

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
August 5, 2025**

ATTENDANCE

Legislators: Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk; Laura Schurter, Chief Accountant

APPROVAL OF MINUTES

Motion by Legislator Monell to accept the July 2025 Committee minutes as presented. Motion was seconded by Legislator Standinger and carried.

FINANCIAL

The Clerk reported that the Clerk revenues are up from the same time in 2024. The Clerk stated that this is mainly from the increase in passport customers and the revenue from criminal records search requests. Legislator Ciotoli asked how the criminal search revenue is handled. The Clerk stated that it is reported and paid to the Treasurer's Office in the monthly General Fees report. The monthly financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk presented the 2026 tentative budgets for the Clerk's Office, DMV, Records, and Historian. The Clerk stated that there is a 0% overall increase in all of the budgets as presented. Some line item expenses were increased but a corresponding decrease came out of other line items. The budgets were accepted as presented.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

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EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

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