

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
September 8, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date revenue and expense report for July 2026 and the revised report for June 2026. The Clerk reported that the auto use fees collected in June by our DMV Office were remitted to the Clerk DMV account along with the auto use fees collected in July. It appeared to the Clerk that the NYS DMV has finally caught up and are back on schedule for remitting the auto use fees to counties that operate a DMV office. The Clerk then reported that the criminal records searches brought in \$20,120.00 for August. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported on the status of the Clerk and DMV Offices. All new Motor Vehicle License Clerks and Recording Clerks are doing very well.

PERSONNEL

None

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RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the purchase of a copier for the Clerk's Office. The Clerk reported that the Clerk and the Deputy Clerk have been communicating with IT to find the best copier and price. The Clerk explained that the price per copy is the best of the available options. The Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:45 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk