



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

September 2, 2025

10:30 am

- APPROVAL OF MINUTES August 5, 2025

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS

-25 Create and fill Senior Recording Clerk and Abolish one (1)
Recording Clerk – County Clerk's Office

-25 Authorize Salary Adjustment for Director of Assets and Records
Management, Management/Confidential – County Clerk's Office

- PROCLAMATIONS

- EXECUTIVE SESSION

Requested

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 5, 2025**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Laura Schurter, Chief Accountant

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk reported that the Clerk revenues are up from the same time in 2024. The Clerk stated that this is mainly from the increase in passport customers and the revenue from criminal records search requests. Legislator Ciotoli asked how the criminal search revenue is handled. The Clerk stated that it is reported and paid to the Treasurer's Office in the monthly General Fees report. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk presented the 2026 tentative budgets for the Clerk's Office, DMV, Records, and Historian. The Clerk stated that there is a 0% overall increase in all of the budgets as presented. Some line item expenses were increased but a corresponding decrease came out of other line items. The budgets were accepted as presented.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 5, 2025**

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

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

DRAFT

	2025 July	% of Annual Budget	This month 2024	Monthly Year to Year	YTD 2025	Total YTD % of Budget	YTD 2024	YTD Year to Year	2025 Annual Budget
Clerk									
<u>Revenue</u>									
Fees (general)	\$50,846.38		\$37,532.70	13,313.68	\$307,832.78		\$252,431.28	\$55,401.50	
Interest, Mgt. Tax & Trans. Tax	\$12,892.00		\$12,786.98	105.02	\$89,853.04		\$89,644.19	\$208.85	
ACH Corp and Notary fees from State	\$365.00		\$873.00		\$4,290.00		\$4,498.00		
	\$64,103.38	11.76%	\$51,192.68		\$401,975.82	73.76%	\$346,573.47		\$545,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$35,088.91	9.51%	\$24,531.38		\$178,460.91	48.34%	\$171,705.75		\$369,148.00
Office supplies	\$469.33	13.41%	\$0.00		\$2,249.31	64.27%	\$1,296.37		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$23,977.04		\$23,905.84	71.20	\$183,606.35		\$156,945.48	\$26,660.87	
Sales Tax Retention	\$458.75		\$517.50	(58.75)	\$3,323.75		\$3,361.00	(\$37.25)	
	\$24,435.79	6.98%	\$24,423.34		\$186,930.10	53.41%	\$160,306.48		\$350,000.00
Auto Use Fee	\$32,521.21	8.86%	\$31,505.09	1,016.12	\$214,338.76	58.40%	\$196,485.65	\$17,853.11	\$367,000.00
COPRS	\$10,724.99		\$10,793.84	(68.85)	\$80,469.49		\$47,568.93	\$32,900.56	
<u>Expenses</u>									
Salaries (w/o Fringe)	\$31,468.94	11.77%	\$20,075.48		\$157,291.01	58.84%	\$139,838.00		\$267,337.00
Office supplies	\$0.00	0.00%	\$0.00		\$629.96	54.78%	\$614.76		\$1,150.00

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

CREATE AND FILL SENIOR RECORDING
CLERK AND ABOLISH ONE (1) RECORDING
CLERK
COUNTY CLERK'S OFFICE

WHEREAS: Legislative approval is required to create and abolish positions within Tioga County; and

WHEREAS: Upon review of the department needs, the County Clerk has determined that there is a need for a "senior level" Recording Clerk position for 2026; and

WHEREAS: On August 19, 2025, the Personnel Department received a new position duties statement from the County Clerk's Office; and

WHEREAS: After a review of the New Position Duties Statement, the Personnel Officer has determined that the appropriate classification for the new position shall be Senior Recording Clerk (CSEA SG VI); therefore be it

RESOLVED: That one (1) full-time Senior Recording Clerk (\$38,859-\$39,859 CSEA SG VI) shall be created effective January 1, 2026, and filled in accordance with payroll procedures; and be it further

RESOLVED: That upon the appointment of the Senior Recording Clerk (SG VI), one (1) full-time Recording Clerk (CSEA SG V) position be abolished.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE SALARY ADJUSTMENT FOR
DIRECTOR OF ASSETS AND RECORDS
MANAGEMENT, MANAGEMENT/CONFIDENTIAL
COUNTY CLERK'S OFFICE

WHEREAS: Legislative approval is required for a title salary increase within Tioga County; and

WHEREAS: The County Clerk requested a review for the 2026 salary range of the title Director of Assets and Records Management (Management/Confidential); and

WHEREAS: The Personnel Officer, after reviewing all submitted and researched data, has made a determination that due to the extensive knowledge base required to accession, store, deaccession, and properly destroy records per the New York State retention schedule for the records of all Tioga County Departments (excluding the Sheriff's Department, ITCS, and the Department of Social Services) while strictly adhering to confidentiality requirements; the knowledge and organization necessary to create and maintain a database of all non-capital assets owned by Tioga County there is justification to request a salary adjustment; therefore be it

RESOLVED: That the appropriate Management/Confidential salary range for the Director of Assets and Records Management be \$54,294 - \$64,294; and be it further

RESOLVED: That the 2026 annual salary of the current incumbent in the Director of Assets and Records Management title, Janis Hopkins, shall be increased by \$4,095 effective the first full 2026 pay period.