

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 2, 2026

ATTENDANCE

Legislators: Committee Chair Legislator A. Aronstam; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Tracy Monell, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the May 2026 Committee minutes as presented. Motion was seconded by Legislator Brown and carried.

FINANCIAL

The Clerk presented the year-to-date revenue and expense reports for March and April 2026. She explained that the March report has been amended to include the amount of auto use fees collected in March. Since the implementation of the DRIVES platform, the NYS DMV monthly report of auto use fees collected has been delayed by a month. The Clerk also reported that the issue with New York state DMV overdrawing the DMV account with erroneous sweeps has been rectified. The Deputy County Clerk DMV verified with the bank that the account now has the correct balance and that regular sweeps will be restarted. Now that the account is correct, the Deputy County Clerk will deposit the February and March motor vehicle fees into the general fees account and the revenue reports will show the accurate revenue rather than a deficit. The Clerk then reported that the criminal records searches brought in \$15,875 for May. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that a qualified candidate was interviewed for the Recording Clerk position and has accepted the offer of employment. The new person will start at the end of June. The DMV has interviews scheduled for this week and next.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

At 11:18 am the motion was made by Legislator Brown to enter into Executive Session to discuss a contract issue. Motion seconded by Legislator Ciotoli and carried.

At 11:39 Legislator Brown made the motion to exit Executive Session. The motion was seconded by Legislator Ciotoli and carried.

ADJOURNMENT – 11:39 am

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