

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

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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**