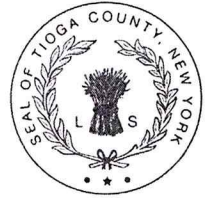


TIOGA COUNTY, NEW YORK

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk **Suellen Griffin** Deputy County Clerk **Joyce Costantini** DMV Supervisor

ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

April 7, 2026

10:30 am

- APPROVAL OF MINUTES March 3, 2026

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
March 3, 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; JoEllen Rose, Legislator; Jackson Bailey, County Administrator

APPROVAL OF MINUTES

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

FINANCIAL

The Clerk presented the year-to-date budget as through the end of January 2026. The Clerk pointed out that the NYS DMV has not sent the January Auto Use Fee report but, when it is received, the Clerk will update the Committee. The rest of the revenue is tracking well for the Clerk's Office and the DMV. The financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV office is now using the new DRIVES platform that was implemented last month. The staff is doing the best that they can but have reported that transactions that used to take just a couple of minutes are now taking much longer. They find that the system is clunky and that they have to navigate through many screens to complete a simple license renewal. The Clerk stated that all of the staff in the DMV have been working very hard and are going the extra mile to make this work for the customers. Legislator Standinger asked about the decision to stay closed for Wednesday, February 18th during the rollout of DRIVES. The Clerk responded that, as predicted by the majority of County Clerks that have County run DMVs, the system was not ready for transactions on the 18th. Legislator Standinger agreed that staying closed for the extra day was the right decision.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
March 3, 2026**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution to authorize an increase to the Mortgage Tax administration fee that is retained by the County. New York State tax law mandates that recording officers are entitled to retain a portion of taxes paid when a mortgage is recorded in the Clerk's Office. These fees are retained to cover County expenditures for the collection and disbursement of mortgage tax. The Committee approved the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:10 am

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

