

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
September 6, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger  
Absent: Legislator E. Hollenbeck  
Staff: Andrea Klett, County Clerk  
Guests: Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept August's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

None

PERSONNEL

None

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RESOLUTIONS/PROCLAMATIONS

Resolution 116 to authorize out-of-title pay for an employee in the Motor Vehicles Department that performed the duties of Supervisor from November 15, 2021 to December 13, 2021 was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 11:00 am

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