

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

Real Property Agenda

Date: May 2, 2023

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 4/4/2023 minutes.

FINANCIAL:

- YTD Budget Report.
- Revenue & Expense Breakdown.
- Laptop Purchase.

OLD BUSINESS:

- RPTL 466-a - Volunteer Firefighter and Volunteer Ambulance Worker Exemption.
- BAR Training.
- Tentative rolls complete.
- Grievance day.

NEW BUSINESS:

- In May – Run Village tax rolls for Villages of Candor, Nichols, Spencer, and Waverly, print for Candor, Nichols, and Spencer.

PERSONNEL:

- N/A

RESOLUTIONS:

- Real Property Budget Amendment

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, Real Property Director

## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

### TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

April 4th, 2023

#### ATTENDANCE:

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

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: Legislative Clerk Haskell

GUESTS: N/A

APPROVAL OF MINUTES: Committee Chair Mullen calls for motion to approve all Department March 7<sup>th</sup>, 2023, committee meeting minutes. Motion made by Legislator Brown, seconded by Legislator Standinger; motion carries unanimously.

#### FINANCIAL:

- Reviewed Real Property budget YTD and March revenue/expense.
- Noted payments for Village tax extracts from Corelogic, Lereta, Wells Fargo. Department will no longer print bills for them since tax bill information is sent to them electronically, with concurrent cost reduction in printing and postage.
- Due to change in remote computer access protocols, department will be purchasing laptop for Director through County IT.

#### OLD BUSINESS:

- Second Notices for Senior Exemption – Final numbers for Towns that mailed out notices - + 118 Enhanced STAR and +34 Senior exemptions. Assessors also noted a significant increase in phone and office foot traffic.
- New Volunteer Firefighter and Volunteer Ambulance Worker exemption
  - o Initial calculations show an estimated 0.2-0.4% increase on County tax rate.
  - o Director to coordinate with County Director of Emergency Services to solicit input from fire department on determining eligibility.
  - o Director will begin to draft resolution.
- BAR Training – 18 and 27 April
- March 1<sup>st</sup> taxable status date update – Parcel splits / merges are completed by GIS, transfers are all run and loaded into Real Property database. Assessors will finalize all this month for the 2023 assessment roll.

#### NEW BUSINESS:

- Village taxes – In process of running totals for Villages of Candor, Nichols, Spencer, and Waverly in preparation for June 1<sup>st</sup> collection period.

- Tentative 2023 assessment rolls will be run and posted by May 1<sup>st</sup>.
- Grievance day 4<sup>th</sup> week in May.

PERSONNEL: N/A

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 11:10 AM

Steven B Palinosky  
Director, Tioga County Real Property Tax Services

DRAFT

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

<b>Account</b>	<b>Amount</b>	<b>Description</b>
320		
Leased Service Equipment	\$96.98	Xerox Copier
733		
Training / All Other	\$25.91	Fuel charge for conference
Total Expenses	\$122.89	
<b>Income Sources</b>		
Maps to Public/Appraisers/Realtors	\$14.00	April Cash Revenue
	\$7.00	Walk-in Check
Village Tax Bill Printing	\$286.65	Newark Valley
Total Revenue	\$307.65	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP.	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD. ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1355 Assessments</b>							
A1355 412900 Tax Maps & Assessm	-24,000	0	-24,000	-2,098.50	.00	-21,901.50	8.7%*
A1355 510010 Full Time	106,966	0	106,966	29,122.10	.00	77,843.90	27.2%
A1355 540180 Dues	300	0	300	175.00	.00	125.00	58.3%
A1355 540320 Leased/Service Equ	2,500	0	2,500	683.08	910.00	906.92	63.7%
A1355 540420 Office Supplies	1,400	0	1,400	157.32	.00	1,242.68	11.2%
A1355 540450 Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480 Postage	200	0	200	30.62	.00	169.38	15.3%
A1355 540650 Taxes	3,000	0	3,000	.00	.00	3,000.00	.0%
A1355 540731 Training/State Req	1,400	0	1,400	225.00	.00	1,175.00	56.3%
A1355 540733 Training/All Other	1,500	0	1,500	253.91	.00	1,246.09	16.9%
A1355 581088 State Retirement F	10,331	0	10,331	3,208.71	.00	7,122.39	31.1%
A1355 583088 Social Security Fr	7,629	0	7,629	2,348.10	.00	5,280.56	30.8%
A1355 584088 Worker's Compensat	2,449	0	2,449	734.55	.00	1,714.13	30.0%
A1355 585588 Disability Insuran	136	0	136	39.15	.00	96.57	28.8%
A1355 586088 Health Insurance F	25,721	0	25,721	6,172.08	.00	19,548.42	24.0%
A1355 588988 Eap Fringe	29	0	29	9.15	.00	19.97	31.4%
<b>TOTAL Assessments</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>41,060.27</b>	<b>910.00</b>	<b>107,239.51</b>	<b>28.1%</b>
<b>TOTAL General Fund</b>	<b>149,210</b>	<b>0</b>	<b>149,210</b>	<b>41,060.27</b>	<b>910.00</b>	<b>107,239.51</b>	<b>28.1%</b>
<b>TOTAL REVENUES</b>	<b>-24,000</b>	<b>0</b>	<b>-24,000</b>	<b>-2,098.50</b>	<b>.00</b>	<b>-21,901.50</b>	
<b>TOTAL EXPENSES</b>	<b>173,210</b>	<b>0</b>	<b>173,210</b>	<b>43,158.77</b>	<b>910.00</b>	<b>129,141.01</b>	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

ESTABLISH NEW BUDGET LINE,  
MODIFY REAL PROPERTY 2023 BUDGET AND  
TRANSFER FUNDS FOR THE PURCHASE OF  
A LAPTOP COMPUTER, DOCKING STATION, AND  
COMPUTER MONITOR

WHEREAS: The County Director of Real Property Tax Services has found a need for a laptop computer, docking station, and computer monitor; and

WHEREAS: Real Property's budget does not have an established computer expense line for the purchase of this equipment; and

WHEREAS: Amending Real Property's budget with the addition of a computer expense line, A1355 520090 and transfer of funds requires Legislative approval; therefore be it

RESOLVED: That the Real Property budget be modified with the newly established budget line A1355 520090 Computers and the following funds transferred to authorize the Director of Real Property Tax Services to purchase the laptop computer, docking station, and computer monitor.

From:	A1355 540650 Taxes	\$1,059.99
To:	A1355 520090 Computers	\$1,059.99