

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 8, 2025

ATTENDANCE

Legislators: Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the June 2025 Committee minutes as presented.
Motion was seconded by Legislator Standinger and carried.

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are where they should be. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Clerk's Office and DMV are functioning well. The numbers of Real ID and Enhanced Drivers License transactions are still up when compared to the same time in prior years. The Clerk noted that more customers are opting for the Enhanced documents over the Real ID. The Clerk's Office continues to bring in substantial revenue from the performance of criminal records searches. The revenue for January through June 2025 is in excess of \$82,000 from four background check companies.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

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EXECUTIVE SESSION

Legislator Ciotoli made a motion to enter Executive Session at 10:53 am to discuss a Personnel matter. The motion was seconded by Legislator Standing.

Legislator Ciotoli made a motion to exit Executive Session at 11:06 am, seconded by Legislator Standing.

ADJOURNMENT – 11:06 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk