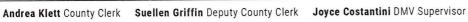
### Office of the County Clerk

16 Court Street

PO Box 307

Owego, NY 1382



#### ADMINISTRATIVE SERVICES COMMITTEE

#### COUNTY CLERK AGENDA

December 2, 2025

10:30 am

- APPROVAL OF MINUTES November 4, 2025
- FINANCIAL

Year to Date budget reports

- OLD BUSINESS
- NEW BUSINESS

Status of County Clerk's Office and DMV – Strategic Plan Update

- PERSONNEL
- RESOLUTIONS
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

## ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK November 4, 2025

#### **ATTENDANCE**

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

Staff: Andrea Klett, County Clerk

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

#### APPROVAL OF MINUTES

Motion by Legislator Monell to accept the October 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 then reported that the criminal history search requests brought in \$19,380.00 in October. The monthly financial report was accepted as presented.

**OLD BUSINESS** 

None

**NEW BUSINESS** 

The Clerk reported that the Clerk and Deputy have interviewed a very promising candidate for Recording Clerk. There are a couple more people that will be interviewed before making a decision. The Assistant Deputy Clerk – DMV has hired a candidate for Motor Vehicle License Clerk. That person will start in the DMV on November 17<sup>th</sup>. The DMV will need to hire one more person to get back to full staff.

**PERSONNEL** 

None

# ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK November 4, 2025

#### RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the semi-annual mortgage tax distribution. The resolution was accepted as presented.

**EXECUTIVE SESSION** 

None

ADJOURNMENT - 10:50 am

Respectfully submitted, Andrea Klett Tioga County Clerk

		% of Annual	This month	Monthly Year to		Total YTD %		YTD Year to	2025 Annual
	2025 Oct	Budget	2024	Year	YTD 2025	of Budget	YTD 2024	Year	Budget
Clerk									
Revenue									
Fees (general)	\$56,910.69		\$49,893.00	7,017.69	\$458,989.08		\$399,336.96	59,652.12	
Interest, Mgt. Tax & Trans. Tax	\$12,933.74		\$12,784.35	149.39	\$128,540.52		\$128,023.52	517.00	
ACH Corp and Notary fees from State	\$629.00		\$457.00		\$5,800.00		\$6,531.00		
	\$70,473.43	12.93%	\$63,134.35		\$593,329.60	108.87%	\$533,891.48		\$545,000.00
Expenses									
Salaries (w/o Fringe)	\$22,982.80	6.23%	\$24,443.99		\$247,404.47	67.02%	\$257,497.12		\$369,148.00
Office supplies	\$51.43	1.47%	\$518.50		\$2,481.97	70.91%	\$1,814.87		\$3,500.00
DMV									
Revenue									
Fees	\$23,942.00		\$18,950.94	4,991.06	\$260,842.07		\$215,789.36	45,052.71	
Sales Tax Retention	\$477.00		\$416.00	61.00	\$4,770.75		\$4,608.75	162.00	
	\$24,419.00	%86.9	\$19,366.94		\$265,612.82	75.89%	\$220,398.11		\$350,000.00
Auto Use Fee	\$28.289.08	7.71%	\$28,105.18	183.90	\$300,911.44	81.99%	\$281,373.27	19,538.17	\$367,000.00
COPRS			\$11,190.01	(199.83)	\$110,672.15		\$100,440.79	10,231.36	
Expenses									
Salaries (w/o Fringe)	\$19,019.92	6.71%	\$19,559.03		\$217,876.39	76.91%	\$205,842.79		\$283,304.00
Office supplies	\$128.58	11.18%	\$0.00		\$854.65	74.32%	\$614.76		\$1,150.00

#### County of Tioga

#### Strategic Plan Project Owner Status Report

Project Owner: County Clerk | December 2025 Update

### Accessibility to Services Objectives

Records Preservation		
Project Owner:		
Quarter 1 Milestone	STATUS:	Pending
§ Identify records to be digitized and get a quote from software vendor.		
Quarter 2 Milestone	STATUS:	Pending
§ Seek funding sources and apply for grants.	·	
Quarter 3 Milestone	STATUS:	Pending
§ Digitize records.	ş	
Quarter 4 Milestone	STATUS:	Pending
§ Preserve and store original records		
NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:		
Once the conversion to Tyler is complete, we will either work with Tyler to digitize the old rec	ords, or find a vendor th	nat is
compatible with Tyler.		
Purge Civil Case Files		
Project Owner:		
Quarter 1 Milestone	STATUS:	Pending
§ Complete the scanning of older civil cases		
Quarter 2 Milestone	STATUS:	Pending
§ Work with the NYS Office of Court Administration to get approval for a purge of civil case fi	les.	
Quarter 3 Milestone	STATUS:	Pending
§ Schedule shredding of cases as approved by NYS Office of Court Administration.	Sananananananananananananananananananan	
Quarter 4 Milestone	STATUS:	Pending
§ Work with software vendor to create a system to purge cases electronically as they age of	ut.	
NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:		
The scanning of civil cases is done back to September 2004. We've paused this project	t until the conversion to	Tyler is complete.
,		
New Electronic Records Management System		
Project Owner:		
Quarter 1 Milestone	STATUS:	On-Going
§ Business process review and configuration of software to match our needs.	***************************************	
Quarter 2 Milestone	STATUS:	On-Going
§ Review configuration and implement fixes if needed. After fixes are implemented, comme	nce data and image co	nversion.
Quarter 3 Milestone	STATUS:	On-Going
§ Conversion wraps up and is reviewed.	······	
§ Fixes applied if needed.		
§ User Acceptance Training is conducted.		
§ Fixes are identified and implemented. End user training is conducted.		
Quarter 4 Milestone	STATUS:	Pending
§ Fixes are identified and implemented. End user training is conducted.	·····	
NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:		
Due to problems with mapping indexing to images, the Tyler Go Live date had to be pushed	into January 2026.	