



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

March 8, 2022

10:30 am

- APPROVAL OF MINUTES February 8, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
C29 Authorize increase in administering mortgage tax by the Tioga County Clerk as approved by NYS Department of Tax and Finance
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
February 8, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept January's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk's Office is business as usual with the recording of deeds and mortgages still on an upswing. The DMV is still very busy with customers continuing to seek out the Enhanced Driver's License more often than the Real ID. The Clerk and the DMV Principal Motor Vehicle License Clerk are entertaining the idea of sending out canvass letters or fliers to local auto dealers in the Waverly area in hopes of drumming up more business for not only the Owego Office, but also to get an idea of how much new business could potentially be seen at a DMV office in Waverly. The Committee was in agreement with the Clerk but suggested that the Clerk reach out to the County Attorney to make sure that this type of communication with local businesses falls within County policy. The Clerk also reported that one of the cashiers in the Owego office tendered their resignation effective March 4th 2022. The Clerk has received applications from good candidates for the position of Motor Vehicle Clerk and hopes to hire soon.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 4, 2021**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:43 am

**Respectfully submitted,
Andrea Klett
Tioga County Clerk**

DRAFT

	2022 Jan	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$37,656.95		\$31,383.46	\$6,273.49	\$37,656.95		\$31,383.46	\$6,273.49	
Interest, Mgt. Tax & Trans. Tax	\$12,250.79		\$11,743.10	\$507.69	\$12,250.79		\$11,743.10	\$507.69	
ACH Corp and Notary fees from State	\$120.00		\$0.00		\$120.00		\$0.00		
	\$50,027.74	9.44%	\$43,126.56		\$49,907.74	9.42%	\$43,126.56		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$12,582.82	4.12%	\$11,090.98		\$12,582.82	4.12%	\$11,090.98		\$305,692.00
Office supplies	\$0.00	0.00%	\$172.22		\$0.00	0.00%	\$172.22		\$3,400.00
DMV									
Revenue									
Fees	\$21,563.45		\$24,678.62	(\$3,115.17)	\$21,563.45		\$24,678.62	(\$3,115.17)	
Sales Tax Retention	\$364.50		\$378.00	(\$13.50)	\$364.50		\$378.00	(\$13.50)	
	\$21,927.95	6.01%	\$25,056.62		\$21,927.95	6.01%	\$25,056.62		\$365,000.00
Auto Use Fee	\$21,979.89	6.19%	\$24,309.54	(\$2,329.65)	\$21,979.89	6.19%	\$24,309.54	(\$2,329.65)	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses									
Salaries (w/o Fringe)	\$8,283.58	3.29%	\$7,958.37		\$8,283.58	3.29%	\$7,958.37		\$251,462.00
Office supplies	\$300.00	33.33%	\$39.68		\$300.00	33.33%	\$39.68		\$900.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -22 AUTHORIZE INCREASE IN ADMINISTERING
MORTGAGE TAX BY THE TIOGA COUNTY CLERK
AS APPROVED BY NEW YORK STATE
DEPARTMENT OF TAXATION AND FINANCE

WHEREAS: Section 262 (Article 11) of the New York State tax law mandates that recording officers are entitled to receive for the county all necessary expenses for the purpose of administration of the mortgage tax in their office and approved allowance by the New York State Department of Taxation and Finance; and

WHEREAS: The Tioga County Clerk has requested proper compensation that are reasonable and necessary allowances to cover county expenditures for collection, disbursements of the mortgage tax; and

WHEREAS: The Tioga County Clerk's office has submitted to the New York State Department of Taxation and Finance a mortgage expense request of \$150,774.00 per year; and

WHEREAS: The Tioga County Clerk has been authorized by New York State Department of Taxation and Finance to increase the mortgage expense to be \$150,774.00 for the period of April 1, 2022 – March 31, 2023; be it therefore

RESOLVED: That the County Clerk be authorized to collect or withhold from its disbursements in twelve (12) equal monthly installments of \$12,564.50 at a total annum amount of \$150,774.00 .