

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: REAL PROPERTY TAX SERVICES**

**DATE: JANUARY 28, 2011**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS GOODSPEED  
BENTLEY  
LOEB  
MCDEVITT

**OTHERS PRESENT:**

MICHAEL SWAN, DIRECTOR, REAL PROPERTY TAX SERVICES  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MONROE

SUPERVISORS KENNY  
MCCOY  
MERLINO  
STRAINER  
TAYLOR  
THOMAS  
DON LEHMAN, *THE POST STAR*  
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Goodspeed called the meeting of the Real Property Tax Services Committee to order at 10:44 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Michael Swan, Director of Real Property Tax Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Swan welcomed Mr. Loeb as the newest member of the Committee. He announced that he had prepared a summary description of the duties completed by the Real Property Tax Services Department; *a copy of which is on file with the minutes.*

Mr. Swan noted that there were no corrections to the tax rolls from the Warren County Treasurer's Office this month.

Mr. Swan requested a transfer of funds in the amount of \$528 from supplies to office equipment in order to purchase a new computer. He explained the replacement of the computer had been recommended by the IT (Information Technology) Department and the computer was vital to the Department, as it was utilized for tax bills and assessment rolls.

Motion was made by Mr. Loeb, seconded by Mr. Bentley and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Swan requested a resolution to authorize the reissue of two deeds from the Warren County Treasurer's Office to Patricia Green, originally issued on June 4, 1981, for Tax Map Parcel Nos. 120.-1-6 and 120.-1-7 in the Town of Queensbury. He noted the deeds had been lost and had never been placed on file with the County. He explained the Department received requests to reissue deeds at a rate of about four to five per year.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to authorize the reissue of the two deeds as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Mr. Swan reported that payment had been received for all parcels sold at the County Land Auction with the exception of three parcels. He said two of those three unpaid parcels had been offered to the second highest bidders and the highest bidder on the third parcel was awaiting resolution of a notice issue by the County Attorney's Office. He said he anticipated completion of the sales within the next two months.

Mr. Swan requested authorization to attend the New York State Real Property Directors Winter Conference on February 7-9, 2011 in Albany, New York. He noted the cost of the Conference was \$150 and he would utilize a County vehicle for transportation.

Motion was made by Mr. Bentley, seconded by Mr. Loeb and carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

As there was no further business to come before the Real Property Tax Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Loeb, Mr. Goodspeed adjourned the meeting at 10:49 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist