



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

July 7, 2026

10:30 am

- APPROVAL OF MINUTES June 2, 2026

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV
Strategic Plan Update

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 2, 2026

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date revenue and expense reports for March and April 2026. She explained that the March report has been amended to include the amount of auto use fees collected in March. Since the implementation of the DRIVES platform, the NYS DMV monthly report of auto use fees collected has been delayed by a month. The Clerk also reported that the issue with New York state DMV overdrawing the DMV account with erroneous sweeps has been rectified. The Deputy County Clerk DMV verified with the bank that the account now has the correct balance and that regular sweeps will be restarted. Now that the account is correct, the Deputy County Clerk will deposit the February and March motor vehicle fees into the general fees account and the revenue reports will show the accurate revenue rather than a deficit. The Clerk then reported that the criminal records searches brought in \$15,875 for May. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that a qualified candidate was interviewed for the Recording Clerk position and has accepted the offer of employment. The new person will start at the end of June. The DMV has interviews scheduled for this week and next.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 2, 2026**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

At 11:18 am the motion was made by Legislator Brown to enter into Executive Session to discuss a contract issue. Motion seconded by Legislator Ciotoli and carried.

At 11:39 Legislator Brown made the motion to exit Executive Session. The motion was seconded by Legislator Ciotoli and carried.

ADJOURNMENT – 11:39 am

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

Accessibility to Services Objectives

Records Preservation

Project Owner:

Quarter 1 Milestone

§ Identify records to be digitized and get a quote from software vendor.

STATUS: Pending

Quarter 2 Milestone

§ Seek funding sources and apply for grants.

STATUS: Pending

Quarter 3 Milestone

§ Digitize records.

STATUS: Pending

Quarter 4 Milestone

§ Preserve and store original records

STATUS: Pending

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Met with Revolution Data Systems on 6/25. They will work up a quote for us to digitize 3 Court Indexes and 2 Lien Registers.

If all goes well, we will continue digitizing our older records as our budget allows.

Purge Civil Case Files

Project Owner:

Quarter 1 Milestone

§ Complete the scanning of older civil cases

STATUS: Pending

Quarter 2 Milestone

§ Work with the NYS Office of Court Administration to get approval for a purge of civil case files.

STATUS: Pending

Quarter 3 Milestone

§ Schedule shredding of cases as approved by NYS Office of Court Administration.

STATUS: Pending

Quarter 4 Milestone

§ Work with software vendor to create a system to purge cases electronically as they age out.

STATUS: Pending

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

New Electronic Records Management System

Project Owner:

Quarter 1 Milestone

§ Business process review and configuration of software to match our needs.

Quarter 2 Milestone

§ Review configuration and implement fixes if needed. After fixes are implemented, commence data and image conversion.

Quarter 3 Milestone

§ Conversion wraps up and is reviewed.

§ Fixes applied if needed.

§ User Acceptance Training is conducted.

§ Fixes are identified and implemented. End user training is conducted.

Quarter 4 Milestone

§ Fixes are identified and implemented. End user training is conducted.

STATUS:	Paused
----------------	--------

STATUS:	Paused
----------------	--------

STATUS:	Paused
----------------	--------

STATUS:	Paused
----------------	--------

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Due to problems with mapping indexing to images, the Tyler Go Live date has been paused.