



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

March 7, 2023

10:30 am

- APPROVAL OF MINUTES February 7, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
C13 Records budget modification for monitor
- PROCLAMATIONS
None
- ADJOURNMENT

	2023 Jan	% 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)	\$26,938.55		\$37,656.95	(\$10,718.40)	\$26,938.55		\$37,656.95	(\$10,718.40)	
Interest, Mgt. Tax & Trans. Tax	\$12,690.99		\$12,250.79	\$440.20	\$12,690.99		\$12,250.79	\$440.20	
ACH Corp and Notary fees from State	\$0.00		\$120.00		\$0.00		\$120.00		
	\$39,629.54	7.48%	\$50,027.74		\$39,629.54	7.48%	\$50,027.74		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$10,313.00	2.97%	\$12,582.82		\$10,313.00	2.97%	\$12,582.82		\$347,173.00
Office supplies	\$0.00	0.00%	\$0.00		\$0.00	0.00%	\$0.00		\$3,400.00
DMV									
Revenue									
Fees	\$24,053.15		\$21,563.45	\$2,489.70	\$24,053.15		\$21,563.45	\$2,489.70	
Sales Tax Retention	\$368.50		\$364.50	\$4.00	\$368.50		\$364.50	\$4.00	
	\$24,421.65	6.75%	\$21,927.95		\$24,421.65	6.75%	\$21,927.95		\$362,000.00
Auto Use Fee	\$23,076.28	6.50%	\$21,979.89	\$1,096.39	\$23,076.28	6.50%	\$21,979.89	\$1,096.39	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses									
Salaries (w/o Fringe)	\$8,517.71	3.36%	\$8,283.58		\$8,517.71	3.36%	\$8,283.58		\$253,855.00
Office supplies	\$0.00	0.00%	\$300.00		\$0.00	0.00%	\$300.00		\$1,150.00

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
February 7, 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 January's minutes as presented, seconded by
Legislator Ciotoli, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk's office has hired a new Recording Clerk. The individual has a real estate background and, so far, is working out very well. The Clerk's Office is still working around the COTT situation. The Deputy County Clerk deserves a lot of credit for the hard work she has been doing in keeping up with the civil court filings despite having to work around the disconnect between COTT and the New York State Electronic Filing System (NYSCEF). There appears to be no ETA for COTT to get their credentials reinstated with NYSCEF. The Clerk and Deputy will be working together with the County ITCS Department if the need arises to find a new software vendor.

The Clerk then updated the Committee about the DMV. The Department of Homeland Security has pushed back the deadline for needing a Real ID compliant document for flying

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on domestic flights. The original deadline was May 7, 2023. Now, it is May 7, 2025. The Clerk also reported that Governor Hochul has presented, in her NYS budget, a change to the DMV retention percentage in County run DMV Offices. The new retention rate would be 10.75% for in-office transactions as well as for on-line transactions. As it stands now, the County retains 12.7% of in-office transactions and 3.25% of on-line transactions once the on-line threshold is met. According to sample calculations from the NYS Association of County Clerks' DMV liaison, the Governor's proposed changes to retention could result in a 27% increase in annual revenue for the Owego DMV.

The Clerk stated that the DMV Supervisor found and hired a candidate for the open position of Motor Vehicle License Clerk. That individual is scheduled to begin on Monday February 13th. The County Clerk then called the Committee's attention to an email from a constituent who wanted to offer praise for the professionalism and excellent service that he encounters when he is in the Owego DMV Office. The Clerk stated that she had also shared the email with the DMV staff.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 10:45 am

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

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO: -23 ESTABLISH NEW BUDGET LINE,
MODIFY 2023 BUDGET AND TRANSFER FUNDS
RECORDS MANAGEMENT

WHEREAS: The Director of Assets and Records Management has a need for an additional desktop monitor for processing fixed assets in MUNIS; and

WHEREAS: The ITCS Department recommended that the County Clerk purchase a Hewlett Packard FHD Monitor through Amazon business at a cost of \$149.99 plus \$5.99 shipping, total price \$155.98; and

WHEREAS: Legislative approval is required for budget amendments; and

WHEREAS: Computer equipment must be purchased using a Computer expense line 520090 and the 2023 Records budget does not have this established line; therefore be it

RESOLVED: That the Director of Assets and Records Management be authorized to purchase the additional computer monitor and the following funds be transferred for said purchase:

From:			
A1460	540070	Car Maintenance	\$ 60.00
A1460	540480	Postage	\$ 50.00
A1460	540485	Printing/Paper	<u>\$ 50.00</u>
			\$ 160.00

To:			
A1460	520090	Computer	\$ 160.00