



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

April 5, 2022

10:30 am

- APPROVAL OF MINUTES March 8, 2022
- FINANCIAL  
Year to Date budget reports
- OLD BUSINESS  
None
- NEW BUSINESS  
Status of Clerk's Office and DMV
- PERSONNEL  
None
- RESOLUTIONS  
None
- PROCLAMATIONS  
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
March 8, 2022**

**ATTENDANCE**

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

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 February's minutes as presented, seconded by Legislator Hollenbeck, all in favor, 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. The Clerk's Office had fewer deeds recorded in February as compared to January but February is historically a slow month for property sales. The DMV has seen an increase in dealer work but dealers are still reporting a lack of inventory due to supply chain problems. Individual customers have remained steady. The Clerk also reported that the NYS DMV IT Department has reached out to gather information about the possibility of the County locating a DMV office in the Village of Waverly Hall. The Clerk stated that she responded to the State's IT questions and requested that Legislator Dennis Mullen; Jeremy Loveland, Chief Information Officer; and Gary Hammond, Commissioner of Public Works, be included on all future correspondence since they will be key personnel if the County does go forward with putting a DMV at this location. The Clerk then reported that she has received five applications from qualified candidates for the open positions in the DMV. Six people took the March 5<sup>th</sup> Civil Service exam for Motor Vehicle License Clerk, including the five that applied and the person that just resigned from the position. The DMV Supervisor is on vacation until Tuesday March 15<sup>th</sup> but once she returns to the office, interviews will be scheduled.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
March 8, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the annual resolution requesting authorization to accept the increase in Mortgage Tax administration allowance as approved by the NYS Department of Taxation and Finance. The resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:40 am

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

	2022 Feb	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$32,782.63		\$41,573.68	(8,791.05)	\$70,439.58		\$72,957.14	(\$2,517.56)	
Interest, Mgt. Tax & Trans. Tax	\$12,222.47		\$11,775.98	446.49	\$24,473.26		\$23,519.08	\$954.18	
ACH Corp and Notary fees from State	\$0.00		\$0.00		\$120.00		\$0.00		
	\$45,005.10	8.49%	\$53,349.66		\$94,912.84	17.91%	\$96,476.22		\$530,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$23,165.63	7.58%	\$20,166.40		\$35,748.45	11.69%	\$31,257.38		\$305,692.00
Office supplies	\$405.93	11.94%	\$0.00		\$405.93	11.94%	\$172.22		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$23,185.82		\$20,832.67	2,353.15	\$44,749.27		\$45,511.29	(\$762.02)	
Sales Tax Retention	\$409.50		\$333.50	76.00	\$774.00		\$711.50	\$62.50	
	\$23,595.32	6.46%	\$21,166.17		\$45,523.27	12.47%	\$46,222.79		\$365,000.00
Auto Use Fee	\$21,614.77	6.09%	\$26,336.14	(4,721.37)	\$43,594.66	12.28%	\$50,645.68	(\$7,051.02)	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
<b>Expenses</b>									
Salaries (w/o Fringe)	\$16,567.21	6.59%	\$14,504.12		\$24,850.79	9.88%	\$22,462.49		\$251,462.00
Office supplies	\$174.50	19.39%	\$31.95		\$474.50	52.72%	\$71.63		\$900.00