending shall be made by the superintendent. In the event the superintendent determines that it will be in the best interest of the County of Delaware to lend to another municipality, the superintendent is hereby authorized to lend to another municipality. The value of supplies or materials loaned to another municipality may be returned to the County of Delaware, by the borrowing municipality in the form of similar types and amounts of materials or supplies, or by the use of equipment or receipt of services of equal value, to be determined by the respective superintendents.
- c. The County of Delaware agrees to repair or maintain machinery or equipment for any city/county/town/village under terms that may be agreed upon by the superintendent, upon such terms as may be determined by the superintendent.
- d. An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However, the method by which the machine is to be operated shall be determined by the operator.
- e. When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement that exists for the benefit of the operator in the municipality by which the operator is employed.
- f. The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator. In the event damages are caused as a result of directions given to perform work, then the lending municipality shall be held harmless by the borrowing municipality.
- g. Each municipality shall remain fully responsible for its own employees, including salary, benefits and workers compensation.

4. The renting, borrowing or leasing, repairing or maintaining of any particular piece of machinery or equipment, or the exchanging or borrowing of materials or supplies, or the providing of a specific service shall be evidenced by the signing of a memorandum by the superintendent. Such memorandum may be delivered to the other party via mail, personal delivery, facsimile machine, or any other method of transmission agreed upon. In the event there is no written acceptance of the memorandum, the receipt of the materials or supplies or the acceptance of a service shall be evidence of the acceptance of the offer to rent, exchange or lend.
5. In the event any shared services arrangement is made without a memorandum at the time of receipt of the shared service, the superintendent receiving the shared service shall within five days thereof, send to the provider a memorandum identifying the type, time and date of the acceptance of the repair or maintenance shared service. In the event such shared service related to or included any materials or supplies, such memorandum shall identify such materials or supplies and time and place of delivery.
6. In the event a municipality wishes to rent machinery or equipment from another municipality or in the event a municipality wishes to determine the value of such renting for the purposes of exchanging shared services or a comparable value, it is agreed that the value of the shared service shall be set forth in the memorandum.
7. All machinery and the operator, for purposes of workers compensation, liability and any other relationship with third parties, except as provided in paragraph e of section three of this agreement, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.
8. In the event machinery or equipment being operated by an employee or the owning municipality is damaged or otherwise in need or repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.
9. Records shall be maintained by each municipality setting forth all machinery rentals, exchanges, borrowings, repair or maintenance and other shared services. Such records will be available for inspection by any municipality which has shared services with such municipality.
10. In the event a dispute arises relating to any repair, maintenance or shared service, and in the event such dispute cannot be resolved between the parties, such dispute shall be subject to mediation.
11. Any party to this contract may revoke such contract by filing a notice of such revocation. Upon the revocation of such contract, any outstanding obligations shall be settled within thirty days of such revocation unless the parties with whom an obligation is due agree in writing to extend such date of settlement.

12. Any action taken by the superintendent pursuant to the provisions of this contract shall be consistent with the duties of such official and expenditures incurred shall not exceed the amounts set forth in the County budget for highway purposes.
13. The record of all transactions that have taken place as a result of the County of Delaware participation in the services afforded by this contract shall be kept by the superintendent and a statement thereof, in a manner satisfactory to the County board, shall be submitted to the County Board semiannually on or before the first day of June and on or before the first day of December of each year following the filing of the contract, unless the County board requests the submission of records at different times and dates.
14. If any provision of this contract is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid and operative, or if it cannot be so modified, the severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.
15. This contract shall be reviewed each year by the County of Delaware and shall expire five years from the date of its signing by the chief executive officer. The County board may extend or renew this contract at the termination thereof for another five year period.
16. Copies of this contract shall be sent to the clerk and the Superintendent of each municipality with which the County Superintendent anticipates engaging in shared services. No shared services shall be conducted by the County Superintendent except with the Superintendent of a municipality that has completed a shared services contract and has sent a copy thereof to the Delaware County Department of Public Works.

The County is authorized and directed to file a copy of the contract set forth in this resolution with the chief executive officer of the following municipalities:

Town of Harpersfield

Town of Middletown

Town of Roxbury

Town of Stamford

Village of Margaretville

Village of Stamford

Signed: _____

Chairman, Delaware County Board of Supervisors

Date: _____

Appendix E: Detailed Tables for Average Expenditure Comparison

Appendix Table A: Detailed Average Transportation Expenditure Comparison 2004-2007

Municipality	Town of Deposit					Village of Deposit					Town of Sanford				
	2004	2005	2006	2007	04-07 Average	2004	2005	2006	2007	04-07 Average	2004	2005	2006	2007	04-07 Average
Total Transportation Expenditures	\$544,985	\$921,527	\$1,087,054	\$1,253,283	951,712	\$223,388	\$717,528	\$352,520	\$359,082	413,130	\$966,472	\$987,348	\$1,158,106	\$1,040,290	1,038,054
Street Administration Personal Services (5010.1)	\$35,000	\$36,050	\$37,091	\$38,246	36,597			\$470	\$4,577	1,262	\$61,036	\$66,566	\$81,620	\$84,480	73,426
Street Administration Contractual Expenditures (5010.4)	\$298	\$906	\$1,375	\$1,951	1,133	\$698	\$4,357	\$1,208	\$1,154	1,854	\$1,273	\$985	\$1,650	\$1,778	1,422
Street Administration Equipment & Capital Outlay(5010.2)			\$1,573		393					0					0
Street Maintenance Personal Services (5110.1)	\$56,325	\$73,293	\$65,806	\$65,897	65,330	\$55,912	\$84,474	\$64,770	\$79,069	71,056	\$145,790	\$146,370	\$152,396	\$152,669	149,306
Street Maintenance Contractual Expenditures (5110.4)	\$170,613	\$465,000	\$769,968	\$643,443	512,256	\$39,353	\$47,869	\$68,273	\$51,847	51,836	\$229,119	\$182,757	\$285,593	\$156,798	213,567
Street Maintenance Equipment & Capital Outlay (5110.2)					0	\$7,904	\$471,666	\$116,130	\$134,069	182,442					0
Bridge Maintenance Contractual Expenditures (5120.4)	\$380				95					0				\$2,500	625
Permanent Improvements Personal Services (5112.1)					0					0	\$9,148	\$6,730	\$2,310	\$2,594	5,196
Permanent Improvements Contractual Expenditures (5112.4)					0					0	\$92,687	\$109,167	\$141,950	\$123,623	116,857
Permanent Improvements Equipment & Capital Outlay(5112.2)					0	\$60,081	\$40,249	\$28,111	\$31,101	39,886					0
Snow Removal Personal Services (5142.1)	\$55,797	\$64,186	\$69,825	\$71,133	65,235	\$6,864	\$9,356	\$11,179	\$10,134	9,383	\$92,944	\$106,002	\$87,968	\$107,588	98,626
Snow Removal Contractual Expenditure (5142.4)	\$38,739	\$60,127	\$48,516	\$82,442	57,456	\$4,756	\$5,898	\$7,272	\$4,914	5,710	\$61,705	\$60,008	\$57,609	\$68,179	61,875
Snow Removal Equipment & Capital Outlay(5142.2)					0	\$70	\$1,278	\$1,986		834					0
Machinery Personal Services (5130.1)					0					0	\$34,918	\$36,357	\$34,546	\$39,165	36,247
Machinery Contractual Expenditures (5130.4)	\$51,171	\$58,091	\$68,926	\$55,469	58,414					0	\$112,315	\$109,681	\$213,330	\$135,929	142,814
Machinery Equipment & Capital Outlay (5130.2)	\$131,283	\$160,930	\$21,844	\$235,838	137,474					0	\$103,571	\$138,759	\$47,680	\$142,132	108,036
Garage Personal Services (5132.1)					0	\$5,061	\$6,982	\$9,525	\$6,545	7,028					0
Garage Contractual Expenditures (5132.4)	\$5,170	\$2,718	\$1,921	\$2,827	3,159	\$6,761	\$6,051	\$5,210	\$5,189	5,803	\$21,966	\$23,966	\$51,454	\$22,855	30,060
Garage Equipment & Capital Outlay (5132.2)					13,930		\$1,454		\$142	399					0

Municipality	Town of Deposit					Town of Sanford					
	Year	2004	2005	2006	2007	04-07 Average	2004	2005	2006	2007	04-07 Average
Transportation Ancillary	Street Lighting Contractual Expenditures (5182.4)	\$209	\$226	\$209	\$320	241	\$27,690	\$28,988	\$27,592	\$17,624	25,474
	Sidewalks Personal Services (5410.1)					0	\$3,143	\$2,333	\$2,999	\$539	2,254
	Sidewalks Contractual Expenditures (5410.4)					0	\$1,698	\$1,884	\$2,611	\$5,760	2,988
	Street Cleaning Personal Services (8170.1)					0	\$3,079	\$2,705	\$3,998	\$5,668	3,863
	Street Cleaning Equipment & Capital Outlay (8170.2)					0		\$1,088	\$573	\$196	464
Street Cleaning Contractual Expenditures (8170.4)					0	\$319	\$896	\$613	\$554	596	

Source: NYS Office of the Comptroller Financial Data For Local Governments

Appendix Table B: Detailed Transportation Expenditure Comparison Per Capita

Municipality		Town of Deposit		Village of Deposit		Town of Sanford	
Year	04-07 Average	Expenditures per capita (1,653 pop.)	04-07 Average	Expenditures per capita (1,603 pop.)	04-07 Average	Expenditures per capita (2,454 pop.)	
Total 04-07 Average Transportation Expenditures	\$951,712	\$575.75	\$413,130	\$257.72	\$1,038,054	\$423.00	
Street Administration Personal Services	\$36,597	\$22.14	\$1,262	\$0.79	\$73,426	\$29.92	
Street Administration Contractual Expenditures	\$1,133	\$0.69	\$1,854	\$1.16	\$1,422	\$0.58	
Street Administration Equipment & Capital Outlay	\$393	\$0.24		\$0.00		\$0.00	
Street Maintenance Personal Services	\$65,330	\$39.52	\$71,056	\$44.33	\$149,306	\$60.84	
Street Maintenance Contractual Expenditures	\$512,256	\$309.89	\$51,836	\$32.34	\$213,567	\$87.03	
Street Maintenance Equipment & Capital Outlay		\$0.00	\$182,442	\$113.81		\$0.00	
Bridge Maintenance Contractual Expenditures	\$95	\$0.06		\$0.00	\$625	\$0.25	
Permanent Improvements Personal Services		\$0.00		\$0.00	\$5,196	\$2.12	
Permanent Improvements Contractual Expenditures		\$0.00		\$0.00	\$116,857	\$47.62	
Permanent Improvements Equipment & Capital Outlay		\$0.00	\$39,886	\$24.88		\$0.00	
Garage Personal Services		\$0.00	\$7,028	\$4.38		\$0.00	

Municipality		Town of Deposit		Village of Deposit		Town of Sanford	
		04-07 Average	Expenditures per capita (1,653 pop.)	04-07 Average	Expenditures per capita (1,603 pop.)	04-07 Average	Expenditures per capita (2,454 pop.)
Transportation Facilities	Year						
	Garage Contractual Expenditures	\$3,159	\$1.91	\$5,803	\$3.62	\$30,060	\$12.25
	Garage Equipment & Capital Outlay	\$13,930	\$8.43	\$399	\$0.25		\$0.00
	Snow Removal Personal Services	\$65,235	\$39.46	\$9,383	\$5.85	\$98,626	\$40.19
	Snow Removal Contractual Expenditure	\$57,456	\$34.76	\$5,710	\$3.56	\$61,875	\$25.21
	Snow Removal Equipment & Capital Outlay		\$0.00	\$834	\$0.52		\$0.00
	Machinery Personal Services		\$0.00		\$0.00	\$36,247	\$14.77
	Machinery Contractual Expenditures	\$58,414	\$35.34		\$0.00	\$142,814	\$58.20
	Machinery Equipment & Capital Outlay	\$137,474	\$83.17		\$0.00	\$108,036	\$44.02
	Street Lighting Contractual Expenditures	\$241	\$0.15	\$25,474	\$15.89		\$0.00
Transportation Ancillary	Sidewalks Personal Services		\$0.00	\$2,254	\$1.41		\$0.00
	Sidewalks Contractual Expenditures		\$0.00	\$2,988	\$1.86		\$0.00
	Street Cleaning Personal Services		\$0.00	\$3,863	\$2.41		\$0.00
	Street Cleaning Equipment & Capital Outlay		\$0.00	\$464	\$0.29		\$0.00

Municipality		Town of Deposit		Village of Deposit		Town of Sanford	
		04-07 Average	Expenditures per capita (1,653 pop.)	04-07 Average	Expenditures per capita (1,603 pop.)	04-07 Average	Expenditures per capita (2,454 pop.)
	Street Cleaning Contractual Expenditures		\$0.00	\$596	\$0.37		\$0.00

Source: NYS Office of the Comptroller Financial Data for Local Governments.
 Per capita Expenditure Formula: (average expenses fiscal years 2003-2006) / 2007 Census Population Estimate

Appendix F: Detailed Loan Amortization Schedules

Town of Sanford Highway Facility Consolidation Loan Amortization Schedule - Completed as 1 Phase (30 Year Loan Period)

Enter values	
Loan amount	\$926,062.50
Annual interest rate	5.00 %
Loan period in years	30
Number of payments per year	1
Start date of loan	1/1/2010
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 60,241.69
Scheduled number of payments	30
Actual number of payments	30
Total early payments	-
Total interest	\$ 881,188.34

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/1/2011	\$ 926,062.50	\$ 60,241.69	\$ -	\$ 60,241.69	\$ 13,938.57	\$ 46,303.13	\$ 912,123.93	\$ 46,303.13
2	1/1/2012	912,123.93	60,241.69	-	60,241.69	14,635.50	45,606.20	897,488.43	91,909.32
3	1/1/2013	897,488.43	60,241.69	-	60,241.69	15,367.27	44,874.42	882,121.16	136,783.74
4	1/1/2014	882,121.16	60,241.69	-	60,241.69	16,135.64	44,106.06	865,985.52	180,889.80
5	1/1/2015	865,985.52	60,241.69	-	60,241.69	16,942.42	43,299.28	849,043.10	224,189.08
6	1/1/2016	849,043.10	60,241.69	-	60,241.69	17,789.54	42,452.16	831,253.56	266,641.23
7	1/1/2017	831,253.56	60,241.69	-	60,241.69	18,679.02	41,562.68	812,574.55	308,203.91
8	1/1/2018	812,574.55	60,241.69	-	60,241.69	19,612.97	40,628.73	792,961.58	348,832.64
9	1/1/2019	792,961.58	60,241.69	-	60,241.69	20,593.62	39,648.08	772,367.97	388,480.72
10	1/1/2020	772,367.97	60,241.69	-	60,241.69	21,623.30	38,618.40	750,744.67	427,099.12
11	1/1/2021	750,744.67	60,241.69	-	60,241.69	22,704.46	37,537.23	728,040.21	464,636.35
12	1/1/2022	728,040.21	60,241.69	-	60,241.69	23,839.68	36,402.01	704,200.52	501,038.36
13	1/1/2023	704,200.52	60,241.69	-	60,241.69	25,031.67	35,210.03	679,168.86	536,248.39
14	1/1/2024	679,168.86	60,241.69	-	60,241.69	26,283.25	33,958.44	652,885.60	570,206.83
15	1/1/2025	652,885.60	60,241.69	-	60,241.69	27,597.41	32,644.28	625,288.19	602,851.11
16	1/1/2026	625,288.19	60,241.69	-	60,241.69	28,977.29	31,264.41	596,310.90	634,115.52
17	1/1/2027	596,310.90	60,241.69	-	60,241.69	30,426.15	29,815.55	565,884.76	663,931.06
18	1/1/2028	565,884.76	60,241.69	-	60,241.69	31,947.46	28,294.24	533,937.30	692,225.30
19	1/1/2029	533,937.30	60,241.69	-	60,241.69	33,544.83	26,696.86	500,392.47	718,922.17
20	1/1/2030	500,392.47	60,241.69	-	60,241.69	35,222.07	25,019.62	465,170.40	743,941.79
21	1/1/2031	465,170.40	60,241.69	-	60,241.69	36,983.17	23,258.52	428,187.22	767,200.31
22	1/1/2032	428,187.22	60,241.69	-	60,241.69	38,832.33	21,409.36	389,354.89	788,609.67
23	1/1/2033	389,354.89	60,241.69	-	60,241.69	40,773.95	19,467.74	348,580.94	808,077.41
24	1/1/2034	348,580.94	60,241.69	-	60,241.69	42,812.65	17,429.05	305,768.29	825,506.46
25	1/1/2035	305,768.29	60,241.69	-	60,241.69	44,953.28	15,288.41	260,815.01	840,794.88
26	1/1/2036	260,815.01	60,241.69	-	60,241.69	47,200.94	13,040.75	213,614.07	853,835.63
27	1/1/2037	213,614.07	60,241.69	-	60,241.69	49,560.99	10,680.70	164,053.08	864,516.33
28	1/1/2038	164,053.08	60,241.69	-	60,241.69	52,039.04	8,202.65	112,014.04	872,718.98
29	1/1/2039	112,014.04	60,241.69	-	60,241.69	54,640.99	5,600.70	57,373.04	878,319.69
30	1/1/2040	57,373.04	60,241.69	-	57,373.04	54,504.39	2,868.65	0.00	881,188.34

Village of Deposit Highway Facility Consolidation Loan Amortization Schedule - Completed as 1 Phase (30 Year Loan Period)

Enter values	
Loan amount	\$308,687.50
Annual interest rate	5.00 %
Loan period in years	30
Number of payments per year	1
Start date of loan	1/1/2010
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 20,080.56
Scheduled number of payments	30
Actual number of payments	30
Total early payments	-
Total interest	\$ 293,729.45

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/1/2011	\$ 308,687.50	\$ 20,080.56	\$ -	\$ 20,080.56	\$ 4,646.19	\$ 15,434.38	\$ 304,041.31	\$ 15,434.38
2	1/1/2012	304,041.31	20,080.56	-	20,080.56	4,878.50	15,202.07	299,162.81	30,636.44
3	1/1/2013	299,162.81	20,080.56	-	20,080.56	5,122.42	14,958.14	294,040.39	45,594.58
4	1/1/2014	294,040.39	20,080.56	-	20,080.56	5,378.55	14,702.02	288,661.84	60,296.60
5	1/1/2015	288,661.84	20,080.56	-	20,080.56	5,647.47	14,433.09	283,014.37	74,729.69
6	1/1/2016	283,014.37	20,080.56	-	20,080.56	5,929.85	14,150.72	277,084.52	88,880.41
7	1/1/2017	277,084.52	20,080.56	-	20,080.56	6,226.34	13,854.23	270,858.18	102,734.64
8	1/1/2018	270,858.18	20,080.56	-	20,080.56	6,537.66	13,542.91	264,320.53	116,277.55
9	1/1/2019	264,320.53	20,080.56	-	20,080.56	6,864.54	13,216.03	257,455.99	129,493.57
10	1/1/2020	257,455.99	20,080.56	-	20,080.56	7,207.77	12,872.80	250,248.22	142,366.37
11	1/1/2021	250,248.22	20,080.56	-	20,080.56	7,568.15	12,512.41	242,680.07	154,878.78
12	1/1/2022	242,680.07	20,080.56	-	20,080.56	7,946.56	12,134.00	234,733.51	167,012.79
13	1/1/2023	234,733.51	20,080.56	-	20,080.56	8,343.89	11,736.68	226,389.62	178,749.46
14	1/1/2024	226,389.62	20,080.56	-	20,080.56	8,761.08	11,319.48	217,628.53	190,068.94
15	1/1/2025	217,628.53	20,080.56	-	20,080.56	9,199.14	10,881.43	208,429.40	200,950.37
16	1/1/2026	208,429.40	20,080.56	-	20,080.56	9,659.10	10,421.47	198,770.30	211,371.84
17	1/1/2027	198,770.30	20,080.56	-	20,080.56	10,142.05	9,938.52	188,628.25	221,310.35
18	1/1/2028	188,628.25	20,080.56	-	20,080.56	10,649.15	9,431.41	177,979.10	230,741.77
19	1/1/2029	177,979.10	20,080.56	-	20,080.56	11,181.61	8,898.95	166,797.49	239,640.72
20	1/1/2030	166,797.49	20,080.56	-	20,080.56	11,740.69	8,339.87	155,056.80	247,980.60
21	1/1/2031	155,056.80	20,080.56	-	20,080.56	12,327.72	7,752.84	142,729.07	255,733.44
22	1/1/2032	142,729.07	20,080.56	-	20,080.56	12,944.11	7,136.45	129,784.96	262,869.89
23	1/1/2033	129,784.96	20,080.56	-	20,080.56	13,591.32	6,489.25	116,193.65	269,359.14
24	1/1/2034	116,193.65	20,080.56	-	20,080.56	14,270.88	5,809.68	101,922.76	275,168.82
25	1/1/2035	101,922.76	20,080.56	-	20,080.56	14,984.43	5,096.14	86,938.34	280,264.96
26	1/1/2036	86,938.34	20,080.56	-	20,080.56	15,733.65	4,346.92	71,204.69	284,611.88
27	1/1/2037	71,204.69	20,080.56	-	20,080.56	16,520.33	3,560.23	54,684.36	288,172.11
28	1/1/2038	54,684.36	20,080.56	-	20,080.56	17,346.35	2,734.22	37,338.01	290,906.33
29	1/1/2039	37,338.01	20,080.56	-	20,080.56	18,213.66	1,866.90	19,124.35	292,773.23
30	1/1/2040	19,124.35	20,080.56	-	19,124.35	18,168.13	956.22	0.00	293,729.45