



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

September 8, 2026

10:30 am

- APPROVAL OF MINUTES August 4, 2026
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS
Copier Purchase – Clerk's Office
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 4, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

Guests: Tracy Monell, Legislative Chair; JoEllen Rose, Legislator; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Paul Stagg, Deputy County Treasurer; Laura Schurter, Chief Accountant Treasurer's Office

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date revenue and expense reports for June 2026. She explained that the auto use fees collected in June by our DMV Office have not been remitted to the County by the NYS DMV. The Committee asked how much in Auto Use Fees is typically collected each month. The Clerk responded that it is usually \$25,000 to \$30,000. The Committee asked how long it takes for the State to get that money sent back to our account. The Deputy Clerk responded that the State is approximately two months behind in returning the auto use fees to the County. Laura Schurter, Chief Accountant for the Treasurer's Office verified that the timeline as stated by the Deputy Clerk is correct. The Committee expressed disapproval of the State's handling of these fees and that the State is most likely earning interest on the funds while in their possession. The Clerk reported that this issue is relevant to all County Clerks with DMVs and that she would reach out to the DMV liaison and see if there's a way to pressure NYS DMV into being timelier with these funds. The Clerk then reported that the criminal records searches brought in \$17,710.00 for July. The financial reports were accepted as presented.

OLD BUSINESS

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 4, 2026**

NEW BUSINESS

The Clerk reported that all staff in the DMV are fingerprinted and able to process Real ID and Enhanced driver's licenses and non-driver IDs. The Clerk also reported that three different customers contacted the Clerk to state that they received exceptional service in the DMV. The Clerk then reported that a new Recording Clerk will be starting in the Clerk's Office on August 24th. At that time, the office will be fully staffed again. The Clerk then mentioned that, at the recent Leaders' Meeting, the topic of casual Friday was raised. The County Administrator stated that the issue will be discussed at the upcoming Legislative workshop.

The Clerk presented the 2027 tentative budgets for the Clerk's Office, the DMV, Records Management, and Historian. The Clerk addressed the few changes to the budgets and called attention to the notes sections of the budgets. The reasons for the increases in some of the budget lines are mainly due to changes in policy and the increased costs of printer ink and paper products. The tentative budgets were accepted as presented.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:10 am

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

	2026 Jun	% 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									
<u>Revenue</u>									
Fees (general)	\$49,771.45		\$44,142.70	5,628.75	\$277,265.11		\$256,986.40	\$20,278.71	
Interest, Mgt. Tax & Trans. Tax	\$13,844.44		\$12,866.84	977.60	\$80,074.17		\$76,961.04	\$3,113.13	
ACH Corp and Notary fees from State	\$667.00		\$810.00		\$4,450.00		\$3,925.00		
	\$64,282.89	11.69%	\$57,819.54		\$361,789.28	65.78%	\$337,872.44		\$550,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$23,961.80	6.86%	\$22,911.81		\$166,475.10	47.66%	\$143,372.00		\$349,323.00
Office supplies	\$152.36	4.35%	\$304.87		\$1,578.65	45.10%	\$1,779.98		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$50,892.83	**	\$32,697.58	18,195.25	\$155,251.99		\$159,629.31	(\$4,377.32)	
Sales Tax Retention	\$533.50		\$664.50	(131.00)	\$2,891.50		\$2,865.00	\$26.50	
	\$51,426.33	14.69%	\$33,362.08		\$158,143.49	45.18%	\$162,494.31		\$350,000.00
** includes Feb and April Credit card retention monies									
Auto Use Fee	\$31,839.93	8.68%	\$29,607.46	2,232.47	\$173,113.87	47.17%	\$181,817.55	(\$8,703.68)	\$367,000.00
COPRS	\$10,056.72		\$10,424.46	(367.74)	\$63,117.69		\$69,744.50	(\$6,626.81)	
<u>Expenses</u>									
Salaries (w/o Fringe)	\$19,541.05	6.67%	\$21,271.90		\$125,161.33	42.72%	\$125,822.07		\$292,956.00
Office supplies	\$0.00	0.00%	\$0.00		\$311.54	22.82%	\$629.96		\$1,365.00

Revised June

	2026 July	% 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									
<u>Revenue</u>									
Fees (general)	\$52,669.85		\$50,846.38	1,823.47	\$329,934.96		\$307,832.78	\$22,102.18	
Interest, Mgt. Tax & Trans. Tax	\$13,833.69		\$12,892.00	941.69	\$93,907.86		\$89,853.04	\$4,054.82	
ACH Corp and Notary fees from State	\$963.00		\$365.00		\$5,413.00		\$4,290.00		
	\$67,466.54	12.27%	\$64,103.38		\$429,255.82	78.05%	\$401,975.82		\$550,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$36,092.16	10.33%	\$35,088.91		\$202,567.26	57.99%	\$178,460.91		\$349,323.00
Office supplies	\$362.12	10.35%	\$469.33		\$1,940.77	55.45%	\$2,249.31		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$27,491.64		\$23,977.04	3,514.60	\$182,743.63		\$183,606.35	(\$862.72)	
Sales Tax Retention	\$231.25		\$458.75	(227.50)	\$3,122.75		\$3,323.75	(\$201.00)	
	\$27,722.89	7.92%	\$24,435.79		\$185,866.38	53.10%	\$186,930.10		\$350,000.00
Auto Use Fee	\$31,486.46	8.58%	\$32,521.21	(1,034.75)	\$204,600.33	55.75%	\$214,338.76	(\$9,738.43)	\$367,000.00
COPRS	\$9,357.31		\$10,724.99	(1,367.68)	\$73,917.19		\$80,469.49	(\$6,552.30)	
<u>Expenses</u>									
Salaries (w/o Fringe)	\$31,468.94	10.74%	\$31,468.94		\$156,630.27	53.47%	\$157,291.01		\$292,956.00
Office supplies	\$0.00	0.00%	\$0.00		\$311.54	22.82%	\$629.96		\$1,365.00

REFERRED TO:

ITCS COMMITTEE
ADMINISTRATIVE SERVICES COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -26

TRANSFER RESERVE FUNDS TO PURCHASE COPIER
FOR COUNTY CLERK'S OFFICE AT
16 COURT STREET, OWEGO NY

WHEREAS: The Tioga County Clerk's Office has determined there is a need for a new copier in their office at 16 Court Street, Owego NY due to failing hardware; and

WHEREAS: The ITCS Department conducted a review of three different vendors and determined that Higher Information Group offered the best overall value and compatibility with the County's existing security toolsets, making it the most advantageous choice for continued operational integrity; and

WHEREAS: Higher Information Group has provided a contract for the purchase of one Toshiba ESTUDIO6525AC copier with dual scan document feeder, at a total cost of \$4,652.15 to purchase the unit outright, a maintenance contract that includes a \$5.14 per month fuel and delivery charge and a per-copy monochrome cost of \$0.004 and per-copy color cost of \$0.04; and

WHEREAS: By purchasing this unit outright, the County will save \$1,070.05, compared to leasing; and

WHEREAS: This purchase is being made under a State or Local Government Negotiated Contract (Contract No. 0 72855000); and

WHEREAS: Amending the budget, appropriating Capital funds, and utilizing Capital Reserve funds require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Tioga County Clerk's Office to proceed with direct procurement and implementation of the new copier and that the following funds be transferred and the 2026 budget be modified as follows:

FROM:	H 387805	Capital Hardware Reserve	\$ 4,652.15
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TO:	H1410 521130	Equipment (Not Car)	\$4,652.15
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And be it further

RESOLVED: That any reimbursement received on the copier purchase will be transferred back into the Capital Hardware Reserve at the end of 2026.