

ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES  
REAL PROPERTY TAX SERVICES  
SEPTEMBER 27, 2024

COMMITTEE MEMBERS: CROCITTO, Geraci, Turner, Diamond, Gilligan, Magowan and Etu

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request:  
Rationale:
  2. Request:  
Rationale:
  3. Request:  
Rationale:
- V. Discussion Items:
  1. Real Property Tax Services Budget review
  - 2.
- VI. Referrals/Pending Items:
  - 1.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

---

Attachments: 1. Real Property submitted budget

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 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	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$324,408.35	\$357,611.00	\$357,611.00	\$322,741.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$22,496.33	\$28,670.00	\$28,670.00	\$22,670.00
800's EMPLOYEE BENEFITS	\$162,693.30	\$176,461.00	\$176,461.00	\$158,512.00
<b>TOTALS</b>	<b>\$509,597.98</b>	<b>\$562,742.00</b>	<b>\$562,742.00</b>	<b>\$503,923.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$26,999.05	\$42,400.00	\$42,400.00	\$39,850.00

SIGNED: Leisa A. Delaney  
DEPARTMENT HEAD  
TITLE: Director, Real Property  
DATE: 09/05/2024

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department <b>1355 - Real Property Tax Service Agency</b>						
<i>Departmental Income</i>						
1250	Assessors Fee (Tax Maps)	6,854.85	6,700.00	6,700.00	1,087.00	6,000.00
	Comments					
	Level					
	Departmental Request	Decreasing this revenue because our receipts are lower this year compared to the past year.				
1251	School Bill Process Fees	12,125.20	11,900.00	11,900.00	.00	12,000.00
	Comments					
	Level					
	Departmental Request	Increased based on the bill from last year to the schools.				
1258	RPS License Fees From Towns	7,650.00	7,650.00	7,650.00	7,650.00	7,650.00
	Comments					
	Level					
	Departmental Request	This is money coming from the Towns for their 1/2 of the RPSV4 fees.				
1288	Administrative Fees	.00	16,000.00	16,000.00	4,900.00	14,000.00
	Comments					
	Level					
	Departmental Request	This number depends on the number of parcels being posted in June.				
	<i>Departmental Income Totals</i>	\$26,630.05	\$42,250.00	\$42,250.00	\$13,637.00	\$39,650.00
<i>State Aid</i>						
3040	Real Property Tax Admin	369.00	150.00	150.00	.00	200.00
	<i>State Aid Totals</i>	\$369.00	\$150.00	\$150.00	\$0.00	\$200.00
Department <b>1355 - Real Property Tax Service Agency</b>		\$26,999.05	\$42,400.00	\$42,400.00	\$13,637.00	\$39,850.00
Totals		\$26,999.05	\$42,400.00	\$42,400.00	\$13,637.00	\$39,850.00
<b>REVENUE TOTALS</b>		\$26,999.05	\$42,400.00	\$42,400.00	\$13,637.00	\$39,850.00

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1355 - Real Property Tax Service Agency						
Personal Services						
110	Salaries - Regular	324,408.35	357,611.00	357,611.00	236,431.68	322,741.00
	<i>Personal Services Totals</i>	<b>\$324,408.35</b>	<b>\$357,611.00</b>	<b>\$357,611.00</b>	<b>\$236,431.68</b>	<b>\$322,741.00</b>
<i>Contractual Expense</i>						
410	Supplies	4,925.42	4,000.00	4,000.00	576.72	3,000.00
	Comments					
	Level					
	Departmental Request	I am only lowering this code \$1000 because this was lowered for 2024 without my knowledge by \$1000.				
423	Telephone	284.70	420.00	420.00	151.27	350.00
	Comments					
	Level					
	Departmental Request	Lowered based on new monthly cost				
424	Postage	6.04	50.00	50.00	8.87	40.00
427	Memberships & Dues	445.00	450.00	450.00	445.00	580.00
	Comments					
	Level					
	Departmental Request	NYS Assoc. of County Directors dues increased & the regional dues also.				
428	Data Processing & Internet Fees	15,650.00	15,750.00	15,750.00	410.00	15,700.00
444	Travel/Education/Conference	1,185.17	8,000.00	8,000.00	250.00	3,000.00
	Comments					
	Level					
	Departmental Request	Lowered by \$5000				
	<i>Contractual Expense Totals</i>	<b>\$22,496.33</b>	<b>\$28,670.00</b>	<b>\$28,670.00</b>	<b>\$1,841.86</b>	<b>\$22,670.00</b>
<i>Employee Benefits</i>						
810	Retirement	40,330.99	53,867.00	53,867.00	31,063.39	54,068.00
830	Social Security	18,176.94	22,172.00	22,172.00	13,580.97	20,010.00
831	Medicare Contribution	4,251.04	5,185.00	5,185.00	3,176.21	4,679.00
860	Hospitalization	94,292.16	90,356.00	90,356.00	47,636.87	75,393.00
865	Dental Insurance	1,022.22	971.00	971.00	528.20	696.00
	<i>Employee Benefits Totals</i>	<b>\$158,073.35</b>	<b>\$172,551.00</b>	<b>\$172,551.00</b>	<b>\$95,985.64</b>	<b>\$154,846.00</b>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1355 - Real Property Tax Service Agency					
	Other Benefits					
840	Workmen's Compensation	1,375.00	1,522.00	1,522.00	1,522.00	1,596.00
861	Retirees Hospitalization	3,244.95	2,388.00	2,388.00	4,756.19	2,070.00
	Other Benefits Totals	\$4,619.95	\$3,910.00	\$3,910.00	\$6,278.19	\$3,666.00
	Department 1355 - Real Property Tax Service Agency Totals	\$509,597.98	\$562,742.00	\$562,742.00	\$340,537.37	\$503,923.00
	EXPENSE TOTALS	\$509,597.98	\$562,742.00	\$562,742.00	\$340,537.37	\$503,923.00
	Fund A - General Totals					
	REVENUE TOTALS	\$26,999.05	\$42,400.00	\$42,400.00	\$13,637.00	\$39,850.00
	EXPENSE TOTALS	\$509,597.98	\$562,742.00	\$562,742.00	\$340,537.37	\$503,923.00
	Fund A - General Totals	(\$482,598.93)	(\$520,342.00)	(\$520,342.00)	(\$326,900.37)	(\$464,073.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$26,999.05	\$42,400.00	\$42,400.00	\$13,637.00	\$39,850.00
	EXPENSE GRAND TOTALS	\$509,597.98	\$562,742.00	\$562,742.00	\$340,537.37	\$503,923.00
	Net Grand Totals	(\$482,598.93)	(\$520,342.00)	(\$520,342.00)	(\$326,900.37)	(\$464,073.00)

2025 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	\$93,613.00	Full Time	Appointed F/T	7/19/1995
	N/A / \$51.44	N/A / \$51.44				
11575	MacEwan, Kristen	Deputy Director Real Property	\$69,517.00	Full Time	Out of UnitFT	3/23/2009
	N/A / \$33.42	N/A / \$33.42				
13154	Shea, Noreen	Senior Real Property Clerk	\$51,320.00	Full Time	CSEA/FT	1/29/2018
	08-06 / \$24.67	08-07 / \$24.67				
13881	Tilly, Matthew	GIS Tax Map Technician	\$56,971.00	Full Time	CSEA/FT	1/8/2024
	17-00 / \$27.09	17-01 / \$27.40				
13155	Wadleigh, Glenda	Senior Real Property Clerk #2	\$51,320.00	Full Time	CSEA/FT	1/29/2018
	08-06 / \$24.67	08-07 / \$24.67				
		<b>5</b>	<b>\$322,741.00</b>			

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

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Real Property Tax Service Agency - American Rescue Plan Act (ARPA)  
BUDGET ACCOUNT CODE: A.1355 4999

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
<b>TOTALS</b>				<b>\$0.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Luiza A. Delaney  
DEPARTMENT HEAD  
TITLE: Director, Real Property  
DATE: 09/05/2024

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
	Net Grand Totals					
	REVENUE GRAND TOTALS					
	EXPENSE GRAND TOTALS					
	Net Grand Totals					

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Supplies to Towns  
BUDGET ACCOUNT CODE: A.1970

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$5,516.10	\$7,000.00	\$7,000.00	\$7,000.00
<b>TOTALS</b>	<b>\$5,516.10</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$6,168.46	\$7,000.00	\$7,000.00	\$7,000.00

SIGNED: Leip A. Delaney  
DEPARTMENT HEAD  
TITLE: Director, Real Property  
DATE: 09/05/2024

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department <b>1970 - Supplies to Towns</b>					
	<i>Intergovernmental Charges</i>					
2226	Sales of Suppl, Other Govt	6,168.46	7,000.00	7,000.00	104.83	7,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$6,168.46</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$104.83</u>	<u>\$7,000.00</u>
	Department <b>1970 - Supplies to Towns Totals</b>	<u>\$6,168.46</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$104.83</u>	<u>\$7,000.00</u>
	REVENUE TOTALS	<u>\$6,168.46</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$104.83</u>	<u>\$7,000.00</u>

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	EXPENSE					
	Department <b>1970 - Supplies to Towns</b>					
	<i>Contractual Expense</i>					
410	Supplies	5,516.10	7,000.00	7,000.00	3,570.69	7,000.00
	<i>Contractual Expense Totals</i>	\$5,516.10	\$7,000.00	\$7,000.00	\$3,570.69	\$7,000.00
	Department <b>1970 - Supplies to Towns Totals</b>	\$5,516.10	\$7,000.00	\$7,000.00	\$3,570.69	\$7,000.00
	EXPENSE TOTALS	\$5,516.10	\$7,000.00	\$7,000.00	\$3,570.69	\$7,000.00
	Fund <b>A - General Totals</b>					
	REVENUE TOTALS	\$6,168.46	\$7,000.00	\$7,000.00	\$104.83	\$7,000.00
	EXPENSE TOTALS	\$5,516.10	\$7,000.00	\$7,000.00	\$3,570.69	\$7,000.00
	Fund <b>A - General Totals</b>	\$652.36	\$0.00	\$0.00	(\$3,465.86)	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$6,168.46	\$7,000.00	\$7,000.00	\$104.83	\$7,000.00
	EXPENSE GRAND TOTALS	\$5,516.10	\$7,000.00	\$7,000.00	\$3,570.69	\$7,000.00
	Net Grand Totals	\$652.36	\$0.00	\$0.00	(\$3,465.86)	\$0.00