

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**August 8, 2023**

ATTENDANCE

Legislators: Legislator R. Ciotoli, Legislator W. Standinger

Excused: Committee Chair Legislator D. Mullen, Legislator J. Brown

Staff: Andrea Klett, County Clerk, Suellen Griffin, Deputy County Clerk

Guests: Martha Sauerbrey, Legislative Chair, Cathy Haskell, Legislative Clerk, Jeremy Loveland, Chief Information Officer, Brandon Clark, Deputy Director of ITCS

APPROVAL OF MINUTES

The July 2023 Committee minutes will be addressed at the next Committee meeting since there was not a quorum today.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk presented the proposed 2024 budgets for the Clerk's Office, DMV, Records, and Historian. The Records and Historian budgets are basically the same as the 2023 budget except for a few minor changes to account for increased dues and 2024 training opportunities. Both budgets reflect a zero base. The Clerk's budget shows an increase in the software line in anticipation of renewing with COTT for just one year. The COTT contract states that, if there is a renewal of a single year, the fee is to be no more than 10% of the annual amount. Legislator Ciotoli asked if there is an amount budgeted to pay a vendor for migration to a new electronic records management system in 2024. The Clerk stated that she does not have an amount at this time but will get that information as soon as possible

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and forward to the committee via email. If the information is not available to be added to the Clerk's budget by August 11<sup>th</sup>, then the Clerk's Office will work with the Budget Officer. Legislator Standinger asked if the Clerk's Office will be putting out an RFP. The Deputy stated that an RFP is not necessary because the Legislature has approved the use of the Sourcewell purchasing program for all departments and that the proposed vendor is also a member of Sourcewell. This information was confirmed by the CIO. The DMV budget has an increase in the 510050 line in anticipation of vacation sell back for the Supervisor and the Assistant Supervisor. The Deputy Clerk stated that other adjustments to the DMV budget are due to the new retention rate policy that goes into effect as January 1, 2024. The State passed legislation that gives County DMV offices a 10.75% retention rate for in-office and online transactions, with no threshold for online business. The retention is currently 3.25% for online transactions once a threshold of \$325,000 is met. The in-office retention is currently 12.7% with no threshold. The Clerk stated that Clerks that have larger counties will take a hit from the new policy but it will work well for smaller counties like Tioga. At the conclusion of the discussion, the DMV, Records, and Historian budgets were accepted as presented. The Clerk will communicate the 2024 fees for the new vendor as soon as possible.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for the transfer of funds from the office supplies line to the computer equipment line for the purchase of a replacement photo printer for passports. A brief discussion followed about the price of passport photos and the cost of producing the photos. The resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:45 am

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