



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

March 4, 2025

10:30 am

- APPROVAL OF MINUTES February 4, 2025
  
- FINANCIAL  
Year to Date budget reports
  
- OLD BUSINESS
  
- NEW BUSINESS  
Status of County Clerk's Office and DMV
  
- PERSONNEL
  
- RESOLUTIONS  
Authorize increase in administering mortgage tax by the Tioga County Clerk as approved by NYS Department of Taxation and Finance
  
- PROCLAMATIONS
  
- EXECUTIVE SESSION
  
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
February 4, 2025**

ATTENDANCE

Legislators: Committee Chair Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the January 2025 Committee minutes as presented. Motion was seconded by Legislator Monell and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk reported that the revenue from all criminal searches for 2024 was \$152,385.00.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the project to convert from COTT to Tyler for the records management system has suffered another setback. The project consultant assigned to Tioga County has left Tyler Technologies and so far, another consultant has not been assigned. The Clerk will follow up with the committee once a new consultant has been assigned and there is an adjusted project schedule. The Clerk also reported that the NYS DMV will be introducing a new program called DRIVES that will require each cashier station to have dual monitors. The space at each cashier station is already limited so there will need to be some adjustments done to the DMV to accommodate this change. The Clerk will reach out to Buildings and Grounds to get this underway.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
February 4, 2025**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:35 am

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

DRAFT



REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE INCREASE IN ADMINISTERING  
MORTGAGE TAX BY THE TIOGA COUNTY CLERK  
AS APPROVED BY NEW YORK STATE  
DEPARTMENT OF TAXATION AND FINANCE

WHEREAS: Section 262 (Article 11) of the New York State tax law mandates that recording officers are entitled to receive for the county all necessary expenses for the purpose of administration of the mortgage tax in their office and approved allowance by the New York State Department of Taxation and Finance; and

WHEREAS: The Tioga County Clerk has requested proper compensation that are reasonable and necessary allowances to cover county expenditures for collection, disbursements of the mortgage tax; and

WHEREAS: The Tioga County Clerk's office has submitted to the New York State Department of Taxation and Finance a mortgage expense request of \$152,865.60 per year; and

WHEREAS: The Tioga County Clerk has been authorized by New York State Department of Taxation and Finance to increase the mortgage expense to be \$152,865.60 for the period of April 1, 2024 – March 31, 2025; be it therefore

RESOLVED: That the County Clerk be authorized to collect or withhold from its disbursements in twelve (12) equal monthly installments of \$12,738.80 at a total annum amount of \$152,865.60 .