

Real Property Tax Services

AGENDA

March 31, 2016

Committee Members: Dickinson, McDevitt, Merlino, Beaty, Strough, Simpson, Conover, Leggett & Braymer

- 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...Enter into a New Contract with Northco Products
Rationale: For the bulk plotting of the County & Town tax maps.
 3. Request to...
Rationale:
- IV. Referral/Pending Items
 1. RFP for Phase II Preliminary Assessment & Site Characterization cost for Warrensburg parcel 211.13-3-35 and Site Characterization cost for Johnsbury parcel 133.08-1-27.
 2. ...
 3. ...
- V. Information for Discussion/Review
 - 1.
 - 2.
 - 3.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
 - 1.
- VI. Motion to adjourn

Attachments

- III. - 1: Resolution request & list of chargebacks.
- 2: Resolution request.

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 Services

DATE: March 31, 2016

- (a) Purpose of Request: **To approve the list of Chargebacks and or 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
Warrensb. g.	2016	Doris & John Countryman 210.16-1-6	2 Orton Dr.	2015/16 Warrensb CS 1,338.68 3 % 40.16 7 % <u>96.52</u> TOTAL 1,475.36		Clerical error: 15/16 school tax should NOT have been re-levied.
Queensbury	2016	Raymond Hippele 296.13-1-18 COURT ORDER	959 State Route 9 Mt. Royal Plaza	County 903.41 Town 134.19 Fire 180.22 Cr. Lib. 110.38 EMS 54.96 Qsby. Light 24.96 Qsby. Water <u>78.59</u> TOTAL 1,486.71		COURT ORDER Assessment Change from: 3,579,000 to: 3,350,000

REFUND OF TAXES

Town	Year	Assessed To & Tax Map #	Location	Breakdown	Coding	Reason	
Queensbury	2008	Home Depot USA, Inc.	State Rt. 9	County	11,486.40		Lowering Assessment
				2008 Interest	<u>2,594.04</u>		
		296.18-1-46		TOTAL	14,080.44		
		COURT ORDER					
Queensbury	2009	Home Depot USA, Inc.	State Rt. 9	County	13,419.47		Lowering Assessment
				2009 Interest	<u>2,254.84</u>		
		296.18-1-46		TOTAL	15,674.31		
		COURT ORDER					
Queensbury	2010	Home Depot USA, Inc.	State Rt. 9	County	16,497.27		Lowering Assessment
				2010 Interest	<u>2,142.39</u>		
		296.18-1-46		TOTAL	18,639.66		
		COURT ORDER					
Queensbury	2011	Home Depot USA, Inc.	State Rt. 9	County	18,225.96		Lowering Assessment
				2011 Interest	<u>1,824.59</u>		
		296.18-1-46		TOTAL	20,050.55		
		COURT ORDER					
Queensbury	2012	Home Depot USA, Inc.	State Rt. 9	County	18,334.52		Lowering Assessment
				2012 Interest	<u>1,472.79</u>		
		296.18-1-46		TOTAL	19,807.31		
		COURT ORDER					
Queensbury	2013	Raymond Hippele	959 State Route 9	County	1,313.43		COURT ORDER Assessment Change From: 2,958,800 To: 2,680,000
		296.13-1-18	Mt. Royal Plaza				
		COURT ORDER					
Queensbury	2014	Raymond Hippele	959 State Route 9	County	1,010.71		COURT ORDER Assessment Change From: 2,958,800 To: 2,747,000
		296.13-1-18	Mt. Royal Plaza				
		COURT ORDER					

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Real Property Tax Services

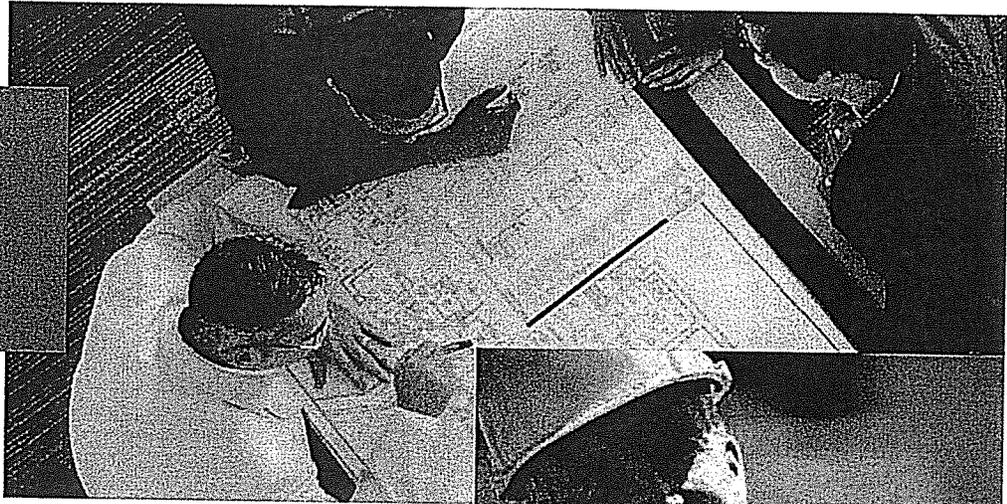
DATE: March 31, 2016

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **Bulk printing of Town & County tax maps**
- (c) Name of Contractor: **Northco Products**
- (d) Address of Contractor: **12 Walker Way, Albany NY 12205**
- (e) Contractor's Contact Person and Telephone Number: **Ron Howe 518-669-5191**
- (f) Has or will the Contract be provided, if so, please attach: **No**
- (g) Commencement Date of Contract: **April 15, 2016**
- (h) Termination Date of Contract: **December 31, 2016**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$1800.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1970 410****

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

**TECHNICAL
DOCUMENTS**
LARGE-FORMAT PRINTING



March, 2016

Warren County Real Property Tax Services
Lake George, NY (518) 761-6464

Lexie Delurey, RPTS Director

I appreciate the opportunity to provide B&W/grayscale tax map printing services this year for Warren County. Each year we look forward to producing full scale and half-scale maps in a timely manner.

Cost per sheet for full scale maps 30x42"	\$0.48	<i>per sheet</i>
Cost per sheet for half size maps 15x22"	\$0.21	<i>per sheet</i>

1,104 sheets 15x22"	\$231.84
1,955 sheets 30x42"	\$938.40

total \$1,170.24

No added cost for processing, files are expected to be formatted to print properly
Estimated turnaround for printing **7-9 business days**
Please contact me for any further assistance

Prepared by: Ron Howe

518-669-5191

rhowe@northcoproducts.com

NORTHCO
Celebrating 25 Years

12 Walker Way Albany, NY 12205

PHONE: 518-869-6056 - FAX: 888-281-0642 - SERVICE: 888-627-2618

www.NorthcoProducts.com

Delurey, Lexie

From: Matthew Flint <matt@mandmdigitalprinting.com>
Sent: Tuesday, March 22, 2016 12:00 PM
To: Delurey, Lexie
Subject: Re: FW: Price quote for printing tax maps

30 x 42" — 957.95 — 1,267.07
.49 each
15 x 22" — 309.12
.28 each

On 3/22/2016 9:07 AM, Delurey, Lexie wrote:

Matt-

Please see the email below that I had sent on March 10th to Ms. Hayes. I would greatly appreciate a quote from your company for the printing of our tax maps.

Thank you!

Lexie A Delurey
Director, Real Property Tax Services
Email: delureyl@warrencountyny.gov
Phone: 518-761-6466
Fax: 518-761-6559

From: Delurey, Lexie
Sent: Thursday, March 10, 2016 12:01 PM
To: dhayes@m-mdigitalprinting.com
Subject: Price quote for printing tax maps

Ms. Hayes

Good afternoon, I am writing today to ask for a price quote on a bulk printing job for Warren County Tax Maps. I would need a price quote for the cost of a full sheet map size of 30" x 42" and also the cost of a half sheet map size 15" x 22".

I will be needing 1,955 full size sheets and I will be needing 1104 half size sheets. These will need to be done in a high quality greyscale on 20lb weight paper.

Thank you for your time and I look forward to hearing back from you!

Lexie A Delurey
Director, Real Property Tax Services
Email: delureyl@warrencountyny.gov
Phone: 518-761-6466
Fax: 518-761-6559

constructive
copy



3/10/16

Lexie A Delurey

Director, Real Property Tax Services

Warren County

Lexie,

Thank you for the opportunity to quote this job for you. Based on your specifications, your quote is as follows:

1955 tax maps @ 8.75 sq.ft. each = 17,106.25 sq.ft. x \$0.065/sq.ft. = \$1111.91

1104 tax maps @ 2.2 sq.ft. each = 2428.8 sq.ft. x \$0.065/sq.ft. = \$157.87

Project total \$1268.78

I look forward to hearing from you.

Regards,

Harry S. Cohn

Operations Director