



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

SEPTEMBER 5, 2023

10:30 am

- APPROVAL OF MINUTES July 5, 2023 and August 8, 2023
- FINANCIAL  
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS  
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS  
111 - Out of Title Pay - DMV  
119 -.Access Software Capital Reserve
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**July 5, 2023**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen, Legislator J. Brown, Legislator R. Ciotoli, Legislator W. Standinger  
Staff: Andrea Klett, County Clerk  
Guests: Martha Sauerbrey, Legislative Chair, Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept June's minutes as presented, seconded by Legislator Ciotoli, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk stated that all four of the Recording Clerks will be taking the Recording Clerk civil service exam on July 15<sup>th</sup>. Two of the Clerks have taken their notary test and they feel confident that they passed. The DMV is doing well with all staff being fully trained and fingerprinted. At this time the Clerk requested an Executive Session. After the Committee came out of Executive Session, the following discussion continued. The Committee asked for an update on the issues with COTT Systems. The Clerk stated that she has been sharing emails and other information with the IT Department so that the best decision can be made for the security of the County. The Committee Chair stated that the IT Committee has been discussing the security issues that IT has seen with COTT and the consensus is that the County should probably not renew the COTT contract at the end of 2023. The Committee Chair also asked the Clerk how much money the "work around" has cost the Clerk's Office. The Clerk did not have an actual dollar amount but stated that considerable time and copy paper has been

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expended to ensure that all court documents filed through NYSCEF have been entered into the correct cases on the COTT system. The Committee requested that the Clerk contact other vendors and get some preliminary numbers for the next Committee meeting. The Committee Chair and Legislator Brown, Chair of the IT Committee, requested to be cc'd on future communications in regard to COTT.

**PERSONNEL**

None

**RESOLUTIONS/PROCLAMATIONS**

None

**EXECUTIVE SESSION**

Legislator Ciotoli made the motion to enter into Executive Session at 11:31 AM. Motion seconded by Legislator Brown and unanimously carried. The Executive Session was needed to discuss a medical issue of a member of the staff. At 11:34 AM Legislator Ciotoli made the motion to exit Executive Session. Motion seconded by Legislator Brown and unanimously carried.

**ADJOURNMENT** - 11:45 am

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

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

**ATTENDANCE**

Legislators: Legislator R. Ciotoli, Legislator W. Standing  
Excused: Committee Chair Legislator D. Mullen, Legislator J. Brown

Staff: Andrea Kleit, 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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August 8, 2023**

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 Kleff  
Tioga County Clerk**

	2023 July	% of Annual Budget	This month 2022	Monthly Year to Year	Total Budget YTD 2023	Total YTD % of Budget	YTD 2022	YTD Year to Year	2023 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$25,285.70		\$25,676.65	(390.95)	\$203,804.52		\$241,798.13	(\$37,993.61)	
Interest, Mgt. Tax & Trans. Tax	\$12,675.08		\$12,674.66	0.42	\$88,799.40		\$87,536.34	\$1,263.06	
ACH Corp and Notary fees from State	\$541.00		\$2,740.00		\$6,696.00		\$3,421.00		
	\$38,501.78	7.26%	\$41,091.31		\$299,299.92	56.47%	\$329,334.47		\$530,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$23,260.35	6.70%	\$23,341.81		\$159,876.16	46.05%	\$163,930.77		\$347,173.00
Office supplies	\$189.21	5.57%	\$278.20		\$1,651.56	48.58%	\$1,347.64		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$27,049.86		\$27,448.46	(398.60)	\$191,492.76		\$186,354.16	\$5,138.60	
Sales Tax Retention	\$495.25		\$462.25	33.00	\$2,703.75		\$3,390.75	(\$687.00)	
	\$27,545.11	7.61%	\$27,910.71		\$194,196.51	53.65%	\$189,744.91		\$362,000.00
Auto Use Fee	\$28,906.68	8.14%	\$27,920.04	986.64	\$212,188.00	59.77%	\$191,716.08	\$20,471.92	\$355,000.00
COPRS	\$2,766.89		\$2,881.98	(115.09)	\$10,531.65		\$8,833.47	\$1,698.18	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$19,527.22	7.69%	\$17,611.30		\$132,966.22	52.38%	\$112,075.75		\$253,855.00
Office supplies	\$0.00	0.00%	\$118.61		\$262.51	22.83%	\$761.82		\$1,150.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-23 AUTHORIZE OUT-OF-TITLE PAY  
DEPARTMENT OF MOTOR VEHICLES

WHEREAS: Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 calendar days; and

WHEREAS: Joyce Costantini, Motor Vehicle Bureau Supervisor (CSEA SG XI), was on a leave of absence from July 20, 2023 through August 16, 2023; and

WHEREAS: At the request of the County Clerk, Lisa Chandler, Principal Motor Vehicle License Clerk (CSEA SG VII) carried out the duties of Motor Vehicle Bureau Supervisor for the said duration; and

WHEREAS: At the request of the County Clerk, Robert Palanza, Motor Vehicle License Clerk (CSEA SG V) carried out the duties of Principal Motor Vehicle License Clerk for the said duration; and

WHEREAS: Legislative approval is required to authorize the payment of out-of-title salary at the applicable higher pay grade; therefore be it

RESOLVED: That the Tioga County Legislature authorizes out-of-title pay for Lisa Chandler reflective of a retroactive annual increase of \$8,475.00 for the duration from July 20, 2023 through August 16, 2023; and be it further

RESOLVED: That the Tioga County Legislature authorizes out-of-title pay for Robert Palanza reflective of a retroactive annual increase of \$7,146.00 for the duration from July 20, 2023 through August 16, 2023.

REFERRED TO: ADMINISTRATION SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE  
ITCS COMMITTEE

RESOLUTION NO: -23 AUTHORIZE AND FUND SaaS AGREEMENT WITH  
TYLER TECHNOLOGIES, INC. WITH APPROPRIATION  
FROM CAPITAL SOFTWARE RESERVE ACCOUNT

WHEREAS: The Tioga County Legislature recognizes the importance of a safe and secure electronic records management system for the County Clerk's Office; and

WHEREAS: The Tioga County Clerk's Office utilizes an electronic records management system for critical daily operations; and

WHEREAS: Tyler Technologies, Inc. has presented the County Clerk with a Software as a Service agreement that meets the requirements for electronic records management; and

WHEREAS: Due to a lack of confidence in the vendor for the software currently in use due to a recent cyber security breach, the SaaS agreement with Tyler Technologies, Inc. must be executed as expeditiously as possible; and

WHEREAS: The Tioga County Chief Information Officer has been involved in the selection process and both supports and recommends the conversion of the County Clerk's electronic records management program to Tyler Technologies, Inc.; and

WHEREAS: Tyler Technologies participated in the competitive bid process in response to Sourcewell RFP #090320 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 090320-TTI; and

WHEREAS: The Tioga County Chief Information Officer would like to transfer \$117,435.00 from H387804 Software Reserve fund to H1680 520620 Software to cover the initial purchasing requirements for the migration; and

WHEREAS: The Tioga County Clerk has budgeted \$43,009 for the recurring software fee in the 2024 operational budget and the County Clerk will be responsible for paying all recurring software fees for years two through five; and

WHEREAS: Legislative approval is needed to amend the 2023 ITCS Capital budgets; therefore be it



RESOLVED: That the Tioga County Legislature authorize the following budget modification, appropriation and transfer of funds from the General Fund Balance to the Capital Software Reserve Fund via Interfund Transfer:

FROM:	A9950 593000 Interfund Transfer	\$150,000.00
TO:	H5110 450310 Interfund Transfer	\$150,000.00
FROM:	H 390900 Fund Balance Unrestricted	\$150,000.00
TO:	H 387804 Capital Software Reserve	\$150,000.00

And be it further

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Capital Budget:

FROM:	H387804 Capital Software Reserve	\$117,435.00
TO:	H1680 520620 IT Capital Software	\$117,435.00

And be it further

RESOLVED: That after County Attorney review, the Chair of the County Legislature is authorized to execute a five-year agreement between Tioga County and Tyler Technologies using Sourcewell contract 090320-TTI in the amount of \$117,435.00 for year one, and \$43,009 for years two through five, for an Electronics Records Management System.