



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

MARCH 5, 2024

10:30 am

- APPROVAL OF MINUTES February 6, 2024

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS
C06 - Authorize increase in administering mortgage tax by the Tioga County Clerk as approved by NYS Department of Taxation & Finance

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

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

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 Standinger to accept the January 2024 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

FINANCIAL

After a brief discussion about the year-end report of revenue, the monthly financial reports 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 she has been working with the Tyler project manager to complete multiple extensive questionnaires about the current electronic records management system. This will facilitate the conversion from COTT to Tyler. The Clerk also reported that the Records Director has been doing a very thorough job of purging records that have met their retention date as established by the LGS-01.

The DMV office now has all of their cashiers fingerprinted and trained to be able to process applications for Real ID and Enhanced identity documents in anticipation of New York's Real ID deadline of May 7, 2025. The Clerk also reported that the notices for the DMV office being

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closed for training on February 12th have been printed in local newspapers and that the Clerk will be sending the same to local radio stations as well.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:20 am

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

DRAFT

	2024 Jan	% of Annual Budget	This month 2023	Monthly Year to Year	Total Budget YTD 2024	Total YTD % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
Clerk									
<u>Revenue</u>									
Fees (general)	\$27,000.85		\$26,938.55	\$62.30	\$27,000.85		\$26,938.55	\$62.30	
Interest, Mgt. Tax & Trans. Tax	\$12,685.35		\$12,690.99	(\$5.64)	\$12,685.35		\$12,690.99	(\$5.64)	
ACH Corp and Notary fees from State	\$497.00		\$0.00		\$497.00		\$0.00		
	\$40,183.20	7.51%	\$39,629.54		\$39,686.20	7.42%	\$39,629.54		\$355,000.00
<u>Expenses</u>									
Salaries (w/o Fringe)	\$12,265.70	3.45%	\$10,313.00		\$12,265.70	3.45%	\$10,313.00		\$355,609.00
Office supplies	\$187.61	5.36%	\$0.00		\$187.61	5.36%	\$0.00		\$3,500.00
DMV									
<u>Revenue</u>									
Fees	\$20,268.75		\$24,053.15	(\$3,784.40)	\$20,268.75		\$24,053.15	(\$3,784.40)	
Sales Tax Retention	\$368.50		\$368.50	\$0.00	\$368.50		\$368.50	\$0.00	
	\$20,637.25	5.62%	\$24,421.65		\$20,637.25	5.62%	\$24,421.65		\$367,000.00
Auto Use Fee	\$18,865.38	5.39%	\$23,076.28	(\$4,210.90)	\$18,865.38	5.39%	\$23,076.28	(\$4,210.90)	\$350,000.00
COPRS	\$7,598.75		\$0.00		\$7,598.75		\$0.00		
<u>Expenses</u>									
Salaries (w/o Fringe)	\$9,965.38	3.73%	\$8,517.71		\$9,965.38	3.73%	\$8,517.71		\$267,337.00
Office supplies	\$0.00	0.00%	\$0.00		\$0.00	0.00%	\$0.00		\$1,150.00

Klett, Andrea

From: Donna [REDACTED]@yahoo.com>
Sent: Tuesday, February 27, 2024 1:17 PM
To: Klett, Andrea
Subject: [EXTERNAL] Thank you...from a stranger

[REDACTED]

Dear Ms. Klatt,

I wanted to express my sincere appreciation for Michael who assisted me getting my mom's state identification. After, numerous attempts and frustration with the Endicott office, my brother recommended I drive to Owego, as he stated, "the people there are friendlier and willing to help".

I must explain my situation, while Michael assisted me. Michael didnt sit a his station and say sorry keep trying, like the ladies in Endicott did. He reviewed everything I had. After explaining I wanted her to get a real id, but due to my many attempts to locate her marriage certificate in NY and PA no one was able to find one, not even the lawyer. Michael left his station and went back and spoke with his manager to see if there was any thing he could do. He came back, and he explained I have enough points for the state ID. And then, i would have to apply for a passport which I could use the state ID and sheriff's ID. And a marriage certificate was not required. I was so excited that he was able to tell me how I could get mom to fly again. Without him telling me this, I would have to continue my pursuit through a lawyer.

Again, my sincere thank you for having am outstanding person that went beyond his scope to help a stranger or "just another person" in line succumb my ordeal.

Sincerely,

Donna [REDACTED]

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -24 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 \$151,948.20 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 \$151,948.20 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 \$12,662.35 at a total annum amount of \$151,948.20 .