



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

October 7, 2025

10:30 am

- APPROVAL OF MINUTES September 2, 2025
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
September 2, 2025

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the August 2025 Committee minutes as presented. Motion was seconded by Legislator Ciotoli and carried.

FINANCIAL

The Clerk reported that the Clerk and DMV revenues are tracking well and are up from the same time in 2024. The Clerk also reported that the criminal history search requests brought in \$16,465.00 in July and \$13,745.00 in August. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

None

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented two resolutions. The first was a resolution to abolish one Recording Clerk position in the Clerk's Office and create one Senior Recording Clerk position. The Clerk explained that she will be doing the same thing in the DMV office. This improves the hierarchy of supervision and creates a position that can be strived for within the departments. This will help with retention issues. The resolution was approved as presented.

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
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RESOLUTIONS/PROCLAMATIONS (continued)

The second resolution proposed a salary increase for the Director of Assets and Records Management. The Clerk explained that she had worked with Personnel staff to adjust the salary to keep it in line with comparable management/confidential positions. After a brief discussion, the resolution was approved as presented.

EXECUTIVE SESSION

The Clerk requested an Executive Session to discuss an issue of public safety. Legislator Ciotoli made the motion to enter into Executive Session at 10:54 am.

Legislator Standinger made the motion to exit Executive Session at 11:10 am. Legislator Ciotoli seconded the motion and it was carried.

ADJOURNMENT – 11:10 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk

[illegible]