

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK

Warren County Governmental Operations/Advocacy Committee Meeting: County Clerk/OMV  
March 22, 2021

Committee Members: Supervisors Beaty, Leggett, Wild, Conover, [REDACTED] Diamond

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting.
- III. Action Agenda/New Business:

**A. Resolution to enter into a contract with Info Quick Solutions Inc for electronic document and records management services for the Warren County Clerk's Office.**

**Request:** To accept the proposal submitted by Info Quick Solutions Inc (IQS) re: RFP WC-13-21 (3/9/2021) for the Warren County Clerk's Electronic Document and Archival Management System (inclusive of all software, hardware, support, online website search, view and print capabilities, redundant security features, disaster recovery, business continuity) and, based on the proposal acceptance, to authorize a contract between IQS and the County of Warren to be drafted by the County Attorney.

**Rationale:** The Warren County Clerk's Office has a significant electronic recording, filing, receipting, financial accounting system with software tax calculations and fee distributions, public and online search modules, report generation, forms creation, disaster recovery, remote support and optional records management services. Total data: 6 million images (deeds, mortgages, judgments, business records, liens, Civil Action Case files/supreme court), and over 800,000 pages of archival documents. Earliest image: 1813. The software and hardware must address every aspect of the services that the County Clerk provides as per statute. To provide for these needs, the Clerk contracts with technology vendors with expertise specific to County Clerk and records management operations.

In 2013 (WC 10-13, Res. 182 of 2013), the County Clerk entered into a 5 year contract including renewals with Info Quick Solutions, Inc for a multi-moduled, fully integrated Electronic Document Management System, web and optional services. With renewal 3 about to expire (4/21/21), it was determined to proceed with a new RFP to ensure that the County Clerk's office would be able to take advantage of new technologies, enhancements and services that have become available since the authorizing of the original 2013 contract. Specifications were drafted by the County Clerk, purchasing policies and procedures followed, with the Warren Co. Purchasing Director Julie Butler establishing a due date for submission of 3/9/2021.

The RFP process is not based on a lowest-bid proposal but on meeting all specifications and being responsive to criteria identified as part of the evaluation. Four vendors submitted proposals; reviewed by the Purchasing Director; evaluated by the County Clerk, staff members; presented to the Committee Chair and Vice Chair (Julie to meet with Chairman Beatty 3/15/2021).

It is the recommendation of the County Clerk and based on evaluations and review that Warren County accept the proposal offered by Info Quick Solutions which will allow the Clerk to enter into a new contract to include both the EDMS and the Archival Records Management Solutions, as well as newly-identified digital service options. All software enhancements will be included; hardware will continue to be provided by IQS to the Clerk at no additional cost to Warren County (exception: Map Printers are owned by Warren County).

The monthly pricing is as follows: \$ 6365 monthly EDMS \$ 398 increase/approx 6% increase over 2013.  
\$ 850 monthly Archival RM Solutions (new)

Online Internet Fees: No change: 80%/20% split. IQS hosts, provides all account setup and management.

Note: In 2020, Warren County earned \$ 60,000 from internet fees for copies. These are purchased for the most part by national financial institutions as well as professional services (lawyers, title, abstractors) located outside of Warren County. Some local professionals maintain accounts for 24/7 convenience. No fee accounts are provided to county departments, the courts, municipalities, state agencies, certain federal agencies upon request

**Funding:** Reproduction Expenses (aka Technology contracts) are budgeted as follows for 2021:

A1410 425 \$76,000

A1665 425 \$ 6,000

A1665 425 \$ 10,160 (PO carry over for digital conversion/EDMS)

Note: 2021 budget preparation indicated potential for contract updates; projected estimates at 10%; due to COVID -19 and Warren County budgetary concerns there was a reduction made to the request by the budget committee for Reproduction Expenses. It remains the single most necessary item in the County Clerk's budget. It is noted as well that the Warren County Clerk's revenue for 2020 came in at approx. \$ 400,000 over budget.

Request that the Resolution request for contract be forwarded to the County Attorney, prepared and submitted to the Warren County Board of Supervisors for approval. See Attached Resolution form.

#### **B. Resolution - New York State Association of County Clerk's - 100<sup>th</sup> Anniversary, 1921 - 2021.**

**Request:** To invite the Warren County Board of Supervisors to recognize the NYS Association of County Clerks on the occasion of the 100<sup>th</sup> Anniversary of its formation. See model resolutions attached.

**Rationale:** The Office of the County Clerk is one of the earliest of constitutional offices in the State of New York and is a county-wide elected office as well. In Warren County, John Beebe was first elected County Clerk for Warren County in 1813. The responsibilities of the County Clerk are many: official filing and recording officer for Warren County, Clerk of the Supreme and County Courts, agent to the Commissioner of Motor Vehicles, Records Management Officer under NYS Cultural Affairs and the State Education Department, administrator for county pistol permits in association with Warren County Sheriffs Office, County Judge as Licensing Officer and the New York State Police, and agent to US Passport Services. The Office of the County Clerk touches the lives of nearly every individual in the county at one time or another over the course of a lifetime. Throughout the State of New York, there are 62 counties each with its own County Clerk. Outside of New York City, all are elected county offices.

In 1921, recognizing the significance of the Clerk's position and the importance of supporting one another, encouraging legislative action in the best interest of our constituents, and improving services to the public, the New York State Association of County Clerks was formed. Although this pandemic year has prompted some changes to planned celebrations, a recognition by our County on this occasion would be most appropriate and appreciated. A model resolution, prepared by long-term Albany County Clerk, former President of NYSACC, now retired, is attached for your consideration.

#### **IV: Discussion: Financial Reports**

##### **A. Report of Receipts and Disbursements : 2020 - Certification by the Warren County Clerk**

The County Clerk is pleased to present for review by this committee and ultimately filing with the Warren County Board of Supervisors of the Report of Receipts and Disbursements for Office of the County Clerk for the year 2020. The information has taken on various formats over time. The attached includes:

- **Receipt and Disbursement Summary Report with Clerk Certification:**  
A composite spreadsheet of our system-generated Deposit Report and Receipt by Payment Type,

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state distribution reports, and transmittals to agencies and Warren County.

- **Narrative Description of All Accounts for Receipts and Disbursement:**  
Provides a summary of account and how they relate to the Clerk's Office as well to Warren County.
- **Warren County DMV Department Transaction and Revenue Reports:**  
Monthly with Year to Date Accounting of all transactions processed with revenue distribution to NYS DMV, NYS Sales Tax, and Warren County.

B: Mortgage Tax Collection/Distribution: Local and Additional to date:

Dec. 2020:	Local:	\$ 32,470.03	
	Additional:	\$173,576.78	
Jan. 2021:	Local:	\$103,727.80	
	Additional:	\$102,803.77	
Feb. 2021:	Local:	\$108,026.44	
	Additional:	\$102,585.26	
March 2021 to date (3/12/21)	Local:	\$ 53,687.50	
	Additional:	\$ 51,188.50	

Suggest: 1<sup>st</sup> Quarter 2021 Review-April 2021 meeting schedule.

Note: Local Law 2 of 2020 for the Local Tax expires as of Dec. 1, 2023.

C. Good News -At the request of Chairman Beaty .... we share:

- **Personal Note from member of public:** Warren Co. OMV Drop Box. Dec. 2020. Thank you for coming to work!
- **Setmore Appointment Emails:** 10/23/2020: Congrats for OMV changing to the positive! 2/18/21: Thanks for going the extra mile!
- **Post-Star Letter to Editor:** Published 3/8/2021: OMV Professional, helpful, positive.

V.: Referrals/Pending Items: None

VI.: Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

V.: Motion to Adjourn

Attachments:

1. Resolution for New Contract: IQS
2. Resolution for NYSACC 100<sup>th</sup> Anniversary Recognition
3. Financial Reports - 2020

## **RESOLUTION REQUEST FORM NO. 3**

### ***Request for New Contract***

**DEPARTMENT NAME:** Warren County Clerk

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal?  
**RFP WC 13-21**
- (b) Purpose of Contract:  
**To provide electronic document and records management services to the Office of the Warren County Clerk.**
- (c) Name of Contractor:  
**Info Quick Solutions, Inc.**
- (d) Address of Contractor:  
**7460 Morgan Road, Liverpool, NY 13090**
- (e) Contractor's Contact Person and Telephone Number:  
**Brian Owens , 1-800-320-2617**
- (f) Has or will the Contract be provided, if so, please attach:  
**Information is being forwarded to Co. Attorney by Purchasing Director**
- (g) Commencement Date of Contract:  
**Approx. 4 weeks.**
- (h) Termination Date of Contract:  
**5 years with renewal options as per RFP WC 13-21**
- (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.1410425 Reprod. Expense (\$72,000),A.1665425 Reprod.Expense \$ 6000 , PO \$ 10,160**

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:** Warren County Clerk

**DATE:** 3/12/2021

- (a) Purpose of Request:  
**To recognize the NYS Association of County Clerks on the occasion of the 100th anniversary of the formation of this organization - 1921-2021.**
  
- (b) Details:  
**The NYS Association of County Clerks lends support to all County Clerks, supports legislation of benefit to our constituency and seeks always to assist each other in improving services. The model resolution invites County Governments to recognize its Clerks and the association at this time.**
  
- (c) Previous Resolution Number:  
**None**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**None Required**

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

Commemorating the One Hundredth Anniversary of the New York State Association of County Clerks [and the One Hundredth Anniversary of DMV Operations in the {COUNTY} County Clerk's Office]

BY: [sponsor's name]

WHEREAS, the Office of County Clerk is one of the earliest functions of Warren County government since the County's creation in 1813, and

WHEREAS, the recordkeeping responsibilities of the County Clerk under the Constitution of the State of New York include all land records within the County as well as the court records of both Supreme and County Court and innumerable other critical series of records essential to the well-being and prosperity of the People of Warren County, and

WHEREAS, the County Clerks across this State also perform the vital function of revenue collectors for Cities, Towns, Villages within the County, for certain regional entities, for State Courts, and for State government itself in amounts that greatly actually exceed the revenue retained for their Counties, and

WHEREAS, the year 2021 marks the one hundred years since the formation of the New York State Association of County Clerks (NYSACC) in a statewide meeting of County Clerks on February 25, 1921, in Rochester New York, and

WHEREAS, since 1921, the County Clerks of Warren County, together with their peers from throughout New York State, have worked collaboratively to recommend changes in State laws that would standardize fees, improve services, and promote efficiency in order to more effectively serve the People of {COUNTY} and all the Counties within New York State, and

WHEREAS, the County Clerks and their Association over thirty years ago provided the driving force to create the Local Government Records Management Improvement Fund, and to this day collect all the revenue for said Fund, which Fund has to date provided over one hundred million dollars to all levels of local government across this State to preserve and protect the records held by these local governments, and

WHEREAS, the dramatic rise in vehicle registrations after the First World War caused the State to enlist the help of County Clerks, first in registering vehicles and later in licensing automobile drivers, thus beginning the important function of operating County Motor Vehicle offices throughout New York State to serve Warren County residents for the past one hundred years, and

WHEREAS, the Warren County Clerk's Office provides in accordance with Penal Law Section 400 the administrative lead, together with the Warren County Sheriff's Office as investigators, and the Warren County Judge as Licensing Officer, in the issuing of pistol permits to the residents of Warren County

Now, therefore be it

RESOLVED, that Warren County Board of Supervisors together with Chairwoman Rachel Seeber recognizes and commends the County Clerk of Warren County, Pamela J. Vogel and the employees of the County Clerk's Office and the Warren County Department of Motor Vehicles, for their dedicated and tireless service to the People of Warren County and be it further

RESOLVED, that the County of Warren together with Chairwoman Rachel Seeber congratulates the New York State Association of County Clerks on the One Hundredth Anniversary of its founding and hereby transmits this congratulatory message to the Association, its executive body, and statewide membership during this anniversary year of 2021.

MONTHLY RECEIPTS AND DISBURSEMENTS - 2020

2020	JUDICIAL	MTG TAX	MTG HOLD	TRANS TAX	REC MGT	E&A	NTY	LGPC	CT & TRUST	1255 FEES	1255 MISC	1255 ADJ	INT-JUD	INT-MT	INT-TT	INT-RM	INT-CC	TOTAL	
JAN	\$32,425.00	\$349,853.92	\$2,688.75	\$164,207.00	\$15,637.00	\$31,529.00	\$280.00	\$0.00	\$0.00	\$117,918.09	\$0.00	-\$2,238.56	\$3.72	\$36.28	\$18.43	\$1.63	\$16.71	\$712,376.97	
FEB	\$31,605.00	\$499,916.75	\$2,791.75	\$198,258.00	\$14,022.00	\$29,414.00	\$440.00	\$0.00	\$0.00	\$103,516.45	\$0.00	-\$1,286.50	\$4.01	\$25.03	\$14.98	\$1.30	\$13.84	\$818,736.61	
MAR	\$22,327.26	\$300,298.71	\$5,736.75	\$171,934.00	\$12,255.00	\$23,640.00	\$400.00	\$0.00	\$6,666.67	\$85,954.42	\$0.00	-\$982.49	\$2.91	\$34.93	\$17.27	\$1.25	\$11.91	\$628,298.59	
APRIL	\$20.00	\$336,798.00	\$7,233.75	\$71,216.00	\$9,861.00	\$16,768.00	\$240.00	\$0.00	\$0.00	\$47,625.93	\$1,146.00	\$40.00	\$1.86	\$11.10	\$3.16	\$0.72	\$4.90	\$490,970.42	
MAY	\$6,505.00	\$264,404.50	\$9,910.00	\$39,362.00	\$8,436.00	\$11,503.00	\$240.00	\$0.00	\$0.00	\$51,028.87	\$0.00	\$0.00	\$0.06	\$16.96	\$3.65	\$0.55	\$3.94	\$391,414.53	
JUNE	\$16,825.00	\$514,681.75	\$12,410.00	\$142,772.00	\$17,157.00	\$29,289.00	\$520.00	\$0.00	\$0.00	\$102,060.30	\$1,117.98	-\$440.10	\$0.51	\$18.01	\$4.19	\$0.69	\$8.19	\$836,424.52	
JULY	\$29,183.47	\$772,826.25	\$16,160.00	\$308,245.00	\$16,454.00	\$31,627.00	\$440.00	\$0.00	\$0.00	\$107,553.87	\$7,010.04	-\$158.50	\$1.35	\$28.10	\$9.96	\$1.36	\$8.63	\$1,289,390.53	
AUG	\$27,170.00	\$706,029.25	\$16,160.00	\$368,460.00	\$18,050.00	\$35,508.00	\$360.00	\$0.00	\$0.00	\$110,653.69	\$6,725.67	-\$21.74	\$1.91	\$33.23	\$15.90	\$1.55	\$9.82	\$1,289,157.28	
SEPT	\$27,462.75	\$697,561.25	\$85,636.25	\$353,448.00	\$20,292.00	\$45,959.00	\$480.00	\$0.00	\$0.00	\$110,976.92	\$1,095.00	\$132.19	\$2.64	\$33.69	\$20.19	\$1.09	\$9.35	\$1,343,110.32	
OCT	\$25,635.00	\$576,317.00	\$85,636.25	\$225,006.00	\$20,387.00	\$46,361.00	\$200.00	\$0.00	\$0.00	\$113,686.61	\$11,432.32	-\$81.50	\$2.48	\$30.28	\$13.30	\$1.02	\$8.84	\$1,104,635.60	
NOV	\$25,850.00	\$591,466.50	\$91,646.25	\$473,636.00	\$17,328.00	\$36,347.00	\$200.00	\$0.00	\$50,000.00	\$98,797.91	\$7,018.78	-\$369.59	\$1.88	\$25.02	\$14.89	\$1.04	\$8.83	\$1,391,972.51	
DEC	\$25,690.00	\$649,723.13	\$87,699.76	\$469,649.00	\$20,900.00	\$43,648.00	\$240.00	\$0.00	\$0.00	\$138,047.68	\$12,792.64	-\$7,285.75	\$2.06	\$32.25	\$25.74	\$1.12	\$11.25	\$1,441,176.88	
TOTAL	\$270,698.48	\$6,199,877.01	\$423,709.51	\$2,986,193.00	\$190,779.00	\$381,593.00	\$4,040.00	\$0.00	\$56,666.67	\$1,187,820.74	\$48,338.43	-\$12,692.54	\$25.39	\$324.88	\$161.66	\$13.32	\$116.21	\$0.00	\$11,737,664.76
DISB.	JUD-NYS	JUD-CO	MT-BASIC	MT-LOCAL	MT-ADDL	MT-SP ADDL	MT-HOLD	MT - CO INT	TT-NYS	TT-CO	RM-NYS	RM-CO	E & A	NTY	LGPC	CT & TR	1255 FEES	2401 INT	TOTAL
JAN	\$29,901.86	\$2,294.58	\$147,035.25	\$71,746.36	\$70,310.54	\$60,459.64	\$2,791.75	\$3.13	\$163,985.22	\$7.93	\$15,405.54	\$0.81	\$31,529.00	\$280.00	\$0.00	\$0.00	\$115,679.53	\$16.71	\$711,447.85
FEB	\$29,432.01	\$2,177.00	\$180,078.81	\$90,039.41	\$87,589.27	\$79,287.02	\$5,736.75	\$2.27	\$198,056.49	\$216.49	\$14,022.65	\$0.65	\$29,414.00	\$440.00	\$0.00	\$0.00	\$102,229.95	\$13.84	\$818,736.61
MAR	\$20,628.72	\$1,467.26	\$122,014.83	\$61,007.42	\$58,343.13	\$57,467.90	\$7,233.75	\$3.36	\$171,773.64	\$177.63	\$12,255.63	\$0.62	\$23,640.00	\$400.00	\$0.00	\$6,666.67	\$84,971.93	\$11.91	\$628,298.59
APRIL	\$20.93	\$0.93	\$139,652.14	\$69,826.07	\$66,774.22	\$57,879.46	\$9,910.00	\$0.96	\$71,094.58	\$124.58	\$9,861.36	\$0.36	\$16,768.00	\$240.00	\$0.00	\$0.00	\$47,665.93	\$4.90	\$489,824.42
MAY	\$6,080.03	\$425.03	\$110,474.15	\$55,237.08	\$52,204.63	\$44,004.18	\$12,410.00	\$1.42	\$39,275.83	\$89.82	\$8,436.28	\$0.27	\$11,503.00	\$240.00	\$0.00	\$0.00	\$51,028.87	\$3.94	\$391,414.53
JUNE	\$15,175.26	\$1,650.25	\$212,946.03	\$106,472.99	\$101,638.57	\$89,890.59	\$16,160.00	\$1.58	\$142,563.10	\$213.09	\$17,157.35	\$0.34	\$29,289.00	\$520.00	\$0.00	\$0.00	\$101,620.20	\$8.19	\$836,424.52
JULY	\$26,659.15	\$2,525.67	\$319,840.63	\$159,920.32	\$155,242.14	\$137,848.76	\$16,160.00	\$2.50	\$308,018.98	\$235.98	\$16,454.68	\$0.68	\$31,627.00	\$440.00	\$0.00	\$0.00	\$107,395.37	\$8.63	\$1,289,390.53
AUG	\$25,070.96	\$2,100.95	\$265,451.36	\$132,725.66	\$127,805.43	\$110,600.89	\$85,636.25	\$2.89	\$368,194.95	\$280.95	\$18,050.78	\$0.77	\$35,508.00	\$360.00	\$0.00	\$0.00	\$110,631.95	\$9.82	\$1,289,157.28
SEPT	\$25,139.07	\$2,326.32	\$287,201.82	\$143,916.82	\$138,096.74	\$128,376.53	\$85,636.25	\$3.03	\$353,128.10	\$340.09	\$20,292.55	\$0.54	\$45,959.00	\$480.00	\$0.00	\$0.00	\$111,109.11	\$9.35	\$1,343,110.32
OCT	\$23,461.24	\$2,176.24	\$237,858.13	\$118,929.06	\$113,554.53	\$99,992.91	\$91,646.25	\$2.65	\$224,680.65	\$338.65	\$20,387.51	\$0.51	\$46,361.00	\$200.00	\$0.00	\$0.00	\$113,605.11	\$8.84	\$1,104,635.60
NOV	\$23,850.94	\$2,000.94	\$241,860.77	\$120,930.39	\$115,642.91	\$110,580.10	\$94,121.25	\$2.35	\$473,370.45	\$280.44	\$17,328.52	\$0.52	\$36,347.00	\$200.00	\$0.00	\$50,000.00	\$98,428.32	\$8.83	\$1,391,972.51
DEC	\$23,391.03	\$2,301.03	\$355,939.91	\$32,470.03	\$173,576.78	\$161,786.32	\$13,678.50	\$3.60	\$469,345.87	\$328.87	\$20,900.56	\$0.56	\$43,648.00	\$240.00	\$0.00	\$0.00	\$130,761.93	\$11.25	\$1,441,176.88
TOTAL	\$248,811.20	\$21,912.67	\$2,620,353.83	\$1,163,453.89	\$1,260,778.89	\$1,138,174.30	\$441,120.75	\$29.74	\$2,983,487.86	\$2,866.80	\$190,553.41	\$238.91	\$381,593.00	\$4,040.00	\$0.00	\$56,666.67	\$1,223,466.63	\$116.21	\$11,737,664.76

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

**2020 Financial Reports – Narrative Accounts**

**Judicial Funds Account:**

The County Clerk is the Clerk of the Supreme and County Courts and the Office is the official repository for all court documents submitted: Supreme and County Courts, both Civil and Criminal. The Clerk's Office works closely with the Supreme Court Justices, law clerks, confidential secretaries, and as well with the Combined Courts Office – Chief Clerk and staff. The County Clerk authorizes the Combined Court staff to receive the criminal documents. In addition, the County Clerk acts as the treasurer for court fees: including but not limited to: filing fees, surcharges, and fines. The fees are processed through the County Clerk's Electronic Document and Financial Management System – an integrated computer and digital imaging system. The Clerk is responsible for reconciling the Judicial Funds Account each month and disbursing Judicial fees and interest to the New York State Dept. of Taxation and Finance (AC 909). Based on statute, a portion of court fees and 50 % of interest earned is disbursed to the County Clerk. Clerk fees are then distributed to the Warren County Treasurer (A 1410 1255) at the end of each month.

**Revenue:**

2020 Judicial Receipts:	\$ 270,698.48
2020 Judicial Account Interest:	\$ 25.39
<b>Total 2020 Judicial Revenue:</b>	<b>\$ 270,723.87</b>

**Disbursements:**

Judicial: NYS Dept. of Taxation and Finance:	\$ 248,811.20
Judicial: Warren County Clerk	\$ 21,912.67
<b>Total 2020 Judicial Disbursements</b>	<b>\$ 270,723.87</b>

**Mortgage Tax Account:**

Warren County levies a mortgage tax by statute (Tax Law, Article 11, Section 253) on the amount of money borrowed to finance real property. Mortgages that are refinanced are taxed only on the new money borrowed. Warren County's current mortgage tax is 1 ¼ % representing 4 separate taxes – Basic (Towns) , Local (Warren Co.) Additional, ( Warren Co.) and Special Additional (NYS). At the end of each month, Local and Additional taxes are disbursed to the Warren Co. Treasurer (A 1410 1256); Basic tax is disbursed to the Treasurer to hold for semi-annual distribution to towns; and NYS Special Additional Tax is disbursed to SONYMA. Interest is disbursed, 50% split, between NYS and Warren Co. Taxes are outlined as follows:

**Basic** – ½ of 1%, 50 cents per \$ 100, c. (1906-07) ; collected for towns and disbursed to the towns where the mortgage property is located. Clerk deposits basic tax with the County Treasurer each month. In April and October of each year, County Clerk creates the disbursement report, verifies calculations of tax and interest, sends to NYS Dept of Taxation and Finance for approval, upon approval from NYS DTF, Clerk and Treasurer sign, Clerk forwards to the Warren County Board of Supervisors for resolution to disburse to the towns. This distribution is referred to as the Semi-Annual: April-Sept and Oct-March.

**Additional** – Imposed by Res. 228 of 1999, ¼ of 1%, 25 cents per \$ 100, less a \$10,000 deduction for 1-2 family residential, no expiration.

**Local** – Imposed by Local Law 5 of 2008, ¼ of 1%, 25 cents per \$ 100, must be renewed every 2 years. December 2020 renewal not in effect; Local law hearing, approval forwarded December 17, 2020; effective beginning January 2021 by emergency order; NYS approval of local law, February 2021.

**Special Additional** – ¼ of 1%, 25 cents per \$ 100, no expiration. Paid to NYS: SONYMA.

**REVENUE:**

2020 Mortgage Tax Receipts:	\$	6,199,877.01
2020 Mortgage Tax Hold:	\$	423,709.51
2020 Mortgage Tax Account Interest:	\$	324.88
<b>Total 2020 Mortgage Tax Revenue:</b>	<b>\$</b>	<b>6,623,911.40</b>

**DISBURSEMENTS:**

Basic Tax & Interest	\$	2,620,353.83
Local Tax & Interest	\$	1,163,453.89
Additional Tax & Interest	\$	1,260,778.89
Special Additional NYS	\$	1,138,174.30
Warren Co. Clerk Interest	\$	29.74
<b>Subtotal Disbursements:</b>	<b>\$</b>	<b>6,182,790.40</b>
Total Mortgage Tax Hold	\$	441,120.75
<b>Total 2020 Mortgage Tax Collected</b>	<b>\$</b>	<b>6,623,911.40</b>

**Real Estate Transfer Tax Fund Account:**

Article 31 (Section 1402) of the NYS Tax Law imposes a real estate transfer tax on the conveyance of real property over \$ 500 consideration at a tax rate of \$ 4 per \$ 1000. The tax is collected by the Warren County Clerk for NYS at the time of the recording of a deed. The County Clerk reconciles the account each day, and does a final accounting at the end of each month. Tax collected for the month is disbursed to NYS Dept. of Taxation by the Clerk, and includes as well 50% of interest earned on the account, less

a fee of \$ 1 per deed which is in turn distributed to the County Clerk. Warren County does not impose its own transfer tax.

**Revenue:**

2020 Transfer Tax Receipts:	\$ 2,986,193.00
2020 RETT Account Interest	\$ 161.66
<b>Total Transfer Tax Revenue</b>	<b>\$ 2,986,354.66</b>

**Disbursements:**

2020 RETT & Interest: NYS DTF	\$ 2,983,487.86
2020 RETT fee & Interest: Warren County Clerk	\$ 2855.80
<b>Total 2020 Transfer Tax Disbursements:</b>	<b>\$ 2,986,354.66</b>

**Records Management Account:**

Originally passed by NYS in 1995, the Records Management fee was first added to recording and filings for purposes of preserving and managing government records under the auspices of the Local Government Records Management Improvement Fund and administration. The RM fee is \$ 5.00: \$ 4.75 to NYS Archives, administration, and LGRMIF; .25 retained by the Warren County Clerk's Office. A second fee of \$ 15 was added in 2002 to support Cultural Education. The distribution at the time of filing and/or recording was \$ 14.25 to NYS (Cultural) Ed, and .75 to the Warren County Clerk's Office. The \$ 1 to the County is retained as part of Clerk Fees, ultimately disbursed to the Treasurer (A 1410 1255); only the county's portion of interest earned from the Records Management Account (ie: 50%) is disbursed separately to the county.

**Revenue:**

2020 Records Management Account Receipts	\$ 190,779.00
2020 Records Management Account Interest	\$ 13.32
<b>Total 2020 Records Mgt. Account Revenue</b>	<b>\$ 190,792.32</b>

**Disbursements:**

NYS Records Mgt. Fees & Interest	\$ 190,553.41
Warren Co. Records Mgt. Interest:	\$ 238.91
<b>Total 2017Records Mgt Account Disbursements:</b>	<b>\$ 190,792.32</b>

**Boat Permit Fees State (Lake George Park Commission):**

NYS law requires all vessels meeting select requirements and operating on Lake George to register with the LGPC and display a registration decal. The Warren County Clerk serves as agent to the LGPC for the collection of specified boat fees. Registration typically occurs between April-October. A fee based on annual or daily use (\$ 1, \$ 3) is retained by the County Clerk as part of the vendor agreement. Fees to LGPC are sent at the end of each month; Fees to Clerk are deposited in A1410 1255 at month end as

well. Note: Due to COVID-19, boat permit fees were not collected/disbursed in 2020.

**Revenue:**

2020 LGPC Boat Permit Fees \$ 0

**Disbursements:**

2020 LGPC Boat Permit Fees \$ 0

2020 Warren Co Boat fees- \$ 0

**Total 2020 LGPC Boat Fees Disbursed: \$ 0**

**NYS Office of Real Property Services (ORPS):**

According to NYS RPL Article 9, Section 333, a Real Property Transfer Report (RP-5217) is used to document information associated with the sale and transfer of real property within NYS. The RP 5217 must accompany a deed when presented for recording at the Office of the County Clerk. Staff is required to check for completeness, collect the required NYS fees, enter recording information, image the form as an attachment to the deed, and forward and/or provide the form to the Real Property Tax Service. The Clerk has a separate application built into its electronic system to permit the RPTS to access the scanned RP 5217. The Clerk disburses E & A fees to NYS ORPS at the end of each month; retains \$9 from the NYS fees (deposited into Clerk account; reconciled and disbursed to Warren Co. Treasurer at the end of each month (A1410 1255).

**Revenue:**

2020 RP 5217 Fees (ORPS) \$ 405,875.00

**Total 2020 RP 5217 Fees: \$ 405,875.00**

**Disbursement:**

2020 RP 5217 Fees (ORPS) \$ 381,593.00

2020 RP 5217 Fees Warren Co. (see A 1410 1255) \$ 24,282.00

**2020 Total RP 5217 (ORPS) disbursed : \$ 405,875.00**

**NYS Dept. of State Notary Renewals:**

The County Clerk provides no-fee notarial services as well as processes, maintains, and files the records and signatures for all notaries commissioned by NYS who reside in Warren County. The notary renewal fee of \$ 60 (for all other than exempt) is disbursed as follows: \$ 40 NYS, \$ 20 Warren County). The County Clerk reconciles notary fees on a monthly basis and forwards reports and reconciled fees to NYS Dept. of State at the end of each month. The Clerk retention of \$ 20 is deposited with the County Treasurer into Clerk Fees Revenue Account A1410 1255 at the end of the month.

**Revenue:**

**2017 Notary Renewal Fees Received: \$ 6162.00**

**Disbursements:**

2020 Notary Renewals – NYS Dept. of State \$ 4040.00

2020 Notary Renewals – Warren Co. \$ 2122.00

**Total 2020 Notary Renewals Disbursed: \$ 6162.00**

**Court and Trust Fund:**

Funds paid into court as per judicial order or other (discharge of mechanic's lien, estate, civil judgments) are received at the County Clerk's Office, processed, recorded in the Court and Trust Fund Register/or electronic equivalent, and then forwarded to the Warren County Treasurer, for holding until released by court order.

**Revenue:**

**2020 Court & Trust Payments Received: \$ 56,666.67**

**Disbursements:**

**2020 Court & Trust Payments to Warren Co. Treasurer: \$ 56,666.67**

**Miscellaneous County Clerk Fees: Clerk Fees:**

The County Clerk serves as chief Filing Officer and chief Recording Officer for the County of Warren. In addition to the fees for document filing and/or recording and interest previously mentioned as being retained by the County Clerk, other filing, recording, service and processing fees are also collected by the County Clerk in the administration of its duties. These fees include: copies, boat permits, cover page and recording fees, RP fee, notaries and certifications, passports, photos, pistol permits, records management, ucc's as well DMV fees retained by Warren County (12.7% retention fee). All of these fees are deposited into the County Clerk account on a daily basis, reconciled daily and monthly, and then forwarded to the County Treasurer at the end of each month (less any adjustments due to bank charges, returned checks, bank fees), entered into Clerk Fees Revenue Account A1410 1255. Auto-payments from NYS DMV online retention fees (based on meeting the threshold for disbursement of approximately 2%) and NYS Dept. of State are forwarded directly to the County Treasurer, added to County Clerk A. 1410 1255 revenue (on spreadsheet report – 1255 Misc).

**Revenue:**

Boat Permit Fee County \$ 0

Copy Fees \$ 16,919.20

Cover Page Fee \$ 45,485.00

Customer Payments	\$ 5,296.90
DMV Fees	\$ 479,927.37 (day lag represents differential from DMV accounting)
E & A (ORPS) County	\$ 24,282.00

Filing Fees	\$ 13,445.00
Misc Fees	\$ 24,143.35
Notary Fees County	\$ 2,122.00
NYS Ed/Rec Mgt County	\$ 10,041.00
Overages	\$ 12,440.42
Passports	\$ 8,680.00
Photos	\$ 2,760.00
Pistol Permits	\$ 15,503.00
Recording Fees	\$ 517,975.50
UCCs	\$ 8,800.00
<b>A.1410 1255 Counter</b>	<b>\$ 1,187,820.74</b>

**Additional Auto Payments:**  
Direct to Treasurer: Online DMV, Dept. of State  
**A.1410 1255 Revenue:** \$ 48,338.43

**GFNB Account Interest:** \$ 116.21

**Less 1255 Adjustments:** \$ - 12,692.54  
(Charged copies, bank fees, billing)

**Total 1255 Revenue** \$ 1,223,582.84

**Disbursements:**  
**2020 Clerk Fees to Treasurer**  
**(Credited to A1410 1255)** \$ 1,223,582.84

**Department of Motor Vehicles:**

Pursuant to Article 205 NYS Vehicle and Traffic Law, the County Clerk serves as agent to the Commissioner of Motor Vehicles and operates a full-service DMV office. All DMV transactions are processed at the Warren County (Lake George) office as set forth in statute, commissioner's rules and regulations. NYS DMV provides electronic equipment, paper, technology support, forms, brochures, informational updates. The county provides knowledgeable, trained Civil Service staff: DMV Supervisor, Sr. MV Examiner, Motor Vehicles Clerks and a Principal Account Clerk. Fees processed are reconciled on a daily basis (1 day lag), deposited in the DMV Account, and retention disbursed by check to the Warren County Clerk (12.7% retained on transactions processed at the Warren County DMV (to County Clerk and then at month end into A1410 1255), and by ACH to the NYS Commissioner of Motor Vehicles. Sales tax remains in the DMV account until reconciled by mid-month and then is forwarded to the

NYS Department of Taxation and Finance. Interest on the DMV is split (50%) between NYS DTF and Warren County. While there are many fee-based motor vehicle transactions that support both NYS and Warren County, there are numerous transactions performed by the local DMV office for which no fee is collected. The county DMV offices continue to seek reimbursement from NYS for these transactions. All transactions, personnel, procedures, and administration are subject to audit by the NYS DMV. While certain audits are performed on a daily and monthly basis, comprehensive audits are conducted against the entire office on a periodic and unannounced basis. It should also be noted that the DMV staff is subject to Federal and NYS criminal history background checks in compliance with Federal Dept. of Homeland Security requirements. Warren County DMV performed a total of 2020 transactions total: 49902 plus an additional 8504 Motor Voter (Y/N) transactions (Warren & outside counties).

<b>Total Transactions Processed:</b>	<b>58,406</b>
<b>Total Fees &amp; Tax Collected:</b>	<b>\$ 6,455,763.71</b>
<b>Total Interest Received:</b>	<b>\$ 267.69</b>
<b>Less Differential/adjustments</b>	<b>\$ - 73.00</b>

**Total 2020 Fees,Tax, Interest Revenue\$ 6,455,958.40**

<b>Disbursed:</b>	
NYS DMV Commissioner	\$ 1,333,702.85
NYS Sales Tax: DTF	\$ 4,642,492.32
NYS Sales Tax Interest:DTF	\$ 133.87
<b>Total 2020 NYS</b>	<b>\$ 5,976,329.04</b>

Warren Co. DMV Fees Retention	\$ 467063.54	
Warren Co. Plate Surrenders	\$ 5420.00	
Warren Co. Sales Tax Retention	\$ 7012.00	
Warren Co. Sales Tax Interest	\$ 133.82	
<b>Total 2020 to Warren County</b>	<b>\$ 479,629.36</b>	(dep.into Clerk acct, then to A 1410 1255)

**Total 2020 DMV Disbursements: \$ 6,455,958.40**

An additional gross amount: Credit Cards is also transmitted directly into DMV computer system:

<b>Total Credit Card Totals:</b>	<b>\$ 1,956,217.29</b>
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In addition to DMV transactions at the Warren County DMV office, the county also receives the following revenue:

**Warren County Motor Vehicle Use Tax:**

With the approval by the NYS Legislature and the passage of Local Law 1 of 2010, Warren County imposed a modest motor vehicle use tax on passenger and commercial

vehicles (collected every two years). The tax amounts to approx. \$5 per year/passenger; and \$ 10 per year/commercial vehicle; is based as well on vehicle weight. The tax is collected regardless of where the registration transaction occurs (ie: at Warren County DMV or at any other DMV office/or online transaction). NYS deducts a minimal administrative fee from the MV Use Tax collected, and distributes the remainder to the Warren County Treasurer on a monthly basis (some lag occurs), It is deposited into County Clerk revenue code A. 1410 1136. The tax helps in reducing property taxes for Warren County residents.

**Total 2020 Motor Vehicle Use Tax Revenue Received: \$ 458,992.20**

**Online/Partner County Revenue Sharing: COPRSMR**

Fees collected from on-line DMV transactions, are retained by NYS DMV until such time as the threshold, established by NYS, is met. Once DMV fees exceed the threshold, DMV distributes to the county approx. 2% retention fee against the total fees collected. Fees are sent directly to the Warren County Treasurer, deposited into the Warren County Clerk Fees Account A 1410 1255 (along with all other miscellaneous fees including DMV office fees). This fee is not deposited in with the MV Use Tax Revenue Account.

**Total 2020 DMV Revenue Sharing Received: \$ 43,720.47**

**Clerk Internet Sales Revenue Account:**

Coded as Revenue Account A 1410 1259, the County Clerk receives a credit against the appropriation account A 1410 425 (reproduction expense) for the Clerk's EDMS System Contract. The account includes contractual expenses for all computer services to the Clerk's Office as well as credit for the sale of any online documents and/or subscriptions. The contract is with Info Quick Solutions and includes an internet site to search, view, and reproduce selected public records recorded or filed with the County Clerk. The site is hosted by the EDMS vendor, IQS. At the time of monthly invoicing, Internet fees are credited back to the County Clerk as revenue under account A 1410 1259. The fees are not reflected in the receipt and disbursement module of the Clerk's Office, however, are identified as revenue in the Clerk's annual budget under New World. The amount of revenue generated would be in addition to Clerk receipts and disbursements.

**Total 2020 Clerk Internet Sales Revenue: \$ 60,070.80**

**Miscellaneous Account Interest:**

The Warren County Clerk maintains five bank checking accounts to service the Clerk's Office and one checking account for the Warren County DMV. All are interest-bearing accounts.

Clerk accounts include: Judicial Funds, Mortgage Tax, Real Estate Transfer Tax, Records Management and the Warren County Clerk. All receipts are deposited on a daily basis into the Warren County Clerk Account. Following report generation, revenue specific to each of the special revenue accounts (Judicial, MT, RETT, and Records Mgt) is written from the Clerk to these accounts. Funds are maintained in the account until the end of each month when disbursement occurs. Interest is distributed between NYS and Warren County – 50% each; the Warren County Clerk account retains 100% of the interest (transmitted to the Warren Co. Treasurer – monthly – A. 2401). A full description of the special accounts and the DMV account occur in the initial pages of this summary: Judicial, Mortgage Tax, Real Estate Transfer Tax, and Records Management, and DMV. Interest earned in 2021 for the Warren Co. Clerk accounts is as follows:

Judicial Funds Account:	\$ 25.39
Mortgage Tax Account:	\$ 324.88
Real Estate Transfer Tax Acct:	\$ 161.66
Records Mgt. Account:	\$ 13.32
Warren County Clerk Acct.	\$ 116.21
Warren County DMV	\$ 267.69
<b>Total Interest Generated &amp; Distributed:</b>	<b>\$ 909.15</b>

This concludes this financial report.  
Pamela J. Vogel, Warren County Clerk  
3/15/2021



TRANSACTION TOTALS																	
Dmy 2020																	
2020	REGS	BOAT REGS	SNOW- MOBILES	LICENSES	RECIP	PERMITS	NON DRIV. ID	PLATE SURR	CIVIL PEN	DUP TITLE	TITLE ONLY	SALES TAX ONLY	CDL TESTS	ABS	ENF TRANS	ITP PERMITS	MONTHLY TOTALS
JANUARY	3208	36	308	1337	20	105	108	677	47	50	72	78	32	46	37	1	6162
FEBRUARY	2551	73	267	1168	23	106	102	541	37	40	26	35	32	33	34	1	5069
MARCH	2074	95	5	803	6	72	50	438	16	21	34	57	28	29	19	4	3751
APRIL	692	75	2	1	0	0	1	30	0	1	9	23	0	0	0	0	834
MAY	1819	280	0	5	0	0	0	144	2	6	30	110	0	0	0	1	2397
JUNE	2549	428	4	208	8	69	7	426	3	21	30	71	8	4	5	9	3850
JULY	2877	337	11	674	19	140	41	678	6	25	40	109	20	12	15	5	5009
AUGUST	2426	218	57	689	30	164	44	584	13	24	45	214	10	8	25	5	4556
SEPTEMBER	2160	103	39	635	31	102	38	675	27	29	42	269	46	21	24	8	4249
OCTOBER	2132	85	75	672	32	130	48	721	7	28	57	151	44	13	22	4	4221
NOVEMBER	2524	35	106	570	23	143	47	621	9	19	43	196	22	10	15	3	4386
DECEMBER	3516	35	189	636	51	138	44	496	12	23	38	188	17	12	17	6	5418
Yearly Totals	28528	1800	1063	7398	243	1169	530	6031	179	287	466	1501	259	188	213	47	49902
				lic & recip=	7641												
Motor Voter	Warren Co	Other Co	Total Co	"NO"	Total Y/N	Licenses	Orqin	RID	EDL	Recip			Permits	Orqin	RID	EDL	
January	174	48	222	1212	1434	January	598	113	626	20			January	66	16	23	
February	142	36	178	1090	1268	February	478	102	588	23			February	63	24	19	
March	82	24	106	748	854	March	345	67	392	6			March	50	9	13	
April	0	0	0	2	2	April	1	0	0	0			April	0	0	0	
May	0	0	0	5	5	May	3	0	2	0			May	0	0	0	
June	0	0	0	292	292	June	99	0	109	8			June	37	0	32	
July	89	38	127	670	797	July	303	57	314	19			July	74	16	50	
August	101	19	120	695	815	August	326	72	291	30			August	93	33	38	
September	121	16	137	591	728	Sept.	314	59	262	31			Sept.	67	14	21	
October	110	9	119	692	811	October	345	49	278	32			October	96	20	14	
November	105	8	113	601	714	November	324	37	209	23			November	89	27	27	
December	131	8	139	645	784	December	309	58	269	51			December	92	25	21	
Yearly Totals	1055	206	1261	7243	8504	Yrly Total	3445	614	3340	243			Yrly Total	727	184	258	
											7642 (+ 1)						1169
Non-Driv ID	January	February	March	April	May	June	July	August	Sept.	October	November	December					
ORIG	91	83	39	1	0	7	31	35	26	42	36	37					
RID	7	5	2	0	0	0	4	7	5	2	5	2					
EDL	10	14	9	0	0	0	6	2	7	4	6	5					
Monthly Total	108	102	50	1	0	7	41	44	38	48	47	44	530				