

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic look. The shapes are primarily triangles and polygons, some with thin white outlines, set against a white background.

Welcome to Shoreham Village's Fifth Village Hall Meeting

Shoreham Village Hall

May 19th, 2018

9:00am

Agenda

Part 1: Moving Along

- ▶ Administration
- ▶ Permit Documentation
- ▶ Policy and Guidelines
- ▶ Laws
- ▶ Projects
- ▶ Budget

Part 2: Shoreham Through the Years

- ▶ Our Many Facilities
- ▶ Our Beautiful Setting
- ▶ Our Traditions
- ▶ Our Homes

Part 1/Moving Through the Years

Administration

- ▶ Elected Officials
- ▶ Cognizant Trustees
- ▶ Appointed Individual Officials
 - ▶ Need Assessor & Grounds Commissioner (+Deer Committee)
- ▶ Appointed Boards
- ▶ Appointed Committees
- ▶ Clerk, Treasurer, Deputy Clerks
- ▶ Audit

Part 1

Permit Documentation

- ▶ Overall Look
- ▶ Example

Rental Application

VILLAGE OF SHOREHAM

NON-OWNER OCCUPIED DWELLINGS - RENTAL REGISTRATION PERMIT APPLICATION DOCUMENTS WITH REQUIREMENTS FOR SUBMISSION

To be used for New Rental Registrations Only for Non-Owner occupied dwellings.
Please use the Rental Registration Renewal form to renew your existing registration.

PLEASE REVIEW ALL DOCUMENTS HEREIN. YOU WILL NEED TO SUBMIT:

1. RENTAL REGISTRATION FORM — completed, signed and notarized

2. CONSENT TO INSPECTIONS FORM or INSPECTIONS STANDARDS CERTIFICATION

3. TWO (2) COPIES OF A SURVEY OF THE PREMISES—drawn to scale or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises and the number, location and access of existing on-site vehicle parking areas. Surveys must be complete and legible, include the surveyor's seal, survey date/or revision date.

4. ONE (1) PHOTOCOPY OF ALL CERTIFICATES OF: OCCUPANCY (CO) EXISTING USE (CEU) COMPLIANCE (CC)

5. THREE (3) COPIES OF THE FLOOR PLAN OF THE RESIDENCE— either drawn by an architect or engineer or by the owner with a straight edge in scale, include all floor levels and basement, include dimensions and uses of all rooms, hallways, foyers, and other spaces; window type and sizes for bedrooms; location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.

6. TEMPORARY RENTAL REGISTRATION – PROVISIONAL HOUSE RENTAL PERMIT Upon the filing of a Rental Registration application a Temporary Rental Registration may be issued. The Temporary Rental Registration expires in ninety (90) days from its issuance. Within ninety (90) days of the issuance of the Temporary Rental Registration the owner/applicant shall arrange for an inspection of the premises by: (1) the Village Building Inspector or (2) provide an Inspection Report signed by either a NYS licensed Professional Engineer, a NYS licensed Registered Architect, or a NYS licensed Home Inspector who also holds a current NYS Code Enforcement Official Certification, certifying that the dwelling meets all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including the Village of Shoreham Code Chapter 14B (Neighborhood Preservation Requirements) and the Building, Property Maintenance and Fire Code of NYS. When, within the ninety (90) days in which the Temporary Rental Registration is valid, approval of the inspection standards is made by the Village Building Inspector or proof of approval of the inspection standards by the NYS licensed professional referenced above, then the Building Department will issue for the dwelling, a Provisional House Rental Permit valid for two (2) years from the date of issuance of the Temporary Rental Registration. NOTE: The Tenant List, VS-57 (03/18), if not submitted with the application, must be provided with fifteen (15) days of tenant occupancy.

7. FEES—a non-refundable permit application fee payable upon filing an application in accordance with the following schedule of rental dwelling units per structure:

Part 1

Policies & Guidelines (Important Documents)

- ▶ Overall Look
 - ▶ Important Documents Being Done
 - ▶ Important Documents in Place
- ▶ Examples
 - ▶ Job Descriptions
 - ▶ Village Hall Usage

Part 1

Important Documents Being Done:

- ▶ Code Enforcement
- ▶ Garbage Collection
- ▶ Grounds/Landscaping Contract
- ▶ Environmental Documents

Part 1

Important Documents In Place:

- ▶ Bank Papers
- ▶ Code of Ethics
- ▶ Cognizant Trustees
- ▶ Comprehensive Plan
- ▶ Contracts:
 - ▶ Cablevision
 - ▶ County - Purchasing
 - ▶ Garbage Collection
- ▶ Town
 - ▶ Purchasing
 - ▶ Recycling
 - ▶ Snow Removal
- ▶ Duties of Clerk
- ▶ Duties of Steward
- ▶ Emergency Preparedness
- ▶ 4th of July Checklist

Part 1

Important Documents In Place (continued):

- ▶ Insurance
- ▶ IT
- ▶ Job Descriptions
- ▶ Main Gate/Beach Ramp Gate
- ▶ Procurement
- ▶ SCC Lease
- ▶ Village Applications
- ▶ Village Code
- ▶ Village Committees
- ▶ Village Hall Papers
- ▶ Village Hall Usage
- ▶ Village Officials
 - ▶ Need Assessor & Grounds Commissioner (+Deer Committee)
- ▶ Water Authority License
- ▶ Whistle Blower Guidelines

Part 1

Policies & Guidelines (Important Documents)

- ▶ Examples
 - ▶ Job Descriptions
 - ▶ Village Hall Usage

Job Descriptions

VILLAGE OF SHOREHAM JOB DESCRIPTIONS FOR CERTAIN VILLAGE OFFICIALS AND EMPLOYEES As of December 12, 2017	
DEFINITIONS	<p>A. garden element — any bulletin board, fence, flagpole, gate, gazebo, lighting fixture, potted planting, signage, stairway, walkway, waste receptacles or other such things.</p> <p>B. parkland — any area specifically designated as parkland, such as that along the west side of the Village, or Major Hopkins Park, among others.</p> <p>C. public place — any place owned or controlled by the Village, including any road right-of-way.</p> <p>D. road or road right-of-way — any road right-of-way located in the Village.</p> <p>E. Village hall area — that area between and including the retaining wall running along the south side of the Village beach and that line being parallel with said retaining wall running through the south side of the main entry columns and gate.</p>
GENERAL NOTES	<p>A. Any person hired by the Village to assist with general maintenance, as distinguished from contracts such as those for landscaping services, shall be available to assist any Village official in coordination with the Village Clerk.</p> <p>B. Any Village official charged with the responsibility of the hiring, scheduling or management of any Village employee shall not terminate any such employee, or make any significant changes in the terms of such hiring, scheduling or management, without written approval of the Village Board.</p> <p>C. It shall be the homeowner's responsibility to restore any disrupted utility service, in coordination with the utility involved.</p> <p>D. Any question concerning the intent of the responsibilities set forth herein (i.e., who is responsible for what) shall be addressed by the Village Board.</p> <p>E. Village officials shall only be permitted to expend funds for the performance of any work, or purchase of any item, contained in their budget, by first completing a work order or purchase order for same, as the case may be, and thereafter securing written approval of such expenditure from the Village Board (by minutes of any Village Board meeting, or otherwise), with the understanding</p>

Village Hall Usage

SHOREHAM VILLAGE HALL USE POLICY April 10, 2018

The Village Hall shall only be allowed to be used by Village Entities in accordance with the following policy.

I. USE BY VILLAGE ENTITIES WITHOUT RENTAL CHARGE

- A. Village entities ("Village Entity") shall include the following:
 - 1. The Village Board
 - 2. Other Village boards (e.g., the Zoning Board of Appeals)
 - 3. Village ad hoc and standing committees recognized by the Village Board
 - 4. The Shoreham Village Association ("SVA")
 - 5. Other organizations currently recognized by the Village Board, including the Book Club, Garden Club, Friends of the Parks Commissioner, Sunshine Committee and Welcome Committee
 - 6. Other organizations that may be recognized by the Village Board
- B. Subject to parts C and D below, any entity, including any Village Entity and the Shoreham Country Club ("SCC"), having a meeting or conducting some other activity at the Village Hall shall do so in the lower level and may do so at no charge. Any Village Entity having any such meeting or conducting any other activity shall be responsible for setup and cleanup and have a point person to coordinate with the Village Steward as need be. Coffee, other soft drinks and snacks may be served. The following shall not be included at any such meeting or activity: alcohol, kitchen services (with the exception of coffee, etc. as above), dinnerware, silverware and glasses. The Village Steward need not be present.
- C. As limited below in this part C, SCC sponsored events for Village residents may be held in the upper level at no charge. Alcohol, soft drinks and food may be served. The Village Steward shall be present. Such events shall be limited to:
 - 1. Those traditionally open to the community, including:
 - (a) beach events
 - (b) children's events;
 - (c) deck nights; and
 - (d) Sunday open houses.

Part 1

Laws

- ▶ Comprehensive Plan
- ▶ Codes
- ▶ Enforcement

Part 1

Projects

- ▶ Completed
- ▶ To Do

Part 1

Completed Projects

- ▶ Beach Rock Revetment
- ▶ Bulletin Boards
 - ▶ Tennis Courts/Main Board done
 - ▶ Six Small Boards to be done
- ▶ Drainage
 - ▶ Ashley and Briarcliff
 - ▶ Sumps and Rain Garden
- ▶ Emergency Phones
- ▶ IT
- ▶ Main Gate
- ▶ Oval
- ▶ West Parking Lot Clean-up
- ▶ Platform Tennis Courts (completed except for staining)

Part 1

Completed Projects (continued)

- ▶ Refuse Receptacles
- ▶ Roads
 - ▶ Old Section done
 - ▶ Estate Section starts September 1st
- ▶ Traffic Control
- ▶ Updated Office Copier
- ▶ Village Hall
 - ▶ Deck Doors done (need adjusting)
 - ▶ Kitchen Door
 - ▶ Painting
 - ▶ Windows Above Dance Floor
 - ▶ HVAC
 - ▶ Lattice work
 - ▶ Office Entry Door
- ▶ Playground
 - ▶ Organic chips

Completed Projects



Part 1

Projects To Do

- | | |
|------------------------------|---|
| 1. Roads | Estates Section to start September 2018 |
| 2. Beach Ramp Railing | Stained/Treated June 2018 |
| 3. Bridge/Rails to Trails | In progress |
| 4. Parking Lot Lighting | Summer 2018 |
| 5. Platform Tennis Courts | September 2018 (staining) |
| 6. East Parking Lot clean-up | December 2018 |
| 7. Bulletin Boards | 6 Boards to be done |
| 8. Handicap Access | Fall 2018 |

Part 1

Projects To Do (continued)

- | | |
|------------------------------|---------------|
| ▶ Street Signage | Spring 2019 |
| ▶ Tower Hill Clean-up | Spring 2019 |
| ▶ Dance Floor | January 2019 |
| ▶ Carpeting | January 2019 |
| ▶ Dishwasher | February 2019 |
| ▶ Deck Railing | October 2019 |
| ▶ Hopkins Clean-up | TBA |
| ▶ East Tennis Courts | TBA |
| ▶ School Clean up | TBA |

Projects To Do



Part 1

Budget

Revenue

Real Property Taxes	\$ 668,000
Special Assessment-Refuse	\$ 73,000
Interest & Penalties	\$ 2,500
Franchise Fees	\$ 11,000
Zoning Fees	\$ 100
Community Design-Review	\$ 250
Interest Earnings	\$ 800
Rental of Property	\$ 45,000
Building Permits	\$ 6,000
Justice Court Fines	\$ 1,000
Revenue Sharing	\$ 5,000
Mortgage Tax	\$ 10,000

Sub-Total \$ 822,650

Phase Two Road Work

Drawdown LaValle Grant	\$ 108,000
Requisition LaValle Grant	\$ 92,000
Chips-Fiscal Year-April 2018	\$ 25,000
Chips-Fiscal Year-April 2019	\$ 25,000
Special Assessment-Aug. 2018	\$ 80,000
Drawdown Reserves against Special Assessment-Aug. 2019	\$ 80,000

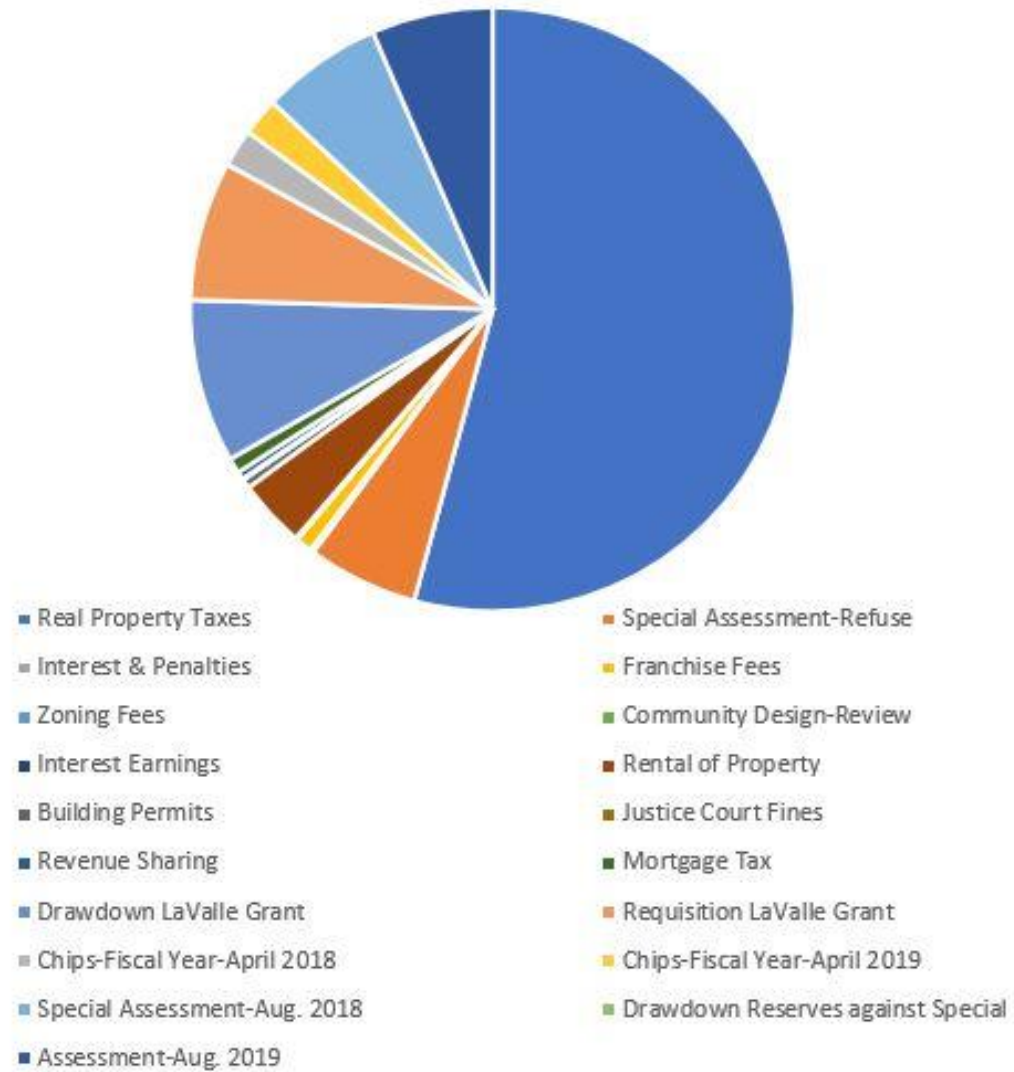
Sub-Total \$ 410,000

Total \$ 1,232,650

Reserve Draw down \$ 80,000

Part 1

Budget



Part 1

Budget

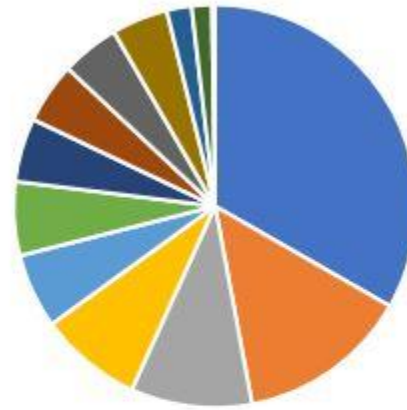
Expenditures 2018/2019

Fire Protection	\$ 170,000	
Administration	\$ 120,100	
Debt Service	\$ 101,793	
Sanitation	\$ 73,000	
Landscaping & Beautifica	\$ 63,000	
Village Hall	\$ 60,200	
Code Enforcement	\$ 57,500	
Legal/Insurance/Judicial	\$ 55,601	
Parks/Beaches	\$ 24,600	
Roads	\$ 20,000	
Celebrations	\$ 3,000	
Subtotal		\$ 748,794
Capital Spending	\$ 73,856	
Phase Two Road Work	\$ 410,000	
Total		\$1,232,650

Part 1

Budget

Expenditures 2018/2019



- | | |
|--------------------------------|----------------------------|
| ■ Phase Two Road Work | ■ Fire Protection |
| ■ Administration | ■ Debt Service |
| ■ Capital Spending | ■ Sanitation |
| ■ Landscaping & Beautification | ■ Village Hall |
| ■ Code Enforcement | ■ Legal/Insurance/Judicial |
| ■ Parks/Beaches | ■ Roads |
| ■ Celebrations | |

Shoreham Village Hall



Part 2/Shoreham Through the Years

