TIOGA COUNTY, NEW YORK

Office of the County Clerk

Andrea Kiett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

April 5, 2022

10:30 am

- APPROVAL OF MINUTES March 8, 2022
- **FINANCIAL**

Year to Date budget reports

OLD BUSINESS

None

NEW BUSINESS

Status of Clerk's Office and DMV

PERSONNEL

None

RESOLUTIONS

None

PROCLAMATIONS

None

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK March 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: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept February's minutes as presented, seconded by Legislator Hollenbeck, 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 had fewer deeds recorded in February as compared to January but February is historically a slow month for property sales. The DMV has seen an increase in dealer work but dealers are still reporting a lack of inventory due to supply chain problems. Individual customers have remained steady. The Clerk also reported that the NYS DMV IT Department has reached out to gather information about the possibility of the County locating a DMV office in the Village of Waverly Hall. The Clerk stated that she responded to the State's IT questions and requested that Legislator Dennis Mullen; Jeremy Loveland, Chief Information Officer; and Gary Hammond, Commissioner of Public Works, be included on all future correspondence since they will be key personnel if the County does go forward with putting a DMV at this location. The Clerk then reported that she has received five applications from qualified candidates for the open positions in the DMV. Six people took the March 5th Civil Service exam for Motor Vehicle License Clerk, including the five that applied and the person that just resigned from the position. The DMV Supervisor is on vacation until Tuesday March 15th but once she returns to the office, interviews will be scheduled.

ADMINISTRATIVE SERVICES COMMITTEE MINUTES COUNTY CLERK March 8, 2022

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented the annual resolution requesting authorization to accept the increase in Mortgage Tax administration allowance as approved by the NYS Department of Taxation and Finance. The resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:40 am

Respectfully submitted, Andrea Klett Tioga County Clerk

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