

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV**  
**Thursday, Nov. 29, 2018 ~ 9:30 a.m.**

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business:

- A. **Resolution Request:** To allow County Clerk to submit LGRMIF grant on behalf of the RSC/Archives for purposes of addressing digital conversion of long-term paper files – 2019-2020. Model to be used can be applied to active & inactive case files in accordance with NYS approved digital requirements and industry standards. Project goal will have positive impact on RSC storage capabilities.

Rationale: Warren County has had a successful history with the LGRMIF with approximately \$ 1 million received in grant funds, most written and administered by the County Clerk 1991-2010. Applications focused on all aspects of records and archival management. The Warren County RSC/Archives was recognized by the New York State Archives and Archives Partnership Trust for Excellence in Archival Program Development, Oct. 24 2017. Successful recipient of 2018-2019 LGRMIF Criminal Court imaging project – \$ 61,024. Current proposal will address long-term digital case file management in the RSC. Application submission deadline: January 2019.

- B. **Local Mortgage Tax:** Expiring November 30, 2018. Update (if any), on NYS Legislature passing of extensions for Warren, Essex, Greene, and Cattaraugus Counties for Local Mortgage Tax. This marks the first renewal cycle since the implementation of the local mortgage tax in 2008 that the legislature has failed to pass the extension; local mortgage tax accounts for approximately \$ 800,000-\$900,000 of revenue for Warren County. (Warren Co. has as of 10/31/2018 met the budgeted revenue for 2018.) Potential exists for 2019 passage, however, county has taken into consideration reduced revenue for **Dec 2018** and in planning 2019 budget. Note: As per Assemblyman Dan Stec, (11/16/2018) anticipate action in early January.

No Further Business.

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** County Clerk

**DATE:** Nov. 18,2018

- (a) Purpose of Grant:  
**To allow the Warren County Clerk to submit an application to the Local Govt Records Management Fund for purposes of addressing digital conversion of long-term paper files.**
- (b) Name of Grantor:  
**New York State Local Government Records Management Improvement Fund**
- (c) Address of Contractor: **New York State Archives  
CEC Rm 99B47  
Albany NY 12230**
- (d) Grantor's Contact Person and Telephone Number:  
**Denis Meadows (518) 474-5614**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Application is in electronic format. Attachments may be in hardcopy.**
- (f) Effective Date of Grant: **Upon receipt/award ( approx. Sept 2019)**
- (g) Termination Date of Grant: **June 30, 2020**
- (h) Total Dollar Amount Involved (not to exceed): **\$ 75,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**Jan. 2019 (exact date to be determined)**
- (j) Is a Budget amendment required? **If yes, also complete and submit Form No. 7.**
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

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

Sample

# Warren County Board of Supervisors

RESOLUTION NO. ~~493~~ OF ~~2017~~ 2018

RESOLUTION INTRODUCED BY SUPERVISORS VANSELOW, FRASIER, MCDEVITT, BROCK, SEEBER, MONTESI, LEGGETT, MACDONALD AND HYDE

**AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND FOR GRANT FUNDING TO ADDRESS DIGITAL CONVERSION OF LONG TERM PAPER FILES FOR THE WARREN COUNTY CLERK'S OFFICE** 2019/2020

WHEREAS, the Warren County Clerk has requested authorization to submit an application to the Local Government Records Management Improvement Fund (LGRMIF) for grant funding from the New York State Archives and Records Administration of the State Education Department to address digital conversion of long term paper files for Warren County, and

WHEREAS, Warren County has applied for and received grants from the LGRMIF in 1991 through ~~2010~~, ~~+~~ 2018 2010 grant cycle for records management activities, and

WHEREAS, Warren County has been successful in its direction of all activities funded by the LGRMIF, and

WHEREAS, Warren County seeks to continue its records management improvement efforts and activities in ways that will benefit Warren County, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute and submit an application for LGRMIF grant funding to address digital conversion of long term paper files from the New York State Archives and Records Administration of the State Education Department under the direction of the Warren County Clerk's Office for the cycle of ~~2018-2019~~, <sup>2019-2020</sup> and be it further

RESOLVED, that upon notification of the grant award, the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute agreements on behalf of the County of Warren with the New York State Archives, Grants Administration and Support Unit, Local Government Records Bureau, Room 99B47, Cultural Education Center, Albany, New York 12230, for the receipt of grant funds in an

*RESOLUTION No. 493 OF 2017*

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amount not to exceed Seventy-Five Thousand Dollars (\$75,000) for a term commencing upon receipt of the grant award and terminating on ~~June 20, 2019~~ <sup>June 30, 2020</sup>, in a form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute all related documents specific to the grant award, including but not limited to extension agreements and/or amendment agreements, and be it further

RESOLVED, that said grant agreement shall be deemed executory only to the extent of monies available to the County for the performance of the terms hereof and no liability on account thereof shall be incurred by the County beyond monies available to or appropriated by the County for the purpose of the grant agreement and that said grant agreement shall automatically terminate upon the termination of State or Federal funding available for such contract purposes.