

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

Real Property Agenda

Date: January 2, 2024

Time: 11:30 AM

APPROVAL OF MINUTES:

- Motion to approve 12/5/2023 minutes.

FINANCIAL:

- YTD Budget Report.
- December Revenue & Expense Breakdown.

OLD BUSINESS:

- Exemption briefing for Towns and School Districts continues.
- Town & County tax rolls & bills prepared, printed, and distributed.
- Ag District entry into RPSV4.

NEW BUSINESS:

- Information dissemination – Ag land conversions and new Senior exemption income calculation.

PERSONNEL:

- Director has completed all required training, is now Certified County Director.

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, Real Property Director

ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

December 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, County Attorney DeWind

GUESTS: N/A

APPROVAL OF MINUTES: Committee Chair calls for motion to approve November 7<sup>th</sup> minutes. Motion made by Legislator Brown, second by Legislator Ciotoli. Motion carried unanimously.

FINANCIAL:

- Reviewed Real Property budget YTD and November revenue/expense.

OLD BUSINESS:

- Discussed exemption briefing to Town Boards and School Boards status – Two Town Boards briefed, three more scheduled.

NEW BUSINESS:

- Noted that Town & County tax roll and bill setup and printing will be done this month.

PERSONNEL: N/A

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:50 AM

Steven B Palinosky  
Director, Tioga County Real Property Tax Services



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A1355 Assessments</b>							
A1355 412900 Tax Maps & Assessm	-24,000	0	-24,000	-19,907.85	.00	-4,092.15	82.9%*
A1355 510010 Full Time	106,966	0	106,966	98,769.30	.00	8,196.70	92.3%
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	1,622.22	.00	877.78	64.9%
A1355 540420 Office Supplies	1,400	0	1,400	927.86	184.51	287.63	79.5%
A1355 540450 Payment To State	10,650	0	10,650	10,650.00	.00	.00	100.0%
A1355 540480 Postage	200	0	200	87.59	.00	112.41	43.8%
A1355 540650 Taxes	3,000	-1,060	1,940	1,256.94	.00	683.07	64.8%
A1355 540731 Training/State Req	400	0	400	335.00	.00	65.00	83.8%
A1355 540733 Training/All Other	1,500	0	1,500	1,205.34	.00	294.66	80.4%
A1355 581088 State Retirement F	10,331	0	10,331	10,683.44	.00	-352.34	103.4%*
A1355 583088 Social Security Fr	7,629	0	7,629	7,475.01	.00	153.65	98.0%
A1355 584088 Worker's Compensat	2,449	0	2,449	2,399.53	.00	49.15	98.0%
A1355 585588 Disability Insuran	136	0	136	127.89	.00	7.83	94.2%
A1355 586088 Health Insurance F	25,721	0	25,721	23,29.89	.00	2,060.86	92.0%
A1355 588988 Eap Fringe	29	0	29	29.89	.00	-.77	102.6%*
<b>TOTAL Assessments</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>140,681.79</b>	<b>184.51</b>	<b>8,343.48</b>	<b>94.4%</b>
<b>TOTAL General Fund</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>140,681.79</b>	<b>184.51</b>	<b>8,343.48</b>	<b>94.4%</b>
<b>TOTAL REVENUES</b>	<b>-24,000</b>	<b>0</b>	<b>-24,000</b>	<b>-19,907.85</b>	<b>.00</b>	<b>-4,092.15</b>	
<b>TOTAL EXPENSES</b>	<b>173,210</b>	<b>0</b>	<b>173,210</b>	<b>160,589.64</b>	<b>184.51</b>	<b>12,435.63</b>	

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

<b>Account</b>	<b>Amount</b>	<b>Description</b>
540320		
Leased Service Equipment	\$173.34	Xerox Copier
540420		
Office Supplies	\$184.51	Staples
540650		
Taxes	\$821.04	Staples
<b>Total Expenses</b>	<b>\$1,178.89</b>	
<b>Income Sources</b>		
Tax Bill Printing	\$3,589.95	OACSD
RPS Files	\$675.00	CoreLogic
	\$675.00	Lereta
<b>Total Revenue</b>	<b>\$4,939.95</b>	