

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
February 3, 2026

ATTENDANCE

Legislators: Legislator Andrew Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

Guests: Tracy Monell, Legislative Chair; JoEllen Rose, Legislator; Jackson Bailey, County Administrator; Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the January 2026 Committee minutes as presented. Motion was seconded by Legislator Brown and carried.

FINANCIAL

The Clerk presented the 2026 year-to-date budget and the 2025 overall revenue for the Clerk and DMV departments. The Clerk called the Committee's attention to the overall revenue spreadsheet prepared by Deputy County Clerk Griffin. This spreadsheet showed that the 2025 combined revenue for both offices totaled just over \$1.5 million. The Clerk added that this total did not include the mortgage tax that the Clerk's office collected and distributed on behalf of the Towns and Villages in Tioga County. This revenue is distributed by Legislative resolution twice per year and for 2025, the total distributions were \$694,474.83. Between the mortgage tax and the amount forwarded to the Sheriff's Department for Stop DWI, the total revenue processed in 2025 was just over \$2.2 million. The Clerk also reported that the criminal history search requests brought in \$13,515.00 in January. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV office will be closed for the implementation of the NYS DRIVES platform. The closure will begin on February 13, 2026 and go through February 18, 2026. The Clerk reported that press releases have been issued each week since January 23rd. The Clerk also reported that WBNG news is not reporting the correct information about the closure for the Owego DMV office. The Clerk asked the Committee for permission to

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reach out to WBNG to correct their information. The Committee agreed that the Clerk should do so.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:25 am

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