

**MINUTES**  
**AUGUST 2017 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: August 8, 2017**

**Present:** Legislator R. Huttleston, Legislator D. Mullen, Legislator W. Standinger, Legislator L. Sullivan  
Legislative Chair M. Sauerbrey

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

**MINUTES**

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

**FINANCIAL**

The monthly financial reports were accepted as presented.

**OLD BUSINESS**

None.

**NEW BUSINESS**

The 2018 proposed budget for the County Clerk's Office and DMV was presented. The budget was based upon the 2017 actual and projected revenue from the Clerk and DMV offices. After a brief discussion, the budget was deemed ready for the next step in the budget process. The Clerk also reported that there is a new procedure for reporting the fees that the IRS pays the County for filing Federal Tax Liens. This procedure allows the Clerk to correctly account for the fees, pay the fees to the Treasurer's Office, and receipt them into the proper accounts on MUNIS.

**Respectfully submitted,**

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