

THE OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

Legislative, Rules, & Governmental Operations – County Clerk/DMV Sept. 28, 2023 – 9 am.

Committee Members: Supervisors Strough (Chair), Driscoll, Conover, Frasier, Thomas, Geraci, and Wild. Chairman Geraghty will serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.

**AMENDED**

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. **Action:** Res. Form 20 - To establish by Local Law authority to imposes an Additional mtg. Recording Tax (known in WC as “Local”) in Warren County.

Rationale: As per the Warren County Attorney, Warren Co. needs resolution to advance the additional mtg. recording tax. (Now signed by Governor Hochul).  
Budget Code: A. 1410 1256 (already in 2023, and 2024 budget).

**IV. Discussion – 2024 Budget Presentation**

- A. Discussion will include the following:
  - A.1410 – County Clerk: Summary, Budget Worksheet, Salary Schedule, New Position Request (Principal Legal Recording Clerk, defunding of Sr. Legal), and Reallocation Request – Grade Status – Legal Recording Clerk. Gr. 7 to Gr. 8. NOTE: A. 1410 will also address projected Revenues to be included in the 2024 Clerk Budget: Motor Vehicle Use Tax, Local Mtg Tax, Additional Mtg Tax – CDTA, and Clerk Fees, and Internet Fees.
  - A.1665 – Public Records: Summary, Budget Worksheet, Salary Schedule, Reallocation Request – Grade Status – Legal Recording Clerk – Gr. 7 – Gr 8.
  - A.7510 – Historian :Summary, Budget Worksheet, Salary Schedule

- V. Privilege of Floor
- VII: Motion to Adjourn

Attachments:

2024 Budgets: A. 1410, A. 1665, A. 7510.

Res. Form 20 – Miscellaneous. With prior resolution Local Law 2 of 2020.

# ***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: 9/19/2023**

- (a) Purpose of Request: **To establish by Local Law authority to impose an Additional Mortgage Recording Tax in Warren County.**
- (b) Details: **Both the NYS legislature and the NYS Governor have approved the Home Rule request to proceed with the imposition of Additional Mortgage Tax (Local) effective Dec. 1, 2023 thru Dec. 1, 2025.**
- (c) Previous Resolution Number: **Local Law 2 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1410 1256 Local Mortgage Tax . Included in 2024 Warren County Budget -**

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

\* as listed in budget and LOGOS

COUNTY OF WARREN  
LOCAL LAW NO. 2 OF 2020

Sample

**A LOCAL LAW IMPOSING AN ADDITIONAL MORTGAGE RECORDING TAX  
IN WARREN COUNTY**

**BE IT ENACTED**, by the Board of Supervisors of the County of Warren, New York, as follows:

**SECTION 1: TITLE.** This Local Law shall be titled "A Local Law Imposing An Additional Mortgage Recording Tax in Warren County".

**SECTION 2. PURPOSE AND INTENT.** The purpose of this law is to authorize Warren County, pursuant to the provisions of Section 253-w of the Tax Law of the State of New York, to impose an Additional Mortgage Recording Tax.

**SECTION 3. IMPOSITION OF TAX.** For the period commencing February 1, 2021 and ending December 1, 2023, unless further extended by Local Law of the Board of Supervisors, there is hereby imposed, in the County of Warren, a tax of twenty-five cents (\$0.25) for each one hundred dollars (\$100), and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Warren and recorded on or after February 1, 2021 (or a subsequent date enacted by State Law), and a tax of twenty-five cents (\$0.25) on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than one hundred dollars (\$100.00).

**SECTION 4. ADMINISTRATION AND COLLECTION OF TAX.** The taxes imposed pursuant to this Local Law shall be administered and collected in the same manner as the taxes imposed under subdivision one of Section 253 of the Tax Law and paragraph (b) of subdivision one of Section 255 of the Tax Law. Except as otherwise provided in Section 253-w of the Tax Law, all the provisions of Article 11 of the Tax Law relating to or applicable to the administration and collection of the taxes imposed by such subdivisions shall apply to the taxes imposed by this Local Law with such modifications as may be necessary to adapt such language to the tax so authorized. Such provisions shall apply with the same force

and effect as if those provisions had been set forth in full in Section 253-w of the Tax Law, except to the extent that any provision is either inconsistent with a provision of Section 253-w of the Tax Law or not relevant to the tax authorized by Section 253-w of the Tax Law.

SECTION 5. REAL PROPERTY LOCATED IN MORE THAN ONE COUNTY OR STATE.

Where the real property covered by the mortgage subject to the tax imposed pursuant to this Local Law is situated in this state but within and without Warren County, the amount of such tax due and payable to Warren County shall be determined in a manner similar to that prescribed in the first undesignated paragraph of Section 260 of the Tax Law which concerns real property situated in two or more counties. Where such property is situated both within Warren County and without the state, the amount due and payable to Warren County shall be determined in the manner prescribed in the second undesignated paragraph of such Section 260 which concerns property situated within and without the State. Where real property is situated within and without Warren County, the recording officer of the jurisdiction in which the mortgage is first recorded shall be required to collect the taxes imposed pursuant to this section.

SECTION 6. ADDITIONAL MORTGAGE RECORDING TAX. The tax imposed pursuant to this Local Law shall be in addition to the taxes imposed by Section 253 of the Tax Law.

SECTION 7. DISPOSITION OF TAXES.

Notwithstanding any provision of Article 11 of the Tax Law to the contrary, the balance of all monies paid to the recording officer of the County of Warren during each month upon account of the tax imposed pursuant to this Local Law, after deducting the necessary expenses of his or her office as provided in Section 262 of the Tax Law, except taxes paid upon mortgages which under the provisions of Section 253-w of the Tax Law or Section 260 of the Tax Law are first to be apportioned by the New York State Commissioner of Taxation and Finance, shall be paid over by such officer on or before the tenth day of each succeeding month to the Treasurer of Warren County and, after the deduction by such treasurer of the necessary expenses of his or her office provided in Section 262 of the Tax Law, shall be deposited in the

general fund of the County of Warren. Notwithstanding the provisions of the preceding sentence, the tax so imposed and paid upon mortgages covering real property situated in two or more counties, under which the provisions of Section 253-w of the Tax Law or Section 260 of the Tax Law are first to be apportioned by the New York State Commissioner of Taxation and Finance, shall be paid over by the recording officer receiving the same as provided by the determination of the New York State Commissioner of Taxation and Finance.

SECTION 8. PAYMENT OF TAXES. The tax imposed pursuant to this Local Law shall be payable on the recording of each mortgage of real property subject to taxes thereunder. Such tax shall be paid to the recording officer of the county in which the real property or any part thereof is situated, except where real property is situated within and without the county, the recording officer of the county in which the mortgage is first recorded shall collect the tax imposed by this Local Law. It shall be the duty of such recording officer to endorse upon each mortgage a receipt for the amount of the tax so paid. Any mortgage so endorsed may thereupon or thereafter be recorded by any recording officer and the receipt for such tax endorsed upon each mortgage shall be recorded therewith. The record of such receipt shall be conclusive proof that the amount of tax stated therein has been paid upon such mortgage.

SECTION 9. EFFECTIVE DATE. This Local Law shall take effect February 1, 2021, provided that a certified copy thereof is mailed by registered or certified mail to the Commissioner of the New York State Department of Taxation and Finance at the Commissioner's Office in Albany at least 30 days prior to the date this Local Law shall take effect. Certified copies of this Local Law shall also be filed with the Warren County Clerk, the Secretary of State, and the State Comptroller within 5 days after the Local Law is duly enacted and this Local Law shall be deemed to be duly enacted upon its date of adoption by the Warren County Board of Supervisors.

# **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: 9/19/2023**

- (a) Purpose of Request: **To establish by Local Law authority to impose an Additional Mortgage Recording Tax in Warren County.**
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**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: County Clerk  
BUDGET ACCOUNT CODE: A.1410

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$723,138.14	\$845,267.00	\$847,019.07	\$857,255.00
200's EQUIPMENT	\$169.17	\$250.00	\$5,250.00	\$250.00
400's CONTRACTUAL	\$98,763.22	\$100,905.00	\$100,905.00	\$1,102,103.00
800's EMPLOYEE BENEFITS	\$318,353.22	\$354,400.00	\$354,786.15	\$395,230.00
<b>TOTALS</b>	<b>\$1,140,423.75</b>	<b>\$1,300,822.00</b>	<b>\$1,307,960.22</b>	<b>\$2,354,838.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$3,735,000.00

SIGNED: Samuel J. Vogel  
DEPARTMENT HEAD

TITLE: Warren Co. Clerk

DATE: 9-6-2023

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request																				
<b>Fund A - General</b>																										
REVENUE																										
Department <b>1410 - County Clerk</b>																										
Non-Property Tax Items																										
1136	Automobile Use Tax	462,654.56	475,000.00	475,000.00	304,749.88	475,000.00																				
<i>Non-Property Tax Items Totals</i>		<b>\$462,654.56</b>	<b>\$475,000.00</b>	<b>\$475,000.00</b>	<b>\$304,749.88</b>	<b>\$475,000.00</b>																				
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<i>Departmental Income</i>																										
1255	County Clerks Fees	1,286,581.80	1,350,000.00	1,350,000.00	616,972.64	1,200,000.00																				
1256	Local Mortgage Tax	2,743,746.22	2,350,000.00	2,350,000.00	594,321.30	1,000,000.00																				
1256.01	Additional Mortgage Tax	.00	.00	.00	575,703.63	1,000,000.00																				
1259	Clerk Internet Sales	63,915.20	60,000.00	60,000.00	32,788.40	60,000.00																				
<i>Departmental Income Totals</i>		<b>\$4,094,243.22</b>	<b>\$3,760,000.00</b>	<b>\$3,760,000.00</b>	<b>\$1,819,785.97</b>	<b>\$3,260,000.00</b>																				
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Department <b>1410 - County Clerk Totals</b>		<b>\$4,556,897.78</b>	<b>\$4,235,000.00</b>	<b>\$4,235,000.00</b>	<b>\$2,124,535.85</b>	<b>\$3,735,000.00</b>																				
<b>REVENUE TOTALS</b>		<b>\$4,556,897.78</b>	<b>\$4,235,000.00</b>	<b>\$4,235,000.00</b>	<b>\$2,124,535.85</b>	<b>\$3,735,000.00</b>																				

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<b>Fund A - General</b>																		
EXPENSE																		
Department <b>1410 - County Clerk</b>																		
Personal Services																		
110	Salaries - Regular	696,093.97	815,703.00	817,455.07	512,981.93	827,691.00												
120	Salaries - Overtime	3,141.83	2,700.00	2,700.00	811.84	2,700.00												
130	Salaries - Part Time	23,902.34	26,864.00	26,864.00	9,334.42	26,864.00												
<i>Personal Services Totals</i>		\$723,138.14	\$845,267.00	\$847,019.07	\$523,128.19	\$857,255.00												
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Equipment																		
220	Office Equipment	169.17	250.00	250.00	60.76	250.00												
220.1	Office Equipment - Reserve	.00	.00	5,000.00	4,693.95	.00												
<i>Equipment Totals</i>		\$169.17	\$250.00	\$5,250.00	\$4,754.71	\$250.00												
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Contractual Expense																		
410	Supplies	6,697.94	6,500.00	6,500.00	5,040.39	7,000.00												

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1410 - County Clerk</b>						
<i>Contractual Expense</i>						
422	Repair/Maint-Equipment	.00	.00	.00	.00	450.00
423	Telephone	2,698.15	3,300.00	3,300.00	2,111.24	3,500.00
424	Postage	11,246.15	12,000.00	12,000.00	5,285.32	12,000.00
425	Reproduction Expenses	76,380.00	77,000.00	77,000.00	44,555.00	77,000.00
426	Subscriptions	199.00	400.00	400.00	.00	400.00
427	Memberships & Dues	300.00	300.00	300.00	300.00	300.00
428	Data Processing & Internet Fees	268.00	280.00	280.00	280.00	328.00
436	Advertising Fees	232.98	250.00	250.00	235.22	250.00
439	Misc Fees & Expenses	.00	125.00	125.00	.00	125.00
444	Travel/Education/Conference	741.00	750.00	750.00	382.00	750.00
470	Contract	.00	.00	.00	.00	1,000,000.00
<i>Contractual Expense Totals</i>		<b>\$98,763.22</b>	<b>\$100,905.00</b>	<b>\$100,905.00</b>	<b>\$58,189.17</b>	<b>\$1,102,103.00</b>

Comments

Account	Level	Comment
410	Departmental Request	Supply budget has been conservative, inc. toners, barcode labels, photo passports, pistol permit supplies; upgrade to map printer 2023 has resulted in increased toner cost (\$ 500 per cartridge). Note: Office supplies covered by 140 & 1665, Recommend modest increase for A, 1410 -2024 to \$ 7000.
422	Departmental Request	New expense. With anticipated replacement of MF reader/printer (supplies obsolete) 2023, recommend on-site maintenance agreement. Annual \$ 450.
423	Departmental Request	Telephone service includes Monthly Hi-Speed for Clerk system and internet connection. Av/current mo: \$ 256-284 mo; . Recommend small increase for 2024 to \$ 3500.
424	Departmental Request	Budget request based on monthly postage costs Clerk/DMV. Moderate expenditures for 2023; anticipate will be within budget allowance. No change for 2024.
425	Departmental Request	WC contract award RFP 13-21; fully integrated elec. doc. system for Clerk EDMS, Archives, Web services. Clerk EDMS includes system hardware, software, support, report, receipting, public access. Essential for business continuity, statutory obligations. EDMS \$ 6365/12 mo/\$ 77000 annual./60 mo/renewal term. No Change for 2024.
426	Departmental Request	Current subscription services include Setmore annual agreement - DMV and Pistol Permits; Court subscriptions. Maintain as is: \$ 400 annual.
427	Departmental Request	NYSACC annual membership: \$300. No change for 2024.
428	Departmental Request	Request is based on IT notification of 2024 fees. 2024 expense will be \$ 82 (4 units). 2024: \$ 328.
436	Departmental Request	Annual Clerk recognition of Veterans/Memorial Day/Return the Favor Program. No change 2024: \$250.
439	Departmental Request	Request addresses need for background fingerprinting check for DMV employees. No change 2024: \$ 125.
444	Departmental Request	Request reflects NYSACC fall/summer conference attendance; important for new elected County Clerk in 2024, yet must be conservative with travel during learning yr., embrace email, zoom meetings. No change for 2024: \$ 750.
470	Departmental Request	A. 1410 470 represents the BOS contract to disburse Additional Mortgage Tax to CDTA. Amount reflects anticipated revenue for disbursement. 2024: \$ 1million.

*Employee Benefits*

810	Retirement	85,335.99	97,086.00	97,338.12	56,834.91	126,484.00
830	Social Security	41,735.75	52,405.00	52,513.63	30,338.84	53,149.00
831	Medicare Contribution	9,760.79	12,256.00	12,281.40	7,095.36	12,431.00
860	Hospitalization	143,623.70	152,009.00	152,009.00	104,381.82	161,736.00
865	Dental Insurance	2,263.46	2,448.00	2,448.00	1,728.72	2,496.00
<i>Employee Benefits Totals</i>		<b>\$282,719.69</b>	<b>\$316,204.00</b>	<b>\$316,590.15</b>	<b>\$200,379.65</b>	<b>\$356,296.00</b>

*Other Benefits*

840	Workmen's Compensation	4,176.00	4,816.00	4,816.00	4,816.00	5,090.00
861	Retirees Hospitalization	31,457.53	33,380.00	33,380.00	19,395.95	33,844.00
<i>Other Benefits Totals</i>		<b>\$35,633.53</b>	<b>\$38,196.00</b>	<b>\$38,196.00</b>	<b>\$24,211.95</b>	<b>\$38,934.00</b>

Comments		
Account	Level	Comment
840	Departmental Request	Request is based on WC Self Insurance 2024 Workers' Comp Assessment. Slight increase for 2024: \$ 5090.

Department	<b>1410 - County Clerk</b>	Totals	<b>\$1,140,423.75</b>	<b>\$1,300,822.00</b>	<b>\$1,307,960.22</b>	<b>\$810,663.67</b>	<b>\$2,354,838.00</b>
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2024 Salary Schedule (Position Budgeting)  
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13728	Bombard, Melissa 08-01 / \$21.81	MV LIC/REG CLERK #8 08-02 / \$22.14	\$45,503.00	Full Time	CSEA/FT	10/17/2022
13604	Bowen, Dionne 07-02 / \$21.39	Legal Recording Clerk #3 07-03 / \$21.71	\$44,611.00	Full Time	CSEA/FT	10/18/2021
12428	Conte, Christine 08-10 / \$26.11	MV License/Reg Clerk #2 08-11 / \$26.11	\$54,307.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 10-15 / \$27.95	Senior MV Examiner #3 10-16 / \$27.95	\$58,144.00	Full Time	CSEA/FT	4/14/2008
8240	Corcoran, Ann 15-30 / \$31.41	MV Supervisor N/A / \$31.41	\$65,330.00	Full Time	CSEA/FT	12/17/1990
13429	Duers, Alexandra 07-03 / \$21.71	Legal Record Clerk 07-04 / \$22.03	\$45,720.00	Full Time	CSEA/FT	2/24/2020
13780	Gonroff, Jennifer 08-00 / \$21.50	MV License/Reg Clerk #10 08-01 / \$21.81	\$45,149.00	Full Time	CSEA/FT	5/1/2023
11708	Latham, Christine 12-14 / \$28.43	Senior Legal Recording Clerk 12-15 / \$28.67	\$59,233.00	Full Time	CSEA/FT	10/19/2009
13336	Lewis, Deborah 08-00 / \$21.50	MV License/Reg Clerk - PT N/A / \$21.50	\$22,364.00	Less than Half	Less P/T12/21/12	3/10/2020
12872	Linehan, Sueanne N/A / \$37.14	1st Deputy County Clerk N/A / \$37.14	\$67,591.00	Full Time	Appointed F/T	1/1/2016
12702	Rivers, Peter 10-09 / \$26.30	Senior MV Examiner #2 10-10 / \$27.71	\$54,936.00	Full Time	CSEA/FT	12/1/2014
13021	Sherman, Patricia 08-02 / \$22.14	MV License/Reg Clerk #7 08-03 / \$22.47	\$46,663.00	Full Time	CSEA/FT	2/8/2021
11013	Slater, Shannon 07-01 / \$21.07	Legal Recording Clerk 07-02 / \$21.39	\$44,458.00	Full Time	CSEA/FT	1/4/2022

13625	Strong-Norman, Susan 07-02 / \$21.39	Legal Recording Clerk #2 07-03 / \$21.71	\$44,483.00 Full Time	CSEA/FT	12/27/2021
11067	Van Dorn, Cindy 10-17 / \$27.95	Senior MV Examiner 10-18 / \$27.95	\$58,144.00 Full Time	CSEA/FT	3/6/2006
1553	Vogel, Pamela N/A / \$51.33	County Clerk N/A / \$51.33	\$93,419.00 Elected	Elected/FT	1/8/1990
	N/A / \$0.00	County Clerk Over Time N/A / \$0.00	\$2,700.00 *		
	N/A / \$0.00	County Clerk Part Time Help N/A / \$0.00	\$4,500.00		
			<b>18</b>	<b>\$857,255.00</b>	

\* Reduce OT to \$2500

## 2024 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1410 110

Title of Position: Principal Legal Recording Clerk *New Position*

### FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): \$ 52,674 – Gr 15 - Promotional
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Senior Legal Recording Clerk – Defunded , Gr. 12 Base: \$ 48,983 (current \$ 59,233.
- (c) Is this a mandated position? If so, please explain: While not considered mandated, Warren County is required to maintain adequate staffing and supplies to meet the statutory obligations of the constitutional office. These included but are not limited to: NYS Constitution Art 6, Art 13; Co. Law Art 12, inc. Section 400, 525-533; Real Property Law Article 9 inc. Section 316a; Public Officers Law .
- (d) Is there expected Revenue from this position? If so, please explain: The County Clerk's Office handles approximately \$ 12-\$ 14 million in fee transactions annually, at the main acceptance, filing, and recording office. The Principal Legal Recording Clerk is responsible for overseeing all fee collection; as well as training subordinates in the processing of all fee transactions, resolving and/or notifying County Clerk of any problematic transactions, errors in collection et al.

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: The proposed personnel request defunds current Senior Legal Recording Clerk (Gr. 12) and creates the Principal Legal Recording Clerk Gr 15 to reflect parity within the department's organizational chart and assigned responsibilities among the most senior supervisory staff.
- (b) Justification for Request: With the transition from a 20 yr County Clerk to a newly-elected Clerk without prior affiliation with the office, the creation of a promotional position of Principal Legal Recording Clerk (with significant experience in the office) ensures the following: 1.) Thorough knowledge of the complex administration, practices, and protocols of the office. 2.) Thorough knowledge of EDMS System operation, problem resolution. 3.) Established liaison with Supreme Court Justices and confidential staff. 4.) Established communication/coordination with E-Recording, E-Filing, and NYS Court system in all aspects of electronic submissions, routing, acceptance. 5.) Maintenance of highest ethical and confidential standards inherent with the County Clerk and constitutional office. 6.) Ensures highest level of business continuity in face of emergency or disaster - dept. or county-wide. 7.) Establishes parity with the Senior Office Supervisory staff, aligning major divisions of the office – Public Records, County Clerk, DMV – at same grade status; creates consistent organizational chart ; and provides unbiased communication between Office Civil Service staff and elected Clerk/appointed Deputy.

(c) Projected change in Salary Dollars: The Projected change from Senior to Principal position is: \$ 4100,  
Christine Kathanam

(d) Is there expected Revenue impact from this change? If so, please explain: The position change ensures continued knowledge and processing of all financial transactions and experienced reconciliation on daily basis. Opportunity for sharing in-office knowledge with elected County Clerk.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: PO 8/28/23

HR Director has Reviewed this form when initialed: HR 8/28/23

## **2024 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1410 110

Title of Position: Legal Recording Clerk – Reallocation from Gr. 7 to Gr. 8

### FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Gr 8 Base: \$ 43,187
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Reallocation proposed for existing Gr. 7 positions in County Clerk & Public Records.
- (c) Is this a mandated position? If so, please explain: While not considered mandates, Warren Co. is required to maintain adequate staffing and supplies to meet the statutory obligations of this constitutional office. Statute: NYS Constitution Art 6, Real Property Law Article 9 incl Section 316a. Legal Recording Clerk is a Civil Service position to perform all routine/financial transactions for court, real property, miscellaneous transactions.
- (d) Is there expected Revenue from this position? If so, please explain: Legal Recording Clerks have a shared responsibility in the acceptance of all fee and non-fee transactions – front counter – est. \$ 12 million per year.

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: The County Clerk has made several efforts since 2017 to current to address the status of these positions through the county Reallocation Program (2017, 2018, 2019) without success; revisiting of LRC structure in 2022. Efforts have been directed at addressing grade status to ensure parity in the Civil Service Table of Organization, taking into consideration level of responsibilities, decision making, independent judgment, breadth of services. Recording Clerk and Legal Recording Clerks are now merged to one title: LRC. Since 2015, duties have expanded; are embedded in law; electronic format for court filing now mandatory (2018); annual certifications required with service delivery – passports, NYS Dept of State, notary requirements, deputy authorizations. It is my understanding that the Reallocation program was not offered this year. To date, all efforts toward reallocating LRC grade status have been unsuccessful.
- (b) Justification for Request: In this transitional year from a 20 year County Clerk to a newly-elected Clerk without prior affiliation with the Clerk's Office, it is imperative that we recognize the significance of all levels with the Clerk's Office from entry to long-tenured supervisory professionals. Each will have an important role in acclimating the new Clerk to all practices within this Constitutional Office. As indicated above the position of LRC is the entry level position within the County Clerk's Office and is equal in decision-making responsibilities and examination and verification of all records in a manner similar to colleagues within the DMV and Archives. The goal in reallocation is to : 1.) Establish parity in Warren County Civil Service Table of Organization – within the Office – ARM, MVLRC (each Gr 8) and equally important outside the office, ie: Real Property Tax Service – Sr. RP Clerk Gr 8.; DSS – Soc. Welfare Examiner Gr 8, Adm. Asst. Gr 8 2.) Be responsive to the evolution of processing

within the office – from counter paper to office EDMS, to knowledge of state guided portals for E-Recording, mandatory E-Filings, NYSCEF, all of which are embedded in law. 3.) Ensure appropriate workflow within the office during this electronic age and as all positions become increasingly blended. 4.) Recognition of the important role of all staff in business continuity in the face of emergency/disaster within the office or county-wide. 5.) Observes all confidentiality standards inherent to this Constitutional Office (ie: sealed court, divorce, separation, child surrenders, sex offender fines, DNA, pistol permit, passports. 6.) To ensure that the newly-elected County Clerk will be provided with well-described and easily defended organizational chart, clearly responsive to the varying level of services that are provided by the County Clerk-DMV-Archives.

- (c) Projected change in Salary Dollars: Legal Recording Clerks tenure within the office 2 yrs – 7yrs. Salary change projected at approx. \$ 1500 per LRC (A. 1410 – 4 employees). Slater, Duers, Strong-Norman & Bowen. S.
- (d) Is there expected Revenue impact from this change? If so, please explain: LRC duties continue to involve both fee and non-fee duties in accordance with statutory responsibilities (CPLR Art. 80, Real Property Law Art. 9.

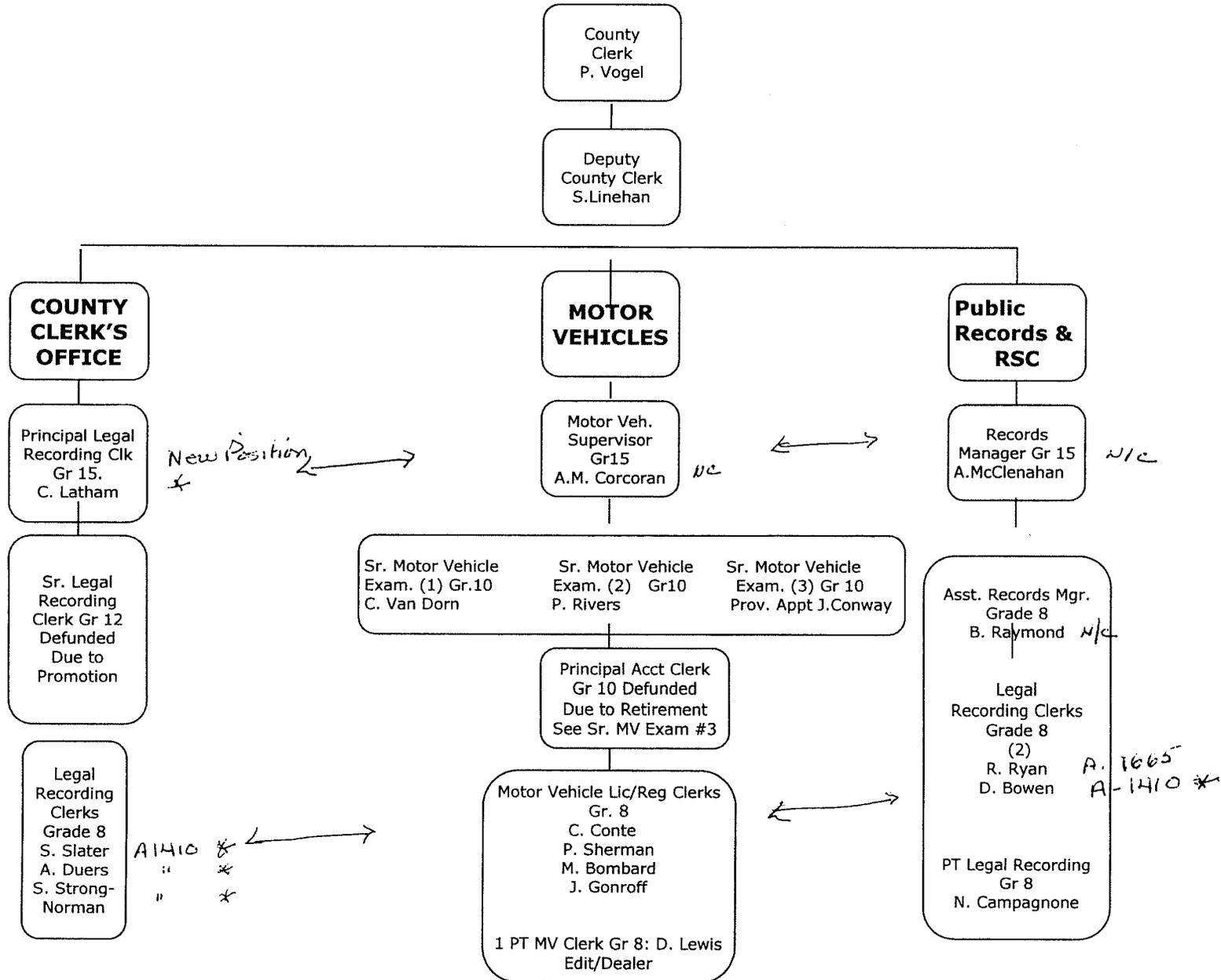
PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: [Signature]  
HR Director has Reviewed this form when initialed: 10/8/23

# County Clerk Proposed 8/15/2023

A1410



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Records  
BUDGET ACCOUNT CODE: A.1665

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$174,054.04	\$193,945.00	\$193,945.00	\$193,945.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$16,995.55	\$18,200.00	\$18,200.00	\$19,700.00
800's EMPLOYEE BENEFITS	\$73,140.07	\$79,845.00	\$79,845.00	\$88,040.00
<b>TOTALS</b>	<b>\$264,189.66</b>	<b>\$291,990.00</b>	<b>\$291,990.00</b>	<b>\$301,685.00</b>

SIGNED: *Samuel F. Vogel*  
DEPARTMENT HEAD  
TITLE: *Warren Co. Clerk*  
DATE: *4-6-2023*

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request									
<b>Fund A - General</b>															
EXPENSE															
Department <b>1665 - Public Records</b>															
<i>Personal Services</i>															
110	Salaries - Regular	154,903.83	168,182.00	168,182.00	107,875.20	168,182.00									
120	Salaries - Overtime	.00	.00	.00	1.96	.00									
130	Salaries - Part Time	19,150.21	25,763.00	25,763.00	15,079.11	25,763.00									
<i>Personal Services Totals</i>		<b>\$174,054.04</b>	<b>\$193,945.00</b>	<b>\$193,945.00</b>	<b>\$122,956.27</b>	<b>\$193,945.00</b>									
<table border="1"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>110</td> <td>Departmental Request</td> <td>All FT Civil Service positions filled under A.1665 110. Set as per WC. See Personnel request form re: reallocation Legal Rec. Clerk. Staffing changes important with election of new Co. Clerk.</td> </tr> <tr> <td>130</td> <td>Departmental Request</td> <td>Request is based on PT Leg Rec Clerk (1000 hr yr) -\$ 20,763 &amp; temp PT clerk as necessary (\$ 5000). See Personnel Request form for reallocation on LRC PT (imp. re: new county clerk.)</td> </tr> </tbody> </table>							Account	Level	Comment	110	Departmental Request	All FT Civil Service positions filled under A.1665 110. Set as per WC. See Personnel request form re: reallocation Legal Rec. Clerk. Staffing changes important with election of new Co. Clerk.	130	Departmental Request	Request is based on PT Leg Rec Clerk (1000 hr yr) -\$ 20,763 & temp PT clerk as necessary (\$ 5000). See Personnel Request form for reallocation on LRC PT (imp. re: new county clerk.)
Account	Level	Comment													
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130	Departmental Request	Request is based on PT Leg Rec Clerk (1000 hr yr) -\$ 20,763 & temp PT clerk as necessary (\$ 5000). See Personnel Request form for reallocation on LRC PT (imp. re: new county clerk.)													
<i>Contractual Expense</i>															
410	Supplies	2,585.05	3,000.00	3,000.00	2,212.48	3,000.00									
425	Reproduction Expenses	14,410.50	15,200.00	15,200.00	6,930.60	16,700.00									
<i>Contractual Expense Totals</i>		<b>\$16,995.55</b>	<b>\$18,200.00</b>	<b>\$18,200.00</b>	<b>\$9,143.08</b>	<b>\$19,700.00</b>									
<table border="1"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>410</td> <td>Departmental Request</td> <td>Request is bases on general supplies for Clerk/Public Records inc . consummables. Note: All office supplies combined under A.1410 &amp; A. 1665; total: 2022 both: \$ 9282. See A.1410 for modest increase. No chg to a. 1665 for 2024: \$ 3000.</td> </tr> <tr> <td>425</td> <td>Departmental Request</td> <td>Request includes: Arch. Solutions IQS Software (WC 13-21), \$ 850 per mo. contract \$ 10,200; Confidata disposition (for all co. depts, no chargeback, NYS contract, increase in April 2023)- project\$ 3000; Offsite MF Storage-Iron MT-\$ 500; IQS RP storage, \$ 3000. Total 2024: \$ 16,700, increase due to Conf.</td> </tr> </tbody> </table>							Account	Level	Comment	410	Departmental Request	Request is bases on general supplies for Clerk/Public Records inc . consummables. Note: All office supplies combined under A.1410 & A. 1665; total: 2022 both: \$ 9282. See A.1410 for modest increase. No chg to a. 1665 for 2024: \$ 3000.	425	Departmental Request	Request includes: Arch. Solutions IQS Software (WC 13-21), \$ 850 per mo. contract \$ 10,200; Confidata disposition (for all co. depts, no chargeback, NYS contract, increase in April 2023)- project\$ 3000; Offsite MF Storage-Iron MT-\$ 500; IQS RP storage, \$ 3000. Total 2024: \$ 16,700, increase due to Conf.
Account	Level	Comment													
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<i>Employee Benefits</i>															
810	Retirement	16,459.82	20,897.00	20,897.00	12,524.98	26,621.00									
830	Social Security	10,097.15	12,024.00	12,024.00	7,177.89	12,024.00									
831	Medicare Contribution	2,361.44	2,812.00	2,812.00	1,678.71	2,812.00									
860	Hospitalization	36,132.26	35,796.00	35,796.00	24,781.86	38,267.00									
865	Dental Insurance	528.32	528.00	528.00	365.76	528.00									
<i>Employee Benefits Totals</i>		<b>\$65,578.99</b>	<b>\$72,057.00</b>	<b>\$72,057.00</b>	<b>\$46,529.20</b>	<b>\$80,252.00</b>									
<i>Other Benefits</i>															
861	Retirees Hospitalization	7,561.08	7,788.00	7,788.00	4,542.93	7,788.00									
<i>Other Benefits Totals</i>		<b>\$7,561.08</b>	<b>\$7,788.00</b>	<b>\$7,788.00</b>	<b>\$4,542.93</b>	<b>\$7,788.00</b>									
Department <b>1665 - Public Records Totals</b>		<b>\$264,189.66</b>	<b>\$291,990.00</b>	<b>\$291,990.00</b>	<b>\$183,171.48</b>	<b>\$301,685.00</b>									

2024 Salary Schedule (Position Budgeting)  
Public Records

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
13128	Campagnone, Nancy 07-00 / \$20.76	Recording Clerk (1000 hrs) N/A / \$20.76	\$20,763.00	Less than Half	Less P/T12/21/12	10/31/2017
10044	McClenahan, Alison 15-23 / \$30.93	Records Manager 15-24 / \$30.93	\$64,330.00	Full Time	CSEA/FT	4/3/2000
11757	Raymond, Brian 08-13 / \$26.11	Assistant Records Manager 08-14 / \$26.11	\$54,307.00	Full Time	CSEA/FT	3/29/2010
12961	Ryan, Richard 07-07 / \$23.82	Recording Clerk #3 07-08 / \$23.82	\$49,545.00	Full Time	CSEA/FT	9/8/2016
	N/A / \$0.00	Public Records Part Time N/A / \$0.00	\$5,000.00			
			<b>5</b>			
			<b>\$193,945.00</b>			

## **2024 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1665 110

Title of Position: Legal Recording Clerk – Reallocation from Gr. 7 to Gr. 8

### **FOR NEW POSITIONS**

- (a) Annual Base Salary (and Grade if Applicable): Gr 8 Base: \$ 43,187
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Reallocation proposed for existing Gr. 7 positions in County Clerk A. 1410 110) & Public Records (A.1665 110).
  
- (c) Is this a mandated position? If so, please explain: While not considered mandates, Warren Co. is required to maintain adequate staffing and supplies to meet the statutory obligations of this constitutional office. Statute: NYS Constitution Art 6, Real Property Law Article 9 incl Section 316a. Legal Recording Clerk is a Civil Service position to perform all routine/financial transactions for court, real property, miscellaneous transactions.
  
- (d) Is there expected Revenue from this position? If so, please explain: Legal Recording Clerks have a shared responsibility in the acceptance of all fee and non-fee transactions – front counter – est. \$ 12 million per year.

### **FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: The County Clerk has made several efforts since 2017 to current to address the status of these positions through the county Reallocation Program (2017, 2018, 2019) without success; revisiting of LRC structure in 2022. Efforts have been directed at addressing grade status to ensure parity in the Civil Service Table of Organization, taking into consideration level of responsibilities, decision making, independent judgment, breadth of services. Recording Clerk and Legal Recording Clerks are now merged to one title: LRC. Since 2015, duties have expanded; are embedded in law; electronic format for court filing now mandatory (2018); annual certifications required with service delivery – passports, NYS Dept of State, notary requirements, deputy authorizations. It is my understanding that the Reallocation program was not offered this year. To date, all efforts toward reallocating LRC grade status have been unsuccessful.
  
- (b) Justification for Request: In this transitional year from a 20 year County Clerk to a newly-elected Clerk without prior affiliation with the Clerk's Office, it is imperative that we recognize the significance of all levels with the Clerk's Office from entry to long-tenured supervisory professionals. Each will have an important role in acclimating the new Clerk to all practices within this Constitutional Office. As indicated above the position of LRC is the entry level position within the County Clerk's Office and is equal in decision-making responsibilities and examination and verification of all records in a manner similar to colleagues within the DMV and Archives. The goal in reallocation is to : 1.) Establish parity in Warren County Civil Service Table of Organization – within the Office – ARM, MVLRC (each Gr 8) and equally important outside the office, ie: Real Property Tax Service – Sr. RP Clerk Gr 8. 2.) Be responsive to the evolution of processing within the office – from counter paper to office

EDMS, to knowledge of state guided portals for E-Recording, mandatory E-Filings, NYSCEF, all of which are embedded in law. 3.) Ensure appropriate workflow within the office during this electronic age and as all positions become increasingly blended. 4.) Recognition of the important role of all staff in business continuity in the face of emergency/disaster within the office or county-wide. 5.) Observes all confidentiality standards inherent to this Constitutional Office (ie: sealed court, divorce, separation, child surrenders, sex offender fines, DNA, pistol permit, passports. 6.) To ensure that the newly-elected County Clerk will be provided with well-described and easily defended organizational chart, clearly responsive to the varying level of services that are provided by the County Clerk-DMV-Archives.

(c) Projected change in Salary Dollars: . Salary change projected at approx. \$ 1500 per LRC (A. 1665 – 1 employee – FT. 7 yrs). *R. Ryan: 1 FT (1000) hrs. N. Campagnone*

(d) Is there expected Revenue impact from this change? If so, please explain: LRC duties continue to involve both fee and non-fee duties in accordance with statutory responsibilities (CPLR Art. 80, Real Property Law Art. 9.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

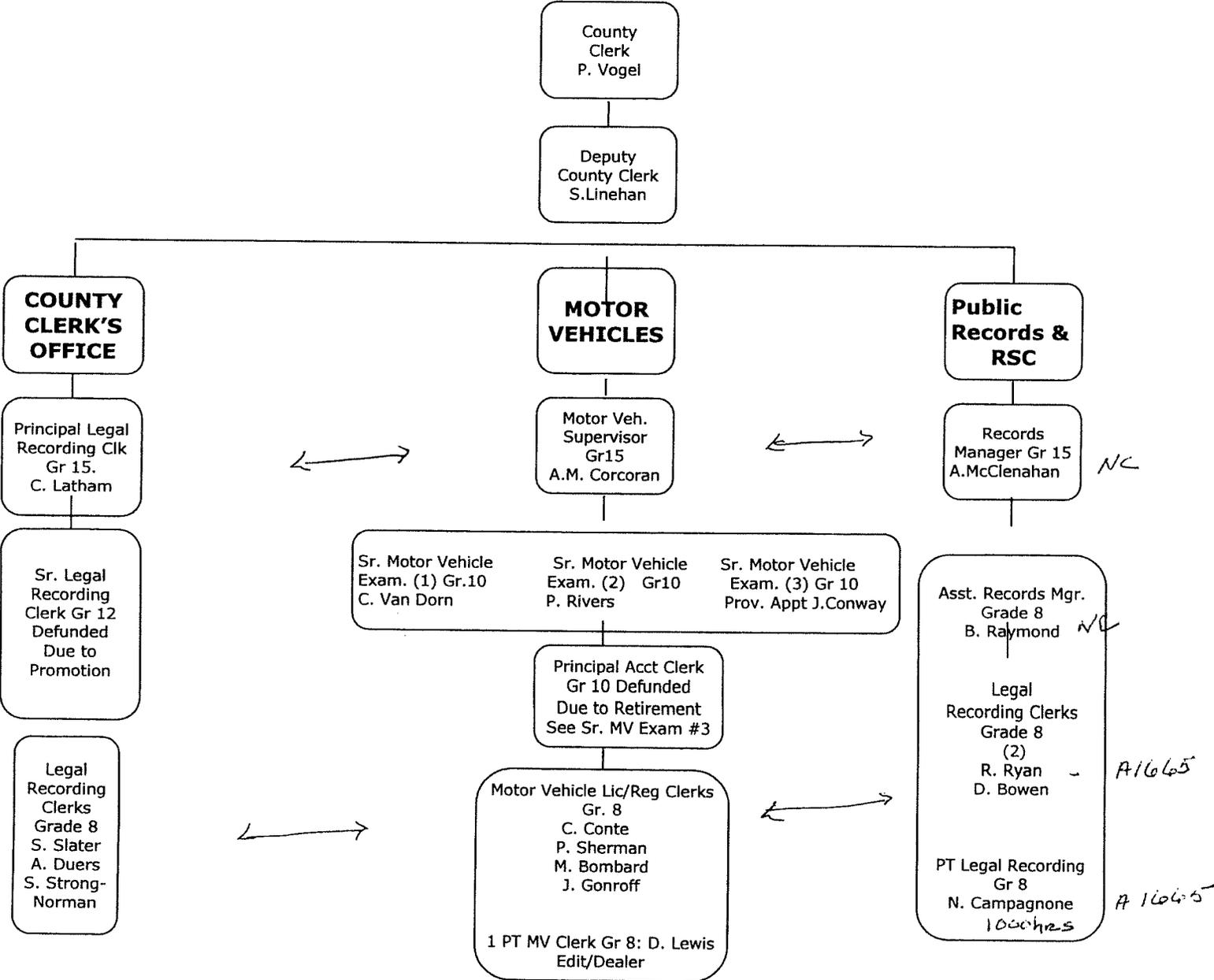
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: *[Signature]*

HR Director has Reviewed this form when initialed: *10/8/23*

# County Clerk Proposed 8/15/2023

A1665



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Historian  
BUDGET ACCOUNT CODE: A.7510

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$17,771.27	\$21,255.00	\$21,492.08	\$21,786.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$356.19	\$980.00	\$980.00	\$1,042.00
800's EMPLOYEE BENEFITS	\$1,438.49	\$1,717.00	\$1,735.14	\$1,761.00
<b>TOTALS</b>	<b>\$19,565.95</b>	<b>\$23,952.00</b>	<b>\$24,207.22</b>	<b>\$24,589.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: *Samela J. Dwyer*  
DEPARTMENT HEAD

TITLE: *Warren Co. Clerk*

DATE: *9-6-2023*

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>7510 - Historian</b>						
Personal Services						
130	Salaries - Part Time	17,771.27	21,255.00	21,492.08	12,923.07	21,786.00
	<i>Personal Services Totals</i>	<b>\$17,771.27</b>	<b>\$21,255.00</b>	<b>\$21,492.08</b>	<b>\$12,923.07</b>	<b>\$21,786.00</b>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	130	Departmental Request	PT Historian's Salary is based on 832 hours per year; approx. 16 hrs wk. Flexible time.			
<i>Contractual Expense</i>						
410	Supplies	55.68	130.00	85.00	21.93	100.00
423	Telephone	38.79	70.00	70.00	31.38	50.00
424	Postage	54.72	20.00	20.00	.00	20.00
427	Memberships & Dues	40.00	40.00	55.00	55.00	40.00
428	Data Processing & Internet Fees	67.00	70.00	70.00	70.00	82.00
444	Travel/Education/Conference	100.00	650.00	680.00	.00	750.00
	<i>Contractual Expense Totals</i>	<b>\$356.19</b>	<b>\$980.00</b>	<b>\$980.00</b>	<b>\$178.31</b>	<b>\$1,042.00</b>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	410	Departmental Request	Request is based on potential supply need; includes print costs charged back on copier. Slight reduction for 2024: \$ 100.			
	423	Departmental Request	Request reflects standard fees charged thru county network. Av. month: \$ 4. Suggest decrease. 2024 at \$ 50.			
	424	Departmental Request	Office relies on minimal postage costs. Spike in 2022, due to calculation error. Maintain request for 2024 as currently budgeted. 2024: \$ 20			
	427	Departmental Request	Historian serves as Director for NYS Historian's Association: APHNYS. Annual Dues: \$ 40. Maintain as is for 2024.			
	428	Departmental Request	Request is based on IT's assessment for internet/network access for 2024. Slight increase for 2024: \$ 82.			
	444	Departmental Request	Historian is a director on APHNYS Board; participates in conference planning;. 2024 Conference in Long Island, anticipates increase in arrangements/hotel/meals. Request includes moderate increase of \$ 100: \$ 750.00			
<i>Employee Benefits</i>						
830	Social Security	1,101.81	1,318.00	1,332.70	801.24	1,351.00
831	Medicare Contribution	257.68	308.00	311.44	187.39	316.00
	<i>Employee Benefits Totals</i>	<b>\$1,359.49</b>	<b>\$1,626.00</b>	<b>\$1,644.14</b>	<b>\$988.63</b>	<b>\$1,667.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	79.00	91.00	91.00	91.00	94.00

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>7510 - Historian</b>						
<i>Other Benefits</i>						
	<i>Other Benefits Totals</i>	\$79.00	\$91.00	\$91.00	\$91.00	\$94.00
Comments	<i>Account</i>					
	<i>Level</i>					
	<i>Departmental Request</i>	<i>Comment</i>				
	840	Request is based on Self Insurance Workers' Comp 2024 Assessment; represents slight increase. 2024: \$94.				
Department	<b>7510 - Historian</b>	Totals	\$19,565.95	\$23,952.00	\$24,207.22	\$14,181.01
		EXPENSE TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16
		Fund <b>A - General</b>	Totals			
		REVENUE TOTALS	\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$2,124,535.85
		EXPENSE TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16
		Fund <b>A - General</b>	Totals	\$3,132,718.42	\$2,618,236.00	\$2,610,842.56
		Net Grand Totals				
		REVENUE GRAND TOTALS	\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$2,124,535.85
		EXPENSE GRAND TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16
		Net Grand Totals	\$3,132,718.42	\$2,618,236.00	\$2,610,842.56	\$1,116,519.69

2024 Salary Schedule (Position Budgeting)  
Historian

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
12844	Cianfarano, Stanley N/A / \$26.19	County Historian N/A / \$26.19	\$21,786.00	Less than Half	Less P/T12/21/12	10/5/2015
		<b>1</b>	<b>\$21,786.00</b>			