

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
January 4, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger, Legislative Chair Marte Sauerbrey

Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

Guests: None

APPROVAL OF MINUTES

Motion by Legislator Hollenbeck to accept December's minutes as presented, seconded by Legislator Standinger, all in favor, 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. The Clerk reported that she will be attending the annual Winter Conference of the NYS Association of County Clerks from January 9<sup>th</sup> to the 11<sup>th</sup> in Albany. The Clerk next reported that she has been communicating with the NYS DMV liaison about setting up a site visit at the Waverly Village Hall for NYS IT and Division of Field Investigations in consideration of opening a satellite DMV office there. The Legislative Chair gave background information about this project for the benefit of the new Legislators Ciotoli and Brown. The Chair also pointed out that the Clerk should investigate how much new business the County would acquire through the Waverly DMV location. The Clerk stated that she will set up meetings with herself, the DMV Supervisor, and the managers of State Line Auto Auction and other car dealerships in the Waverly area to get an idea of how much business they would bring to the new office. The Clerk then noted that, per the monthly DMV production report, the number of people upgrading their drivers' licenses to a Real ID or Enhanced License has continued to trend upward.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
January 4, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:40 am

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