

**MINUTES**  
**MARCH 2019 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: March 5, 2019**

**Present:** Legislator C. Balliet, Legislator W. Standinger, Legislator L. Sullivan, and Legislative Chair M. Sauerbrey

**Absent:** Legislator D. Mullen

**Staff Present:** Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

**MINUTES**

Motion by Standinger to accept February's minutes as presented, seconded by Sullivan, and unanimously carried.

**FINANCIAL**

The monthly financial reports were accepted as presented.

**RESOLUTIONS**

The Clerk presented a resolution authorizing the renewal of the 5-year service contract with COTT Systems, Inc. The Clerk and the Deputy Clerk feel confident that COTT is actively addressing the issues that the Clerk's Office has had with their software product. The renewal will be for \$26,220.00 due annually and the contract will run from January 1, 2019 through December 31, 2023. The contract also includes another license for Resolution 3. The Clerk did get an estimate for comparable software from IQS. IQS would charge \$42,000.00 annually for a software product similar to COTT's.

The next resolution was for authorization for an increase in the mortgage tax administration allowance. The County Clerk's Office is allowed by law to be compensated for collecting and disbursing the mortgage tax collected on all mortgages recorded in Tioga County. From April 2018 through March 2019, the allowance that the Clerk's Office can retain is \$10,544.00 per month. For the period of April 2019 through March 2020 the allowance will be \$11,090.00 for a net increase of \$546.00 of revenue per month.

**NEW BUSINESS**

The Clerk provided the committee with production reports from the DMV office. The reports show that the number of Enhanced Drivers' Licenses processed by the DMV has continued to hold steady or increase month to month. The committee appreciated the reports and requested that these reports be provided at each committee meeting.

**Respectfully submitted,**

**Andrea Klett**  
**Tioga County Clerk**