

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 2, 2022

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger
Absent: Legislator E. Hollenbeck
Staff: Suellen Griffin, Deputy Clerk
Guests: Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept July's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

The Deputy Clerk updated the Committee with the status of the new equipment for the DMV. The new workstation computer is in place but has had an error and is not working at the moment. NYS ITS has been contacted and we are waiting on word back on getting it fixed or replaced.

NEW BUSINESS

The Legislators were presented with the preliminary 2023 Budget for the Clerks, DMV, and Records. Changes were minimal to reflect projected revenues with a net zero result.

PERSONNEL

Legislator Standinger inquired as to why the Director of Assets and Records resigned. The Deputy Clerk indicated that she had decided to return to school to pursue a degree in Education.

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RESOLUTIONS/PROCLAMATIONS

Resolutions H07 Amend 2022 Budget and Transfer Funds – DMV and H17 Authorize Appointment of Director of Assets and Records Management were accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

**Respectfully submitted,
Suellen Griffin
Tioga County Deputy Clerk**