



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

MAY 7, 2024

10:30 am

- APPROVAL OF MINUTES April 2, 2024

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS
Semi-Annual Mortgage Tax Distribution

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 2, 2024**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. On February 14, 2024, the NYS Office of Court Administration changed their procedures for court personnel that perform criminal records searches. A case identifier, or docket number, is no longer required to conduct a criminal records search. The person requesting the search need only provide the full name and date of birth of the alleged defendant. The fee for the search was set at \$5.00 for each two-year period and an additional \$5.00 if the requester required a certificate of disposition for any charges that were shown in the search. Since the office of the Clerk of the Tioga County Supreme and County Courts does not handle funds, the fees for the searches are paid to the County Clerk's Office. This has resulted in approximately \$18,000 being paid to the County Clerk's Office for the month of March. These searches have mostly been requested by the companies SearchLink and Metadata.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 2, 2024**

Upon recommendation by the Committee, the Clerk's Office will keep a record of the funds in case New York State changes their procedures again. The Clerk further reported that all is well in both the DMV and the Clerk's Office.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

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

DRAFT

	2024 Mar	% of Annual Budget	This month 2023	Monthly Year to Year	Total Budget YTD 2024	Total YTD % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
Clerk									
Revenue									
Fees (general)	\$44,392.50		\$30,416.45	13,976.05	\$98,332.33		\$87,648.09	\$10,684.24	
Interest, Mgt. Tax & Trans. Tax	\$12,820.49		\$12,685.46	135.03	\$38,492.03		\$38,069.18	\$422.85	
Corp and Notary fees from State	\$1,217.00		\$530.00		\$1,874.00		\$4,559.00		
	\$58,429.99	10.92%	\$43,631.91		\$138,698.36	25.92%	\$130,276.27		\$535,000.00
Expenses									
Salaries (w/o Fringe)	\$24,531.39	6.90%	\$34,755.89		\$73,594.11	20.70%	\$66,921.62		\$355,609.00
Office supplies	\$250.87	7.17%	\$225.42		\$792.22	22.63%	\$325.41		\$3,500.00
DMV									
Revenue									
Fees	\$24,282.40		33,561.22	(9,278.82)	\$62,481.67		\$80,567.96	(\$18,086.29)	
Sales Tax Retention	\$475.00		263.50	211.50	\$1,200.50		\$1,027.50	\$173.00	
	\$24,757.40	6.75%	\$33,824.72		\$63,682.17	17.35%	\$81,595.46		\$367,000.00
Auto Use Fee	\$26,870.26	7.68%	34,946.25	(8,075.99)	\$66,580.77	19.02%	\$84,162.00	(\$17,581.23)	\$350,000.00
COPRS	\$9,198.67		\$0.00	9,198.67	\$23,844.58		\$0.00	\$23,844.58	
Expenses									
Salaries (w/o Fringe)	\$19,968.97	7.47%	29,290.83		\$59,891.62	22.40%	\$54,857.39		\$267,337.00
Office supplies	\$250.87	21.81%	0.00		\$389.25	33.85%	\$141.00		\$1,150.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: 2024-E23 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2023 to March 31, 2024 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)	\$ 13,682.59
Berkshire (Town)	3,902.14
Candor (Town)	13,690.41
Candor (Village)	2,862.47
Newark Valley (Town)	10,661.30
Newark Valley (Village)	3,326.10
Nichols (Town)	3,161.45
Nichols (Village)	2,595.80
Owego (Town)	75,427.83
Owego (Village)	19,196.35
Richford (Town)	4,639.36
Spencer (Town)	7,297.79
Spencer (Village)	2,309.04
Tioga (Town)	10,727.82
Waverly (Village)	<u>13,638.41</u>
	\$187,118.86