



# *Department of Finance*

Monroe County, New York

**Adam J. Bello**  
*County Executive*

**Robert Franklin**  
*Chief Financial Officer*

October 14, 2022

Dear Village Clerk:

RE: Village Tax Surrender  
Real Property Tax Law (RPTL)

The surrender of unpaid village taxes to the Monroe County Treasury is due by November 10. This letter includes the highlights of the procedure and the forms for the surrender.

Please have your Village lawyer review RPTL, especially Sections 1432, 1436, and 1442, to ensure that you timely comply with the Village's obligations before the return of unpaid village taxes to the County. For your convenience, here is a summary of the highlights of the procedure.

## **COLLECTION**

The Village will collect taxes through October 31. The County will collect the taxes from November 1 (the "Surrender Date") through November 18. The County collection will include the 5% penalty ("Surrender Penalty") which is added to the combined unpaid tax and accumulated interest on the Surrender Date. After November 18, the relevy amount will be calculated consisting of the returned amount, the 5% Surrender Penalty, and a 7% relevy charge (Sec. 1442.3).

## **PROCEDURE FOR RETURN OF UNPAID COUNTY TAXES - Due by November 10**

The Village will prepare a statement of unpaid taxes ("Unpaid Tax Statement") and a Certificate to be returned within 15 days after the tax roll and warrant have been returned by the Village Treasurer to the Board of Trustees (Sec. 1436.3), but no later than November 10. The Certificate shall be executed by each board member stating: "The account of unpaid taxes, including interest through October 31, has been so compared and found to be correct. The total amount of the unpaid tax, including accumulated interest, is \$\_\_\_\_\_. ("Returned Amount") (Sec. 1436.3 and .4(a)).

(November 10 was chosen as the date by or before which your "Unpaid Tax Statement" and "Certificate" are due to the County to give you the opportunity to close your books, record your unpaid taxes, and process any payments postmarked October 31. To meet the October 31 date to close your books, the Village Treasurer must return the account of unpaid taxes to the Board of Trustees after October 16 but no later than **November 10**)

The following information is required on the Unpaid Tax Statement: assessed owner, property address, village swis code, tax account number, unpaid tax amount, accumulated interest through October 31 and the total unpaid amount. The report should be in ascending account number order.

Enclosed are the forms for the "Certificate" and the "Village Unpaid Tax Detail." You should set the form up in **Excel because you have to e-mail it to me in an Excel format**. Use my form as a guideline for the columns you need to set up on the Excel spreadsheet. If you need assistance in setting up the spreadsheet or help with a formula, please call me. The completed form should be e-mailed to me at [susanbuck@monroecounty.gov](mailto:susanbuck@monroecounty.gov).

If your board signatures are not ready at the same time your Unpaid Report is ready, you can e-mail the file with just the Unpaid Report to me. When you have the Board signatures, you can mail, fax or scan to e-mail the document with the Board signatures along with a copy of the report.

### **SURRENDER PENALTY**

As soon as the Unpaid Tax Statement and the Certificate of unpaid village taxes are delivered to the County, the County will compute and add to the Returned Amount, the 5% Surrender Penalty. (Sec. 1436.4(a))

### **PAYMENT TO THE VILLAGE**

**November Collections:** Taxes collected by the County during November will be paid to the Village in December. Payment will be the Returned Amount. (The Surrender Penalty will be retained by the County.)(Sec. 1442.2)

**Relieved Amounts:** On or before April 1 following the relevy, the County will pay to the Village Treasurer the Returned Amount, which includes accumulated interest to October 31. The County will retain the 5% surrender penalty. (Sec. 1442.4).

In order for the County to accept the return of taxes from the Village to pay the Village receipts collected in November or, to pay the Village relevy amount, it is necessary that the Village fully and timely comply with all the procedures of RPTL.

If you have any questions, 753-1186. The fax number is 753-1166.

**NOTE:** If your Board does not meet to approve unpaid tax list before the due date of November 10, please e-mail your report file so I can get the unpaid accounts loaded to my database. When you get the Board approval, you can forward it to me.

Sincerely,

Susan Buck  
Collector of Fees and Taxes

Enclosures



**Bad Elf, LLC**  
 7 South Main Street Suite 201  
 West Hartford, CT, 06107  
 United States

# ESTIMATE

**Stage** Draft  
**Valid Till** Nov 11, 2022  
**Reference** Village of Brockport-DV22101  
 2KZ  
**Sales Person** Ken Zisserson  
**Type** GSA/EDU/Non Profit

**Bill To**  
**Dan Verace**  
**dverace@brockportny.org**  
 38 East Ave., Brockport,  
 NY, USA,  
 14420

**Ship To**  
**Village of Brockport**  
**Dan Verace**  
 38 East Ave., Brockport,  
 NY, USA,  
 14420

Item & Description	MSRP	Sale Price	Qty	Discount	Amount
<b>Pioneer Package for Flex Extreme</b> Bad Elf Flex Extreme, Field-pole, Fitted BE Hat, & 5 Hours of Custom Training	\$ 6,599.99	\$ 5,999.99	1	\$ 0.00	\$ 5,999.99
<b>Bad Elf Flex® Bipod</b> Carbon fiber thumb release bipod, lightweight full carbon fiber legs, with carrying case	\$ 249.99	\$ 224.99	1	\$ 0.00	\$ 224.99
				<b>Sub Total</b>	<b>\$ 6,224.98</b>
				Tax	\$ 0.00
				<b>Total</b>	<b>\$ 6,224.98</b>

### Authority Signature

Ken Zisserson  
 Director of Sales  
 508-954-1418 (cell)  
[ken@bad-elf.com](mailto:ken@bad-elf.com) | [bad-elf.com](http://bad-elf.com) | [linkedin.com/in/kenzisserson](https://www.linkedin.com/in/kenzisserson)



**Bad Elf**

### Terms & Conditions

Estimate is valid for 30 days unless otherwise noted. Prices and product availability subject to change without notice.



# Quotation # Q-465767

Date: March 15, 2022

Customer # 199901 Contract # 305303

Village of Brockport  
49 State St  
Brockport, NY 14420

ATTENTION: Carol McNees  
PHONE: (585) 637-1060  
EMAIL: cmcnees@brockportny.org

Environmental Systems Research Institute, Inc.  
380 New York St  
Redlands, CA 92373-8100  
Phone: (909) 793-2853 Fax: (909) 307-3049  
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.  
Quote is valid from: 3/10/2022 To: 6/8/2022

Material	Qty	Unit Price	Total
153148	3	\$489.00	\$1,467.00
ArcGIS Online Creator (Formerly Level 2 Named User) Term License			
165533	2	\$341.99	\$683.98
ArcGIS Online Field Worker Term License			
153418	2	\$98.00	\$196.00
ArcGIS Online Service Credits; Block of 1,000			

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**For questions contact:**

Rod Schardein

**Email:**

rschardein@esri.com

**Phone:**

(909) 793-2853 x1664

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

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This offer is limited to the terms and conditions incorporated and attached herein.





# Quotation # Q-465767

Date: March 15, 2022

Customer # 199901 Contract # 305303

Village of Brockport  
49 State St  
Brockport, NY 14420

ATTENTION: Carol McNees  
PHONE: (585) 637-1060  
EMAIL: cmcnees@brockportny.org

Environmental Systems Research Institute, Inc.  
380 New York St  
Redlands, CA 92373-8100  
Phone: (909) 793-2853 Fax: (909) 307-3049  
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.  
Quote is valid from: 3/10/2022 To: 6/8/2022

Subtotal:	\$2,346.98
Sales Tax:	\$187.76
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
<b>Total:</b>	<b>\$2,534.74</b>

NY State Contract: PM67345

For software downloads and authorization numbers necessary to install and activate your product(s), go to MyEsri.com. If you require physical media, please work with your Esri representative to add the appropriate media kit to your quotation.

\*Thank you for your interest in the products and services offered by Esri. I have provided a quotation per your request. Please review the attached "Terms and Conditions" guidelines prior to submitting your order. To place an order for the items referenced in this quote, please follow the instructions provided below:

**PURCHASE ORDER:** Send your digital, faxed, or original signed purchase order to Esri Customer Service for processing. Faxes may be sent toll-free to (909) 307-3083.

**CREDIT CARD:** If you would like to purchase the items on the quotation via credit card, please call (800) 447-9778 and reference this quotation.

**CHECK/MONEY ORDER:** Please mail a copy of your quotation and payment to Esri, P.O. Box 741076, Los Angeles, CA 90074-1076.

If you have any questions regarding this quotation, please feel free to contact me. You will find my contact information at the bottom of the page. If you have questions following placement of your order such as order confirmation, ship date, etc., please contact Customer Service toll free at (888) 377-4575.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Rod Schardein	<b>Email:</b> rschardein@esri.com	<b>Phone:</b> (909) 793-2853 x1664
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

SCHARDEINR This offer is limited to the terms and conditions incorporated and attached herein.



Yours truly,  
[Signature]

[Name]

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