



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

OCTOBER 8, 2024

10:30 am

- APPROVAL OF MINUTES September 3, 2024
- 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 3, 2024**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the August 2024 Committee minutes as presented. Motion seconded by Legislator Ciotoli and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk pointed out that the online DMV revenue continues to increase significantly in 2024 versus this same time in 2023. This is due to the increased percentage of retention and the abolishment of the minimum threshold.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk reported that the Office of Court Administration has drafted an agreement that will allow the Clerk's Office staff to access the criminal search system so that the Clerk's Office can help the Court Office clear up the backlog of criminal records search requests. The Clerk sent the agreement to the County Attorney for approval and once that is done, the Clerk will sign and get this moving. The Clerk then asked the Committee if it would be possible for a DMV employee to receive donated vacation time from other County employees. The employee in question will be out on a medical leave tentatively starting October 20, 2024. This employee has not reached their one-year employment anniversary and the DMV Supervisor and another County employee are interested in donating enough vacation time to help this person meet their anniversary date. The Committee stated that

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donation of accrued time has been allowed in the past via resolution. The Legislative Clerk stated that she would forward previously approved resolutions so that the Clerk can see what information must be included in her own resolution. The resolution would then be presented at the October meetings of the Administrative and Personnel Committees.

**PERSONNEL**

None

**RESOLUTIONS/PROCLAMATIONS**

**EXECUTIVE SESSION**

ADJOURNMENT – 11:32 am

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

**DRAFT**

	2024 Aug	% of Annual Budget	This month 2023	Monthly Year to Year	Total Budget YTD 2024	Total YTD % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$42,551.90		\$35,362.10	7,189.80	\$294,983.18		\$239,166.62	\$55,816.56	
Interest, Mgt. Tax & Trans. Tax	\$12,792.17		\$12,727.58	64.59	\$102,436.36		\$101,526.98	\$909.38	
ACH Corp and Notary fees from State	\$818.00		\$0.00		\$5,316.00		\$6,696.00		
	\$56,162.07	10.50%	\$48,089.68		\$402,735.54	75.28%	\$347,389.60		\$535,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$24,540.86	6.90%	\$34,904.99		\$196,246.61	55.19%	\$194,781.15		\$355,609.00
Office supplies	\$0.00	0.00%	\$24.07		\$1,296.37	37.04%	\$1,675.63		\$3,500.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$22,071.40		25,163.35 (3,091.95)		\$179,016.88		\$216,656.11 (\$37,639.23)		
Sales Tax Retention	\$403.75		364.75	39.00	\$3,764.75		\$3,068.50	\$696.25	
	\$22,475.15	6.12%	\$25,528.10		\$182,781.63	49.80%	\$219,724.61		\$367,000.00
Auto Use Fee	\$31,276.22	8.94%	30,319.40	956.82	\$227,761.87	65.07%	\$242,507.40 (\$14,745.53)		\$350,000.00
COPRS	\$9,919.30		\$2,882.54	7,036.76	\$81,332.81		\$13,414.19	\$67,918.62	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$18,829.08	7.04%	28,780.85		\$158,667.08	59.35%	\$161,747.07		\$267,337.00
Office supplies	\$0.00	0.00%	0.00		\$614.76	53.46%	\$262.51		\$1,150.00