

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

**County Clerk/DMV Committee Meeting  
Thursday September 24, 2009 9:30 a.m.**

**1.) Pending Items:**

DMV Positions: Following the abolishment of one MV Clerk position, new table of organization: 2 supervisory positions (to cover the 9 hour business day), 6 full-time clerks positions, 1 part-time (started in June 2009). Office has 8 service windows (5 full, Dealer, Welcome, Express); Available staffing as of 9/21/09 totals 5 FT: 1 Supervisor, 4 Clerks), 1 PT (see transfer of funds in order to continue). Currently, 2 vacancies (notices to fill with Civil Service List due end October, and 1 Medical (Sr Examiner) as of 8/12/09. Undetermined length for medical, plus 50 days vacation leave remains in DMV. Scheduled.

**2.) Transfers of Funds:** To balance accounts as indicated below:

1.) Request to transfer \$ 1200 from Full Time Salaries (A.1410.110 ) to Part Time Salaries (A.1410.130) to cover approximately 4 weeks (approx. 25 per week).for part-time employee to continue working Express Lane services during period of vacancies and medical leave. Amount represents unused portion from FT (10 mos vacancies in DMV and unpaid 2 mos. medical leave (currently underway).

2.) Request to transfer \$ 200 from Public Records Supplies (A1665.410) to Office Furniture (A. 1665.210) to purchase locked cabinet for legal recordings.

**3.) Approval to Attend Clerk's Meeting:**

Sept. 29, 2009, Syracuse, NY (\$ 40 reg. fee) A.1410.444. County vehicle available.

**4.) Budget Amendment:** LGRMIF Grant Award. Digital imaging of 500,000 pages of land records.

Anticipated notice of Full Funding (\$ 72,192). Amend 2009 to accept 50% (\$ 36,096) up front funds. Create 2010 budget for second 50% - \$ 36,096. (Currently budgeted amount has been set for 0 (due to the lack of notice). NYS expects to send official notification last of Sept./first of Oct. A. 1460 and A.3060 (revenue). No cost to county. Total of \$ 286,000 since 2005 for Clerk's Office. Also wrote RPTS – approx. \$ 20,000 - 2007-08. Request approval to submit budget to Finance directly in order to proceed with project. (Currently 3 months late).

**5.) Notice to Fill:** Follow-up to Aug.10, 2009 meeting. Recording Clerk, Gr. 7, \$ 28,041.

Resignation as of Aug. 28, 2009. Position concentrates on imaging and indexing of all court filings and real property recordings. Plus servicing public with searching in Rec. Room. Duties are separate to preserve integrity of the recording and filing process; all in statute. Staffing in this area unchanged since 1999 (back to 1990's). Sat of Mtgs –delayed—86. 40 days vacation in Recording/Filing now thru end of year, + Deputy. (15 days Oct, 1 training day).

YTD Recording activity: 21,803 recordings documents/60,125 pages of recordings (each page \$ 5 per page - \$ 300,625 ytd; YTD Filing Activity: 18079 documents (liens, court).

Projected 2009: 39,882 recordings; 27,118. filings. –67,000 documents all require index, imaging, verification.

Projected Recording revenue (page fees only): 84,882 pages year @ \$ 5 - \$ 424,000. (to A1255).

Projected Clerk Fees 2009 to remain with county: \$ 1.3 million ( as projected) (A1255-Clerk Fees)

**For Discussion :**

Funding Resources: County Funding, Increase Part-Time Resources, OR Mortgage Tax Expense (NYS Tax Law, Section 262). Entitled to receive expenses toward the administration of mortgage tax collection. Annually: 3000 mtgs/\$ 4.5 million tax collected (Towns, Co., NYS)/\$ 285,000 +/- recording fees.- nearly \$ 5 mill. Given the county's current budget crisis, Mortgage Tax Expense to cover a small part of office's mtg tax services should be examined, discussed. (Requires Legislative approval.) Propose another meeting.

Thank you!

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** County Clerk/DMV  
Name of Department

**SIGNED:**  **DATE:** 9/23/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.) A.1410.110	FT Salaries	A.1410.130	Part Time Salaries	\$ 1200.00
2.) A.1665.410	Supplies	A.1665.210	Furniture	\$ 200.00

**Please state reason for transfers requested:** 1.) To allow part-time employee to continue at DMV during period of vacancies and medical leave. Employee services Express Lane for plate surrenders and renewals. 2.) To allow dept to purchase locked 2 drawer cabinet for Legal Recordings.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The County Clerk Committee hereby authorizes Pam Vogel & Jody Ross  
(Supervisory Committee) (Employee Name)

to attend Summit NYS Assoc of Co Clerk  
(Name of meeting or organization)

at Syracuse NY  
(Address)

on 9/29/09 Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_

Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 9/24/09

Jamela J. Vogel  
Department Head Signature

Date: 9/24/09

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.