

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
September 5, 2023

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; Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the July 2023 Committee minutes and the August 2023 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. Both offices are running smoothly at this time. The Clerk stated that two of the four recording clerks are quite proficient at adding documents to the civil cases using the work around developed to compensate for the lack of connection between COTT and the NYSCEF system. This segued into the resolutions that were presented to the Committee.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for out-of-title pay for two DMV employees from July 20th 2023 through August 16th 2023. The Clerk also presented a resolution requesting that the Legislature authorize and fund a software as a service agreement with Tyler Technologies using appropriation from the capital software reserve. The Clerk explained that this was necessary to begin the process of installing the Tyler software and migrating of all of the County's Civil and Land records from COTT to Tyler. The Clerk also stated that the Orleans County Clerk is just starting the same process and could be a resource if necessary. The Committee accepted both resolutions as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 11:12 am

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