
IN THE MATTER

Of

**ADOPTING A RESOLUTION TO
AUTHORIZE THE ACCEPTANCE OF
ELECTRONIC FILING OF ASSESSMENT
COMPLAINTS WITH THE OFFICE OF
ASSESSMENT**

RESOLUTION

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session via the Internet Platform commonly referred to as ZOOM at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, on the 24th day of February, 2021, at 6:30 p.m.

The meeting was called to order by Edmond J. Theobald, Supervisor, and the following were present, namely:

Edmond J. Theobald	Supervisor
Sara Bollinger	Councilor
John Deer	Councilor
Elaine Denton	Councilor
Karen Green	Councilor
Katelyn Kriesel	Councilor
Heather Allison Waters	Councilor

Absent:

WHEREAS, Real Property Tax Law authorizes the Town of Manlius (the “Town”) to accept electronic filing (e-filing) of complaints for the administrative review of real property assessment;

WHEREAS, the Town Board believes that the electronic filing of complaints has several benefits to the Town and to its residents, including but not limited to: (i) reducing the exposure of the Town staff and the public from the spread COVID-19 virus; (ii) record keeping and verification that the e-filing system provides; (iii) reducing the amount of paper and travel, which encourages environmental sustainability; (iv) convenience for the residents of the Town;

WHEREAS, for the above reasons, the Town Board desires to authorize the Town Assessor to accept complaints by e-filing;

NOW THEREFORE BE IT,

RESOLVED, that the Town Board hereby authorizes and directs the Assessor of the Town to accept assessment complaints e-filed to the Assessment Office; and be it

FURTHER RESOLVED, that the following rules shall be in place for the acceptance of e-filed complaints:

1. Complaint Forms (RP-524) (the "Form") shall be available to the public on the Town Web site www.townofmanlius.org.
2. Staff of the Assessment Office shall inform any person requesting a Form that the complaints may be filed by e-filing and provide them with the RP-524 that contains instructions for filing and further instructions for how to accomplish the e-filing.
3. The Town Board shall publish in the official Town newspaper, at least 30 days before the Board of Assessment Review meets to review complaints, a notice explaining the option to e-file.
4. Property owners may e-file the Form themselves or by an authorized representative or an attorney may file a Form on their behalf. A fully completed power of attorney or designation of representative must accompany the Form or it may be rejected.
5. A separate Form must be e-filed for each individual parcel unless the Assessor, in his/her discretion, agrees in writing that a single Form will be accepted for certain contiguous parcels identified in writing by the Assessor.
6. By choosing to e-file, the Complainant consents to receive correspondence related to their complaint, as well as the determination of the Board of Assessment Review, via e-mail or other electronic method established by the Town.
7. Complainants must e-file documents in advance of the filing deadlines set by the State. User problems such as problems with a user's telephone line, internet service provider, hardware, software, acts of nature or problems understanding or following the e-filing instructions, or rejection of documents because they contain a virus will not excuse untimely filing. A Complainant who cannot e-file a document because of

any of these problems must file conventionally and timely. The Town's inability to receive a document via its e-filing system due to technical failure will not excuse an untimely filing unless the Town acknowledges the technical failure in writing and agrees to an extension of time.

And be it,


FURTHER RESOLVED, that this Resolution shall be posted on the Town Bulletin Board and on the Town website;

I, ALLISON WEBER, Town Clerk of the Town of Manlius, DO HEREBY CERTIFY that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the 24th day of February 2021; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I HEREBY CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this 24th day of February, 2021.

DATED: February 24th, 2021
Fayetteville, New York



ALLISON WEBER
Town Clerk of the Town of Manlius
Onondaga County, New York