

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
MARIE A TROMBLEY, DEPUTY COUNTY CLERK

Warren Co. Clerk/DMV Committee Meeting
Sept. 7, 2011 – 11 a.m

1.) Mortgage Tax Extension

Res. 272 of 2011 (May 2011) requested authorization from Governor to extend Local Mortgage Tax until Dec. 2014.

Authorization approved: Ch 397 of Law of 2011

Resolution will allow county to move forward with the extension.

Note: Local Mortgage Tax generates approx. \$ 800,000 per year. Transmitted from County Clerk to General Fund (A.1256).

2.) Transfer of Funds

Request approval to transfer funds for purchase of shelving equipment for Records Storage Center vault (conversion of Stockroom vault) for storage of county records. Transfer details provided.

3.) County Clerk Association – Fall Meeting: - Sept. 25-27, 2011

Requests approval to attend meeting in Lake Placid. Expect Day trips only using county vehicle.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Clerk

DATE: Aug. 26, 2011

- (a) Purpose of Request: To introduce a local law extending the Warren County imposition of the County Mortgage Recording Tax (also known as the Local Tax) from Dec. 1, 2011 to Dec. 1, 2014.

- (b) Details: Original Local Law 10 of 2008 established County Mortgage Recording Tax (Local Tax) which will expire on Dec. 1, 2011. Board Resolution on May 20, 2011 approved submitting request to Governor to extend imposition of Local Tax. On Aug. 15, 2011, Governor Cuomo signed S. 5075 as Ch 397 of Laws of 2011 extending state authorization for the Warren Co. imposition of the county mortgage recording tax.

- (c) Previous Resolution Number: 611 of 2008 (Local Law 10 of 2008), Reso 272 of 2011 for authorization to amend/extend County Mortgage Tax - Home Rule Authorization Request.

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Note: Tax collected is deposited in the General Fund Rev. Code A.1256 Mortgage Tax

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: County Clerk

Name of Department

SIGNED: Pamela J. Vogel  **DATE:** 8/26/2011

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.425	Reproduction Exp.	A.1410.210	Furnishings	7300.00
A. 1665.425	Reproduction Exp.	A.1665.210	Furnishings	1800.00
A.1665.425	Reproduction Exp.	A.1665.220	Equipment	250.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: To balance account for purchase of archival shelving/equipment for RSC vault – storage of county gov't records.

***Please note: All amounts must be in whole dollars – no cents.**

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 Account- Other Payments/Contributions			

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/DMv _____ hereby authorizes Pam Vogel, Marie Trombley *(possible deputy attending portion)*
(Supervisory Committee) (Employee Name)

to attend NYS Association of County Clerk's

(Name of meeting or organization)

at Lake Placid NY

(Address)

on 9/25-9/27/2010 (partial day trips as necessary) Mode of
transportation to be used county
(Dates) (County Vehicle or Mass Transportation)

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

If not avail, will use mine at no charge to county.

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 \$ 0 GSA* Rate \$ _____

Meal costs - GSA*per diem rate \$ / _____

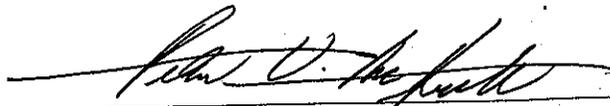
*www.gsa.gov

Date: 9/7/11



Department Head Signature

Date: 09/07/11



Committee Chairman Signature

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

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

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.