

Minutes of a Special Meeting of the Town Board of the Town of Riverhead, held in the Town Hall, Riverhead, New York, on Friday, March 22nd, 1974 at 2:30 P.M.

Present:

John H. Leonard, Supervisor  
 Robert G. Leonard, Town Justice  
 Gregory R. Manning, Town Justice  
 George G. Young, Councilman  
 Francis E. Menendez, Councilman

Also present: Allen M. Smith, Town Attorney

WAIVER OF NOTICE AND CONSENT OF SPECIAL MEETING

WE, the undersigned, being all members of the Town Board of the Town of Riverhead, Suffolk County and State of New York, do hereby waive notice of the time, place, date and purpose of a meeting of the Town Board of the Town of Riverhead, to be held at the Town Hall, Riverhead, New York, at 2:30 P.M. on the 22nd day of March, 1974, and do consent to the holding of such meeting for the purpose of negotiating Contract with Parity Systems Corporation of Melville, New York, and any other business that may come before the Board.

Dated: March 25, 1974

TOWN BOARD MEMBERS,  
 TOWN OF RIVERHEAD, NEW YORK

Signed: John H. Leonard  
 Supervisor

Robert G. Leonard  
 Town Justice

Gregory R. Manning  
 Town Justice

George G. Young  
 Councilman

Francis E. Menendez  
 Councilman

RESOLUTION

Councilman Menendez offered the following resolution which was seconded by Councilman Young.

RESOLVED, That the Supervisor be and he hereby is authorized to execute a contract with Parity Systems, Inc. in the form attached hereto:

3/22/74

RESOLUTION - continued:

AGREEMENT: TOWN OF RIVERHEAD, COUNTY OF SUFFOLK, NEW YORK  
 PARITY SYSTEMS CORPORATION, MELVILLE, NEW YORK

1. It is hereby agreed that the Town of Riverhead, County of Suffolk, State of New York will utilize the services of Parity Systems Corporation, Melville, New York, for the purposes of processing tax bills and tax registers on a magnetic tape computer system.

2. The Town of Riverhead will be responsible for the following points during the processing period which will start on or about February 15, 1974.

a) Preparation and editing of input documents representing new parcels of property and ownership or assessment changes in existing parcels.

b) Preparation of control totals of assessed valuation for all taxable categories.

c) Verify each tax file update as prepared by Parity. Each update report may include adds, deletions and changes to existing parcels. The dates for submission of "Master File Update Reports" are as follows:

April 1, 1974 - to be completed by Parity within 2 weeks  
 May 1, 1974 - to be completed by Parity within 1 week  
 June 1, 1974 - to be completed by Parity within 1 week

d) Check each assessment bill received for accuracy. Any correction required will be put on the proper form and submitted to Parity for correction of the master file. It should be necessary to check the July 1st roll thoroughly, and subsequent rolls every few pages.

e) Preparation of input forms for wholly exempt parcels. Each input form will be coded as required by State Law.

f) Provide the necessary aid in the balancing of the control totals of the assessed valuation for all taxable categories.

g) Checking of the tax bills, tax registers and all special reports as outlined in the Town of Riverhead original bid specifications.

h) Supplying the proper quantity of blank tax bills which are obtained by the Town from the County.

i) Inserting & mailing of tax bills to the proper parties.

3. Parity Systems Corporation will be responsible for the following points during the processing period which will start on or about February 15, 1974 and be completed on or about December 1, 1974.

a) The design of the individual tax bills and the register rolls that will accommodate the regular assessment roll, and the tax roll.

b) The supplying of input forms for adds, changes and deletions. These completed forms will serve as the authorization for revising the

RESOLUTION - continued:

master tax file for subsequent processing. These completed forms will also include wholly exempt parcels coded as required by state law and submitted by the Town of Riverhead .

c) Preparation of a total assessed valuation report by 8/31/74 for each school district. This report will include total valuations for school districts, county, town and all special districts.

d) Assign Suffolk County Tax Map data to the assessment roll. All such data must be approved by the Town of Riverhead and must be submitted not later than the 8/1/74 cut-off.

e) Preparation of 2 sets each of the tentative assessment roll and the sewer assessment roll to be delivered by 7/1/74. These rolls will include all updates (adds, changes, and deletes) received through 6/1/74.

f) Preparation of 3 sets each of the following special Alpha listings to be delivered by 7/1/74.

1. Veterans Exemptions
2. Aged "
3. Farm "
4. Wholly Exempt Property

g) Printing the equalization rate, as submitted by the Town, on each page of the assessment roll. If the rate is to be shown on the tentative roll it must be submitted by 6/1/74 and by 8/18/74 for the final roll.

h) Preparation of one set of the Final Assessment Roll to be delivered no later than 8/31/74. This roll will include all changes received thru 8/18/74. It is understood by both parties that this time is dependent upon the receipt by the Assessors of a special franchise tax report from the State of New York. This report may be received later than August 18th. Parity agrees that it will process the special franchise within 2 weeks after receipt of the necessary information by them from the assessors, after delivery of final roll on 8/31/74, if necessary. This will be the only change in assessment entered after August 18th. Any other changes in assessment must be changes to correct a clerical error so that the figure contained therein will conform to the assessment actually made by the Assessors.

i) Preparation of 3 sets of extended Tax Rolls. These Tax Rolls to be delivered by 12/1/74 providing rates are supplied by the Town of Riverhead no later than 11/15/74. These Tax Rolls will include extension of school, town, county and all special districts and will include all sewer taxes, road improvement taxes, water arrears, wholly exempt properties, special franchise and public service.

j) Tax bills to be printed in duplicate and delivered by 12/1/74. Tax bills will show the same information as printed on the extended Tax Roll.

RESOLUTION - continued:k) Preparation of Special Tax Levied Reports:

1. Total amount levied by tax roll and by tax bill.
2. Total amount levied by each individual district (not master codes) to include sewer, road improvement and water arrears.
  - 1) The purchase of the necessary quantities and copies of the assessment rolls and tax rolls.
4. The charges for the services performed by Parity Systems Corporation and described in paragraph three of this Agreement will be \$7,650.00.
5. The Schedule of invoicing for the \$7,650.00 charge will be as follows:
  - A) \$2,550.00 on March 31, 1974
  - B) \$2,550.00 on June 30, 1974
  - C) \$2,550.00 on November 29, 1974
6. The Town of Riverhead agrees to make payment to Parity Systems Corporation not later than fifteen (15) days after receipt of invoice.
7. All messenger service necessary for this processing will be provided by Parity Systems Corporation.
8. All documentation, programs and magnetic tape computer files are the property of the Town of Riverhead and will be delivered to the Town of Riverhead by Parity Systems Corporation upon receipt of a written request.

The vote, Councilman Menendez, Yes, Town Justice Manning, Yes, Town Justice Leonard, Yes, Councilman Young, Yes, and Supervisor Leonard, Yes.

The resolution was thereupon declared duly adopted.

There being no further business on motion and vote, the meeting adjourned.

EE:mhj

*Elizabeth Edwards*  
Elizabeth Edwards, Deputy Town Clerk