

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 6, 2026

ATTENDANCE

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are tracking well. The Clerk then reported that the criminal history search requests brought in \$15,570.00 in December. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Recording Clerk that started on December 1 is doing a great job so far. The new Motor Vehicle License Clerk that started on November 17th is doing very well and has been fingerprinted so is able to process Real ID and Enhanced Licenses and IDs. The newest Motor Vehicle License Clerk started on December 29 and is doing well so far. There is still one Motor Vehicle License Clerk position to fill. The Clerk and the DMV Deputy will be holding a couple more interviews in the upcoming week.

PERSONNEL

None

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RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:05 am

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