

**STEBEN COUNTY ADHOC MUNICIPAL COORDINATION COMMITTEE**

*Wednesday, September 14, 2016*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**PRESENT:** Carol A. Ferratella, Chair  
Jack K. Wheeler, County Manager  
Mitchell Alger, Deputy County Manager  
Wendy Flaitz, Director, Real Property Tax Service Agency  
Wendy Jordan, Assessment Data Supervisor, Real Property Tax Service Agency  
Jennifer Prossick, Deputy County Attorney  
Rae Anne Engler, Real Property Analyst, New York State Office of Real Property  
Gary Calkins, Assessor, Town of Woodhull  
Laura Smalt, Assessor, Towns of Canisteo, Dansville, Howard and Wheeler  
Ron Smith, Supervisor, Town of Bath  
Connie Luckner, Assessor, Town of Erwin

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Mr. Smith to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JULY 20, 2016, MEETING MADE BY MR. SMITH. SECONDED BY MR. CALKINS. ALL BEING IN FAVOR. MOTION CARRIES.**

**III. NEW BUSINESS**

A. **Data Collector Update** – Mrs. Flaitz informed the committee that the test for Data Collector was given June 4, 2016. As of today, there are no results, however, we are hoping to see the results soon. She stated she has been hesitant to order equipment until we know the results of the test. Mrs. Ferratella asked do you have a backup plan? Mr. Wheeler replied prior to the testing, we had put out an RFP to look at providing this service on a contract basis and the results were mixed. We could go back to that; however, he believes there will be a number of names on the list. We can interview and if we are not comfortable with the candidates, then we can talk about what our options are at that point. He noted there is a probationary period.

B. **Internship Update** – Mrs. Flaitz stated we sent a list to the Corning Community College of what we were looking for in an internship program. They will post the position at the college hopefully for the spring semester. When they get someone who is interested, they will contact us to do the interview. This will be an unpaid internship position. An individual in this position will not earn any credits toward being an assessor, but they will be given the opportunity of knowing the position is out there. Mr. Wheeler asked would the contract be between the intern and the County, or the municipality? Mrs. Flaitz replied they would contract directly with the municipality. The intern would work approximately 90 hours per semester. Mrs. Ferratella asked would there be an option to make this a paid internship? Mrs. Flaitz replied she would assume that would be a possibility. She will bring that up at the assessor meeting next week. Ms. Smalt commented that perhaps the internship could be shared with multiple municipalities and if it was a paid position that would not be such a hardship for the municipalities. Mr. Wheeler commented if the towns are really having difficulty finding funding and there is significant interest in paid internships, the County may be able to find some funding.

C. **SDG – Image Mate Online Update** – Mrs. Flaitz informed the committee that the program is up and running. We are looking to get an update to allow us to pick up delinquent tax amounts. Now the County has the option of accepting tax payments by credit card.

D. **PowerPoint Presentation Meetings** – Mrs. Flaitz stated they will begin presenting the PowerPoint Presentations within the next two weeks. As of yesterday, we only have 7 people signed up. We did follow-up with some phone calls and now have 10 attending. Mr. Wheeler suggested sending an email out to the assessors again to remind them. Mrs. Flaitz stated the training will be held at the Civil Defense Center. The presentations will be held on September 21<sup>st</sup> and September 28<sup>th</sup>.

E. **1537 Agreements** – Mrs. Flaitz indicated it is the City of Corning’s intention to have the County take over assessing duties when their City Assessor retires. Every municipality will have to sign a 1537 agreement to have data collection work done in their municipality.

F. **County Assessor** – Mrs. Flaitz commented a County Assessor position is something that will need to be looked at down the road. They are anticipating a number of assessors will plan to retire starting in 2018. Mrs. Ferratella asked if the County took this over, how many positions would we need? Mrs. Flaitz replied right now a sole assessor has 5,000 – 7,000 parcels. The County as a whole has approximately 55,000 parcels and you would need quite a few assessors and support staff to handle that.

Mrs. Ferratella asked have any changes been made to the Countywide Collaborative Assessing Report originally done in 2009? Mrs. Flaitz replied we have updated some of the information and included some spreadsheets. Ms. Jordan stated we updated the list of assessors and their certifications. Additionally, we have updated the salaries and updated the property class mixtures. Discussion followed.

G. **Next Meeting** – Mrs. Ferratella announced that Mrs. Flaitz will be retiring on October 28, 2016. She suggested meeting Wednesday, October 12<sup>th</sup> at 11:00 a.m.

**MOTION: TO ADJOURN MADE BY MS. ENGLER. SECONDED BY MRS. FLAITZ. ALL BEING IN FAVOR. MOTION CARRIES.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature