

MINUTES
OCTOBER 2018 COMMITTEE MEETING
TIOGA COUNTY CLERK
Meeting Date: October 9, 2018

Present: Legislator W. Standing, Legislator L. Sullivan, Legislator D. Mullen, and Legislative Chair M. Sauerbrey

Absent: Legislator R. Huttleston

Staff Present: Andrea Klett, County Clerk

MINUTES

Motion by Mullen to accept September's minutes as presented, seconded by Standing, and unanimously carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

As suggested by the Committee at the September meeting, the Clerk contacted the Personnel department to clarify job descriptions within the DMV in light of the increased traffic due to Real ID and Enhanced Driver's Licenses and the potential for any retirements or promotions in the foreseeable future. The Clerk received a response from the Personnel Department stating that the job descriptions in the DMV are not compatible with creating an appointed/non-union position.

NEW BUSINESS

The Clerk reported that the Clerk's Office would like to begin offering passport photos to passport applicants for a fee of approximately \$10.00 to \$12.00. Currently the applicants often come to the office to submit their applications and then find that they have to leave and go over to CVS or Rite Aid to purchase photos. If the Clerk's office offered the service it would be very convenient for the applicants. The Deputy Clerk has found photo printers to be affordable and the fee of about \$10.00 to \$12.00 would pay for the cost of a printer and photo paper in a year or less. The Clerk's office has the use of a camera borrowed from the IT Department. The Clerk would like to begin the service on November 1st or December 1st depending on when the proper equipment can be acquired. The Committee supported the idea and suggested that whenever the Clerk's Office is ready to begin offering the photo service that the Clerk distribute a press release. The Clerk will reach out to the Legislative Clerk's Office for a media contact list.

Respectfully submitted,

Andrea Klett
Tioga County Clerk