

**MINUTES**  
**DECEMBER 2019 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: December 3, 2019**

**Present:** Committee Chair Legislator C. Balliet, Legislator D. Mullen, Legislator W. Standinger, Legislator L. Sullivan, and Legislative Chair Martha Sauerbrey

**Staff Present:** Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

**MINUTES**

Motion by Sullivan to accept November's minutes as presented, seconded by Standinger, and unanimously carried.

**FINANCIAL**

The monthly financial reports were accepted as presented.

**RESOLUTIONS**

Resolution L-18 Transfer Funds for Purchase of DMV Equipment was presented to the committee. The County Clerk is requesting that \$3,300 be moved from the Part Time/Temporary budget line to a Computer budget line so that the equipment for a new cashier station in the DMV can be purchased from New York State.

Resolution L-27 Staff Changes County Clerk's DMV Office was then presented to the committee. This resolution changes the designation of Motor Vehicle Examiner to Motor Vehicle License Clerk to create continuity in nomenclature for staff titles in the DMV. The resolution also abolishes the Part-Time Motor Vehicle Examiner in the County Clerk head count and creates one new full time Motor Vehicle License Clerk. The resolution also created and funded the position of Principal Motor Vehicle License Clerk while defunding and leaving vacant the position of Senior Motor Vehicle License Clerk.

**NEW BUSINESS**

The Clerk updated the Committee on the dealership work being done in the DMV. The dealer work has remained steady and the DMV staff has been able to turn the work around in a timely fashion. At this time of year there can be a slight slowdown on vehicle sales but the office has not seen that yet. The committee reminded the Clerk that this income stream will need to continue to be tracked so that the staffing requirements in the DMV can be adjusted in the future if need be.

**OLD BUSINESS**

The Clerk also provided the Committee with the DMV production report for November. The report showed that Real ID and Enhanced Drivers' License transactions declined somewhat last month. The Deputy reported that that is typical for this time of year. The DMV plans to see the usual uptick in transactions after the holidays and with the October 2020 Real ID deadline coming up, these types of transactions are expected to increase.

**Respectfully submitted,**

**Andrea Klett**  
**Tioga County Clerk**