

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 2, 2023

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The DMV staff are all attending virtual training on de-escalation and dealing with difficult customers. The training is offered by the NYS DMV. The Clerk's Office is still working around the loss of connectivity between NYSCEF and COTT. The Clerk stated that NYSCEF and COTT are at least communicating via email and COTT appears to be working with NYSCEF to try to re-establish their credentials. The Clerk pointed out that she will be looking at vendors at the County Clerks' Conference later this month. The Clerk then informed the Committee that she, her Deputy Clerk, and the Motor Bureau Supervisor will all be attending the conference May 22nd through the 24th. The Clerk also noted that she would be unable to attend the Leaders' meeting on May 23rd.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for the semiannual Mortgage Tax Distribution. The Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:55 am

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