



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

April 8, 2025

10:30 am

- APPROVAL OF MINUTES March 4, 2025
  
- FINANCIAL  
Year to Date budget reports
  
- OLD BUSINESS
  
- NEW BUSINESS  
Status of County Clerk's Office and DMV
  
- PERSONNEL
  
- RESOLUTIONS
  
- PROCLAMATIONS
  
- EXECUTIVE SESSION
  
- ADJOURNMENT

	2025 Feb	% of Annual Budget	This month 2024	Monthly Year to Year	YTD 2025	Total YTD % of Budget	YTD 2024	YTD Year to Year	2025 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$37,012.80		\$26,938.98	10,073.82	\$81,845.50		\$53,939.83	\$27,905.67	
Interest, Mgt. Tax & Trans. Tax	\$12,782.07		\$12,986.19	(204.12)	\$25,596.09		\$25,671.54	(\$75.45)	
ACH Corp and Notary fees from State	\$220.00		\$160.00		\$815.00		\$657.00		
	\$50,014.87	9.18%	\$40,085.17		\$108,256.59	19.86%	\$80,268.37		\$545,000.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$24,245.03	6.57%	\$36,797.02		\$44,831.30	12.14%	\$49,062.72		\$369,148.00
Office supplies	\$386.31	11.04%	\$353.74		\$386.31	11.04%	\$541.35		\$3,500.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$16,782.23		\$17,930.52	(1,148.29)	\$36,751.57		\$38,199.27	(\$1,447.70)	
Sales Tax Retention	\$263.00		\$357.00	(94.00)	\$616.00		\$725.50	(\$109.50)	
	\$17,045.23	4.87%	\$18,287.52		\$37,367.57	10.68%	\$38,924.77		\$350,000.00
Auto Use Fee	\$26,996.04	7.36%	\$20,845.13	6,150.91	\$53,045.49	14.45%	\$39,710.51	\$13,334.98	\$367,000.00
COPRS	\$10,011.64		\$7,047.16	2,964.48	\$20,924.13		\$14,645.91	\$6,278.22	
<b>Expenses</b>									
Salaries (w/o Fringe)	\$21,386.41	7.55%	\$29,957.27		\$40,505.43	14.30%	\$39,922.65		\$283,304.00
Office supplies	\$0.00	0.00%	\$138.38		\$213.94	18.60%	\$138.38		\$1,150.00

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

ATTENDANCE

Legislators: Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that she and her Deputy met with the Project Manager at Tyler on February 27<sup>th</sup> to discuss the revision of the project schedule. The Project Manager will share the schedule with the Clerk on Wednesday March 5<sup>th</sup>. The Clerk also stated that she and her Deputy will be having bi-weekly meetings with the Project Manager starting on March 20<sup>th</sup> and continuing until the go-live date. The purpose of the meetings is to keep the project on schedule. The adjusted go live date now stands at late 2025. A new Implementation Consultant has been assigned and the Clerk and Deputy will be meeting with that person next week.

The Clerk reported that the Records management Director, the Deputy Clerk, and the Clerk all attended a webinar by the NYS Archives in preparation for the 2025 – 2026 grant season. The intent is to write a grant for funds to preserve and digitize historic record books according to the Strategic Plan.

The Clerk reported that the DMV is very busy with people applying for their Real ID or Enhanced License ahead of the May 7, 2025 deadline. Some customers are struggling with meeting New York state requirements for the RealID compliant documents so the Clerk and the Deputy Clerk (DMV) have agreed on a procedure that lets people know that they can

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

visit the Clerk's Office and apply for a passport book or card instead. The procedure for getting a passport document can be much easier for customers, particularly married women who have taken their husband's last name.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The resolution authorizing the Clerk to accept an increase in the mortgage tax administration allowance, as approved by NYS Department of Taxation and Finance, was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:50 am

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