

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

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. Standinger

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 Standinger 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 1<sup>st</sup>. The new Motor Vehicle License Clerk that started on November 17<sup>th</sup> 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**

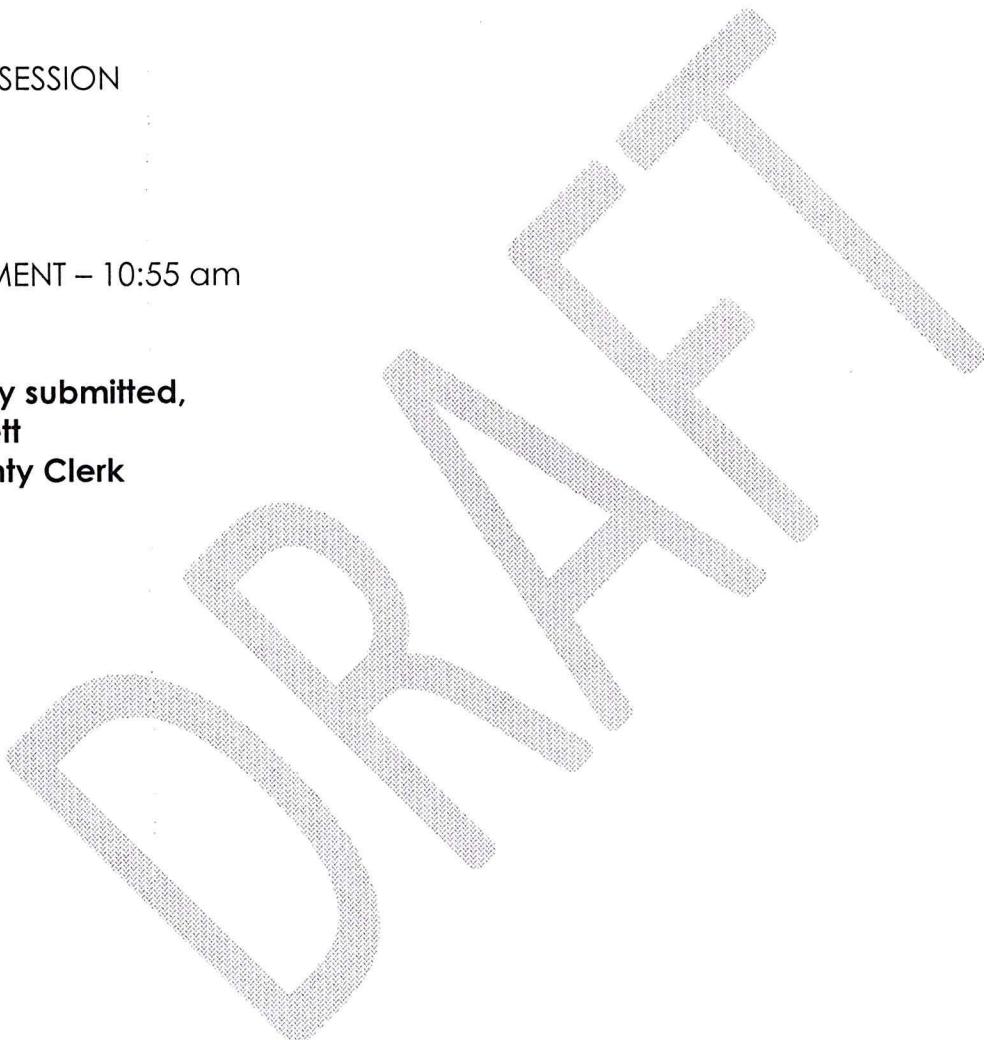
None

**EXECUTIVE SESSION**

None

ADJOURNMENT – 10:55 am

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



		% of Annual Budget		2025 Nov		This month 2024		Monthly Year to Year		YTD 2025		Total YTD % of Budget		YTD 2024		YTD 2025 Annual Budget	
<b>Clerk</b>																	
<b>Revenue</b>																	
Fees (general)	\$41,324.30			\$44,121.34		\$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		\$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		\$1,016.00				\$6,434.00			\$7,547.00				
	\$54,830.72	10.06%		\$57,961.87		\$57,961.87				\$648,160.32	118.93%		\$591,853.35		\$545,000.00		
<b>Expenses</b>																	
Salaries (w/o Fringe)	\$22,982.79	6.23%		\$23,794.59		\$23,794.59				\$270,387.26	73.25%		\$281,291.71		\$369,148.00		
Office supplies	\$113.74	3.25%		\$200.50		\$200.50				\$2,595.71	74.16%		\$2,015.37		\$3,500.00		
<b>DMV</b>																	
<b>Revenue</b>																	
Fees	\$20,382.67			\$21,990.82		\$21,990.82	(1,608.15)			\$281,224.74			\$237,780.18		\$43,444.56		
Sales Tax Retention	\$279.00			\$331.50		\$331.50	(52.50)			\$5,049.75			\$4,940.25		\$109.50		
	\$20,661.67	5.90%		\$22,322.32		\$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		\$22,032.90	713.66			\$323,658.00	88.19%		\$303,406.17		\$20,251.83		
COPRS	\$10,892.32			\$9,823.30		\$9,823.30	1,069.02			\$121,564.47			\$86,419.51		\$35,144.96		
<b>Expenses</b>																	
Salaries (w/o Fringe)	\$19,094.50	6.74%		\$19,798.16		\$19,798.16				\$236,970.89	83.65%		\$225,640.95		\$283,304.00		
Office supplies	\$11.18	0.97%		\$95.99		\$95.99				\$865.83	75.29%		\$710.75		\$1,150.00		