



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

February 3, 2026

10:30 am

- APPROVAL OF MINUTES January 6, 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
January 6, 2026

ATTENDANCE

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

Guests: Tracy Monell, Legislative Chair; Andrew Aronstam, Legislator; JoEllen Rose, Legislator; David Cantella, Legislator; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are tracking well. The Clerk then reported that the criminal history search requests brought in \$15,570.00 in December. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Recording Clerk that started on December 1 is doing a great job so far. The new Motor Vehicle License Clerk that started on November 17th is doing very well and has been fingerprinted so is able to process Real ID and Enhanced Licenses and IDs. The newest Motor Vehicle License Clerk started on December 29 and is doing well so far. There is still one Motor Vehicle License Clerk position to fill. The Clerk and the DMV Deputy will be holding a couple more interviews in the upcoming week.

PERSONNEL

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 6, 2026**

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:05 am

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

[illegible]

Revenue Acct (Object)	Charge Code	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total
412550 Clerk Fees	125500 General Fees	44,832.70	37,012.80	42,172.72	41,959.00	46,866.48	44,142.70	50,846.38	44,151.78	50,093.83	56,910.69	41,324.30	54,912.15	555,225.53
"	125501 Bank Interest	16.67	11.72	10.21	10.29	15.66	13.04	16.20	11.51	10.63	20.94	19.62	14.28	170.77
"	125502 Mortgage Tax Expense	12,662.35	12,662.35	12,662.35	12,738.80	12,738.80	12,738.80	12,738.80	12,738.80	12,738.80	12,738.80	12,738.80	12,738.80	152,636.25
"	125503 Transfer Tax Allow	135.00	108.00	114.00	94.00	114.00	115.00	137.00	127.00	127.00	174.00	114.00	177.00	1,536.00
412560 DMV Fees	125601 Daily Sales Tax Reten(DMV)	353.00	263.00	597.50	499.00	488.00	664.50	458.75	422.75	547.25	477.00	279.00	416.50	5,466.25
412560 DMV Fees	125600 Motor Vehicle Fees	19,969.34	16,782.23	33,573.08	30,361.33	26,245.75	32,697.58	23,977.04	26,203.76	27,089.96	23,942.00	20,382.67	28,828.94	310,053.68
		77,969.06	66,840.10	89,129.86	85,662.42	86,468.69	90,371.62	88,174.17	83,655.60	90,607.47	94,263.43	74,858.39	97,087.67	1,025,088.48
205800 MT099 Mort. Tax Sav	205800 Mort. Tax Trust	40,947.37	23,649.36	33,298.40	28,207.55	72,497.87	47,010.54	76,925.37	50,769.71	59,959.07	142,284.19	45,966.37	72,959.03	694,474.83
Sheriff	DWI/Misc Fees	100.00	1,400.00	395.00	600.00	200.00	100.00	130.00	1,370.00	250.00	370.00	250.00	250.00	5,415.00
Treasurer	Unclaimed funds				10,000.00									10,000.00
412561 DMV User	125602 Auto Use Fees	26,049.45	26,996.04	35,570.27	33,046.01	30,548.32	29,607.46	32,521.21	29,430.51	28,853.09	28,289.08	22,746.56	24,555.04	348,213.04
412560 DMV Fees	125500 Motor vehicle fees (COPRS online portion)	10,912.49	10,011.64	13,855.68	12,373.12	12,167.11	10,424.46	10,724.99	9,299.49	9,912.99	10,990.18	10,914.93	11,011.80	132,598.88
412550 Clerk Fees	125500 General Fees (State Corp DBA filings)	455.00	0.00	505.00	667.00	668.00	630.00	305.00	561.00	0.00	349.00	474.00	411.00	5,025.00
412550 Clerk Fees	125500 General Fees (Notary Fees)	140.00	220.00	140.00	160.00	160.00	180.00	60.00	0.00	320.00	280.00	160.00	160.00	1,980.00
	Total Clerk and DMV Revenue(does not incl dwi or Mort)	115,526.00	104,067.78	139,200.81	131,908.55	130,012.12	131,213.54	131,785.37	122,946.60	129,693.55	134,171.69	109,153.88	133,225.51	1,512,905.40