

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES (Including Historian)

DATE: MAY 30, 2007

Committee Members Present:

Supervisors Kenny  
Belden  
Sheehan  
O'Connor

Others Present:

Pamela Vogel, County Clerk  
Jody Ross, Deputy County Clerk  
Hal Payne, Commissioner, Administrative &  
Fiscal Services  
Joan Sady, Clerk, Board of Supervisors  
Katy Goodman, Secretary to the Clerk

Committee Member Absent:

Supervisor Bentley

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Mr. Kenny called the meeting of the County Clerk - Motor Vehicles (Including Historian) Committee to order at 12:00 noon.

Motion was made by Mr. Belden, seconded by Mr. Sheehan and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Ms. Vogel, who distributed copies of her Agenda packet for the meeting to the Committee members. A copy of the packet is on file with the minutes.

Ms. Vogel commenced with review of the Agenda. Pursuant to Agenda Item No. 1, she requested approval to amend Resolution No. 456 of 1990. Ms. Vogel reminded the Committee members that this had been discussed at the last Committee meeting and it the Resolution had created the Records Management Program which included a Records Advisory Board. She explained the purpose of the amendment would be to update the membership of the Records Advisory Board, by deleting some members and adding new ones. Ms. Vogel stated she would like to add representatives of the County's Information Technology Department, as well as the Board of Supervisors. There would also be some changes to the language of Section 3 that pertained to the Board, she added.

Motion was made by Mr. Belden, seconded by Mr. Sheehan and carried unanimously to approve the aforementioned request, as presented, and to appoint the members to the Records Advisory Board. Copies of a resolution request form to amend Resolution No. 456 of 1990 and a resolution request form to appoint the members of the Records Advisory Board are on file with the minutes.

Next, Ms. Vogel spoke on the LGRMIF (Local Government Records Management Improvement Fund) grant for 2007 - 2008 (Agenda Item No. 2). She reminded the Committee members that they applied for these grants annually. Ms. Vogel stated the notices of the grant awards from the latest round of funding should be made towards the end of June and she hoped they would receive a grant. In view of that expectation, she explained she would like to ask for tentative

approval to amend the 2007 County budget to increase revenues and appropriations in the amount of \$30,104 contingent upon receipt of the grant award notification letter. Ms. Vogel stated she did not think the letter would be received in time for the June Finance Committee and Board of Supervisors' meetings. Therefore, she stated, she would ask that the request be forwarded to the Finance Committee for its July meeting. Mr. Kenny explained they did not want to have to call a Committee meeting next month for just one item.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned request, as presented, and to forward it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Ms. Vogel requested approval of a resolution to amend Resolution No. 399 of 2002 which had increased the Department of Motor Vehicle's (DMV) petty cash fund (Agenda Item No. 3). She explained that each of the windows in the DMV had a cash drawer and when a new window was added in 2002 the amount of the petty cash fund was increased from \$600 to \$650. Ms. Vogel stated another new workstation was added this year and the petty cash fund needed to be increased to fund that drawer. She clarified for Mr. O'Connor that the total petty cash fund would be \$700 and that the funds would be distributed among each of the DMV drawers at \$50 each. The DMV Account Clerk's share of the total fund was \$200 and the County Clerk's share was \$100, she added.

Motion was made by Mr. Sheehan, seconded by Mr. O'Connor and carried unanimously to approve the request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 4, Ms. Vogel presented requests for approval of authorizations to attend meetings/training events and travel. Copies of the requests and attachments pertinent thereto are on file with the minutes.

The requests were as follows:

- 1) For Pam Vogel and Tom Lynch, Records Manager, to attend ACS - Government Records Management Vendor Group Meeting in Syracuse on June 5, 2007 (day trip), using a county vehicle. Ms. Vogel noted the vendors were for all the computer systems used by the two Departments.

- 2) For Deb Snyder and Steven Reynolds, DMV (Department of Motor Vehicles) Clerks, to attend DMV Training for New Employees in Albany from June 11 to June 15, 2007, using a county vehicle. Ms. Vogel advised the employees would travel together to and from the training on a daily basis.

- 3) For Pam Vogel and Jody Ross, Deputy County Clerk, to attend the NYS County Clerk's Association - Summer Conference in Saratoga Springs from June 18 to June 20, 2007,

using a personal vehicle at no cost to the County. However, Ms. Vogel apprised, there would be daily fees for meals for the Conference which would total \$400, exclusive of room and board, because they would travel there each day. Mr. Kenny clarified that the costs were within Ms. Vogel's budget and she would transfer funds to cover the expenses.

Mr. Payne entered the meeting at 12:06 p.m.

The Committee members concurred with Mr. Kenny to approve the three requests with one motion.

Motion was made by Mr. O'Connor, seconded by Mr. Sheehan and carried unanimously to approve the aforementioned requests, as presented.

Dialogue ensued between Hal Payne, Commissioner of Administrative and Fiscal Services, and Ms. Vogel about the rates for the meals. Mr. Payne advised that the GSA (General Services Administration) rates had to be followed by the County and that there was a MIE rate for meals and incidental expenses. Ms. Vogel advised she was not sure if the rates for the Conference were broken out on a daily basis. Mr. Kenny stated it seemed to be a problem with some Conferences that County employees attended, where one fee covered lodging, meals and registration. He stated the County's Travel Policy did not cover those situations and it would need to be adjusted to reflect them.

Ms. Vogel confirmed for Mr. Payne that their only expenses would be for meals and as for the Conference, those costs were rolled into the other fees. She stated she had all the information on the Conference fees and she had also downloaded the GSA information from the State's website. Ms. Vogel advised she thought the costs would come close to the GSA limit. However, she said, she could not register for the Conference without taking the meals. Mr. Payne noted that employees did register for Conferences when the meals were included in the overall costs.

Next, Ms. Vogel requested approval of a Transfer of Funds in the amount of \$600 for overtime salaries due to excessive use of overtime during the March 27th electrical emergency (in the Municipal Center) (Agenda Item No. 5). She stated the overtime was used to get the Department back on track after the emergency was over.

Ms. Vogel apprised that the Department's actual losses from the emergency were approximately \$5,000. She reported they had forwarded that information to the County's Self-Insurance Department in response to Self-Insurance's request for the figures on all County Departments' losses. Ms. Vogel explained the funds were available in the Full-time salary code due to staff vacancies that had occurred at different times. Therefore, she noted, she would suggest that the funds be moved from that account and then reimbursed. Ms. Vogel stated she did not know if the County would eventually receive any reimbursement for the emergency from its insurance coverage or through Self-Insurance. She asked if that occurred, perhaps the County would be kind enough to reimburse the Office for its costs.

Motion was made by Mr. Belden and seconded by Mr. Sheehan to approve the Transfer of Funds, as presented. Mr. Belden suggested if there was not any insurance reimbursement for the Office any shortfall would have to be addressed at the end of the year.

Mr. Kenny called the question and the motion to approve the Transfer of Funds was carried unanimously and referred to the Finance Committee. A copy of the Transfer of Funds is on file with the minutes.

Next, Ms. Vogel requested approval to backfill a vacancy in the DMV (Agenda Item No. 6). She explained the vacancy was created when an employee who was beginning to train to fill a vacant DMV position moved into a vacant Legal Recording Clerk position that had occurred in April after the DMV training had begun. Ms. Vogel stated the employee had legal recording experience and was on the list for that position.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Personnel Committee. Copies of a Notice of Intent to Fill Vacant Position and Ms. Vogel's letter of explanation for the request are on file with the minutes.

Concluding the Agenda, Ms. Vogel discussed the issue of Budget Performance and Revenues (Agenda Item No. 7). She noted the Department Heads had been asked to compare their revenues for 2007 to-date to their 2006 figures. Ms. Vogel apprised in 2006 the County Clerk's fees were budgeted at \$1,062,000 and \$1,040,000 was budgeted for 2007. She reported in the first four months of this year they had taken in about \$360,000 in fees. Ms. Vogel stated based on that figure, she would project that they should still reach the \$1 million mark for the year.

Mr. Kenny noted each year when Ms. Vogel and he reviewed her budget they discussed the issue of revenues. There was constant pressure from the Budget Officer to increase revenues, he added. Mr. Kenny noted that everyone was aware that the mortgage tax was an unstable source of revenue that would eventually take a nosedive and he thought that had already started to happen in the area. Ms. Vogel acknowledged those revenues had begun to decline. She stated they would watch the fees from month to month and they would see what happened with the mortgage tax. Ms. Vogel commented she felt their projections were conservative, but fair.

Ms. Vogel continued and apprised that overall in 2006 the over-the-counter receipts for the County's share of DMV were \$11,900,000. Ms. Vogel stated the 2006 figures for January through May were about \$3.8 million, and for the same time period through May 29, 2007, \$4.1 million was collected. She noted the figures were a little closer than she thought they would be. Ms. Vogel commented they were still moving along at a good pattern and they watched the situation constantly.

Ms. Vogel apprised the amount of the retention from DMV into the Clerk's Office to-date was

\$148,000.

Ms. Vogel recalled at the Department Head meeting a couple of months ago, the Budget Officer had asked the Department Heads to begin thinking about what other possible sources of revenues that their Departments could access. Ms. Vogel reminded the Committee members that they had previously discussed that issue relative to the vehicle use tax. She advised the tax had been in place for a long time and about 28 Counties in the State used it as a source of revenue. Ms. Vogel explained the tax was on registering vehicles and it was \$5 or \$10. Ms. Vogel stated if the Committee members would ever want to look at the tax again as a revenues source they could do so. Mr. Belden asked Ms. Vogel to find out how much the tax generated in revenues for Counties the same size as Warren County. Ms. Vogel acknowledged the request.

Ms. Vogel advised at this time there was pending State legislation relative to a PIN (personal identification number) recording document that included an increase in the fees Counties could charge for cover pages for documents. She explained the current fee for a cover page was \$5 and the legislation would increase it to \$10 per cover page. Ms. Vogel noted since the Department generated 70,000 transactions a year, the increase would generate about \$80,000 more annually than the current revenues from those fees. She stated they did not know where the legislation was going and they would keep following it. They should hear something about it at the aforementioned Conference in June, she added. Ms. Vogel noted usually they received requests to call the County's Legislators to support proposed legislation that would affect the Department. However, she said, they had not heard from anybody about this legislation yet.

Ms. Vogel advised they would look at the aforementioned items relative to revenues. She stated they probably would not have anything ready for the next Committee meeting at the end of June, however, they would be ready before budget review time.

There being no further business to come before the Committee, on motion by Mr. O'Connor and seconded by Mr. Belden, Mr. Kenny adjourned the meeting at 12:19 p.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk