

TIOGA COUNTY, NEW YORK

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

JANUARY 2, 2024

11:30 am

- APPROVAL OF MINUTES December 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
December 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 November 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. The Clerk reported that she has received two emails from the Tyler Project Manager that contained several questionnaires to be completed to form a basis for the conversion of the records management system from COTT to Tyler. The Clerk let the committee know that she will share any or all such communications with the Legislature if needed. The Chair stated that the Clerk may share these emails at her discretion. The Clerk then updated the Committee on the transition of notary renewals from the local County Clerks across the state to the NYS Department of State and the frustrations of the NYS Association of County Clerks. The Clerk pointed out that the state's notary portal sometimes has outdated or incorrect information about individual notaries. These discrepancies are reported to the

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NYSACC notary committee to be relayed to the NYS DOS. The Clerk also stated that on the state notary portal, a County Clerk is supposed to be able to view an exemplar of a notary's signature but, at this time, the Clerk has been unable to see those signatures. This will make it impossible for a Clerk to verify the signature of a notary when asked to produce a certificate of official character for said notary. The NYSACC notary committee is also aware of this issue.

The Clerk stated that the DMV is a little slow right now, but that is typical for this time of year. The new cashier is doing a great job so far and is very good with the customers.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 10:45 am

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

	2023 Nov	% 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)	\$26,381.35		\$30,914.20	(4,532.85)	\$326,292.70		\$382,350.09	(\$56,057.39)	
Interest, Mgt. Tax & Trans. Tax	\$12,668.10		\$12,693.35	(25.25)	\$139,597.20		\$138,434.38	\$1,162.82	
ACH Corp and Notary fees from State	\$511.00		\$40.00		\$8,855.00		\$5,864.00		
	\$39,560.45	7.46%	\$43,647.55		\$474,744.90	89.57%	\$526,648.47		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,269.99	6.70%	\$25,731.48		\$264,591.12	76.21%	\$266,765.55		\$347,173.00
Office supplies	\$34.50	1.01%	\$144.69		\$1,868.55	54.96%	\$1,786.62		\$3,400.00
DMV									
Revenue									
Fees	\$29,523.07		\$23,132.63	6,390.44	\$299,540.66		\$290,440.76	\$9,099.90	
Sales Tax Retention	\$373.50		\$309.50	64.00	\$4,375.50		\$5,156.00	(\$780.50)	
	\$29,896.57	8.26%	\$23,442.13		\$303,916.16	83.95%	\$295,596.76		\$362,000.00
Auto Use Fee	\$25,562.48	7.20%	\$22,763.87	2,798.61	\$323,411.40	91.10%	\$298,995.77	\$24,415.63	\$355,000.00
COPRS	\$3,644.16		\$3,120.56	523.60	\$22,439.25		\$19,807.87	\$2,631.38	
Expenses									
Salaries (w/o Fringe)	\$18,271.90	7.20%	\$18,921.33		\$217,917.12	85.84%	\$197,861.55		\$253,855.00
Office supplies	\$0.00	0.00%	\$19.62		\$461.37	40.12%	\$845.70		\$1,150.00