

ENVIRONMENTAL CONCERNS and REAL PROPERTY TAX SERVICES  
REAL PROPERTY TAX SERVICES AGENDA  
SEPTEMBER 21, 2021

COMMITTEE MEMBERS: Supervisors Dickinson, Braymer, McDevitt, Smith and Shepler- *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Amend Resolution No.362 of 2020, Terms and Conditions of Sale and the Purchase Offer Memorandum  
Rationale: To change the buyer's premium from five percent (5%) to six percent (6%), due to the change in auction companies.
  2. Request:  
Rationale:
- IV. Discussion Items:
  1. Mosher's Garage Johnsburg parcel 133.8-1-27 agreement with New York Environmental Protection and Spill Compensation Fund.
  2. Real Property Tax Service Budget review.
  3. Supplies to Towns Budget review.
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments: Resolution request  
Real Property Budget  
Supplies to Towns 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:** September 21, 2021

- (a) Purpose of Request:  
Amend Resolution No. 362 of 2020
  
- (b) Details:  
Approving and adopting the Warren County Real Estate Auction 2021 Terms and Conditions of Sale applicable to the sale of parcels acquired by the County by reason of Foreclosure of tax liens and the Purchase Offer Memorandum. To change the buyers premium from five percent (5%) to six percent (6%).
  
- (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 Board of Supervisors

## RESOLUTION NO. 362 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

**AMENDING RESOLUTION NO. 339 OF 2019; APPROVING AND ADOPTING THE WARREN COUNTY REAL ESTATE AUCTION 2020 TERMS AND CONDITIONS OF SALE APPLICABLE TO THE SALE OF PARCELS ACQUIRED BY THE COUNTY BY REASON OF THE FORECLOSURE OF TAX LIENS**

WHEREAS, the County has adopted terms and conditions of sale applicable to those parcels acquired by the County by reason of the foreclosure of tax liens, said terms being last amended by Resolution Nos. 379 of 2011, 514 of 2012, 485 of 2013, 236 of 2014, 378 of 2014 and 339 of 2019, and

WHEREAS, the Director of the Real Property Tax Services Department is requesting to amend the Terms and Conditions of Sale and the Purchase Offer Memorandum to reduce the buyer premium amount from six percent (6%) to five percent (5%), now, therefore, be it

RESOLVED, that the Terms and Conditions of Sale and the Purchase Offer Memorandum be, and hereby are amended to revise the buyer premium as outlined above.

**WARREN COUNTY REAL ESTATE AUCTION 2021  
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 2021. 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 **six percent (6%)** buyer's premium shall be made payable to the Warren County's official auctioneer 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 **six percent (6%)** buyer's premium shall be made payable to the Warren County's official auctioneer 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 buyer's premium 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. The County reserves the right to pursue collection of such amounts, including costs and reasonable attorney's fees.

3. The successful bidder has no legal or beneficial ownership interest of any nature whatsoever in the property. All sales are subject to the approval of the Warren County Board of Supervisors which approval shall be given or denied within forty-five (45) days of such sale. The County of Warren reserves the right to reject any and all bids and cancel and/or postpone sales at any time before the actual delivery of deeds, a right which if invoked will be exercised within forty-five (45) 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 buyer's premium 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 fifteen (15) days from the date of the resolution of the Warren County Board of Supervisors approving the sale, of which date the purchaser shall be provided with notice at the address given by the purchaser on the memorandum of purchase completed pursuant to Paragraph 1 of the Terms of Sale. The Real Property Tax Services Director is not required to send any further notice to the purchaser. If the purchaser fails to pay the balance of the purchase price within said fifteen (15) day period as provided above, all rights to complete the transaction per the memorandum of purchase agreement will expire and the deposit and Auctioneer's additional buyer's premium shall be forfeited to the County of Warren;
5. If the successful bidder at the auction fails to comply with the terms and conditions of sale and therefore forfeits the right to purchase or the time to purchase expires as defined in paragraph 4 above, the County shall consider whether to offer the property for sale to the second highest bidder of record. In furtherance of this, the Real Property Tax Services Director shall provide notice to the second highest bidder by mail at the address provided by the bidder at the auction that the County is considering whether to accept the bid of the said second highest bidder and inquire as to whether said bidder desires to purchase the property. If the said bidder is interested in purchasing the property, the second highest bidder shall have fifteen (15) days after the mailing of such notice to enter into a memorandum of purchase agreement as set forth in Paragraph 1, and complete the transaction including tender of payment. Notwithstanding the foregoing, upon receipt of a duly executed waiver and release from the highest bidder confirming that they will not be purchasing the property as defined in paragraph 4 above and acknowledging they will be forfeiting the buyer's premium and ten percent (10%) deposit made, the County can immediately offer the property to the second highest bidder pursuant to the terms and conditions set forth in this paragraph.
6. The premises will be conveyed free and clear of delinquent real property tax liens but subject to:
  - (a) city and village tax liens accruing during the year of the auction and not relieved in the last town and county tax immediately preceding the auction;
  - (b) school taxes accruing on or after July 1<sup>st</sup> in the year of the auction and any late payments and penalties related thereto;
  - (c) street or other special assessments unpaid or payable to the municipality in which the premises are situated;
  - (d) any water charges unpaid or payable to the municipality in which the premises are situated which have not been relieved in the last town and county tax levy.
  - (e) any sewer charges unpaid or payable to the municipality in which

the premises are situated which have not been relieved in the last town and county tax levy.

(f) FAILURE TO COMPLY WITH THE TERMS OF THIS PARAGRAPH MAY RESULT IN YOUR LOSS OF THE PROPERTY AFTER PURCHASE. The deed will contain provisions stating that the purchaser is required to rehabilitate any building on the property and bring it into compliance with all State, County and Local standards for occupancy within twenty four (24) months of the date of the deed. Within such twenty four (24) month time period, the purchaser must either: obtain a Certificate of Compliance or a Certificate of Occupancy<sup>1</sup>, if required, for all buildings on the property; make all buildings granted a Certificate of Occupancy before the date of purchase fit for the use stated in such Certificate of Occupancy; or demolish such buildings. Demolition of buildings shall include removal of all demolished material within the prescribed twenty four (24) month time period. The deed shall require the purchaser to schedule an inspection by County officials at or before the end of the twenty four (24) month period. If the purchaser has not complied with the deed provisions regarding rehabilitation of the property and obtained a Certificate of Occupancy or Certificate of Compliance by that time, then the County may, subject to Board approval, commence legal proceeding to retake title to the property. The deed shall also provide that the property shall not be conveyed to any other person before a Certificate of Occupancy or Certificate of Compliance is issued. A written request made to the County Administrator for an extension of up to twenty four (24) months shall be accompanied by a non-refundable fee of \$250.00 per parcel for which a request is submitted. Any addition request thereafter shall be made in writing and placed before the Board of Supervisors for their consideration.

7. The deed delivered shall be a "Quit Claim" deed and shall contain the assessment roll description of the premises and not a metes and bounds description;
8. The bidding will be kept open after the property is struck down; in the case any purchaser shall fail to comply with any of these Terms of Sale, the premises so struck down will again be put up for sale under the direction of the Real Property Tax Services Agency; the original purchaser may be held liable for any deficiency between the sum for which said premises were purchased and the resale, together with any costs or expenses occurring on such resale;
9. The premises will be conveyed subject to all existing tenancies, easements, rights, licenses, privileges, and agreements, as well as any covenants, conditions, restrictions, reservations, rights of re-entry, possibilities of reverter, rights-of-way, utility or other easement agreements, or sell-offs in former deeds or other instruments of record. Additionally, the premises will be conveyed subject to

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<sup>1</sup> Purchaser may show compliance with an existing Certificate of Compliance or obtain a new Certificate of Compliance.

existing laws and ordinances and any state of facts an accurate survey and prudent inspection of the property would disclose, and any federal and/or state taxes, liens, judgements and encumbrances of record not otherwise extinguished when the County of Warren took title to the subject parcel;

10. The purchaser is responsible for determining by diligent search of the public records, including those in the Warren County Clerk's Office, whether other persons or entities including, but not limited to, mortgagees, lienholders or others have an interest in the property which may affect the title as acquired through the tax foreclosure proceeding;
11. The purchaser is responsible for determining whether any structures are located on the premises and for the condition of any structures located on the premises. The descriptions may contain a reference to a structure that may have been removed after the description was prepared. The County makes no promises regarding the presence or condition of any structure;
12. There shall be no interruptions of the auction by any person. Any person so interrupting the auction may be removed from the auction;
13. Individuals purchasing property at this public auction will be responsible for Real Property Transfer Tax on all parcels purchased; and
14. The Internal Revenue Service and/or other Federal and/or State agencies may have a right to redeem their interest in properties following this auction. The bidder is responsible for ascertaining this information.
15. If a purchaser owes any outstanding and delinquent taxes to Warren County, those taxes must be paid in full prior to closing on any purchase made at this auction. Failure to comply with this provision will be grounds for default and forfeiture of any deposits paid.
16. As a further term and condition of sale of the property, the Purchaser understands and agrees that the County shall arrange for the recording of the deed issued by the County in connection with such sale and that the Purchaser shall be liable for the payment of recording fees which shall be paid to the County at the time of closing on the property. The fees associated with the recording of the Quit Claim deed shall be in addition to all other amounts due by the Purchaser in connection with the sale.

October 16, 2021

Bidder # \_\_\_\_\_

Parcel # \_\_\_\_\_

**PURCHASE OFFER MEMORANDUM**

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

Tax Map #: \_\_\_\_\_ Town Of: \_\_\_\_\_

Location: \_\_\_\_\_

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 6, 2021**.

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

NAME \_\_\_\_\_ (Please print) \_\_\_\_\_ (Please print)

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

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

TOWN OF RESIDENCE: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER FOR EACH GRANTEE: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: (cell): \_\_\_\_\_ (home): \_\_\_\_\_  
(work): \_\_\_\_\_ E-mail: \_\_\_\_\_

For the Sum Of: \$ \_\_\_\_\_ (a) Signed: \_\_\_\_\_

10% Deposit \$ \_\_\_\_\_ (b) Signed: \_\_\_\_\_

6% Buyers Premium \$ \_\_\_\_\_ (c)

Down Payment of (OR)

Total Due at Auction \$ \_\_\_\_\_

BALANCE DUE - Bid minus 10% (line a minus line b): \$ \_\_\_\_\_

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 2021 unless the County Board of Supervisors fails to approve the transaction. The successful bidder has no legal or beneficial ownership interest of any nature whatsoever in the property. The successful bidder further acknowledges that in the event of a 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 buyer's premium 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 attorney's fees.

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 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	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$252,981.42	\$251,301.00	\$251,301.00	\$264,429.00
200's EQUIPMENT	\$2,358.73	\$0.00	\$39.99	\$340.00
400's CONTRACTUAL	\$22,607.31	\$22,230.00	\$126,924.01	\$22,470.00
800's EMPLOYEE BENEFITS	\$153,099.84	\$159,697.00	\$159,697.00	\$166,627.00
<b>TOTALS</b>	<b>\$431,047.30</b>	<b>\$433,228.00</b>	<b>\$537,962.00</b>	<b>\$453,866.00</b>

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$25,831.61	\$27,855.00	\$27,855.00	\$27,505.00

SIGNED: Lexie A. Delaney  
DEPARTMENT HEAD  
TITLE: Director Real Property  
DATE: 8/26/2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request									
<b>Fund A - General</b>															
REVENUE															
Department 1355 - Real Property Tax Service Agency															
<i>Departmental Income</i>															
1250	Assessors Fee (Tax Maps)	5,323.41	6,400.00	6,400.00	1,319.50	6,000.00									
1251	School Bill Process Fees	11,456.20	11,855.00	11,855.00	.00	11,855.00									
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>		\$24,479.61	\$25,955.00	\$25,955.00	\$9,019.50	\$25,555.00									
<i>Intergovernmental Charges</i>															
2229	Sales Data Transmission Fee	1,352.00	1,400.00	1,400.00	849.00	1,500.00									
<i>Intergovernmental Charges Totals</i>		\$1,352.00	\$1,400.00	\$1,400.00	\$849.00	\$1,500.00									
<i>State Aid</i>															
3040	Real Property Tax Admin	.00	500.00	500.00	.00	450.00									
<i>State Aid Totals</i>		\$0.00	\$500.00	\$500.00	\$0.00	\$450.00									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Account</td> <td style="border-bottom: 1px solid black;">Level</td> <td style="border-bottom: 1px solid black;">Comment</td> </tr> <tr> <td style="border-bottom: 1px solid black;">3040</td> <td style="border-bottom: 1px solid black;">Departmental Request</td> <td style="border-bottom: 1px solid black;">Reimbursement from NYS from conference for continuing education credits.</td> </tr> </tbody> </table>							Comments	Level	Comment	Account	Level	Comment	3040	Departmental Request	Reimbursement from NYS from conference for continuing education credits.
Comments	Level	Comment													
Account	Level	Comment													
3040	Departmental Request	Reimbursement from NYS from conference for continuing education credits.													
Department 1355 - Real Property Tax Service Agency		\$25,831.61	\$27,855.00	\$27,855.00	\$9,868.50	\$27,505.00									
Totals		\$25,831.61	\$27,855.00	\$27,855.00	\$9,868.50	\$27,505.00									
REVENUE TOTALS		\$25,831.61	\$27,855.00	\$27,855.00	\$9,868.50	\$27,505.00									

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1355 - Real Property Tax Service Agency						
Personal Services						
110	Salaries - Regular	252,981.42	251,301.00	251,301.00	149,014.76	264,429.00
<i>Personal Services Totals</i>		<b>\$252,981.42</b>	<b>\$251,301.00</b>	<b>\$251,301.00</b>	<b>\$149,014.76</b>	<b>\$264,429.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	.00	.00	340.00
220	Office Equipment	.00	.00	39.99	39.99	.00
220.1	Office Equipment - Reserve	2,358.73	.00	.00	.00	.00
<i>Equipment Totals</i>		<b>\$2,358.73</b>	<b>\$0.00</b>	<b>\$39.99</b>	<b>\$39.99</b>	<b>\$340.00</b>
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
210	Departmental Request	Need to replace a chair (Quote from Charlie's Office Furniture \$337.80)				
<i>Contractual Expense</i>						
410	Supplies	3,623.67	5,000.00	4,960.01	494.96	4,700.00
423	Telephone	378.90	380.00	380.00	235.44	420.00
424	Postage	83.32	100.00	100.00	16.43	100.00
426	Subscriptions	58.42	.00	.00	.00	.00
427	Memberships & Dues	270.00	300.00	300.00	295.00	300.00
428	Data Processing & Internet Fees	15,570.00	15,750.00	15,750.00	330.00	15,750.00
444	Travel/Education/Conference	123.00	700.00	700.00	.00	1,200.00
470	Contract	2,500.00	.00	104,734.00	98,733.96	.00
<i>Contractual Expense Totals</i>		<b>\$22,607.31</b>	<b>\$22,230.00</b>	<b>\$126,924.01</b>	<b>\$100,105.79</b>	<b>\$22,470.00</b>
<i>Employee Benefits</i>						
810	Retirement	35,041.38	41,372.00	41,372.00	24,051.16	47,467.00
830	Social Security	14,017.76	15,581.00	15,581.00	8,256.29	16,395.00
831	Medicare Contribution	3,278.37	3,645.00	3,645.00	1,930.89	3,835.00
860	Hospitalization	90,989.60	90,989.00	90,989.00	55,973.42	90,402.00
865	Dental Insurance	1,096.84	1,272.00	1,272.00	783.04	1,272.00
<i>Employee Benefits Totals</i>		<b>\$144,423.95</b>	<b>\$152,859.00</b>	<b>\$152,859.00</b>	<b>\$90,994.80</b>	<b>\$159,372.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,204.81	897.00	897.00	896.63	1,195.00

# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department 1355 - Real Property Tax Service Agency						
Other Benefits						
861	Retirees Hospitalization	7,471.08	5,941.00	5,941.00	1,485.27	6,060.00
	<i>Other Benefits Totals</i>	<u>\$8,675.89</u>	<u>\$6,838.00</u>	<u>\$6,838.00</u>	<u>\$2,381.90</u>	<u>\$7,255.00</u>
	Department 1355 - Real Property Tax Service Agency	<u>\$431,047.30</u>	<u>\$433,228.00</u>	<u>\$537,962.00</u>	<u>\$342,537.24</u>	<u>\$453,866.00</u>
	Totals					
	EXPENSE TOTALS	<u>\$431,047.30</u>	<u>\$433,228.00</u>	<u>\$537,962.00</u>	<u>\$342,537.24</u>	<u>\$453,866.00</u>
	<b>Fund A - General Totals</b>					
	REVENUE TOTALS	\$25,831.61	\$27,855.00	\$27,855.00	\$9,868.50	\$27,505.00
	EXPENSE TOTALS	\$431,047.30	\$433,228.00	\$537,962.00	\$342,537.24	\$453,866.00
	<b>Fund A - General Totals</b>	<u>(\$405,215.69)</u>	<u>(\$405,373.00)</u>	<u>(\$510,107.00)</u>	<u>(\$332,668.74)</u>	<u>(\$426,361.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$25,831.61	\$27,855.00	\$27,855.00	\$9,868.50	\$27,505.00
	EXPENSE GRAND TOTALS	\$431,047.30	\$433,228.00	\$537,962.00	\$342,537.24	\$453,866.00
	Net Grand Totals	<u>(\$405,215.69)</u>	<u>(\$405,373.00)</u>	<u>(\$510,107.00)</u>	<u>(\$332,668.74)</u>	<u>(\$426,361.00)</u>

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Supplies to Towns

BUDGET ACCOUNT CODE: A.1970

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$5,850.74	\$7,000.00	\$7,000.00	\$7,000.00
TOTALS	\$5,850.74	\$7,000.00	\$7,000.00	\$7,000.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$5,968.86	\$7,000.00	\$7,000.00	\$7,000.00

SIGNED:

Kevin A. Delaney  
DEPARTMENT HEAD

TITLE:

Director Real Property

DATE:

8/26/2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1970 - Supplies to Towns					
	<i>Intergovernmental Charges</i>					
2226	Sales of Suppl, Other Govt	5,968.86	7,000.00	7,000.00	81.11	7,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$5,968.86</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$81.11</u>	<u>\$7,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>\$5,968.86</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$81.11</u>	<u>\$7,000.00</u>
	REVENUE TOTALS	<u>\$5,968.86</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$81.11</u>	<u>\$7,000.00</u>

# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1970 - Supplies to Towns					
	Contractual Expense					
410	Supplies	5,850.74	7,000.00	7,000.00	2,317.10	7,000.00
	<i>Contractual Expense Totals</i>	<u>5,850.74</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>2,317.10</u>	<u>7,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>5,850.74</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>2,317.10</u>	<u>7,000.00</u>
	EXPENSE TOTALS	<u>5,850.74</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>2,317.10</u>	<u>7,000.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$5,968.86	\$7,000.00	\$7,000.00	\$81.11	\$7,000.00
	EXPENSE TOTALS	\$5,850.74	\$7,000.00	\$7,000.00	\$2,317.10	\$7,000.00
	Fund A - General Totals	<u>\$118.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$2,235.99)</u>	<u>\$0.00</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$5,968.86	\$7,000.00	\$7,000.00	\$81.11	\$7,000.00
	EXPENSE GRAND TOTALS	<u>\$5,850.74</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$2,317.10</u>	<u>\$7,000.00</u>
	Net Grand Totals	<u>\$118.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$2,235.99)</u>	<u>\$0.00</u>

2022 Salary Schedule (Position Budgeting)  
Real Property Tax

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9220	Delurey, Lexie	Director Real Property	\$69,637.00	Full Time	Appointed F/T	7/19/1995
	N/A / \$38.26	N/A / \$38.26				
10056	Dixon, Ronald	Senior Tax Map Technician	\$58,597.00	Full Time	CSEA/FT	4/24/2000
	16-21 / \$28.17	16-22 / \$28.17				
11575	MacEwan, Kristen	Deputy Director Real Property	\$55,159.00	Full Time	Out of UnitFT	3/23/2009
	N/A / \$26.52	N/A / \$26.52				
13154	Shea, Noreen	Senior Real Property Clerk	\$40,518.00	Full Time	CSEA/FT	1/29/2018
	08-03 / \$19.17	08-04 / \$19.51				
13155	Wadleigh, Glenda	Senior Real Property Clerk #2	\$40,518.00	Full Time	CSEA/FT	1/29/2018
	08-03 / \$19.17	08-04 / \$19.51				
		<b>5</b>	<b>\$264,429.00</b>			

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Real Property Tax Service

BUDGET CODE: A.1355

Title of Position: Director Real Property

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Request to change the Real Property Director position grade 14 to a position grade 16 and be able to keep the top eligible increment of 25. The Director has been working on environmental clean-ups since the start of becoming the RP Director on 1/1/12 but was never adjusted for these added duties. In 2020 a raise was discussed after her evaluation; she was told it would be discussed further at budget time. Budget time came but so didn't COVID so no raise was granted.
- (b) Projected change in Salary Dollars:  
\$16,338.
- (c) Is there expected Revenue impact from this change? If so, please explain:  
No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *2022/11/16*  
HR Director has Reviewed/Approved this form when initialed: *AG 8/10/21*

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Real Property Tax Service

BUDGET CODE: A.1355

Title of Position: Deputy Director Real Property

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Request to change the Deputy Director Real Property position from a grade 10 on the Position Grade Chart to a grade 11. I feel this position was misplaced from the start of the chart and should be comparable to the deputies in Purchasing and / or Self Insurance with her top eligible increment being 10 years.
  
- (b) Projected change in Salary Dollars: \$5,063
  
- (c) Is there expected Revenue impact from this change? If so, please explain:  
No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *[Signature]* 8/16/21  
HR Director has Reviewed/Approved this form when initialed: *[Signature]* 8/16/21