

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

Real Property Agenda

Date: May 7, 2024

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 4/2/2024 minutes.

FINANCIAL:

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

OLD BUSINESS:

- Exemptions
  - Senior exemption income scale analysis.
  - Firefighter list verification.
- Tentative assessment rolls released 1 May.

NEW BUSINESS:

- BAR Training.
- State Budget changes.

PERSONNEL:

- N/A

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Steven Palinosky, CCD  
Real Property Director

## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

### TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

April 2<sup>nd</sup>, 2024

#### ATTENDANCE:

LEGISLATORS: Committee Chair Mullen, Legislator Brown, Legislator Standinger  
(Legislator Ciotoli absent)

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: Legislative Clerk Haskell, County Attorney DeWind

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve March 5, 2024, 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 that Wells Fargo will no longer be managing escrow accounts, which will result in loss of revenue. (Fees charged for tax roll extracts) For this reason and others, Real Property will be reviewing current administrative service fees. The last update of these fees went into effect 1 January 2016.

#### OLD BUSINESS:

- Exemption briefing – Will be briefing Town of Candor on April 8.
- Noted that Ag District data reconciliation continues with GIS.
- Additional exemption topics discussed:
  - o Senior exemption income scale analysis in progress.
  - o Firefighter lists are being verified.

NEW BUSINESS: Noted that tentative assessment rolls will be posted 1 May.

PERSONNEL: Noted that Karen Hall has successfully completed her first Assessor course.

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 11:23 AM

Steven B Palinosky, CCD, Director, Tioga County Real Property Tax Services

## Real Property Revenue and Expense Breakdown April 2024

Account	Amount	Description
320		
Leased Service Equipment	\$84.01	Xerox Copier
Total Expenses	\$84.01	
<b>Income Sources</b>		
Tax Maps & Copies	\$36.00	Walk-in check
	\$30.00	April Cash Revenue
Total Revenue	\$66.00	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024-05

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>AI355 Assessments</b>							
A1355 412900 Tax Maps & Assessm	-24,000	0	-24,000	-1,976.70	.00	-22,023.30	8.2%*
A1355 510010 Full Time	111,294	0	111,294	33,983.17	.00	77,310.83	30.5%
A1355 540180 Dues	300	0	300	300.00	.00	.00	100.0%
A1355 540320 Leased/Service Equ	2,500	0	2,500	649.30	.00	1,850.70	26.0%
A1355 540420 Office Supplies	1,400	0	1,400	.00	.00	1,400.00	.0%
A1355 540450 Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480 Postage	200	0	200	17.28	.00	182.72	8.6%
A1355 540650 Taxes	3,000	0	3,000	.00	.00	3,000.00	.0%
A1355 540731 Training/State Req	400	0	400	100.00	.00	300.00	25.0%
A1355 540733 Training/All Other	1,500	0	1,500	256.02	.00	1,243.98	17.1%
A1355 581088 State Retirement F	8,234	697	8,931	4,899.87	.00	4,031.55	54.9%
A1355 583088 Social Security Fr	0	6,549	6,549	2,799.38	.00	3,749.33	42.7%
A1355 584088 Worker's Compensat	0	2,096	2,096	827.28	.00	1,268.49	39.5%
A1355 585588 Disability Insuran	0	111	111	46.98	.00	64.06	42.3%
A1355 586088 Health Insurance F	3,952	16,788	20,740	9,889.74	.00	10,850.64	47.7%
A1355 588988 Eap Fringe	0	28	28	10.98	.00	16.58	39.8%
<b>TOTAL Assessments</b>	<b>119,430</b>	<b>26,269</b>	<b>145,699</b>	<b>51,803.30</b>	<b>.00</b>	<b>93,895.58</b>	<b>35.6%</b>
<b>TOTAL General Fund</b>	<b>119,430</b>	<b>26,269</b>	<b>145,699</b>	<b>51,803.30</b>	<b>.00</b>	<b>93,895.58</b>	<b>35.6%</b>
<b>TOTAL REVENUES</b>	<b>-24,000</b>	<b>0</b>	<b>-24,000</b>	<b>-1,976.70</b>	<b>.00</b>	<b>-22,023.30</b>	
<b>TOTAL EXPENSES</b>	<b>143,430</b>	<b>26,269</b>	<b>169,699</b>	<b>53,780.00</b>	<b>.00</b>	<b>115,918.88</b>	