

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

Real Property Agenda

Date: May 3, 2022

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 04/05/2022 minutes – table until June committee meeting due to absence of Acting Director.

FINANCIAL:

- YTD Budget Report.
- April Revenue & Expense Breakdown

OLD BUSINESS:

- BAR training mostly complete, one remaining BAR member to be scheduled for makeup training.
- Tentative assessment rolls finalized, printed, picked up by Assessors, and posted on County website.
- Printing of 2022 tax maps in process.

NEW BUSINESS:

- In May will prepare Village tax bills for Villages of Candor, Owego, Spencer, Waverly
- Towns will be conducting formal grievance during the 4<sup>th</sup> week of May.

PERSONNEL:

- Office Specialist III position to remain unfilled pending State approval of Acting Director to permanent Director.

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 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM'S	REVISED BUDGET	YTD. ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COI
A	General	Fund					

### A1355 Assessments

A1355	412900	Tax Maps & Assessm	-24,000	0	-24,000	-992.80	.00	-23,007.20	4.1%*
A1355	510010	Full Time	108,761	0	108,761	45,985.52	.00	62,775.48	42.3%
A1355	540180	Dues	200	0	200	175.00	.00	25.00	87.5%
A1355	540320	Leased/Service Equ	3,000	0	3,000	651.86	.00	2,348.14	21.7%
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	4,585.32	.00	5,745.78	44.4%
A1355	583088	Social Security Fr	7,629	0	7,629	3,720.31	.00	3,908.35	48.8%
A1355	584088	Worker's Compensat	2,449	0	2,449	881.46	.00	1,567.22	36.0%
A1355	585588	Disability Insuran	136	0	136	46.98	.00	88.74	34.6%
A1355	586088	Health Insurance F	25,721	0	25,721	8,741.88	.00	16,978.62	34.0%
A1355	588988	Cap Fringe	29	0	29	10.08	.00	19.04	34.6%

TOTAL Assessments			151,405	0	151,405	64,982.30	.00	86,422.48	42.9%
TOTAL General Fund			151,405	0	151,405	64,982.30	.00	86,422.48	42.9%
TOTAL REVENUES			-24,000	0	-24,000	-992.80	.00	-23,007.20	
TOTAL EXPENSES			175,405	0	175,405	65,975.10	.00	109,429.68	

Acct	Amount	Expense Description
320		
Leased Service Equipment	\$101.96	Xerox Copier Charges
650		
Taxes	\$245.74	CDW-G Order
Total Expenses	\$347.70	
<b>Income Sources</b>		
Maps to Public/Appraisers/Realtors	\$38.00	April Cash Revenue
	\$13.00	Walk-in Check
Total Revenue	\$51.00	