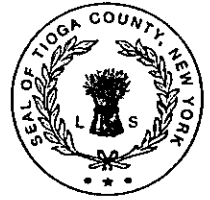


TIOGA COUNTY, NEW YORK

# Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

## ADMINISTRATIVE SERVICES COMMITTEE

### COUNTY CLERK AGENDA

DECEMBER 5, 2023

10:30 am

- APPROVAL OF MINUTES November 7, 2023
  
- FINANCIAL  
Year to Date budget reports
  
- OLD BUSINESS
  
- NEW BUSINESS  
Status of County Clerk's Office and DMV
  
- PERSONNEL
  
- RESOLUTIONS
  
- PROCLAMATIONS
  
- EXECUTIVE SESSION
  
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
November 7, 2023**

**ATTENDANCE**

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk

**APPROVAL OF MINUTES**

Motion by Legislator Brown to accept the October 2023 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

**FINANCIAL**

After a brief discussion, 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. Tyler Technologies has assigned a program manager to Tioga County. This person will be the point of contact during the conversion from COTT to Tyler. The Clerk's Office will continue to process documents using the workaround that gets the documents into the records system without having to connect directly to COTT. The staff in the Clerk's Office is able to stay up to the minute on court filings. The Clerk stated that she has been and will continue to work with the County IT department and the County Attorney during the conversion. Next the Clerk presented a very complimentary review of the DMV that was posted online by a customer and forwarded to the Clerk by the County Attorney. The Clerk stated that she has also shared this with the staff in the DMV. The Clerk reported that a new cashier started in

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
November 7, 2023**

the DMV on Monday and that the individual will be in new employee orientation on Wednesday.

**PERSONNEL**

None

**RESOLUTIONS/PROCLAMATIONS**

The Clerk presented a resolution requesting approval of the semi-annual mortgage tax distribution. The resolution was accepted as presented.

**EXECUTIVE SESSION**

None

**ADJOURNMENT - 10:45 am**

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

**DRAFT**

	2023 Oct	% of Annual Budget	This month 2022	Monthly Year to Year	Total Budget YTD 2023	Total YTD % of Budget	YTD 2022	YTD Year to Year	2023 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$29,446.13		\$34,464.48	(5,018.35)	\$299,911.35		\$351,435.89	(51,524.54)	
Interest, Mgt. Tax & Trans. Tax	\$12,695.24		\$12,730.26	(35.02)	\$126,929.10		\$125,741.03	1,188.07	
ACH Corp and Notary fees from State	\$424.00		\$20.00		\$8,344.00		\$5,824.00		
	\$42,565.37	8.03%	\$47,214.74		\$435,184.45	82.11%	\$483,000.92		\$530,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$23,269.99	6.70%	\$23,439.12		\$241,321.13	69.51%	\$241,034.07		\$347,173.00
Office supplies	\$158.42	4.66%	\$220.00		\$1,834.05	53.94%	\$1,641.93		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$29,195.57		\$26,581.55	2,614.02	\$270,017.59		\$267,308.13	2,709.46	
Sales Tax Retention	\$486.00		\$463.50	22.50	\$4,002.00		\$4,846.50	(844.50)	
	\$29,681.57	8.20%	\$27,045.05		\$274,019.59	75.70%	\$272,154.63		\$362,000.00
Auto Use Fee	\$28,885.00	8.14%	\$26,039.03	2,845.97	\$297,848.92	83.90%	\$276,231.90	21,617.02	\$355,000.00
COPRS	\$2,630.81		\$2,581.93	48.88	\$18,795.09		\$16,687.31	2,107.78	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$17,045.21	6.71%	\$18,921.38		\$199,645.22	78.65%	\$178,940.22		\$253,855.00
Office supplies	\$13.37	1.16%	\$0.00		\$461.37	40.12%	\$826.08		\$1,150.00