

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

Real Property Agenda

Date: August 5, 2025

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 7/8/2025 minutes.

FINANCIAL:

- YTD Budget Report – Transfers between 540 lines.
- July Revenue & Expense Breakdown.
- 2026 Budget:
 - Total amount for 540 lines unchanged - \$19,950.
 - Primary budget adjustments are between leased equipment/office supplies/printing-paper, and training lines.

OLD BUSINESS:

- Owego Village roll and bills run complete.

NEW BUSINESS:

- Tax certiorari:
 - Leprino in process.
 - Millenium Pipeline filed for Towns of Barton, Owego, Spencer, Tioga.
 - 95 NYRPT LLC (Shopping plaza in Waverly).
 - Dollar General in Candor
 - Inspire Brands (Arby's Owego)
- School tax rolls and bills to be run in August for September collection.
- Assessor appointments / reappointments status.
- Strategic Plan update.

PERSONNEL: N/A

RESOLUTIONS:

- H07-Real Property Director Reappointment.

PROCLAMATIONS: N/A

ADJOURNMENT:

Steven Palinosky, CCD
Real Property Director

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

July 8th, 2025

ATTENDANCE:

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

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: County Administrator Bailey, Legislative Clerk Haskell, County Attorney DeWind

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve June 3rd, 2025, committee meeting minutes, motion made by Legislator Ciotoli, seconded by Legislator Standinger; motion carries unanimously.

FINANCIAL:

- Reviewed Real Property budget YTD and June revenue/expense.
- No increases or significant changes are anticipated for the 2026 budget.

OLD BUSINESS:

- Update on conversion of SDG Image Mate to Schneider Geospatial Beacon, Beacon is now the primary real property data viewer for the County; Image Mate remains available.
- Final assessment rolls for 2026 have been run and posted.

NEW BUSINESS:

- Village of Owego tax roll and bills will be run later in July for August collection. Relevies have been entered.
- Tax certiorari:
 - o Leprino Foods – In process
 - o Millenium Pipeline – Not yet filed but anticipated. This will impact 4 municipalities in the County with \$60 million in value. This will span multiple Counties, anticipate formation of a consortium of involved municipalities.

PERSONNEL:

- County Director is on vacation June 22 to July 16.
- Office Specialist Karen Hall will attend NYS Assessors Association Cornel Seminar 14-18 July

RESOLUTIONS/PROCLAMATIONS:

- G04-Erroneous Assessment – Village of Waverly – Casterline
- G05-Erroneous Assessment – Village of Waverly – Waverly CSD

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:54 AM

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



Tioga County
YEAR-TO-DATE BUDGET REPORT

For 2025 08

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
A	General Fund	APPROP	ADJUSTMENTS	BUDGET	ACTUAL		BUDGET	USE/COL
A1355 Assessments								
A1355 412900	Tax Maps & Assessm	-24,000	0	-24,000	-3,372.40	.00	-20,627.60	14.1%*
A1355 510010	Full Time	116,018	0	116,018	65,788.88	.00	50,229.12	56.7%
A1355 540180	Dues	525	0	525	475.00	.00	50.00	90.5%
A1355 540320	Leased/Service Equ	2,400	-1,450	950	909.84	40.44	.00	100.0%
A1355 540420	Office Supplies	4,000	0	4,000	411.62	.00	3,588.38	10.3%
A1355 540450	Payment To State	10,650	0	10,650	.00	.00	10,650.00	.0%
A1355 540480	Postage	175	0	175	38.83	.00	136.17	22.2%
A1355 540485	Printing/Paper	0	1,296	1,296	.00	.00	1,295.72	.0%
A1355 540731	Training/State Req	1,200	0	1,200	708.43	.00	491.57	59.0%
A1355 540733	Training/All Other	1,000	154	1,154	955.00	.00	199.00	82.8%
A1355 581088	State Retirement F	14,156	0	14,156	7,849.60	.00	6,306.40	55.5%
A1355 583088	Social Security Fr	8,514	0	8,514	5,205.98	.00	3,308.02	61.1%
A1355 584088	Worker's Compensat	2,390	0	2,390	1,432.64	.00	957.36	59.9%
A1355 585588	Disability Insuran	136	0	136	71.04	.00	64.96	52.2%
A1355 586088	Health Insurance F	28,570	0	28,570	18,490.88	.00	10,079.12	64.7%
A1355 588988	Eap Fringe	32	0	32	18.88	.00	13.12	59.0%
TOTAL Assessments		165,766	0	165,766	98,984.22	40.44	66,741.34	59.7%
TOTAL General Fund		165,766	0	165,766	98,984.22	40.44	66,741.34	59.7%
TOTAL REVENUES		-24,000	0	-24,000	-3,372.40	.00	-20,627.60	
TOTAL EXPENSES		189,766	0	189,766	102,356.62	40.44	87,368.94	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	165,766	0	165,766	98,984.22	40.44	66,741.34	59.7%

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

Real Property Revenue and Expense Breakdown July 2025

Account	Amount	Description
485		
Leased Service Equipment	\$40.44	Copier Usage Charge
731		
Training/State Req	\$300.00	NYSACDRPTS Fall Conference Fee
733		
Training/All Other	\$199.00	Real Colors Annual Membership
Total Expenses	\$539.44	
Income Sources		
Tax Maps & Copies	\$6.00	July Cash Revenue
	\$66.00	Walk-in Check
Total Revenue	\$72.00	

Budget Notes

Org	Obj	2025 Budget	2026 Budget	Difference	Notes
A1355 - Assessments	412900 - Tax Maps & Assessment Fees	(\$24,000.00)	(\$24,000.00)	\$0.00	
	510010 - Fulltime	\$116,018.00	\$116,018.00	\$0.00	
	520090 - Computer	\$0.00		\$0.00	
	540140 - Contracting Services	\$0.00		\$0.00	
	540150 - Copier Supplies	\$0.00		\$0.00	
	540180 - Dues	\$525.00	\$525.00	\$0.00	
	540320 - Leased/Service Equipment	\$2,400.00	\$400.00	(\$2,000.00)	Reduced, balance transferred to object 540485.
		\$0.00		\$0.00	
	540390 - Mileage Expense	\$0.00		\$0.00	
	540420 - Office Supplies	\$4,000.00	\$1,500.00	(\$2,500.00)	Reduced, balance transferred to objects 540485 and 540731.
	540450 - Payment To State	\$10,650.00	\$10,650.00	\$0.00	
	540480 - Postage	\$175.00	\$100.00	(\$75.00)	Reduced, balance transferred to object 540731.
	540485 - Printing/Paper	\$0.00	\$4,000.00	\$4,000.00	Funds transferred in from objects 540320 and 540540420.
	540500 - Printer Supplies	\$0.00		\$0.00	
	540520 - Recording/Microfilm	\$0.00		\$0.00	
	540650 - Taxes	\$0.00		\$0.00	
	540660 - Telephone	\$0.00		\$0.00	
	540731 - Training/State Required	\$1,200.00	\$2,275.00	\$1,075.00	Funds transferred in from objects 540420, 540480, and 540733.
	540733 - Training/All Other	\$1,000.00	\$500.00	(\$500.00)	Reduced, balance transferred to object 540731.
	581088 - State Retirement Fringe	\$14,156.00	\$8,234.00	(\$5,922.00)	
	583088 - Social Security Fringe	\$8,514.00	\$8,514.00	\$0.00	
	584088 - Workers Compensation Fringe	\$2,390.00	\$2,390.00	\$0.00	

Org	Obj	2025 Budget	2026 Budget	Difference	Notes
A1355 - Assessments	585588 - Disability Insurance Fringe	\$136.00	\$136.00	\$0.00	
	586088 - Health Insurance Fringe	\$28,570.00	\$28,570.00	\$0.00	
	588988 - EAP Fringe	\$32.00	\$32.00	\$0.00	
	Org Total:	\$165,766.00	\$159,844.00	(\$5,922.00)	
Grand total for all Orgs:		\$165,766.00	\$159,844.00	(\$5,922.00)	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE REAPPOINTMENT OF
REAL PROPERTY DIRECTOR
(REAL PROPERTY DEPARTMENT)

WHEREAS: The current 6-year term for Real Property Director Steven B. Palinosky will expire on September 30, 2025; and

WHEREAS: The County Legislature would like to reappoint Mr. Palinosky for another 6-year term; therefore be it

RESOLVED: That Steven B. Palinosky is hereby reappointed as Real Property Director for another 6-year term, which shall be effective October 1, 2025 through September 30, 2031.