



**ANTHONY JASENSKI**  
CHAIR OF THE LEGISLATURE

**GEOFFREY T. HALL**  
CLERK OF THE LEGISLATURE

# County of Schenectady

NEW YORK

## **SCHENECTADY COUNTY LEGISLATURE**

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**January 10, 2023 - 7:00 PM**

### **LEGISLATIVE CONFERENCE**

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Presentation of Ceremonial Resolutions
6. Presentation of Awards
7. Meeting of the Rules Committee
8. Privilege of the Floor
9. Communications from the Chair

### **REGULAR MEETING AGENDA**

10. Call to Order of Regular Monthly Meeting
11. Roll Call
12. Approval of the Minutes
13. Reports
14. Communications
15. Reports from Standing Committees
16. Certificates and Awards
17. Ceremonial Resolutions
18. Resolution 1-23      The Committee on Rules (R1) A RESOLUTION CONFIRMING THE APPOINTMENT OF BRANDY HILLARD-BOULDIN TO THE POSITION OF COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES
19. Resolution 2-23      The Committee on Rules (R2) A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS OFFICE OF VICTIM SERVICES AND TO ACCEPT MONIES FROM THE NYS OFFICE OF VICTIM SERVICES FOR THE VICTIM/WITNESS ASSISTANCE PROGRAM
20. Resolution 3-23      Legislator Ostrelich (HHHS1) A RESOLUTION TO ACCEPT MONIES FROM THE NYS DEPARTMENT OF HEALTH FOR A PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM

21. Resolution 4-23      Legislator Ostrelich (HHHS2) A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS DEPARTMENT OF HEALTH FOR AN EARLY INTERVENTION PROGRAM
22. Resolution 5-23      Legislator Patierne (PFTI1) A RESOLUTION CONFIRMING THE APPOINTMENT OF A PERSON TO THE POSITION OF DIRECTOR OF BUREAU OF ENGINEERING
23. Resolution 6-23      Legislator Patierne (PFTI2) A RESOLUTION REGARDING A SEQRA DETERMINATION FOR THE CONSTRUCTION OF A STORAGE BUILDING AND A SIGN SHOP AT THE SCHENECTADY COUNTY PUBLIC WORKS FACILITY IN THE TOWN OF ROTTERDAM
24. Resolution 7-23      Legislator Patierne (PFTI3) A RESOLUTION REGARDING THE ACCEPTANCE OF CERTAIN REAL PROPERTY IN THE TOWN OF DUANESBURG PREVIOUSLY OWNED BY WILLIAM M. LARNED & SONS, INC.
25. Resolution 8-23      Legislator Patierne (PFTI4) A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS DEPARTMENT OF TRANSPORTATION REGARDING HIGHWAY WORK PERMITS
26. Resolution 9-23      Legislator Patierne (PFTI5) A RESOLUTION TO ACCEPT MONIES FROM THE WATER QUALITY IMPROVEMENT PROGRAM OF THE NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR THE PURCHASE OF EQUIPMENT
27. Resolution 10-23      Legislator Fields (WM1) A RESOLUTION AUTHORIZING THE CHARGEBACK OF UNCOLLECTIBLE TAXES TO CERTAIN SCHOOL DISTRICTS
28. Resolution 11-23      Legislator Fields (WM2) A RESOLUTION REGARDING THE PROCESSING OF REAL PROPERTY TAX CORRECTIONS AND REFUNDS FOR THE 2023 CALENDAR YEAR
29. Adjournment



## **RESOLUTION 1-23**

*Sponsored by the Committee on Rules:*

### **A RESOLUTION CONFIRMING THE APPOINTMENT OF BRANDY HILLARD-BOULDIN TO THE POSITION OF COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, pursuant to sections 3.01 and 13.00 of the Charter of the County of Schenectady, the County Manager is vested with the authority to appoint all department heads subject to the confirmation by the County Legislature, which includes the Commissioner of the Department of Social Services; and

**WHEREAS**, pursuant to section 13.00 of the Charter of the County of Schenectady, the Commissioner of the Department of Social Services shall be appointed for a five-year term; and

**WHEREAS**, the County Manager by memorandum dated January 6, 2023 has appointed Brandy Hillard-Bouldin as Commissioner of the Department of Social Services, effective January 11, 2023 and subject to confirmation by this Legislature; and

**WHEREAS**, the County Manager has provided that the 2023 base salary for Brandy Hillard-Bouldin as Commissioner of the Department of Social Services is to be \$142,239.00; and

**WHEREAS**, Brandy Hillard-Bouldin has received a bachelor's degree from an accredited college or university, and possesses the qualifications required by State law; now therefore, be it

**RESOLVED**, that the Schenectady County Legislature hereby confirms the County Manager's appointment of Brandy Hillard-Bouldin as the Commissioner of the Department of Social Services for a five-year term commencing January 11, 2023; and, be it further

**RESOLVED**, that the Schenectady County Legislature hereby sets the annual base salary of the Commissioner of the Department of Social Services, Brandy Hillard-Bouldin, at one hundred forty-two thousand two hundred thirty-nine dollars (\$142,239.00), commencing January 11, 2023.



## **RESOLUTION 2-23**

*Sponsored by the Committee on Rules:*

### **A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS OFFICE OF VICTIM SERVICES AND TO ACCEPT MONIES FROM THE NYS OFFICE OF VICTIM SERVICES FOR THE VICTIM/WITNESS ASSISTANCE PROGRAM**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Schenectady County District Attorney by memorandum dated January 3, 2023 advises that Schenectady County was recently awarded funds from the NYS Office of Victim Services to support the Victim/Witness Assistance Program; and

**WHEREAS**, the Schenectady County District Attorney further advises that Schenectady County is projected to receive \$ 1,047,594.69 in funding (\$349,198.23 per year for three years); and

**WHEREAS**, the Schenectady County District Attorney recommends that Schenectady County enter into a multi-year agreement (10/1/22 to 9/30/25) with the NYS Office of Victim Services for the Victim/Witness Assistance Program; and

**WHEREAS**, the Schenectady County Manager by memorandum dated January 6, 2023 recommends the acceptance of \$1,047,594.69 in grant monies from the New York State Office of Victim Services, and that appropriate budgetary amendments be made; and

**WHEREAS**, acceptance of these monies and utilization of these funds needs to be reflected in a resolution of this Legislature; now, therefore, be it

**RESOLVED**, that the Legislature of the County of Schenectady hereby accepts the aforesaid grant monies from the NYS Office of Victim Services, and authorizes the utilization of such monies for the aforesaid purposes; and, be it further

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to enter into any necessary agreements, certifications, or reimbursement requests for the acceptance of such grant monies from the NYS Office of Victim Services; and, be it further

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to enter into a multi-year agreement with the NYS Office of Victim Services for the administration and implementation of the Victim/Witness Assistance Program; and, be it further

**RESOLVED**, that the 2023 Operating Budget be and it hereby is amended as follows:

Increase Appropriation Code by:

A541165.415397 – Crime Victim/Witness Assistance Program	\$ 6,700.
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Increase Appropriated Surplus by:

A599 – Appropriated Surplus	\$108,414.
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Increase Revenue Code by:

A31165.303003 – Crime Victim/Witness Assistance Program	\$174,462.
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Decrease Revenue Code by:

A31165.303013 – CAC/MDT	\$276,176.
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## **RESOLUTION 3-23**

*Sponsored by Legislator Ostrellich:*

### **A RESOLUTION TO ACCEPT MONIES FROM THE NYS DEPARTMENT OF HEALTH FOR A PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Public Health Director by memorandum dated December 19, 2022 advises that Schenectady County was recently awarded a multi-year grant from the NYS Department of Health to be used to continue the Public Health Corps Fellowship Program; and

**WHEREAS**, the Public Health Director further advises that Schenectady County is projected to receive \$607,549.00 in funding; and

**WHEREAS**, the Public Health Director further advises that the funding will be used to support public health fellowships, and other costs such as administrative costs, supplies, continuing education and travel expense for the fellows; and

**WHEREAS**, an email dated December 8, 2022 from Grants Administration of the Office of Public Health of the NYS Department of Health advises that Schenectady County will receive additional funding of \$607,549.00 to support its Public Health Corps Fellowship Program; and

**WHEREAS**, the Schenectady County Manager by memorandum dated December 30, 2022 recommends the acceptance of the grant monies from the New York State Department of Health for the Public Health Corps Fellowship Program, and the approval of the appropriate budgetary amendments; and

**WHEREAS**, acceptance of these monies and utilization of these funds needs to be reflected in a resolution of this Legislature; now, therefore, be it

**RESOLVED**, that the Legislature of the County of Schenectady hereby accepts the aforesaid grant monies from the NYS Department of Health, and authorizes the utilization of such monies for the aforesaid purposes; and, be it further

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to enter into any necessary agreements, certifications, or reimbursement requests for the acceptance of such grant monies from the Health Research, Inc. or the NYS Department of Health, and to enter into any multi-year agreements with Cornell Cooperative Extension for the administration and implementation of the Public Health Corps Fellowship Program; and, be it further

**RESOLVED**, that the 2023 Operating Budget is hereby amended as follows:

Increase Appropriation Code by:

A544012.415095 – Prevention Services – NYS Public Health Corps Fellowship	\$ 276,159.
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Increase Revenue Code by:

A44012.440140 – Federal Aid – NYS Public Health Corps Fellowship	\$ 276,159.
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## **RESOLUTION 4-23**

*Sponsored by Legislator Ostrellich:*

### **A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS DEPARTMENT OF HEALTH FOR AN EARLY INTERVENTION PROGRAM**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Public Health Director by memorandum dated December 20, 2022 advises that Schenectady County was asked to reconfirm its intent to enter into a multi-year agreement (from 4/1/23 to 3/31/28) with the NYS Department of Health to continue to participate in the Early Intervention Program; and

**WHEREAS**, the Public Health Director further recommends that Schenectady County reconfirm its intent, and enter into a multi-year agreement with NYS Department of Health to continue the service coordination efforts of the Office of Public Health Services to assist families of children under the age of three who have a confirmed disability or established developmental delay with coordination of speech therapy, special instruction, occupational therapy, and physical therapy; and

**WHEREAS**, the County Manager by memorandum dated December 30, 2022 recommends that Schenectady County reconfirm its intent, and enter into a multi-year agreement with the NYS Department of Health for the continuation of an Early Intervention Program, and he anticipates that funding from the NYS Department of Health to continue this program will be approximately \$354,252.00 for the aforesaid period; now, therefore, be it

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to reconfirm Schenectady County's intent to continue to participate in the Early Intervention Program, and to enter into a multi-year agreement with the NYS Department of Health for the continuation of an Early Intervention Program.



## **RESOLUTION 5-23**

*Sponsored by Legislator Patierne:*

### **A RESOLUTION CONFIRMING THE APPOINTMENT OF A PERSON TO THE POSITION OF DIRECTOR OF BUREAU OF ENGINEERING**

**BE IT ENACTED** by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the County Manager, by memorandum dated December 30, 2022, has appointed Peter B. Knutson to the position of Director of Bureau of Engineering; and

**WHEREAS**, the County Manager recommends that the aforesaid appointment be effective on January 11, 2023 and that the 2023 annual salary for this position be \$110,000.00; now, therefore be it

**RESOLVED**, that consistent with the provisions of section 17.00 of the Schenectady County Charter, the appointment of Peter B. Knutson to the position of Director of Bureau of Engineering, effective January 11, 2023, at a 2023 annual salary of \$110,000.00 be and he hereby is confirmed and approved.



## **RESOLUTION 6-23**

*Sponsored by Legislator Patierne:*

### **A RESOLUTION REGARDING A SEQRA DETERMINATION FOR THE CONSTRUCTION OF A STORAGE BUILDING AND A SIGN SHOP AT THE SCHENECTADY COUNTY PUBLIC WORKS FACILITY IN THE TOWN OF ROTTERDAM**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Director of Public Works by memorandum dated December 15, 2022 advises that Schenectady County is proposing to construct a pre-engineered metal storage building (12,150 sq. ft.) and a concrete masonry building (3,850 sq. ft. – sign shop) at the Public Works facility in the Town of Rotterdam; and

**WHEREAS**, the Director of Public Works further advises that Schenectady County, as lead agency for the aforesaid project, is responsible for determining whether a proposed action may have a significant effect upon the environment; and

**WHEREAS**, the Director of Public Works further advises that this action will not have any large and important adverse environmental impact; and

**WHEREAS**, the Director of Public Works further advises that an environmental review of the aforesaid project was completed in accordance with Article 8 of the NYS Environmental Conservation Law, and it was determined that no significant adverse environmental impacts have been identified; and

**WHEREAS**, the County Manager by memorandum dated December 30, 2022 advises that a comprehensive review of the aforesaid project has been conducted, and no significant adverse environmental impacts have been identified; now, therefore be it

**RESOLVED**, that this Governing Body finds that the aforesaid construction of a metal storage building and concrete masonry building are consistent with the predominant character of the existing community and neighborhood; and be it further

**RESOLVED**, that this Governing Body finds that the aforesaid project will not result in any significant adverse environmental impacts, and that a negative declaration shall be prepared and issued in accordance with Article 8 of the NYS Environmental Conservation Law.



## **RESOLUTION 7-23**

*Sponsored by Legislator Patierne:*

### **A RESOLUTION REGARDING THE ACCEPTANCE OF CERTAIN REAL PROPERTY IN THE TOWN OF DUANESBURG PREVIOUSLY OWNED BY WILLIAM M. LARNED & SONS, INC.**

**BE IT ENACTED** by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Director of Public Works by memorandum dated December 16, 2023 recommends that the County of Schenectady accept ownership of certain real property along Depot Road in the Town of Duanesburg that is owned by William M. Larned & Sons, Inc.; and

**WHEREAS**, the Director of Public Works advises that the purpose of the donation is to construct a new segment of roadway on the donated property to improve a non-standard curve on Depot Road near the Norfolk Southern railroad bridge; and

**WHEREAS**, the Director of Public Works further advises that this is a safety improvement to Depot Road that will allow vehicles adequate site distance to negotiate the curve in a safer manner; and

**WHEREAS**, the Director of Public Works further advises that the owner will construct the realigned road to the sub-base level, and the County will complete the final paving and striping of the realigned roadway; and

**WHEREAS**, the Director of Public Works further advises that the aforesaid real property will be transferred to the County by appropriate deed at no cost; and

**WHEREAS**, the Director of Public Works further advises that the proposed real property to be donated to the County is described as follows:

ALL THAT PIECE OR PARCEL of land located over a portion of lot 10 – Woodstone Subdivision and being within the Town of Duanesburg,

County of Schenectady, State of New York, lying on the westerly side of Depot Road and southerly of Woodstone Circle and being more particularly described as follows:

Commencing at the intersection of the westerly side of Depot Road with the division line between lot 9 and lot 10 of Woodstone Subdivision thence, along the westerly side of Depot Road the following two courses and distances:

1. North 32 degrees 30' 45" West, a distance of 32.20' to a point,
2. North 14 degrees 44' 15" East, a distance of 7.43' to the point or place of beginning of the herein described parcel,

Thence through lot 10 – Woodstone Subdivision the following three courses and distances:

1. Along a non-tangent curve to the right, having a radius of 269.89' and an arc length of 218.40' (CH = 212.49', North 3 degrees 00' 12" East) to a point,
2. North 25 degrees 36' 07" East, a distance of 81.65' to a point,
3. Along a curve to the left, having a radius of 570.00' and an arc length of 178.00' (CH = 177.28', North 16 degrees 39' 20" East) to a point on the westerly side of Depot Road,

Thence along the westerly side of Depot Road the following three courses and distances:

1. South 3 degrees 34' 45" East, a distance of 204.19' to a point,
2. South 25 degrees 18" 15" West, a distance of 230.56' to a point,
3. South 14 degrees 44' 15" West, a distance of 52.35' to the point or place of beginning and containing 20,808 +/- sq. ft. or 0.48 +/- acre of land; and

**WHEREAS**, the County Manager by memorandum dated December 30, 2022 recommends that the County accept the aforesaid real property for the realignment of Depot Road in the Town of Duanesburg; now, therefore, be it

**RESOLVED**, that the County of Schenectady hereby accepts ownership of the aforesaid real property as property of the County, and authorizes the County Manager, with the consent of the County Attorney, to execute and file any necessary ownership documents with the appropriate public entities.



## **RESOLUTION 8-23**

*Sponsored by Legislator Patierne:*

### **A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE NYS DEPARTMENT OF TRANSPORTATION REGARDING HIGHWAY WORK PERMITS**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Director of Public Works by memorandum dated December 16, 2022 recommends that Schenectady County enter into a twenty-year agreement with the NYS Department of Transportation for highway work permits, which would allow Schenectady County to work on existing public facilities within the NYS right-of-way during such period; and

**WHEREAS**, the Director of Public Works advises that the NYS Department of Transportation is requesting that Schenectady County enter into a twenty-year agreement regarding work permits rather than the current annual permitting process; and

**WHEREAS**, the County Manager recommends by memorandum dated December 30, 2022 that Schenectady County enter into a multi-year agreement with the NYS Department of Transportation regarding highway work permits; now, therefore be it

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to negotiate and to execute a multi-year agreement (twenty years) with the NYS Department of Transportation regarding highway work permits.



## **RESOLUTION 9-23**

*Sponsored by Legislator Patierne:*

### **A RESOLUTION TO ACCEPT MONIES FROM THE WATER QUALITY IMPROVEMENT PROGRAM OF THE NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR THE PURCHASE OF EQUIPMENT**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Director of Public Works by memorandum dated December 15, 2022 advises that Schenectady County was recently awarded monies from the NYS Department of Environmental Conservation for the purchase of a new vacuum truck, which is used as part of the Municipal Separate Storm Sewer System (MS4) program to clean out catch basins, storm sewer pipes and culverts; and

**WHEREAS**, the Director of Public Works further advises that Schenectady County is projected to receive \$325,000.00 in funding; and

**WHEREAS**, the Director of Public Works further advises that there is a 25% matching portion of the grant that will be borne by Schenectady County; and

**WHEREAS**, the Director of Public Works further advises that the cost of a new vacuum truck is \$470,000, of which \$325,000 will be paid for by the aforesaid grant monies, and \$145,000 will be borne by Schenectady County; and

**WHEREAS**, the County Manager by memorandum dated December 20, 2022 recommends the acceptance of the aforesaid monies from the NYS Department of Environmental Conservation, and the approval of appropriate budgetary amendments; and

**WHEREAS**, acceptance of these monies and utilization of these funds needs to be reflected in a resolution of this Legislature; now, therefore, be it

**RESOLVED**, that the Legislature of the County of Schenectady hereby accepts the aforesaid grant monies from the NYS Department of Environmental Conservation, and authorizes the utilization of such monies for the aforesaid purposes; and, be it further

**RESOLVED**, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to enter into any necessary agreements, certifications, or reimbursement requests for the acceptance of such grant monies from the NYS Department of Environmental Conservation; and, be it further

**RESOLVED**, that the 2023 Capital Improvement Program be and it hereby is amended as follows:

Capital Budget

*Establish Capital Project 8397230086 – Water Quality Improvement Grant – Vacuum Truck*

Increase Appropriation Code by:

H548397.201000 – Capital Equipment -- Water Quality Improvement Grant	\$ 470,000.
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Increase Revenue Codes by:

H33333.3991 – Water Quality Improvement Grant	\$ 325,000.
H93333.5710 – Serial Bonds	\$145,000.





## **RESOLUTION 10-23**

*Sponsored by Legislator Fields:*

### **A RESOLUTION AUTHORIZING THE CHARGEBACK OF UNCOLLECTIBLE TAXES TO CERTAIN SCHOOL DISTRICTS**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Commissioner of Finance has advised by memorandum dated December 21, 2022 that some of the taxes previously reimbursed to certain school districts were ultimately determined to be erroneously levied and therefore uncollectible; and

**WHEREAS**, Section 558 of the Real Property Tax Law provides for the cancellation and chargeback of any such taxes re-levied by the County; now, therefore, be it

**RESOLVED**, that the following school districts shall be charged back the indicated amounts as provided for by law, to wit:

Scotia-Glenville Central School District	\$ 35.50
TOTAL	\$ 35.50



## **RESOLUTION 11-23**

*Sponsored by Legislator Fields:*

### **A RESOLUTION REGARDING THE PROCESSING OF REAL PROPERTY TAX CORRECTIONS AND REFUNDS FOR THE 2023 CALENDAR YEAR**

**BE IT ENACTED**, by the Legislature of the County of Schenectady, as follows:

**WHEREAS**, the Commissioner of Finance advises by memorandum dated December 28, 2022 that sections 554 and 556 of the NYS Real Property Tax Law authorize this Governing Body to designate the Commissioner of Finance to approve all tax bill corrections, credits or refunds that do not exceed \$2,500.00; and

**WHEREAS**, the Commissioner of Finance further advises that this designated official must report monthly to this Governing Body (before the 15<sup>th</sup> day of each month) the details of each correction, credit or refund approved for the preceding month; and

**WHEREAS**, the Commissioner of Finance further advises that applications for corrections, credits or refunds that exceed \$2,500.00 would need approval of this Governing Body; now, therefore be it

**RESOLVED**, that this Governing Body hereby delegates to the Commissioner of Finance the authority to perform the duties of this Governing Body as provided in sections 554 and 556 of the NYS Real Property Tax Law during the 2023 calendar year, and such delegation of authority is applicable only where the recommended correction, credit or refund is twenty-five hundred dollars (\$2,500) or less, or such other sum not to exceed twenty-five hundred dollars (\$2,500); and be it further

**RESOLVED**, where the Commissioner of Finance denies the correction, refund or credit, in whole or in part, such Commissioner shall transmit to this Governing Body for its review and disposition, pursuant to subdivision five of sections 554 and 556 of the NYS Real Property Tax Law, the written report of the investigation and recommendation of the Commissioner, together with both copies of the application and the reasons that the Commissioner denied the correction, refund or credit; and be it further

**RESOLVED**, that on or before the fifteenth day of each month, the Commissioner of Finance shall submit a report to this Governing Body of the corrections, refunds or credits processed by such Commissioner during the preceding month, and such report shall indicate the name of each recipient, the location of the property and the amount of the correction, refund or credit.