

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 2, 2024

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk; Jackson Bailey, County Administrator

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the June 2024 Committee minutes as presented.
Motion seconded by Legislator Brown and carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the tentative budgets for the Clerk's Office and the DMV. The Clerk reported that Deputy Clerk Suellen Griffin plans to keep the 2025 revenue projections the same for the DMV and increase the projection for the Clerk's Office. The Clerk also reported that, per the strategic plan, the Deputy Clerk, the Records Director, and the Clerk will be creating a comprehensive inventory of the historic records housed in the Clerk's Office that need to be preserved and duplicated for public use. The records include census books from the 1800s and early 1900s, court proceedings and orders from the same time period, and the current handwritten Supreme Court and County Court indexes. Legislator Mullen stated that this needs to be a priority and that if the Records Director receives grant funding that doesn't cover the entire project, the County may be able to find funds to fill the gap. Jackson Bailey, County Administrator, stated that every year the NY Archives offers a grant opportunity for \$75,000 for records preservation. He also stated that the deadline for 2024 has passed but to look for it in 2025. The Clerk also

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mentioned that the original hand-written deed books are currently stored in the stone building on Route 38 but that the area is not climate controlled. Legislative Clerk Cathy Haskel suggested that the Clerk seek storage of the books at the Tompkins County bunker where we already store microfilm. The Clerk stated that she would follow up with the Tompkins County Clerk.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution to move money to the Chair budget line so that the DMV can replace a broken chair. The committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:10 am

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