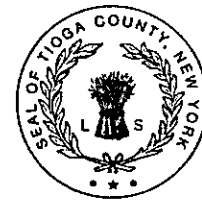


TIOGA COUNTY, NEW YORK

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

NOVEMBER 7, 2023

10:30 am

- APPROVAL OF MINUTES October 3, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS
K23 Semi-Annual Mortgage Tax Distribution
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
October 3, 2023**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the September 2023 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. Both offices are running smoothly at this time. The Recording Clerks all seem to have a decent grasp of processing all types of recordings and filings. The clerks all help each other out whenever a unique situation is presented. The DMV is a little slow at this time but that is typical for this time of year. The Clerk and the Bureau Supervisor will be conducting interviews to fill a vacant License Clerk position in the DMV. The Clerk stated that the signed contract with Tyler for their electronic records management software was sent to the Account Representative so that the conversion from COTT Systems to Tyler Technologies can be added to the Tyler calendar. The Clerk expressed her appreciation to the County Attorney and the Legislative Chair for their efforts to keep this process moving forward.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
October 3, 2023**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 11:04 am

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

DRAFT

	2023 Sept	% 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)	\$31,298.60		\$36,761.03	(5,462.43)	\$270,465.22		\$316,971.41	(\$46,506.19)	
Interest, Mgt. Tax & Trans. Tax	\$12,706.88		\$12,744.85	(37.97)	\$114,233.86		\$113,010.77	\$1,223.09	
ACH Corp and Notary fees from State	\$1,204.00		\$1,826.00		\$7,900.00		\$5,804.00		
	\$45,209.48	8.53%	\$51,331.88		\$392,599.08	74.08%	\$429,982.18		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,269.99	6.70%	\$31,447.77		\$218,051.14	62.81%	\$217,594.95		\$347,173.00
Office supplies	\$0.00	0.00%	\$10.99		\$1,675.63	49.28%	\$1,421.93		\$3,400.00
DMV									
Revenue									
Fees	\$24,165.91		\$26,861.88	(2,695.97)	\$240,822.02		\$240,726.58	\$95.44	
Sales Tax Retention	\$447.50		\$542.75	(95.25)	\$3,516.00		\$4,383.00	(\$867.00)	
	\$24,613.41	6.80%	\$27,404.63		\$244,338.02	67.50%	\$245,109.58		\$362,000.00
Auto Use Fee	\$26,456.52	7.45%	\$27,492.68	(1,036.16)	\$268,963.92	75.76%	\$250,192.87	\$18,771.05	\$355,000.00
COPRS	\$2,750.09		\$2,581.93	168.16	\$16,164.28		\$14,105.38	\$2,058.90	
Expenses									
Salaries (w/o Fringe)	\$20,852.94	8.21%	\$29,021.70		\$182,600.01	71.93%	\$160,018.84		\$253,855.00
Office supplies	\$185.49	16.13%	\$0.00		\$448.00	38.96%	\$826.08		\$1,150.00

Klett, Andrea

From: DeWind, Peter
Sent: Tuesday, October 17, 2023 6:10 PM
To: Klett, Andrea; Costantini, Joyce
Cc: Sauerbrey, Martha
Subject: Good On Line Review Today

The Good, The Bad & The Ugly

[Discussion](#) [People](#) [Events](#) [Media](#) [Files](#)



Stephen Jensen

Admin [Top contributor](#) · 37m ·



I had a crappy DMV experience today. Yeah, I know. That's like saying I woke up and took in some air.



While you may know I'm not averse to calling out the BAD, I really do look for positives. That's why today I'm going to make like Thumper and ... not say anything at all about ... well, it would be tough to find something GOOD.

So I found myself at the Owego Department of Motor Vehicles, despite the fact I live a couple minutes from ... <<<channeling Thumper>>> ... not saying it.

I was turned away from that place, so I decided to drive nearly 30 minutes one way to walk into a virtually empty Owego DMV where three or four employees were happily chatting about heavy metal concerts they've attended. I was compelled to chime in. Every one of them was pleasant, except the one who mentioned she dislikes people who don't take good care of their pets - couldn't disagree.

I might have been in the Owego DMV seven, possibly eight minutes and I had my papers and plates and was headed past the also-pleasant security folks.

I mentioned my purposeful drive all the way to their office, and the positive experience that I have had whenever I come out this way to take care of such business over the last couple decades, probably. They were glad to hear it, but it wasn't anything they hadn't heard a bunch before. They started rattling off far-away places that folks apparent come from just because the Owego DMV is so GOOD.

I had to write about it. I just ordered takeout from Taylors' Pizza House in Endwell for the very first time and I'm sitting in an empty Owego parking lot typing with one finger, and thinking, I kinda hope Owego is too far for too many folks to travel. Last thing I need is a bunch of you ruining the moods of the GOOD people of the Owego DMV. Just ... go to the  or  DMVs. I'm sure it'll be fine.

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -23 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2023 to September 30, 2023 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)	\$ 19,172.09
Berkshire (Town)	9,368.24
Candor (Town)	62,954.25
Candor (Village)	4,080.46
Newark Valley (Town)	71,546.83
Newark Valley (Village)	6,341.81
Nichols (Town)	16,282.48
Nichols (Village)	3,025.99
Owego (Town)	114,440.54
Owego (Village)	17,758.64
Richford (Town)	2,519.05
Spencer (Town)	7,268.95
Spencer (Village)	5,595.22
Tioga (Town)	19,147.90
Waverly (Village)	<u>12,317.59</u>
	\$371,820.04



Department of Taxation and Finance

New York State Mortgage Tax Semiannual Report

AU-202
(5/15)

County of Tioga for the period 04/01/2023 through 9/30/2023

Part 1 - Cash statement for taxes collected pursuant to Article 11

Months	Basic tax distributed				Treasurer				All other taxes distributed (see Instructions)				
	1 Basic tax collected (see Instructions)	2 Interest received by recording officer	3 Recording officer's expense	4 Refunds or adjustments (see Instructions)	5 Amount paid treasurer (col. 1 + col. 2) - (col. 3 +/- col. 4)	6 Interest received by treasurer	7 Treasurer's expense	8 Tax district's share (col. 5 + col. 6) - (col. 7)	9 Local tax	10 Additional tax	11 Special assistance fund	12 Special additional tax	13 County tax
2023 Apr	\$31,507.46	\$1.55	\$8,740.19	\$0.00	\$22,768.82	\$571.83	\$0.00	\$23,340.65	\$0.00	\$0.00	\$0.00	\$9,982.60	\$0.00
May	\$61,690.00	\$2.04	\$8,648.61	\$0.00	\$53,043.43	\$246.38	\$0.00	\$53,289.81	\$0.00	\$0.00	\$0.00	\$24,016.82	\$0.00
Jun	\$56,504.00	\$2.15	\$8,843.21	\$0.00	\$47,682.94	\$188.52	\$0.00	\$47,831.46	\$0.00	\$0.00	\$0.00	\$20,056.91	\$0.00
Jul	\$99,188.31	\$5.90	\$8,613.19	\$0.00	\$90,581.02	\$275.57	\$0.00	\$90,856.59	\$0.00	\$0.00	\$0.00	\$41,554.18	\$0.00
Aug	\$55,053.00	\$5.50	\$9,331.43	\$0.00	\$45,727.07	\$562.34	\$0.00	\$46,289.41	\$0.00	\$0.00	\$0.00	\$15,843.13	\$0.00
Sep	\$118,134.54	\$10.20	\$8,639.29	\$0.00	\$109,505.45	\$706.67	\$0.00	\$110,212.12	\$0.00	\$0.00	\$0.00	\$49,753.12	\$0.00
Totals	\$422,077.31	\$27.34	\$52,815.92	\$0.00	\$369,289.73	\$2,531.31	\$0.00	\$371,820.04	\$0.00	\$0.00	\$0.00	\$161,186.76	\$0.00

James R. McPherson
Recording Officer
Treasurer

PART 2 (see instructions)

**Distribution
Statement**

Columns 1 Through 5)

The taxes collected shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and correct errors are recorded in column 3 and 4, respectively. Authority for these additions and deductions is given by the orders of the Tax Department, noted on the bottom of this part.

**Credit
statement
(Column 6)**

This column is the net amount due each tax district for which the Board of Supervisors shall issue its warrant or warrants.

1 Tax districts	2 Taxes collected	3 *Additions	4 *Deductions	5 Amount of taxes Collected as adjusted and corrected	6 Net amount, due each tax district
BARTON (TOWN)	\$21,763.50	\$0.00	\$0.00	\$21,763.50	\$19,172.09
BERKSHIRE (TOWN)	\$10,634.50	\$0.00	\$0.00	\$10,634.50	\$9,368.24
CANDOR (TOWN)	\$71,463.50	\$0.00	\$0.00	\$71,463.50	\$62,954.25
CANDOR (VILLAGE)	\$4,632.00	\$0.00	\$0.00	\$4,632.00	\$4,080.46
NEWARK VALLEY (TOWN)	\$81,217.50	\$0.00	\$0.00	\$81,217.50	\$71,546.83
NEWARK VALLEY (VILLAGE)	\$7,199.00	\$0.00	\$0.00	\$7,199.00	\$6,341.81
NICHOLS (TOWN)	\$18,483.31	\$0.00	\$0.00	\$18,483.31	\$16,282.48
NICHOLS (VILLAGE)	\$3,435.00	\$0.00	\$0.00	\$3,435.00	\$3,025.99
OWEGO (TOWN)	\$129,908.96	\$0.00	\$0.00	\$129,908.96	\$114,440.54
OWEGO (VILLAGE)	\$20,159.00	\$0.00	\$0.00	\$20,159.00	\$17,758.64
RICHFORD (TOWN)	\$2,859.54	\$0.00	\$0.00	\$2,859.54	\$2,519.05
SPENCER (TOWN)	\$8,251.46	\$0.00	\$0.00	\$8,251.46	\$7,268.95
SPENCER (VILLAGE)	\$6,351.50	\$0.00	\$0.00	\$6,351.50	\$5,595.22
TIOGA	\$21,736.04	\$0.00	\$0.00	\$21,736.04	\$19,147.90
WAVERLY (VILLAGE)	\$13,982.50	\$0.00	\$0.00	\$13,982.50	\$12,317.59
Total number of tax districts	15				
Totals	\$422,077.31	\$0.00	\$0.00	\$422,077.31	\$371,820.04

*See refund, adjustment, and special adjustment orders of the Commissioner of Taxation and Finance, case numbers.