

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

JUNE 4, 2024

10:30 am

- APPROVAL OF MINUTES May 7, 2024

- 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
May 7, 2024**

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 Ciotoli to accept the April 2024 Committee minutes as presented.
Motion seconded by Legislator Standinger and 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, Deputy Clerk, and DMV Supervisor will be attending the NYSACC Summer Conference in Saratoga Springs May 19th through the 22nd. The Clerk's office has been processing a lot of criminal records searches since the Office of Court Administration changed their policy in reference to companies requesting criminal searches and certificates of disposition. For the month of April, the Clerk's office took in \$15,850.00 in search fees from three major companies, Searchlink, Diligent data, and MetroData. The current software that the office uses does not have a specific fee line for the searches but that will be addressed when the conversion from COTT to Tyler is done. The Clerk will request that Tyler add fee transactions for criminal searches and for certificates of disposition. For now though, the Deputy Clerk is able to track the payments using the remarks field in the fee transaction for copies.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 7, 2024**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The resolution for the semi-annual mortgage tax distribution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:05 am

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

DRAFT

	2024 April	% of Annual Budget	This month 2023	Monthly Year to Year	Total Budget YTD 2024	Total YTD % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
Clerk									
Revenue									
Fees (general)	\$44,108.50		\$25,085.38	19,023.12	\$142,440.83		\$112,733.47	\$29,707.36	
Interest, Mgt. Tax & Trans. Tax	\$12,804.50		\$12,668.08	136.42	\$51,296.53		\$50,737.26	\$559.27	
ACH Corp and Notary fees from State	\$682.00		\$0.00		\$2,556.00		\$4,559.00		
	\$57,595.00	10.77%	\$37,753.46		\$196,293.36	36.69%	\$168,029.73		\$535,000.00
Expenses									
Salaries (w/o Fringe)	\$24,517.54	6.89%	\$23,231.40		\$98,111.65	27.59%	\$90,153.02		\$355,609.00
Office supplies	\$208.00	5.94%	\$325.58		\$1,000.22	28.58%	\$650.99		\$3,500.00
DMV									
Revenue									
Fees	\$25,439.61		29,754.76	(4,315.15)	\$87,921.28		\$110,322.72	(\$22,401.44)	
Sales Tax Retention	\$546.50		148.50	398.00	\$1,747.00		\$1,176.00	\$571.00	
	\$25,986.11	7.08%	\$29,903.26		\$89,668.28	24.43%	\$111,498.72		\$367,000.00
Auto Use Fee	\$26,870.26	7.68%	34,450.01	(7,579.75)	\$93,451.03	26.70%	\$118,612.01	(\$25,160.98)	\$350,000.00
COPRS	\$10,972.90		\$824.76		\$34,817.48		\$824.76	\$33,992.72	
Expenses									
Salaries (w/o Fringe)	\$19,968.96	7.47%	19,527.21		\$79,860.58	29.87%	\$74,384.60		\$267,337.00
Office supplies	\$0.00	0.00%	0.00		\$389.25	33.85%	\$141.00		\$1,150.00