

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 5, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Andrea Klett, Clerk; Suellen Griffin, Deputy Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept June's minutes as presented, seconded by Legislator Hollenbeck, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

The Clerk updated the Committee with the status of the Clerk's Office and the DMV. The Clerk's Office is continuing to see land records and court filings coming to the office by electronic means. The staff is doing a great job keeping up with the pace. The DMV has a new cashier starting today and the new computer and monitor have been installed. The NYS DMV has assured the Clerk that the new printer is on the way. The new station will not include the Customer Facing Device (CFD) at first. The price for this piece of equipment has increased drastically from the first time that it was purchased for the department. The Clerk's DMV budget for 2022 included up to \$3,000 to cover the cost but the price is now \$4,094. A discussion followed about whether to roll over the \$3,000 to the 2023 budget or to go ahead and order the CFD and draw the additional funds from other budget lines via resolution. The suggestion was made that the Clerk consult with the Budget Officer and then make the decision. The Clerk will explore all options and report back at the next committee meeting. The Clerk then explained the road testing situation on Academy Street. The State would like to continue using this location for all four days of the work week. However, sometimes it is difficult to schedule tests at this location since the State now is required to supply two certified testers for each scheduled road test.

NEW BUSINESS

None

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 10:55 am

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