

Office of the Assessor  
**Town of Clay**



"One of America's 100 Best Places to Live"

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May 1, 2020

Dear Property Owner:

Enclosed you will find your tentative assessment change.

Due to the present COVID-19 crisis and necessary ongoing social distancing protocols to protect the public and town staff, the Tentative Assessment Roll cannot be examined in person. It will be available online for viewing on the Town of Clay homepage. If you do not have access to the internet, you are encouraged to call the Assessors office at 315-652-3800 for information.

Although the Assessor is usually in attendance with the Tentative Roll for the public to come in and discuss their concerns in person during and beyond normal business hours, this will not be possible this year due to social distancing. The Town Hall is closed to the public until at least May 15<sup>th</sup> if not longer. We do not know the extent of this closure at this time. The Assessor and staff will be available for phone calls. However, due to the Pause-NY guidelines imposed by the Governor, the office cannot be fully staffed until such time that it is allowable. Therefore, all calls cannot be answered immediately. We will respond as soon as time allows.

The Board of Assessment Review is scheduled to meet on May 26<sup>th</sup> from 5-9 pm to hear and examine all commercial and residential complaints. "In person" hearings will not be held due to safety concerns and social distancing protocols. It is imperative that a fully completed RP-524 complaint form with all documentation be submitted by mail or email ([assessor@townofclay.org](mailto:assessor@townofclay.org)) 3 business days prior to May 26<sup>th</sup> if possible to allow for sufficient time to prepare for the hearings.

These are strange times and uncharted waters for all of us. The process of changing assessments, adding or deleting the towns thousands of exemptions, deed transfers and inventory updates, all used to produce a tentative assessment roll, is a state mandated process, not a local option. As cumbersome as it is for all of us, the process is required to continue and move forward. These are the safest arrangements we can make at this time. Should circumstances change, those changes shall be posted on the town website.

Rob Bick, Assessor  
Town of Clay

A handwritten signature in dark ink, appearing to read "Rob Bick". The signature is stylized and written in a cursive-like font.

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