

**WARREN COUNTY  
REAL PROPERTY TAX SERVICES AGENCY**

Michael R. Swan  
Director

Lexie Delurey  
Deputy Director

**AGENDA**

***REAL PROPERTY TAX SERVICES***

***COMMITTEE MEETING***

***JANUARY 28, 2011***

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior committee meeting.
- III. Resolution request.
  - A) To correct the attached list of corrections from the Treasurers Office.
  - B) To allow the transfer of funds from Supplies to Equipment account in the amount of \$ 528 to purchase a new computer. The computer to be replaced is the one currently being used to run our assessment program, and is the one used to create the tax rolls and tax bills. The price is state contract and I have reviewed this with IT and they are of the opinion that our current computer will fail soon, as it has been giving us problems for several years.
  - C) To reissue two deeds from June 4, 1981 for Old Tax Map Parcel Numbers 120.-1-6 and 120.-1-7 to Patricia Green. These deeds were lost and never filed. They were from the County Treasurer for payment of taxes.
- IV. Pending items.
  - A) Payment has been received on all auction parcels except for three parcels. Two have been offered to the second highest bidder. The high bidder for a Lake Luzerne parcel is waiting for the County Attorney's Office to clear up a notice problem.

V. New Business, updates.

A) Request permission to attend the County Directors Association's winter conference in Albany from February 6<sup>th</sup> to the 9<sup>th</sup>. The cost is \$ 150 for registration. Meals will be paid for by the association. I will drive back and forth each day. I have the money in my budget. This session will give me 12 of the 24 Continuing Education credits I need each year, as per state law.

B) Additional items from committee members

VI. Adjournment of meeting.



# PRICE QUOTATION

Quote Number: 5875919

October 21, 2010

Provided by: Dawn Mills

Dave Kenyon  
WARREN COUNTY

Contract: NY - NEW YORK AGG BUY 2010 (NYAG10)

Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Item	Part No.	Description	Qty.	Unit Price	Extended
<b>Group:</b>					
1.		<b>AT496AV - Configurable- HP Compaq 6005 Pro Small Form Factor PC</b>	2	\$528.00	\$1,056.00
	AT496AV	Product - HP Compaq 6005 Pro Small Form Factor PC			
	VH986AV#ABA	Operating system - Genuine Windows® 7 Professional 32-bit			
	AV845AV	Chipset - AMD 785G Chipset			
	AU692AV	Power supply - HP Compaq 6005 Pro SFF 89% Chassis			
	VE569AV	Manageability features - Integrated DASH 1.1			
	VE543AV	Processor - AMD Phenom™ II X4 B95			
		Memory - 4GB PC3-10600 Memory (2x2GB)			
		Media reader - No Item Selected			
		Hard drives - 160GB 3.5-inch 7200rpm SATA 3.0Gb/s NCQ, SMART IV			
		2nd hard drive - No Item Selected			
		2nd hard drive cable - No Item Selected			
		RAID configuration - No Item Selected			
	VE308AV	Optical drive - HP SATA SuperMulti LightScribe DVD Writer Drive			
	VE541AV	Video/graphics - NVIDIA GF 310 DP SH x16 1st Graphics Card			
		Network card - Integrated Broadcom NetXtreme GbE BCM 5761			
		Wireless hardware - No Item Selected			
		Modem - No Item Selected			
	VE294AV#ABA	Keyboard - HP USB Standard Keyboard			
	VE303AV	Mouse - HP USB 2-Button Optical Scroll Mouse			
		Application software - No Item Selected			
		AntiVirus software - No Item Selected			
		HP Collaboration Tools - No Item Selected			
		Security accessories - No Item Selected			
		System recovery solutions - No Item Selected			
	AX318AV	Packaging - Single Unit (SFF) Packaging			
	VE502AV#ABA	Country kit - HP Compaq Country Kit 6005 Pro (Includes Quick Setup and Getting Started manual in English and country-specific power cord)			
	VF783AV#ABA	Warranty - HP 3-3-3 (parts/labor/next business day on-site) warranty			

**SUB TOTAL : \$1,056.00**

Note: For detailed warranty information, please link to "URL" for more information [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.

We are a public service office, which works with the public on a daily basis. On a daily basis we assist with all of the needs of people that enter our office looking for tax map related information; tax maps, surveys, parcel maps, aerial maps, customized maps, split & consolidations, assessment rolls and data, deed history / title information, tax bills and billing, etc. On top of all of the above we all have our daily work that needs to be processed.

To start with; the Real Property Transfer Reports come into our office from the County Clerks office and that data is key punched into the ORPS program, which is a program used by the State of NY and we get paid \$.50 for each transfer entered. These are the documents that become map updates and changes which are done daily. Deeds which are legal filed documents need to read by the Real Property Clerk to decipher if the deed is processed straight through or if a correction or change needs to be addressed by our Tax Map Technician. In this process the deed needs to be verified against our tax maps, surveys or other documents that may help in that determination. If it is sent straight through it then goes to the Real Property Info. Spec. for the purpose of data entry in to our office program that is also accessible by the public. If it is found to have an issue then it needs to go to the Tax map technician which may have a much lengthier process to go through to determine what is happening. If the tax map tech. needs to do work per a deed it could be for multiple reasons. Deeds are constantly adjusted by sales, surveys, boundary line adjustments, splits, highway taking maps, etc. and most of these ends up having a snowball affect on the surrounding parcels which then means that those parcels all need to be adjusted on the tax maps digital file as well as the hard copies. Once the work is completed by the tax map tech. it then comes back to the real prop. info. spec. who then has to make all of those same changes to our data base in the computer. The RP clerk then has to adjust the physical maps that are used daily by everyone, then separate the information to forward onto the local town assessors for them to be able to change their records for assessing and taxing purposes. These changes can also be made to the tax maps based on filed surveys, assessors and owners request. Owner's review of their deed to a tax map or a dispute with a neighbor may sometimes cause a change as well.

The Tax Map Technician works very closely with the GIS administrator to make sure that the files correspond, so she can make sure the most updated information is available from her office to the public.

Throughout the year we work closely with the local town assessor's offices. We provide them all of the property transfers, map changes, support, instructions, reminders, tentative & final assessment rolls and indexes. We do change of assessment notices for them. We receive files from the assessor's offices that we use in conjunction with our data to be able to process all assessment and tax rolls, indexes, tax bills and receipts. This data is also used to do many custom reports to help other offices throughout the county as well as many jobs for other agencies like fire departments, emergency medical departments, libraries and many others.

We also work closely with the local school districts to be able to assist them with school tax bills and the processing of them as well as the receipts and indexes. We then receive

returned files from the school collectors that we need for inputting into our database to be able to process the Town and County tax bills. These school return files all have to be verified by our office and we have to balance to the exact penny and once we are done with that input we have to forward the list to the Treasurers Office for a second verification and also so they can make the school districts whole in the spring.

Also, as part of this whole process we receive other returns from the town collectors, such as returned water and sewer that also has to be added to the Town and County tax bills and again we have to verify this information and match to the penny.

Our office is the office that sets the Tax Rates, the Footings and the Benefit Tax for the County. We work closely with the Board of Supervisors Office on the budget process. We work with spreadsheets to set tax rates for everything that needs to be raised including the special districts and the library rate also gets added. We also add omitted and pro-rated tax to the tax bills if needed by the towns.

Once a year the County holds a Tax sale auction, the auction is managed through the Real Property Department. The parcels are viewed by this department and we keep a list that is updated daily. We put together a brochure for the public to use to be able to determine where and what the properties are. The Director works with the auctioneer to determine a dollar amount of where we should start with each parcel. The auction is done to be able to get the properties back on the tax rolls as a positive. When the auction is all said and done there is a profit to the County.

The public comes into our office and request customized maps that we can print out for them. We can add lots of different layers to maps as well as photos. These maps take time but we work with the customers to get the best satisfaction that we can. We also have request for mailing labels or list that include specific information. We have the ability to pull specific data, which may be requested, from our V4 state program.

Billing is done once a month for our Abstractors accounts. We also do bi-weekly deposits to the treasurer's office for the money that we take in for sales of our maps and data. The Schools, Village of Lake George and the Towns each get a bill once a year for all of the processing work that we do for them.

On a sporadic basis our department has to do appraisals for the Department of Social Services, these may also need to be done for other issues at the County or Towns if needed.

We also assist when revals are done for the towns if needed. We process & run disclosure notices. Assist with setting values and gathering data.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** Real Property

Name of Department

**SIGNED:**

**DATE:** January 28, 2011

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1355 410	Supplies	A1355 220	Office Equipment	528.00

**Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**

**Please state reason for transfers requested: To replace computer that is used for run Tax Bills and Rolls. The one currently being used is starting to fail.**

**\*Please note: All amounts must be in whole dollars – no cents.**

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

# ***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: January 28, 2011**

- (a) Purpose of Request: To reissue two deeds from the Warren County Treasurer to Patrica Green on June 4, 1981 for old tax map parcel numbers 120.-1-6 and 120.-1-7 in the Town of Queensbury
  
- (b) Details:
  
- (c) Previous Resolution Number:

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 Committee hereby authorizes Michael Swan  
(Supervisory Committee) (Employee Name)

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

at Hotel Indigo, Albany New York  
(Address)

on 2/7/11 to 2/9/11 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 \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov) Certification Training Tuition \$ 150.00

Date: 1/20/11

Michael Swan  
Department Head Signature

Date: 1/28/11

[Signature]  
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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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.