

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

Real Property Agenda

Date: April 5, 2022

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 03/08/2022 minutes

FINANCIAL:

- YTD Budget Report

OLD BUSINESS:

- Preparing for BAR training

NEW BUSINESS:

- Preparing to finalize and print 2022 tax maps for March 1, 2022

PERSONNEL:

- Terie Huseby will be leaving Tioga County. Her last day will be 4/15/2022. She has accepted a new position as Sole Assessor for the City of Binghamton

RESOLUTIONS:

- D02 – Authorize Creation and fill of Acting Director of RPTS

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Terie Huseby, Director
Real Property Tax Services

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX

March 8, 2022

ATTENDANCE:

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

EX-OFFICIO: Chair Sauerbrey

STAFF: Cathy Haskell, Legislative Clerk

GUESTS: N/A

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

FINANCIAL: Real Property revenue to February 2022 is \$ 615.50.
Please refer to attached breakdown for February expenses and revenues.

OLD BUSINESS: Printed Village of Newark Valley tax bills and delivered.

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

PERSONNEL: N/A

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:42 AM

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



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

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

A1355 412900	Map Fees	-24,000	0	-24,000	-992.80	-23,007.20	4.1%*
A1355 510010	Salary Ft	108,761	0	108,761	25,858.60	82,902.40	23.8%
A1355 540180	Dues	200	0	200	175.00	25.00	87.5%
A1355 540320	Leased Eq	3,000	0	3,000	549.90	2,450.10	18.3%
A1355 540420	Office Sup	1,400	0	1,400	723.47	676.53	51.7%
A1355 540450	Pay To St	10,650	0	10,650	.00	10,650.00	.0%
A1355 540480	Postage	200	0	200	.00	200.00	.0%
A1355 540650	Taxes	3,000	0	3,000	.00	3,000.00	.0%
A1355 540731	Train St	400	0	400	.00	400.00	.0%
A1355 540733	Train Oth	1,500	0	1,500	189.00	1,311.00	12.6%
A1355 581088	St Ret	10,331	0	10,331	3,566.36	6,764.74	34.5%
A1355 583088	Social Sec	7,629	0	7,629	2,202.71	5,425.95	28.9%
A1355 584088	Work Comp	2,449	0	2,449	685.58	1,763.10	28.0%
A1355 585588	Disab Ins	136	0	136	36.54	99.18	26.9%
A1355 586088	Health Ins	25,721	0	25,721	6,799.24	18,921.26	26.4%
A1355 588988	Eap	29	0	29	7.84	21.28	26.9%
TOTAL Assessments		151,405	0	151,405	39,801.44	111,603.34	26.3%
TOTAL General Fund		151,405	0	151,405	39,801.44	111,603.34	26.3%
TOTAL REVENUES		-24,000	0	-24,000	-992.80	-23,007.20	
TOTAL EXPENSES		175,405	0	175,405	40,794.24	134,610.54	

Acct	Amount	Expense Description
320		
Leased Service Equipment	\$179.47	Xerox Copier Charges
420		
Office Supplies	\$295.09	Staples Orders
Total Expenses	\$474.56	
Income Sources		
Maps to Public/Appraisers/Realtors	\$60.00	March Cash Revenue
	\$30.00	Walk-in Check
Village Tax Bill Printing	\$287.30	Village of Newark Valley
Total Revenue	\$377.30	

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE CREATION AND FILLING OF
TEMPORARY POSITION –
ACTING DIRECTOR OF COUNTY DIRECTOR
OF REAL PROPERTY TAX SERVICES
REAL PROPERTY TAX SERVICES

WHEREAS: Legislative approval is required for the creation and appointment of any management/confidential position within Tioga County; and

WHEREAS: Due to an announced resignation, the position of County Director of Real Property Tax Services (M/C \$57,689 - \$67,689) will become vacant effective at the close of business on April 15, 2022, prior to the end of the outgoing Director's term; and

WHEREAS: An internal candidate exists who, at the direction of the NYS Office of Real Property Tax Services (ORPTS), will be eligible for a qualification review within six (6) months to determine his eligibility as County Director of Real Property Tax Services; and

WHEREAS: According to NYS ORPTS, said candidate can be appointed as acting County Director of Real Property Tax Services for the six (6) month duration; and

WHEREAS: The Personnel Officer has reviewed and approves of creating the classification of Acting County Director of Real Property Tax Services for this purpose; therefore be it

RESOLVED: That the position of Acting County Director of Real Property Tax Services shall be created and filled by Steven Palinosky effective April 18, 2022 for a duration not to exceed December 31, 2022, at an annual salary of \$65,000; and be it further

RESOLVED: That following the qualification review by the NYS ORPTS, and by no later than December 2022, Steven Palinosky shall be further considered for appointment to the title of County Director of Real Property Tax Services; and be it further

RESOLVED: That while serving as the Acting County Director of Real Property Tax Services, Mr. Palinosky shall be granted a leave of absence from his current title, Office Specialist III, and shall be allowed to return to this position in the event NYS ORPTS finds him ineligible to be appointed to the title of County Director of Real Property Tax Services.