



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

January 6, 2026

10:30 am

- APPROVAL OF MINUTES December 2, 2025
- 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
December 2, 2025

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Marte Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are tracking well. The Clerk then reported that the criminal history search requests brought in \$13,665.00 in November. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that a new Recording Clerk started on December 1st. The new Motor Vehicle License Clerk that started on November 17th is doing very well so far.

The Clerk presented an update to the Strategic Plan. The goals are all in a "Pending" or "On-Going" status until the conversion from COTT to Tyler is completed. The Clerk explained that the go-live date for Tyler had to be pushed back because of a coding issue with certain parts of the record that are confidential attachments to recorded documents. The County IT Department is working with COTT and Tyler to find a solution. The new go-live date is tentatively set for January 2026.

PERSONNEL

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
December 2, 2025**

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:55 am

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

	2025 Nov	% of Annual Budget	This month 2024	Monthly Year to Year	YTD 2025	Total YTD % of Budget	YTD 2024	YTD Year to Year	2025 Annual Budget
Clerk									
<u>Revenue</u>									
Fees (general)	\$41,324.30		\$44,121.34	(2,797.04)	\$500,313.38		\$443,458.30	\$56,855.08	
Interest, Mgt. Tax & Trans. Tax	\$12,872.42		\$12,824.53	47.89	\$141,412.94		\$140,848.05	\$564.89	
ACH Corp and Notary fees from State	\$634.00		\$1,016.00		\$6,434.00		\$7,547.00		
	\$54,830.72	10.06%	\$57,961.87		\$648,160.32	118.93%	\$591,853.35		\$545,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$22,982.79	6.23%	\$23,794.59		\$270,387.26	73.25%	\$281,291.71		\$369,148.00
Office supplies	\$113.74	3.25%	\$200.50		\$2,595.71	74.16%	\$2,015.37		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$20,382.67		\$21,990.82	(1,608.15)	\$281,224.74		\$237,780.18	\$43,444.56	
Sales Tax Retention	\$279.00		\$331.50	(52.50)	\$5,049.75		\$4,940.25	\$109.50	
	\$20,661.67	5.90%	\$22,322.32		\$286,274.49	81.79%	\$242,720.43		\$350,000.00
Auto Use Fee	\$22,746.56	6.20%	\$22,032.90	713.66	\$323,658.00	88.19%	\$303,406.17	\$20,251.83	\$367,000.00
COPRS	\$10,892.32		\$9,823.30	1,069.02	\$121,564.47		\$86,419.51	\$35,144.96	
<u>Expenses</u>									
Salaries (w/o Fringe)	\$19,094.50	6.74%	\$19,798.16		\$236,970.89	83.65%	\$225,640.95		\$283,304.00
Office supplies	\$11.18	0.97%	\$95.99		\$865.83	75.29%	\$710.75		\$1,150.00