

Legislative, Rules & Governmental Operations
County Clerk/DMV Agenda
October 3, 2024

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Amend Resolution 27 of 2024.
Rationale: Change in Court Personnel.
 2. Request: Resolution to Authorize Reimbursement of Expenses Incurred by County Clerk to Collect New York State Mortgage Recording Tax.
Rationale: All NYS County Clerks are mandated by State statute to administer and collect the New York State Mortgage Tax on behalf of the New York State Department of Taxation and Finance. However, section 262 of the Tax Law provides a rare funding mechanism which is used by fifty-three other NYS Counties to obtain reimbursement for the actual expenses incurred on an annual basis. Historically, Warren County has performed this tax collection service for NYSDTF and treated it as if it were another unfunded mandate. This resolution would make it a “funded” mandate.
- V. Discussion Items:
 1. Review of 2025 Budget
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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/DMV

DATE: 9/17/2024

- (a) Purpose of Request:
Amend Resolution 27 of 2024.

- (b) Details:
Stephanie Dillon was appointed as Deputy Chief Clerk of the Warren County Supreme Court and as such should replace Scott Fitzsimmons as Special Court Clerk.

- (c) Previous Resolution Number:
27 of 2024

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
N/A

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, CONOVER, WILD, DRISCOLL, MADAY, GERACI AND THOMAS

AMENDING RESOLUTION NO. 27 OF 2024, AUTHORIZING THE ACTIONS OF THE WARREN COUNTY CLERK TO APPOINT MEMBERS OF THE SUPREME AND COUNTY CLERK'S OFFICE AS SPECIAL COURT CLERKS, TO UPDATE APPOINTMENTS

WHEREAS, pursuant to Resolution No. 27 of 2024 the Warren County Board of Supervisors appointed Sheila Kent, Scott Fitzsimmons, Lisa Relyea, Anthony Moccia and Mark Thompson as Special Court Clerks, effective January 1, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, and

WHEREAS, the County Clerk has recommended, and the Legislative, Rules & Governmental Operations Committee approved, the request to remove Scott Fitzsimmons and appoint Stephanie Dillon as a Special Court Clerk, effective June 6, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the removal of Scott Fitzsimmons and the appointment of Stephanie Dillon as a Special Court Clerk, effective June 6, 2024 and continuing for the term of office for which the current Board of Supervisors were elected, and be it further

RESOLVED, that other than the changes set forth herein, all other terms and conditions of Resolution No. 27 of 2024 will remain in effect.

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/DMV

DATE: 9/17/2024

- (a) Purpose of Request:
Authorize reimbursement of expenses incurred by the County Clerk to collect New York State Mortgage Recording Tax.

- (b) Details:
All NYS County Clerks are mandated by State statute to administer and collect the New York State Mortgage Tax on behalf of the New York State Department of Taxation and Finance. However, section 262 of the Tax Law provides a rare funding mechanism which is used by fifty-three other counties to obtain reimbursement for the actual expenses incurred on an annual basis.

- (c) Previous Resolution Number:
N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
N/A

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

* as listed in budget and LOGOS

COUNTY CLERK 2025 BUDGET REVIEW

| Department | Account | Account Description | Change | Notes |
|-----------------------|---------|---------------------------------|----------|---|
| County Clerk - A.1410 | 210 | Furniture/Furnishings | \$5,000 | \$2,500 dedicated for 2024, remainder for 2025. Staff office furniture. |
| County Clerk - A.1410 | 410 | Supplies | \$2,000 | Additional staff, closer to actual expense |
| County Clerk - A.1410 | 424 | Postage | -\$1,000 | Lowered to 2023 actual |
| County Clerk - A.1410 | 426 | Subscriptions | \$60 | Actual costs |
| County Clerk - A.1410 | 427 | Memberships & Dues | \$60 | Actual costs |
| County Clerk - A.1410 | 428 | Data Processing & Internet Fees | \$47 | Actual costs per IT |
| County Clerk - A.1410 | 439 | Misc Fees & Expense | \$625 | Accounting for Fingerprinting DMV/ Health & Safety Expense |
| County Clerk - A.1410 | 444 | Travel/Education/Conference | \$4,250 | Staff of 22, new County Clerk & Deputy |
| Historian - A.7510 | 424 | Postage | \$10 | Additional support |
| Historian - A.7510 | 427 | Membership & Dues | \$25 | Actual cost for 2025 |
| Historian - A.7510 | 428 | Data Processing & Internet Fees | -\$7 | Actual cost for 2025 |

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Clerk

BUDGET ACCOUNT CODE: A.1410

| OBJECT CODES | 2023 EXPENDITURES | 2024 ADOPTED | 2024 AMENDED | 2025 DEPARTMENT REQUESTS |
|-------------------------|--------------------------|-----------------------|-----------------------|---------------------------------|
| 100's PERSONAL SERVICES | \$839,078.01 | \$865,940.00 | \$883,509.00 | \$907,288.00 |
| 200's EQUIPMENT | \$12,369.71 | \$250.00 | \$250.00 | \$5,250.00 |
| 400's CONTRACTUAL | \$104,520.66 | \$1,102,103.00 | \$1,116,261.00 | \$1,108,695.00 |
| 800's EMPLOYEE BENEFITS | \$340,806.68 | \$376,752.00 | \$381,383.00 | \$459,735.00 |
| TOTALS | \$1,296,775.06 | \$2,345,045.00 | \$2,381,403.00 | \$2,480,968.00 |

| 2023 REVENUES | 2024 ADOPTED REVENUES | 2024 AMENDED REVENUES | 2025 DEPARTMENT REQUESTS |
|----------------------|------------------------------|------------------------------|---------------------------------|
| \$3,831,300.10 | \$3,905,000.00 | \$3,905,000.00 | \$3,905,000.00 |

SIGNED:

Camp Black
DEPARTMENT HEAD

TITLE:

County Clerk

DATE:

9/6/2024

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

| OBJECT CODES | 2023 EXPENDITURES | 2024 ADOPTED | 2024 AMENDED | 2025 DEPARTMENT REQUESTS |
|-------------------------|---------------------|---------------------|---------------------|--------------------------|
| 100's PERSONAL SERVICES | \$188,883.30 | \$193,945.00 | \$193,945.00 | \$189,148.00 |
| 200's EQUIPMENT | | | | \$0.00 |
| 400's CONTRACTUAL | \$17,289.54 | \$19,700.00 | \$19,700.00 | \$19,700.00 |
| 800's EMPLOYEE BENEFITS | \$78,462.59 | \$83,682.00 | \$83,682.00 | \$90,630.00 |
| TOTALS | \$284,635.43 | \$297,327.00 | \$297,327.00 | \$299,478.00 |

SIGNED:

Cathy L. Back
DEPARTMENT HEAD

TITLE:

County Clerk

DATE:

9/6/2024

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

| OBJECT CODES | 2023 EXPENDITURES | 2024 ADOPTED | 2024 AMENDED | 2025 DEPARTMENT REQUESTS |
|-------------------------|--------------------|--------------------|--------------------|--------------------------|
| 100's PERSONAL SERVICES | \$20,123.97 | \$22,407.00 | \$22,407.00 | \$22,407.00 |
| 200's EQUIPMENT | | | | \$0.00 |
| 400's CONTRACTUAL | \$886.72 | \$1,042.00 | \$1,042.00 | \$1,070.00 |
| 800's EMPLOYEE BENEFITS | \$1,630.49 | \$1,808.00 | \$1,808.00 | \$1,813.00 |
| TOTALS | \$22,641.18 | \$25,257.00 | \$25,257.00 | \$25,290.00 |

| 2023 REVENUES | 2024 ADOPTED REVENUES | 2024 AMENDED REVENUES | 2025 DEPARTMENT REQUESTS |
|---------------|-----------------------|-----------------------|--------------------------|
| \$0.00 | | | \$0.00 |

SIGNED: Campbell Black
DEPARTMENT HEAD
TITLE: County Clerk
DATE: 9/6/2024

| Account | Account Description | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Departmental Request |
|---------------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| Fund A - General | | | | | | |
| REVENUE | | | | | | |
| Department 1410 - County Clerk | | | | | | |
| <i>Non-Property Tax Items</i> | | | | | | |
| 1136 | Automobile Use Tax | 493,642.85 | 475,000.00 | 475,000.00 | 287,173.49 | 475,000.00 |
| | <i>Non-Property Tax Items Totals</i> | <u>\$493,642.85</u> | <u>\$475,000.00</u> | <u>\$475,000.00</u> | <u>\$287,173.49</u> | <u>\$475,000.00</u> |
| <i>Departmental Income</i> | | | | | | |
| 1255 | County Clerks Fees | 1,079,416.90 | 1,270,000.00 | 1,270,000.00 | 643,957.27 | 1,270,000.00 |
| 1256 | Local Mortgage Tax | 1,116,300.45 | 1,100,000.00 | 1,100,000.00 | 486,926.30 | 1,100,000.00 |
| 1256.01 | Additional Mortgage Tax | 1,085,656.30 | 1,000,000.00 | 1,000,000.00 | 469,664.21 | 1,000,000.00 |
| 1259 | Clerk Internet Sales | 56,283.60 | 60,000.00 | 60,000.00 | 35,187.20 | 60,000.00 |
| | <i>Departmental Income Totals</i> | <u>\$3,337,657.25</u> | <u>\$3,430,000.00</u> | <u>\$3,430,000.00</u> | <u>\$1,635,734.98</u> | <u>\$3,430,000.00</u> |
| | Department 1410 - County Clerk Totals | <u>\$3,831,300.10</u> | <u>\$3,905,000.00</u> | <u>\$3,905,000.00</u> | <u>\$1,922,908.47</u> | <u>\$3,905,000.00</u> |
| | REVENUE TOTALS | <u>\$3,831,300.10</u> | <u>\$3,905,000.00</u> | <u>\$3,905,000.00</u> | <u>\$1,922,908.47</u> | <u>\$3,905,000.00</u> |

| Account | Account Description | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Departmental Request |
|---------------------------------------|---------------------------------|--|-----------------------|-----------------------|---------------------|---------------------------|
| Fund A - General | | | | | | |
| EXPENSE | | | | | | |
| Department 1410 - County Clerk | | | | | | |
| <i>Personal Services</i> | | | | | | |
| 110 | Salaries - Regular | 815,352.60 | 836,376.00 | 841,945.00 | 523,518.08 | 877,724.00 |
| 120 | Salaries - Overtime | 1,536.91 | 2,700.00 | 2,700.00 | 876.97 | 2,700.00 |
| 130 | Salaries - Part Time | 22,188.50 | 26,864.00 | 38,864.00 | 26,427.31 | 26,864.00 |
| <i>Personal Services Totals</i> | | \$839,078.01 | \$865,940.00 | \$883,509.00 | \$550,822.36 | \$907,288.00 |
| <i>Equipment</i> | | | | | | |
| 210 | Furniture/Furnishings | .00 | .00 | .00 | .00 | 5,000.00 |
| 220 | Office Equipment | 60.76 | 250.00 | 250.00 | 194.09 | 250.00 |
| 220.1 | Office Equipment - Reserve | 12,308.95 | .00 | .00 | .00 | .00 |
| <i>Equipment Totals</i> | | \$12,369.71 | \$250.00 | \$250.00 | \$194.09 | \$5,250.00 |
| Comments | | | | | | |
| <i>Account</i> | <i>Level</i> | <i>Comment</i> | | | | |
| 210 | Departmental Request | Desks, chairs, cabinets, side by sides | | | | |
| <i>Contractual Expense</i> | | | | | | |
| 410 | Supplies | 8,692.88 | 7,000.00 | 7,000.00 | 3,913.04 | 9,000.00 |
| 413 | Repair & Maint.-Bldg/Property | .00 | .00 | .00 | .00 | 1,000.00 |
| 422 | Repair/Maint-Equipment | .00 | 450.00 | 450.00 | .00 | .00 |
| 423 | Telephone | 3,343.24 | 3,500.00 | 3,500.00 | 1,698.16 | 3,500.00 |
| 424 | Postage | 10,715.32 | 12,000.00 | 12,000.00 | 4,058.72 | 11,000.00 |
| 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 | 460.00 |
| 427 | Memberships & Dues | 300.00 | 300.00 | 360.00 | 360.00 | 360.00 |
| 428 | Data Processing & Internet Fees | 280.00 | 328.00 | 328.00 | 328.00 | 375.00 |
| 436 | Advertising Fees | 235.22 | 250.00 | 250.00 | 232.98 | 250.00 |
| 439 | Misc Fees & Expenses | .00 | 125.00 | 195.00 | 191.00 | 750.00 |
| 440 | Legal/Transcript Fees | 3,684.00 | .00 | 8,158.00 | 504.50 | .00 |
| 444 | Travel/Education/Conference | 691.00 | 750.00 | 6,620.00 | 1,084.00 | 5,000.00 |
| 470 | Contract | .00 | 1,000,000.00 | 1,000,000.00 | 469,664.21 | 1,000,000.00 |
| <i>Contractual Expense Totals</i> | | \$104,520.66 | \$1,102,103.00 | \$1,116,261.00 | \$526,589.61 | \$1,108,695.00 |

| Account | Account Description | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Departmental Request |
|---------------------------------------|--|-----------------------|-----------------------|--|-----------------------|---------------------------|
| Fund A - General | | | | | | |
| EXPENSE | | | | | | |
| Department 1410 - County Clerk | | | | | | |
| Comments | | | | | | |
| | <i>Account</i> | | <i>Level</i> | <i>Comment</i> | | |
| | 410 | | Departmental Request | 2023 actual \$8700, adding additional staff members | | |
| | 413 | | Departmental Request | Building office in main lobby | | |
| | 426 | | Departmental Request | \$200 setmore, \$260 Adobe | | |
| | 427 | | Departmental Request | \$300 NYSACC, \$60 PRIA | | |
| | 428 | | Departmental Request | 5 users at \$75 each | | |
| | 439 | | Departmental Request | DMV Fingerprinting, health & safety | | |
| | 444 | | Departmental Request | Staff of 22-25, need additional exposure to NYSACC, NYSAC, Public Records, DMV and Staff Development | | |
| | 470 | | Departmental Request | Should match revenue line 1256.01 for CDTA Res233 of 2023 | | |
| <i>Employee Benefits</i> | | | | | | |
| 810 | Retirement | 83,541.31 | 117,784.00 | 120,612.00 | 64,356.20 | 127,828.00 |
| 830 | Social Security | 48,803.05 | 53,536.00 | 54,997.00 | 31,404.46 | 56,251.00 |
| 831 | Medicare Contribution | 11,413.56 | 12,556.00 | 12,898.00 | 7,344.57 | 13,157.00 |
| 860 | Hospitalization | 156,388.79 | 154,109.00 | 153,344.00 | 102,041.02 | 203,882.00 |
| 865 | Dental Insurance | 2,583.84 | 2,496.00 | 2,496.00 | 1,682.05 | 2,904.00 |
| | <i>Employee Benefits Totals</i> | \$302,730.55 | \$340,481.00 | \$344,347.00 | \$206,828.30 | \$404,022.00 |
| <i>Other Benefits</i> | | | | | | |
| 840 | Workmen's Compensation | 4,816.00 | 5,090.00 | 5,090.00 | 5,090.00 | 5,524.00 |
| 861 | Retirees Hospitalization | 33,260.13 | 31,181.00 | 31,181.00 | 21,768.70 | 48,689.00 |
| 862 | Health Insurance Cost Reimbursement | .00 | .00 | 765.00 | 962.54 | 1,500.00 |
| | <i>Other Benefits Totals</i> | \$38,076.13 | \$36,271.00 | \$37,036.00 | \$27,821.24 | \$55,713.00 |
| | Department 1410 - County Clerk Totals | \$1,296,775.06 | \$2,345,045.00 | \$2,381,403.00 | \$1,312,255.60 | \$2,480,968.00 |

| Account | Account Description | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Departmental Request |
|--|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|
| Fund A - General | | | | | | |
| EXPENSE | | | | | | |
| Department 1665 - Public Records | | | | | | |
| <i>Personal Services</i> | | | | | | |
| 110 | Salaries - Regular | 165,933.01 | 168,182.00 | 168,182.00 | 102,899.29 | 162,554.00 |
| 120 | Salaries - Overtime | 1.96 | .00 | .00 | 8.09 | .00 |
| 130 | Salaries - Part Time | 22,948.33 | 25,763.00 | 25,763.00 | 14,370.56 | 26,594.00 |
| <i>Personal Services Totals</i> | | \$188,883.30 | \$193,945.00 | \$193,945.00 | \$117,277.94 | \$189,148.00 |
| <i>Contractual Expense</i> | | | | | | |
| 410 | Supplies | 2,769.64 | 3,000.00 | 3,000.00 | 1,577.50 | 3,000.00 |
| 425 | Reproduction Expenses | 14,519.90 | 16,700.00 | 16,700.00 | 7,200.00 | 16,700.00 |
| <i>Contractual Expense Totals</i> | | \$17,289.54 | \$19,700.00 | \$19,700.00 | \$8,777.50 | \$19,700.00 |
| <i>Employee Benefits</i> | | | | | | |
| 810 | Retirement | 19,277.99 | 24,692.00 | 24,692.00 | 14,705.88 | 27,271.00 |
| 830 | Social Security | 11,020.93 | 12,024.00 | 12,024.00 | 6,811.07 | 11,728.00 |
| 831 | Medicare Contribution | 2,577.47 | 2,812.00 | 2,812.00 | 1,592.94 | 2,743.00 |
| 860 | Hospitalization | 37,249.68 | 36,462.00 | 36,462.00 | 22,725.48 | 42,151.00 |
| 865 | Dental Insurance | 548.64 | 528.00 | 528.00 | 326.96 | 528.00 |
| <i>Employee Benefits Totals</i> | | \$70,674.71 | \$76,518.00 | \$76,518.00 | \$46,162.33 | \$84,421.00 |
| <i>Other Benefits</i> | | | | | | |
| 861 | Retirees Hospitalization | 7,787.88 | 7,164.00 | 7,164.00 | 3,431.85 | 6,209.00 |
| <i>Other Benefits Totals</i> | | \$7,787.88 | \$7,164.00 | \$7,164.00 | \$3,431.85 | \$6,209.00 |
| Department 1665 - Public Records Totals | | \$284,635.43 | \$297,327.00 | \$297,327.00 | \$175,649.62 | \$299,478.00 |

| Account | Account Description | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Departmental Request |
|------------------------------------|---|-----------------------|---|-----------------------|-----------------------|---------------------------|
| Fund A - General | | | | | | |
| EXPENSE | | | | | | |
| Department 7510 - Historian | | | | | | |
| <i>Personal Services</i> | | | | | | |
| 130 | Salaries - Part Time | 20,123.97 | 22,407.00 | 22,407.00 | 12,361.40 | 22,407.00 |
| | <i>Personal Services Totals</i> | \$20,123.97 | \$22,407.00 | \$22,407.00 | \$12,361.40 | \$22,407.00 |
| <i>Contractual Expense</i> | | | | | | |
| 410 | Supplies | 35.49 | 100.00 | 90.00 | 16.29 | 100.00 |
| 423 | Telephone | 47.45 | 50.00 | 50.00 | 21.61 | 50.00 |
| 424 | Postage | 1.78 | 20.00 | 20.00 | 19.84 | 30.00 |
| 427 | Memberships & Dues | 55.00 | 40.00 | 50.00 | 50.00 | 65.00 |
| 428 | Data Processing & Internet Fees | 70.00 | 82.00 | 82.00 | 82.00 | 75.00 |
| 444 | Travel/Education/Conference | 677.00 | 750.00 | 750.00 | .00 | 750.00 |
| | <i>Contractual Expense Totals</i> | \$886.72 | \$1,042.00 | \$1,042.00 | \$189.74 | \$1,070.00 |
| <i>Comments</i> | | | | | | |
| | <i>Account</i> | <i>Level</i> | <i>Comment</i> | | | |
| | 427 | Departmental Request | APHNYS actual amount for our population is \$65 | | | |
| <i>Employee Benefits</i> | | | | | | |
| 830 | Social Security | 1,247.70 | 1,389.00 | 1,389.00 | 766.40 | 1,389.00 |
| 831 | Medicare Contribution | 291.79 | 325.00 | 325.00 | 179.24 | 325.00 |
| | <i>Employee Benefits Totals</i> | \$1,539.49 | \$1,714.00 | \$1,714.00 | \$945.64 | \$1,714.00 |
| <i>Other Benefits</i> | | | | | | |
| 840 | Workmen's Compensation | 91.00 | 94.00 | 94.00 | 94.00 | 99.00 |
| | <i>Other Benefits Totals</i> | \$91.00 | \$94.00 | \$94.00 | \$94.00 | \$99.00 |
| | Department 7510 - Historian Totals | \$22,641.18 | \$25,257.00 | \$25,257.00 | \$13,590.78 | \$25,290.00 |
| | EXPENSE TOTALS | \$1,604,051.67 | \$2,667,629.00 | \$2,703,987.00 | \$1,501,496.00 | \$2,805,736.00 |
| | Fund A - General Totals | | | | | |
| | REVENUE TOTALS | \$3,831,300.10 | \$3,905,000.00 | \$3,905,000.00 | \$1,922,908.47 | \$3,905,000.00 |
| | EXPENSE TOTALS | \$1,604,051.67 | \$2,667,629.00 | \$2,703,987.00 | \$1,501,496.00 | \$2,805,736.00 |
| | Fund A - General Totals | \$2,227,248.43 | \$1,237,371.00 | \$1,201,013.00 | \$421,412.47 | \$1,099,264.00 |
| | Net Grand Totals | | | | | |
| | REVENUE GRAND TOTALS | \$3,831,300.10 | \$3,905,000.00 | \$3,905,000.00 | \$1,922,908.47 | \$3,905,000.00 |
| | EXPENSE GRAND TOTALS | \$1,604,051.67 | \$2,667,629.00 | \$2,703,987.00 | \$1,501,496.00 | \$2,805,736.00 |
| | Net Grand Totals | \$2,227,248.43 | \$1,237,371.00 | \$1,201,013.00 | \$421,412.47 | \$1,099,264.00 |

2025 Salary Schedule (Position Budgeting)
County Clerk

| Empl. # | Name | Position | Annual Earnings | Empl. Type | Benefit Group | Hire Date |
|---------|---|--|-----------------|----------------|------------------|------------|
| | Jan1 Grade & Rate | Ann. Grade & Rate | | | | |
| 13875 | Black, Carrie N/A / \$52.79 | County Clerk N/A / \$52.79 | \$96,081.00 | Elected | Elected/FT | 1/1/2024 |
| 13728 | Bombard, Melissa 08-02 / \$22.14 | MV LIC/REG CLERK #8 08-03 / \$22.47 | \$46,184.00 | Full Time | CSEA/FT | 10/17/2022 |
| 13604 | Bowen, Dionne 07-03 / \$21.71 | Legal Recording Clerk #3 07-04 / \$22.03 | \$45,277.00 | Full Time | CSEA/FT | 10/18/2021 |
| 12428 | Conte, Christine 08-11 / \$26.11 | MV License/Reg Clerk #2 08-12 / \$26.11 | \$54,307.00 | Full Time | CSEA/FT | 9/30/2013 |
| 11443 | Conway, Jamie 10-16 / \$27.95 | Senior MV Examiner #3 10-17 / \$27.95 | \$58,144.00 | Full Time | CSEA/FT | 4/14/2008 |
| 13429 | Duers, Alexandra 07-04 / \$22.03 | Legal Record Clerk 07-05 / \$23.82 | \$48,829.00 | Full Time | CSEA/FT | 2/24/2020 |
| 11708 | Latham, Christine 15-15 / \$30.69 | Principal Legal Recording Clerk 15-16 / \$30.69 | \$63,830.00 | 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 |
| 12226 | Morgan, Linda N/A / \$38.20 | 1st Deputy County Clerk N/A / \$38.20 | \$69,517.00 | Full Time | Appointed F/T | 12/3/2013 |
| 12702 | Rivers, Peter 10-10 / \$27.71 | Senior MV Examiner #2 10-11 / \$27.71 | \$57,644.00 | Full Time | CSEA/FT | 12/1/2014 |
| 13021 | Sherman, Patricia 08-03 / \$22.47 | MV License/Reg Clerk #7 08-04 / \$22.81 | \$47,367.00 | Full Time | CSEA/FT | 2/8/2021 |
| 11013 | Slater, Shannon 07-02 / \$21.39 | Legal Recording Clerk 07-03 / \$21.71 | \$45,121.00 | Full Time | CSEA/FT | 1/4/2022 |
| 13625 | Strong-Norman, Susan 07-03 / \$21.71 | Legal Recording Clerk #2 07-04 / \$22.03 | \$45,147.00 | Full Time | CSEA/FT | 12/27/2021 |

| | | | | | |
|-------|-----------------|-----------------------------|-----------------------|----------|---------------------|
| 11067 | Van Dorn, Cindy | Senior MV Examiner | \$58,144.00 Full Time | CSEA/FT. | 3/6/2006 |
| | 10-18 / \$27.95 | 10-19 / \$27.95 | | | |
| | | County Clerk Over Time | \$2,700.00 | | |
| | N/A / \$0.00 | N/A / \$0.00 | | | |
| | | County Clerk Part Time Help | \$4,500.00 | | |
| | N/A / \$0.00 | N/A / \$0.00 | | | |
| | | MV License/Reg Clerk #10 | \$44,729.00 | | |
| | 08-00 / \$21.50 | N/A / \$21.50 | | | |
| | | MV Supervisor | \$52,674.00 | | |
| | 15-00 / \$25.32 | N/A / \$25.32 | | | |
| | | Pistol Permit Clerk | \$44,729.00 | | |
| | 08-00 / \$21.50 | N/A / \$21.50 | | | |
| | | | | | |
| | | | 19 | | |
| | | | | | \$907,288.00 |

2025 Salary Schedule (Position Budgeting)
Historian

| Empl. # | Name | Position | Annual Earnings | Empl. Type | Benefit Group | Hire Date |
|----------------|--------------------------------------|-----------------------------------|------------------------|-------------------|----------------------|------------------|
| | Jan1 Grade & Rate | Ann. Grade & Rate | | | | |
| 12844 | Cianfarano, Stanley N/A / \$26.93 | County Historian N/A / \$26.93 | \$22,407.00 | Less than Half | Less P/T12/21/12 | 10/5/2015 |
| | | 1 | \$22,407.00 | | | |

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A.1410 110

TITLE OF POSITION: 1st Deputy County Clerk

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Salary Increase from \$69,517 to \$77,000

Justification for Request: The current salary for the Deputy County Clerk position does not adequately reflect the complexity of the role, the volume of work, and the level of responsibility. A comprehensive analysis of county clerk salaries across the state reveals that the mean and median salaries are significantly higher than the current salary for the Deputy County Clerk in Warren County. This discrepancy indicates that the current compensation is undervalued. Many counties, including those with similar populations, employ multiple deputy clerks to handle the workload. Warren County's decision to allocate only one position for this role places a disproportionate burden on the current Deputy County Clerk. Linda has demonstrated exceptional performance throughout her twelve years of service to Warren County. Her contributions to the County Clerk's office, including her innovative ideas, efficiency, dedication, and commitment to constituents, have been invaluable. **Proposed Solution:** To address the undercompensation of the Deputy County Clerk position and recognize Linda's outstanding contributions, it is recommended to increase her salary. This adjustment would align her compensation with the market rate for similar positions, reflect the increased workload resulting from the single-position allocation, and acknowledge her exceptional performance. **Examples from Other Counties:** **Cayuga County:** With a population of 76,248, Cayuga County employs two deputy clerks for a combined salary of \$134,000. **Columbia County:** With a population of 61,570, Columbia County employs two deputy clerks for a combined salary of \$156,986. **Genesee County:** With a population of 58,388, Genesee County employs two deputy

clerks for a combined salary of \$185,844. **Conclusion:** By increasing the Deputy County Clerk's salary, Warren County can ensure that the position is appropriately compensated, recognize Linda's exceptional contributions, and maintain a competitive compensation structure within the county.

Projected change in Salary Dollars: \$7,483

Is there expected Revenue impact from this change? If so, please explain: [Click or tap here to enter text.](#)

Deputy County Clerks from ListServ Survey 8/2024

| <u>County</u> | <u>Title</u> | <u>Salary</u> |
|---------------|------------------------------|---------------|
| Cayuga | First Deputy | \$ 70,000 |
| | Second Deputy | \$ 64,000 |
| Chemung | Deputy Director | \$ 65,000 |
| Columbia | Deputy Clerk | \$ 78,968 |
| | Deputy DMV | \$ 78,000 |
| Cortland | First Deputy | \$ 59,254 |
| Delaware | First Deputy | \$ 52,992 |
| Franklin | First Deputy | \$ 72,122 |
| Genessee | First Deputy | \$ 94,019 |
| | Second Deputy | \$ 91,825 |
| Ontario | First Deputy | \$ 84,000 |
| Orleans | Deputy Clerk | \$ 50,255 |
| | Deputy DMV | \$ 61,052 |
| Oswego | First Deputy | \$ 77,145 |
| | Second Deputy (Ops) | \$ 64,026 |
| | Second Deputy (DMV) | \$ 55,997 |
| Rensselaer | Clerk Deputy | \$ 108,187 |
| | DMV Deputy | \$ 94,544 |
| Rockland | First Deputy | \$ 103,000 |
| | Second Deputy | \$ 88,000 |
| Tompkins | First Deputy | \$ 88,692 |
| | Second | \$ 80,655 |
| Westchester | Chief Asst to County Clerk | \$ 186,965 |
| | Exec. Deputy to County Clerk | \$ 156,220 |
| | Deputy County Clerk | \$ 143,200 |
| | Average | \$ 86,725 |
| | Median | \$ 78,968 |

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A.1410 110

TITLE OF POSITION: Senior Legal Recording Clerk

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): \$48,983; Grade 12

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Click or tap here to enter text.

Justification for Request: The reinstatement of the Senior Legal Recording Clerk position is crucial to address the current operational challenges within the County Clerk's office. This position would not only provide essential support to the Principal Legal Recording Clerk but also create a clear career path for employees, fostering growth and succession planning. By delegating tasks such as verifying active records and assisting with court and legal work, the Senior Legal Recording Clerk would free up the Principal to focus on more complex and strategic responsibilities. Additionally, this position could potentially contribute to increased county revenue through enhanced criminal search services. Ultimately, the reinstatement of this role would be a valuable investment in the office's efficiency and effectiveness.

Projected change in Salary Dollars: Click or tap here to enter text.

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

SENIOR LEGAL RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a complex position requiring demonstrated understanding of the duties, responsibilities and services of the Office of the County Clerk. The incumbent will have specialized knowledge of the processes necessary for the recording and filing, indexing and imaging of documents and legal instruments relative to real property and civil court proceedings in the office of the County Clerk, including e-recording as set forth by Ch 549 Laws of NY 2011 and be knowledgeable of applicable fees and taxes. It is a supervisory position requiring oversight of the processing of documents by subordinates and includes resolving problem transactions, training of subordinates, and coordinating of office work activities. Duties are performed independently. Serves under the County Clerk/Deputy. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees the processing of all real property recordings and the filing of civil action proceedings and legal/miscellaneous instruments as presented to the Clerk's Office: includes acceptance criteria, reviews for accuracy/completeness, fee calculation; specializes in overseeing fee transactions and court dockets; assists in computerized system conversions: fee/court indexing and imaging;
- Implements, oversees and processes electronic recordings and/or electronic filings as set forth by Ch.549 Laws of New York 2011 (effective 2012);
- Assigns work activities to subordinates to ensure timely processing of all transactions according to statutory requirements; prioritizes and rotates selected work activities; adjusts staff scheduling to meet needs of office and public;
- Assists subordinates in resolving problematic transactions; oversees correction of recording, filing and fee collection errors on the document and on the computer system; addresses recording or filing problems in a timely and expeditious manner; serves as liaison with other supervisory personnel within the department to ensure accuracy of the recording/filing process;
- Provides orientation and training to new employees and in-service training to current staff; interprets agency policy and procedures; informs staff of revisions/updates/changes in recording, filing, and procedural mandates and ensures office compliance of same; responds to requests by staff/public for additional information or clarification of recording process;
- Evaluates work performance of probationary employees and subordinates on a periodic basis; participates in new hire interview process; advises Clerk of potential personnel problems or issues that would prove disruptive to the workplace; participates in periodic supervisory and office staff meetings; attends professional meetings, workshops, and conferences as a representative of the office;
- Assists Clerk in developing office procedures and guidelines, training manuals, and forms; corresponds by telephone or in writing with law offices, title, banking, mortgage companies and State agencies; oversees timely return of rejected documents; completes informational surveys submitted to office by State/National organizations and agencies;
- Provides necessary documentation for independent or State audits, monthly, semi-annual, annual reports;
- Performs all duties specific to the office including: processing of real property recordings, court and miscellaneous records filing, in-office and electronic submission; fee calculation & collection; operation of fee transaction and court indexing computer systems; generation of daily or periodic reports; verification of entries into court register; certification, authentication and notarization of documents; passport acceptance and processing; services pistol permit applicants; arranges for equipment or system maintenance or repair.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Demonstrated knowledge of real property terminology and recording procedures;
- Demonstrated knowledge of court case proceedings, filing structure, legal terminology;
- Working knowledge of business arithmetic and English;
- Proficient in department computer system, computerized cashiering, keyboard entry, and typing;
- Proficient in clerical functions/office record-keeping: organization, filing, sorting, distribution, proofreading, accurate transfer information from one document/media to another;
- Ability to administer written and oral instructions and procedures;
- Ability to deal effectively with staff;

Ability to deal effectively with the public with tact and courtesy;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Paralegal degree and two (2) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.