

Real Property Tax Services

AGENDA

March 3, 2015

Committee Members: Monroe, Dickinson, McDevitt, Merlino, Beaty

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to...Approve the list of Chargebacks and or Refunds.
Rationale: For the Treasurer to refund or chargeback these monies.
 2. Request to...
Rationale:
 3. Request to...
Rationale:
- IV. Referral/Pending Items
 1. Hague parcel #25.4-1-22 & Warrensburg parcel #211.17-2-42.2.
 2. RPTS budget code A.1355 428 / NYS licensing fees.
 3. Mr. Beaty requested further discussion on developers foregoing taxes on parcels that no longer have a use to them.
- V. Information for Discussion/Review
 1. Review of Phase 2 plans from Clark Patterson Lee.
 - 2.
 - 3.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
 1. County Attorney Martin Auffredou – Executive session.
- VI. Motion to adjourn

Attachments

III. – 1: Resolution request & list of chargebacks.

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 Tax Service

DATE: March 3, 2015

- (a) Purpose of Request: **Approve list of Chargebacks / Refunds**
- (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**

CHARGEBACK OF TAXES

Town	Year	Assessed To & Tax Map #	Location	Breakdown	Coding	Reason
Warrensburg	2015	Barbara & Darren Baker 223.7-1-16	443 Route 418	Return Water 1,000.00		Tn. of Wsbug Res.# 41-15 Water re-levy s/h/b ONLY 714.89 not 1,714.89
Warrensburg	2015	Roberta Cassidy 169.4-1-8	1147 Schroon River Rd.	Wsbug CS 3% 39.01 7% <u>93.76</u> TOTAL -1,433.18		Sch.collector receipted wrong parcel. Lot 8 was Paid s/h/b Lot 11. Sch. Tax being added to 2015 T/C bill on Lot 8
Warrensburg	2015	Rochelle Bundi 169.4-1-11	27 Monte Vista Dr.	Wsbug CS 3% 58.33 7% <u>140.18</u> TOTAL 2,142.68 Wsbug CS (Add'l) 2% <u>12.87</u> TOTAL -656.63 TOTAL (of 2) 1,486.05		Lot 11 PAID her sch. Taxes on 10/23/14 & was chg'd 1,326.42 s/h/b chg'd 1,983.05. School Collector put paymt. Toward Lot 8 by mistake.

Municipality	SWIS	Parcels	RPS NYS Fees	County	Town
Bolton	522000	3659	1300	650	650
Chester	522400	4068	1500	750	750
Glens Falls ©	520500	5661	1500	750	750
Hague	522600	1746	1000	500	500
Horicon	522800	2663	1200	600	600
Johnsburg	523000	3570	1300	650	650
Lake George	522200	3543	1300	650	650
Lake Luzerne	523200	2992	1200	600	600
Queensbury	523400	13401	1950	975	975
Stony Creek	523600	858	850	425	425
Thurman	523800	1194	1000	500	500
Warrensburg	524000	2821	1200	600	600
			15300	\$7,650.00	\$7,650.00

Invoice dated 11/21/14 was in the amount of \$15,300.

Prior years invoice dated 12/2/2013 was in the amount of \$13,300.

Prior billing to the towns was based on a per parcel fee that was calculated from the \$6000. amount that we charged to the towns.

Office of Real Property Tax Services

New York State Department of Taxation and Finance
W.A. Harriman State Campus
Albany, NY 12227

Invoice

INVOICE NO.

RP 14-188

TERMS

Net 60 Days

DATE

11/21/2014

BILL TO:

County of Warren
Lexie Delurey, Director RPTS
1340 State Route 9
Municipal Center
Lake George NY 12845

REGION	Northern
REGIONAL LIAISON	Bob Aiken
REGIONAL TEL NUMBER	(518) 937-9606

SWIS CODE	520000
PARCEL COUNT	46176
CAPS	

DESCRIPTION

Annual Licensing Fee for Fiscal Year 2014 -15

Fee Schedule

Number of Parcels	Fee
0 - 500	\$ 750
501 - 1,000	\$ 850
1,001 - 2,000	\$1,000
2,001 - 3,000	\$1,200
3,001 - 4,000	\$1,300
4,001 - 6,000	\$1,500
6,001 - 8,000	\$1,650
8,001 - 10,000	\$1,750
10,001 - 20,000	\$1,950
20,001 - 40,000	\$2,100
Over 40,000	\$2,200

Amount Due \$15,300.00

This bill is for the Annual Licensing Fee which is charged to all users of the New York State Real Property System. This fee has been established in accordance with section 190-3.2(b) of Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York. The fee will be used to defray the cost of ongoing software development, software maintenance, system documentation, user documentation and distribution of software and documentation.

**Please include this invoice number on your check.
Note new mailing address below.**

Office of Real Property Tax Services
New York State Department of Taxation and Finance
Attn: D. Haggerty, Accounting Unit Building 9
W.A. Harriman State Campus
Albany, NY 12227

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Real Property Tax Services

DATE: March 3, 2015

- (a) Purpose of Request: **To delete outstanding taxes and chargeback to proper entities.**
- (b) Details: **Hague parcel 25.4-1-22, Graphite Mountain Road, outstanding taxes \$391.98**
- (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

**Warren County Treasurer
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845**

**Parcel Status Report
As Of 3/2/2015**

County of Warren
1340 State Route 9
Lake George, NY 12845

Town of: Hague
Swis: 522600; 25.4-1-22
Assessment: \$1,400.00
Property Class: 330 - Vacant comm
School District: -

Prior ID: 21.-1-17.1
Location: Graphite Mtn Rd
Acreage: 0.12
Frontage: 0.00
Depth: 0.00
Exemptions:

Known parcel history....

Bill Type	Base Tax	Interest	Penalty	Total Due	Total Paid	Date Paid	Status
2014 County/Town	\$27.11	\$3.80	\$0.00	\$30.91	\$0.00		Delinquent
2013 County/Town	\$25.87	\$6.73	\$0.00	\$32.60	\$0.00		Delinquent
2012 County/Town	\$25.34	\$9.63	\$0.00	\$34.97	\$0.00		Delinquent
2011 County/Town	\$24.74	\$12.37	\$0.00	\$37.11	\$0.00		Delinquent
2010 County/Town	<u>\$268.57</u>	\$14.86	\$0.00	\$283.43	\$0.00		Delinquent
2009 County/Town	\$21.62	\$0.00	\$0.00	\$0.00	\$21.62	1/9/2009	Paid
2008 County/Town	\$21.45	\$6.01	\$0.00	\$0.00	\$27.46	7/21/2009	Paid
2007 County/Town	\$47.69	\$46.75	\$0.00	\$0.00	\$94.44	7/21/2009	Paid
2006 County/Town	\$6.85	\$0.62	\$0.00	\$0.00	\$7.47	10/13/2006	Paid
2005 County/Town	\$23.28	\$4.89	\$0.00	\$0.00	\$28.17	10/13/2006	Paid
Parcel totals as of 3/2/2015	\$492.52	\$105.66	\$0.00	\$419.02	\$179.16		

\$ 371.63
 19.38
 .97

 \$ 391.98 Total

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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DEPARTMENT NAME: Real Property Tax Services

DATE: March 3, 2015

- (a) Purpose of Request: **To chargeback to the Towns half of the RPS Annual Licensing Fees billed from NYS.**
- (b) Details: **Would be half (1/2) of the per Town fee charged back to each Town.**
- (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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
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DEPARTMENT NAME: Real Property Tax Services

DATE: March 3, 2015

- (a) Purpose of Request: **Transfer title on Hague parcel 25.4-1-22 to Katharina Schaffranietz and waive the Warren County recording fees in the amount of \$55.**
- (b) Details: **NYS recording fees will be paid by Warren County in the amount of \$255.**
- (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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
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DEPARTMENT NAME: Real Property Tax Services

DATE: March 3, 2015

- (a) Purpose of Request: **To approve the Phase 2 Preliminary Assessments with Clark Patterson Lee and request for appropriation from the environmental testing Reserve Fund A.893.00 to Real Property Tax Services A.1355.470**
- (b) Details: **Hague 25.1-1-8, Johnsburg 133.8-1-27 and Queensbury 302.8-1-2**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **from A.893.00 to A1355.470 in the amount of \$30,900.**

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

* as listed in budget and LOGOS

Hague Phase 2 Site Assessment

Cost Estimate

	Field Labor		Field Expenses		Test Pits		Drilling		Lab Analysis*		Report Preparation		Task Total
	Hour	\$	Direct Cost	Each	Each	Ft	Each	Each	LS	\$	\$		
Preliminary Assessment													
Task 1 - Test Pitting	12		200	5			4						\$8,300
Task 2 - Preliminary Report			100							1			\$2,500
Preliminary Assessment Cost Estimate												\$10,800	

Site Characterization ***													
Task 1 - Soil Borings / Wells	16		100			270							\$10,200
Task 2 - Well Sampling	16		100					3					\$3,300
Task 3 - Site Characterization Report			100							1			\$2,500
Preliminary Assessment Cost Estimate												\$16,000	

* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds SVOCs. If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCB's, etc.) then laboratory costs will be billed as direct costs.

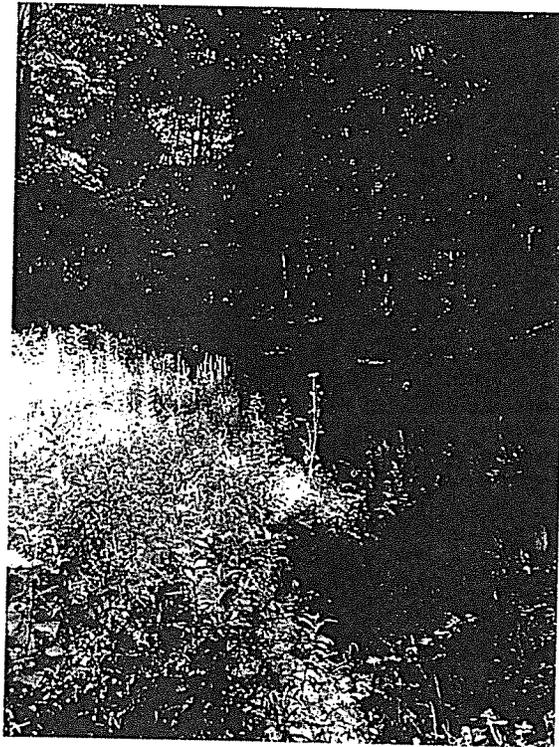
*** Site Characterization Costs assume three wells are to be installed.

**PHASE 2
ENVIRONMENTAL SITE
ASSESSMENT**

for

Sawyer Parcel, West Hague Road

Town of Hague, Warren County, New York



Prepared For:
County of Warren

September 2014

Clark Patterson Lee (CPL) was retained by the County of Warren (County), to develop a Work Plan for the Phase 2 Environmental Site Assessment for the Sawyer parcel located West Hague Road, Warren County, New York, also known as Tax Parcel Number #25.1-1-8. A Phase 1 Environmental Site Assessment completed at the site identified the following **Recognized Environmental Condition**:

- The documented past land uses of this parcel indicate it was previously utilized as primarily a “dump”. There is significant surface debris, including drums, throughout the parcel. There is significant evidence that there is a significant quantity of materials buried on the site of unknown origin.

The Scope of Work for project is broken into two phases, a Preliminary Assessment and a more comprehensive Site Characterization phase. This phased approach will allow the County to make decisions as the project proceeds based upon results identified in the field.

Preliminary Assessment

Task 1 – Test Pitting

A track-mounted excavator should be used to excavate test pits around the waste mass areas of the site. The test pit sampling program has the capability to rapidly assess the surface debris and subsurface soil conditions for evidence of residual environmental contamination while in the field. In addition, the soil samples collected from the excavator can be field screened providing real time decisions to be made on how to proceed with the project. Test pit locations will be selected based upon field conditions observed and located utilizing GPS coordinates. The samples will be reviewed in the field for evidence of soil staining, odors or free product, as evidence for residual contamination. Photoionization Detector (PID) will be utilized for screening subsurface soils for volatile organic contamination.

Representative soil samples will be collected from the test pit sampling program. Samples will be sent to laboratory to confirm field screening results. The samples will be analyzed for TCL volatile organic compounds, semi-volatile compounds, PCB's and RCRA metals. A minimum of three soil samples will be submitted. The actual number of samples submitted for laboratory analysis will be determined in the field, based upon field screening and visual observations of the subsoil.

Task 2 – Preliminary Report

Once the preliminary field investigation is completed and any laboratory sampling results obtained, a preliminary Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss how to / if to proceed with the project. Cost estimates will be prepared for additional work to be performed during following Site Characterization Phase, as necessary.

Site Characterization

Once the preliminary phase is completed and a decision made to proceed, a more comprehensive characterization of the site will be completed. The Scope of Work will be determined from the results of the preliminary phases and include further soil borings, ground water monitoring well installation / sampling, as described in the following tasks.

Task 1 – Soil Borings / Ground Water Monitoring Well Installation

This Phase will install soil borings / ground water monitoring wells around the site to identify groundwater contamination. The number, depths and locations of the monitoring wells will be determined as a result of the preliminary field activities and designed to further assess the hydrogeologic setting of the site.

Task 2 – Well Sampling

Should ground water monitoring wells be installed as part of the site characterization, sampling and laboratory analysis will be completed. The analytical parameters for the laboratory analysis will be determined based upon the results of the preliminary site characterization.

Task 3 – Site Characterization Report

Once the site characterization field investigation is completed and any laboratory sampling results obtained, a final Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss the results.

Johnsburg Phase 2 Site Assessment Cost Estimate

	Field Labor	Field Expenses	GPR Survey	Geoprobe Sampling	Drilling	Lab Analysis*	Waste Inventory	Report Preparation	Task Total
	Hour	Direct Cost	Day	Day	Ft	Each	Day	LS	
	125	\$ 1	\$ 1,500	\$ 1,500	\$ 30	\$ 400	\$ 750	\$ 2,400	
Preliminary Assessment									
Task 1 - Ground Penetrating Radar	6	100	1						\$2,350
Task 2 - Geoprobe Sampling	10	100		1		3			\$4,050
Task 3 - Waste Inventory	4						1		\$1,250
Task 4 - Preliminary Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$10,050

Site Characterization **									
Task 1 - Soil Borings / Wells	12				220				\$8,100
Task 2 - Well Sampling	12					3			\$2,700
Task 3 - Floor Drain Assessment	8					4			\$2,600
Task 4 - Site Characterization Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$15,800

* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds (SVOCs). If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCBs, etc.) then laboratory costs will be billed as direct costs.

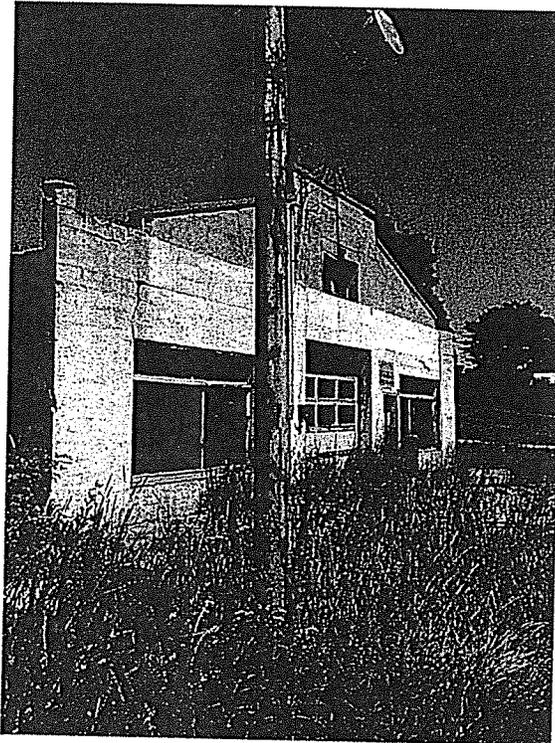
** Site Characterization Costs assume three wells are to be installed.

**PHASE 2
ENVIRONMENTAL SITE
ASSESSMENT**

for

3485 State Route 8

Town of Johnsburg, Warren County, New York



Prepared For:
County of Warren

September 2014

Task 3 – Waste Inventory

There are numerous unidentified containers in the building containing various quantities of liquids and other unknown products. An inventory of all containers will be performed. Each container will be inventoried with its estimated contents, quantity and condition. No waste profiling or sampling will be completed during this phase.

Task 4 – Preliminary Report

Once the preliminary field investigation is completed and any laboratory sampling results obtained, a preliminary Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss how to / if to proceed with the project. Cost estimates will be prepared for additional work to be performed during following Site Characterization Phase, as necessary.

Site Characterization

Once the preliminary phase is completed and a decision made to proceed, a more comprehensive characterization of the site will be completed. The Scope of Work will determined from the results of the preliminary phases and include further soil borings, ground water monitoring well installation / sampling, and interior floor drain assessments, as described in the following tasks.

Task 1 – Soil Borings / Ground Water Monitoring Well Installation

This Phase will install soil borings / ground water monitoring wells around the site to identify groundwater contamination. The number, depths and locations of the monitoring wells will be determined as a result of the preliminary field activities and designed to further assess the hydrogeologic setting of the site.

Task 2 – Well Sampling

Should ground water monitoring wells be installed as part of the site characterization, sampling and laboratory analysis will be completed. The analytical parameters for the laboratory analysis will be determined based upon the results of the preliminary site characterization.

Task 3 – Floor Drain Assessment

The building has several internal floor drains. The floor drain sumps will be sampled and include laboratory analysis, with the number and locations based upon the internal utility assessment.

Task 4 – Site Characterization Report

Once the site characterization field investigation is completed and any laboratory sampling results obtained, a final Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss the results.

Queensbury Phase 2 Site Assessment Cost Estimate

Task	Field Labor Hour	Field Expenses Direct Cost	GPR Survey Day	Geoprobe Sampling Day	Drilling Ft	Lab Analysis* Each	Waste Inventory Day	Report Preparation LS	Task Total
Preliminary Assessment									
Task 1 - Ground Penetrating Radar	6	100	1						\$2,350
Task 2 - Geoprobe Sampling	10	100		1		3			\$4,050
Task 3 - Waste Inventory	4						1		\$1,250
Task 4 - Preliminary Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$10,050

Site Characterization*****									
Task 1 - Soil Borings / Wells	12				220				\$8,100
Task 2 - Well Sampling	12					3			\$2,700
Task 3 - Floor Drain Assessment	8					3			\$2,200
Task 4 - Site Characterization Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$15,400

* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds SVOCs. If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCB's, etc.) then laboratory costs will be billed as direct costs.

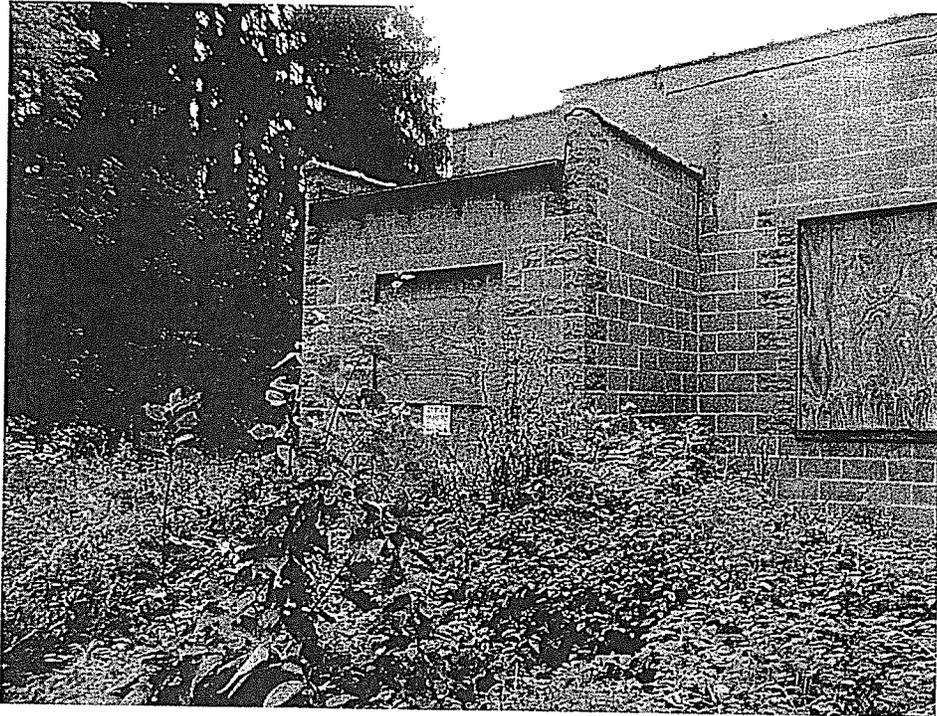
** Site Characterization Costs assume three wells are to be installed.

**PHASE 2
ENVIRONMENTAL SITE
ASSESSMENT**

for

275 Bay Road

Town of Queensbury, Warren County, New York



Prepared For:
County of Warren

September 2014

Clark Patterson Lee (CPL) was retained by the County of Warren (County), to develop a Work Plan for the Phase 2 Environmental Site Assessment for the parcel located at 275 Bay Road in the Town of Queensbury, Warren County, New York, also known as Tax Parcel Number 302.8-1-2. A Phase 1 Environmental Site Assessment completed at the site identified the following **Recognized Environmental Conditions**:

- Residual surface soil staining around the site exterior / perimeter;
- Floor drains within the building interior without a sanitary sewer connection;
- Significant existing hazardous and petroleum materials storage within building interior.

The Scope of Work for project is broken into two phases, a Preliminary Assessment and a more comprehensive Site Characterization phase. This phased approach will allow the County to make decisions as the project proceeds based upon results identified in the field.

Preliminary Assessment

Task 1 – Ground Penetrating Radar

It is not known if an underground storage tank(s) exists at the site. There were no records of any tank removals. A ground penetrating radar (GPR) survey will be completed to identify the presence of underground storage tank(s) on the building exterior. In addition, underground utility information will also be obtained with the GPR. This information will be necessary for provide locations for further subsurface sampling. The site utility mapping will also include an assessment of the internal floor drain system, to the extent feasible given the structural condition of the building and amount of internal debris in the building.

Task 2 – Geoprobe Sampling

A direct-push geoprobe sampling program will be completed around the perimeter of the building. The geoprobe sampling has the capability to rapidly assess the subsurface soil conditions for evidence of residual environmental contamination while in the field without significant surface disturbance. In addition, the geoprobe soil samples can be field screened providing real time decisions to be made on how to proceed with the project. Geoprobe locations will be selected following the GPR survey to evaluate any potential tank areas or other utility anomalies identified by the GPR survey. The samples will be reviewed in the field for evidence of soil staining, odors or free product, as evidence for residual petroleum contamination. Photoionization Detector (PID) will be utilized for screening subsurface soils for volatile organic contamination.

Representative soil samples will be collected from the geoprobe sampling program. Samples will be sent to laboratory to confirm field screening results. The samples will be analyzed for NYSDEC STARS volatile organic compounds, semi-volatiles and RCRA metals. A minimum of three soil samples will be submitted. The actual number of samples submitted for laboratory analysis will be determined in the field, based upon field screening and visual observations of the subsoil.

Task 3 – Waste Inventory

There are numerous unidentified containers in the building containing various quantities of liquids and other unknown products. An inventory of all containers will be performed. Each container will be inventoried with its estimated contents, quantity and condition. No waste profiling or sampling will be completed during this phase.

Task 4 – Preliminary Report

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