

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

Real Property Agenda

Date: June 7, 2022

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 04/05/2022 minutes. No minutes from 05/03/2022 due to absence of Acting Director.

FINANCIAL:

- YTD Budget Report.
- May Revenue & Expense Breakdown

OLD BUSINESS:

- BAR training completed.
- Prepared Village tax rolls for Villages of Candor, Nichols, Spencer, and Waverly. Printed bills for Villages of Candor, Nichols, and Spencer.
- Formal grievance completed.

NEW BUSINESS:

- In June will finalize 2022 Assessment Rolls.
- In July will prepare and print Village of Owego tax bills.
- In August will prepare and print School tax bills.

PERSONNEL:

- Rick Pedro is new Assessor for Owego.
- Mary Jo LeClaire, Barton Assessor, retiring as of 07/01/2022, replacement TBD.

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

April 5, 2022

ATTENDANCE:

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

EX-OFFICIO: Chair Sauerbrey

STAFF: Peter DeWind, County Attorney

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve March 8, 2022 committee meeting minutes. Motion was made by Legislator Standinger, and seconded by Legislator Hollenbeck; all in favor Aye. Carried.

FINANCIAL: Real Property revenue through March 31, 2022 is \$ 992.80. Please refer to attached breakdown for February expenses and revenues.

OLD BUSINESS: Preparing for BAR training. There will be 7 attending the training this year.

NEW BUSINESS: Preparing to finalize and print 2022 tax maps for March 1, 2022.

PERSONNEL: Terie Huseby last day is April 15, 2022. She has accepted a new position as Sole Assessor for the City of Binghamton.

RESOLUTIONS/PROCLAMATIONS: D02 – Authorize Creation and fill of Acting Director for Real Property Department. Steven Palinosky is highly recommended to fill the position. Salary reflects that besides doing Real Property Director work, he will also be doing tax technician work as well.

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:40AM

Terie Huseby, CCD, Director
Tioga County Real Property Tax Service



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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A1355 Assessments

A1355 412900	Tax Maps & Assessm	-24,000	0	-24,000	-1,043.80	.00	-22,956.20	4.33*
A1355 510010	Full Time	108,761	0	108,761	50,985.52	.00	57,775.48	46.9%
A1355 540180	Dues	200	0	200	175.00	.00	25.00	87.5%
A1355 540320	Leased/Service Equ	3,000	0	3,000	744.24	.00	2,255.76	24.8%
A1355 540420	Office Supplies	1,400	0	1,400	723.47	.00	676.53	51.7%
A1355 540450	Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480	Postage	200	0	200	18.48	.00	181.52	9.2%
A1355 540650	Taxes	3,000	0	3,000	245.74	.00	2,754.26	8.2%
A1355 540731	Training/State Req	400	0	400	.00	.00	400.00	.0%
A1355 540733	Training/All other	1,500	0	1,500	189.00	.00	1,311.00	12.6%
A1355 581088	State Retirement F	10,331	0	10,331	4,907.86	.00	5,423.24	47.5%
A1355 583088	Social Security FR	7,629	0	7,629	4,102.81	.00	3,525.85	53.8%
A1355 584088	Worker's Compensat	2,449	0	2,449	979.40	.00	1,469.28	40.0%
A1355 585588	Disability Insuran	136	0	136	52.20	.00	83.52	38.5%
A1355 586088	Health Insurance F	25,721	0	25,721	8,741.88	.00	16,978.62	34.0%
A1355 588988	Eap Fringe	29	0	29	11.20	.00	17.92	38.5%
TOTAL Assessments		151,405	0	151,405	70,833.00	.00	80,571.78	46.8%
TOTAL General Fund		151,405	0	151,405	70,833.00	.00	80,571.78	46.8%
TOTAL REVENUES		-24,000	0	-24,000	-1,043.80	.00	-22,956.20	
TOTAL EXPENSES		175,405	0	175,405	71,876.80	.00	103,527.98	

Tioga County Real Property
Revenue/Expense Breakdown May 2022

Acct	Amount	Expense Description
320		
Leased Service Equipment	\$92.38	Xerox Copier Charges
Total Expenses	\$92.38	
Income Sources		
Maps to Public/Appraisers/Realtors	\$20.00	Walk-in Check
	\$10.00	Walk-in Check
	\$22.00	Walk-in Check
Village Tax Bills	\$236.60	Village of Spencer
	\$250.00	Village of Waverly
Village Tax Bill Extracts	\$450.00	Lereta
Total Revenue	\$988.60	