

**Village of Muttontown**  
**Warrants February 2026**

ACCUDATA PAYROLL#, 285, 287	\$239,020.80		
Ashva LLC (ESCROW)	\$2,500.00	26-00384	1
Atlantic Salt	\$9,212.94	26-00377	4
Campos	\$2,600.00	26-00389	2
Cheyanne Rosenzweig	\$150.00	26-00372	1
Chris Gomoka	\$450.00	26-00370	1
East Norwich Fire Company	\$87,444.00	26-00376	5
Econo Signs	\$1,052.20	26-00373	1
Elan Financial Services (Flushing CC)	\$1,255.68	26-00391	13
Ferraris	\$7,651.90	26-00410	10
Flexible Systems	\$5,167.22	26-00368	3
Global Commercial Cleaning	\$1,164.86	26-00366	1
Goodyear	\$1,650.92	26-00375	1
Harris Beach, PLLC (Retainer)	\$7,500.00	26-00407	2
Home Depot	\$146.52	26-00392	2
Horan Sand & Gravel	\$58,957.50	26-00404	1
IACP	\$220.00	26-00356	1
Jessica Jones (ESCROW)	\$2,500.00	26-00364	1
Lucille Mancini (ESCROW)	\$2,000.00	26-00353	1
MaryAnne Coppins	\$200.00	26-00371	1
Municipal Valuation Services	\$7,175.00	26-00365	1
Nassau County Magistrates Assoc	\$0.00	26-00397	1
Nassau County Municipal Police Chiefs Association	\$100.00	26-00394	2
Newsday	\$1,138.00	26-00406	5
Ning Zhao (Escrow)	\$7,500.00	26-00401	2
NYS Association of Chiefs of Police	\$250.00	26-00395	1
NYS DEFERRED COMPENSATION PLAN #285 287	\$32,145.38	26-00400	4
NYS EMPLOYEE'S HEALTH INS. PENDING ACCT.	\$59,350.36	26-00398	4
NYS Local Retirement System	\$5,918.79	26-00402	2
Office of State Comptroller	\$1,026.00	26-00379	1
Optimum 2019	\$159.45	26-00383	1
Optimum 4016	\$30.00	26-00390	1
Perillo	\$1,123.98	26-00381	1
Prudential	\$385.00	26-00413	1
PSEG 59-9	\$568.79	26-00409	2
PSEG LI 02-0	\$17.66	26-00382	1
Quench	\$72.23	26-00374	1
Robert McLaughlin	\$450.00	26-00369	1
Supervisor Town of Oyster Bay	\$2,891.41	26-00412	3
TGI	\$82.00	26-00405	1
The Little Reporting Company	\$566.80	26-00403	1
Travel Expenses	\$1,104.14	26-00393	4
Ultimate Pest Control	\$225.00	26-00385	1
UNUM	\$1,957.93	26-00399	4
Verizon Wireless- Village TT & EI 6394 Modems	\$330.00	26-00378	1
VERIZON-VH 0149	\$289.00	26-00387	1
Verizon-Voice 0199	\$42.80	26-00388	1
WB Mason	\$99.99	26-00408	1
Welsbach	\$180.00	26-00367	1
Wex	\$296.21	26-00386	1
William Penn	\$239.99	26-00411	1
Woodbury Car Wash	\$545.60	26-00380	1
<b>TOTAL</b>	<b>\$557,216.05</b>		<b>106</b>



# Municipal Valuation Services Inc.

OFFICE  
3000 Hempstead Tpke., Suite 410  
Levittown, NY 11756  
Tel (516) 739-8080 | Fax (516) 739-1810

February 4, 2026

Village of Muttontown  
One 'Raz' Tafuro Way  
Muttontown, New York 11791

FEB 09 2026

Attn: Katie Dugan, Deputy Clerk/Treasurer

Re: Village of Muttontown Assessment /  
Certiorari Services / Small Claims  
for June 1, 2026 - May 31, 2027

Dear Ms. Dugan:

In response to our recent conversation, Municipal Valuation Services, Inc. (MVASI) is pleased to submit this proposal for assessment administration assistance and Small Claim/Certiorari services. The Company presently provides services to a number of municipalities throughout Nassau and Suffolk Counties. In an effort to customize this proposal to Village needs, we have summarized each of the services offered. This proposal sets forth scope of our work and fees associated with these services.

We will provide the Village with the highest level of assessment services offered by MVASI. Thomas Donato will perform all services as agreed to and along with the MVASI team of experienced appraisers review and conference commercial certiorari and small claim filings.

## **Assessment Administration Assistance**

This service will be limited to an hourly basis as required by the Assessor or Village Administrator. Thomas and his team will assist the assessor with valuation of residential and commercial properties as required to maintain the annual assessment roll. Additional support for reviewing exemption filings can also be provided for on an hourly basis. If required, one of the MVASI team can be available for grievance night at Village Hall.

## **Small Claims Proceedings**

MVSI has been administering small claims proceedings for the past 30 years. During this time, the company has perfected the process, providing municipalities the best possible defense against unsubstantiated small claim filings. The following list is a summary of duties we perform for municipalities as part of our small claim services.

- Administer all small claim petitions
- Produce a Computer Assisted Market Analysis (CMA)
- Conference all pending cases with petitioners
- Supreme Court appearances when cases are not settled
- Review settlements for accuracy
- Submit to Village for adjustment to assessment roll

## **Commercial Certiorari Proceedings**

For over 40 years MVSI has been valuing commercial property in the down state area, with most of its focus in the Long Island region. During this 40-year span, the majority of company work has been with municipalities. Commercial tax refunds are typically the greatest financial exposure a Village has. Proper review and negotiation of a case can help mitigate refunds. The following is a summary of procedures utilized by our company to help attain a fair settlement:

- Review of all subject property data
- Inspection of all property from the right-of-way
- Interior inspections when required
- Research comparable market data
- Develop income pro-forma for all years pending
- Negotiate settlements
- Present settlement to Village Council for approval
- Work with Village Attorney for execution of stipulation

All commercial analysis and conferencing will be completed by Thomas Donato at the offices of MVSI. It is anticipated that cases will be settled through informal conferencing which is typically accomplished within five to six hours per case. Municipal Valuation Services, Inc. is an appraisal firm and, therefore, if any case proceeds to Court, the Village will require legal counsel and an independent real estate appraiser to dispose of the case.

### **Fee Schedule**

Professional fees for services rendered will be at the following rates:

1) Assessment Administrative Services	\$185/hr.
2) Small Claim Service	\$130/parcel
3) Commercial Certiorari Proceedings	\$185/hr.

### **Special Services**

Due to the continued Level of Assessment (LoA) challenges, if required, defense of LoA challenges will be billed at \$185.00 / hour. This service includes a ratio study for the year at issue, supporting documentation and oral defense at hearings.

Our company looks forward to working with the Village of Muttontown on these assessment and certiorari services. If there are any questions regarding this proposal, please do not hesitate contacting the undersigned.

Very truly yours,



Thomas Donato, CSA-G, IAO

ACCEPTED BY:

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Signature

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Print Name

Date: