



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

April 4, 2023

10:30 am

- APPROVAL OF MINUTES March 7, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
D28 Records Budget Amendment for a chair
- PROCLAMATIONS
None
- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
March 7, 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, Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

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. The Clerk's Office is still working around the COTT situation and has been conferring with the IT Department about the best way to move forward. The IT Department will not reinstate COTT's credentials until COTT has satisfied all of the safety requirements for access to our servers. So far, COTT has not responded to the IT Department's request for information. The Clerk shared copies of the quarterly newsletter written by the Director of Assets and records Management. The Clerk wanted the Committee to be aware of the good work being done by the Director.

The Clerk then updated the Committee about the DMV. The DMV is a little slow but that is typical at this time of year. Online transactions are slow as well. The training of the new Motor Vehicle License Clerk is going very well and the individual will be fingerprinted on March 13th so that she can begin processing Real ID and Enhanced drivers' licenses and ID cards.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
March 7, 2023**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution that establishes and funds a computer equipment line in the Records budget. The Records Director needs an additional monitor for processing assets in the MUNIS system. The cost of the monitor is \$155.98 and will be funded by moving money from the Car Maintenance, Postage, and Printing/Paper lines in the Records budget. The Resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

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

	2023 Feb	% 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
Clerk									
Revenue									
Fees (general)	\$30,293.09		\$32,782.63	(2,489.54)	\$57,231.64		\$70,439.58	(\$13,207.94)	
Interest, Mgt. Tax & Trans. Tax	\$12,692.73		\$12,222.47	470.26	\$25,383.72		\$24,473.26	\$910.46	
ACH Corp and Notary fees from State	\$4,029.00		\$0.00		\$4,029.00		\$120.00		
	\$47,014.82	8.87%	\$45,005.10		\$82,615.36	15.59%	\$95,032.84		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$21,852.73	6.29%	\$23,165.63		\$32,165.73	9.27%	\$35,748.45		\$347,173.00
Office supplies	\$99.99	2.94%	\$405.93		\$99.99	2.94%	\$405.93		\$3,400.00
DMV									
Revenue									
Fees	\$22,953.59		\$23,185.82	(232.23)	\$47,006.74		\$44,749.27	\$2,257.47	
Sales Tax Retention	\$395.50		\$409.50	(14.00)	\$764.00		\$774.00	(\$10.00)	
	\$23,349.09	6.45%	\$23,595.32		\$47,770.74	13.20%	\$45,523.27		\$362,000.00
Auto Use Fee	\$26,139.47	7.36%	\$21,614.77	4,524.70	\$49,215.75	13.86%	\$43,594.66	\$5,621.09	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses									
Salaries (w/o Fringe)	\$17,048.85	6.72%	\$16,567.21		\$25,566.56	10.07%	\$24,850.79		\$253,855.00
Office supplies	\$141.00	12.26%	\$174.50		\$141.00	12.26%	\$474.50		\$1,150.00

Klett, Andrea

From: [REDACTED]
Sent: Monday, March 20, 2023 10:48 AM
To: Klett, Andrea
Cc: DMV, Tioga
Subject: [EXTERNAL] WITH GRATITUDE - 6.255 HOURS ON FRIDAY 3/17/2023

Good Morning. My name is Jennifer and I had the unique and distinct pleasure of spending 6 1/4 hours at the Tioga County DMV on Friday, March 17, 2023. Obviously, this was not by choice. When one has to be at the DMV for such a length of time, one picks up many things (including a raging migraine and cold on Saturday BAHAAH!).

Joyce and her staff were AMAZING! I wonder if the people of Tioga County know just how lucky they are???
[REDACTED]
[REDACTED]....thus leading you to the graciousness of....Tioga County. [REDACTED]

I was treated with such kindness, such consideration, and the best part???? Joyce educated every member of her TEAM (yes I use that word TEAM) on my unique situation. She brought them all around the computer stating that this does not happen often and she wanted them to see how to deal with it. Many took out notepads. Her TEAM continually checked on me while we waited for FAXes, emails and phone calls – all while seamlessly continually serving patrons. Occasionally, (I know the exact number it was two) a customer would get impatient. IMPATIENT?? They waited less than 90 seconds! I know! I made note! The clerk with swift precision and succinct verbiage let the clients know why this horrendous wait taking place! I thought to myself THIS PLACE IS GREAT! And when these clients came to the window they were still treated with great respect.

Joyce insisted that I follow up with her later this week to make sure my situation has resolved itself. I will gladly do that.

I must state that I truly learned so much from my time there Friday. Knowing that someone WAS going to make it right – that is what Joyce said. And she did. How can you get upset? Why would you want to? In my mind. it truly was time well spent for me. I learned.

Thank you. How are people going to believe me when I tell them that I had a great experience at the DMV...a great 6 1/4 hour experience at the DMV?

Respectfully,

Jennifer [REDACTED]

P.S. Joyce, I never did punch my husband when I got home for taking care of this. He owes you one.....

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 ESTABLISH NEW BUDGET LINE,
MODIFY 2023 BUDGET AND TRANSFER FUNDS
RECORDS MANAGEMENT

WHEREAS: The Director of Assets and Records Management has a need for a new chair; and

WHEREAS: The chair selected by the Director of Assets and Records Management costs \$149.99; and

WHEREAS: Chairs must be purchased using a Chair expense line 520070 and the 2023 Records budget does not have this established line;

WHEREAS: Legislative approval is required for budget amendments; therefore, be it

RESOLVED: That a 520070 Chairs line be established in the Records budget and that the following funds be transferred for said purchase:

From:	A1460	540640	Supplies (Not Office)	\$ 150.00
To:	A1460	520070	Chairs	\$ 150.00