

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
October 3, 2023**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

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. Both offices are running smoothly at this time. The Recording Clerks all seem to have a decent grasp of processing all types of recordings and filings. The clerks all help each other out whenever a unique situation is presented. The DMV is a little slow at this time but that is typical for this time of year. The Clerk and the Bureau Supervisor will be conducting interviews to fill a vacant License Clerk position in the DMV. The Clerk stated that the signed contract with Tyler for their electronic records management software was sent to the Account Representative so that the conversion from COTT Systems to Tyler Technologies can be added to the Tyler calendar. The Clerk expressed her appreciation to the County Attorney and the Legislative Chair for their efforts to keep this process moving forward.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 11:04 am

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