### Office of the County Clerk



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



### 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.

Standinger

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 27<sup>th</sup> through the 29<sup>th</sup> 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

		% of Annual	This month	Monthly Year to		Total YTD %		YTD Year to	2025 Annual
	2025 Sept	Budget	2024	Year	YTD 2025	of Budget	YTD 2024	Year	Budget
Clerk									
Revenue									
Fees (general)	\$50,093.83		\$54,460.78	(4,366.95)	\$402,078.39		\$349,443.96	\$52,634.43	
Interest, Mgt. Tax & Trans. Tax	\$12,876.43		\$12,802.81	73.62	\$115,606.78		\$115,239.17	\$367.61	
ACH Corp and Notary fees from State	\$320.00		\$818.00		\$5,171.00		\$6,074.00		
	\$63,290.26	11.61%	\$68,081.59		\$522,856.17	95.94%	\$470,757.13		\$545,000.00
Expenses									
Salaries (w/o Fringe)	\$22,982.80	6.23%	\$36,806.52		\$224,421.67	%62.09	\$233,053.13		\$369,148.00
Office supplies	\$181.23	5.18%	\$0.00		\$2,430.54	69.44%	\$1,296.37		\$3,500.00
DMV									
Revenue									
Fees	\$27,089.96		\$17,821.54	9,268.42	\$236,900.07		\$196,838.42	\$40,061.65	
Sales Tax Retention	\$547.25		\$428.00	119.25	\$4,293.75		\$4,192.75	\$101.00	
	\$27,637.21	7.90%	\$18,249.54		\$241,193.82	68.91%	\$201,031.17		\$350,000.00
Auto Use Fee	\$28.853.09	7.86%	\$25.506.22	3.346.87	\$272,622,36	74.28%	\$253.268.09	\$19.354.27	\$367,000.00
COPRS	\$9,912.99		\$7,917.97	1,995.02	\$99,681.97		\$65,406.20	\$34,275.77	
Expenses									
Salaries (w/o Fringe)	\$20,627.73	7.28%	\$27,616.68		\$198,856.47	70.19%	\$186,283.76		\$283,304.00
Office supplies	\$0.00	%00.0	\$0.00		\$726.07	63.14%	\$614.76		\$1,150.00

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)	25,715.00
	\$339,004.92