

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

Warren County Clerk's Office – Committee Meeting – Agenda

March 28, 2013 – 9:30 a.m.

1.) Warren County Bid Award Recommendation – WC 10-13 Electronic Document Management System

Represents Bid WC 10-13; published Jan. 26, 2013; responses from 6 vendors;
Bid Opening Date – Feb. 16, 2013 by Purchasing; Tab Sheets Delivered to Clerk on Feb. 17, 2013.
Tab sheets list all bids and amounts from lowest to highest.
Recommended to award to lowest responsive bid. Process reviewed with Co. Attorney & Purchasing.

Award: Info Quick Solutions, Inc. Liverpool NY 13090

Company incorporated 1999; ownership has 30 years in Records Mgt field.

Product Name: Solution Monthly fee: \$ 5967

No additional fees for additional licenses, E-Recording or E-filing Software, Set-up; Image to Film.

Archival Film Storage Fees: \$ 1.44 per roll/per year/5 years (current 1540 rolls)

Internet Rebate to Warren County Clerk on internet fees collected: 80% of total collected

Projected net cost for 5 years: \$ 241,108.00

Contract Terms: 5 years with 1-5 year renewal options.

Company currently under contract with 17 counties in NYS including: Saratoga, Essex, Montgomery, Fulton, Hamilton, St. Lawrence.

Conducted reference review: Verbal with Essex, Written with Niagara. Submitted questions to IQS, responses satisfactory.

Experienced in all phases of County Clerk document and records management; understanding of clerk duties; serving on pilot projects with Essex County and OCA for E-filing. Able to offer E-Recording. Has Pistol Permit Module, user friendly Search Module for public, user friendly internet/on-line website. Anticipated install/implementation/ "Go Live" dates within the window of existing contract extension.

2.) Warren County Bicentennial Projects:

a.) Reso: Warren County Clerk/Archives and Chapman Museum – agreement to loan historical documents to Chapman for exhibit: "Parchments, Papers, and Prints - 200 Years of History from the Warren County Archives" in accordance with established professional museum policies and procedures. Reviewed by County Attorney.

b.) Reso: Budget Amendment to Bicentennial Projects Code: A. 6422
Revenue: A. 6422 2390 Share of Joint Activity-Govt \$ 1000
Appropriation: A 6422 410 Supplies \$ 1000

3.) Transfer of Funds: Additional overtime: To cover cost of NYSAFE Act implementation – increased activity nearly 200% over 2012 (1st quarter): (Also: See NYSACC Position Statement 3/25/2013 attached.)

1217 (2013) v. 685 (2012) - applications, amendments, transfers, photo, duplicates, dealer.

150 new applications currently waiting in queue to be prepped for distribution to NYSP, MH, References (minimum without interruption: 30-40 min. per app; estimated 6 mos. Start to final approval by Judge)

1000 opt-out forms received, time-stamped to date; arranged, not electronically processed.

250 safety course registrations received; scheduling now for July 2013.

A. 1665 130 Public Records Part-Time to A. 1410 120 County Clerk Overtime \$ 1000.00



New York State Association of County Clerks

Position Statement Regarding the NYSafe Act **March 25, 2013**

The Position Statement adopted by the New York State Association of County Clerks in January of 2013 strongly stated our position concerning the costs to our local governments concerning the implementation of the NYSafeAct. Since the adoption of that Position Statement, many of the provisions of the NYSafeAct have become effective and issues regarding implementation of this law have become apparent.

Although, the NYSACC have repeatedly offered to participate in a panel consisting of County Clerks, Sheriffs, County and State Mental Health Administrators, members of OCA, NYS Police and any other entity affected by the implementation of this law, the Governor's Office has failed to call for the creation of such a panel. The importance of communication to implement this law is critical to the success of the Governor's objectives. Unfortunately, communication has been contradictory, confusing and many times non-existent.

County Clerks serve in 62 counties of NYS. We pride ourselves on the professional service we provide to our constituents. Our residents come to us for a variety questions which we strive to answer. Since the passage of the NYSafeAct our offices have fielded a barrage of questions. Due to the lack of sufficient information given to us, we have been unable to answer many of their questions even those questions that directly affect our offices.

NYSACC has been repeatedly told that there will be no cost to the counties to implement this act. The provision of the law that allows public accessibility to local concealed weapon licenses but allows license holders to file a FOIL exemption form has resulted in thousands of forms being filed and countless hours filing these forms as well as the time to instruct our constituents concerning the form along with the cost of copying the form for those who do not have internet access. The concept of a record being confidential at one level of government and a public record at another level of government is unprecedented.

In light of the aforementioned information, the NYSACC issues the following Position Statement regarding the NYSafeAct:

- County Clerks state that any costs associated with the implementation of the NYSafeAct shall not be a cost on county government.
NYSACC calls for Chapter Amendments to allow for compensation for any costs at the county level
- Implementation of the various provisions of this massive law can only be accomplished by discussing the procedures with those agencies who are directly involved with the public. Confusing, erroneous, or no communications received since January 2013 will lead and is leading to the failure of implementation.
NYSACC calls for Chapter Amendments to create a panel of all agencies affected by this law.
- Due to the number of statues changed by this law and the unclear manner in which certain provisions of the law must be implemented, each county has enacted the law according to their own interpretations. Insufficient or conflicted direction has been given by the state resulting in erroneous and conflicting information relayed to our constituents.
NYSACC calls for a Chapter Amendment to change the effective dates of the law for at least one year so that a panel of agencies can be created to establish procedures to implement the law.
- Although, County Clerks would never prevent constituents from abiding by this law, there is only so much work our offices can handle without additional money to fund the additional work. The idea that our offices can absorb the workload generated by this law, and because of this law is unrealistic. While our offices struggle to comply with the filing of the FOIL exemption forms along with the increased amendments and pistol permit applications resulting from the atmosphere of distrust and uncertainty, it is impossible to add the additional work of registration of assault rifles.
NYSACC calls for a Chapter Amendment to declare pistol permit records confidential at the local level as well as the state level.
NYSACC calls for the removal of the option to register assault weapons on a current concealed weapon permit.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Clerk

DATE: 3/25/13

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 10-13
- (b) Purpose of Contract: To provide full service Electronic Document Management System for the operation of the Warren County Clerk's Office: recording, filing, cashiering, indexing, imaging, index creation, public search, report generation, security, hardware, software, and internet site set-up, host, and account management.
- (c) Name of Contractor: Info Quick Solutions, Inc. (IQS)
- (d) Address of Contractor: 7460 Morgan Rd, Liverpool NY 13090
- (e) Contractor's Contact Person and Telephone Number: Bernard J. Owens and Brian Owens (315) 463-1400.
- (f) Has or will the Contract be provided, if so, please attach: County Attorney will draft.
- (g) Commencement Date of Contract: Upon approval of Board thru resolution (on or about April 19) and execution.
- (h) Termination Date of Contract: 5 years with 1-5 year renewal options
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly invoices
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and

Amount: A. 1410 425 County Clerk - Reproduction (in 2013) - \$ 90,000, A/ 1665
425 Public Records - Reproduction - \$ 22, 250. Monthly costs: \$ 5967, plus film
storage, approx. \$ 185-200 per month; rebate of internet sales: 80%.

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

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 - Bicentennial Project

DATE: 3/26/2013

- (a) Purpose of Request: To authorize the County Clerk-Archives to enter into an agreement with the Chapman Museum for the loan of historical documents to the museum for purposes of displaying in a Bicentennial Exhibit.

- (b) Details: The Warren County Records Center/Archives has joined with the Chapman in preparing an exhibit entitled "Parchments, Papers and Prints: 200 Years of History from the Warren County Archives." All documents have been logged with a detailed description, imaged and maintained in a separate file at the Warren County RSC and are processed according to established professional museum policies and procedures. (County Attorney has reviewed agreement; found to be very satisfactory.)

- (c) Previous Resolution Number: n/a - other than the establishment of the Bicentennial Citizens Advisory Committee - 2010; Records Management Program 1990, 2007.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: County Clerk - Bicentennial Project

DATE: March 26, 2013

- (a) Purpose of Amendment: To amend the county budget to accommodate funds received from new revenue – Town of Lake George contribution from Town Occupancy Tax. Revenue has been generated from the “Share of Joint Activity-Govt” .

- (b) Appropriation Code, Object Code, Full Title and Amount: For Bicentennial Project A, 6422
A. 6422 410 Office Supplies: \$ 1000.00

- (c) Revenue Code (with title), and Amount: For Bicentennial Project (A 6422)
A.2390 Share of Joint Activity-Govt \$ 1000.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Pamela J. Vogel

Name of Department County Clerk

SIGNED: Pamela J. Vogel

DATE 3/28/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 1665 130	Part Time Salary	A.1410 120	Overtime Salary	\$ 1000.00

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

Please state reason for transfers requested: To balance Bicentennial Expense account – exhibits for Clerk/RSC and supplies.

*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			