

**MINUTES**  
**DECEMBER 2021 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: December 7, 2021**

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

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

**MINUTES**

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

**FINANCIAL**

The monthly financial reports were accepted as presented. The Clerk reported that the closure of the DMV from November 3<sup>rd</sup> through November 11<sup>th</sup> did cause the revenue from that office to decrease by about \$7,000 to \$9,000. However, business has bounced back and the office is back on track now.

**RESOLUTIONS**

Resolution L-32, 2022 Staff changes for the County Clerk's Office, was presented to the Committee. Legislator Sullivan asked if the additional Motor Vehicle License Clerk was needed to keep up with dealer work. The Clerk stated that yes, the additional person is needed for the increase in dealer work and that it was also timely to add another MV clerk since the NYS DMV has decided to hand back the registration renewal process to the local DMV Offices. Since the pandemic began, NYS has been unable to keep up with the state-wide work load so the President of the NYS Association of County Clerks approached Commissioner Schroeder with the idea of returning all registration renewals directly to the local DMV's rather than the Utica, NY address. The Commissioner agreed and so there will be training the week of December 13<sup>th</sup> to assist the local offices with managing the entire renewal process. The Clerk also expressed frustration with NYS since the State requires a purchase order for the computer equipment needed for the new work station in the DMV. The work station will be paid for with funds from the 2022 budget but the Clerk is unable to create a purchase order from those funds at this time. The Committee asked if Cathy Haskell had any advice on how to get the equipment ordered as soon as possible since it took months to get the equipment the last time the County needed to order a work station from the NYS DMV. Mrs. Haskell stated that the Clerk should reach out to the Budget Officer. The Clerk stated that she would.

**NEW BUSINESS**

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk's Office saw a significant uptick in deeds recorded in November. There were 173 deeds recorded last month which is quite a bit higher than the usual 115 – 120 deeds recorded per month. The Deputy Clerk added that there was also a higher number of mortgages recorded including a couple mortgages of a significantly higher dollar amount than what is normally seen. The Clerk reported that the Director of Assets and Records Management has applied for ARPA funding to hire an outside consultant to evaluate the County's records management program to find any areas of non-compliance and to steer the program into the right direction.

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