

REPORT
APRIL 2020 COMMITTEE MEETING
TIOGA COUNTY CLERK

SUBMITTALS

Minutes from March 3, 2020 committee meeting.
February financial report for Clerk and DMV.
March production report (page 3) for DMV.

REPORT

As of March 18th, the Clerk's Office began operating in split shifts. Andrea, Janis, and Doreen work five days and then Suellen, Linda, and Kelly work five days. The office is closed to the public. The staff notified our local title companies and attorney's offices that there is a drop box in the lobby for any recordings that need to be done. The title companies/attorneys give their packet of work to the security officers and the officers put it into our drop box. The staff checks the box throughout the day and processes the work that comes in. We call the customer when the work is ready and they come to the lobby and pick it up or we mail it back to them if they included a postage paid envelope. One silver lining is that more offices have started using eRecording. At this time the office is unable to perform passport application acceptance since that requires the applicant to appear in person. As required, we notified the Buffalo Passport Office and posted it on our web page. Per Judge Marks' administrative order dated March 22nd, the courts are only accepting filings in certain essential case types. If court papers for other types of cases come to us through the mail we are currently noting the date that we received them but are not able to file them. There are not a lot of court filings waiting since the administrative order went out to all attorneys so they know that the non-essential cases are basically on hold for now.

The DMV is currently closed per the Governor's executive order. Once that order came out, the DMV staff worked quickly to complete all of the pending dealer work and get it returned to the dealers. Since then, the DMV Supervisor and the Principal Motor Vehicle License Clerk are coming in each day for an hour or two because the NYS DMV requires that the county offices still come in and run their daily audit reports. The Supervisor and Principal Clerk are the only ones with the proper permissions to run the reports. As long as they are there, they also process anything that comes in the mail and any dealer work that they might get. The DMV Supervisor has reached out to car dealers to let them know that if they are able to sell any cars they can mail in their dealer work or bring it to the Clerk's drop box at the Court Annex and we will see that the DMV gets it. The rest of the staff are currently furloughed.

Respectfully submitted,

Andrea Klett
Tioga County Clerk