

TIOGA COUNTY, NEW YORK

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk **Suellen Griffin** Deputy County Clerk **Joyce Costantini** DMV Supervisor

ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

SEPTEMBER 3, 2024

10:30 am

- APPROVAL OF MINUTES August 6, 2024

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 6, 2024**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the July 2024 Committee minutes as presented. Motion seconded by Legislator Mullen and carried.

FINANCIAL

The monthly financial reports were accepted as presented. After a brief discussion, the next year's budget reports for Clerk, DMV Records Management, and Historian 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 reported that the Clerk's office is still working on protecting the older original records books as part of the Strategic Plan. The DMV is seeing more revenue since the state changed the retention rates. The change from 12.7% in-office to the 10.7% overall retention rate is bringing in more revenue from online transactions which more than makes up for any loss on in-office transactions.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 6, 2024**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

Legislator Mullen made the motion to enter into Executive Session at 11:28 am to discuss a disciplinary action and a new position. Motion seconded by Legislator Brown and carried. In attendance: Legislator Mullen, Committee Chair; Legislator Brown; Legislator Standing; Legislative Chair Martha Sauerbrey; County Administrator Jackson Bailey; Legislative Clerk Cathy Haskell; Andrea Klett, County Clerk.

At 12:08 pm Legislator Mullen made the motion to exit Executive Session. Motion seconded by Legislator Standing and carried.

ADJOURNMENT – 12:08 pm

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

	2024 July	% 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)	\$37,532.70		\$25,285.70	12,247.00	\$252,431.28		\$203,804.52	\$48,626.76	
Interest, Mgt. Tax & Trans. Tax	\$12,786.98		\$12,675.08	111.90	\$89,644.19		\$88,799.40	\$844.79	
ACH Corp and Notary fees from State	\$873.00		\$541.00		\$4,498.00		\$6,696.00		
	\$51,192.68	9.57%	\$38,501.78		\$346,573.47	64.78%	\$292,603.92		\$555,000.00
Expenses									
Salaries (w/o Fringe)	\$24,531.38	6.90%	\$23,260.35		\$171,705.75	48.28%	\$159,876.16		\$355,609.00
Office supplies	\$0.00	0.00%	\$189.21		\$1,296.37	37.04%	\$1,651.56		\$3,500.00
DMV									
Revenue									
Fees	\$23,905.84		\$27,049.86	(3,144.02)	\$156,945.48		\$191,492.76	(\$34,547.28)	
Sales Tax Retention	\$517.50		\$495.25	22.25	\$3,361.00		\$2,703.75	\$657.25	
	\$24,423.34	6.65%	\$27,545.11		\$160,306.48	43.68%	\$194,196.51		\$367,000.00
Auto Use Fee	\$31,505.09	9.00%	\$28,906.68	2,598.41	\$196,485.65	56.14%	\$212,188.00	(\$15,702.35)	\$350,000.00
COPRS	\$10,793.84		\$2,766.89	8,026.95	\$71,413.51		\$10,531.65	\$60,881.86	
Expenses									
Salaries (w/o Fringe)	\$20,075.48	7.51%	\$19,527.22		\$139,838.00	52.31%	\$132,966.22		\$267,337.00
Office supplies	\$0.00	0.00%	\$0.00		\$614.76	53.46%	\$262.51		\$1,150.00

Klett, Andrea

From: Sarah
Sent: Friday, August 23, 2024 3:43 PM
To: Klett, Andrea
Subject: [EXTERNAL] Jessica

[You don't often get email from @icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Jessica who I have not met is an amazing employee in which I hope she is recognized for all of her help. persons like herself are hard to find. Me being a manager myself for 30 years, Jessica has truly blown my mind. Ny state and your department are blessed to have Jessica!
Please thank you for your time and the hope that Jessica is recognized and appreciated in the future.
"Thank you Jessica"!

Sent from my iPhone

Klett, Andrea

From: Dixon, Richard
Sent: Tuesday, August 27, 2024 1:21 PM
To: Klett, Andrea
Subject: DMV

Andrea, I just wanted to mention that about every 3 or 4 weeks I happened to hear a public person in the hall mention how great the Owego DMV is and that they purposely travel just to come to this one in Owego. I heard it again today. This has been going on for years and is very common to hear. Congrats to your DMV team.

Rich Dixon | Senior Computer Support Technician
607.687.8294
Tioga County Information Technology and Communications Services
56 Main Street
Owego, NY 13827