

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**April 7, 2026**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the amended year-to-date budget as through the end of January 2026. The NYS DMV finally sent the January Auto Use Fee report so the Deputy Clerk was able to update the revenue for the DMV office. The Clerk presented the year-to-date budget through the end of February but again, this report does not contain the February 2026 Auto Use Fee amount. The Clerk will update the committee as soon as the information is sent to the County from NYS DMV. The rest of the revenue is tracking well for the Clerk's Office and the DMV. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the staff in the DMV Office are doing their very best to provide services to their customers despite the problems with the DRIVES platform. The Clerk added that the Deputy County Clerk – DMV and the Principal Motor Vehicle License Clerk are working very hard to make sure that the revenue generated in their office is accounted for and that the County is getting the correct amount of fee retention. The Clerk further added that many counties across NYS are expressing their frustration with the DRIVES platform and the difficulties with balancing their daily and monthly retention amounts.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
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March 3, 2026**

The Clerk reported that one of the Recording Clerks will be retiring at the end of April. Personnel has been notified and the Clerk will begin looking for a qualified candidate as soon as the opening is listed by Personnel

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

At 11:15 am the motion was made by Legislator Ciotoli to enter into Executive Session to discuss a contract issue. Motion seconded by Legislator Standing and carried.

At 11:30 Legislator Ciotoli made the motion to exit Executive Session. The motion was seconded by Legislator Standing and carried.

ADJOURNMENT – 11:30 am

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