16 Court Street PO Box 307 Owego, NY 13827

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



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

November 8, 2022

10:30 am

- APPROVAL OF MINUTES October 4, 2022
- FINANCIAL
 - Year to Date budget reports
- OLD BUSINESS

None

NEW BUSINESS

Status of County Clerk's Office and DMV

PERSONNEL

None

RESOLUTIONS

November 2022 Semi-Annual Mortgage Tax Distribution

- **Recognition of Retirement**
- PROCLAMATIONS

None

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK October 4, 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

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept September's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

After a brief discussion, 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. Both offices are seeing a normal amount of business for this time of year. The DMV will pick back up again toward the end of the year when people will get their registration renewals for snowmobiles, trailers, and boats.

PERSONNEL

None

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK October 4, 2022

RESOLUTIONS/PROCLAMATIONS None EXECUTIVE SESSION None ADJOURNMENT - 11:00 am Respectfully submitted, Andrea Klett Tioga County Clerk

	2022 Sept	70 01 Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	t otal YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk				- " " " " " " " " " " "	new way was a man and an and an angle of the statistical data and the state of the		ndebelar na sena servera a na se a su mera provincia na fermanana a mantenera manta a a se a su	The set of	a man a new to a two man new man and
Revenue							NOT TO THE WORK OF THE ALL WAS ADDRESSED AND ADDRESSED ADDRESSED.		에 가지 않는 것 같아요. 이 같은 것 같아요. 이 같은 것 같아요. 이 것 같아요.
Fees (general)) \$36,761.03		\$38,502.39	(1,741.36)	\$316,971.41		\$340,021.52	\$340,021.52 (\$23,050.11)	ייייייייייייייייייייייייייייייייייייי
Interest, Mgt. Tax & Trans. Tax	x \$12,744.85	 P) and found k-role as supported as a new order an error of the 	\$12,254.12	490.73	\$113,010.77		\$108,709.35	\$4,301.42	a na mana mananana mana nagana mana nagana na mangana mana na mana na mana na ma
ACH Corp and Notary fees from State	s \$1,826.00		\$456.00		\$5,804.00		\$4,372.00	 A set of the set of	ται που επιστεύ τη από τη από τη από τη τη πολοποιτική η ότα τη χρητική τη έρα το χρηγήρης βόης βόης αλαγολόμο
	\$51,331.88	9.69%	\$51,212.51		\$429,982.18	81.13%	\$448,730.87		\$530,000.00
<u>Expenses</u>	name mana i na muna mana mana i na ta tana mana in mangi nganang pan				operate de la color en la companya en c		na muu a ar con e boor - ar a tonnan ku'e tonnan L tar o a goog		مى بى بىرى بىرى بىرى بىرى بىرى بىرى بىرى
Salaries (w/o Fringe)) \$31,447.77	10.29%	\$32,245.92		\$217,594.95	71.18%	\$197,948.99		\$305,692.00
Office supplies	s \$10.99	0.32%	\$28.99		\$1,421.93	41.82%	\$992.95		\$3,400.00
DMV							יווינייטי אלא אורא אורא אורא אורא איר אירא איר אין אין איין איין איין א		
<u>Revenue</u>					and an index of the second				y maaaagam iy waa mir iy ya'u ugoogo oo a mir yo'u to'o beel daga ahaa ahaa ah
Fees	s \$26,861.88		\$25,061.98	1,799.90	\$240,726.58		\$261,442.09	\$261,442.09 (\$20,715.51)	
Sales Tax Retention	1 \$542.75		\$532.00	10.75	\$4,383.00		\$5,370.00	(\$987.00)	The stars over you can a real promotion to be stars a sum to the star of a large star star a star of
	\$27,404.63	7.51%	\$25,593.98		\$245,109.58	67.15%	\$266,812.09	a ster ska biller for stål viss stød en stras i ladderderer støl der som en støl	\$365,000.00
Auto Use Fee	\$27,492.68	7.74%	\$30,058.10	(2,565.42)	\$250,192.87	70.48%	\$279,126.52	\$279,126.52 (\$28,933.65)	\$355,000.00
COPRS	\$ \$2,581.93		\$3,328.61	(746.68)	\$14,105.38	Barbourd, Long and Long and Art allow results a re-	\$20,746.92	(\$6,641.54)	
Expenses									and a second dependence of the second se
Salaries (w/o Fringe)	\$29,021.70	11.54%	\$21,576.08		\$160,018.84	63.64%	\$131,235.80		\$251,462.00
Office supplies	\$ \$0.00	0.00%	\$163.47		\$826.08	91.79%	\$647.56		\$900.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -22 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2022 to September 30, 2022 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 53,517.54
Berkshire (Town)	9,264.34
Candor (Town)	37,670.96
Candor (Village)	5,646.65
Newark Valley (Town)	18,489.14
Newark Valley (Village)	6,764.88
Nichols (Town)	21,179.61
Nichols (Village)	3,552.34
Owego (Town)	198,505.56
Owego (Village)	18,715.22
Richford (Town)	5,985.10
Spencer (Town)	22,379.63
Spencer (Village)	1,996.39
Tioga (Town)	62,194.60
Waverly (Village)	<u> 29,994,52</u>
	\$495,856.48

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -22 RECOGNITION OF DOREEN STOUGHTON'S 34 YEARS OF DEDICATED SERVICE TO THE TIOGA COUNTY CLERK'S OFFICE

WHEREAS: On May 16, 1988, Doreen Stoughton was hired by then Tioga County Clerk Charles Blackman as a Clerk/Typist; she was promoted to Account Clerk/Typist on November 6, 1989; and on January 1, 2012, her position was retitled to Recording Clerk and it is from this position that she is retiring after 34 years of exemplary service to the people of Tioga County; and

WHEREAS: Doreen was instrumental in the acquisition and implementation of the COTT System currently in use at the County Clerk's Office that allows the general public to search and access County Clerk records via the internet; and

WHEREAS: Doreen has been a loyal, conscientious, and professional employee in the performance of her duties and responsibilities during her years of service in the Clerk's Office; and

WHEREAS: Doreen has always been ready, willing, and able to apply her many years of experience to assist with training new employees and providing expert assistance to whatever task needed to be done; and

WHEREAS: Doreen will retire on November 19, 2022; now therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Doreen for her 34 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Doreen Stoughton.