



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

NOVEMBER 5, 2024

10:30 am

- APPROVAL OF MINUTES October 8, 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
Authorize Position Reclassification – DMV

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
October 8, 2024**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk pointed out that the Deputy County Clerk has been tracking the revenue from criminal background search requests and, as of September 30th, the Clerk's office has brought in \$103,050.

OLD BUSINESS

None

NEW BUSINESS

The Clerk continued on the topic of criminal background search requests. She further explained that the backlog of criminal search requests in Tioga County has been completely cleared now that the staff of the Clerk's office has access to the UCMS (Universal Case Management System) which is a database administered by the Unified Court System. All staff have login credentials and can perform searches. The Clerk explained that once the searches are completed, and if all are clear, the staff sends the results back to the background check company. Legislator Ciotoli asked if the data being accessed is only sent through secure Tioga County communications. The Clerk responded that it is. The Clerk also explained that if there is a hit on a record, the information is sent to the Court office and their staff prepare a certificate of disposition if so requested. The certificate is then sent back to the Clerk's office so that the proper account can be charged and the certificate is then forwarded to the background check company.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
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The Clerk next provided the committee with an update on the strategic plan milestones for the Clerk's office. For now, several of the milestones are on hold until the conversion from COTT to Tyler is completed. Once that is done, the Clerk and the Records Management Director will be able to work with vendors and begin the process of applying for the annual LGRMIF grant for preservation and digitization of very old records books in the Clerk's office. The grant process is complicated and the data, vendor's quotes, and overall plan must be very precise so that's why the conversion to Tyler must be done first.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

ADJOURNMENT – 11:23 am

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

| | 2024 Sept | % of Annual Budget | This month 2023 | Monthly Year to Year | YTD 2024 | Total YTD % of Budget | YTD 2023 | YTD Year to Year | 2024 Annual Budget |
|-------------------------------------|-------------|--------------------|-----------------|----------------------|--------------|-----------------------|--------------|------------------|--------------------|
| Clerk | | | | | | | | | |
| Revenue | | | | | | | | | |
| Fees (general) | \$54,460.78 | | \$31,298.60 | 23,162.18 | \$349,443.96 | | \$270,465.22 | \$78,978.74 | |
| Interest, Mgt. Tax & Trans. Tax | \$12,802.81 | | \$12,706.88 | 95.93 | \$115,239.17 | | \$114,233.86 | \$1,005.31 | |
| ACH Corp and Notary fees from State | \$818.00 | | \$1,224.00 | | \$6,074.00 | | \$7,920.00 | | |
| | \$68,081.59 | 12.73% | \$45,229.48 | | \$470,757.13 | 87.99% | \$392,619.08 | | \$535,000.00 |
| Expenses | | | | | | | | | |
| Salaries (w/o Fringe) | \$36,806.52 | 10.35% | \$23,269.99 | | \$233,053.13 | 65.54% | \$218,051.14 | | \$355,609.00 |
| Office supplies | \$0.00 | 0.00% | \$0.00 | | \$1,296.37 | 37.04% | \$1,675.63 | | \$3,500.00 |
| DMV | | | | | | | | | |
| Revenue | | | | | | | | | |
| Fees | \$17,821.54 | | \$24,165.91 | (6,344.37) | \$196,838.42 | | \$240,822.02 | (\$43,983.60) | |
| Sales Tax Retention | \$428.00 | | \$447.50 | (19.50) | \$4,192.75 | | \$3,516.00 | \$676.75 | |
| | \$18,249.54 | 4.97% | \$24,613.41 | | \$201,031.17 | 54.78% | \$244,338.02 | | \$367,000.00 |
| | | | | | | | | | |
| Auto Use Fee | \$25,506.22 | 7.29% | \$26,456.52 | (950.30) | \$253,268.09 | 72.36% | \$268,963.92 | (\$15,695.83) | \$350,000.00 |
| COPRS | \$7,917.97 | | \$2,750.09 | 5,167.88 | \$89,250.78 | | \$16,164.28 | \$73,086.50 | |
| | | | | | | | | | |
| Expenses | | | | | | | | | |
| Salaries (w/o Fringe) | \$27,616.68 | 10.33% | \$20,852.94 | | \$186,283.76 | 69.68% | \$182,600.01 | | \$267,337.00 |
| Office supplies | \$0.00 | 0.00% | \$185.49 | | \$614.76 | 53.46% | \$448.00 | | \$1,150.00 |

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO: -24 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2024 to September 30, 2024 be and it hereby is accepted; and be it 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) | \$ 25,948.56 |
| Berkshire (Town) | 8,437.69 |
| Candor (Town) | 24,840.22 |
| Candor (Village) | 3,025.21 |
| Newark Valley (Town) | 8,092.90 |
| Newark Valley (Village) | 3,063.92 |
| Nichols (Town) | 10,521.23 |
| Nichols (Village) | 1,271.61 |
| Owego (Town) | 89,178.07 |
| Owego (Village) | 25,931.18 |
| Richford (Town) | 4,574.45 |
| Spencer (Town) | 6,553.66 |
| Spencer (Village) | 995.64 |
| Tioga (Town) | 14,177.05 |
| Waverly (Village) | <u>25,803.81</u> |
| | \$252,415.20 |

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE POSITION RECLASSIFICATION
DEPARTMENT OF MOTOR VEHICLES

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: On August 2, 2024, the Personnel Department received a New Position Duties Statement from Andrea Klett, Tioga County Clerk; and

WHEREAS: This resulted in the review of work currently performed by Joyce Costantini as Motor Vehicle Bureau Supervisor, CSEA Salary Grade XI; and

WHEREAS: Due to the type of work assigned to and performed by Joyce Costantini, the majority of which require management level skills, the Personnel Officer has determined that justification exists to reclassify the position of Motor Vehicle Bureau Supervisor to Assistant Deputy County Clerk (DMV), a Management/Confidential position; and

WHEREAS: The position of Assistant Deputy County Clerk (DMV) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of the position Motor Vehicles Bureau Supervisor to Assistant Deputy County Clerk (DMV); and that Joyce Costantini be appointed provisionally to Assistant Deputy County Clerk (DMV) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$58,000, effective January 1, 2025.