

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

Real Property Agenda

Date: October 3, 2023

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 9/5/2023 minutes.

FINANCIAL:

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

OLD BUSINESS:

- Exemption briefing for Towns and School Districts.
- School taxes – School taxes are currently being collected. Except Tioga Central School, all others are past collection without interest date.
- School tax rate increases.

NEW BUSINESS:

- Correction of Errors.
- Tentative totals to Towns this month for budget planning.

PERSONNEL:

- Director on zoom training to get certified to teach Real Colors for Institute for Advancement 2-6 October.
- Director to County Directors Conference 23-25 October.

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, Real Property Director

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

September 5th, 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 July 5th and August 8th minutes. Motion made by Legislator Brown, second by Legislator Ciotoli. Motion carried unanimously.

FINANCIAL:

- Reviewed Real Property budget YTD and August revenue/expense.
- Discussed charging appropriate fee, per Tioga County Resolution 218-15, for taxing entities for whom we do not print tax bills.
- Briefly discussed updating Tioga County Resolution 218-15.
- Discussed not printing tax bills with escrow managed by CoreLogic, Lereta, and Wells Fargo, since we send them an RPS extract with all the required info to pay the appropriate taxes for the appropriate properties, resulting in cost savings for both the County and the taxing jurisdiction.

OLD BUSINESS:

- New Volunteer Firefighter and Volunteer Ambulance Worker exemption (RPTL 466-a) Local Law has passed. Reiterated that Real Property Director plans to start briefing Tioga County School Boards and Town Boards on the Firefighters exemption, and other exemption related topics, over the next several months.
- Noted that school tax rolls and bills have been prepared, printed (where appropriate) and distributed.

NEW BUSINESS:

- Discussed Real Property efforts to update RPSV4 data to improve interoperability between RPSV4 and both County GIS platform and public facing Imagemate data viewer.

- Noted that as part of the new Strategic Plan, Real Property will be developing a plan for providing County assessing services to Towns as needed.

PERSONNEL:

- Discussed the removal of the Barton Assessor by the Barton Town Board. The Assessor Clerk has already been doing a significant amount of the work, so she will be moved into the Assessor position and will begin Assessor training.

RESOLUTIONS/PROCLAMATIONS: Resolution presented to establish equalization rates.

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:40 AM

Steven B Palinosky
Director, Tioga County Real Property Tax Services



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	-3,223.95	-20,776.05	13.4%*
A1355 510010	Full Time	106,966	0	106,966	69,970.60	36,995.40	65.4%
A1355 520090	Computer	0	0	1,060	1,059.99	.00	100.0%
A1355 540180	Dues	300	1,060	300	300.00	.00	100.0%
A1355 540320	Leased/Service Equ	2,500	0	2,500	1,309.15	1,190.85	52.4%
A1355 540420	Office Supplies	1,400	0	1,400	927.86	472.14	66.3%
A1355 540450	Payment To State	10,650	0	10,650	.00	10,650.00	.0%
A1355 540480	Postage	200	0	200	51.90	148.10	26.0%
A1355 540650	Taxes	3,000	-1,060	1,940	435.90	1,504.11	22.5%
A1355 540731	Training/State Req	400	0	400	225.00	175.00	56.3%
A1355 540733	Training/All Other	1,500	0	1,500	478.91	1,021.09	31.9%
A1355 581088	State Retirement F	10,331	0	10,331	7,605.61	2,725.49	73.6%
A1355 583088	Social Security Fr	7,629	0	7,629	5,354.71	2,273.95	70.2%
A1355 584088	Worker's Compensat	2,449	0	2,449	1,713.95	734.73	70.0%
A1355 585588	Disability Insuran	136	0	136	91.35	44.37	67.3%
A1355 586088	Health Insurance F	25,721	0	25,721	16,458.88	9,261.62	64.0%
A1355 588988	Eap Fringe	29	0	29	21.35	7.77	73.3%

TOTAL Assessments

TOTAL General Fund

149,210	0	149,210	102,781.21	.00	46,428.57	68.9%
149,210	0	149,210	102,781.21	.00	46,428.57	68.9%
-24,000	0	-24,000	-3,223.95	.00	-20,776.05	
173,210	0	173,210	106,005.16	.00	67,204.62	
TOTAL REVENUES						
TOTAL EXPENSES						



TIOGA COUNTY, NEW YORK

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COIL
GRAND TOTAL	149,210	0	149,210	102,781.21	.00	46,428.57	68.9%

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

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

Account	Amount	Description
540320		
Leased Service Equipment	\$152.39	Xerox Copier
540733		
Training/All Other	\$500.00	Real Colors Certification Training
Total Expenses	\$652.39	
Income Sources		
Maps & Printouts to Public	\$18.00	September Cash Revenue
	\$40.00	Walk-in Check
Tax Roll / Bill Processing	\$85.80	Maine-Endwell CSD
	\$56.55	Whitney Point Central School
	\$2,026.05	Tioga Central School
	\$680.55	Union-Endicott CSD
	\$24.70	Marathon CSD
	\$150.00	Vestal CSD
	\$815.75	Village of Owego
RPS Extracts	\$525.00	CoreLogic
	\$525.00	Lereta
	\$525.00	Wells Fargo
Total Revenue	\$5,472.40	