



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

May 5, 2026

10:30 am

- APPROVAL OF MINUTES April 7, 2026

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS
Semi-Annual Mortgage Tax Distribution

- PROCLAMATIONS

- EXECUTIVE SESSION
Requested for contract issue

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 7, 2026**

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the amended year-to-date budget as through the end of January 2026. The NYS DMV finally sent the January Auto Use Fee report so the Deputy Clerk was able to update the revenue for the DMV office. The Clerk presented the year-to-date budget through the end of February but again, this report does not contain the February 2026 Auto Use Fee amount. The Clerk will update the committee as soon as the information is sent to the County from NYS DMV. The rest of the revenue is tracking well for the Clerk's Office and the DMV. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the staff in the DMV Office are doing their very best to provide services to their customers despite the problems with the DRIVES platform. The Clerk added that the Deputy County Clerk – DMV and the Principal Motor Vehicle License Clerk are working very hard to make sure that the revenue generated in their office is accounted for and that the County is getting the correct amount of fee retention. The Clerk further added that many counties across NYS are expressing their frustration with the DRIVES platform and the difficulties with balancing their daily and monthly retention amounts.

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

The Clerk reported that one of the Recording Clerks will be retiring at the end of April. Personnel has been notified and the Clerk will begin looking for a qualified candidate as soon as the opening is listed by Personnel

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

At 11:15 am the motion was made by Legislator Ciotoli to enter into Executive Session to discuss a contract issue. Motion seconded by Legislator Standinger and carried.

At 11:30 Legislator Ciotoli made the motion to exit Executive Session. The motion was seconded by Legislator Standinger and carried.

ADJOURNMENT – 11:30 am

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

	2026 Mar	% of Annual Budget	This month 2025	Monthly Year to Year	YTD 2026	Total YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
Clerk									
Revenue									
Fees (general)	\$47,087.48		\$42,172.72	4,914.76	\$133,861.58		\$124,018.22	\$9,843.36	
Interest, Mgt. Tax & Trans. Tax	\$12,844.87		\$12,786.56	58.31	\$38,574.35		\$38,382.65	\$191.70	
Corp and Notary fees from State	\$738.00		\$645.00	93.00	\$2,100.00		\$1,460.00	\$640.00	
	\$60,670.35	11.03%	\$55,604.28		\$174,535.93	31.73%	\$163,860.87		\$550,000.00
Expenses									
Salaries (w/o Fringe)	\$40,151.98	11.49%	\$25,616.38		\$89,598.72	25.65%	\$70,447.68		\$349,323.00
Office supplies	\$50.27	1.44%	\$166.64		\$697.91	19.94%	\$552.95		\$3,500.00
DMV									
Revenue									
Fees	\$12,805.73		33,573.08	(20,767.35)	\$49,038.98		\$70,324.65	(\$21,285.67)	
Sales Tax Retention	\$527.50		597.50	(70.00)	\$1,121.50		\$1,213.50	(\$92.00)	
	\$13,333.23	3.81%	\$34,170.58		\$50,160.48	14.33%	\$71,538.15		\$350,000.00
Auto Use Fee		0.00%	35,570.27	(35,570.27)	\$25,311.86	6.90%	\$88,615.76	(\$63,303.90)	\$367,000.00
COPRS	\$11,062.84		\$13,855.68	(2,792.84)	\$31,422.49		\$34,779.81	(\$3,357.32)	
Expenses									
Salaries (w/o Fringe)	\$29,311.47	10.01%	21,386.39		\$66,538.27	22.71%	\$61,891.82		\$292,956.00
Office supplies	\$0.00	0.00%	155.63		\$50.81	3.72%	\$369.57		\$1,365.00

	2026 Feb	% of Annual Budget	This month 2025	Monthly Year to Year	YTD 2026	Total YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
Clerk									
Revenue									
Fees (general)	42,626.15		\$37,012.80	5,613.35	\$86,774.10		\$81,845.50	\$4,928.60	
Interest, Mgt. Tax & Trans. Tax	12,860.10		\$12,782.07	78.03	\$25,729.48		\$25,596.09	\$133.39	
ACH Corp and Notary fees from State	714.00		\$220.00	494.00	\$1,362.00		\$815.00		
	50,014.87	9.09%	\$50,014.87		\$113,865.58	20.70%	\$108,256.59		\$550,000.00
Expenses									
Salaries (w/o Fringe)	26,767.99	6.94%	\$24,245.03		\$49,446.74	14.16%	\$44,831.30		\$349,323.00
Office supplies	168.21	11.04%	\$386.31		\$647.64	18.50%	\$386.31		\$3,500.00
DMV									
Revenue - DMV offices closed 2/13 to 2/19 for DRIVES software installation and conversion									
Fees	15,012.09		\$16,782.23	(1,770.14)	\$36,233.25		\$36,751.57	(\$518.32)	
Sales Tax Retention	280.50		\$263.00	17.50	\$594.00		\$616.00	(\$22.00)	
	15,292.59	4.37%	\$17,045.23		\$36,827.25	10.52%	\$37,367.57		\$350,000.00
Auto Use Fee	\$21,987.16	7.36%	\$26,996.04	(5,008.88)	\$47,299.02	12.89%	\$53,045.49	(\$5,746.47)	\$367,000.00
COPRS	8,041.18		\$10,011.64	(1,970.46)	\$20,359.65		\$20,924.13	(\$564.48)	
Expenses									
Salaries (w/o Fringe)	19,540.98	7.30%	\$21,386.41		\$37,226.80	12.71%	\$40,505.43		\$292,956.00
Office supplies	0.00	0.00%	\$0.00		\$50.81	3.72%	\$213.94		\$1,365.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: 2026-E21 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2025 to March 31, 2026 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)	\$ 31,585.57
Berkshire (Town)	11,713.35
Candor (Town)	25,183.79
Candor (Village)	1,985.45
Newark Valley (Town)	13,325.95
Newark Valley (Village)	3,571.27
Nichols (Town)	8,826.29
Nichols (Village)	2,549.34
Owego (Town)	186,506.25
Owego (Village)	22,440.34
Richford (Town)	8,575.97
Spencer (Town)	9,848.22
Spencer (Village)	6,186.92
Tioga (Town)	20,424.03
Waverly (Village)	<u>24,045.04</u>
	\$376,767.78