

**WARREN COUNTY
REAL PROPERTY TAX SERVICES AGENCY**

Michael R. Swan
Director

Lexie Delurey
Deputy Director

AGENDA

REAL PROPERTY TAX SERVICES

COMMITTEE MEETING

September 2, 2010

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior committee meeting.
- III. Resolution request.
 - A) Request to amend contract with Northco in Albany to bulk plot tax maps. Cost is \$ 1.05 per sheet full size and \$.46 per sheet for half size. Cost not to exceed should have been \$ 2,900, not \$ 2,700. This will require amending Resolution 456 of 2010. Money is budgeted under supplies to towns account.
 - B) Attached is a list of corrections from the Treasurers Office that will require a resolution by the Board to complete.
- IV. Pending items. No pending items for this month
- V. New Business, updates.
 - A) Review of requests to pay delinquent taxes. " Last Chance Meeting"
 - B) Update from Mr. Dusek concerning F.H. OPCO LLC vs. City of Glens Falls. This is an assessment case.
 - C) I am requesting to attend my Real Property Tax Directors Conference in Syracuse from October 4th to 6th 2010. The total cost is \$ 219.00. I will pay for the conference myself, if the county will provide a car for me to go with.

- D) Review of change in Real Property Budget. Charge back of licensing fees for assessment software provided by the State of New York. See attached information
- E) Additional items from committee members

VI. Adjournment of meeting.

WARREN COUNTY TREASURER

FRANCIS X. O'KEEFE
County Treasurer

ROBERT V. LYNCH II
Deputy Treasurer

TO: Michael Swan, Director of Real Property
FROM: Francis X. O'Keefe, County Treasurer
DATE: August 9, 2010
RE: Real Property Meeting / Deleting taxes

Below you will find several parcels with outstanding taxes for the year 2008. The majority of the parcels are owned by the Town of Queensbury and the tax should not of been on the tax roll.

<u>Town</u>	<u>Parcel #</u>	<u>Year</u>	<u>Amount (to be deleted)</u>
Queensbury	290.-1-72	2008	24.07
Queensbury	290.17-2-40	2008	.63
Queensbury	296.16-1-14	2008	9.56
Queensbury	296.16-1-16.18	07/08 City School	80.10
	296.16-1-16.18	2008	21.64
Queensbury	309.14-1-86.2	2008	2.42
Queensbury	309.10-1-86	2008	655.20

Please check these parcels. If you have any questions, please let me know. Otherwise, please have the taxes deleted and a Resolution done.

FXO/dm
Encs.



WARREN COUNTY
REAL PROPERTY TAX SERVICES AGENCY
County Municipal Center
1340 State Route 9
Lake George, New York 12845

Tel. 518-761-6464
Fax 518-761-6559

MICHAEL R. SWAN
Director

LEXIE A. DELUREY
Deputy Director

Town Supervisors/City Mayor

August 30, 2010

The Warren County Budget Committee has instructed me to amend my Real Property budget regarding payment to the New York State Office of Real Property Tax Services for the annual license fee for the Software known as RPS V4. This is the software that each assessor and the county uses to do our work. The annual cost is \$ 13,360. In the past the entire fee was paid out of the county Real Property Office. For the 2011 budget year I have been instructed to chargeback to each municipality within the county a portion of the fee. The total chargeback will be \$ 6,000, with the balance of \$ 7,360 being paid out of the Real Property Budget. Each municipality's share will be based on the number of parcels within it. The per parcel charge will be calculated as follows;

\$ 6,000 divided by 46674 total parcels in the county = \$.128 per parcel. Rounded to \$.13.

Based on this information, each Municipality will be billed by the county based on the following chart;

TOWN/CITY	PARCELS	PER PARCEL CHARGE	TOTAL CHARGE
BOLTON	3625	\$.13	\$ 471.25
CHESTER	4030	\$.13	\$ 523.90
HAGUE	1773	\$.13	\$ 230.49
HORICON	2655	\$.13	\$ 345.15
JOHNSBURG	3560	\$.13	\$ 462.80
LAKE LUZERNE	2998	\$.13	\$ 389.74
LAKE GEORGE	4112	\$.13	\$ 534.56
QUEENSBURY	13371	\$.13	\$ 1,738.23
STONY CREEK	859	\$.13	\$ 111.67
THURMAN	1190	\$.13	\$ 154.70
WARRENSBURG	2832	\$.13	\$ 368.16
GLENS FALLS	5669	\$.13	\$ 736.97

Please contact at any time if there are any questions.

Respectfully,

Michael R. Swan, Director
Real Property Tax Services

Last Chance Meeting. As of 9/1/10

- 1 Penny Hill Horicon 20.-1-41
- 2 Edna Mosher Johnsbury 133.8-1-33, Thurman 180.-2-14
- 3 Bolden LLC Queensbury 302.20-2-36
- 4 Inserra Queensbury 295.13-1-32
- 5 Liebl Lake Luzerne 298.19-1-34
- 6 Rounds Thurman 209.3-2-8

2010 LAST CHANCE MEETING

	NAME	TOWN	TAX MAP #	YEARS	TOTAL DUE	NOTES	DECISION
1	Penny Hill	Horicon	20.-1-41	2006-2009	\$1,435.28	payoff agreement	
					\$1,665.22	payoff agreement & 2010 taxes	
					\$974.56	paymts. 1-4 to bring up to date as of 6/30/10	
2	Edna Mosher	Johnsburg	133.8-1-33	2005-2008	\$2,215.36	payoff agreement	
					\$3,997.59	payoff agreement and 2009-2010 Taxes	
3	Edna Mosher	Thurman	180.-2-14	2005-2008	\$4,312.13	payoff agreement	
					\$8,012.66	payoff agreement and 2009-2010 taxes	
4	Bolden LLC	Queensbury	302.20-2-36	2008-2010	\$8,330.55	down payment \$2,082.64	
5	Richard Insera	Queensbury	295.13-1-32	2008	\$957.86	down payment \$239.47	
6	Gary Liebl	Lake Luzerne	298.19-1-34	2005-2008	\$1,539.80	payoff agreement	
					\$4,177.40	payoff agreement and 2009-2010 taxes	
7	Louis Mosher	Johnsburg	133.8-1-32	2005-2008	\$1,392.17	payoff agreement	
					\$1,879.93	payoff agreement and 2009-2010 taxes	
8	Robert Rounds	Thurman	209.3-2-8	2007-2009	\$ 4,642.51	down payment \$1,160.63	
	*Amounts calculated as of 9/2/10						

Johnsburg NY
Sept. 1, 2010

To whom it may concern,

I am writing this letter to inform you of my status of being able to pay my taxes. I have been unemployed for the last three years and it has very hard to keep up with the bare essentials of living.

My son, Richard, is helping me as he can to pay off these back taxes. He has already paid off a considerable amount but still owes on two parcels. We would like more time to take care of the rest. We feel we could pay these before Oct. 13 or 14th, 2010 but no later than that date. I hope you can consider this problem for me.

Thank you,
Edna M. Mosher

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Real Property

DATE: September 2, 2010

- (a) Purpose of Contract Change: The Not to Exceed amount should have been \$ 2,900 not \$ 2,700 as stated in the contract.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: Res 456 of 2010
- (c) Name of Contractor: Northco Products Inc.
- (d) Address of Contractor: 12 Walker Way, Albany NY 12205
- (e) Contractor's Contact Person and Telephone Number: Ron Howe 869-1323
- (f) Commencement Date of Extension: N/A
- (g) Termination Date of Extension: N/A
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 2,900
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:
A.1970 410 Supplies to Towns.

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Real Property

DATE: September 2, 2010

- (a) **Purpose of Request:** To delete taxes from parcels on the attached list from the Treasurers Office

- (b) **Details:** See Attached list

- (c) **Previous Resolution Number:**

- (d) **Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

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ROBERT V. LYNCH II
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Encs.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Real Property Tax Committee hereby authorizes Michael Swan
(Supervisory Committee) (Employee Name)

to attend NYS Real Property Tax Directors Conference
(Name of meeting or organization)

at Embassy Suites Hotel, East Syracuse NY
(Address)

on 10/4 to 10/6/10 Mode of transportation to be used County Car
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 77 GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: September 2, 2010

~~No Cost to County.~~ \$ 219 TOTAL COST

Department Head Signature

Date: _____


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.