

ADMINISTRATIVE SERVICES COMMITTEE AGENDA
(County Clerk, Historian, Real Property, Veterans and Elections)

Real Property Agenda

Date: December 6, 2022

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 11/08/2022 minutes.

FINANCIAL:

- YTD Budget Report.
- Revenue & Expense Breakdown.
- Annual RPS fees.

OLD BUSINESS:

- Preparing for Town & County tax bill printing.

NEW BUSINESS:

- Initial activities for 2023 Town Boards of Assessment Review

PERSONNEL:

- Office Specialist hiring.

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, Acting Director
Real Property Tax Services

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

November 8, 2022

ATTENDANCE:

LEGISLATORS: Committee Chair Ciotoli, Legislator Brown,
Legislator Standinger

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: Legislative Clerk Haskell, County Attorney DeWind

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve October 4, 2022 committee meeting minutes. Motion made by Legislator Standinger, seconded by Legislator Brown; motion carries unanimously.

FINANCIAL: Reviewed Real Property budget YTD and October revenue/expense. Briefly discussed anticipated revenue due to school tax bill printing charges. Annual RPS fee invoice received, County will pay State, then bill Towns for their portion.

OLD BUSINESS:

- Final totals sent to Towns and to County Treasurer to finalize tax rates for upcoming Town & County taxes.

NEW BUSINESS:

- Preparing for Town & County tax bill printing.

PERSONNEL:

- Barton Assessor update. New Barton clerk hired, Jan Swartz retiring at end of year.
- Acting RP Director approved by State ORPTS to be appointed permanent Director.
- Office Specialist hiring process to commence.

RESOLUTIONS/PROCLAMATIONS:

- Adopt State Equalization Reports.
- Authorize Appointment of Director of Real Property Tax Services.

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:35 AM

Steven B Palinosky, Acting Director
Tioga County Real Property Tax Service



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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A1335 Assessments							
A1335 412900	Tax Maps & Assessm		-24,000	-22,254.00		-1,746.00	92.7%*
A1335 510010	Full Time		108,761	83,485.52		25,275.48	76.8%
A1335 540180	Dues		200	175.00		25.00	87.5%
A1335 540320	Leased/Service Equ		3,000	1,554.40		1,445.60	51.8%
A1335 540420	Office Supplies		1,400	848.35		551.65	60.6%
A1335 540450	Payment To State		10,650	10,650.00		.00	100.0%
A1335 540480	Postage		200	35.91		164.09	18.0%
A1335 540650	Taxes		3,000	2,905.34		94.66	96.8%
A1335 540731	Training/State Req		400	.00		400.00	.0%
A1335 540733	Training/All Other		1,500	359.74		1,140.26	24.0%
A1335 581088	State Retirement F		10,331	7,004.37		3,326.73	67.8%
A1335 583088	Social Security Fr		7,629	6,589.06		1,039.60	86.4%
A1335 584088	Worker's Compensat		2,449	1,616.01		832.67	66.0%
A1335 585588	Disability Insuran		136	86.13		49.59	63.5%
A1335 586088	Health Insurance F		25,721	8,741.88		16,978.62	34.0%
A1335 588988	Eap Fringe		29	18.48		10.64	63.5%
TOTAL Assessments			151,405	101,816.19		49,588.59	67.2%
TOTAL General Fund			151,405	101,816.19		49,588.59	67.2%
	TOTAL REVENUES		-24,000	-22,254.00		-1,746.00	
	TOTAL EXPENSES		175,405	124,070.19		51,334.59	

Tioga County Real Property
Revenue/Expense Breakdown November 2022

Acct	Amount	Expense Description
320		
Leased Service Equipment	\$93.39	Xerox Copier Charges
450		
Payment to State	\$10,650.00	Annual RPS Fees
Total Expenses	\$10,743.39	
Income Sources		
Total Revenue	\$0.00	