



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

May 6, 2025

10:30 am

- APPROVAL OF MINUTES April 8, 2025

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS
Semi-Annual Mortgage Tax Distribution

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 8, 2025

ATTENDANCE

Legislators: Committee Chair Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the March 2025 Committee minutes as presented. Motion was seconded by Legislator Monell and carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV has been processing about twice as many Enhanced and Real ID amendments to people's licenses. In January and February, the DMV processed 46 and 39 Enhanced amendments, respectively, and 16 and 14 Real ID amendments. In March, there were 81 Enhanced and 33 Real ID amendments. The Clerk also stated that detailed information about Real ID and Enhanced licenses and non-driver ID cards has been posted to the DMV page on the County's web site. She also included a list of other TSA approved documents that people may already have that will allow people to fly domestically and to enter some Federal buildings once the Real ID requirements go into effect on May 7, 2025. The issue of elderly veterans was brought up and the Clerk stated that a Veteran that has a Veteran Health ID card will be able to use this card in place of a Real ID document. The Clerk explained that for some married people, it is easier to get a passport book or card rather than gathering all of the documents needed for a Real ID.

The Clerk and the Deputy Clerk have been meeting with the Tyler Project Manager on a bi-weekly basis as reported at the last meeting. The new Implementation Consultant from Tyler is very engaged and requesting lots of information that has kept the Clerk and Deputy quite busy. So far, the project is still on schedule.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 8, 2025**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

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

DRAFT

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: 2025-E02 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2024 to March 31, 2025 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 27,989.39
Berkshire (Town)	4120.74
Candor (Town)	19,837.92
Candor (Village)	1,578.54
Newark Valley (Town)	10,732.37
Newark Valley (Village)	1,820.33
Nichols (Town)	7,033.87
Owego (Town)	213,114.44
Owego (Village)	17,644.05
Richford (Town)	3,396.70
Spencer (Town)	8,383.25
Spencer (Village)	2,876.60
Tioga (Town)	10,229.23
Waverly (Village)	<u>14,246.48</u>
	\$343,003.91