

Real Property Tax Services
&
Environmental Concerns
AGENDA
September 18, 2017

Committee Members: Brock, Braymer, Merlino, Strough, Dickinson, McDevitt, Leggett, Simpson & Vanselow

- 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 request from the Town of Lake Luzerne
Rationale: to purchase parcels 298.7-1-38, 298.7-1-39, 298.7-1-40 & 298.7-1-41 for town use after Warren County takes title for the tax foreclosure.
 - 2. Request to... Delete the additional foreclosure charges on Lake Luzerne parcels 298.7-1-38, 298.7-1-39, 298.7-1-40 & 298.7-1-41.
Rationale: to amend the Warren County Treasurer's books.
 - 3. Request to... Deny refunds for 2015, 2016 & 2017 Town & County taxes on Bolton parcel 200.18-1-41.
Rationale: it is not a correctable error.
- IV. Referral/Pending Items
 - 1.
 - 2. ...
 - 3. ...
- V. Information for Discussion/Review
 - 1. Budget Review
 - 2. Septic system up-grade initiative
 - 3.
 - 4.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
Dale Javino - Town of Stony Creek 259.19-1-19, private forest, to discuss payments for his outstanding taxes.
- VI. Motion to adjourn

Attachments: Resolution request
Budget

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: 9/18/17

- (a) Purpose of Request: **Approve the purchase by the Town of Lake Luzerne of 4 parcels from this years tax foreclosure.**
- (b) Details: **Luzerne 298.7-1-38, 298.7-1-39, 298.7-1-40 & 298.7-1-41**
- (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



Town of Lake Luzerne, New York

P.O. Box 370, 539 Lake Avenue 12846

Gene Merlino
Supervisor

E-mail: supervisorlakeluzerne@hotmail.com

Cynthia Sherwood
Town Clerk

E-mail: lakeluzerne@albany.twcbc.com

Website: townoflakeluzerne.com

Town Council

Dan Waterhouse

Mark McLain

Anthony Cizillo

Glenn Trackey

Phone - 518-696-2711

Fax - 518-696-2773

8/28/2017

Real Property Tax Services
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

Re: Luzerne properties 298.7-1-38,
298.7-1-39, 298.7-1-40 & 298.7-1-41

Real Property Tax Service Committee:

Please accept this letter as our notice and request that you remove the above identified properties from the list of properties to be auctioned on October 21, 2017. The Town has passed the attached resolution authorizing us to acquire the properties for the amount of the delinquent taxes plus penalties and interest due at the time of the foreclosure.

Sincerely,

Eugene J. Merlino, Supervisor
Town of Lake Luzerne

This is to certify that this is a true copy of a record on file in the office of the Town Clerk

Signed *Cynthia Sherwood*
Town Clerk, Town of Lake Luzerne
County of Warren, State of New York

Date 8/28/2017

TOWN OF LAKE LUZERNE
REGULAR TOWN BOARD MEETING
AUGUST 14, 2017

SUPERVISOR MERLINO, IN DISCUSSION WITH WARREN COUNTY REAL PROPERTY, PROPOSED THAT THE FOLLOWING FOUR ROADWAY PROPERTIES BE PURCHASED FROM THE COUNTY TO AVOID AUCTION: LYNCH DR., AMERICAN LEGION DR., CLEMONS DR. AND SECOND ST. PURCHASE BY THE TOWN WOULD ASSURE ACCESS TO HOUSES ON THOSE ROADS AS WELL AS THE FUTURE CEMETERY PROPERTY AND OTHER PARCELS ALONG CLEMONS DR.

RESOLUTION 97 OF 2017 – RESOLVED UPON A MOTION BY SUPERVISOR MERLINO, SECONDED BY COUNCILMAN MCLAIN TO ACQUIRE CLEMONS DR., LYNCH DR., AMERICAN LEGION DR., AND SECOND ST. FROM WARREN COUNTY PAYING ALL DELINQUENT TAXES, INTEREST AND PENALTIES. ROLL CALL VOTE: COUNCILMAN TRACKEY, AYE, COUNCILMAN CIRILLO, AYE, COUNCILMAN MCLAIN, AYE, COUNCILMAN WATERHOUSE, AYE, SUPERVISOR MERLINO, AYE.

ATTORNEY AND TOWN CLERK WORKING ON CONTRACT WITH SPCA AND GLENS FALLS ANIMAL HOSPITAL. ANIMAL HOSP AGREEMENT EXPIRES IN DECEMBER. AND THE CURRENT AGREEMENT WITH SPCA HAS EXPIRED. ATTORNEY PROPOSES TO CONTRACT WITH SPCA UNTIL THE END OF 2017 AT THE SAME MONTHLY PAYMENT.

RESOLUTION 98 OF 2017 – RESOLVED UPON A MOTION BY COUNCILMAN MCLAIN, SECONDED BY COUNCILMAN WATERHOUSE TO CONTRACT WITH SPCA AT THE CURRENT MONTHLY RATE UNTIL DECEMBER 31ST 2017. ROLL CALL VOTE: COUNCILMAN TRACKEY, AYE, COUNCILMAN CIRILLO, AYE, COUNCILMAN MCLAIN, AYE, COUNCILMAN WATERHOUSE, AYE, SUPERVISOR MERLINO, AYE.

DISCUSSION REGARDING HOUSE ON MAIN STREET. ATTORNEY PREPARED A NOTICE AND ORDER ADDRESSING THE UNSAFE NATURE OF THE HOUSE, HAVING BROKEN WINDOWS AND OPEN DOORS MAKING IT ACCESSIBLE TO INFESTATION AND ATTRACTIVE TO MINORS, VAGRANTS AND TRESPASSERS. TOWN BOARD NEEDS ZONING OFFICER REPORT TO MAKE A FORMAL REPORT OF HIS FINDINGS TO THE BOARD ON THIS ISSUE BEFORE THE BOARD CAN ACT ON UNSAFE BUILDINGS LAW WITH A NOTICE AND ORDER.

DISCUSSION REGARDING TIMBER CUTTING ON THE WATER DISTRICT PROPERTY. CHRIS GEARWAR HAS PREPARED DOCUMENTS AND BID NOTICE IF THE BOARD WANTS TO PROCEED WITH THE LOGGING.

RESOLUTION 99 OF 2017 – RESOLVED UPON A MOTION BY COUNCILMAN MCLAIN, SECONDED BY COUNCILMAN TRACKEY TO PUBLISH A NOTICE TO

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

**Parcel Status Report
As Of 10/31/2017**

Clemons Estate
c/o Assessor
PO Box 370
Lake Luzerne, NY 12846

Town of: Lake Luzerne
Swis: 523200; 298.7-1-38
Assessment: \$2,000.00
Property Class: 300 - Vacant land
School District: 523201 - Hadley-Luzerne Csd

Prior ID:
Location: Lake Ave. off
Acreage: 0.23
Frontage: 0.00
Depth: 0.00
Exemptions:

Known parcel history....

Bill Type	Base Tax	Interest	Penalty	Total Due	Total Paid	Date Paid	Status
2017 County/Town	\$40.54	\$3.65	\$0.00	\$44.19	\$0.00		Delinquent
2016 County/Town	\$58.08	\$12.20	\$0.00	\$70.28	\$0.00		Delinquent
2015 County/Town	\$478.96	\$18.87	\$0.00	\$497.83	\$0.00		Delinquent
2014 County/Town	\$55.42	\$6.65	\$0.00	\$0.00	\$62.07	1/26/2015	Paid
2013 County/Town	\$54.93	\$13.18	\$0.00	\$0.00	\$68.11	1/26/2015	Paid
Parcel totals as of 10/31/2017	\$687.93	\$54.55	\$0.00	\$612.30	\$130.18		

Amount
DUE \$190.51

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

**Parcel Status Report
 As Of 10/31/2017**

Clemons Estate
 c/o Assessor
 PO Box 370
 Lake Luzerne, NY 12846

Town of: Lake Luzerne	Prior ID:
Swis: 523200; 298.7-1-39	Location: Lake Ave. off
Assessment: \$1,000.00	Acreage: 0.17
Property Class: 300 - Vacant land	Frontage: 0.00
School District: 523201 - Hadley-Luzerne Csd	Depth: 0.00
	Exemptions:

Known parcel history....

Bill Type	Base Tax	Interest	Penalty	Total Due	Total Paid	Date Paid	Status
2017 County/Town	\$20.29	\$1.83	\$0.00	\$22.12	\$0.00		Delinquent
2016 County/Town	\$23.24	\$4.88	\$0.00	\$28.12	\$0.00		Delinquent
2015 County/Town	\$454.09	\$7.54	\$0.00	\$461.63	\$0.00		Delinquent
2014 County/Town	\$22.17	\$2.66	\$0.00	\$0.00	\$24.83	1/26/2015	Paid
2013 County/Town	\$21.98	\$5.28	\$0.00	\$0.00	\$27.26	1/26/2015	Paid
Parcel totals as of 10/31/2017	\$541.77	\$22.19	\$0.00	\$511.87	\$52.09		

Amount Due \$ 80.64

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

**Parcel Status Report
As Of 10/31/2017**

Clemons Estate
c/o Assessor
PO Box 370
Lake Luzerne, NY 12846

Town of: Lake Luzerne
Swis: 523200; 298.7-1-40
Assessment: \$2,000.00
Property Class: 300 - Vacant land
School District: 523201 - Hadley-Luzerne Csd

Prior ID:
Location: Lake Ave. off
Acreage: 0.24
Frontage: 0.00
Depth: 0.00
Exemptions:

Known parcel history....

Bill Type	Base Tax	Interest	Penalty	Total Due	Total Paid	Date Paid	Status
2017 County/Town	\$40.54	\$3.65	\$0.00	\$44.19	\$0.00		Delinquent
2016 County/Town	\$58.08	\$12.20	\$0.00	\$70.28	\$0.00		Delinquent
2015 County/Town	\$488.40	\$18.87	\$0.00	\$507.27	\$0.00		Delinquent
2014 County/Town	\$55.42	\$6.65	\$0.00	\$0.00	\$62.07	1/26/2015	Paid
2013 County/Town	\$54.93	\$13.18	\$0.00	\$0.00	\$68.11	1/26/2015	Paid
Parcel totals as of 10/31/2017	\$697.37	\$54.55	\$0.00	\$621.74	\$130.18		

Amount Due \$190.51

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

**Parcel Status Report
As Of 10/31/2017**

Clemons Estate
c/o Assessor
PO Box 370
Lake Luzerne, NY 12846

Town of: Lake Luzerne
Swis: 523200; 298.7-1-41
Assessment: \$9,000.00
Property Class: 300 - Vacant land
School District: 523201 - Hadley-Luzerne Csd

Prior ID:
Location: American Legion Dr. off
Acreage: 1.18
Frontage: 0.00
Depth: 0.00
Exemptions:

Known parcel history....

Bill Type	Base Tax	Interest	Penalty	Total Due	Total Paid	Date Paid	Status
2017 County/Town	\$182.47	\$16.42	\$0.00	\$198.89	\$0.00		Delinquent
2016 County/Town	\$116.16	\$24.39	\$0.00	\$140.55	\$0.00		Delinquent
2015 County/Town	\$545.54	\$37.72	\$0.00	\$583.26	\$0.00		Delinquent
2014 County/Town	\$110.83	\$13.30	\$0.00	\$0.00	\$124.13	1/26/2015	Paid
2013 County/Town	\$109.83	\$26.36	\$0.00	\$0.00	\$136.19	1/26/2015	Paid
Parcel totals as of 10/31/2017	\$1,064.83	\$118.19	\$0.00	\$922.70	\$260.32		

Amount Due \$ 491.47

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: 9/18/17

- (a) Purpose of Request: **Delete the additional foreclosure charges on the below parcels.**
- (b) Details: **Luzerne 298.7-1-38, 298.7-1-39, 298.7-1-40 & 298.7-1-41**
- (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

Town	Yr.	Assessed To: / Tax Map #	Location	Breakdown	Coding	Reason
Lk. Luzerne	2015	Clemons Estate	Lake Ave. off	Abstract fee 225.00		
		298.7-1-38		Publication fee 11.83		
				Postage fee 84.96		
				Posting fee <u>100.00</u>		
				TOTAL 421.79		
Lk. Luzerne	2015	Clemons Estate	Lake Ave. off	Abstract fee 225.00		
		298.7-1-39		Publication fee 11.83		
				Postage fee 94.40		
				Posting fee <u>100.00</u>		
				TOTAL 431.23		
Lk. Luzerne	2015	Clemons Estate	Lake Ave. off	Abstract fee 225.00		
		298.7-1-40		Publication fee 11.83		
				Postage fee 94.40		
				Posting fee <u>100.00</u>		
				TOTAL 431.23		
Lk. Luzerne	2015	Clemons Estate	American Legion Dr. off	Abstract fee 225.00		
		298.7-1-41		Publication fee 11.83		
				Postage fee 94.40		
				Posting fee <u>100.00</u>		
				TOTAL 431.23		

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.*

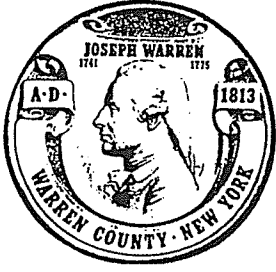
DEPARTMENT NAME: Real Property Tax Services

DATE: 9/18/17

- (a) Purpose of Request: **Deny request for refund of Town & County taxes for 2015, 2016 & 2017.**
- (b) Details: **Bolton 200.18-1-41, not a correctable error.**
- (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
REAL PROPERTY TAX SERVICES AGENCY
County Municipal Center
1340 State Route 9
Lake George, New York 12845

Tel. 518-761-6464
Fax 518-761-6559

LEXIE A. DELUREY
Director

KRISTEN C. MacEWAN
Deputy Director

TO: Warren County Treasurer
FROM: Lexie Delurey, Warren County Real Property
DATE: August 27, 2017

Please find enclosed an application for refunds for the 2015, 2016 & 2017 town & county tax roll, regarding parcel 200.18-1-41, located in the Town of Bolton Landing. I am denying this application at the County level based on my findings.

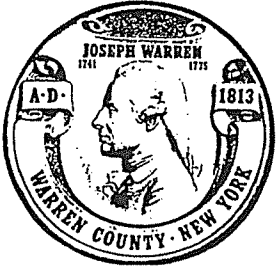
I deny this application because it does not fall within the three (3) means for correction; clerical error, error in essential fact or unlawful entry.

If you have any questions or if my office can be of any assistance please don't hesitate to contact me at **761-6466**.

Thank you for your cooperation!

Encl.

cc: Jodi Connally, Tax Collector



WARREN COUNTY
REAL PROPERTY TAX SERVICES AGENCY
County Municipal Center
1340 State Route 9
Lake George, New York 12845

Tel. 518-761-6464
Fax 518-761-6559

LEXIE A. DELUREY
Director

KRISTEN C. MacEWAN
Deputy Director

REPORT OF DIRECTOR OF REAL PROPERTY TAX SERVICES

In accordance with SECTION 550 of the Real Property Tax Law concerning an error on the **January 2015, 2016 & 2017 Town of Bolton / Warren County tax rolls**. I have investigated the error **claimed** and have found that the alleged error **is not a correctable error for the tax rolls**.

DESCRIPTION

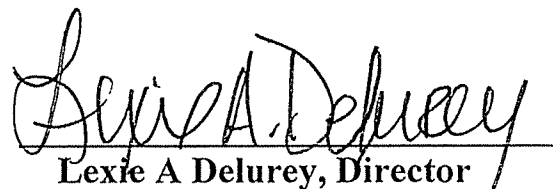
200.18-1-41

CORRECTION/REFUND

I would not consider this to be correctible under the correction of errors procedures. This is fundamentally a valuation complaint, and should have been directed to the Board of Assessment Review while the complaint period was still open.

August 27, 2017

Date



Lexie A Delurey, Director



NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR REFUND AND CREDIT OF REAL PROPERTY TAXES
FOR THE YEAR(S) 20 15, 2016, 2017

Part 1: To be completed in duplicate by Applicant. For refund or credit of real property tax, submit both copies to County Director of Real Property Tax Services...

RUSH ISLAND CORP
1a. Name of Owner
40 JERRY STROSBERG
11 LONE TREE LOOP
DIAMOND POINT NY 12824
3. Parcel Location (if different than 1b.)

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)
35 ACRES TAX MAP # 522000 200.18-1-41

5. Account No. 6a. Amount of taxes paid or payable SEE SCHEDULE AND BILL ATTACHED. 6b. Date of payment (if paid)

7. I hereby request a refund or credit of real property taxes levied for the year(s) by TOWN OF BOLTON WARREN COUNTY (Tax levying body)
TAX MAP ERROR; LAKE GEORGE FRONTAGE OVERSTATED BY 5 FEET

8/14/17 Date
Jerry Stroberg TRESAS Signature of Applicant

PART II: For use by COUNTY DIRECTOR, VILLAGE ASSESSOR: Attach written report including documentation and recommendation (Include type of error as defined in Sec. 550)

Date application received: 8/17/17 Date warrant annexed:
Last day for collection of taxes without interest:

Recommendation: 8/27/17 Date
Approve application* Deny Application
Beverly A. Delaney Signature of Official

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent of petitions filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

APPLICATION APPROVED (Check reason) Clerical error Unlawful entry Error in essential fact
Amount of taxes paid: \$ Amount of taxes due: \$
Amount of refund or outstanding tax to be credited: \$

APPLICATION DENIED Reason:

Date Signature of Chief Executive Officer or Official Designated by Resolution

Real Property Tax Law, Section 550(2):

A “clerical error” means:

- (a) an entry of assessed value on the tax roll which differs from the entry for the same parcel on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review due to an error in transcription;
- (b) a mathematical error in the computation of a partial exemption;
- (c) an incorrect entry due to failure of the assessor to act on a partial exemption;
- (d) an arithmetical error in the computation or extension of the tax;
- (e) an incorrect entry due to a mistake in the determination or transcription of a special assessment or other charge based on units of service provided by a special district;
- (f) a duplicate entry of the description or assessed valuation, or both, of an entire single parcel;
- (g) an entry on a tax roll which is incorrect by reason of an arithmetical mistake by the assessor appearing on the property record card, field book or other final work product of the assessor
- (h) an incorrect entry on a tax roll of a relieved school tax or relieved village tax which has been previously paid; or
- (i) an entry on a tax roll which is incorrect by reason of a mistake in transcription of a relieved school tax or relieved village tax.

Real Property Tax Law, Section 550(3):

An “error in essential fact” means:

- (a) the assessment of an improvement destroyed or removed prior to taxable status date;
- (b) the assessment of an improvement not in existence or present on a different parcel;
- (c) an incorrect entry of acreage which was considered by the assessor in valuing the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant;
- (d) (e) [not applicable to refunds]; or
- (f) misclassification of a parcel in an approved assessing unit which is exclusively used for either residential or non-residential purposes.

Real Property Tax Law, Section 550(7):

An “unlawful entry” means:

- (a) an assessment of wholly exempt property on the taxable portion of the assessment roll;
- (b) an assessment of real property located entirely outside the boundaries of the assessing unit, the school district, or the special district in which the real property is designated as being located;
- (c) an entry made by a person or body without the authority to make such entry;
- (d) an assessment of taxable state land which exceeds the assessment as approved by the Office of Real Property Tax Services; or
- (e) an assessment of special franchise property which exceeds the final assessment as made by the Office of Real Property Tax Services or the full value of that special franchise as determined by the Office of Real Property Tax Services adjusted by the final state equalization rate established by the Office of Real Property Tax Services for the assessment roll upon which that value appears.

Refunds:

When an application concerns a tax that has already been paid, and the application is approved, the applicant is entitled to a refund of the overpayment.

Credits:

When an application concerns a tax that has not yet been paid, and the application is approved, the applicant is entitled to a credit reducing the amount of the outstanding tax. The corrected tax must be paid with the interest and penalties that have accrued up to that point, but no additional interest and penalties shall be imposed if the corrected tax is paid within eight days of the date on which the notice of approval is mailed to the applicant (see Part II of this form). The interest and penalties on the credited portion of the tax are cancelled.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Real Property Tax Service Agency
BUDGET ACCOUNT CODE: A.1355

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$198,640.44	\$218,837.00	\$221,043.00	\$224,532.00
200's EQUIPMENT	\$244.00	\$300.00	\$4,400.00	\$0.00
400's CONTRACTUAL	\$47,433.02	\$26,305.00	\$26,305.00	\$25,980.00
800's EMPLOYEE BENEFITS	\$140,747.22	\$153,036.00	\$153,549.00	\$141,702.00
TOTALS	\$387,064.68	\$398,478.00	\$405,297.00	\$392,214.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$25,615.82	\$26,970.00	\$26,970.00	\$27,470.00

SIGNED:


DEPARTMENT HEAD

TITLE:

DIRECTOR

DATE:

9/14/2017

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
REVENUE						
Department 1355 - Real Property Tax Service Agency						
<i>Departmental Income</i>						
1250	Assessors Fee (Tax Maps)	5,090.78	6,500.00	6,500.00	3,774.24	6,400.00
1251	School Bill Process Fees	11,183.54	11,200.00	11,200.00	.00	11,800.00
1258	RPS License Fees From Towns	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00
<i>Departmental Income Totals</i>		\$23,974.32	\$25,400.00	\$25,400.00	\$11,474.24	\$25,900.00
<i>Intergovernmental Charges</i>						
2229	Sales Data Transmission Fee	1,383.50	1,270.00	1,270.00	650.50	1,270.00
<i>Intergovernmental Charges Totals</i>		\$1,383.50	\$1,270.00	\$1,270.00	\$650.50	\$1,270.00
<i>State Aid</i>						
3040	Real Property Tax Admin	258.00	300.00	300.00	102.00	300.00
<i>State Aid Totals</i>		\$258.00	\$300.00	\$300.00	\$102.00	\$300.00
Department 1355 - Real Property Tax Service Agency Totals		\$25,615.82	\$26,970.00	\$26,970.00	\$12,226.74	\$27,470.00
REVENUE TOTALS		\$25,615.82	\$26,970.00	\$26,970.00	\$12,226.74	\$27,470.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 1355 - Real Property Tax Service Agency						
Personal Services						
110	Salaries - Regular	198,640.44	218,837.00	221,043.00	133,197.00	224,532.00
	<i>Personal Services Totals</i>	<u>\$198,640.44</u>	<u>\$218,837.00</u>	<u>\$221,043.00</u>	<u>\$133,197.00</u>	<u>\$224,532.00</u>
Equipment						
210	Furniture/Furnishings	244.00	300.00	300.00	.00	.00
220.1	Office Equipment - Reserve	.00	.00	4,100.00	2,454.21	.00
	<i>Equipment Totals</i>	<u>\$244.00</u>	<u>\$300.00</u>	<u>\$4,400.00</u>	<u>\$2,454.21</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	4,467.54	6,300.00	6,300.00	1,437.36	6,000.00
422	Repair/Maint-Equipment	1,480.00	1,550.00	1,550.00	1,500.00	1,550.00
423	Telephone	332.86	275.00	275.00	144.97	275.00
424	Postage	84.62	175.00	175.00	38.86	150.00
427	Memberships & Dues	205.00	205.00	205.00	205.00	205.00
428	Data Processing & Internet Fees	15,486.00	15,800.00	15,800.00	186.00	15,800.00
444	Travel/Education/Conference	308.00	2,000.00	2,000.00	199.00	2,000.00
470	Contract	25,069.00	.00	.00	.00	.00
	<i>Contractual Expense Totals</i>	<u>\$47,433.02</u>	<u>\$26,305.00</u>	<u>\$26,305.00</u>	<u>\$3,711.19</u>	<u>\$25,980.00</u>
Employee Benefits						
810	Retirement	29,789.21	30,537.00	30,881.00	18,807.56	31,248.00
830	Social Security	11,306.01	13,568.00	13,705.00	7,604.22	13,921.00
831	Medicare Contribution	2,644.14	3,172.00	3,204.00	1,778.41	3,255.00
860	Hospitalization	78,513.72	84,852.00	84,852.00	54,278.66	75,836.00
865	Dental Insurance	1,206.37	1,272.00	1,272.00	800.00	1,272.00
	<i>Employee Benefits Totals</i>	<u>\$123,459.45</u>	<u>\$133,401.00</u>	<u>\$133,914.00</u>	<u>\$83,268.85</u>	<u>\$125,532.00</u>
Other Benefits						
840	Workmen's Compensation	1,292.25	1,547.00	1,547.00	1,546.94	1,251.00
861	Retirees Hospitalization	15,995.52	18,088.00	18,088.00	8,837.60	14,919.00
	<i>Other Benefits Totals</i>	<u>\$17,287.77</u>	<u>\$19,635.00</u>	<u>\$19,635.00</u>	<u>\$10,384.54</u>	<u>\$16,170.00</u>
Department 1355 - Real Property Tax Service Agency Totals		<u>\$387,064.68</u>	<u>\$398,478.00</u>	<u>\$405,297.00</u>	<u>\$233,015.79</u>	<u>\$392,214.00</u>
EXPENSE TOTALS		<u>\$387,064.68</u>	<u>\$398,478.00</u>	<u>\$405,297.00</u>	<u>\$233,015.79</u>	<u>\$392,214.00</u>
Fund A - General Totals		<u>\$25,615.82</u>	<u>\$26,970.00</u>	<u>\$26,970.00</u>	<u>\$12,226.74</u>	<u>\$27,470.00</u>
REVENUE TOTALS		<u>\$25,615.82</u>	<u>\$26,970.00</u>	<u>\$26,970.00</u>	<u>\$12,226.74</u>	<u>\$27,470.00</u>

Budget Worksheet Report

Budget Year 2018

	EXPENSE TOTALS	\$387,064.68	\$398,478.00	\$405,297.00	\$233,015.79	\$392,214.00
Fund A - General Totals		(\$361,448.86)	(\$371,508.00)	(\$378,327.00)	(\$220,789.05)	(\$364,744.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$25,615.82	\$26,970.00	\$26,970.00	\$12,226.74	\$27,470.00
	EXPENSE GRAND TOTALS	\$387,064.68	\$398,478.00	\$405,297.00	\$233,015.79	\$392,214.00
	Net Grand Totals	(\$361,448.86)	(\$371,508.00)	(\$378,327.00)	(\$220,789.05)	(\$364,744.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Supplies to Towns

BUDGET ACCOUNT CODE: A.1970

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$7,637.66	\$10,000.00	\$10,000.00	\$9,000.00
TOTALS	\$7,637.66	\$10,000.00	\$10,000.00	\$9,000.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$7,002.31	\$10,000.00	\$10,000.00	\$9,000.00

SIGNED:

DEPARTMENT HEAD

TITLE:

DATE:

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	REVENUE					
	Department 1970 - Supplies to Towns					
	<i>Intergovernmental Charges</i>					
2226	Sales of Suppl, Other Govt	7,002.31	10,000.00	10,000.00	132.95	9,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$7,002.31</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.95</u>	<u>\$9,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>\$7,002.31</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.95</u>	<u>\$9,000.00</u>
	REVENUE TOTALS	<u>\$7,002.31</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.95</u>	<u>\$9,000.00</u>

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1970 - Supplies to Towns					
	Contractual Expense					
410	Supplies	7,637.66	10,000.00	10,000.00	2,957.67	9,000.00
	<i>Contractual Expense Totals</i>	<u>\$7,637.66</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$2,957.67</u>	<u>\$9,000.00</u>
	Department 1970 - Supplies to Towns Totals	\$7,637.66	\$10,000.00	\$10,000.00	\$2,957.67	\$9,000.00
	EXPENSE TOTALS	<u>\$7,637.66</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$2,957.67</u>	<u>\$9,000.00</u>
Fund A - General Totals						
	REVENUE TOTALS	\$7,002.31	\$10,000.00	\$10,000.00	\$132.95	\$9,000.00
	EXPENSE TOTALS	<u>\$7,637.66</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$2,957.67</u>	<u>\$9,000.00</u>
Fund A - General Totals		(\$635.35)	\$0.00	\$0.00	(\$2,824.72)	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$7,002.31	\$10,000.00	\$10,000.00	\$132.95	\$9,000.00
	EXPENSE GRAND TOTALS	<u>\$7,637.66</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$2,957.67</u>	<u>\$9,000.00</u>
	Net Grand Totals	<u>(\$635.35)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$2,824.72)</u>	<u>\$0.00</u>

2018 Salary Schedule (Position Budgeting)
Real Property Tax

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12940	Chamberlin, Kimberly 08-01 / \$16.67	Senior Real Property Clerk 08-02 / \$16.95	\$34,895.00	Full Time	CSEA/FT	7/25/2016
9220	Delurey, Lexie N/A / \$33.89	Director Real Property N/A / \$33.89	\$61,684.00	Full Time	Appointed F/T	7/19/1995
10056	Dixon, Ronald 16-17 / \$25.14	Senior Tax Map Technician 16-18 / \$25.14	\$52,300.00	Full Time	CSEA/FT	4/24/2000
11575	MacEwan, Kristen N/A / \$22.36	Deputy Director Real Property N/A / \$22.36	\$46,500.00	Full Time	Out of UnitFT	3/23/2009
		Real Property Clerk 04-01 / \$14.02	\$29,153.00			
		5	\$224,532.00			