



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

March 3, 2026

10:30 am

- APPROVAL OF MINUTES February 3, 2026
  
- FINANCIAL  
Year to Date budget reports
  
- OLD BUSINESS
  
- NEW BUSINESS  
Status of County Clerk's Office and DMV
  
- PERSONNEL
  
- RESOLUTIONS  
Authorize Increase in Administering Mortgage Tax by the Tioga County Clerk as Approved by New York State Department of Taxation and Finance
  
- PROCLAMATIONS
  
- EXECUTIVE SESSION
  
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**February 3, 2026**

ATTENDANCE

Legislators: Legislator Andrew Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Tracy Monell, Legislative Chair; JoEllen Rose, Legislator; Jackson Bailey, County Administrator; Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the January 2026 Committee minutes as presented. Motion was seconded by Legislator Brown and carried.

FINANCIAL

The Clerk presented the 2026 year-to-date budget and the 2025 overall revenue for the Clerk and DMV departments. The Clerk called the Committee's attention to the overall revenue spreadsheet prepared by Deputy County Clerk Griffin. This spreadsheet showed that the 2025 combined revenue for both offices totaled just over \$1.5 million. The Clerk added that this total did not include the mortgage tax that the Clerk's office collected and distributed on behalf of the Towns and Villages in Tioga County. This revenue is distributed by Legislative resolution twice per year and for 2025, the total distributions were \$694,474.83. Between the mortgage tax and the amount forwarded to the Sheriff's Department for Stop DWI, the total revenue processed in 2025 was just over \$2.2 million. The Clerk also reported that the criminal history search requests brought in \$13,515.00 in January. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV office will be closed for the implementation of the NYS DRIVES platform. The closure will begin on February 13, 2026 and go through February 18, 2026. The Clerk reported that press releases have been issued each week since January 23<sup>rd</sup>. The Clerk also reported that WBNG news is not reporting the correct information about the closure for the Owego DMV office. The Clerk asked the Committee for permission to

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
February 3, 2026**

reach out to WBNG to correct their information. The Committee agreed that the Clerk should do so.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:25 am

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

DRAFT

	2026 Jan	% of Budget	This month 2025	Monthly Year to Year	YTD 2026	YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
<b>Clerk</b>									
<b><u>Revenue</u></b>									
Fees (general)	44,147.95		\$44,832.70	(\$684.75)	\$44,147.95		\$44,832.70	(\$684.75)	
Interest, Mgt. Tax & Trans. Tax	12,869.38		\$12,814.02	\$55.36	\$12,869.38		\$12,814.02	\$55.36	
ACH Corp and Notary fees from State	648.00		\$595.00		\$648.00		\$595.00		
	57,665.33	10.48%	\$58,241.72		\$57,665.33	10.48%	\$58,241.72		\$550,000.00
<b><u>Expenses</u></b>									
Salaries (w/o Fringe)	22,678.75	6.49%	\$20,586.27		\$22,678.75	6.49%	\$20,586.27		\$349,323.00
Office supplies	479.43	13.70%	\$0.00		\$479.43	13.70%	\$0.00		\$3,500.00
<b>DMV</b>									
<b><u>Revenue</u></b>									
Fees	21,221.16		\$19,969.34	\$1,251.82	\$21,221.16		\$19,969.34	\$1,251.82	
Sales Tax Retention	313.50		\$353.00	(\$39.50)	\$313.50		\$353.00	(\$39.50)	
	21,534.66	6.15%	\$20,322.34		\$21,534.66	6.15%	\$20,322.34		\$350,000.00
Auto Use Fee		0.00%	\$26,049.45	(\$26,049.45)	\$0.00	0.00%	\$26,049.45	(\$26,049.45)	\$367,000.00
COPRS	12,318.47		\$10,912.49	\$1,405.98	\$12,318.47		\$10,912.49	\$1,405.98	
<b><u>Expenses</u></b>									
Salaries (w/o Fringe)	16,535.82	5.64%	\$19,119.02		\$16,535.82	5.64%	\$19,119.02		\$292,956.00
Office supplies	50.81	3.72%	\$213.94		\$50.81	3.72%	\$213.94		\$1,365.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -26 AUTHORIZE INCREASE IN ADMINISTERING  
MORTGAGE TAX BY THE TIOGA COUNTY CLERK  
AS APPROVED BY NEW YORK STATE  
DEPARTMENT OF TAXATION AND FINANCE

WHEREAS: Section 262 (Article 11) of the New York State tax law mandates that recording officers are entitled to receive for the county all necessary expenses for the purpose of administration of the mortgage tax in their office and approved allowance by the New York State Department of Taxation and Finance; and

WHEREAS: The Tioga County Clerk has requested proper compensation that are reasonable and necessary allowances to cover county expenditures for collection, disbursements of the mortgage tax; and

WHEREAS: The Tioga County Clerk's office has submitted to the New York State Department of Taxation and Finance a mortgage expense request of \$164,454.24 per year; and

WHEREAS: The Tioga County Clerk has been authorized by New York State Department of Taxation and Finance to increase the mortgage expense to be \$164,454.24 for the period of April 1, 2026 – March 31, 2027; be it therefore

RESOLVED: That the County Clerk be authorized to collect or withhold from its disbursements in twelve (12) equal monthly installments of \$13,704.52 at a total annum amount of \$164,454.24 .



**Department of  
Taxation and Finance**

February 18, 2026

Office of Real Property Tax Services Division

**Tax Article: 11**

**Tax Type: Mortgage Recording**

**County: Tioga**

**Period: April 1, 2026 - March 31, 2027**

Tioga County Clerk  
16 Court Street  
P. O. Box 307  
Owego, NY 13827

## **We approved your mortgage expense report.**

The Tax Department approved your mortgage expense request for an annual amount of \$164,454.24 for the period April 1, 2026, through March 31, 2027.

Therefore, effective April 1, 2026, through March 31, 2027 you should report \$13,704.52 Monthly on your Statement of Mortgages Reported.

### **Questions?**

- Visit our website.