

The banner image shows a row of houses with green roofs and white siding. The text "TOWN OF PORTVILLE, NEW YORK" is overlaid in white on a dark green background at the bottom of the image.

TOWN OF PORTVILLE, NEW YORK

This agreement between Steffanie Bell, hereinafter referred to as "Acting Deputy 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 Deputy Assessor by Town.

Town agrees that:

1. Acting Deputy Assessor shall be employed by Town for the period beginning January 1, 2010 and ending December 31, 2010.
2. Acting Deputy Assessor shall be an hourly employee earning Fifteen Dollars (\$15.00) per hour until certified as qualifying under New York State OPRS Law to be a sole assessor whereupon the Acting Deputy Assessor shall be an hourly employee earning Eighteen Dollars (\$18.00) per hour. If and when Town executes an intermunicipality agreement with another municipal corporation to have Town perform its assessing services and Acting Deputy Assessor is assigned as that municipal corporation's acting sole assessor, then Acting Deputy Assessor shall be an hourly employee earning Twenty Dollars (\$20.00) per hour.
3. Acting Deputy Assessor shall be reimbursed mileage at \$0.58 per mile when performing Town business on behalf of the Town.
4. Acting Deputy Assessor shall be provided a workspace and computing capability at the Town's Municipal Building.
5. Acting Deputy Assessor may be employed by other employers during the period of Acting Deputy Assessor's employment with the Town.

Acting Deputy Assessor agrees that:

1. All necessary processes and forms, provided by the Town Bookkeeper, shall be completed by Acting Deputy 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 January 30, 2010.
3. As defined by NYS ORPS law and regulation, all necessary assessor training courses will be taken.
4. Prior to performing assessment duties, authorization of hours will be in writing or by email from the Portville Town Supervisor.
5. Operational direction of assessment duties will be administered by the Acting Assessor.
6. At the direction of the Acting Assessor and when hours are pre-authorized by the Portville Town Supervisor, Acting Deputy Assessor shall ensure that all necessary actions are taken to ensure that exemptions are up to date, land calculation totals where the Land Total exceeds the Land Rate Table Total are corrected to have the Land Total equal the Land Rate Table Total, property owners disputes regarding Buildings are corrected to a level where the Town and Acting Assessor would agree that the resolution reflected fairness and equity when compared to all other like properties and when compared to true Town real estate market value, the Acting Assessor made available to all property owners the Cost Valuation Reports or other town board requested or ORPS law mandated reports of or for any or all properties for the given assessment year, the Acting Assessor met each mandated milestone of the annual Assessment Roll production, evolution and release, the Acting Assessor would provide the needed information to satisfy the inquiries of the Board of Assessment Review, and the Acting Deputy Assessor would work in collaboration with the Acting Assessor, the Town Board and the Town Supervisor to adopt and implement a property assessment model that in the view of the Town Board was fair, equitable and accurate as well as minimized gaps between market and assessed valuation.



7. Given pre-authorization of hours and under the direction of the Acting Assessor, Acting Deputy Assessor shall endeavor to clean up and enter as many, if not all, building permits that have received certificates of occupancy or completion as possible for inclusion in the Assessment Roll.
8. Acting Deputy Assessor shall 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 and any subsequent directives.
9. Acting Deputy Assessor 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 that results in the Town Board's perception of satisfactory performance by the Acting Assessor.
10. Acting Deputy Assessor may be assigned as a sole Assessor to any one or more towns under contract agreement with the Town of Portville to which the Acting Deputy Assessor does agree to follow the guidance of the Acting Assessor of the Town of Portville and also to which the Acting Deputy Assessor shall receive an hourly compensation as previously defined in this Agreement but to which the hours of service provided to contract agreement towns shall be provided.
11. Acting Deputy Assessor 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.
12. Acting Deputy Assessor shall be employed by the Town and appointed as the Acting Deputy Assessor for the Town at the pleasure of the Town Board and that the Town Board may for any reason terminate employment of Acting Deputy Assessor.
13. Acting Deputy Assessor agrees that 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 Deputy 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 Deputy Assessor

Town of Portville

SIGNATURE ON FILE

SIGNATURE ON FILE

Steffanie Bell

H.W. Keeley, Supervisor

January 1, 2010

January 1, 2010

Date

Date