

**MINUTES**  
**JULY 2021 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: July 6, 2021**

**Present:** Committee Chair Legislator C. Balliet, Legislator D. Mullen, Legislator W. Standinger, Legislator L. Sullivan, Legislative Chair M. Sauerbrey

**Staff Present:** Andrea Klett, County Clerk, Suellen Griffin, Deputy County Clerk, Joyce Costantini, Department of Motor Vehicles Supervisor

**MINUTES**

Motion by Legislator Sullivan to accept June's minutes as presented, seconded by Legislator Standinger, and unanimously carried.

**FINANCIAL**

The monthly financial reports were accepted as presented. The Clerk noted that the DMV revenue did not include the Auto Use Fee amount for the month of May because that amount had not yet been sent from the State. The Committee instructed the Clerk to include that figure in the reports for the August meeting.

**NEW BUSINESS**

The Clerk presented the DMV revenue sharing and production reports for June 2021. The Committee asked for clarification about the "Partner Counts" on the Revenue Sharing Report. Joyce Costantini, DMV Supervisor, explained that the partners were dealerships that have their own stock of license plates that they can issue when selling cars from their lots. However, even if the plates are issued to the customer by the dealership, the paperwork must still be entered into the DMV database by a DMV employee and we get a 12.7% share of the revenue for those transactions. The DMV Supervisor then explained to the Committee that another dealership, namely Matthews, had approached the Tioga County DMV with an opportunity to process transactions from five of their eight dealerships. The Matthews representative states that this would amount to about 100 to 200 deals per week. In light of this chance to increase revenue, the Clerk and the DMV Supervisor would like to budget for another full-time cashier in 2022. The Committee asked about the revenue from the work that Gault brings to the office since that was the justification for adding a full-time cashier in 2020. The DMV Supervisor reported that the Gault dealerships bring about 60 to 80 deals per week. The Committee would like the Clerk and DMV Supervisor to review the numbers from Gault to see what revenue the County is getting from this extra work. The Committee then requested that the DMV Supervisor get more precise data from Matthews and that the Clerk put together a proposal for the next Committee meeting.

**Respectfully submitted,**

**Andrea Klett**  
**Tioga County Clerk**