

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**January 3, 2023**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger  
Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk  
Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept December'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's office is dealing with the fallout from a hack at COTT Systems, Inc. that installed malicious files onto the COTT servers. Fortunately, Tioga County is not affected by the malicious files since our database is housed on our own local server. Tioga County's land records are unaffected and recording of those documents continues. However, NYSCEF, the New York State Court Electronic Filing system, has disconnected their court filing program from COTT until the malicious files are scrubbed and the interface between the two software programs is secure again. After a short discussion, the Committee suggested that the Clerk prioritize the court filings and find a work around to get the most urgent filings on record as quickly as possible. The Clerk reported that the Deputy Clerk has already found a way to make that happen. The Clerk then reported that the DMV is a little slow but that is typical for this time of the year. The Clerk also reported that both the Clerk's Office and the DMV need to fill open positions for Recording Clerk and Motor Vehicle License Examiner, respectively. There have been very

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few applications and, so far, none of the candidates have been acceptable. The Committee suggested that the Clerk reach out to Personnel to see if they are able share applications for Office Assistant I, II, or III if those candidates can be considered for the open positions. The Clerk stated that she would follow up with Personnel on that suggestion.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 12:25 pm

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