

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

Real Property Agenda

Date: August 8, 2023

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 7/5/2023 minutes.

FINANCIAL:

- YTD Budget Report.
- Revenue & Expense Breakdown.
- 2024 Budget Review

OLD BUSINESS:

- RPTL 466-a - Volunteer Firefighter and Volunteer Ambulance Worker Exemption Update – Local Law, public hearing complete, final vote for approval in August.
- Village of Owego tax roll and bills complete and delivered to the Village.
- School taxes – Totals sent to School Districts.

NEW BUSINESS:

- School Taxes – Setup and print tax rolls and bills in August.

PERSONNEL:

- N/A

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, Real Property Director

## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

### TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

July 5<sup>th</sup>, 2023

10:30 AM

#### ATTENDANCE:

LEGISLATORS: Committee Chair Mullen, Legislator Brown, Legislator Ciotoli,  
Legislator Standinger

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: Legislative Clerk Haskell

GUESTS: N/A

APPROVAL OF MINUTES: Committee Chair Mullen calls for motion to approve all Department June 6<sup>th</sup>, 2023, committee meeting minutes. Motion made by Legislator Ciotoli, seconded by Legislator Brown; motion carries unanimously.

FINANCIAL: Reviewed Real Property budget YTD and June revenue/expense.

#### OLD BUSINESS:

- New Volunteer Firefighter and Volunteer Ambulance Worker exemption (RPTL 466-a) – Local Law to go to full Legislature, then public hearing, will potentially be passed in August. Briefly discussed certification, responsibility is on the Fire Chiefs to properly certify their member.
- Discussed latest information on changes to income calculation for Senior Citizens Exemption (RPTL 467) and Exemption for Persons with Disabilities and Limited Incomes (RPTL-459-c).
- Noted that 2023 Final Assessment Rolls are complete and posted on the County website.

#### NEW BUSINESS:

- In July will setup and print Village of Owego tax roll and tax bills.
- Totals will be sent to School Districts in July, followed by setup and printing of School tax rolls and tax bills in August.
- Noted that four (4) parcels from County tax foreclosure will be transferred to the Land Bank.

PERSONNEL: County Director will be on vacation July 31 – August 4.

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:40 AM

Steven B Palinosky  
Director, Tioga County Real Property Tax Services

DRAFT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1355 Assessments</b>							
A1355 412900 Tax Maps & Assessm	-24,000	0	-24,000	-3,209.45	.00	-20,790.55	13.4%*
A1355 510010 Full Time	106,966	0	106,966	53,514.20	.00	53,451.80	50.0%
A1355 520090 Computer	0	1,060	1,060	1,059.99	.00	.00	100.0%
A1355 540180 Dues	300	0	300	300.00	.00	.00	100.0%
A1355 540320 Leased/Service Equ	2,500	0	2,500	1,009.84	.00	1,490.16	40.4%
A1355 540420 Office Supplies	1,400	0	1,400	839.92	.00	560.08	60.0%
A1355 540450 Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480 Postage	200	0	200	51.90	.00	148.10	26.0%
A1355 540650 Taxes	3,000	-1,060	1,940	.00	.00	1,940.01	.0%
A1355 540731 Training/State Req	400	0	400	225.00	.00	175.00	56.3%
A1355 540733 Training/All Other	1,500	0	1,500	478.91	.00	1,021.09	31.9%
A1355 581088 State Retirement F	10,331	0	10,331	5,846.85	.00	4,484.25	56.6%
A1355 583088 Social Security Fr	7,629	0	7,629	4,143.11	.00	3,485.55	54.3%
A1355 584088 Worker's Compensat	2,449	0	2,449	1,322.19	.00	1,126.49	54.0%
A1355 585588 Disability Insuran	136	0	136	70.47	.00	65.25	51.9%
A1355 586088 Health Insurance F	25,721	0	25,721	12,344.16	.00	13,376.34	48.0%
A1355 588988 Eap Fringe	29	0	29	16.47	.00	12.65	56.6%
<b>TOTAL Assessments</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>78,013.56</b>	<b>.00</b>	<b>71,196.22</b>	<b>52.3%</b>
<b>TOTAL General Fund</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>78,013.56</b>	<b>.00</b>	<b>71,196.22</b>	<b>52.3%</b>
<b>TOTAL REVENUES</b>	<b>-24,000</b>	<b>0</b>	<b>-24,000</b>	<b>-3,209.45</b>	<b>.00</b>	<b>-20,790.55</b>	
<b>TOTAL EXPENSES</b>	<b>173,210</b>	<b>0</b>	<b>173,210</b>	<b>81,223.01</b>	<b>.00</b>	<b>91,986.77</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	149,210	0	149,210	78,013.56	.00	71,196.22	52.3%

\*\* END OF REPORT - Generated by Palinosky, Steven \*\*

**Real Property Revenue and Expense Breakdown  
July 2023**

<b>Account</b>	<b>Amount</b>	<b>Description</b>
540320		(Usage)
Leased Service Equipment	\$98.94	Xerox Copier
540733		
Training	\$225.00	NYSACDRPTS Fall Conference
<b>Total Expenses</b>	<b>\$323.94</b>	
<b>Income Sources</b>		
Maps & Printouts to Public	\$11.50	July Cash Revenue
<b>Total Revenue</b>	<b>\$11.50</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1355	412900	Tax Maps & Assessment Fees				
A	-10-1300-1355-0000-412900-		-24,000.00	.00	-24,000.00	.00
A1355	510010	Full Time	106,966.00	.00	106,966.00	.00
A	-10-1300-1355-0000-510010-		1.00	67,925.00	67,925.00	.00
			1.00	39,041.00	39,041.00	.00
A1355	520090	Computer	1,059.99	.00	.00	-100.00
A	-10-1300-1355-0000-520090-					
A1355	540140	Contracting Services	.00	.00	.00	.00
A	-10-1300-1355-0000-540140-					
A1355	540150	Copier Supplies	.00	.00	.00	.00
A	-10-1300-1355-0000-540150-					
A1355	540180	Dues	300.00	.00	300.00	.00
A	-10-1300-1355-0000-540180-					
A1355	540320	Leased/Service Equipment	2,500.00	.00	2,500.00	.00
A	-10-1300-1355-0000-540320-					
A1355	540390	Mileage Expense	.00	.00	.00	.00
A	-10-1300-1355-0000-540390-					
A1355	540420	Office Supplies	1,400.00	.00	1,400.00	.00
A	-10-1300-1355-0000-540420-					
A1355	540450	Payment To State	10,650.00	.00	10,650.00	.00
A	-10-1300-1355-0000-540450-					
A1355	540480	Postage	200.00	.00	200.00	.00
A	-10-1300-1355-0000-540480-					
A1355	540500	Printer Supplies	.00	.00	.00	.00
A	-10-1300-1355-0000-540500-					
A1355	540520	Recording/Microfilm	.00	.00	.00	.00
A	-10-1300-1355-0000-540520-					
A1355	540650	Taxes	1,940.01	.00	3,000.00	54.64
A	-10-1300-1355-0000-540650-					
A1355	540660	Telephone	.00	.00	.00	.00
A	-10-1300-1355-0000-540660-					



# TIOGA COUNTY, NEW YORK

## Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1355	540731 A -10-1300-1355-0000-540731-	Training/State Required	400.00	.00	400.00	.00
A1355	540733 A -10-1300-1355-0000-540733-	Training/All Other	1,500.00	.00	1,500.00	.00
A1355	581088 A -10-1300-1355-0000-581088-	State Retirement Fringe	10,331.10	.00	11,432.00	10.66
A1355	583088 A -10-1300-1355-0000-583088-	Social Security Fringe	7,628.66	.00	4,945.00	3.23
A1355	584088 A -10-1300-1355-0000-584088-	Worker's Compensation Fringe	2,448.68	.00	6,487.00	3.97
A1355	585588 A -10-1300-1355-0000-585588-	Disability Insurance Fringe	135.72	.00	1,273.00	.21
A1355	586088 A -10-1300-1355-0000-586088-	Health Insurance Fringe	25,720.50	.00	1,273.00	3.99
A1355	588988 A -10-1300-1355-0000-588988-	Eap Fringe	29.12	.00	136.00	9.89
<b>BUDGET CEILING:</b>						
<b>TOTALS:</b>			149,209.78	.00	149,209.78	1.66

\*\* END OF REPORT - Generated by Palinosky, Steven \*\*