

TIOGA COUNTY, NEW YORK

# Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



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Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

## ADMINISTRATIVE SERVICES COMMITTEE

### COUNTY CLERK AGENDA

DECEMBER 3, 2024

10:30 am

- APPROVAL OF MINUTES November 5, 2024
  
- 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  
November 5, 2024**

**ATTENDANCE**

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

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

**APPROVAL OF MINUTES**

Motion by Legislator Standing to accept the October 2024 Committee minutes as presented. Motion seconded by Legislator Brown and carried.

**FINANCIAL**

The monthly financial reports were accepted as presented. The Clerk reported that the revenue from criminal background search requests brought in \$21,240.00 for the month of October. The criminal records search requests have resulted in a considerable increase in revenue in 2024 when compared to the same timeframe in 2023.

**OLD BUSINESS**

None

**NEW BUSINESS**

The Clerk reported that the DMV is fully staffed once again and that the newest cashier was fingerprinted and now has the approval to process Real ID compliant ID cards and Drivers' Licenses. At this point, the deadline for needing a Real ID or Enhanced license for boarding a commercial flight to travel within the United States is still set for May 7, 2025. The Clerk then reported that the Clerk's Office staff have an efficient procedure for handling criminal background check requests. The Clerk's Office and the Office of the Court Clerk have worked out a process to handle requests for searches and certificates of disposition that has cleared up the backlog and gets results back to the search companies in a timely manner.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
November 5, 2024**

**PERSONNEL**

None

**RESOLUTIONS/PROCLAMATIONS**

The Clerk presented a resolution for the semi-annual mortgage tax distribution. She also stated that the figures have been approved by the NYS Tax and Finance Department. The committee accepted the resolution as presented.

The Clerk next presented a resolution authorizing the reclassification of the CSEA position of Motor Vehicles Bureau Supervisor to a management/confidential position of Assistant Deputy County Clerk (DMV). The Committee and the Clerk held a brief discussion regarding how this change will improve the team dynamics in the DMV and that the candidate will need to take a civil service exam. After the discussion, the Committee accepted the resolution as presented.

**EXECUTIVE SESSION**

None

**ADJOURNMENT – 10:41 am**

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

|                                     | 2024 Oct    | % of Annual Budget | This month 2023 | Monthly Year to Year | YTD 2024     | Total YTD % of Budget | YTD 2023     | YTD Year to Year | 2024 Annual Budget |
|-------------------------------------|-------------|--------------------|-----------------|----------------------|--------------|-----------------------|--------------|------------------|--------------------|
| <b>Clerk</b>                        |             |                    |                 |                      |              |                       |              |                  |                    |
| <b>Revenue</b>                      |             |                    |                 |                      |              |                       |              |                  |                    |
| Fees (general)                      | \$49,893.00 |                    | \$29,446.13     | 20,446.87            | \$399,336.96 |                       | \$299,911.35 | 99,425.61        |                    |
| Interest, Mgt. Tax & Trans. Tax     | \$12,784.35 |                    | \$12,695.24     | 89.11                | \$128,023.52 |                       | \$126,929.10 | 1,094.42         |                    |
| ACH Corp and Notary fees from State | \$457.00    |                    | \$424.00        |                      | \$6,531.00   |                       | \$8,344.00   |                  |                    |
|                                     | \$63,134.35 | 11.80%             | \$42,565.37     |                      | \$533,891.48 | 99.79%                | \$435,184.45 |                  | \$535,000.00       |
|                                     |             |                    |                 |                      |              |                       |              |                  |                    |
| <b>Expenses</b>                     |             |                    |                 |                      |              |                       |              |                  |                    |
| Salaries (w/o Fringe)               | \$24,443.99 | 6.87%              | \$23,269.99     |                      | \$257,497.12 | 72.41%                | \$241,321.13 |                  | \$355,609.00       |
| Office supplies                     | \$518.50    | 14.81%             | \$158.42        |                      | \$1,814.87   | 51.85%                | \$1,834.05   |                  | \$3,500.00         |
|                                     |             |                    |                 |                      |              |                       |              |                  |                    |
| <b>DMV</b>                          |             |                    |                 |                      |              |                       |              |                  |                    |
| <b>Revenue</b>                      |             |                    |                 |                      |              |                       |              |                  |                    |
| Fees                                | \$18,950.94 |                    | \$29,195.57     | (10,244.63)          | \$215,789.36 |                       | \$270,017.59 | (54,228.23)      |                    |
| Sales Tax Retention                 | \$416.00    |                    | \$486.00        | (70.00)              | \$4,608.75   |                       | \$4,002.00   | 606.75           |                    |
|                                     | \$19,366.94 | 5.28%              | \$29,681.57     |                      | \$220,398.11 | 60.05%                | \$274,019.59 |                  | \$367,000.00       |
|                                     |             |                    |                 |                      |              |                       |              |                  |                    |
| Auto Use Fee                        | \$28,105.18 | 8.03%              | \$28,885.00     | (779.82)             | \$281,373.27 | 80.39%                | \$297,848.92 | (16,475.65)      |                    |
| COPRS                               | \$11,190.01 |                    | \$2,630.81      | 8,559.20             | \$100,440.79 |                       | \$18,795.09  | 81,645.70        |                    |
|                                     |             |                    |                 |                      |              |                       |              |                  |                    |
| <b>Expenses</b>                     |             |                    |                 |                      |              |                       |              |                  |                    |
| Salaries (w/o Fringe)               | \$19,559.03 | 7.32%              | \$17,045.21     |                      | \$205,842.79 | 77.00%                | \$199,645.22 |                  | \$267,337.00       |
| Office supplies                     | \$0.00      | 0.00%              | \$13.37         |                      | \$614.76     | 53.46%                | \$461.37     |                  | \$1,150.00         |