

**MINUTES**  
**JUNE 2020 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: June 2, 2020**

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

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

**MINUTES**

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

**FINANCIAL**

The monthly financial reports were accepted as presented.

The proposed budget cuts were also presented. Clean copies will be emailed to the Committee members.

**NEW BUSINESS**

The Clerk updated the Committee on the status of the Clerk's office. The office is operating at full staff and is recording mortgages and deeds from in office visits. Fortunately, through all of this, the attorneys and title searchers have been able to make use of the County Clerk eSearch tool and the ability to electronically record their deeds and mortgages through our eRecording partners. Court filings are still not being accepted for most case types. The Chief Administrative Judge, Judge Lawrence Marks, has established what types of court cases are deemed essential and those are the only cases for which we can accept any filings.

The DMV is also working at full staff and continues to process transactions through the drop box. On Monday, June 1<sup>st</sup>, the drop box location had to be moved from 16 Court Street to 56 Main Street because there was too much foot traffic through the court system's guard station at the Annex. At this time we are still unable to process any in-person transactions such as a driver's license renewal, permit testing, or any license upgrades to Enhanced or Real ID. The Federal government has extended the deadline for getting a Real ID or Enhanced License by one year to October 1, 2021. In preparation for reopening, the Clerk was able to contact a local salesperson for ULine and obtain an exemption so that crowd control stanchions and signs can be ordered. Thank you to Terie Huseby from Real Property for the connection to ULine. The plans for reopening the DMV will include an appointment system; a clearly marked area for customers to social distance while they wait; clipboards and blank forms; and chairs spaced apart so that they can sit if necessary. The Clerk submitted the production report for May.

**Respectfully submitted,**

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