

TIOGA COUNTY, NEW YORK

# Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



**Andrea Klett** County Clerk   **Suellen Griffin** Deputy County Clerk   **Joyce Costantini** DMV Supervisor

## COUNTY CLERK COMMITTEE AGENDA FOR TUESDAY November 2, 2021

### MINUTES

- Approval of minutes from October 5, 2021 meeting.

### FINANCIAL

- Year to Date budget reports

### RESOLUTIONS

- K-16 Semi-Annual Mortgage Tax Distribution
- K-21 Salary Reallocation within CSEA Salary Schedule for Titles in DMV

### NEW BUSINESS

- Status of Clerk's Office and DMV

See attachments

**MINUTES**  
**OCTOBER 2021 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: October 5, 2021**

**Present:** Committee Chair Legislator C. Balliet, Legislator D. Mullen, Legislator W. Standinger, Legislator L. Sullivan

**Staff Present:** Andrea Klett, County Clerk, Suellen Griffin, Deputy County Clerk, Tracy Savard, Director of Assets and Records Management

**MINUTES**

Motion by Legislator Mullen to accept August's minutes as presented, seconded by Committee Chair Balliet, and unanimously carried. There are no minutes from September since the Clerk was unable to attend that Committee meeting.

**FINANCIAL**

The monthly financial reports were accepted as presented.

The 2022 preliminary budget for the Records Department was presented. The Clerk reached out to Jackson Bailey, Budget Officer, to assist in preparing the Records budget. The 2022 budget will be very similar to the 2020 budget. After a brief discussion, which included the formal introduction of Ms. Savard to the Committee, the Committee accepted the budget as presented.

**NEW BUSINESS**

The Clerk turned the floor over to Ms. Savard to present her records project proposal that would utilize funds from the American Rescue Plan. The project would evaluate the records management program, identify concerns and areas of non-compliance, and create and implement strategies to achieve and maintain standards and records management best practices. After a discussion about the possibility of needing an RFP for this project, the Committee was supportive of adding the records project proposal to Tioga County's overall plan to access the Federal funds of the American Rescue Plan.

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. In the Clerk's Office, more and more attorneys are using electronic means for filing civil actions and recording deeds and mortgages. The Committee asked if this had resulted in less work for the recording clerks. The Clerk replied that it was basically the same amount of work to verify the documents but overall there is less paper to handle. The DMV is doing well and the Clerk is still gathering information about the possibility of opening a satellite office in the Village of Waverly. The Committee reiterated their request for the Clerk to continue to gather hard numbers to compare the cost of the office versus the income that could be generated. Legislator Mullen stated that he had spoken to Mr. Jeff Barber at Stateline Auto Auction and Mr. Barber has expressed a great deal of interest in having a DMV so close to his business. There are lots of car dealers that come to the auction and need DMV work done right away. The Committee requested that the Clerk reach out to other car dealers in the area and have a cost/benefit analysis ready by no later than April 1, 2023.

**Respectfully submitted,**

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

	2021 Sept	% of Annual Budget	This month 2020	Monthly Year to Year	Total Budget YTD 2021	Total YTD % of Budget	YTD 2020	YTD Year to Year	2021 Annual Budget
<b>Clerk</b>									
<b>Revenue</b>									
Fees (general)	\$38,502.39		\$36,615.60	1,886.79	\$340,021.52		\$257,697.30	\$82,324.22	
Interest, Mgt. Tax & Trans. Tax	\$12,254.12		\$11,773.18	480.94	\$108,709.35		\$103,940.37	\$4,768.98	
ACH Corp and Notary fees from State	\$456.00		\$1,049.00		\$4,372.00		\$4,462.00		
	\$51,212.51	10.19%	\$49,437.78		\$448,730.87	90.12%	\$361,637.67		\$502,795.00
<b>Expenses</b>									
Salaries (w/o Fringe)	\$32,245.92	11.08%	\$20,062.80		\$197,948.99	68.04%	\$183,447.28		\$290,918.25
Office supplies	\$28.99	0.85%	\$112.96		\$992.95	29.20%	\$900.58		\$3,400.00
<b>DMV</b>									
<b>Revenue</b>									
Fees	\$25,061.98		29,709.99	(4,648.01)	\$261,442.09		\$215,094.05	\$46,348.04	
Sales Tax Retention	\$532.00		564.00	(32.00)	\$5,369.99		\$3,734.50	\$1,635.49	
	\$25,593.98	7.75%	\$30,273.99		\$266,812.08	80.84%	\$218,828.55		\$330,033.00
Auto Use Fee	\$30,058.10	8.97%	30,741.11	(683.01)	\$279,126.52	83.32%	\$245,060.00	\$34,066.52	\$335,000.00
COPRS	\$3,328.61		\$3,617.19	(288.58)	\$20,746.92		\$15,795.93	\$4,950.99	
Salaries (w/o Fringe)	\$21,576.08	11.37%	14,415.01		\$131,235.80	69.14%	\$125,966.82		\$189,821.00
Office supplies	\$163.47	22.09%	0.00		\$647.56	87.51%	\$586.39		\$740.00

	2021 Sept	% of Annual Budget	This month 2020	Monthly Year to Year	This month 2019	Monthly 2019 v 2021	Total Budget YTD 2021	Total YTD % of Budget	YTD 2020	YTD Year to Year	YTD 2019	YTD 2019 vs 2021	2021 Annual Budget
<b>Clerk</b>													
<b>Revenue</b>													
Fees (general)	\$38,502.39		\$36,615.60	1,886.79	\$30,338.22		\$340,021.52		\$257,697.30	\$82,324.22	\$249,679.98		
Interest, Mgt. Tax & Trans. Tax	\$12,254.12		\$11,773.18	480.94	\$11,226.76		\$108,709.35		\$103,940.37	\$4,768.98	\$101,824.83		
ACH Corp and Notary fees from State	\$456.00		\$1,049.00	\$0.00	\$0.00		\$4,372.00		\$4,462.00		\$3,234.00		
	\$51,212.51	10.19%	\$49,437.78		\$41,564.98	9,647.53	\$453,102.87	90.12%	\$361,637.67		\$351,504.81	\$101,598.06	\$502,795.00
<b>Expenses</b>													
Salaries (w/o Fringe)	\$32,245.92	11.08%	\$20,062.80	\$19,096.54	\$19,096.54		\$197,948.99	68.04%	\$183,447.28		\$179,582.23		\$290,918.25
Office supplies	\$28.99	0.85%	\$112.96	\$266.58	\$266.58		\$992.95	29.20%	\$900.58		\$1,297.26		\$3,400.00
<b>DNV</b>													
<b>Revenue</b>													
Fees	\$25,061.98		\$29,709.99	(4,648.01)	\$29,514.85		\$261,442.09		\$215,094.05	\$46,348.04	\$204,525.31		
Sales Tax Retention	\$532.00		\$564.00	(32.00)	\$464.50		\$5,369.99		\$3,734.50	\$1,635.49	\$2,938.74		
	\$25,593.98	7.75%	\$30,273.99	\$29,779.35	(4,185.37)		\$266,812.08	80.84%	\$218,828.55		\$207,464.05	\$59,348.03	\$330,033.00
Auto Use Fee	\$30,058.10	8.97%	\$30,741.11	(683.01)	\$28,397.22	1,660.88	\$279,126.52	83.32%	\$245,060.00	\$34,066.52	\$206,774.62	\$72,351.90	\$335,000.00
COPRS	\$3,328.61		\$3,617.19	(288.58)	\$2,077.90	1,230.71	\$20,746.92		\$15,795.93	\$4,950.99	\$3,630.20	\$17,116.72	
<b>Expenses</b>													
Salaries (w/o Fringe)	\$21,576.08	11.37%	\$14,415.01	11,913.61	0.00		\$131,235.80	69.14%	\$125,966.82		\$104,065.10		\$189,821.00
Office supplies	\$163.47	22.09%	\$0.00	0.00	0.00		\$647.56	87.51%	\$586.39		\$645.54		\$740.00

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: -21 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2021 to September 30, 2021 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 21,905.60
Berkshire (Town)	12,946.79
Candor (Town)	28,394.15
Candor (Village)	5,684.45
Newark Valley (Town)	23,664.73
Newark Valley (Village)	5,378.96
Nichols (Town)	8,593.61
Nichols (Village)	3,570.61
Owego (Town)	182,099.86
Owego (Village)	16,138.20
Richford (Town)	7,349.27
Spencer (Town)	20,684.97
Spencer (Village)	658.38
Tioga (Town)	18,792.34
Waverly (Village)	<u>23,172.31</u>
	\$379,034.23

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE SALARY REALLOCATION WITHIN  
CSEA SALARY SCHEDULE FOR TITLES WITHIN  
DEPARTMENT OF MOTOR VEHICLES  
COUNTY CLERK'S OFFICE

WHEREAS: Legislative approval is required for a title's salary reallocation;  
and

WHEREAS: On September 8, 2021, the Personnel Department received position description questionnaires from Joyce Costantini, Supervisor Motor Vehicle Bureau (CSEA SG VII, \$36,622-\$37,322); Lisa Chandler, Principal Motor Vehicle License Clerk (CSEA SG VI, \$32,286-\$32,986); Cheryl Heffernan, Robert Palanza, Alicia Ross, and Willetta Ryder, Motor Vehicle License Clerks (CSEA SG IV, \$28,352-\$29,052) all of whom work within the Department of Motor Vehicles under the County Clerk's Office; and

WHEREAS: A desk audit occurred and involved the review of work tasks performed by the employees as well as current salary allocation; and

WHEREAS: The Personnel Officer has made a determination that due to the supervisory functions (evaluations, leave time approvals, involvement with disciplinary matters, and transaction audits) of the Supervisor of Motor Vehicle Bureau title; the knowledge base requirements and training responsibilities of the Principal Motor Vehicle License Clerk; and the level of customer service interaction of the Motor Vehicle License Clerks in comparison with other titles within the current CSEA salary grade structure, there is justification to request a salary reallocation; therefore be it

RESOLVED: That the title of Supervisor Motor Vehicle Bureau shall be reallocated from CSEA Salary Grade VII to CSEA Salary Grade XI (\$44,572-45,272); the title of Principal Motor Vehicle License Clerk shall be reallocated from CSEA Salary Grade VI to CSEA Salary Grade VII (\$36,622-\$37,322); the title of Senior Motor Vehicle License Clerk shall be reallocated from CSEA Salary Grade V to CSEA Salary Grade VI (\$32,286-\$32,986); and Motor Vehicle License Clerk shall be reallocated from CSEA Salary Grade IV to CSEA Salary Grade V (\$29,918-\$30,618) effective retroactive to September 8, 2021; and be it further

RESOLVED: That the 2021 annual salaries of current incumbents in said titles shall increase as follows: Joyce Costantini, \$7,950; Lisa Chandler, \$4,336; Cheryl Heffernan, Robert Palanza, Alicia Ross, and Willetta Ryder, \$1,566 (each), effective retroactive to September 8, 2021.