

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX SERVICES

November 8, 2022

ATTENDANCE:

LEGISLATORS: Committee Chair Ciotoli, Legislator Brown,
Legislator Standinger

EX-OFFICIO: Legislative Chair Sauerbrey

STAFF: Legislative Clerk Haskell, County Attorney DeWind

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve October 4, 2022 committee meeting minutes. Motion made by Legislator Standinger, seconded by Legislator Brown; motion carries unanimously.

FINANCIAL: Reviewed Real Property budget YTD and October revenue/expense. Briefly discussed anticipated revenue due to school tax bill printing charges. Annual RPS fee invoice received, County will pay State, then bill Towns for their portion.

OLD BUSINESS:

- Final totals sent to Towns and to County Treasurer to finalize tax rates for upcoming Town & County taxes.

NEW BUSINESS:

- Preparing for Town & County tax bill printing.

PERSONNEL:

- Barton Assessor update. New Barton clerk hired, Jan Swartz retiring at end of year.
- Acting RP Director approved by State ORPTS to be appointed permanent Director.
- Office Specialist hiring process to commence.

RESOLUTIONS/PROCLAMATIONS:

- Adopt State Equalization Reports.
- Authorize Appointment of Director of Real Property Tax Services.

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:35 AM

Steven B Palinosky, Acting Director
Tioga County Real Property Tax Service