TIOGA COUNTY, NEW YORK

Office of the County Clerk

6 Court Street PO Box 307 Owego, NY 138

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



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

May 2, 2023

10:30 am

- APPROVAL OF MINUTES April 4, 2023
- FINANCIAL

Year to Date budget reports

OLD BUSINESS

None

NEW BUSINESS

Status of County Clerk's Office and DMV

PERSONNEL

None

RESOLUTIONS

E20 Semiannual Mortgage Tax Distribution

PROCLAMATIONS

None

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK April 4, 2023

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen, Legislator J. Brown, Legislator R. Ciotoli,

Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair, Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented. There was a brief discussion about the changes to DMV retention rates as proposed in the Governor's budget.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk's Office is working on cross training all Recording Clerks to ensure that they have knowledge of all transactions, instead of two Clerks handling deeds and mortgages and two Clerks handling civil case files. The Committee Chair asked for an update on the COTT situation. The Clerk explained that COTT and NYSCEF are still not communicating with each other electronically. COTT is asking NYSCEF to restore their credentials but NYSCEF is refusing to do so until COTT produces documentation that shows all ransomware has been scrubbed and there are ample security measures in place so that this doesn't happen again. The Clerk and the Deputy Clerk have been keeping IT in the loop and will not move forward without IT's blessing. Thankfully the work around process that the Deputy Clerk devised has served the Office well so that civil case documents are being filed in a timely manner. The Committee Chair requested that the Clerk keep them informed of any new developments.

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK April 4, 2023

The Clerk pointed out an email that was written by a customer that had spent several hours in the DMV and wanted to compliment the staff on being kind, considerate, and working as a team. The Clerk then reported on an incident that occurred in the DMV on March 30th. A customer in the DMV became very agitated and began to verbally abuse the DMV employees. One of the cashiers activated the panic button and police arrived shortly thereafter. The situation was deescalated and incident reports were filed with the County Attorney's Office.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution that establishes and funds a Chair line in the Records budget. The Records Director needs a chair that will work with her sit to stand desk. The price of the chair is \$149.99. Funds to cover the cost will be moved from the Supplies (Not Office) line to cover the cost. The Resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:40 am

Respectfully submitted, Andrea Klett Tioga County Clerk

	2023 Mar	% of Annual Budget	This month 2022	Monthly Year to Year	Total Budget YTD 2023	Total YTD % of Budget	YTD 2022	YTD Year to Year	2023 Annual Budget
Clerk	perfectly green was set erveyers set fee an ensure ansure and entitle has	edo Pedde Labeldo dem esta Princessoma mas mende	Meditoring a state alternation that the state of end of the state of t			a makan san sammakan pingpak.	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	man na mma na ma na	nomenome nom nom a nom nom nom nom nom nom company.
Revenue	() () () () () () () () () () () () () (to be the contract of the cont	And the state of t	The Assessment plan of population of the State of the Sta	
Fees (general)	\$30,416.45		\$36,165.73	(5,749.28)	\$87,648.09	And the state of t	\$106,605.31	(\$18,957.22)	Application of the state of the
Interest, Mgt. Tax & Trans. Tax	\$12,685.46	- rigiding and a resonance of a secondary and a comment	\$12,236.89	448.57	\$38,069.18	Address and the street and the stree	\$36,710.15		
Corp and Notary fees from State	\$530.00	The first from a set a recommend in an installand	\$0.00	in halfig had, debade 1980d des Phrodosid's eferra superior na amon	\$4,559.00	4444-10 has a chean creamment a manage or manage or a series of the seri	\$120.00		Amount in some one or a company of the ball and the second or a second or and the second or and the second of the
	\$43,631.91	8.23%	\$48,402.62	THEFFELLIGHT STATES AND STATES AND STREET AN	\$125,717.27	23.72%	\$143,435.46	A PART OF THE PROPERTY OF THE PART OF THE	\$530,000.00
Expenses	MM MALES I MM SANALAL AMERICANA FERRANA AND SANALAR AN	The state of the s	e na semana a ple se propiet que principa que de principa que de principa de principa de principa de propieto	WE AND THE RESIDENCE OF THE RESIDENCE OF THE	en gelakakajajajajaja, (har oj) gajajajajaj) gajajajajajajajajajajajajajajajajajajaj		manman amanmam amanman pagispi pagispi olipi olipi pagispi origi di		A LANG GAMES IN THE THE SECOND OF THE SECOND
Salaries (w/o Fringe)	\$34,755.89	10.01%	\$34,879.93	A DOMESTIC OF THE STATE OF THE	\$66,921.62	19.28%	\$70,628.38	e manus mas mas mas mas mas massacanas e especial de la proprieta de la propri	\$347,173.00
Office supplies	\$225.42	6.63%	\$35.58		\$325.41	9.57%	\$441.51		\$3,400.00
DMV						der Bakakasa kang sa padalay spok tekta erang ser ang ser ang serang den		MFBs, -by end place on you me one on eneman and an eneman on the second sale endands. In	
Revenue					- Stembings		and the second of the second o	A POPP AT THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE	
Fees	\$33,561.22		31,475.62	2,085.60	\$80,567.96		\$76,224.89	\$4,343.07	
Sales Tax Retention	\$263.50		543.00	(279.50)	\$1,027.50		\$1,317.00	(\$289.50)	emmigraphy or produce de contraction of device display. Although the description of the description of the contraction of the c
	\$33,824.72	9.34%	\$32,018.62		\$81,595.46	22.54%	\$77,541.89		\$362,000.00
Auto Use Fee	\$34,946.25	9.84%	29,798.48	5,147.77	\$84,162.00	23.71%	\$73,393.14	\$10,768.86	\$355,000.00
COPRS	\$0.00	THE RESIDENCE OF THE PARTY OF T	\$0.00	and and the second of the seco	\$0.00	de del selection - efficientes severes annumen un un annumen men un de media de	\$0.00	1 1	
Expenses	NAMES OF TAXABLE WITH THE PROPERTY OF THE PROPERTY OF TAXABLE WAS TO TAXABLE WAS TAXABLE W	Andrew of the spirit of the formation of the spirit of the	Ferencial Systematics of the service of their services of the	Stadio Adulta ales de la compressione de la compres			described the second se	A CAMPAGNA THE PARTY AND A THE WAS A STATE OF THE PARTY AND A STATE OF	enderelle heldelseldelde bestehdt auch elst erns obs man man men men men mennen mennen
Salaries (w/o Fringe)	\$29,290.83	11.54%	23,540.68		\$54,857.39	21.61%	\$48,391.47		\$253,855.00
Office supplies	\$0.00	0.00%	43.09	man pau pamanpat nindigil nag rabiti din birir menus dengencessa	\$141.00	12.26%	\$517.59		\$1,150.00

REFERRED TO:

ADMINISTRATIVE SERVICES

RESOLUTION NO: 2023-E20

MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2022 to March 31, 2023 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)	\$ 21,413.84
Berkshire (Town)	4,206.93
Candor (Town)	23,130.93
Candor (Village)	4,735.04
Newark Valley (Town)	10,963.60
Newark Valley (Village)	5,605.32
Nichols (Town)	7,596.40
Nichols (Village)	434.27
Owego (Town)	145,730.65
Owego (Village)	15,296.23
Richford (Town)	7,321.87
Spencer (Town)	12,048.26
Spencer (Village)	2,451.10
Tioga (Town)	78,964.99
Waverly (Village)	<u> 18,097.79</u>
	\$357,997.22