



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

November 4, 2025

10:30 am

- APPROVAL OF MINUTES October 7, 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
October 7, 2025

ATTENDANCE

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standing

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are tracking well. The Clerk also reported that the criminal history search requests brought in \$16,900.00 in September. The Clerk then corrected the amount for August. At the September meeting she had reported the total revenue from criminal searches was \$13,745.00 for the month of August. The correct amount for August was \$14,740.00. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk's Office is currently hosting the implementation team from Tyler to conduct User Acceptance Training for the new software that will replace the COTT system. The DMV office unfortunately had to let one of the cashiers go during the probationary period. The Clerk, Deputy Clerk, and Deputy Clerk- DMV will be out of the office from October 27th through the 29th to attend the New York State County Clerks Association Conference in Rochester.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
October 7, 2025**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:35 am

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

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: K28 -25 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2025 to September 30, 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)	\$ 20,636.22
Berkshire (Town)	9,532.66
Candor (Town)	18,686.38
Candor (Village)	2,710.50
Newark Valley (Town)	14,676.68
Newark Valley (Village)	5,433.16
Nichols (Town)	33,387.37
Nichols (Village)	2,699.64
Owego (Town)	143,234.34
Owego (Village)	19,288.86
Richford (Town)	5,136.49
Spencer (Town)	16,218.72
Spencer (Village)	2,168.84
Tioga (Town)	19,480.06
Waverly (Village)	<u>25,715.00</u>
	\$339,004.92