

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

Warren County Clerk's Committee Meeting
March 22, 2012 – 10:45 a.m.
Agenda

- 1.) **Office Staff Restructuring/Personnel Changes: Public Records A. 1665.110**
 - a.) **Purpose/Procedure/Salary & Position Changes/Advantages & Savings: See Attachment**
 - b.) **Resolutions re: 1a:**
 - Notice to Fill: Records Manager A.1665 110 Base: \$ 36,410 Due to Retirement**
 - Vacant Position: Sr. Recording Clerk \$ 0 Do not fill after RM appt.**
 - Create PART-TIME Position: Recording Clerk Part-Time A.1665110 (Due to vacant position of SRC and consolidation of duties to Records Manager. \$ 13.48 per hr/1000 hrs year.**
 - Notice to Fill: Recording Clerk A. 1665 110 Base: \$ 29,031 Due to Resignation 5/2012**
 - Reallocation: Sr. Legal Recording Clerk – Gr. 10 to Gr 12 NYS Laws of 2011: E-recording requirements in 2012. Annual differential: \$ 1,162.**
- 2.) **Resolution: Agreement between County of Warren and NYS ORPS – RP 5217 pilot program – County Clerk and Real Property Tax Service pending review/approval by County Attorney.**
- 2.) **Meeting Attendance:**
 - a.) **Warren County Clerk : NYS Association of County Clerk's Day Meeting – 4/12, Vehicle only. No Fees.**
 - b.) **Warren County Historian: Approval to Attend Annual Conference: Association of Public Historians of NYS, April 22-25, 2012. Total: \$ 471.50 (accommodations, meals, registration, transportation – 3 days) Budget: A. 7510 444. 1st opportunity to attend since appt by BOS. Approved as part of the hiring process and 2012 Budget meeting.**
- 3.) **Warren County Bicentennial:**
 - Resolution: Designation of county flower in honor of the Warren County Bicentennial Black-Eyed Susan/ "Rudbeckia Hirta" - very popular in County; also historically tied to the county since the mid-1850s. Historian consulted with local nurseryman and Cornell Coop Extension; recommended by CAC.**

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Warren County Clerk's Committee Meeting
March 22, 2012 – 10:45 a.m.
Agenda: Attachment

Office Staff Restructuring/Personnel Changes: Public Records A. 1665.110

Purpose: As per a conversation with Mr. Dusek and notice to this committee in January, the Clerk proposes the following changes to salary schedule and office structure due to a recent retirement (Records Manager) and resignation (Recording Clerk). Efforts are aimed at identifying a more cost-effective way to administer the public record (active, inactive, and archival). It is intended that the accuracy of the recording process and our ability to professional manage, preserve, protect and provide the public record will be sustained.

How Accomplished:

- Examined all duties of positions; retained/consolidated all specialized supervisory, policy, problem-solving to RM; removed less-technical processing duties for RM/Sr Recording Clerk to a new position, Recording Clerk PT (20 hrs wk); Streamlined daily workflow, eliminate redundant tasks, rescheduled personnel, Sr. Legal absorbs some supervision of Records Room. All allow Sr. Recording Clerk to become vacant.
- Sr. Recording Clerk – reallocation – Rec. Room oversight and required to perform new e-recording duties – NYS Laws of NY 2011; S2373A, effective 2012.
- Recording Clerk FT – In Public Records Salary Schedule. Notice to Fill due to resignation. Employee returning to free lance research, writing. Full-time status required for Index/Imaging – demands of recording process. Will come in at base salary. Gr. 7.

Public Records Salary Schedule: A. 1665.110 Codes

<u>Position</u>	<u>Current</u>	<u>New Model Proposed</u>
Records Manager	X (\$ 44,198)	X \$ 44,198/ Base: 36,410).
Sr. Recording Clerk	X (\$ 39,775)	0 Do not fill, Leave vacant
Recording Clerk PT	0	X (\$ 13,481/\$ 13.48 per hr) Yr: 1000 hr.
Sr. Legal Recording Reallocation Differential	0	X (\$ 1,162 – yr)
Recording Clerk	X (\$ 30,056)	X \$ 29,031 Fill due to resignation 5/12
Ass't Rec. Mgr	X (\$ 31,297)	X \$ 31, 297) No Change
Total Salaries:	\$ 145,326	\$ 119,169 Savings: Approx. \$26,000

Advantages of Position Consolidation/Realignment:

- Concentration of electronic record-keeping responsibilities, both Record Rm and RSC, in one position.
- Streamlined services in RSC; more efficient recording process with elimination of select tasks.
- **Change from 4 FT employees with benefits to 3 FT with benefits, 1 PT no benefits; Reduction in total salaries approx. \$ 26,000..**
- Benefit packages savings: Deduct 1 package (due to consolidation of RM/SRC) + no health plan Recording Clerk PT. Minimum savings: \$ 6000.
- Positions are subject to Civil Service Examination (other than reallocation).

Thank you for your positive consideration.

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 Public Records

Title of Position Records Manager

Base salary \$ 36,410.

Budget code and title A1665110

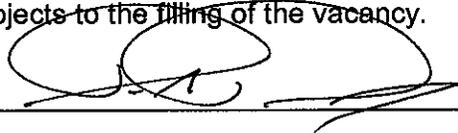
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 9381

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 3/20/12

- 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 _____ Date _____

- 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. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk/DMV

DATE: 3/16/2016

- (a) Title of Requested Position: Recording Clerk Part-time PT
- (b) Annual **Base** Salary (and Grade if Applicable): This is not a full time position, if F/T Gr 7 \$ 28,041 (2009) -or \$ 13.48 per hr/1000 hrs. \$ 13,480
- (c) Effective Date for New Position:* May 1, 2012
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Sr. Recording Clerk will not be filled as a part of office restructuring.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A. 1665 110 Full Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: The County Clerk is a Constitutional Office, with all duties for the recording process set forth in statute.
- (h) Is there expected revenue from this position? If so, please explain: The County Clerk generates revenue (approximately \$ 3 million per year) when performing the duties of the office; duties are performed by the office staff including Recording Clerk PT.

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: March 22, 2012

- (a) Purpose of Request: To request reallocation of the Sr. Legal Recording Clerk position from a Grade 10, annual base salary \$32,516, to a Grade 12, annual base salary \$33,540, and amend the Departmental Table of Organization accordingly (Note: Incumbent salary will increase from \$40,275 to \$41,437 due to longevity allowances based on a 1994 hire date.)

- (b) Details: Grade change requested to compensate for increase in duties associated with e-recording requirements imposed by the State of New York; the actual annual salary differential for the grade change is \$1,162.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1410 110; Dept. No. 15.00

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

* as listed in budget and LOGOS

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 Public Records

Title of Position Recording Clerk

Budget code and title A1665110

28,041
Base salary \$20,031.

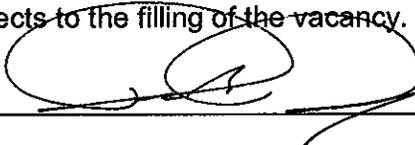
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 11356

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Courtesy Clerk Date 3/20/12

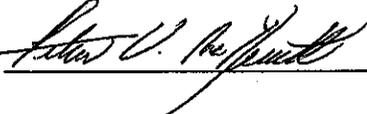
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

- 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. 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: 3/21/2012

- (a) Purpose of Request: To authorize the Board of Supervisors to enter into an agreement on behalf of the Real Property Tax Service and County Clerk with NYS ORPS to participate in a pilot project involving a revised Real Property Transfer Tax Report : RP -5217.

- (b) Details: Pilot currently in 5 counties; moving to an additional 14 including Warren County - April - early May, 2012. County Atty has been sent the agreement and is reviewing. Anticipate that RPTS committee will likewise review at the committee level.

- (c) Previous Resolution Number: None

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

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

* as listed in budget and LOGOS

AGREEMENT
between
The State of New York, Department of Taxation & Finance
and
Warren County

Governing the submission of a one-part, bar-coded, RP-5217 Real Property Transfer Form in addition to the electronic transmission of real property data between the County and the State and County and Assessors.

Real Property Tax Law section 574 provides that on or before the fifteenth day of each month, county recording officers shall furnish to the New York State Department of Taxation and Finance, Office of Real Property Tax Services (hereinafter "ORPTS") a report showing all the transfers of real property during the preceding month. Many counties, owing to the current paper intensive and manual system of records transmission, have had difficulty complying with the requirement.

ORPTS after thorough study and consultation with local government representatives believes, that to better foster improved real property tax administration through integration with e-recording initiatives, a project should be initiated to facilitate the electronic collection of sales data and subsequent distribution of this data to ORPTS, assessors and county offices. Warren County, (hereinafter "the County") has agreed to participate. ORPTS wishes to assist the County in complying through electronic capture and transmittal of this bar-coded information via a one part RP-5217-PDF. As a result of this project, it is anticipated that this bar-coded RP-5217-PDF form will become the only form acceptable with submission of deeds.

ORPTS and the County agree to the following:

1. ORPTS will provide the County a handheld barcode scanner to support the workflow

established for electronically transmitting the bar-coded information. Along with the scanning, ORPTS will also provide and support an associated SalesScan Application, including installation and user instructions along with contact information, if the County requires such for their workflow. In the event of equipment malfunction, a new handheld scanner will be provided by ORPTS. Any damaged scanner should be returned to ORPTS.

2. Using the handheld scanner, the County will read the barcode information contained on each Real Property Transfer Report (RP-5217), add the Deed Recording information (Book, Page, Date Deed Recorded and SWIS) and also make corrections as required (i.e., handwritten changes made at closing). An extract file will be transmitted to ORPTS via internet connection, in the ORPTS prescribed format.
3. This data will be transmitted to ORPTS by the County on or before the fifteenth day of each month providing all the transfers of real property recorded during the preceding month.
4. In addition to transmitting data, the County agrees to create and maintain scanned images of the RP-5217-PDF document for retention, Freedom of Information Law requests and other public and local government access for a period of not less than ten (10) years.
5. In consideration for any SalesNet agreement currently in place for a County which is also participating in this project, ORPTS agrees to continue to pay the County at the rate of fifty cents (\$.50) for each RP-5217 received electronically via the internet, until the number of four-part forms received is diminished to a minimal volume and the RP-5217-PDF becomes the primary or only acceptable Real Property Transfer Report with submission of deeds. Payment for invoices shall follow the process as per the County's SalesNet MOU.

6. All notice with respect to this Agreement must be provided to the following, as appropriate:

The County:
(Name and Address)

The State: NYS Department of Taxation and Finance
Office of Real Property Tax Services - Data Management Unit
Attn.: Colleen Benson
W.A. Harriman Campus -- Bldg. 8A
Albany, NY 12227

by: _____
(County signature)

by: _____
(State signature)

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Peter

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 hereby authorizes Pam Vogel
 (Supervisory Committee) (Employee Name)

to attend NYS Assoc of County Clerk's Executive Meeting
 (Name of meeting or organization)

at Verona, NY
 (Address)

on 4/12/2012 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

Date: 3/19/2012

Samela F. Vogel

Department Head Signature

Date: _____

Robert V. ...

Committee Chairman Signature

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

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.

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 hereby authorizes Ann McCann

(Supervisory Committee)

(Employee Name)

to attend Association of PublicHistorians of NYS

(Name of meeting or organization)

at Hauppauge NY

(Address)

on 4/22-25, 2012. Mode of transportation to be used mass transportation

(Dates)

(County Vehicle or Mass Transportation)

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

Association has arranged for bus transportation for attendees traveling throughout NYS to conference.

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 \$ Total: Rm (shared) w/meals: \$ 104.83; total costs all days
including room, meals, transp., registration fees: \$ 471.50 GSA*

Rate \$ 112

Meal costs - GSA*per diem rate \$ 71

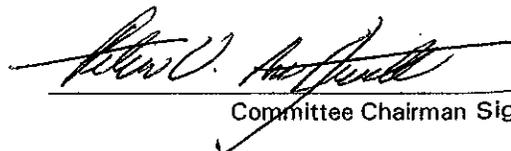
*www.gsa.gov

Date: 3/19/2012



Department Head Signature

Date: _____



Committee Chairman Signature

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: 3/13/2012

- (a) Purpose of Request: To designate the "Black-eyed Susan" aka Rudbeckia Hirta as the official flower of the Warren County Bicentennial -2013.

- (b) Details: In an effort to promote the Bicentennial of the County of Warren in 2013, the Warren County Historian has researched various locally-grown perennial plants and upon consultation with a local nurseryman, the Historian together with the Citizens Advisory Committee would now like to have the Warren County Board of Supervisors designate the "Black-eyed Susan" as the official flower of the Bicentennial. Local school science programs, area businesses and homeowners are target audiences for this promotion.

- (c) Previous Resolution Number: None

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Revenue: A.6422 2390 Share of Joint Activity (Bicentennial Project)
Appropriation: A. 6422

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

* as listed in budget and LOGOS

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

Resolution to Designate the Black-Eyed Susan as Warren County's Bicentennial Flower

Whereas, the County of Warren will celebrate its Bicentennial – 200 years – in 2013;

Whereas, the County of Warren has appointed the Bicentennial Citizens Advisory Committee for the purpose of identifying, planning, and coordinating events and programs in order to commemorate the county growth and development for 200 years;

Whereas, the designation of an official flower in honor of Warren County's Bicentennial is a fitting tribute to Warren County's 200th anniversary;

Whereas, the Advisory Committee, after consulting with local nurseryman and horticulturalists, has recommended the designation of the Black-Eyed Susan, aka Rudbeckia Hirta, with a long-standing botanical history in Warren County, as the official flower for our Bicentennial year;

Resolved, the Warren County Board of Supervisors hereby designates the Black-Eyed Susan, aka Rudbeckia Hirta as the official flower of the Bicentennial of Warren County.