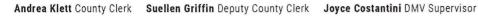
### Office of the County Clerk





#### ADMINISTRATIVE SERVICES COMMITTEE

#### COUNTY CLERK AGENDA

October 7, 2025

10:30 am

- APPROVAL OF MINUTES September 2, 2025
- **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 September 2, 2025

#### **ATTENDANCE**

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

#### APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the August 2025 Committee minutes as presented. Motion was seconded by Legislator Ciotoli and carried.

#### **FINANCIAL**

The Clerk reported that the Clerk and DMV revenues are tracking well and are up from the same time in 2024. The Clerk also reported that the criminal history search requests brought in \$16,465.00 in July and \$13,745.00 in August. The monthly financial report was accepted as presented.

OLD BUSINESS

None

**NEW BUSINESS** 

None

**PERSONNEL** 

None

#### RESOLUTIONS/PROCLAMATIONS

The Clerk presented two resolutions. The first was a resolution to abolish one Recording Clerk position in the Clerk's Office and create one Senior Recording Clerk position. The Clerk explained that she will be doing the same thing in the DMV office. This improves the hierarchy of supervision and creates a position that can be strived for within the departments. This will help with retention issues. The resolution was approved as presented.

# ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK September 2, 2025

### RESOLUTIONS/PROCLAMATIONS (continued)

The second resolution proposed a salary increase for the Director of Assets and Records Management. The Clerk explained that she had worked with Personnel staff to adjust the salary to keep it in line with comparable management/confidential positions. After a brief discussion, the resolution was approved as presented.

#### **EXECUTIVE SESSION**

The Clerk requested an Executive Session to discuss an issue of public safety. Legislator Ciotoli made the motion to enter into Executive Session at 10:54 am.

Legislator Standinger made the motion to exit Executive Session at 11:10 am. Legislator Ciotoli seconded the motion and it was carried.

ADJOURNMENT - 11:10 am

Respectfully submitted, Andrea Klett Tioga County Clerk

2025 Aug	% of Annual Budget	This month	Monthly Year to Year	YTD 2025	Total YTD % of Budget	YTD 2024	YTD Year to Year	2025 Annual Budget
\$44,151.78		\$42,551.90	1,599.88	\$351,984.56		\$294,983.18	\$57,001.38	
\$12,877.31		\$12,792.17	85.14	\$102,730.35		\$102,436.36	\$293.99	
\$561.00		\$758.00		\$4,851.00		\$5,256.00		
\$57,590.09	10.57%	\$56,102.07		\$459,565.91	84.32%	\$402,675.54		\$545,000.00
\$22,977.96	6.22%	\$24,540.86		\$201,438.87	54.57%	\$196,246.61		\$369,148.00
\$0.00	0.00%	\$0.00		\$2,249.31	64.27%	\$1,296.37		\$3,500.00
\$26,203.76		\$22,071.40	4,132.36	\$209,810.11		\$179,016.88	\$30,793.23	
\$422.75		\$403.75	19.00	\$3,746.50		\$3,764.75	(\$18.25)	
\$26,626.51	7.61%	\$22,475.15		\$213,556.61	61.02%	\$182,781.63		\$350,000.00
\$29,430.51	8.02%	\$31,276.22	(1,845.71)	\$243,769.27	66.42%	\$227,761.87	\$16,007.40	\$367,000.00
\$9,299.49		\$9,919.30	(619.81)	\$89,768.98		\$57,488.23	\$32,280.75	
\$20,937.73	7.83%	\$18,829.08		\$178,228.74	66.67%	\$158,667.08		\$267,337.00
\$96.11	8.36%	\$0.00		\$726.07	63.14%			\$1,150.00
	\$44,151.78 \$12,877.31 \$561.00 \$57,590.09 \$22,977.96 \$0.00 \$26,203.76 \$422.75 \$26,626.51 \$29,430.51 \$9,299.49 \$20,937.73	\$44,151.78 \$12,877.31 \$561.00 \$57,590.09 10.57% \$22,977.96 6.22% \$0.00 0.00% \$26,203.76 \$422.75 \$26,626.51 7.61% \$9,299.49 \$20,937.73 7.83%	Annual Budget       This month 2024         \$44,151.78       \$42,551.90         \$12,877.31       \$12,792.17         \$561.00       \$758.00         \$57,590.09       10.57%       \$56,102.07         \$22,977.96       6.22%       \$24,540.86         \$0.00       0.00%       \$0.00         \$26,203.76       \$22,071.40         \$422.75       \$403.75         \$26,626.51       7.61%       \$22,475.15         \$29,430.51       8.02%       \$31,276.22         \$9,299.49       \$9,919.30         \$20,937.73       7.83%       \$18,829.08	Annual Budget 2024 Year  \$44,151.78 \$42,551.90 1,599.88 \$12,877.31 \$12,792.17 85.14 \$561.00 \$758.00 \$57,590.09 10.57% \$56,102.07  \$22,977.96 6.22% \$24,540.86 \$0.00 0.00% \$0.00 \$26,626.51 7.61% \$22,475.15 \$29,430.51 8.02% \$31,276.22 (1,845.71) \$9,299.49 \$9,919.30 (619.81)  \$20,937.73 7.83% \$18,829.08	Annual Budget         This month 2024         Year to Year         YTD 2025           \$44,151.78         \$42,551.90         1,599.88         \$351,984.56           \$12,877.31         \$12,792.17         85.14         \$102,730.35           \$561.00         \$758.00         \$4,851.00           \$57,590.09         10.57%         \$56,102.07         \$459,565.91           \$22,977.96         6.22%         \$24,540.86         \$201,438.87           \$0.00         \$0.00         \$2,249.31           \$26,203.76         \$22,071.40         4,132.36         \$209,810.11           \$422.75         \$403.75         19.00         \$3,746.50           \$26,626.51         7.61%         \$22,475.15         \$213,556.61           \$29,430.51         8.02%         \$31,276.22         (1,845.71)         \$243,769.27           \$9,299.49         \$9,919.30         (619.81)         \$89,768.98           \$20,937.73         7.83%         \$18,829.08         \$178,228.74	Annual Budget 2024 Year YTD 2025 of Budget 2025 Aug S44,151.78 S42,551.90 1,599.88 \$351,984.56 \$12,877.31 \$12,792.17 85.14 \$102,730.35 \$561.00 \$758.00 \$44,851.00 \$57,590.09 10.57% \$56,102.07 \$459,565.91 84.32% \$22,977.96 6.22% \$24,540.86 \$201,438.87 54.57% \$0.00 0.00% \$0.00 \$2,249.31 64.27% \$26,626.51 7.61% \$22,071.40 4,132.36 \$209,810.11 \$422.75 \$4403.75 19.00 \$3,746.50 \$26,626.51 7.61% \$22,475.15 \$213,556.61 61.02% \$29,430.51 8.02% \$31,276.22 (1,845.71) \$243,769.27 66.42% \$9,299.49 \$9,919.30 (619.81) \$89,768.98 \$20,937.73 7.83% \$18,829.08 \$178,228.74 66.67%	Annual 2025 Aug         This month Budget         Year to Year         YTD 2025         YTD % of Budget         YTD 2024           \$44,151.78         \$42,551.90         1,599.88         \$351,984.56         \$294,983.18           \$12,877.31         \$12,792.17         85.14         \$102,730.35         \$102,436.36           \$561.00         \$758.00         \$4,851.00         \$5,256.00           \$57,590.09         10.57%         \$56,102.07         \$459,565.91         84.32%         \$402,675.54           \$22,977.96         6.22%         \$24,540.86         \$201,438.87         54.57%         \$196,246.61           \$0.00         0.00%         \$0.00         \$2,249.31         64.27%         \$1,296.37           \$226,203.76         \$22,071.40         4,132.36         \$209,810.11         \$179,016.88           \$422.75         \$403.75         19.00         \$3,746.50         \$3,764.75           \$26,626.51         7.61%         \$22,475.15         \$213,556.61         61.02%         \$182,781.63           \$29,430.51         8.02%         \$31,276.22         (1,845.71)         \$243,769.27         66.42%         \$227,761.87           \$9,299.49         \$9,919.30         (619.81)         \$89,768.98         \$57,488.23           \$20,937	Annual 2025 Aug         This month Budget         Year to Year         YTD 2025         YTD % of Budget         YTD 2024         Year to Year           \$44,151.78         \$42,551.90         1,599.88         \$351,984.56         \$294,983.18         \$57,001.38           \$12,877.31         \$12,792.17         85.14         \$102,730.35         \$102,436.36         \$293.99           \$561.00         \$758.00         \$4,851.00         \$5,256.00           \$57,590.09         \$10.57%         \$56,102.07         \$459,565.91         84.32%         \$402,675.54           \$22,977.96         6.22%         \$24,540.86         \$201,438.87         54.57%         \$196,246.61           \$0.00         0.00%         \$0.00         \$2,249.31         64.27%         \$1,296.37           \$26,203.76         \$22,071.40         4,132.36         \$209,810.11         \$179,016.88         \$30,793.23           \$422.75         \$403.75         19.00         \$3,746.50         \$3,764.75         \$18.25           \$29,430.51         8.02%         \$31,276.22         (1,845.71)         \$243,769.27         66.42%         \$227,761.87         \$16,007.40           \$9,299.49         \$9,919.30         (619.81)         \$89,768.98         \$57,488.23         \$32,280.75