

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**February 4, 2025**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk reported that the revenue from all criminal searches for 2024 was \$152,385.00.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the project to convert from COTT to Tyler for the records management system has suffered another setback. The project consultant assigned to Tioga County has left Tyler Technologies and so far, another consultant has not been assigned. The Clerk will follow up with the committee once a new consultant has been assigned and there is an adjusted project schedule. The Clerk also reported that the NYS DMV will be introducing a new program called DRIVES that will require each cashier station to have dual monitors. The space at each cashier station is already limited so there will need to be some adjustments done to the DMV to accommodate this change. The Clerk will reach out to Buildings and Grounds to get this underway.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:35 am

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