

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

December 6, 2022

ATTENDANCE:

LEGISLATORS: Committee Chair Ciotoli, Legislator Brown,
Legislator Standinger

EX-OFFICIO: N/A

STAFF: Legislative Clerk Haskell, Chief Accountant Jerzak

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve November 8, 2022, committee meeting minutes. Motion made by Legislator Standinger, seconded by Legislator Brown; motion carries unanimously.

FINANCIAL: Reviewed Real Property budget YTD and November revenue/expense. Briefly discussed anticipated revenue and annual RPS fees.

OLD BUSINESS:

- Ready for Town & County tax bill printing.

NEW BUSINESS:

- Beginning activities to ensure staffing and training for Board of Assessment Review for each town.

PERSONNEL:

- Office Specialist hiring process has begun.

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:36 AM

Steven B Palinosky
Director, Tioga County Real Property Tax Services