

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 6, 2025

ATTENDANCE

Legislators: Committee Chair Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standing

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were presented. The Clerk pointed out that fees collected by the Clerk's Office and for the DMV are trending upward. The Clerk's Office increase is mainly due to the requests for criminal records searches and the DMV increase is because of all of the customers coming in for Real ID's and Enhanced Driver's Licenses. The reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that she and her Deputies will be attending the NYS Association of County Clerks conference from May 19th through the 22nd. The DMV has seen an extreme increase in customers visiting the office to get their Real ID or Enhanced driver's licenses or ID cards ahead of the May 7th deadline. The Clerk stated that her Deputy has been spending a lot of time assisting customers so that they do not needlessly wait in line to get a Real ID license if they already have an Enhanced License. The Clerk remarked that customers having difficulty providing documents that meet the Real ID requirements have been coming to the Clerk's Office to apply for a passport. The Clerk's Office has been processing multiple passport applications every day. The Clerk then presented the Committee with a couple statistics from the DMV. In March of 2024, the DMV completed 3,420 transactions while March of 2025 saw 3,990 transactions. April of 2024 had 3,683 transactions and April of 2025 showed 4,874 transactions, most of which can be attributed to Real or Enhanced upgrades.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The resolution for the Semi-Annual Mortgage Tax Distribution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:58 am

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