



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

November 8, 2022

10:30 am

- APPROVAL OF MINUTES October 4, 2022
- FINANCIAL  
Year to Date budget reports
- OLD BUSINESS  
None
- NEW BUSINESS  
Status of County Clerk's Office and DMV
- PERSONNEL  
None
- RESOLUTIONS  
November 2022 Semi-Annual Mortgage Tax Distribution  
Recognition of Retirement
- PROCLAMATIONS  
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
October 4, 2022**

**ATTENDANCE**

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger

Absent: Legislator E. Hollenbeck

Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

**APPROVAL OF MINUTES**

Motion by Legislator Standinger to accept September's minutes as presented, seconded by Legislator Brown, all in favor, carried.

**FINANCIAL**

After a brief discussion, the monthly financial reports were accepted as presented.

**OLD BUSINESS**

None

**NEW BUSINESS**

The Clerk updated the Committee about the Clerk's Office and the DMV. Both offices are seeing a normal amount of business for this time of year. The DMV will pick back up again toward the end of the year when people will get their registration renewals for snowmobiles, trailers, and boats.

**PERSONNEL**

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
October 4, 2022**

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 11:00 am

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

DRAFT

	2022 Sept	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$36,761.03		\$38,502.39	(1,741.36)	\$316,971.41		\$340,021.52	(\$23,050.11)	
Interest, Mgt. Tax & Trans. Tax	\$12,744.85		\$12,254.12	490.73	\$113,010.77		\$108,709.35	\$4,301.42	
ACH Corp and Notary fees from State	\$1,826.00		\$456.00		\$5,804.00		\$4,372.00		
	\$51,331.88	9.69%	\$51,212.51		\$429,982.18	81.13%	\$448,730.87		\$530,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$31,447.77	10.29%	\$32,245.92		\$217,594.95	71.18%	\$197,948.99		\$305,692.00
Office supplies	\$10.99	0.32%	\$28.99		\$1,421.93	41.82%	\$992.95		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$26,861.88		\$25,061.98	1,799.90	\$240,726.58		\$261,442.09	(\$20,715.51)	
Sales Tax Retention	\$542.75		\$532.00	10.75	\$4,383.00		\$5,370.00	(\$987.00)	
	\$27,404.63	7.51%	\$25,593.98		\$245,109.58	67.15%	\$266,812.09		\$365,000.00
Auto Use Fee	\$27,492.68	7.74%	\$30,058.10	(2,565.42)	\$250,192.87	70.48%	\$279,126.52	(\$28,933.65)	\$355,000.00
COPRS	\$2,581.93		\$3,328.61	(746.68)	\$14,105.38		\$20,746.92	(\$6,641.54)	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$29,021.70	11.54%	\$21,576.08		\$160,018.84	63.64%	\$131,235.80		\$251,462.00
Office supplies	\$0.00	0.00%	\$163.47		\$826.08	91.79%	\$647.56		\$900.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -22 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2022 to September 30, 2022 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)	\$ 53,517.54
Berkshire (Town)	9,264.34
Candor (Town)	37,670.96
Candor (Village)	5,646.65
Newark Valley (Town)	18,489.14
Newark Valley (Village)	6,764.88
Nichols (Town)	21,179.61
Nichols (Village)	3,552.34
Owego (Town)	198,505.56
Owego (Village)	18,715.22
Richford (Town)	5,985.10
Spencer (Town)	22,379.63
Spencer (Village)	1,996.39
Tioga (Town)	62,194.60
Waverly (Village)	<u>29,994.52</u>
	\$495,856.48

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -22 RECOGNITION OF  
DOREEN STOUGHTON'S 34 YEARS OF  
DEDICATED SERVICE TO THE TIOGA COUNTY  
CLERK'S OFFICE

WHEREAS: On May 16, 1988, Doreen Stoughton was hired by then Tioga County Clerk Charles Blackman as a Clerk/Typist; she was promoted to Account Clerk/Typist on November 6, 1989; and on January 1, 2012, her position was re-titled to Recording Clerk and it is from this position that she is retiring after 34 years of exemplary service to the people of Tioga County; and

WHEREAS: Doreen was instrumental in the acquisition and implementation of the COTT System currently in use at the County Clerk's Office that allows the general public to search and access County Clerk records via the internet; and

WHEREAS: Doreen has been a loyal, conscientious, and professional employee in the performance of her duties and responsibilities during her years of service in the Clerk's Office; and

WHEREAS: Doreen has always been ready, willing, and able to apply her many years of experience to assist with training new employees and providing expert assistance to whatever task needed to be done; and

WHEREAS: Doreen will retire on November 19, 2022; now therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Doreen for her 34 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Doreen Stoughton.