

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
February 8, 2022**

ATTENDANCE

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

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

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept January's minutes as presented, seconded by Legislator Brown, 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's Office is business as usual with the recording of deeds and mortgages still on an upswing. The DMV is still very busy with customers continuing to seek out the Enhanced Driver's License more often than the Real ID. The Clerk and the DMV Principal Motor Vehicle License Clerk are entertaining the idea of sending out canvass letters or fliers to local auto dealers in the Waverly area in hopes of drumming up more business for not only the Owego Office, but also to get an idea of how much new business could potentially be seen at a DMV office in Waverly. The Committee was in agreement with the Clerk but suggested that the Clerk reach out to the County Attorney to make sure that this type of communication with local businesses falls within County policy. The Clerk also reported that one of the cashiers in the Owego office tendered their resignation effective March 4th 2022. The Clerk has received applications from good candidates for the position of Motor Vehicle Clerk and hopes to hire soon.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:43 am

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