

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 3, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Tracy Savard, Director of Assets and Records Management

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept March's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

Tracy Savard presented the draft of her Records Management Policy and Procedures. The Committee will review the draft and move forward with a resolution in June.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Committee approved the Semi Annual Mortgage Tax Distribution resolution as presented. This resolution will go before the entire Legislature at their next meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

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