

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
June 4, 2024**

ATTENDANCE

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the May 2024 Committee minutes as presented.  
Motion seconded by Legislator Ciotoli and 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 had received a complaint from a criminal search company asking why their search requests were not being processed at the same rate as when this new procedure became effective on February 14, 2024. The Clerk sent the concern up the chain through the Office of Court Administration and received a reply that, per the policy, the Court Clerk's Office can limit the number of searches completed to 10 per day per customer if they choose. The Clerk explained to the committee that her office merely collects the money so; any future complaints will be forwarded to the Chief Clerk's Office. The Clerk then reported that the DMV is doing well and that two of the cashiers are attending the 2024 Institute for Advancement with the goal of succession planning.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:55 am

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