

Town of Vienna - Assessment Department Monthly Report April 2025

- The 2025 Tentative Assessment Roll has been completed and processed by Oneida County. Copies are available in the Assessor's office and the Town Clerk's office. The legal notice regarding the tentative roll has been published in the April 28, 2025 edition of the Queen Central News and is posted on the Town Hall bulletin Board. The dates that the Assessor will be available with the assessment roll include:

Monday, May 5	9:00 AM – 1:00 PM
Monday, May 12	11:00 AM – 3:00 PM
Saturday, May 17	9:00 AM – 1:00 PM
Monday, May 19	9:00 AM – 1:00 PM

- Board of Assessment Review (BAR) member Calvin Collins passed away. BAR member Jack Cook intends to resign the position effective upon completion of the final assessment roll. Town of Vienna residents William (Andy) Wolff and Andrew Stinson have been appointed to replace Calvin Collins and Jack Cook respectively. Andrew Stinson's appointment will be effective upon Jack Cook's retirement, on or about July 1, 2025. Both of the newly appointed BAR members have attended BAR training.
- Mailed change of assessment notices and exemption removal notices on April 28, 2025. Valuation changes are on hold until the final 2025 assessment roll is complete and issued on or about July 1, 2025, unless authorized by the Board of Assessment Review. Any other valuation changes will be effective on the 2026 assessment roll.
- Processed 20 sales for entry into the RPS database and for sales transmittals using department procedure AA-DC-03, RP-5217 (Sales) Review Process. All arm's-length sale property transactions since March 1, 2025, taxable status date have been reviewed for inventory comparison between tax records and sales listings with valuation changes made where applicable.
- The Assessor is required to maintain at least 12 Continuing Education (CE) Credits per year starting in October 1, 2024 through September 30, 2025. The Assessor completed a 6 CE credit course on reconstructing income and expense statements used in calculated the income approach to value. The Assessor has registered for a 12 CE credit course on using RPSv4 for town wide revaluations. This training will occur on July 13 – 15, 2025.
- The Assessment department is continuing a project to validate that all tax parcels shown on the new tax maps are reflected in the RPS software. A list of missing tax parcels, meaning those that are not in the RPS software, will be maintained until completion of the project. When the scope of any unaccounted-for parcels is determined, a disposition plan for the unaccounted-for parcels will be developed. This project is expected to continue through 2025 and into 2026.

Respectfully submitted,

Phillip M. Amway, SCA

Sole Assessor

Town of Vienna

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