



This agreement between Steffanie N. Bell, hereinafter referred to as “Acting Assessor”, and the Town of Portville, hereinafter referred to as “Town”, shall define the terms and conditions of initiation and continuation of employment of Acting Assessor by Town.

Town agrees that:

1. Acting Assessor shall be employed by Town for the period beginning April 21, 2010 and ending December 31, 2010.
2. Acting Assessor shall be a salaried employee earning One Thousand Nine Hundred Twenty-Five Dollars (\$1,925) a month that shall be divided into two equal payments of \$962.50 payable on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
3. Acting Assessor shall be reimbursed mileage at \$0.58 per mile when traveling between Little Valley, NY and Portville, NY, and when performing any Town business on behalf of the Town.
4. Acting Assessor shall be provided a workspace and computing capability at the Town’s Municipal Building.
5. Acting Assessor may be employed by other employers during the period of Acting Assessor’s employment with the Town.

Acting Assessor agrees that:

1. All necessary processes and forms, provided by the Town Bookkeeper, shall be completed by Acting Assessor to enable employment compensation.
2. The oath of office shall be taken and signed before the Town Clerk of the Town of Portville on or before May 19, 2010.
3. All NYS OPRS laws are executed at all times, that property inventory is accurate on an annual basis, that valuation tables for land, improvements and buildings are accurate on an annual basis, that images of properties and respective structures are accurate on an annual basis, that data extracts reflects accurate valuations and applicable ownership data, that interaction with the ORPS organization and Cattaraugus County ORPTS is maintained at an effective working level to ensure functional productivity, that interaction with the public is maintained at an effective working level to ensure that recipient feels that he/she is respected and dealt with in a manner that conveys thoroughness, thoughtfulness, and credibility, and that all ORPS and county deadlines are met without extraordinary external assistance.
4. All property files are properly labeled, ordered, and documentation aligned to ORPS database.
5. All building certificates of occupancy and completion and associated data provided by building inspector is entered into ORPS database and property files within the applicable taxable year.
6. At all times perform duties and responsibilities, interacting with the public, interact with other government agencies, and interact with Town employees, appointees, and officers in a manner which meets all published Town ethics standards and Town protocol standards as articulated now and in



the future on its web site [www.portville-ny.com](http://www.portville-ny.com) and any subsequent directives.

7. Spend no less than 4 hours per week at the Town Municipal Building during which the public will have access for consultation and assistance and that the times of access and consultation availability shall usually be between the hours of 4:00PM and 8:00PM one day a week as published on the Town web site [www.portville-ny.com](http://www.portville-ny.com) or the Town Clerk's bulletin board.
8. Will be available by phone or video teleconference during at least an additional 4 hours period each week to the public for consultation and assistance.
9. While this position is scheduled for 20 hours per week, Acting Assessor recognizes this position as being exempt and shall perform all duties and responsibilities of Assessor as defined by New York State Real Property Tax Law and as defined within this Agreement to satisfy the completion of the annual Assessment Roll in a manner which results in the Town Board's perception of satisfactory performance by the Acting Assessor.
10. She shall be bound, not only by these terms and conditions, but also those conditions defined for an employee of a municipality or agency within New York State.
11. She shall be employed by the Town and appointed as the Acting Assessor for the Town at the pleasure of the Town Board and that the Town Board may for any reason terminate employment of Acting Assessor.
12. This Agreement is a public document and may be published in any manner that the Town may wish to use to share with the public and any other government agency.

This Agreement constitutes all of the terms and conditions of employment of the Acting Assessor and shall be binding between both the Acting Assessor and the Town. If any given part of this Agreement is found to be unlawful by the Courts, then both Parties agree that all remaining parts of this Agreement shall continue to be binding on both Parties.

Acting Assessor

Town of Portville

\_\_\_\_\_  
Steffanie N. Bell

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H.W. Keeley, Supervisor

April 21, 2010

April 10, 2010

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date