

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

APRIL 2, 2024

10:30 am

- APPROVAL OF MINUTES March 5, 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
March 5, 2024**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the February 2024 Committee minutes as presented. Motion seconded by Legislator Standinger and unanimously 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's Office is doing well. All Recording Clerks have been there at least one full year and are doing well learning all of the details of their jobs. This will be very helpful during the conversion from COTT to Tyler. The Clerk reported that she has been communicating with the Tyler Program Manager and sharing all data with regards to transactions that are available in the Clerk's Office such as deeds, mortgages, and civil case filings. The Clerk also followed up on the February resolution for an increase of the fee charged for filing a Lis Pendens. The Office of Court Administration raised the fee to keep consistency across New York. The Clerk had originally thought that the County would not be able to retain much of the increase in price. Upon further research and speaking with other County Clerks, it turns out that the County will be able to retain all of the fee increase.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
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The Clerk then shared an email that was sent by a satisfied DMV customer that specifically mentioned one of the License Clerks that did an exceptional job of helping the customer's aged mother obtain a Non-Driver ID card.

The quarterly newsletter from the Director of Assets and Records Management was distributed to the Committee. The Clerk explained that the newsletter had just come out on Monday March 4th. The Committee stated that they would like to be added to the newsletter distribution list. The Clerk will let the Director know to add them to the list.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution authorizing the Clerk's Office to accept an increase to the compensation for administering the Mortgage tax. The request that was approved by the New York State Department of Taxation and Finance increases the monthly compensation from \$12,564.50 to \$12,662.35 for the period April 1, 2024 to March 31, 2025. The total annual increase to compensation will be \$1,174.20. The Committee approved the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:05 am

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

| | 2024 Feb | % 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) | \$26,938.98 | | \$30,293.09 | (3,354.11) | \$3,939.83 | | \$57,231.64 | (\$3,291.81) | |
| Interest, Mgt. Tax & Trans. Tax | \$12,986.19 | | \$12,692.73 | 293.46 | \$25,671.54 | | \$25,383.72 | \$287.82 | |
| ACH Corp and Notary fees from State | \$160.00 | | \$4,029.00 | | \$657.00 | | \$4,029.00 | | |
| | \$40,085.17 | 7.49% | \$47,014.82 | | \$80,268.37 | 15.00% | \$86,644.36 | | \$535,000.00 |
| | | | | | | | | | |
| Expenses | | | | | | | | | |
| Salaries (w/o Fringe) | \$36,797.02 | 10.35% | \$21,852.73 | | \$49,062.72 | 13.80% | \$32,165.73 | | \$355,609.00 |
| Office supplies | \$353.74 | 10.11% | \$99.99 | | \$541.35 | 15.47% | \$99.99 | | \$3,500.00 |
| DMV | | | | | | | | | |
| Revenue | | | | | | | | | |
| Fees | \$17,930.52 | | \$22,953.59 | (5,023.07) | \$38,199.27 | | \$47,006.74 | (\$8,807.47) | |
| Sales Tax Retention | \$357.00 | | \$395.50 | (38.50) | \$725.50 | | \$764.00 | (\$38.50) | |
| | \$18,287.52 | 4.98% | \$23,349.09 | | \$38,924.77 | 10.61% | \$47,770.74 | | \$367,000.00 |
| | | | | | | | | | |
| Auto Use Fee | \$20,845.13 | 5.96% | \$26,139.47 | (5,294.34) | \$39,710.51 | 11.35% | \$49,215.75 | (\$9,505.24) | \$350,000.00 |
| COPRS | \$7,047.16 | | \$0.00 | 7,047.16 | \$14,645.91 | | \$0.00 | \$14,645.91 | |
| | | | | | | | | | |
| Expenses | | | | | | | | | |
| Salaries (w/o Fringe) | \$29,957.27 | 11.21% | \$17,048.85 | | \$39,922.65 | 14.93% | \$25,566.56 | | \$267,337.00 |
| Office supplies | \$138.38 | 12.03% | \$141.00 | | \$138.38 | 12.03% | \$141.00 | | \$1,150.00 |