



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

June 6, 2023

10:30 am

- APPROVAL OF MINUTES May 2, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
F02 – Transfer of Funds 2023 Budget Modification for Purchase of Document Scanner – County Clerk
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 2, 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 Ciotoli to accept April's minutes as presented, seconded by Legislator Brown, 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 DMV staff are all attending virtual training on de-escalation and dealing with difficult customers. The training is offered by the NYS DMV. The Clerk's Office is still working around the loss of connectivity between NYSCEF and COTT. The Clerk stated that NYSCEF and COTT are at least communicating via email and COTT appears to be working with NYSCEF to try to re-establish their credentials. The Clerk pointed out that she will be looking at vendors at the County Clerks' Conference later this month. The Clerk then informed the Committee that she, her Deputy Clerk, and the Motor Bureau Supervisor will all be attending the conference May 22nd through the 24th. The Clerk also noted that she would be unable to attend the Leaders' meeting on May 23rd.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 2, 2023**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for the semiannual Mortgage Tax Distribution. The Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:55 am

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

DRAFT

	2023 April	% 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
Clerk									
Revenue									
Fees (general)	\$25,085.38		\$34,426.73	(9,341.35)	\$112,733.47		\$141,032.04	(\$28,298.57)	
Interest, Mgt. Tax & Trans. Tax	\$12,668.08		\$12,708.33	(40.25)	\$50,737.26		\$49,418.48	\$1,318.78	
ACH Corp and Notary fees from State	\$0.00		\$80.00		\$4,559.00		\$200.00		
	\$37,753.46	7.12%	\$47,215.06		\$168,029.73	31.70%	\$190,650.52		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,231.40	6.69%	\$23,304.00		\$90,153.02	25.97%	\$93,932.38		\$347,173.00
Office supplies	\$325.58	9.58%	\$213.14		\$650.99	19.15%	\$654.65		\$3,400.00
DMV									
Revenue									
Fees	\$29,754.76		25,870.12	3,884.64	\$110,322.72		\$102,095.01	\$8,227.71	
Sales Tax Retention	\$148.50		482.50	(334.00)	\$1,176.00		\$1,799.50	(\$623.50)	
	\$29,903.26	8.26%	\$26,352.62		\$111,498.72	30.80%	\$103,894.51		\$362,000.00
Expenses									
Auto Use Fee	\$34,450.01	9.70%	28,347.09	6,102.92	\$118,612.01	33.41%	\$101,740.23	\$16,871.78	\$355,000.00
COPRS	\$824.76		\$0.00		\$824.76		\$0.00		
Salaries (w/o Fringe)	\$19,527.21	7.69%	15,376.20		\$74,384.60	29.30%	\$63,767.67		\$253,855.00
Office supplies	\$0.00	0.00%	67.77		\$141.00	12.26%	\$585.36		\$1,150.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 TRANSFER OF FUNDS
2023 BUDGET MODIFICATION FOR
PURCHASE OF EQUIPMENT
COUNTY CLERK

WHEREAS: The County Clerk's office has a need to purchase an additional recording scanner to improve efficiency; and

WHEREAS: Tioga County Fixed Asset policy requires the purchase of computer equipment to be invoiced from an equipment account; and

WHEREAS: The County Clerk has money in their budget for the purchase of this equipment and such funds need to be moved into an equipment account; therefore be it

RESOLVED: That the County Clerk be authorized to purchase the equipment at a total amount not to exceed \$369.00 and that the following sums be transferred:

From:	A1410 - 540520 Recording/Microfilm	\$369.00
To:	A1410 – 520621 Computer Equipment	\$369.00