

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: JANUARY 26, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
STRAINER
LOEB
WOOD

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
DANIEL G. STEC, CHAIRMAN OF THE BOARD
JOAN SADY, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
SUPERVISORS FRASIER

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANSELOW

MASON
TAYLOR
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 11:20 a.m.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Mr. McDevitt began the meeting by welcoming all attendees to the first meeting of the County Clerk - Motor Vehicles Committee for 2012; he pointed out there was one new member on the Committee, Mr. Vanselow, who was not present, but noted that they would be sure to welcome him formally at the next meeting.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the meeting agenda, a copy of which is also on file with the minutes.

Commencing with Agenda Item 1, Mrs. Vogel briefly outlined the status of her Department's 2011 Budget, noting they had realized an 8% increase over the projected revenues and had been slightly under budget for anticipated expenditures. She apprised that they had been able to achieve these figures by maintaining a conservative approach when estimating revenues and closely monitoring expenditures throughout the year; she added that the Budget had also benefitted from significant mortgage tax revenues received in the month of December.

Mr. Loeb pointed out that the agenda document indicated the total revenues received as being \$349,599.85, which was incorrect. Mrs. Vogel confirmed that this was a typographical error and that the figure should read \$3,490,599.85.

Mrs. Vogel stated that it would be necessary to transfer funds within object code in order to correct minor overages for Dental Insurance for the Public Records Division, as well as for the Historian's telephone expenses. Committee action was not necessary, she said, because she was able to make the adjustments through the Logo's system.

Mr. McDevitt said that an 8% increase in projected revenues was significant and he questioned whether this would be a one time occurrence. Mrs. Vogel responded affirmatively, noting that the revenues received from one large commercial mortgage tax transaction had significantly affected the total received.

Moving on to Agenda Item 2, Mrs. Vogel presented a request to amend the 2012 County Budget to increase estimated revenues and appropriations in the amount of \$13,000 to establish Code A.6422 410, Bicentennial Project - Supplies, in order to reallocate funds provided by the Tourism Occupancy Tax Budget, as well as those received from the individual Towns in support of the Warren County Bicentennial Citizens Advisory Committee. She

specified that \$10,000 was being contributed from the Tourism Occupancy Tax Budget and \$3,000 was from the Town contributions received thus far. Mrs. Vogel apprised that at the Budget Officer's suggestion, the Bicentennial Committee had forwarded letters to the Towns of Warren County inviting them to assist in funding the expenses being incurred by providing a \$1,000 donation. She further advised they intended to forward another letter requesting additional contributions from each Towns occupancy tax funding, once the 2012 funds were disbursed.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the request for a transfer of funds, as previously mentioned, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Agenda Item 3, Mrs. Vogel announced, consisted of a request to authorize travel for herself to attend the New York State Association of County Clerks Legislative Meeting on February 5 - 7, 2012, in Albany, NY. She explained that she would use a fleet vehicle to travel to the conference and would spend one night in a hotel in order to allow her to attend the Legislative sessions which began early on the second morning of the conference.

Mr. Strainer questioned whether monies were available within the existing budget to support the travel costs and Mrs. Vogel replied affirmatively.

Motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to approve the aforementioned travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Concluding the agenda review, Mrs. Vogel noted the impending retirement of Thomas Lynch, Records Manager, which would occur on the following day. She advised she had met with the Paul Dusek, County Administrator, and Kathy Barrie, Personnel Officer, to discuss how the vacancy should be addressed and they had determined a restructuring of the remaining positions in the Records Storage Center might be appropriate to meet the needs of the Department while incurring the lowest possible cost to the County. Mrs. Vogel advised this method would be implemented on a trial basis and she said she would return to the Committee at a future meeting to provide an update on the situation.

Returning to Agenda Item 3, Mr. Loeb reminded the Committee of prior conversations amongst the Board members concerning travel and overnight accommodations, following which it seemed they were only willing to make concessions for hotel stays when the conferences or meetings were a considerable distance from the County, or if extenuating circumstances were present. He pointed out that the Department of Social Services regularly sent staff for training in Albany, NY which they were expected to commute daily to. Mr. Loeb stated that they should be very careful not to send mixed messages to County staff relative to this matter and should maintain a consistent approach, regardless of staff ranking.

Mrs. Vogel elaborated that the conference would include meetings with various Legislators and NYSAC (New York State Association of Counties) representatives concerning key issues and upcoming legislation which was important for her Office to keep abreast of. She restated her intentions to travel to the conference using a fleet vehicle on February 5th in order to attend meetings of the Executive Committee of the New York State Association of County Clerks, which she was a member of, to review all of the actions they would be taking before the full Association on the following day. Mrs. Vogel advised the Legislative portion of the meeting would begin early on February 6th, allowing opportunities to meet and speak with Legislative representatives and NYSAC liaisons to discuss upcoming legislation and procedural issues pertinent to her Office. She said she had elected not to stay for the dinner portion of the meeting on the second day, and would instead return home at the close of the Legislative session. Mrs. Vogel noted that she had reviewed the County Travel Policy in an effort to determine when overnight stays were

acceptable, but had been unable to find that information.

Mr. McDevitt interjected that as per his recollection, they had discussed the possibility of including information regarding when overnight accommodations were allowable, but the Travel Policy had never been amended to this effect. He added that while he understood Mr. Loeb's concern, he was supportive of Mrs. Vogel's request because it was necessary for the County to have someone available at the meeting from its start to collect all of the information available to them. Mrs. Wood added that she also served on the Social Services Committee and noted that on several occasions, the Commissioner of the Department of Social Services had provided comparison information reflecting when the costs for overnight accommodations were preferable to those associated with daily commutes. She continued that the travel was scheduled to occur in February, when the weather was not always conducive to travel, and she did not feel they should put Mrs. Vogel's safety at risk by asking her to return home, rather than stay overnight at the conference site.

A brief discussion ensued.

There being no further business to come before the Committee, on motion made by Mrs. Wood and seconded by Mr. Strainer, Mr. McDevitt adjourned the meeting at 11:40 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist