

OFFICE OF THE WARREN COUNTY CLERK  
FAMELA J. VOGEL, COUNTY CLERK  
JODY ROSS, DEPUTY

COUNTY CLERK/DMV COMMITTEE MEETING  
SPECIAL MEETING – AUG. 10, 2009 - 1:30 P.M.

AGENDA

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The meeting represents a special request to fill 3 unanticipated vacancies as follows:

**MV License Registration Clerk - Grade 6 - \$ 26,558 – Dept. 15 (A1410110):**

Employee's husband returning from Iraq (retiring military career, plus military consultant, last tour). Resigning to travel to family.

Currently we have 6 MV Clerk positions including a current vacancy, as well as the new vacancy. See 2009 report of activity. Exam scheduled for Sept. 12, 2009)

**Legal Recording Clerk – Grade 7 - \$ 28,041 – Dept. 15 (A1410110):**

Employee taking Sr. Account Clerk position at DSS- accounting office:

Report of activity attached. Will draw candidates from current eligible list (CSEA).

**Recording Clerk – Grade 7 - \$ 28,041 – Dept. 22 (A1665110):**

Employee returning to private sector, less travel. Report of activity attached. No eligible list; will post an announcement. Respondents may come from related lists.

All services and duties for MV Clerk, Legal Recording and Recording are mandated, statutory, and necessary based on volume and breadth of services including the following:

County Law Art 12 Sec. 525: Clerk is to provide, at the expense of the county, necessary equipment, means for recording, filing, depositing all documents, papers, indexing.

RPL Article 9: Recording officer directed to have clerical help necessary to carry out provisions of law (Sec. 316a13); Board directed to appropriate monies to carry out provisions of law (Sec. 316a12); Order of recording, and time of recording addressed by RPL 317, 319.

CPLR Art 1-80: All matters of civil practice, procedure, fees, forms.

"Office of County Clerk is created by the Constitution and laws of NYS and the duty of making and keeping records of conveyances is enjoined in law, not for the benefit of the county or its inhabitants, but for the public at large." County Law (Section 525: Notes).

No positions are eligible for Voluntary Workforce Reduction Incentives.

Appointments would reflect approx. \$ 8000 decrease for 2010 salaries.

Document Type Report.wdb - Report 4

<u>DOCUMENT TYPE</u>	<u>TYPE</u>	<u>2009 YTD</u>	<u>2008</u>
Court & Trust Payments	C	18	14
Court No Fee Filings	C	7646	11122
Court Orders	C	656	1074
Crime Victim Single Fee	C	24	55
Cross-Motion	C	31	38
Dissolution of Marriage	C	126	216
Dissolution of Marriage Exempt	C	3	19
DNA Databank	C	9	24
DWI Fine	C	17	32
File Motion	C	753	1086
Index Number	C	930	1399
Index Number Exempt	C	99	150
Judgment Civil No Fee	C	189	351
Judgment Execution	C	18	44
Judgment Satisfaction	C	649	1141
Jury Civil Penalty	C	0	1
Jury Demand	C	35	37
Note of Issue	C	164	262
Note of Issue Exempt	C	16	24
Notice of Appeal	C	23	33
Penal Law Felony	C	26	64
Penal Law Misdemeanor	C	0	1
RJI	C	404	683
RJI Exempt	C	46	80
SCAR	C	27	42
Sex Offender Fine	C	2	3
Sex Offender Registration Fee	C	1	4
Stipulation of Settlement	C	22	8
Voluntary Discontinuance	C	198	288
<b>COUNT OF DOCUMENT TYPE:</b>		29	
<b>GROUP TOTAL '2009 YTD':</b>		12132	
<b>GROUP TOTAL '2008':</b>		18295	
B & L	F	23	61
B & L Exempt	F	0	0
Certificate of Incorporation	F	94	111
Corporation Amendment	F	5	34
Corporation Dissolution	F	7	36
DBA	F	228	353
DBA Amendment	F	7	8
DBA Discontinuance	F	40	58
DBA Exempt	F	100	179
Federal Tax Lien	F	110	192
Federal Tax Lien Release	F	28	82
Judgment Transcript Filed	F	1997	3420
Judgment Transcript Issue	F	125	254
Lien Misc	F	21	40
Map No Fee	F	8	0
Maps Filed Survey	F	83	172

DOCUMENT TYPE	TYPE	2009 YTD	2008
Zoo Recording Overage	R	704	1176
COUNT OF DOCUMENT TYPE:		61	
GROUP TOTAL '2009 YTD':		18874	- 50,000 pgs YTD Recordings
GROUP TOTAL '2008':		34278	
* * * * *			
Gross Receipts \$\$	Receipts	\$ 6,317,627.27	\$ 9,287,314.15
COUNT OF DOCUMENT TYPE:		1	
GROUP TOTAL '2009 YTD':		\$ 6,317,627.27	
GROUP TOTAL '2008':		\$ 9,287,314.15	
Revenue A1255 inc July	Revenue	\$ 769,848.79	\$ 1,036,184.51
Revenue A1256 inc July	Revenue	\$ 1,121,558.3	\$ 1,426,449.45
COUNT OF DOCUMENT TYPE:		2	
GROUP TOTAL '2009 YTD': inc July		\$ 1,891,407.09	
GROUP TOTAL '2008':		\$ 2,462,633.96	

Total # Documents Recorded/Filed 2009 YTD = 58,632  
2008 = 78,827

<u>DOCUMENT TYPE</u>	<u>TYPE</u>	<u>2009 YTD</u>	<u>2008</u>
Correction Deeds	R	6	29
Cover Page	R	5806	10370
Cover Page No fee	R	0	0
D/A Boat Slip	R	0	2
Declaration	R	13	19
Deed	R	820	1702
Deed Commercial	R	335	642
Deed Exempt	R	19	58
Easement	R	79	43
Easement No Fee	R	2	26
Easement Public Utility	R	68	66
Forest Tax Law	R	6	2
Infant Surrender	R	9	16
Land Contract Deed	R	0	0
Land Contract Mortgage	R	0	0
Lease	R	20	23
Life Deed	R	42	87
Life Deed Commercial	R	2	4
Lis Pendens	R	169	235
Lis Pendens No Fee	R	14	0
Military Discharge	R	1	5
Miscellaneous Recording	R	18	73
Miscellaneous Recording Exempt	R	2	7
Mortgage Agreement	R	370	344
Mortgage	R	1706	3074
Mortgage Apportionments	R	5	15
Mortgage ASM	R	370	404
Mortgage Assignment Exempt	R	3	13
Mortgage Correction	R	4	0
Mortgage Discharge	R	1479	3026
Mortgage Discharge Exempt	R	8	12
Mortgage Exempt	R	7	27
Mortgage Subordination	R	107	61
Mortgage Subordination Exempt	R		
Mortgage Tax	R	1721	3125
Mortgage Tax Exempt	R	7	27
Option	R	3	2
Order	R	2	1
Order Exempt	R	0	0
Power of Attorney	R	117	276
Power of Attorney Revocation	R	3	11
Release Lien EST tax	R	26	52
Release Lien Judgment Deeds	R	2	3
Release of Part of Mortgage	R	50	96
Right of 1st Refusal	R	3	4
Right of Way	R	1	1
RP 5217 Commercial	R	345	665
RP 5217 No Fee	R	19	58
RP 5217 Resid/Agric	R	868	1823
TP 584	R	1317	2574
TP 584 no fee	R	22	58
Transfer Tax	R	1340	2643
Will	R	4	9

<u>DOCUMENT TYPE</u>	<u>TYPE</u>	<u>2009 YTD</u>	<u>2008</u>
Mechanics Lien	F	62	70
Mechanics Lien Affidavit	F	84	77
Mechanics Lien Exempt	F	48	63
Miscellaneous Filings	F	51	87
Miscellaneous Other	F	56	85
Notary Exempt	F	18	44
Notary Renewals	F	90	36
Official Oath of Office	F	260	515
Official Resignation	F	1	6
Official Vacancy	F	0	1
Officials Appt	F	21	60
Officials Appt & Oath	F	8	21
Separation Agreement	F	15	35
UCC Affixed to Realty	F	145	311
UCC Affixed to Realty Exempt	F	3	2
UCC Search	F	1	46
Welfare Lien	F	24	60

**COUNT OF DOCUMENT TYPE:** 33  
**GROUP TOTAL '2009 YTD':** 3763  
**GROUP TOTAL '2008':** 6519

Account Payment	M	722	705
Autobill Copies	M	18578	11374
Boat Permit	M	27	56
Certificates	M	152	51
Certificates of Authenticity	M	29	40
Certified Copies	M	376	830
Copier Card	M	0	27
Copies	M	1395	2387
Copy Exemplified	M	6	9
Dept of Motor Vehicles DMV	M	163	278
Passport Photos	M	538	922
Passports	M	665	1105
Pistol Permit Amendments	M	304	365
Pistol Permit Application	M	282	389
Pistol Permit Dealer	M	0	3
Pistol Permit Duplicate	M	218	482
Pistol Permit Photos	M	336	627
Pistol Permit Transfer	M	60	74
Returned Checks	M	6	5
Search	M	6	6

**COUNT OF DOCUMENT TYPE:** 20  
**GROUP TOTAL '2009 YTD':** 23863  
**GROUP TOTAL '2008':** 19735

Affidavit Attachment	R	649	916
Agreement Deeds	R	23	48
APA Recordings	R	49	62
APA Recordings Exempt	R	4	5
Appropriation	R	26	53
Assignment Rent/Lease	R	71	178
Correction Deed - Comm	R	8	18

2009 MONTH	REDIT CARDS	TOTAL	DMV GROSS	BAD CHECKS	DMV NET	SALES TAX NET	(STATE) /2 INTERES	DMV RETENTION	SALES TAX RETENTION	SURR	(COUNTY) /2 INTERES	TOTAL DEPOSIT
JANUARY	495	\$ 71,547.44	\$ 135,588.57	\$ 808.95	\$ 134,779.62	\$ 56,216.19	\$ 4.77	\$ 29,851.74	\$ 537.00	651	\$ 4.77	\$ 222,849.75
FEBRUARY	408	\$ 46,726.86	\$ 143,577.72	\$ 429.50	\$ 143,148.22	\$ 48,176.19	\$ 7.78	\$ 27,208.17	\$ 536.00	515	\$ 7.78	\$ 220,002.33
MARCH	446	\$ 91,985.22	\$ 124,066.69	\$ 347.00	\$ 123,719.69	\$ 77,062.92	\$ 9.01	\$ 31,644.37	\$ 645.50	602	\$ 9.01	\$ 237,223.20
APRIL	570	\$ 97,060.16	\$ 186,088.89	\$ 1,114.25	\$ 184,974.64	\$ 79,717.70	\$ 12.45	\$ 41,153.05	\$ 760.00	560	\$ 12.45	\$ 307,954.64
MAY	570	\$ 105,034.25	\$ 148,759.55	\$ 229.50	\$ 148,613.05	\$ 104,040.07	\$ 13.39	\$ 36,961.35	\$ 761.75	546	\$ 13.38	\$ 291,460.72
JUNE	518	\$ 121,084.91	\$ 130,137.46	\$ 558.00	\$ 129,579.46	\$ 114,288.04	\$ 18.42	\$ 36,962.51	\$ 670.75	631	\$ 18.41	\$ 283,517.13
JULY	650	\$ 99,671.14	\$ 158,161.90	\$ 476.50	\$ 157,685.52	\$ 106,949.52		\$ 37,755.26	\$ 613.00	610		\$ 303,827.05
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
DMV FEES	3,657	\$ 633,119.98	\$ 1,026,380.78	\$ 3,963.70	\$ 1,022,500.20	\$ 586,430.63	\$ 65.82	\$ 241,536.45	\$ 4,524.00	4,115	\$ 65.80	\$ 1,866,834.82

GROSS	\$ 1,026,380.78
RETENTION	\$ 241,536.45
SURRENDERS	\$ 4,115.00
C - INTEREST	\$ 65.80
TOTAL	\$ 1,272,098.03
TAX & FINANCE	\$ 586,430.63
SALES TAX	\$ 4,524.00
RETENTION	\$ 65.82
S - INTEREST	\$ 591,020.45
TOTAL	\$ 591,020.45
CNTY.RETN. FEES	\$ 241,536.45
DMV RETENTION	\$ 4,115.00
SURRENDERS	\$ 65.80
TOTAL	\$ 245,651.45
TAX RETENTION	\$ 4,524.00
C - INTEREST	\$ 65.80
TOTAL	\$ 4,589.80

COUNTY RETENTION FEES BY MONTH

January	\$ 31,044.51
February	\$ 28,266.95
March	\$ 32,900.88
April	\$ 42,485.50
May	\$ 38,282.48
June	\$ 38,282.67
July	\$ 38,978.26
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -
TOTALS	\$ 250,241.25

TOTAL FEES	\$ 1,272,098.03
DMV FEES	\$ 1,272,098.03
TAX & FINAN.	\$ 591,020.45
TOTAL	\$ 1,863,118.48
TOTAL FEES	\$ 245,651.45
DMV FEES	\$ 245,651.45
TAX FEES	\$ 4,589.80
TOTAL	\$ 250,241.25

\$ 2,265,739 over 2008  
 Each month increased over 2008.  
 # 38050 transactions - 2009  
 v 35,654 " - 2008  
 7,2496 transactions.

**RESOLUTION REQUEST FORM NO. 12**

*Schedule 'A'*

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department County Clerk

Title of Position MV License Reg Clerk (#1)

Base salary 26,558

Budget code and title A1410110

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 11173

**COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION**

Name of Committee County Clerk Date Aug. 10, 2009

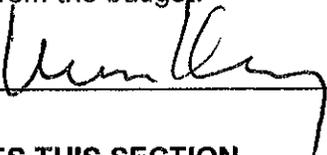
- The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee County Clerk Date Aug. 12, 2009

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

**PERSONNEL COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_

- The Personnel Committee has no objection to the filling of the vacancy.  
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department County Clerk

Title of Position Legal Recording Clerk

Base salary 28,041

Budget code and title A1410110

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 11561

**COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION**

Name of Committee County Clerk Date 8/10/09

- The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature H. G. Payne

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Co. Clerk Date Aug. 12, 2009

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature [Signature]

**PERSONNEL COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_

- The Personnel Committee has no objection to the filling of the vacancy.  
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_