

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 7, 2025

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Legislator R. Bunce; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the December 2024 Committee minutes as presented. Motion seconded by Legislator Brown and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk stated that the revenue report shows a deficiency in DMV fees while the Clerk fees have increased substantially over 2023 year to date figures. The increase in Clerk fees is mostly due to the income from criminal records search requests. The Clerk then reported that the Recording Clerks are usually able to process the criminal records requests immediately and that the backlog has been completely cleared up.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV is fully staffed and trained and things are going very well. Committee Chair Mullen reported that when he recently visited the DMV, he was told by at least three different customers that the staff of the Owego DMV is always very friendly and helpful. The Clerk thanked the Chair and stated that she will share the kudos with the DMV staff.

The Clerk also reported that the items of the Clerk's portion of the Strategic Plan are still "on hold" until the conversion from COTT to Tyler is completed. The Clerk and the Records

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Management Director will seek funds from next year's round of grants to scan and index old record books but they need to wait until the conversion is done before they can get scanning estimates from vendors.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk