

STEBEN COUNTY ADHOC MUNICIPAL COORDINATION COMMITTEE

Friday, April 25, 2014

10:00 a.m.

South Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:

Carol A. Ferratella, Chair
Katherine Deal, Assessor, Towns of Corning, Cameron, Prattsburgh and Hornellsville
Gary Calkins, Assessor, Town of Woodhull
Connie Luckner, Assessor, Town of Erwin
RaeAnn Engler, Real Property Analyst, NYS Office of Real Property Tax Services
Steve Butchko, Wayne Town Supervisor
Wendy Flaitz, Director, Office of Real Property Tax Services
Wendy Jordan, Assessment Data Supervisor, Office of Real Property Tax Services

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked everyone to introduce themselves. She stated this committee was put together by the Chairman of the Legislature, Joe Hauryski. The purpose of this committee is to facilitate communications with the assessors to try to work on ways to save money and communicate in a better way.

II. NEW BUSINESS

1. **SDG Outpost** – Mrs. Flaitz stated SDG (Systems Development Group) is an online assessment program. This program is on our website, however, has not been updated and we would like to make some changes. Currently the information is housed at SDG and not the County and there are other issues that we are working through. They will be requesting authorization from the Legislature in May to purchase a server to put the SDG program on. Additionally, in cooperation with the Finance Office, we would like to include tax bill and other related information for the public as well. The additional piece to SDG is called the Outpost. This would allow the assessors, with the use of tablets, to update information while they are in the field. This would be a backup to the RPS file. This will help the assessors, as they will be able to use the tablet to upload pictures and update the inventory.

Ms. Engler commented last year the county went from a standard online operation to moving to a terminal server set up. This does cause tedium for the assessors, but is much more efficient. Mrs. Ferratella asked what other alternatives should we look at in the future? Ms. Engler replied the State is looking to change from RPS4 to a new version, RPS5 which will be web-based and will be housed at the State. It is somewhat difficult to know how to change your activities here until the State figures out what they are doing. If you are looking to find equality through the county, data collection may be a good thing. However, that is manual labor that cannot be automated. She stated 90 percent of good assessment is based on inventory. You have to have accurate data.

Mr. Butchko asked can we look to contract out the data collection? Ms. Engler replied many towns will contract that out as a part-time assessor cannot do all that data collection.

2. **RPTL 1537 – Optional County Services** – Mrs. Flaitz stated that under RPTL 1537, the county can look at optional services for data collection such as having the county process the exemption information or having a county assessor on staff to help the municipalities do appraisals. Part of RPTL 1537 includes the option of the county being able to contract with the towns. If we contracted with the municipalities, the assessor would then become a county position. If you wanted to do countywide assessment, everyone would have to do a local law and they would all have to pass. Under RPTL 1537 the county would be able to contract with any municipality.

Mr. Butchko asked Mrs. Flaitz what the cost was to run her department? Mrs. Flaitz replied it is \$200,000 - \$240,000. Mr. Butchko asked is any of that money used to contract services? Mrs. Flaitz replied not at this point. The costs for having a county assessor would be charged back to the municipalities. That would allow you to have centralized duties. We have approximately 55,000 parcels in the county. Ms. Engler stated ultimately, the goal is to get some sort of uniformity in the data collection. Mrs. Flaitz stated that we can look at a cost analysis of RPTL 1537 to determine what would apply to Steuben County.

3. **Wish Lists** – Mrs. Flaitz stated that the items on her wish list relate more to Legislation. For example, she would like to see a proposal to do away with the three-man assessment boards. She would like to see the assessor position as a more professional position. Ms. Engler stated the educational requirements are different for a three-man board of assessors than for a sole assessor. The three-man boards are only required to have a basic certification, whereas sole assessors are required to have yearly continuing education. She stated that another item would be to make it mandatory for municipalities to do updates. Now, they can do a cyclical assessment every four to five years, but it is not mandatory.

Ms. Luckner stated her wish list would be to have assistance for data collection. It is difficult to collect the data by ourselves. It would be good if there were a pool of individuals who could be hired as needed.

Mr. Calkins stated that he also would like to focus on data collection. He also would like to look at the CAPs (Coordinated Assessment Program). He commented that Steuben County is very good about helping us to do our job the best that we can. We are very fortunate to have the people that we do.

Ms. Deal stated that she also would like to focus on data collection. It would be nice to have the data uniform and to have the time dedicated to be able to do that.

Ms. Jordan stated that in addition to data collection, she would like to see the assessors receive assistance in their daily jobs. There need to be more tools available to the assessors. Additionally, she would like to see more work with the exemptions and data entry.

4. **ChangeFinder** – Mrs. Flaitz informed the group that the County purchased 1 seat for the ChangeFinder Program. Back in 2012, Pictometry did a flyover and created a footprint for every building. Pictometry will do another flyover in 2015. What the ChangeFinder software allows us to do is generate a report to compare data from 2012 to 2015. That report will then be sent to the assessors so that they can determine if the properties are assessed correctly.

5. **Next Steps** – Mrs. Flaitz stated that she will talk with Personnel to see where we may be able to place a county assessor position. We will figure out the cost if 60 percent of the towns were on board with doing that. She stated that she would also like to look at holding a meeting with all Town Supervisors to discuss this with all of them at the same time, rather than having to go to each municipality separately. Mrs. Ferratella asked Mr. Butchko to try to put together a Town Supervisors meeting for Mrs. Flaitz and Ms. Engler to attend.

Mr. Butchko suggested that the County take over the cost. This is not something that the towns will buy in to. You could have a County Assessor position in the Planning Department and then the position could grow into a full-time Assessor position. Ms. Engler commented that she does not know that a County Assessor would be a long-term, full-time position. It is something to consider.

6. **Next Meeting** – The next meeting has been scheduled for Thursday, June 5, 2014, at 10:00 a.m. This meeting will be held in the Legislative Committee Room.

Meeting was adjourned at 11:45 a.m.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

STEBEN COUNTY AD-HOC MUNICIPAL COORDINATION COMMITTEE

Thursday, June 5, 2014

10:00 a.m.

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

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair
Mark R. Alger, County Manager
Wendy Flaitz, Director, Office of Real Property Tax Services
Wendy Jordan, Assessment Data Supervisor, Office of Real Property Tax Services
Laura Smalt, Assessor, Town of Dansville
Gary Calkins, Assessor, Town of Woodhull
Katherine Deal, Assessor, Towns of Corning, Cameron, Hornellsville and Prattsburgh
Connie Luckner, Assessor, Town of Erwin
Kate Hughes, Caton Town Supervisor
Steve Butchko, Wayne Town Supervisor

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 25, 2014, MEETING MADE BY MRS. FLAITZ, SECONDED BY MS. DEAL AND DULY CARRIED.

III. NEW BUSINESS

A. **Assessor/Data Collector Position** – Mrs. Flaitz informed the committee that she talked with the Personnel Officer about this position. She stated her feeling is that she is not sure that we could use this individual on a permanent basis. They talked about having an assessor position and doing a 1537 contract. If we were to fill this position, the Personnel Office suggested filling at the higher position and then use them to do data collection. She stated that she is not sure how that will work. Her suggestion is that they first develop a survey of questions to send to the municipalities and the assessors in order to get an idea of what the municipalities want.

B. **Survey for Assessors/Town Supervisors** – Considerable discussion took place regarding the development of a survey. The committee came up with the following questions to include on a survey:

- Do you have a succession plan for your assessor?
- What do you struggle most with to complete the assessment process on time? (please list)
- Are you aware that there are various tools available for your use, such as classes and land schedules?
- Are you aware that the State offers training classes?
- Are you aware that some classes are offered on-line?
- Are you aware of the skill sets necessary to be an effective assessor?
- Do you feel that the assessments in your municipality are equitable? (yes/no – please explain your answer)
- What services could the County and/or State provide to help you with assessment?
 - Data Collection
 - Exemptions
 - Valuations
 - Assessment Services

- Valuation Factor File (property sites)
- Other (please list)
- Does your municipality have a process for the recruitment of assessors and/or board of assessment review?
- Has your municipality considered doing a CAP or 1537 agreement, or other sharing of assessment duties?

The committee decided that the survey will be mailed and also sent electronically to all Assessors, Town Supervisors and Town Board members. The title of the survey will be “Survey for the Future Planning of the Assessment Community.”

C. **Next Meeting** – The next meeting has been scheduled for Monday, August 18, 2014 at 10:00 a.m. in the Legislative Committee Room.

Meeting adjourned at 11:45 a.m.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY AD-HOC MUNICIPAL COORDINATION COMMITTEE

Monday, August 18, 2014

10:00 a.m.

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

****MINUTES****

COMMITTEE:

Carol A. Ferratella, Chair
Lawrence P. Crossett, Vice Chair
Mark R. Alger, County Manager
Jack K. Wheeler, Deputy County Manager
Wendy Flaitz, Direct, Real Property Tax Service Agency
Wendy Jordan, Assessment Data Supervisor, Real Property Tax Service Agency
Gary Calkins, Assessor, Town of Woodhull
Laura Smalt, Assessor, Town of Dansville
Katherine Deal, Assessors, Towns of Corning, Cameron, Hornellsville and Prattsburgh
Steve Butchko, Wayne Town Supervisor
Kate Hughes, Caton Town Supervisor
RaeAnn Engler, Real Property Analyst, New York State Office of Real Property

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. NEW BUSINESS

A. **Review of Survey Results** – Mrs. Flaitz stated that she was hoping the survey would give us more of an idea of what direction the municipalities would like us to go. She reviewed the concerns that were referenced on the survey. She stated that their office has looked at the property transfer issue. We have a countywide system now and our office can now look at doing that. The RPS V4 file is something that we were going to look at in the future. With that file, we are looking at being able to just input property transfer information in our office. We will have to see if any of the municipalities would like us to do that. Mrs. Ferratella asked do you have a timeline for that? Mrs. Flaitz replied the transfers were being done electronically from the County Clerk's Office beginning in January. She stated that she is not sure of the timeline for that.

Mrs. Flaitz stated other areas of concerns for the municipalities included building permits, grievances, exemptions and the timeline for completing exemptions, data collection and tentative rolls. Ms. Hughes asked what aspect of the building permits is the issue? That may be something that we could look at. Ms. Engler replied that is a process between the assessor and code enforcement.

Ms. Hughes stated that with regard to the grievances, she suggested that we should find out the specific issues related to grievances and on some level maybe we could provide better training and instruction for the assessor. Mrs. Flaitz replied her office cannot help with grievances. Ms. Deal stated that the assessors should attend the board of assessment review training. Mrs. Flaitz stated that one thing she would stress to the assessors is that they should have a secretary or recorder for the BAR (Board of Assessment Review) meetings. Her office does provide an annual training. The only individuals that are required to attend that training are newly appointed BAR board members. This year they had 40 individuals attend. She will look at doing BAR training for the assessors.

Mr. Butchko asked will this survey information be used to develop a plan? Mrs. Flaitz replied yes. We are looking to determine if having a data collection individual would help in some of the municipalities. Once the data is collected, then the question is what we would do with that individual. Mrs. Ferratella asked does data collection only involve demolished and new buildings? Mrs. Engler replied no, it includes everything. Mr. Alger commented he doesn't know if a data

collector position can be maintained for every municipality, or if they would only work in municipalities that are doing updates. That is something that we would have to explore.

Mrs. Ferratella commented another concern addressed on the survey was exemptions. Ms. Engler explained the State mandates exemptions; however, some are locally adopted. The exemptions do legitimately take up a lot of the assessors' time. Many of the exemptions are income-based. Ms. Deal stated we need to make sure that the assessors have a good understanding of exemptions. Some of the issues are self-inflicted as they (the assessors) are not educating themselves. Mrs. Flaitz stated the biggest issues are with the STAR exemptions; however, there is not much that we can do to help them with that. Ms. Engler stated the taxable status date is March 1st and residents have until then to submit their exemption applications.

Mrs. Ferratella commented there are many issues that are outside of the County's control. She asked that the members of the committee take a look at the survey results and the committee will discuss them more at length at the next meeting.

B. Assessor Reval Project Overview – Ms. Engler distributed handouts relative to the Assessor Reval Project Overview. She stated that this is a presentation that they often will give to town boards and also to the assessors when they are going through reval projects. Property taxes in NYS finance local governments and school. There are 4,250 taxing jurisdictions within the State and property taxes are the largest single revenue source. Approximately 90 percent of a project is categorizing the parcels. The crux of a project is gathering and analyzing valuation data. There are three market areas within Steuben County. They are the lake market area, Erwin/Corning area and the remainder of the County. Without good data collection you will not have good values. Considerable discussion followed.

C. Next Meeting – The next meeting has been scheduled for Tuesday, September 16, 2014, at 10:00 a.m. and will be held in the Legislative Committee Room.

Meeting was adjourned at 11:45 a.m.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADHOC MUNICIPAL COORDINATION COMMITTEE

Tuesday, September 16, 2014

10:00 a.m.

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

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair
Mark R. Alger, County Manager
Wendy Flaitz, Director, Real Property Tax Service Agency
Wendy Jordan, Assessment Data Supervisor, Real Property Tax Service Agency
Connie Luckner, Assessor, Town of Erwin
Gary Calkins, Assessor, Town of Woodhull
Steve Butchko, Supervisor, Town of Wayne
RaeAnn Engler, Real Property Analyst, New York State Office of Real Property

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 18, 2014, MEETING MADE BY MRS. FLAITZ. SECONDED BY MR. CALKINS AND DULY CARRIED.

III. NEW BUSINESS

A. **Review of County Options** – Mrs. Ferratella stated that she would like to talk about how the County and the municipalities can work together. The spreadsheet that was distributed gives you a quick look at some of the areas of concern. In the section that asked what municipalities would like the County and/or the State to help with the top three were Data Collection with 8 responses, Exemptions for 5 responses and Building Permits with 3 responses. Another area that showed up was appraisals for Article 7's. She stated that today she would like the group to talk about which areas we should focus on.

Mr. Butchko commented that he wonders if we could divide the County into three major sections, similar to the neighborhoods that we talked about last month. Ms. Engler commented last month we talked about neighborhoods in the sense that they define the marketplace. So currently there are three “neighborhoods” in the County which are Keuka Lake, Corning/Erwin and then the remainder of the County. Each town also has their own “neighborhoods” for market purposes.

Ms. Engler commented that when she looks at the spreadsheet, there are two main issues; those processes that take up a lot of the assessors' time, and then the difficult things, such as Article 7's, which the assessors are not as comfortable with. Mrs. Ferratella asked are the Article 7's an area that we can influence? Mr. Alger replied typically the County only participates if the assessed value is over a certain amount. Ms. Engler asked is it expensive? Mrs. Flaitz replied the municipality hires an attorney and an appraiser. If the assessed value is over \$2 million, the County will step in and help with the appraisal costs.

Mrs. Ferratella asked for thoughts about data collection. Ms. Engler replied data collection is very time consuming. Once you do the initial collection, it is not so difficult to stay on top of. Every six years for project work, properties should be reviewed. It really depends on the market and how much has sold or how much construction there has been. Mrs. Flaitz commented the assessors still have building permits that are coming out daily. There are quite a few municipalities that have problems getting the building permits from the code enforcement officers. Ms. Engler commented building permits

are really internal to the municipalities. Mrs. Flaitz stated issues may come from those municipalities that share code enforcement officers. Building Permits are not a function of the County, however, data collection is an option. Ms. Engler stated if the County were to do data collection, you would only want to work with those municipalities that are doing projects. That individual could also be verifying data on sales.

Mrs. Flaitz noted on the spreadsheet that there were four municipalities who indicated they would be interested in 1537 agreements. Those municipalities are the towns of Corning, Hornellsville, Pulteney and Wayne. She would like to talk with those municipalities and see what we can do with their ideas for that. She explained that 1537 agreements would be agreements where the municipalities would contract with the County to do the assessing. This may be something we could take a look at. If we could get agreements with these four municipalities, we could look at getting a County position.

Mrs. Ferratella commented many people did not respond to this survey. Once we hone it down we can go back and say what our approach is and ask if they are interested. Ms. Engler stated we could come up with a presentation once something is established and go out to the municipalities with that. Mr. Butchko stated that he would like the committee to revisit the idea of having a data collection person do the initial data collection and then they could also have a dual role in the Planning Department. Mrs. Flaitz stated we could possibly work that position in with the 1537 agreements. It would require almost two positions. Ms. Engler commented if we had an assessor for the 1537 agreements and a data collection person, the process would be more centralized and organized. Mrs. Flaitz stated a Civil Service exam was recently given for the Assessor title. We could review applicants from that list.

Ms. Engler stated a couple of Supervisors commented on the survey that they struggle and/or have concerns with explaining taxes and assessing increases. They should not even try and explain that. They should direct those questions directly to their assessor. This process needs to be kept autonomous and not become political.

Mrs. Flaitz asked with regard to the assessor and data collection positions, would she first need to go to the Administration Committee? Mr. Alger replied you need to know what you are asking for before you go to the municipalities. Once we define that, then you can meet with Personnel and write up the position description and then get approval from the Committee. Mrs. Flaitz stated they just gave a Civil Service Exam for the Assessor title a few weeks ago. Mr. Alger stated with the Assessor position, if we are contracting with 1537 agreements, then the County's commitment is fairly limited. With the data collector position, we are talking about that being a County position that we would need to provide assistance to the municipalities. The Assessor position would be fully funded by the contracts with the municipalities. The title for Assessor is already there. We do not know if there is a title out there for data collector. That is a position that we would have to create. He would envision once we fund it initially, you may get some reimbursement from the towns for doing project work. This may be something that we would not chargeback as we are trying to assist them.

B. Next Steps

- ❖ Talk with the towns who indicated on the survey that they would be interested in 1537 agreements. Look to see what the towns' timeframes are and how quickly they would like to get the process started.
- ❖ Get a description for a Data Collector position from the Personnel Office.
- ❖ Find out if the current Assessor title under Civil Service fits with a multi-jurisdictional role.
- ❖ Put together a presentation for the Administration Committee, and the Towns.
- ❖ Look at making a presentation to Keuka Watershed Improvement Cooperative.

Mrs. Flaitz informed the committee that she will be holding a Board of Assessment Review (BAR) training to Assessors and Town Supervisors on Wednesday, October 1, 2014, from 9:30 a.m. – noon. This training will be held in the South

Conference Room of the County Office Building. Assessors will be eligible to receive continuing education credits for this class. She commented that this will be in lieu of their monthly meeting.

IV. NEXT MEETING

The next meeting has been scheduled for Tuesday, October 28, 2014, at 10:00 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN MADE BY MR. CALKINS. SECONDED BY MR. BUTCHKO AND DULY CARRIED.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY ADHOC MUNICIPAL COORDINATION COMMITTEE

Tuesday, October 28, 2014

10:00 a.m.

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

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair
Mark R. Alger
Wendy Flaitz, Director, Real Property Tax Service Agency
Wendy Jordan, Assessment Data Supervisor, Real Property Tax Service Agency
Katherine Deal, Assessor, Towns of Corning, Cameron, Hornellsville and Prattsburgh
RaeAnn Engler, Real Property Analysis, New York State Office of Real Property
Robin K. Lattimer, Legislators, District 3

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 16, 2014, MEETING MADE BY MS. DEAL, SECONDED BY MRS. FLAITZ AND DULY CARRIED.

III. NEW BUSINESS

A. **Review of County Options** – Mrs. Flaitz stated last month the committee looked at different options and one of those was 1537 agreements with the Towns. Based on the survey, the Towns of Corning, Hornellsville, Wayne and Pulteney indicated they would be interested in receiving more information. Of those, the Town of Wayne is most interested in this.

Mrs. Flaitz stated she is aware of two other counties that use 1537 agreements. In their agreements, they include equipment costs, salary, retirement, benefits, chargebacks for training, dues, postage, meetings and a portion of the County Director's salary. Orleans County has a maximum number of parcels per assessor set at 4,000 – 5,000. Orleans County is charging \$17.36 per parcel and Schuyler County is charging \$14.11 per parcel. We may have to look at a partial salary on support staff as well.

Mrs. Flaitz stated if this was the direction we wanted to go, we would need to have Personnel order the exam for Assessor by January in order for it to be given next year. One of the questions that came up is that sole assessors are appointed for terms of six years. What happens with the term with a 1537 agreement? The opinion of counsel is that it would be similar to the 1035 CAPS with the town. The CAP would abolish the six-year appointment. Under 1537, Section 4, it states that the agreement unit and the County shall provide for a person, other than the director, to be selected by the assessing unit. The question is how will that work with our County Civil Service? In Orleans County, the town appointed the individual before they entered into the 1537 agreement and the County hired that same individual, they took the exam and passed. That is still a question that we need to investigate.

Ms. Engler asked do you have to have a County position in the 1537 agreement? Mrs. Flaitz replied that is what they have questions about. Ms. Engler commented a civil service appointment would be more for a County Assessor than for a 1537 agreement. Mrs. Flaitz stated Wyoming County had an individual who was working four days a week as an assessor and one day in another county or town that was not under a 1537 agreement. A part-time position may be something to look at and whether or not that would be classified as civil service.

Mr. Alger stated a part-time position would not necessarily be civil service if they are less than half time. Generally you do not have to hire off a list, but they still have to qualify. If they are more than half time, then you would have to hire them off a list. He stated that his interpretation is that they could pick off the list and the appointment would need to be acceptable to both parties. Would they allow the County to contract? Could we do an RFP for assessment services? With either of those options, we would not have to hire them as an employee. Mrs. Flaitz replied that she will have to look into that.

Mrs. Ferratella asked is there a civil service description for an Assessor position? Mrs. Flaitz replied yes, however it needs to be updated. Mrs. Ferratella asked is there a civil service description for Data Collector? Mrs. Flaitz replied they have a title for Real Property Appraisal Technician. That description includes a lot of the duties that a data collector would do. We can look into that more.

Mrs. Ferratella stated is it feasible to have both positions encompassed into one? Mrs. Flaitz stated the assessor duties do include data collection. Ms. Engler explained, data collection takes up a lot of time. Someone at the County level could do the project work and sales data. Mrs. Flaitz asked is that still a direction that we want to continue in? Right now only one municipality is interested. Ms. Engler stated we can put together a presentation for the towns so that they could make a better decision.

Mrs. Ferratella commented we cannot go to the towns with information if we do not have the information ourselves. She feels that a presentation to the towns would be premature. Ms. Engler stated we could put together a cost analysis and we do have a presentation for boards that are considering 1537 agreements.

Ms. Deal stated with regard to the appraisal technician, it may be more advantageous to have that position, and be less expensive. You could have them be support staff to help process sales. That would replace the aging support staff with someone at the County that could then focus on sales, etc. to help the assessors. They would have the duties of a data collector. Ms. Engler asked how many towns have support staff for their assessor? Mrs. Flaitz replied about 10. Ms. Deal asked would that offset the salary of one person to do the other work consistently?

Mr. Alger stated that after the last meeting, he came away with the impression that if we had a data collector that could assist with revals or updates, the towns would be most interested in that. That is something we should talk about doing to assist the towns in keeping their data up to date. Generally, based on the discussion with County staff, that is something that the County would be willing to do. This would be in the County's interest as well. That should be one of the recommendations this committee makes. We can talk with Personnel about doing a job description for that and figuring out whether that would fall under Civil Service. Is an Appraisal Technician what you are talking about?

Ms. Engler replied that an Appraisal Technician would be in line with data collection and valuation. Mrs. Flaitz stated that her thought was they could tweak the 1976 job description as that was done when we did a project. Mr. Alger commented it doesn't matter what the actual title is. Discussion followed.

B. Next Steps

- ❖ Talk with Personnel to get a clarification on the Data Collection position and salary.
- ❖ Gather information for a presentation to the Towns about 1537 agreements.

IV. NEXT MEETING

The next meeting has been scheduled for Tuesday, December 2, 2014, at 10:00 a.m. in the Legislative Committee Room.

Meeting was adjourned at 10:35 a.m.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

STEBEN COUNTY ADHOC MUNICIPAL COORDINATION COMMITTEE

Tuesday, December 2, 2014

10:00 a.m.

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

****MINUTES****

PRESENT: Carol A. Ferratella, Chair
Jack K. Wheeler, Deputy County Manager
Wendy Flaitz, Director, Real Property Tax Service Agency
Wendy Jordan, Assessment Data Supervisor, Real Property Tax Service Agency
Gary Calkins, Assessor, Town of Woodhull
Katherine Deal, Assessor, Towns of Corning, Cameron, Hornellsville and Prattsburgh
Connie Luckner, Assessor, Town of Erwin
RaeAnn Engler, Real Property Analyst, New York State Office of Real Property

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. NEW BUSINESS

A. **Data Collector Position** – Mrs. Flaitz informed the committee that she has talked with Personnel and they need to talk more about the qualifications, specifically years of experience and college requirements. They have to submit their request by January to have a test available. She stated that the major priorities for this position would be sales verification, building permits and data collection for municipalities on a first-come, first-served basis. She asked if the next step was to get permission to go to the Vacancy Committee?

Mr. Wheeler replied the Vacancy Committee is the County Manager and the Personnel Director. Once this is classified and a job description is ready, they will grade it for the salary range. Then the request would go to the Administration Committee and we would go from there. Mrs. Flaitz stated that she talked with Mr. Alger and he thought the County would take on this position and not do a chargeback to the municipalities. She stated that she did talk with her counterparts who have this position. Essex County does a chargeback of \$.60 per parcel once a year. Currently, we charge municipalities a flat fee of \$200, which includes the RPSV4. Perhaps this is something that she could present to the Administration Committee and change that amount? Mr. Wheeler replied maybe. If the towns are okay with how it is now, then it is not critical. If it is an equality question, then we can talk about it. He does not think we are talking about significant money.

Mrs. Ferratella asked would this be a part-time position? Mrs. Flaitz replied no, it would be a full-time position. Mrs. Ferratella asked has information been gathered to make a presentation to the towns? Ms. Engler replied she has found a Power Point and shared it with Mrs. Flaitz. It definitely needs to be tweaked as it is pretty generic and we would want it to be more specific. Mrs. Flaitz stated they are not ready to do presentations at this point.

2. **RPTL 1537 Agreement** – Mrs. Flaitz informed the committee that the City of Corning's Assessor *Clerk* is on extended leave. The city has asked if the County could pick up and do some things that would be covered under a 1537 agreement. This would include escrows, bank codes and exemption information. She plans to present this to the Administration Committee in December.

3. **Next Steps**

- ❖ Mrs. Flaitz will work to formalize the Data Collector job specifications to enable Personnel to order the test.

- ❖ Mrs. Flaitz will work with the County Manager and Personnel to determine if this will be a newly created position, or a reclassification of a vacant position.

Ms. Engler asked should we put together the presentation to the municipalities before the Data Collector position is requested? Mrs. Flaitz replied the 1537 agreement with the City of Corning will be temporary. We can still put together the presentation for the municipalities so we can see if there is any interest. Ms. Deal asked is there any way at the County level to bring the costs of the 1537 agreements down so that it is more reasonable? Mrs. Flaitz replied if the cost is spread out over various municipalities, that would reduce the cost. Ms. Engler commented we need to have more buy-in from the municipalities.

3. **Next Meeting** – The next meeting will be held Tuesday, February 24, 2015, at 10:00 a.m. in the Legislative Committee Room.

Meeting adjourned at 10:45 a.m.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature