

**MINUTES**  
**OCTOBER 2021 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: October 5, 2021**

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

**Staff Present:** Andrea Klett, County Clerk, Suellen Griffin, Deputy County Clerk, Tracy Savard, Director of Assets and Records Management

**MINUTES**

Motion by Legislator Mullen to accept August's minutes as presented, seconded by Committee Chair Balliet, and unanimously carried. There are no minutes from September since the Clerk was unable to attend that Committee meeting.

**FINANCIAL**

The monthly financial reports were accepted as presented.

The 2022 preliminary budget for the Records Department was presented. The Clerk reached out to Jackson Bailey, Budget Officer, to assist in preparing the Records budget. The 2022 budget will be very similar to the 2020 budget. After a brief discussion, which included the formal introduction of Ms. Savard to the Committee, the Committee accepted the budget as presented.

**NEW BUSINESS**

The Clerk turned the floor over to Ms. Savard to present her records project proposal that would utilize funds from the American Rescue Plan. The project would evaluate the records management program, identify concerns and areas of non-compliance, and create and implement strategies to achieve and maintain standards and records management best practices. After a discussion about the possibility of needing an RFP for this project, the Committee was supportive of adding the records project proposal to Tioga County's overall plan to access the Federal funds of the American Rescue Plan.

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. In the Clerk's Office, more and more attorneys are using electronic means for filing civil actions and recording deeds and mortgages. The Committee asked if this had resulted in less work for the recording clerks. The Clerk replied that it was basically the same amount of work to verify the documents but overall there is less paper to handle. The DMV is doing well and the Clerk is still gathering information about the possibility of opening a satellite office in the Village of Waverly. The Committee reiterated their request for the Clerk to continue to gather hard numbers to compare the cost of the office versus the income that could be generated. Legislator Mullen stated that he had spoken to Mr. Jeff Barber at Stateline Auto Auction and Mr. Barber has expressed a great deal of interest in having a DMV so close to his business. There are lots of car dealers that come to the auction and need DMV work done right away. The Committee requested that the Clerk reach out to other car dealers in the area and have a cost/benefit analysis ready by no later than April 1, 2023.

**Respectfully submitted,**

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