



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

February 7, 2023

10:30 am

- APPROVAL OF MINUTES January 3, 2023
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
None
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 3, 2023**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger
Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk
Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept December'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 Clerk's office is dealing with the fallout from a hack at COTT Systems, Inc. that installed malicious files onto the COTT servers. Fortunately, Tioga County is not affected by the malicious files since our database is housed on our own local server. Tioga County's land records are unaffected and recording of those documents continues. However, NYSCEF, the New York State Court Electronic Filing system, has disconnected their court filing program from COTT until the malicious files are scrubbed and the interface between the two software programs is secure again. After a short discussion, the Committee suggested that the Clerk prioritize the court filings and find a work around to get the most urgent filings on record as quickly as possible. The Clerk reported that the Deputy Clerk has already found a way to make that happen. The Clerk then reported that the DMV is a little slow but that is typical for this time of the year. The Clerk also reported that both the Clerk's Office and the DMV need to fill open positions for Recording Clerk and Motor Vehicle License Examiner, respectively. There have been very

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few applications and, so far, none of the candidates have been acceptable. The Committee suggested that the Clerk reach out to Personnel to see if they are able share applications for Office Assistant I, II, or III if those candidates can be considered for the open positions. The Clerk stated that she would follow up with Personnel on that suggestion.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 12:25 pm

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

DRAFT

	2022 Dec	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$33,600.29		\$40,548.55	(6,948.26)	\$415,950.38		\$461,009.73	(\$45,059.35)	
Interest, Mgt. Tax & Trans. Tax	\$12,721.92		\$12,270.94	450.98	\$151,156.30		\$145,591.13	\$5,565.17	
ACH Corp and Notary fees from State	\$40.00		\$581.00		\$5,904.00		\$5,113.00		
	\$46,362.21	8.75%	\$53,400.49		\$573,010.68	108.12%	\$611,713.86		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$29,594.95	9.68%	\$33,818.71		\$296,360.50	96.95%	\$276,849.62		\$305,692.00
Office supplies	\$378.35	11.13%	\$65.88		\$2,164.97	63.68%	\$1,158.20		\$3,400.00
DMV									
Revenue									
Fees	\$30,408.51		\$27,261.79	3,146.72	\$320,849.27		\$335,397.52	(\$14,548.25)	
Sales Tax Retention	\$400.50		\$454.00	(53.50)	\$5,556.50		\$6,610.00	(\$1,053.50)	
	\$30,809.01	8.44%	\$27,715.79		\$326,405.77	89.43%	\$342,007.52		\$365,000.00
Expenses									
Auto Use Fee	\$24,035.00	6.77%	\$22,231.10	1,803.90	\$323,030.77	90.99%	\$349,083.74	(\$26,052.97)	\$355,000.00
COPRS	\$2,928.92		\$3,000.92	(72.00)	\$22,736.79		\$29,589.89	(\$6,853.10)	
Expenses									
Salaries (w/o Fringe)	\$26,238.25	10.43%	\$24,008.76		\$224,099.80	89.12%	\$188,125.03		\$251,462.00
Office supplies	\$0.00	0.00%	\$29.10		\$845.70	93.97%	\$724.38		\$900.00

Klett, Andrea

From: Chaz Gunther <chazgunther@yahoo.com>
Sent: Friday, January 27, 2023 9:09 AM
To: Klett, Andrea
Subject: [EXTERNAL] Customer Service at Owego, NY DMV Location

Dear Andrea,

I am contacting you in regards to the positive experience I have received every time I have been in the DMV at the Owego, NY location. In my 13 years of driving, this location has been the best in regards to the professionalism, customer service and overall experience. No matter which person I am called by at the front counter, they have all treated me with the upmost respect and positive attitude. This is extremely valuable to me as sometimes it can feel like you're having to spend unnecessary hard-earned money for things like registrations, renewing licenses, etc. but when doing these transactions at your guys' location, it feels like I'm receiving a service and makes me feel like my money is well spent helping to employing such great people. Thank you for your time and I hope you continue to empathize the extraordinary customer service and overall attitude that your team exhibits in their workplace.

Best regards,

Charles Gunther

Sent from my iPhone