

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**June 6, 2023**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen, Legislator J. Brown, Legislator R. Ciotoli, Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept May's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk stated that she and her Deputy met with the VP of Sales for COTT Systems, Inc. while at the County Clerks' Association Summer conference. The meeting went well but the Clerk and Deputy are still considering other vendors for their records management system. The Committee Chair reminded the Clerk that the budget process will begin soon and that an RFP would need to be done if the decision is made to go with another vendor. The Clerk agreed and stated that she would be sure to share information with the IT Department and seek their advice throughout the process. The Clerk also told the Committee that she conferred with the County Clerk from Orleans County who recently switched from COTT to Tyler. The Orleans County Clerk shared spreadsheets that she had created comparing COTT to Tyler and other vendors. The Clerk stated that she has shared these comparisons with the IT Department. The Clerk stated that the DMV is doing well. People are still consistently

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
June 6, 2023**

upgrading their standard licenses or IDs to Enhanced rather than Real ID. The Committee verified with the Clerk that the new deadline for Real ID compliance is May 7, 2025.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for a budget modification that would transfer funds for the purchase of an additional desktop document scanner in the Clerk's Office. The committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:46 am

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