

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 3, 2025

ATTENDANCE

Legislators: Committee Chair Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Monell to accept the May 2025 Committee minutes as presented. Motion was seconded by Legislator Ciotoli and carried.

FINANCIAL

The monthly financial report was presented. The Clerk stated that revenue for the Clerk's Office and the DMV were tracking well. The amount of revenue from the criminal searches is holding steady. The DMV fees saw an increase due to the influx of customers upgrading their licenses to meet Real ID requirements. The financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Clerk's Office is still functioning well despite being down one Recording Clerk due to health issues. The DMV has slowed some since May 7th. The Clerk pointed out that the information put out by NYS DMV and the TSA regarding Real ID requirements was confusing at best. The Clerk stated that she had added information to the Clerk and DMV web pages on the County site to try to alleviate some of this confusion. The Clerk's Office also saw a decline in passport customers after May 7th.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

None

ADJOURNMENT – 10:40 am

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