

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 7, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date revenue and expense reports for April and May 2026. She explained that the April report has been amended to include the amount of auto use fees collected in April. The NYS DMV monthly report of auto use fees collected continues to be delayed by a month. The Clerk reported that the revenue erroneously swept from the DMV bank account has been replaced and the checks written by the DMV Deputy Clerk have been deposited into the general fees account. This brings the DMV revenue up to where it should be. The Clerk then reported that the criminal records searches brought in \$17,635.00 for June. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV is now fully staffed with the newest hire training by shadowing the Senior Motor Vehicle License Clerk. Committee Chair Aronstam asked if the transaction times had improved in the DMV. The Clerk responded that the staff has adjusted to the new DRIVES program and the times have improved but will most likely not return to what they were due to the way that the DRIVES program functions. The Clerk then reported that a new Recording Clerk started in the Clerk's Office and is doing a great job so far. The Clerk is currently reviewing applications and scheduling interviews to fill the Recording Clerk position that is open due to the passing of one of the staff.

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The Clerk then presented her Strategic Plan update. She stated that the Clerk and Deputy Clerk met with Revolution Data Systems on June 25th. The Revolution representatives stopped in to the Clerk's Office on a cold call and were shown three Court Indexes and two Lien Registers that the Clerk and Deputy feel are the highest priorities for scanning and indexing. Revolution will return a quote to the Clerk. If it's a project that falls within our budget and if IT approves of the format, then the project will move forward. The rest of the Strategic Plan is currently on hold until the Clerk can iron out some contract issues with Tyler.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:47 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk