



Broome County
OFFICE OF THE COUNTY CLERK

Joseph A. Mihalko, County Clerk

Christopher P. Dziedzic, Executive Deputy County Clerk
Rosalie A. Catalano, Deputy County Clerk
Frances Martin-Childs, Deputy County Clerk
Darlene R. Croston, Deputy County Clerk - DMV
Sara Jo Kukowski, Records Management Officer

Memo regarding 'summer hours' at the Broome County Clerk's Office

Recently, Broome County elected officials, employees and department heads were notified by the Personnel Department of 'summer hours' with early closings at County buildings and facilities from Memorial Day until Labor Day. The Clerk's Office has some operation concerns with 'summer hours.' The local Courts are open until 4:30. It's crucial that the County Clerk's Office be open when the Courts are open in order to be able to accept and process exigent legal papers for immediate judicial action. In meeting with local stakeholders, we have learned that previous 'summer hours' closures at 4:00 (which means cashiering needs to shut down even earlier) is problematic to members of the legal community, who are still working normal business hours throughout the summer. Furthermore, as an office that serves the public, it is important that we are as accessible to the public as possible.

The notification of 'summer hours' stated that "Some county offices follow their own hours of operation dictated by their operation needs." The County Clerk's Office will remain open and fully staffed from 8:00 am until 4:30 pm because of these operational needs. I have requested that the Broome County Security Division keep the County Office Building open to the public until 4:30, between Memorial Day and Labor Day, so that they can access the Broome County Clerk's Office.