



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

May 2, 2023

10:30 am

- APPROVAL OF MINUTES April 4, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
E20 Semiannual Mortgage Tax Distribution
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 4, 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 Brown to accept March's minutes as presented, seconded by Legislator Standinger, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented. There was a brief discussion about the changes to DMV retention rates as proposed in the Governor's budget.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk's Office is working on cross training all Recording Clerks to ensure that they have knowledge of all transactions, instead of two Clerks handling deeds and mortgages and two Clerks handling civil case files. The Committee Chair asked for an update on the COTT situation. The Clerk explained that COTT and NYSCEF are still not communicating with each other electronically. COTT is asking NYSCEF to restore their credentials but NYSCEF is refusing to do so until COTT produces documentation that shows all ransomware has been scrubbed and there are ample security measures in place so that this doesn't happen again. The Clerk and the Deputy Clerk have been keeping IT in the loop and will not move forward without IT's blessing. Thankfully the work around process that the Deputy Clerk devised has served the Office well so that civil case documents are being filed in a timely manner. The Committee Chair requested that the Clerk keep them informed of any new developments.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
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The Clerk pointed out an email that was written by a customer that had spent several hours in the DMV and wanted to compliment the staff on being kind, considerate, and working as a team. The Clerk then reported on an incident that occurred in the DMV on March 30th. A customer in the DMV became very agitated and began to verbally abuse the DMV employees. One of the cashiers activated the panic button and police arrived shortly thereafter. The situation was deescalated and incident reports were filed with the County Attorney's Office.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution that establishes and funds a Chair line in the Records budget. The Records Director needs a chair that will work with her sit to stand desk. The price of the chair is \$149.99. Funds to cover the cost will be moved from the Supplies (Not Office) line to cover the cost. The Resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:40 am.

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

	2023 Mar	% 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)	\$30,416.45		\$36,165.73	(5,749.28)	\$87,648.09		\$106,605.31	(\$18,957.22)	
Interest, Mgt. Tax & Trans. Tax	\$12,685.46		\$12,236.89	448.57	\$38,069.18		\$36,710.15	\$1,359.03	
Corp and Notary fees from State	\$530.00		\$0.00		\$4,559.00		\$120.00		
	\$43,631.91	8.23%	\$48,402.62		\$125,717.27	23.72%	\$143,435.46		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$34,755.89	10.01%	\$34,879.93		\$66,921.62	19.28%	\$70,628.38		\$347,173.00
Office supplies	\$225.42	6.63%	\$35.58		\$325.41	9.57%	\$441.51		\$3,400.00
DMV									
Revenue									
Fees	\$33,561.22		31,475.62	2,085.60	\$80,567.96		\$76,224.89	\$4,343.07	
Sales Tax Retention	\$263.50		543.00	(279.50)	\$1,027.50		\$1,317.00	(\$289.50)	
	\$33,824.72	9.34%	\$32,018.62		\$81,595.46	22.54%	\$77,541.89		\$362,000.00
Auto Use Fee	\$34,946.25	9.84%	29,798.48	5,147.77	\$84,162.00	23.71%	\$73,393.14	\$10,768.86	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses									
Salaries (w/o Fringe)	\$29,290.83	11.54%	23,540.68		\$54,857.39	21.61%	\$48,391.47		\$253,855.00
Office supplies	\$0.00	0.00%	43.09		\$141.00	12.26%	\$517.59		\$1,150.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: 2023-E20 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2022 to March 31, 2023 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 21,413.84
Berkshire (Town)	4,206.93
Candor (Town)	23,130.93
Candor (Village)	4,735.04
Newark Valley (Town)	10,963.60
Newark Valley (Village)	5,605.32
Nichols (Town)	7,596.40
Nichols (Village)	434.27
Owego (Town)	145,730.65
Owego (Village)	15,296.23
Richford (Town)	7,321.87
Spencer (Town)	12,048.26
Spencer (Village)	2,451.10
Tioga (Town)	78,964.99
Waverly (Village)	<u>18,097.79</u>
	<u>\$357,997.22</u>