

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

**Warren County Clerk-DMV Committee Meeting - Agenda
October 2, 2013 – 9:30 a.m.**

- 1.) **Resolution Request:** To authorize the Warren County Clerk to enter into Memorandums of Understanding with such entities of the Clerk's own choosing who meet all provisions of law for the transmitting of real property documents to the Clerk electronically. MOUs are to be in a format approved by the County Attorney.

Background:

Chapter 549 of Laws of 2011 – amended Laws of NYS to allow recording officers to accept the electronic recording of instruments affecting real property;

NYCRR Title 9, Part 540 – provides codes, rules & regulations for e-recording.

Local vendor – Info Quick Solutions – under contract to Warren County Clerk (April 2013) provides all of our system hardware, software, support, recovery, internet website host; e-recording a feature of the system.

Info Quick Solutions has an agreement with the various entities who provide submitter services to County clerk's offices.

Info Quick Solutions has the following counties who accept electronic recordings thru agreements (MOUs), including: Saratoga, Essex, Franklin; Cortland (anticipated).

County Clerk receives all applicable taxes and recording fees.

County Clerk enters into the agreements without any costs incurred.

2.) Transfer of Funds:

- A. 1665-10-130 to A. 1665 – 10 – 120 \$ 100 To balance account.
B. 1410-10-130 to A. 1410-10-120 \$ 1000 To balance account – Pistol Permit Services

Note: Pistol Permit Services: The NYS Safe Act continues to impact the Pistol Permit office with increased activity:

	2011	2012	2013 ytd	2013 Proj.	%Inc.over'12
Amendments	711	865	840	1119	177%
New Applications	425	614	598	797	129%
Total Fee Services	1813	2256	2485	3313	148%
(Total Services inc. Amend&Apps, as well as other transactions)					
No-Fee Notary PP	1275	1842	2520	3360	182%

Filing of Opt Out Forms 0 0 approx. 2000 received
Order of the Court requires notation into Electronic or Paper Record of Exemption Status. Not yet accomplished.

Total Paid OT to assist in PP Processing: \$ 2264.97 (Sr. Legal/Experienced with PP Confidentiality) /80 hours (Mar-June) . Resuming this assistance as of Oct. 1, 2013.

Warren County Sheriff's Office recently hired PT officer to process permit files re: Applicant Investigations.

**3.) Meeting – NYS Association of County Clerks – Lake Placid – Nov. 18-19-20. (two nites, 3 days)
All meals included.**

4.) LLC Designation of Publication- Notice: Section 206 of NYS LLC Law regarding designation by Clerk of newspapers for notices of publication. New Change.
Daily Newspaper : The Post-Star
Weekly Newspaper: None designated. Applicant to select weekly in accordance with Sect 206 of LLC Law.
Warren County Clerk change does not impact county newspaper designation.

5.) DMV – Safety Concerns, Procedural Changes for Test Administration - Discussion

- A.) Current Security – Roving, On-Call/On Demand/4:30 station assignment
- B.) Various Incidents – Disgruntled Customers, Arrest of Individual Within the DMV; Tracking of calls to security discussed with Amy Clute.
- C.) New Procedural Change – Proctoring of test takers effective immediately (9/26/2013); physical layout.
- D.) Current Staffing/Seasonal Volume – Difficult to meet proctor requirements (ie: take another clerk from window assignment); duties includes suspension of exam if cheating occurs, removing devices if found. Currently 4 clerks, 1 Sr, 1 Supervisor, 1 Trainee. All have window assignments: ie Dealer, Express, Full Service. Trainee remains with Supervisor. 1 vacancy due to resignation – Aug 2013.
- E.) Proctoring must be done by county employee.
- F.) Test Compliance Plan:
 - Resume testing Oct. 8, 2013. (2500 tests per year av.)
 - New schedule/hours for administering tests. T,W,Th 9-11 and 1-3:30.
 - Note: no single employee performs all duties associated with testing (set-up, correcting, issuing permit).
 - Assign Security as Proctors as per schedule.
 - Consider Security Assignment to DMV or Clerk/DMV area

How best addressed by county? Committee: Facilities, Public Safety, Safety?

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: 10/2/2013

- (a) Purpose of Request: To authorize the County Clerk to enter into Memorandums of Understanding with entities of the Clerk's choosing who meet all provisions of law for the transmitting of real property documents to the Clerk electronically.

- (b) Details: To allow the Clerk to accept documents for recording that are submitted electronically by approved industry facilitators.

- (c) Previous Resolution Number: None

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: No funds required.

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

DEPARTMENT NAME: County Clerk

SIGNED:

DATE: 10/2/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 1410 130	Part-Time Salaries	A 1410 120	Overtime.	\$ 1000
A. 1665 130	Part Time Salaries	A. 1665 120	Overtime	\$ 100

Please state reason for transfers requested: To balance account due to excessive work in Pistol Permit Unit (NYSAFE Act). and to balance A 1665 120 account.

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			