

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JUNE 20, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB  
LEGGETT  
HYDE  
MAGOWAN  
HOGAN  
WILD  
DRISCOLL  
VACANT

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
PAM VOGEL, COUNTY CLERK  
RYAN MOORE, COUNTY ADMINISTRATOR  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISOR MCDEVITT  
AMY LAVINE, ASSISTANT COUNTY ATTORNEY  
MICHAEL SWAN, COUNTY TREASURER  
LEXIE DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES

COMMITTEE MEMBER ABSENT:

SUPERVISOR SOKOL

DON LEHMAN, *THE POST STAR*  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the June 20, 2018 meeting of the Support Services Committee; the meeting in it's entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2018/support>*

Mr. Loeb called the meeting of the Support Services Committee to order at 11:07 a.m.

Motion was made by Mr. Wild, seconded by Mr. Driscoll and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Allen apprised her only Agenda item concerned a request to authorize her to serve on the Executive Committee of the New York State Association of Clerks of County Legislative Boards (*NYSACCLB*). She explained she was appointed to the Executive Committee at the May NYSACCLB Convention, but before she could serve she needed to be granted permission by the full Board. She said the Executive Committee met twice a year, once was during the NYSACCLB Convention she attended each year in May and a second time in September, usually during the Fall NYSAC (*New York State Association of Counties*) Conference. She mentioned there was no extraordinary travel required unless a special meeting was called and she apprised all travel would be subject to the County's Travel Policy.

Mrs. Hogan entered the meeting at 11:08 a.m.

Mr. Wild inquired if this was something Mrs. Allen was interested in doing and Mrs. Allen responded in the affirmative.

Motion was made by Mr. Wild, seconded by Mr. Driscoll and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Clerk of the Board business to discuss, privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Kissane presented the following requests:

- 1) To authorize a settlement agreement and write-off of certain remaining uncollectible Westmount receivable.

Ms. Kissane advised an agreement was made to pay the full amount due of \$4,813.57 by making monthly payments of \$200 until the debt was paid in full. Mr. Wild asked whether there was any downside to this settlement and Ms. Kissane replied the County would not be reimbursed for the interest or attorney fees, but it was beneficial for them that the debt was being paid.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to authorize the settlement agreement as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) Request to create and fill the new position of Legal Assistant-Real Estate, *Annual Salary \$40,000 - \$50,000 depending on experience*, effective July 23, 2018. *Note: although this position is not included in the 2018 Budget, funds are available in the departmental contract code to cover the expense.*

Ms. Kissane informed every year her Office managed the foreclosure process for which they contracted out abstract services. She apprised they had expended \$67,880 in 2016 for these services and in 2017 \$50,030 was spent. She said it was her desire to create a position within her Office that handled the foreclosure process from beginning to end rather than continuing to contract out for abstract services. She mentioned Saratoga County had a similar position within their County Attorney's Office with the same duties and title whose starting salary was around \$41,000. She said when benefits were factored in the total cost for this position totaled around \$57,000 and she could transfer the funds set aside for paying for the abstracts to her salaries budget to pay for the position. She mentioned she was asking for a salary range to provide her with the option to pay more if someone applied who had prior experience working on abstracts. She concluded creating the position would allow them to manage the entire foreclosure process in-house.

Mr. Loeb questioned whether this position would assist with other duties within the Office when they were not working on the foreclosure and Ms. Kissane replied in the affirmative. She apprised her plan was for this position to manage the entire foreclosure process including the abstracting, mailings, notices, respond to inquires regarding the process, etc. She advised while this position may assist with other work within the Office, managing the foreclosure process was basically a full-time position.

A motion was made by Mr. Wild and seconded by Mr. Driscoll to approve the request to create and fill the new position of Legal Assistant-Real Estate as outlined above.

Mr. Wild asked Mike Swan, *County Treasurer*, on average how many foreclosures the County handled over the past few years and Mr. Swan responded that this position was not really

related to that figure. Mr. Swan explained anyone who had an abstract done on their property as part of the foreclosure process was charged the cost of that abstract when they paid their taxes. He said only about forty properties were auctioned off each year; however, he noted, there were several hundred more that were part of the process which were paid off before the auction that had abstracts completed on them. He mentioned what was being proposed was to use the money that was typically set aside to pay for the abstract to pay the salary of an employee who would be working on the entire foreclosure process.

A discussion ensued during which Mr. Swan and Lexie Delurey, *Director, Real Property Tax Services*, voiced their support for the creation of this position due to the efficiencies it would create.

Mr. Loeb called the question and the motion to approve the request to create and fill the new position of Legal Assistant-Real Estate as outlined above was carried unanimously, thereby approving a referral to the Personnel & Higher Education Committee. *Copies of the resolution request form and the Notice of Intent to Fill Vacant Position form are on file with the minutes.*

- 3) To create and fill the new position of Secretary to the County Attorney-Temporary, *Annual Salary \$45,084 pro-rated - not to exceed 32 hours per week, effective June 23, 2018. Note: although this position is not included in the 2018 Budget, funds are available for transfer within the existing departmental budget to cover the expense.*
- 4) To fill the vacant position of Secretary to the County Attorney, *Annual Salary \$45,084, due to retirement.*

Ms. Kissane apprised as a result of her Confidential Secretary's announcement that she would be fully retiring in December she would like to create a temporary position to allow this employee to train her replacement. She stated the current employee had worked for the County for a number of years during which she accumulated a significant amount of institutional experience which would be missed when she retired. She advised funds were available within her existing budget to pay for the position.

Mr. Leggett questioned whether the new employee would be placed in the temporary position until this individual retired and Ms. Kissane replied in the negative. She explained the individual who was retiring would be moved into the temporary position to allow her to work only four days per week and the new employee would be hired for the full-time position this individual would be vacating. She added she would eliminate the temporary position in December following this individual's retirement.

Motion was made by Mr. Wild, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and refer both to Personnel & Higher Education Committee. *Copies of the resolution request form and the Notices of Intent to Fill Vacant Position forms are on file with the minutes.*

There being no further County Attorney business to discuss, privilege of the floor was extended to Pam Vogel, *County Clerk*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Loeb announced since Mrs. Vogel had taken over as the County Clerk the services offered at the DMV (*Department of Motor Vehicles*) had improved substantially.

Commencing her agenda review, Mrs. Vogel presented a request to amend the 2018 County Budget in the amount of \$61,024 to reflect the receipt of grant funds from the LGRMIF (*Local Government Records Management Improvement Fund*) Award. She explained the LGRMIF provided local governments with a source of funding to address their records. She said counties, cities, towns, school districts and fire districts were all eligible to apply for these funds. She informed the purpose of these particular funds was to digitize certain long-term records to assist with freeing up some storage space.

Motion was made by Mr. Wild and seconded by Mr. Leggett to approve the request to amend the 2018 County Budget as outlined above.

Mr. Wild questioned if any conversion of the scanned documents to text was being done to allow for searching and Mrs. Vogel replied they would be searchable through an index, but the documents would not be converted in the format Mr. Wild was referring to. Mr. Wild asked whether the amount of the grant award was sufficient enough to cover the cost of the entire project and Mrs. Vogel responded in the affirmative. Mr. Wild inquired what would be done with the paper records once they were converted into a digital format and Mrs. Vogel replied that these records would be stored off-site. In regards to Mr. Wild's inquiry regarding whether there was any risk associated with storing these records off-site Mrs. Vogel stated there was a risk, but due to her history working with this particular vendor for this purpose she was confident in the manner in which they stored the County's records.

A discussion ensued following which Mr. Loeb called the question and the motion to approve the request to amend the 2018 County Budget as outlined above was carried unanimously, thereby authorizing a referral to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Continuing with the Agenda review, Mrs. Vogel reviewed a Receipts and Deposit/Disbursement Summary Report: Annual Warren County Clerk for 2017 and a Narrative of Revenue Accounts & Disbursements for 2017 in detail; *copies of the reports are on file with the minutes.* She noted a copy of the Receipts and Deposits/Disbursements for 2017 report would be filed in the Clerk of the Board's Office and read into the record during the Reading of Communications at the next Board Meeting.

Mr. Wild commended Mrs. Vogel for putting together the report, apprising he would like the County Administrator to encourage other departments to follow suit. Mr. Magowan asked whether Warren County received the Motor Vehicle Use Tax when a resident registered their vehicle at another County's DMV location and Mrs. Vogel replied in the positive. She explained the funds were allocated directly into the account set up for this purpose in the County Treasurer's Office. She said because the payments were not received in the office it was not reflected on the Receipts and Deposits/Disbursement Summary Report. Mr. Magowan questioned how much revenue was generated from this tax and Mrs. Vogel responded in 2017 they received \$450,000 in revenue. In response to an inquiry by Mr. Magowan, Mrs. Vogel explained the 12.7% tax the County would receive on a DMV transaction would only be generated for transactions completed here; however, she noted, with regard to the Motor

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Vehicle Use Tax, no matter where a transaction was processed it had to be allocated to Warren County.

As there was no further business to come before the Support Services Committee, on motion made Mr. Wild and seconded by Mr. Magowan, Mr. Loeb adjourned the meeting at 12:00 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board  
*(As transcribed by Sarah McLenithan, Deputy Clerk of the Board)*