



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

October 6, 2026

10:30 am

- APPROVAL OF MINUTES September 8, 2026
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS
Authorize Donation of Time – Motor Vehicle Bureau
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
September 8, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: JoEllen Rose, Legislator; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the August 2026 Committee minutes as presented. Motion was seconded by Legislator Standinger and carried.

FINANCIAL

The Clerk presented the year-to-date revenue and expense report for July 2026 and the revised report for June 2026. The Clerk reported that the auto use fees collected in June by our DMV Office were remitted to the Clerk DMV account along with the auto use fees collected in July. It appeared to the Clerk that the NYS DMV has finally caught up and are back on schedule for remitting the auto use fees to counties that operate a DMV office. The Clerk then reported that the criminal records searches brought in \$20,120.00 for August. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported on the status of the Clerk and DMV Offices. All new Motor Vehicle License Clerks and Recording Clerks are doing very well.

PERSONNEL

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
September 8, 2026**

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the purchase of a copier for the Clerk's Office. The Clerk reported that the Clerk and the Deputy Clerk have been communicating with IT to find the best copier and price. The Clerk explained that the price per copy is the best of the available options. The Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:45 am

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

[illegible]

	2026 Aug	% of Annual Budget	This month 2025	Monthly Year to Year	YTD 2026	Total YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
Clerk									
<u>Revenue</u>									
Fees (general)	\$48,894.70		\$44,151.78	4,742.92	\$378,829.66		\$351,984.56	\$26,845.10	
Interest, Mgt. Tax & Trans. Tax	\$13,829.44		\$12,877.31	952.13	\$107,737.30		\$102,730.35	\$5,006.95	
ACH Corp and Notary fees from State	\$408.00		\$561.00		\$5,821.00		\$4,851.00		
	\$63,132.14	11.48%	\$57,590.09		\$492,387.96	89.53%	\$459,565.91		\$550,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$23,888.21	6.84%	\$22,977.96		\$226,455.47	64.83%	\$201,438.87		\$349,323.00
Office supplies	\$278.08	7.95%	\$0.00		\$2,218.85	63.40%	\$2,249.31		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$24,920.09		\$26,203.76	(1,283.67)	\$207,663.72		\$209,810.11	(\$2,146.39)	
Sales Tax Retention	\$378.50		\$422.75	(44.25)	\$3,501.25		\$3,746.50	(\$245.25)	
	\$25,298.59	7.23%	\$26,626.51		\$211,164.97	60.33%	\$213,556.61		\$350,000.00
Auto Use Fee	\$22,271.35	6.07%	\$29,430.51	(7,159.16)	\$226,871.68	61.82%	\$243,769.27	(\$16,897.59)	\$367,000.00
COPRS	\$8,790.10		\$9,299.49	(509.39)	\$82,707.29		\$89,768.98	(\$7,061.69)	
<u>Expenses</u>									
Salaries (w/o Fringe)	\$23,194.85	7.92%	\$20,937.73		\$179,825.12	61.38%	\$178,228.74		\$292,956.00
Office supplies	\$0.00	0.00%	\$96.11		\$311.54	22.82%	\$726.07		\$1,365.00

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26

AUTHORIZE DONATION OF TIME
MOTOR VEHICLE BUREAU

WHEREAS: The Motor Vehicle Bureau has an employee that has a child with serious medical issues and that needs to be available for doctor appointments and treatments and will exhaust all of their benefit time during their child's treatment; and

WHEREAS: The County Clerk is invested in employee retention and is in support of this employee being approved to receive donated time; and

WHEREAS: Joyce Costantini is interested in donating 10 days of her Vacation time to the employee for their use; therefore be it

RESOLVED: That Robin Eldridge shall be required to liquidate all of her accrued Sick and Vacation time but then shall have access to the 10 days of vacation donated by Joyce Costantini.