



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

OCTOBER 3, 2023

10:30 am

- APPROVAL OF MINUTES September 5, 2023
  
- 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  
September 5, 2023**

**ATTENDANCE**

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

**APPROVAL OF MINUTES**

Motion by Legislator Brown to accept the July 2023 Committee minutes and the August 2023 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

**FINANCIAL**

The monthly financial reports were accepted as presented.

**OLD BUSINESS**

None

**NEW BUSINESS**

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. Both offices are running smoothly at this time. The Clerk stated that two of the four recording clerks are quite proficient at adding documents to the civil cases using the work around developed to compensate for the lack of connection between COTT and the NYSCEF system. This segued into the resolutions that were presented to the Committee.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
September 5, 2023**

**PERSONNEL**

None

**RESOLUTIONS/PROCLAMATIONS**

The Clerk presented a resolution for out-of-title pay for two DMV employees from July 20<sup>th</sup> 2023 through August 16<sup>th</sup> 2023. The Clerk also presented a resolution requesting that the Legislature authorize and fund a software as a service agreement with Tyler Technologies using appropriation from the capital software reserve. The Clerk explained that this was necessary to begin the process of installing the Tyler software and migrating of all of the County's Civil and Land records from COTT to Tyler. The Clerk also stated that the Orleans County Clerk is just starting the same process and could be a resource if necessary. The Committee accepted both resolutions as presented.

**EXECUTIVE SESSION**

None

ADJOURNMENT - 11:12 am

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

	2023 Aug	% of Annual Budget	This month 2022	Monthly Year to Year	Total Budget YTD 2023	Total YTD % of Budget	YTD 2022	YTD Year to Year	2023 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$35,362.10		\$38,412.25	(3,050.15)	\$239,166.62		\$280,210.38	(\$41,043.76)	
Interest, Mgt. Tax & Trans. Tax	\$12,727.58		\$12,729.58	(2.00)	\$101,526.98		\$100,265.92	\$1,261.06	
ACH Corp and Notary fees from State	\$0.00		\$557.00		\$6,696.00		\$3,978.00		
	\$48,089.68	9.07%	\$51,698.83		\$347,389.60	65.55%	\$384,454.30		\$530,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$34,904.99	10.05%	\$22,216.41		\$194,781.15	56.10%	\$186,147.18		\$347,173.00
Office supplies	\$24.07	0.71%	\$63.30		\$1,675.63	49.28%	\$1,410.94		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$25,163.35		27,510.54	(2,347.19)	\$216,656.11		\$213,864.70	\$2,791.41	
Sales Tax Retention	\$364.75		449.50	(84.75)	\$3,068.50		\$3,840.25	(\$771.75)	
	\$25,528.10	7.05%	\$27,960.04		\$219,724.61	60.70%	\$217,704.95		\$362,000.00
Auto Use Fee	\$30,319.40	8.54%	30,984.11	(664.71)	\$242,507.40	68.31%	\$222,700.19	\$19,807.21	\$355,000.00
COPRS	\$2,882.54		\$2,689.98	192.56	\$13,414.19		\$11,523.45	\$1,890.74	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$28,780.85	11.34%	18,921.39		\$161,747.07	63.72%	\$130,997.14		\$253,855.00
Office supplies	\$0.00	0.00%	64.26		\$262.51	22.83%	\$826.08		\$1,150.00