

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: REAL PROPERTY TAX SERVICES

DATE: OCTOBER 24, 2006

Committee Members Present: Michael Swan, Director, Real Property Tax Services
Supervisors Belden William Thomas, Chairman
Monroe Joan Parsons, Commissioner of Administrative &
Champagne Fiscal Services
Bentley Joan Sady, Clerk
F. Thomas Supervisor Merlino
Geraghty Supervisor Kenny
Carlene A. Ramsey, Sr. Legislative Office Specialist

Committee Member Absent:
Supervisor Haskell

Mr. Belden called the meeting to order at 9:30 a.m.

Motion was made by Mr. F. Thomas, seconded by Mr. Champagne and carried unanimously to accept the minutes of the previous meeting, subject to correction by the Clerk.

Michael Swan, Director of the Real Property Tax Services Department, distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Mr. Swan began his report with Agenda Item 1 and he declared the Treasurer's Office had requested no corrections to the tax rolls this month.

At Agenda Item 2, Budget Summary report, Mr. Swan noted the Budget Performance Report would be presented each month for the Committee to review. He noted the Advertising and Contract Budget Codes had higher than normal balances, since the 2006 land auction was postponed until 2007. He said, he anticipated that some funds would be returned to the General Fund, although it was too soon to determine the exact amount.

Mr. Champagne said he would appreciate it if the Budget Performance Report could be e-mailed prior to the meeting. Mr. Swan said he would be glad to comply.

Returning to Agenda review at Item 3, Mr. Swan explained one of the Department's laser printers had been repaired several times, at a cost of approximately \$450. Unfortunately he said the equipment continues to fail and he felt it was time to just replace it. Therefore, he presented a Request For Transfer of Funds, from Contract (A.1355.470) into Equipment (A.1355.220) in the amount of \$990.00 to cover the purchase of a new laser printer. He directed attention to the quote provided by the

Information Technology Department, included with the Agenda packet.

Mr. Merlino entered the meeting at 9:35 a.m.

Motion was made by Mr. F. Thomas, seconded by Mr. Bentley and carried unanimously to approve the request, as presented, and to forward same to the Finance Committee. A copy of the request form is on file with the minutes.

Mr. Champagne pointed out the Budget Performance Report indicated the Salary Account may have excess funds, as high as \$10,000, by year's end. He suggested that if the 2007 Budget included purchases that could be processed in 2006, he urged Mr. Swan to do so, and thereby reduce the 2007 Budget by the same amount.

In response, Mr. Swan explained that he anticipated no new equipment purchases during 2007. He mentioned the computers had recently been updated with equipment from Adirondack Community College and one new laptop had just been purchased. Although the large map plotter was the oldest piece of equipment, he noted, it was currently "running just fine" although he could not make guarantees for the future.

Next, Mr. Swan reported Agenda Item 4, pertained to the 2007 Land Auction. He mentioned the County Attorney's Office had recently begun the 2007 foreclosure, which was running simultaneously with the 2006 foreclosures. The field inspections were scheduled to be done within the next month and, he said, the number of properties was approximately 20% fewer than previous years. He further noted the installment agreements on the Mosher properties (in the Towns of Johnsbury and Thurman) have been paid in full.

Mr. Swan reported Agenda Item 5, was an update on the County Line markers. He said his staff was working with the Planning and Community Development staff and Town Assessors to physically locate the County Line markers out in the field. Recently, he said the geographic coordinates between the Towns of Chester and Hague had been located, while additional markers between Chester and Johnsbury would be identified next week. He explained that by plotting the readings with the GPS software, the County will be able to verify the Warren County portion of parcels that border other Counties.

Mr. Swan commented the process of locating the markers had actually been facilitated by noting the difference in pavement, since the county highway departments were rather precise when laying down blacktop. He also mentioned that some of the markers dated back to 1844.

Mr. Swan confirmed that he would notify each of the Towns once the updates to the GPS information was complete.

Returning to Agenda review at Item 6, he explained the Clerk of the Board, Joan Sady, had requested the Committee set a fixed date and time for the monthly committee meetings. He said the current time slot, 2nd Tuesday following the Board meeting, at 9:30 a.m. was fine for his schedule.

Mr. Kenny entered the meeting at 9:45 a.m.

Following a brief discussion it was the consensus of the Committee members to hold the regular 2007 committee meetings on the 2nd Monday after the Board meeting.

Mr. Swan reported that one of his staff members had recently returned to active work status, following a three-month leave of absence for medical reasons.

There being nothing further to come before the Committee, on motion by Mr. F. Thomas and seconded by Mr. Geraghty, Mr. Belden adjourned the meeting at 9:54 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist