



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

June 2, 2026

10:30 am

- APPROVAL OF MINUTES May 5, 2026

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION
Requested for contract issue

- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 5, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the April 2026 Committee minutes as presented. Motion was seconded by Legislator Ciotoli and carried.

FINANCIAL

The Clerk presented the year-to-date revenue and expense report through the end of March. The Clerk reported that the criminal records searches brought in \$16,435 for April. The Clerk pointed out that the current criminal records search procedure was enacted by NYS OCA in March 2024. Between that time and the end of April 2026, the revenue generated through the Clerk's Office totals \$337,925. The Clerk further reported that the revenue from the DMV is not complete because NYS DMV has not sent us the total auto use fees collected in March. The Clerk then presented the amended report from February which now includes the auto use fees collected in February. Legislator Ciotoli asked why the DMV revenue for March was down by \$21,285. The Clerk suggested that it may be down because the transaction times have increased substantially since the DRIVES platform was brought online in February. The Clerk stated that she would follow up with the DMV Deputy Clerk and get the transaction numbers per month starting in February and report back to the committee. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV and the Clerk's Office are doing okay despite the offices being down one clerk each. The Clerk stated that she and her Deputies have been going over all of the applications that they've received so far but have not made a decision yet.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 5, 2026**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the semi-annual mortgage tax distribution. The resolution was accepted as presented.

EXECUTIVE SESSION

At 11:19 am the motion was made by Legislator Standinger to enter into Executive Session to discuss a contract issue. Motion seconded by Legislator Ciotoli and carried.

At 11:35 Legislator Ciotoli made the motion to exit Executive Session. The motion was seconded by Legislator Standinger and carried.

ADJOURNMENT – 11:35 am

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

	2026 Mar	% of Annual Budget	This month 2025	Monthly Year to Year	YTD 2026	Total YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
Clerk									
Revenue									
Fees (general)	\$47,087.48		\$42,172.72	4,914.76	\$133,861.58		\$124,018.22	\$9,843.36	
Interest, Mgt. Tax & Trans. Tax	\$12,844.87		\$12,786.56	58.31	\$38,574.35		\$38,382.65	\$191.70	
Corp and Notary fees from State	\$738.00		\$645.00	93.00	\$2,100.00		\$1,460.00	\$640.00	
	\$60,670.35	11.03%	\$55,604.28		\$174,535.93	31.73%	\$163,860.87		\$550,000.00
Expenses									
Salaries (w/o Fringe)	\$40,151.98	11.49%	\$25,616.38		\$89,598.72	25.65%	\$70,447.68		\$349,323.00
Office supplies	\$50.27	1.44%	\$166.64		\$697.91	19.94%	\$552.95		\$3,500.00
DMV									
Revenue									
Fees	\$12,805.73		33,573.08	(20,767.35)	\$49,038.98		\$70,324.65	(\$21,285.67)	
Sales Tax Retention	\$527.50		597.50	(70.00)	\$1,121.50		\$1,213.50	(\$92.00)	
	\$13,333.23	3.81%	\$34,170.58		\$50,160.48	14.33%	\$71,538.15		\$350,000.00
Auto Use Fee	\$31,069.59	8.47%	35,570.27	(4,500.68)	\$56,381.45	15.36%	\$88,615.76	(\$32,234.31)	\$367,000.00
COPRS	\$11,062.84		\$13,855.68	(2,792.84)	\$31,422.49		\$34,779.81	(\$3,357.32)	
Expenses									
Salaries (w/o Fringe)	\$29,311.47	10.01%	21,386.39		\$66,538.27	22.71%	\$61,891.82		\$292,956.00
Office supplies	\$0.00	0.00%	155.63		\$50.81	3.72%	\$369.57		\$1,365.00

	2026 April	% of Annual Budget	This month 2025	Monthly Year to Year	YTD 2026	Total YTD % of Budget	YTD 2025	YTD Year to Year	2026 Annual Budget
Clerk									
Revenue									
Fees (general)	\$47,241.00		\$41,959.00	5,282.00	\$181,102.58		\$165,977.22	\$15,125.36	
Interest, Mgt. Tax & Trans. Tax	\$13,826.95		\$12,843.09	983.86	\$52,401.30		\$51,225.74	\$1,175.56	
ACH Corp and Notary fees from State	\$945.00		\$827.00		\$3,045.00		\$2,287.00		
	\$62,012.95	11.28%	\$55,629.09		\$236,548.88	43.01%	\$219,489.96		\$550,000.00
Expenses									
Salaries (w/o Fringe)	\$26,767.96	7.66%	\$25,616.41		\$116,366.68	33.31%	\$96,064.09		\$349,323.00
Office supplies	\$53.93	1.54%	\$312.49		\$751.84	21.48%	\$865.44		\$3,500.00
DMV									
Revenue									
Fees	\$27,296.81		30,361.33	(3,064.52)	\$76,335.79		\$100,685.98	(\$24,350.19)	
Sales Tax Retention	\$578.00		499.00	79.00	\$1,699.50		\$1,712.50	(\$13.00)	
	\$27,874.81	7.96%	\$30,860.33		\$78,035.29	22.30%	\$102,398.48		\$350,000.00
Auto Use Fee		0.00%	33,046.01	(33,046.01)	\$25,311.86	6.90%	\$121,661.77	(\$96,349.91)	\$367,000.00
COPRS	\$10,946.47		\$12,373.12		\$42,368.96		\$47,152.93	(\$4,783.97)	
Expenses									
Salaries (w/o Fringe)	\$19,540.99	6.67%	21,276.69		\$86,079.26	29.38%	\$83,168.51		\$292,956.00
Office supplies	\$0.00	0.00%	260.39		\$50.81	3.72%	\$629.96		\$1,365.00