



TOWN OF ORCHARD PARK

S 4295 South Buffalo Street Orchard Park, New York 14127-2609

New Business #4 Approve procedures for the Board of Assessment Review.

7) THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER MAJCHRZAK, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER FLYNN, TO WIT:

SUPERVISOR
EUGENE MAJCHRZAK

COUNCILMEMBER
CONOR T. FLYNN

COUNCILMEMBER
JOSEPH LIBERTI

COUNCILMEMBER
SCOTT HONER

COUNCILMEMBER
JULIA MOMBREA

TOWN CLERK
INTERIM PLANNING
COORDINATOR
REMY C. ORFFEO

TOWN ATTORNEY
TIMOTHY D. GALLAGHER

TOWN JUSTICES
EDWARD A. PACE
JORGE DE ROSAS

SUPT. OF HIGHWAYS
ANDREW SŁOTMAN

CHIEF OF POLICE
PATRICK FITZGERALD

SENIOR CENTER DIRECTOR
MARIA GALLEY

COORDINATOR COMMUNITY
ACTIVITY CENTER
SUE HEMINGWAY

BUILDING INSPECTOR
STEVEN BREMER

TOWN ASSESSOR
DAN STANFORD SCAA

TOWN ENGINEER
WAYNE L. BIELER, P.E.

DIRECTOR OF RECREATION,
PARKS AND FORESTRY
EDWARD J. LEAK, CPRP

ANIMAL CONTROL OFFICER
KEVIN MASTERSON

WHEREAS, New York State (NYS) Real Property Tax Law — RPTL-524 & 525 — grants the Board of Assessment Review (BAR) the authority to establish its own procedures, and

WHEREAS, the BAR wishes to adopt the following procedures for administration of its duties:

- (1) No complaint forms or documentation shall be accepted by electronic means. This also applies to all additional documentation that the BAR may request.
- (2) Copies of the RP-524 Complaint form and supporting documentation must be provided for each of the five (5) BAR members by the complainant.
- (3) The BAR will grant specific time sensitive appointments to those whom have provided copies and supporting documentation, as established above, to the BAR at least four days prior to its meeting. Those complaints that have not provided the copies and supporting documentation as required by the BAR, or submitted the forms within three (3) days or less of the scheduled BAR meeting, will be heard on a first come first serve basis.
- (4) Where a complaint is filed within (3) three business days preceding such a hearing, the BAR, if requested, shall grant an assessor's request for an adjournment to permit the assessor to prepare a response to the complaint.

NOW, THEREFORE be it

RESOLVED, that the Orchard Park Town Board does hereby approve the above procedures for the Board of Assessment Review as recommended by the Town Assessor.

The resolution was unanimously adopted.