



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

December 2, 2025

10:30 am

- APPROVAL OF MINUTES November 4, 2025
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV – Strategic Plan Update
- PERSONNEL
- RESOLUTIONS
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
November 4, 2025

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Monell to accept the October 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. The Clerk then reported that the criminal history search requests brought in \$19,380.00 in October. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Clerk and Deputy have interviewed a very promising candidate for Recording Clerk. There are a couple more people that will be interviewed before making a decision. The Assistant Deputy Clerk – DMV has hired a candidate for Motor Vehicle License Clerk. That person will start in the DMV on November 17th. The DMV will need to hire one more person to get back to full staff.

PERSONNEL

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
November 4, 2025**

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the resolution for the semi-annual mortgage tax distribution. The resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:50 am

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

County of Tioga
Strategic Plan Project Owner Status Report
Project Owner: County Clerk | December 2025 Update

Accessibility to Services Objectives

Records Preservation

Project Owner:

Quarter 1 Milestone

§ Identify records to be digitized and get a quote from software vendor.

STATUS: Pending

Quarter 2 Milestone

§ Seek funding sources and apply for grants.

STATUS: Pending

Quarter 3 Milestone

§ Digitize records.

STATUS: Pending

Quarter 4 Milestone

§ Preserve and store original records

STATUS: Pending

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Once the conversion to Tyler is complete, we will either work with Tyler to digitize the old records, or find a vendor that is compatible with Tyler.

Purge Civil Case Files

Project Owner:

Quarter 1 Milestone

§ Complete the scanning of older civil cases

STATUS: Pending

Quarter 2 Milestone

§ Work with the NYS Office of Court Administration to get approval for a purge of civil case files.

STATUS: Pending

Quarter 3 Milestone

§ Schedule shredding of cases as approved by NYS Office of Court Administration.

STATUS: Pending

Quarter 4 Milestone

§ Work with software vendor to create a system to purge cases electronically as they age out.

STATUS: Pending

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

The scanning of civil cases is done back to September 2004. We've paused this project until the conversion to Tyler is complete.

New Electronic Records Management System

Project Owner:

Quarter 1 Milestone

§ Business process review and configuration of software to match our needs.

STATUS: On-Going

Quarter 2 Milestone

§ Review configuration and implement fixes if needed. After fixes are implemented, commence data and image conversion.

STATUS: On-Going

Quarter 3 Milestone

§ Conversion wraps up and is reviewed.

§ Fixes applied if needed.

§ User Acceptance Training is conducted.

§ Fixes are identified and implemented. End user training is conducted.

STATUS: On-Going

Quarter 4 Milestone

§ Fixes are identified and implemented. End user training is conducted.

STATUS: Pending

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Due to problems with mapping indexing to images, the Tyler Go Live date had to be pushed into January 2026.