ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
October 6, 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; Peter DeWind, County Attorney; Linda Parke, Personnel Officer

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date revenue and expense report for August 2026 and the revised report for July 2026. The Clerk also submitted an updated report for August 2026 that adjusted the COPRS fee amount. The COPRS fees came into the Clerk's Office after the Clerk had already submitted and posted the Agenda for October. The updated August report showed that the actual amount of the COPRS fees was $9,232.83. The Clerk also reported that the criminal records searches for September brought in $19,005.00. The financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported on the status of the Clerk and DMV Offices. The Clerk reported that the two newest Recording Clerks have passed their certification for Passport Application Acceptance Agents. There are now five Agents in the Clerk's Office. The newest DMV staff are also doing very well. The Clerk reported in an email that she received from a happy and appreciative DMV customer. The customer stated that the staff were very helpful, courteous, and professional. The Clerk then reported that the State will be rolling out the second part of the DRIVES platform in February 2027. There will be more information forthcoming as the time gets closer.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the donation of Vacation time in the DMV office. One of the DMV staff has a child that has a serious medical condition, and the staff will use all of their accruals during the child's treatment. Joyce Costantini, Assistant Deputy County Clerk – DMV would like to donate 10 days of Vacation time for the staff member's use if they need it. The Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:10 am

Respectfully submitted,
Andrea Klett
Tioga County Clerk