

**WARREN COUNTY  
REAL PROPERTY TAX SERVICES AGENCY**

Lexie A Delurey  
Director

**AGENDA  
REAL PROPERTY TAX SERVICES  
COMMITTEE MEETING**

**January 26, 2012**

- 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 Treasurer's Office
  - B) Request to delete taxes on parcel 88.10-1-25 in the Town of Horicon in the amount of \$722.13 (see attached)
- IV. **Pending Items:**
  - A) Request from Dan Smith concerning title problems at the Rail Road Terminal in North Creek.
  - B) Terms of Sale revisions.
  - C) Estimate from Enviromental Engineers for costs of phase 1 and 2 of contamination evaluation.
- V. **New Business, updates:**
  - A) Request to fill a vacancies.
  - B) Authorization to attend the Winter Directors Conference in Albany. The cost to attend is \$25 and I will be driving a County car. The money for this is in the Real Property budget under code A.1355 444

C) All parcels from auction except one were paid off. The one parcel that was not paid off did not have a second bidder.

**VI. Adjournment of meeting.**

# ***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 26, 2012**

- (a) Purpose of Request: To correct the attached list of corrections from Treasurers Office.
  
- (b) Details:
  
- (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

Schedule "A"  
(page 1)

# CHARGEBACK OF TAXES

Town	Year	Assessed to & Tax Map No.	Location	Breakdown	Coding	Reason
Bolton	2012	State of NY 171.16-1-13  R/S 3	TRANSITION ASSESSMENT	Return Sewer .88		A return sewer tax is not an approved charge per the State of NY
Bolton	2012	State of NY 903.-1-1  R/S 3	TRANSITION ASSESSMENT	Fire Protection Light (33.53) (.16) (33.69)		The correct assessment were not entered by the Assessor on the 2011 Assessment Roll.
Chester	2012	Upper Hudson Woodlands  51.-1-1  R/S 1	E Igerna Rd.	County 160.22 Town 56.87 Pottersville Fire <u>223.21</u> 440.30		Clerical Error: recalculation exemptions were not run after the new allocation factor was applied.
Chester	2012	State of NY  51.-1-1 (ESMT)  R/S 3	E Igerna Rd.	County (470.15) Town (166.89) Pottersville Fire <u>(223.21)</u> (860.25)		Clerical Error: Recalc. exemptions were not run after the new allocation factor was applied.

Thurman	2012	William Smith & D. Hoorwitz 196.-1-8	851 River Rd.	County Town	100.57 <u>88.13</u> 188.70	Agriculture Exemption was left off of this parcel

# Refund of Taxes

Town	Year	Assessed to & Tax Map No.	Location	Breakdown	Coding	Reason
Queensbury	2009	William & Lisamarie White 290.13 -1 - 9  <b>COURT ORDER</b>	63 Masters Common North	County            181.45 Fire                40.10 Cr.Library        27.20 EMS                8.90 Qsby. Water <u>47.25</u>  Total -            304.90		Lower assess ment from 429,700 to 379,700

# ***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 26, 2012**

- (a) Purpose of Request: To delete taxes on parcel 88.10-1-25, Town of Horicon in the amount of \$722.13
  
- (b) Details: see attached
  
- (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

TAX COLLECTOR/TOWN CLERK

KRISTA WOOD

TOWN BOARD

KENNETH HIGGINS

FRANK HILL

JOSEPH DOORIS

ROBERT OLSON

SUPERVISOR  
RALPH W. BENTLEY  
(518) 494-3647  
FAX: (518) 494-7721

HIGHWAY SUPERINTENDENT

PAUL M. SMITH

ZONING OFFICER

GARY McMEELKIN

ASSESSOR

PAUL MANIACEK

HAMLET OF  
ADIRONDACK



HAMLET OF  
BRANT LAKE

P.O. Box 90  
Brant Lake, N. Y. 12815-0090

January 24, 2012

Warren County Real Property Services  
Lexie Delurey, Director  
1340 State Rte 9  
Lake George, NY 12815

Re: Tax Map 88.10-1-25  
354 Horicon Ave

Dear Lexie;

We request to delete the tax bill of \$722.13 on the above parcel as it is now owned by the Horicon Volunteer Fire Dept.

Thank you.

Sincerely,

Ralph Bentley, Supervisor

Collection: Town & County 2012

Fiscal Year Start: 1/1/2012

Fiscal Year End: 12/31/2012

Warrant Date: 12/22/2011

Total Tax Due (minus penalties & interest) \$722.13

<b>Tax Bill #</b>	<b>Tax Map #</b>	<b>Status</b>
001968	88.10-1-25	Original Bill
<b>Address</b>	<b>Municipality</b>	<b>School</b>
354 Horicon Ave	Town of Horicon	North Warren Csd

<b>Owners</b>	<b>Property Information</b>	<b>Assessment Information</b>
Horicon Vol Fire Dept	<b>Roll Section:</b> 1	<b>Full Market Value:</b> \$155,600.00
PO Box 120	<b>Property Class:</b> 1 Family Res	<b>Total Assessed Value:</b> \$155,600.00
Brant Lake, NY 12815	<b>Lot Size:</b> 0.77	<b>Uniform %:</b> 100.00

Description	Tax Levy	Percent Change	Taxable Value	Rate	Tax Amount
County Tax	2344406	2.8	155600.000	3.60600000	\$561.09
Town Tax	457174	0.0	155600.000	0.70400000	\$109.54
Fire protection	217973	0.0	155600.000	0.33100000	\$51.50

Total Taxes: \$722.13

FULL PAYMENT OPTION

From:	To:	Tax Amount	Penalty	Notice Fee	Total Due
Jan 01	Jan 31, 2012	\$722.13	\$0.00	\$0.00	\$722.13
Feb 01	Feb 29, 2012	\$722.13	\$7.22	\$0.00	\$729.35
Mar 01	Mar 31, 2012	\$722.13	\$14.44	\$0.00	\$736.57

Estimated State Aid - Type	Amount
Town	\$178,670.00

**Mail Payments To:**  
 Krista Wood  
 Tax Collector  
 PO Box 41 6604 State Route 8 Brant Lake, NY 12815

**WARREN COUNTY REAL ESTATE AUCTION 2011**  
**TERMS & CONDITIONS OF SALE**

The premises described in the preceding advertisement of sale will be sold under the direction of the Director of Real Property Tax Services Department, upon the following Terms of Sale:

1. The successful bidder (purchaser) of the premises being sold, or any portion thereof, will, at the time of the auction sign a Memorandum of Purchase Agreement in which the purchaser will agree to comply with and be obligated under all terms and conditions of sale of the Warren County Real Estate Auction 2012. A copy of such Memorandum of Purchase Agreement is attached hereto and incorporated herein.
2. For a successful bid in any amount over One Thousand Dollars (\$1,000), Ten Percent (10%) of the purchase price of said premises and an additional five percent (5%) bidders fee shall be made payable to the Warren County Treasurer at the time of the execution of the memorandum of purchase agreement, and for which payment a County receipt shall be given by the Office of the Treasurer, and which payment may be made by way of a personal check dated as of the date of the auction, cash or certified funds;

For a successful bid of One Thousand Dollars (\$1,000) or less, One Hundred Percent (100%) of the purchase price of said premises and an additional five percent (5%) bidder's fee shall be made payable to the Warren County Treasurer at the time of the execution of the memorandum of purchase agreement, and for which payment a County receipt shall be given by the Office of the Treasurer, and which payment may be made by way of a personal check dated as of the date of the auction, cash or certified funds;

In the event of a default or failure to complete the transaction by the successful bidder, the successful bidder agrees that the amount of the deposit and auctioneer's fee tendered by the successful bidder at the time of execution of the Memorandum of Purchase Agreement shall be forfeited to the County, or, if the tender is not completed, the successful bidder agrees that such amounts shall become due and owing to the County, and the County reserves the right to pursue collection of such amounts, including costs and reasonable attorney's fees.

3. All sales are subject to the approval of the Warren County Board of Supervisors which approval shall be given or denied within sixty (60) days of such sale. In the event a sale is not approved by the Board of Supervisors, the down payment for that sale and the additional bidders fee shall be promptly refunded without interest;
4. The balance of the purchase price (ninety percent (90%)) shall be made payable by bank or certified check or cash to the Warren County Treasurer, Warren County Municipal Center, Lake George, New York, within sixty (60) days from the date of the resolution of the Warren County Board of Supervisors approving the sale, of

No \_\_\_\_\_

Date \_\_\_\_\_

**PURCHASE OFFER MEMORANDUM**

The undersigned hereby offers to purchase from the County of Warren the property known as:

For the sum of \$ \_\_\_\_\_ and further agrees to be bound by the "TERMS and CONDITIONS of SALE" attached hereto and made a part hereof as if more fully set forth at the length herein. This offer shall remain open and irrevocable until December \_\_\_\_, 2012.

The deed to said premises should name as Grantee or Grantees:

**NAME:** \_\_\_\_\_

And if more than one, the grantee will take title as tenants (circle one) in common, as joint tenants with right of survivorship, as tenants by the entirety.

**MAILING ADDRESS:** \_\_\_\_\_

**TOWN OF RESIDENCE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

PHONE Home: \_\_\_\_\_ Business: \_\_\_\_\_

OFFER: \$ \_\_\_\_\_ SIGNED: \_\_\_\_\_

5% AUCTION FEE \$ \_\_\_\_\_ SIGNED: \_\_\_\_\_

10% DEPOSIT \$ \_\_\_\_\_

TOTAL DEPOSIT \$ \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

By executing this Memorandum of Purchase Agreement, the successful bidder acknowledges that the successful bidder is legally bound to complete the transaction in accordance with the terms and conditions of sale of the Warren County Real Estate Auction 2012, unless the County Board of Supervisors fails to approve the transaction. The successful bidder further acknowledges that in the event of default by the successful bidder, or the failure, for any reason of the successful bidder to complete the transaction, that the County will suffer damages. In the event of default or failure to complete the transaction by the successful bidder, the successful bidder agrees that the amount of the deposit and auctioneer's fees tendered at the time of execution of this agreement shall be forfeited by the successful bidder to the County, or, if the tender is not completed, the successful bidder agrees that such amounts shall become due and owing to the County. The County reserves the right to pursue collection of such amounts, including costs and reasonable attorneys fees.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

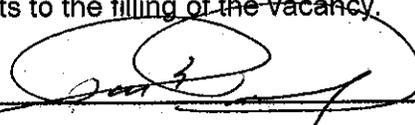
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Real Property Payroll Dept. No. 14  
Title of Position Deputy Director RPTS Annual Salary 41,807 Grade  
Budget code and title A.1355 118 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: To be determined

~~Human Resources Director has approved this form when initialed.~~

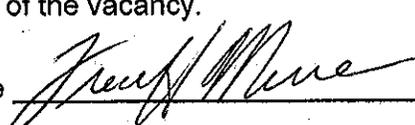
### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Real Property Date Jan. 26, 2012  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Real Property Date Jan. 26, 2012  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

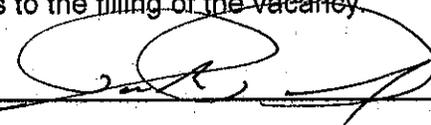
Department Real Property Payroll Dept. No. 14  
Title of Position Real Property Clerk Annual Salary 25,344 Grade4  
Budget code and title A.1355 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: Decrease of approximately \$1,300.

~~Human Resources Director has approved this form when initialed.~~ \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Real Property Date Jan. 26, 2012

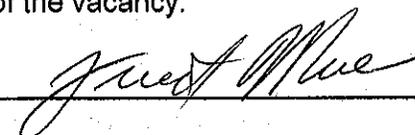
- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature 

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Real Property Date Jan. 26, 2012

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

**PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
- The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

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 \_\_\_\_\_ hereby authorizes Lexie Delurey \_\_\_\_\_  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend NYS Association of County Directors 2012 Winter Conference \_\_\_\_\_  
\_\_\_\_\_  
(Name of meeting or organization)

at Hotel Indigo Albany NY \_\_\_\_\_  
\_\_\_\_\_  
(Address)

on Jan 31st \_\_\_\_\_ Mode of transportation to be used County Vehicle \_\_\_\_\_  
(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)

Date: 1/12/12 \_\_\_\_\_

  
\_\_\_\_\_  
Department Head Signature

Date: 1/26/12 \_\_\_\_\_

  
\_\_\_\_\_  
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:



New York State  
Association of  
County Directors  
of Real Property  
Tax Services

NYSAC Affiliate  
IAAO Affiliate  
<http://nysacdrpts.org/>

# NEW YORK STATE ASSOCIATION OF DIRECTORS OF REAL PROPERTY TAX SERVICES

John I. McCarey, CCD, Orange County  
PRESIDENT, NYS ASSOCIATION  
2011-2012

Joseph Maclejewski, CCD, Erie County  
CHAIR, BOARD OF DIRECTORS

## JANUARY- 2012 WINTER CONFERENCE

### Registration Invoice

**Total Due: \$ 25.00**

Make Checks Payable to:

Laura VanValkenburg, Treasurer  
411 Main Street  
Suite 447  
Catskill, NY 12414