

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
November 7, 2023**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the October 2023 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

FINANCIAL

After a brief discussion, the monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. Tyler Technologies has assigned a program manager to Tioga County. This person will be the point of contact during the conversion from COTT to Tyler. The Clerk's Office will continue to process documents using the workaround that gets the documents into the records system without having to connect directly to COTT. The staff in the Clerk's Office is able to stay up to the minute on court filings. The Clerk stated that she has been and will continue to work with the County IT department and the County Attorney during the conversion. Next the Clerk presented a very complimentary review of the DMV that was posted online by a customer and forwarded to the Clerk by the County Attorney. The Clerk stated that she has also shared this with the staff in the DMV. The Clerk reported that a new cashier started in

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the DMV on Monday and that the individual will be in new employee orientation on Wednesday.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution requesting approval of the semi-annual mortgage tax distribution. The resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:45 am

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