

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

Warren County Clerk-DMV Committee Meeting - Agenda
January 24, 2014: 9:30 a.m.

1.) Welcome:

Recognition of Committee, new members: Supervisor Jim Brock: GF 4th Ward; Supervisor Doug Beaty: Qby.

2.) Annual Update:

a.) Budget Performance: 114% increase over adopted revenue budget (\$ 3,390,000)

Clerk's Office - \$ 9,261,353.66 – Receipts/Revenue Collected

Revenue to Warren County:

A 1255: Clerk Fees:	\$ 1,369,519.37	(12 mos)
A 1256: Mortgage Tax	\$ 2,054,946.63	(12 mos)
A 1136: Auto Use Tax	\$ 433,613.60	(11 mos)
Total:	\$ 3,858,079.60	with 1 mo. Of Auto Use outstanding

b.) Semi Annual Mtg Tax Disbursements to Towns in 2013: Total: \$ 2,1126,458.96

(5/17/2013 \$ 1,027,432.44)

(11/15/2013 \$ 1,099,027.52)

c.) Bicentennial Events: Jan-Dec. 2013 – Concluded. Thanks to all!

3.) Request to Attend Conferences:

a.) Warren County Clerk – NYS Assoc. of County Clerks: 1/27-28, 2014, Albany NY. County Vehicle, No other fees, No overnights.

b.) Warren County Historian – Ann McCann - Assoc. of Public Historians: 3/17-19, 2014, Saratoga Springs, NY. No overnights, registration only - \$ 65. Possibly some meals as part of commute.

4.) Memorandum of Understanding – RSVP Program: Informational (no reso required)
Renewable as per Res. 106 of 2002.

5.) Informational – NYS Safe Act:

a.) Passed Jan. 15, 2013. Controversial Law. Continues to impact Pistol Permit Office (County Clerk provides all clerical administration of program; investigations by Sheriff's Office. Comparative activity – 2011-2013.

	2011	2012	2013
Total Fee Services	1813	2256	3042
No Fee Notary ServicesPP	1275	1842	2804

Opt Out Forms: Approx. 2000, Continue to receive.

Approx. \$ 24,000 revenue 2013; also: Necessary OT – approx.. \$ 4000.

b.) Follow up to Email Correspondence: County Administrator – 12/9/2013 – Use of County seal for Safe Act communication – Use of County Seals: Responses from NYS County Clerk's Association; NYS Sheriff's Association.

NYS intent to use county seals for recent communication: Objections from Clerks/Sheriffs (position statements/letters/county resolutions).

Anticipate most current information: 1/27/2014 – Lt. James Sherman

Refer to Public Safety Committee, BOS, if necessary.

6.) Informational: NYS DMV Fee on Veterans License Designation: Discussion with Veteran's Committee, if necessary. (Anticipate more information: 1/27/2014)

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's _____ hereby authorizes Ann McCann

(Supervisory Committee) (Employee Name)

to attend Association of Public Historian of New York State

(Name of meeting or organization)

at Saratoga Springs NY

(Address)

on 3/17-3/19 . 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 \$ 56
- * www.gsa.gov

Date: 1/23/2014 _____
_____ Department Head Signature

Date: 1/24/2014 _____
_____ 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.

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's _____ hereby authorizes Pam Vogel
(Supervisory Committee) (Employee Name)

to attend NYS Association of County Clerk (Note: Deputy Marie Trombley and Sr. Legal Theresa Ryther to attend afternoon presentation /1/27/2014 - 12-5.

(Name of meeting or organization)

at Albany NY (Hotel Albany, 40 Lodge St., Albany NY)

(Address)

on 1/27-28/2014 . 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:

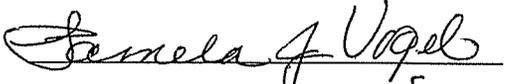
Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

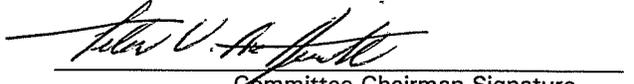
For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
 - Meal costs - GSA *per diem rate \$ Note: No costs for Clerk or Staff
- * www.gsa.gov

Date: 1/23/2014


Department Head Signaturè

Date: 1/24/2014


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.