TIOGA COUNTY, NEW YORK

Office of the County Clerk





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

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK November 8, 2022

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.

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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	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk	as tumanay i qërarspint podjetër etjër drevellist ele dressitina di rever serveme	(1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				e mina i nada mengga njanja, je gi ye ababidi kadisepe a permenen a sa sona so		q
Revenue				orandele massa ale san-eny personana per e manuter ay en-		and a stilling and described as of a state a below (i) or below (i) or be to be to proper gap or below (ii) or below (ii) or below (ii) or below (iii) or be		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The second secon
Fees (general)	\$34,464.48		\$41,590.58	(7,126.10)	\$351,435.89	E (Pers, a t e apparabable es estado, as estados, estados esta	\$381,612.10	(30,176.21)	of Control of the con
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			\$0.00		\$5,824.00		\$4,372.00	ele belighte open il beam est e e e element en manuera personament a personale	THE RESIDENCE OF THE STREET OF THE STREET ASSESSMENT AND ADDRESS A
	\$47,214.74	8.91%	\$53,841.47		\$483,000.92	91.13%	\$507,025.34		\$530,000.00
Expenses	e establishe e e establishe e e eldi e e	00			MATERIAL MARKEMENTAN MENALAM PERMANANA SPANSKA (-dijod-jod-jod-jod-jod-			(redit et ilmi) i the lima; det anter mere en serere anserere	
Salaries (w/o Fringe)	\$23,439.12	7.67%	\$22,529.42		\$241,034.07	78.85%	\$220,478.41	A BOO BROOK AND DESCRIPTION OF THE PARTY AND	\$305,692.00
Office supplies	\$220.00	6.47%	\$99.37		\$1,641.93	48.29%	\$1,092.32		\$3,400.00
Revenue	de - enc. 4. de de de la compressione de la Regiona de la compressión de la compress			And Additionable to his community and the date of the other of the					
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)	
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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)	en e l'exemple de la company de l'exemple de
Expenses						me consumers construct on the state of the s	destro de el federa per persone se a visa sense pera from ser a baso espera a causas	VARRET PRINTER AND REPORT A RESISTANCE AND REAL REPORT OF THE ADMINISTRAL PRINTERS AND AND ADMINISTRAL PRINTERS.	A THE R ME THAT THE RESERVE A PROPERTY AND A RESERVE AND A PROPERTY AND A PROPERT
Salaries (w/o Fringe)	\$18,921.38	7.52%	\$14,508.66	THE PERSON NAMED AND PARTY OF PERSON NAMED A	\$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