



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

December 6, 2022

11:30 am

- APPROVAL OF MINUTES November 8, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
None
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
November 8, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger
Absent: Legislator E. Hollenbeck
Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk
Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Brown to accept October's minutes as presented, seconded by Legislator Standinger, 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 reported that one of her Recording Clerks is retiring effective November 19, 2022, and that a replacement has been found. This individual will begin in the Clerk's Office on November 21, 2022. The Clerk also reported that unfortunately, a Recording Clerk had to be let go because of unsatisfactory performance during the probationary period. The opening has been posted by the Personnel Office and the Clerk is awaiting applications. The DMV is fully staffed, and all License Clerks have been fingerprinted and are able to process Real ID and Enhanced License and Non-Driver ID's. The Clerk and the Motor Bureau Supervisor have been thinking about offering extended hours for Real ID and Enhanced transactions only and only by appointment in early 2023 leading up to the May Real ID deadline. The Clerk understands that the Legislature would have to approve any extra hours because the building would have to be open after hours. The Legislative Chair then mentioned the hours

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of access to the County Clerk's Office. For security reasons, the Clerk would like the established hours of operation for her building adjusted to coincide with the hours that the Office of Court Administration Security Officers are on duty. As it stands now, the public is allowed to remain in the Clerk's Office for an additional one-half hour after the Security Officers have finished their shift and left for the day. The Legislative Clerk explained that the current policy states that the hours for the County offices located at Court Street are open to the public from 9:00 am until 4:30 pm to coincide with OCA security. She further explained that in speaking with the Clerk and others, she learned that the start time in the policy is inaccurate. Therefore, the resolution, being presented next week for Legislature consideration, changes the start time to the accurate time of 8:30 am.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the November 2022 Semi-Annual Mortgage Tax Distribution. The resolution was accepted as presented and goes before the entire Legislature at their next regular meeting.

The Clerk then presented a resolution recognizing Doreen Stoughton on her retirement from Tioga County after 34 years of service with the County Clerk's Office. The resolution was accepted as presented. The Committee Chair will read the resolution at the next regular meeting of the Legislature and the Clerk will attend on Doreen's behalf.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

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

	2022 Oct	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$34,464.48		\$41,590.58	(7,126.10)	\$351,435.89		\$381,612.10	(30,176.21)	
Interest, Mgt. Tax & Trans. Tax	\$12,730.26		\$12,250.89	479.37	\$125,741.03		\$121,041.24	4,699.79	
ACH Corp and Notary fees from State	\$20.00		\$0.00		\$5,824.00		\$4,372.00		
	\$47,214.74	8.91%	\$53,841.47		\$483,000.92	91.13%	\$507,025.34		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,439.12	7.67%	\$22,529.42	(407.89)	\$241,034.07	78.85%	\$220,478.41	(21,123.40)	\$305,692.00
Office supplies	\$220.00	6.47%	\$99.37	(13.50)	\$1,641.93	48.29%	\$1,092.32	(1,000.50)	\$3,400.00
DMV									
Revenue									
Fees	\$26,581.55		\$26,989.44	(407.89)	\$267,308.13		\$288,431.53	(21,123.40)	
Sales Tax Retention	\$463.50		\$477.00	(13.50)	\$4,846.50		\$5,847.00	(1,000.50)	
	\$27,045.05	7.41%	\$27,466.44		\$272,154.63	74.56%	\$294,278.53		\$365,000.00
Auto Use Fee	\$26,039.03	7.33%	\$25,919.02	120.01	\$276,231.90	77.81%	\$305,045.54	(28,813.64)	\$355,000.00
COPRS	\$2,581.93		\$2,888.32	(306.39)	\$16,687.31		\$23,635.24	(6,947.93)	
Expenses									
Salaries (w/o Fringe)	\$18,921.38	7.52%	\$14,508.66		\$178,940.22	71.16%	\$145,744.46		\$251,462.00
Office supplies	\$0.00	0.00%	\$41.06		\$826.08	91.79%	\$688.62		\$900.00