

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

Real Property Agenda

Date: May 6, 2025

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 4/8/2025 minutes.

FINANCIAL:

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

OLD BUSINESS:

- Image Mate to Beacon conversion live demo May 8.

NEW BUSINESS:

- Tentative assessment rolls complete and posted.
- All newly appointed and reappointed Town Board of Assessment Review members have been trained and are prepared for grievance day later in May.

PERSONNEL: OS III Karen Hall will be attending Cornell Seminar for Assessors in July on a scholarship.

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 8th, 2025

ATTENDANCE:

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

EX-OFFICIO: Legislative Chair Saurbrey

STAFF: County Administrator Bailey, Legislative Clerk Haskell

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve March 4th, 2025, committee meeting minutes. Motion made by Legislator Ciotoli, seconded by Legislator Monell; motion carries unanimously.

FINANCIAL:

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

OLD BUSINESS:

- Elderwood Nursing Home Tax Certiorari was discussed:
 - o Still waiting for Judge signature on the Order.
 - o County Treasurer will provide refunds from the Town & County taxes for the pertinent years as follows:
 - County - \$150,196.81.
 - Barton Fire District - \$14,356.70.
 - Town of Barton – Refund waived per settlement.
 - o Resolution D27 submitted this month to have payment approved and avoid any further delays when the Judge signs the order.
- Provided update on Image Mate conversion SDG to Schneider Geospatial – Had initial Teams meeting with vendor reps, awaiting live demo.

NEW BUSINESS:

- Discussed Maine-Endwell / Newark Valley School District boundary. Concerns were raised by a couple of property owners about one area of the boundary. After research and conversation with Maine-Endwell School District administration it was determined that the boundaries are appropriate as they exist per the Town of Newark Valley assessment roll. No further action is required.
- Discussed the County-owned parking lot located on Park Street in the Village of Owego. The lot currently consists of five (5) individual parcels.

Recommended that they be merged into a single parcel. Resolution D21 is provided.

- Provided update on Real Property responsibilities regarding erroneous assessment processing, per discussion with the County Treasurer. Moving forward, Real Property will draft resolutions for resolving erroneous assessments, which will be submitted for approval by the Administrative Services Committee. They will also be forwarded along with the application for correction or refund to the County Treasurer, who will review and submit it for approval by the Finance Committee. Once resolutions are passed, the Treasurer's office will take appropriate action, then return the application and resolution to Real Property to forward to the appropriate taxing jurisdiction for action. Resolutions D14, D22 and D23 provided.

PERSONNEL: N/A

RESOLUTIONS/PROCLAMATIONS:

- D14-Erroneous Assessment – CandorT – Huizinga-Lee - approved.
- D21-Merging County Owned Properties – Real Property - approved.
- D22-Erroneous Assessment-Brailsford – Real Property - approved.
- D23-Erroneous Assessment-Bakos-Palaia-McMahon – Real Property - approved.
- D27-Supreme Court Order-Town of Barton – Real Property - approved.

EXECUTIVE SESSION: N/A

ADJOURNMENT: 11:25 AM

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



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025-05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1355 Assessments							
A1355 412900 Tax Maps & Assessm	-24,000	0	-24,000	-1,936.00	.00	-22,064.00	8.1%*
A1355 510010 Full Time	116,018	0	116,018	34,672.52	.00	81,345.48	29.9%
A1355 540180 Dues	525	0	525	475.00	.00	50.00	90.5%
A1355 540320 Leased/Service Equ	2,400	0	2,400	647.05	.00	1,752.95	27.0%
A1355 540420 Office Supplies	4,000	0	4,000	233.43	.00	3,766.57	5.8%
A1355 540450 Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480 Postage	175	0	175	7.63	.00	167.37	4.4%
A1355 540731 Training/State Req	1,200	0	1,200	408.43	.00	791.57	34.0%
A1355 540733 Training/All Other	1,000	0	1,000	555.00	.00	445.00	55.5%
A1355 581088 State Retirement F	14,156	0	14,156	4,415.40	.00	9,740.60	31.2%
A1355 583088 Social Security Fr	8,514	0	8,514	2,920.45	.00	5,593.55	34.3%
A1355 584088 Worker's Compensat	2,390	0	2,390	805.86	.00	1,584.14	33.7%
A1355 585588 Disability Insuran	136	0	136	39.96	.00	96.04	29.4%
A1355 586088 Health Insurance F	28,570	0	28,570	10,401.12	.00	18,168.88	36.4%
A1355 588988 Eap Fringe	32	0	32	10.62	.00	21.38	33.2%
TOTAL Assessments	165,766	0	165,766	53,656.47	.00	112,109.53	32.4%
TOTAL General Fund	165,766	0	165,766	53,656.47	.00	112,109.53	32.4%
TOTAL REVENUES	-24,000	0	-24,000	-1,936.00	.00	-22,064.00	
TOTAL EXPENSES	189,766	0	189,766	55,592.47	.00	134,173.53	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

	ORIGINAL APPROP	TRANSFERS/ADJ STMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	165,766	0	165,766	53,656.47	.00	112,109.53	32.4%

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

Real Property Revenue and Expense Breakdown April 2025

Account	Amount	Description
320		
Leased Service Equipment	\$109.54	Xerox Copier
733		
Training/All Other	\$60.00	Assessor Class
Total Expenses	\$169.54	
Income Sources		
Tax Maps & Copies	\$4.00	April Cash Revenue
Total Revenue	\$4.00	