

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: NOVEMBER 6 , 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS KENNY
BENTLEY

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BELDEN
SHEEHAN
O'CONNOR

JOAN SADY, CLERK, BOARD OF SUPERVISORS
KEVIN GERAGHTY, BUDGET OFFICER
TOM RANDALL, *THE ADIRONDACK JOURNAL*
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

Mr. Kenny called the meeting of the County Clerk - Motor Vehicles Committee to order at 10:43 a.m.

Mr. Kenny noted the lack of a quorum and Joan Sady, Clerk of the Board, advised that any resolution requests would need to be approved through the post-Committee approval process, which would include her contacting each absent Committee member to receive their verbal approval of the request.

Privilege of the floor was extended to Pamela Vogel, County Clerk, who distributed copies of the Agenda to Committee members, a copy of which is on file with the minutes.

Beginning the Agenda review with Item 1, Mrs. Vogel requested authorization for a new contract with Photo Micrographics, Inc. commencing November 21, 2008. She noted that Photo Micrographics, Inc. was the lowest responsible bidder for the contract which would include services to convert Supreme Court Civil Action case files to microfilm. Mrs. Vogel added that the contract included a clause which allowed it to be renewed annually through June 1, 2010, provided that funds were available to cover the contract costs.

It was the consensus of the Committee members present that the request for a contract with Photo Micrographics Inc., for the services outlined above would be approved. *Note: Subsequent to the meeting, Mrs. Sady contacted the absent Committee members and received their verbal approval of the request; therefore, the necessary resolution was approved for the November 21st Board meeting. A copy of the resolution request form is on file with the minutes.*

Mrs. Vogel apprised that Agenda Item 2 included a request to apply for New York State Local Government Records Management Improvement Fund (LGRMIF) 2009-2010 grant funding. She noted that the deadline for the application was February 2, 2009 and authorization would be necessary to accept and execute the necessary documentation if the grant funds were awarded. Mrs. Vogel advised that any grant funds received would be used for projects related to land and historical records.

It was the consensus of the Committee members present that the request to apply for New York State LGRMIF grant funding would be approved, as well as to authorize the acceptance of grant funds and the execution of the necessary documentation. *Note: Subsequent to the meeting, Mrs. Sady contacted the absent Committee members and received their verbal approval of the request;*

therefore, the necessary resolution was approved for the November 21st Board meeting. A copy of the resolution request is on file with the minutes.

Continuing with the Agenda review, Ms. Vogel presented a request for transfer of funds as follows:

<u>From Code:</u>	<u>To Code:</u>	<u>Amount:</u>
A.1410 130, County Clerk - Salaries-part-time	A.1410 120, County Clerk - Salaries-Overtime	\$ 600
A.1665 130, Public Records - Salaries-part-time	A.1665 120, Public Records - Salaries-Overtime	250
A.1410 421, County Clerk - Equip. Rental	A.1410 220, County Clerk - Equip.	1,500

Mrs. Vogel noted that the first two transfers listed would be to fund overtime expenses for the remainder of 2008, while the \$1,500 transfer would fund the purchase of a new copier for the Department of Motor Vehicles (DMV).

Mrs. Vogel advised that additional overtime costs would be incurred through the DMV division, due to a State law which required one member of supervisory personnel to be on staff at all times. She explained that there were currently only two supervisory positions in place and overtime would become necessary in order for those staff members to cover each other's vacations and time off.

In reference to the purchase of a new copy machine, Mrs. Vogel said that she had been informed by Julie Pacyna, Purchasing Agent, that it would be more cost effective to purchase the machine, rather than lease one. Mr. Geraghty interjected that in light of the amount of usage the machine would be subject to, he felt that it would be more sensible to lease the copier and be eligible for a new one every few years.

Discussion ensued pertaining to the procurement of a copier.

The Committee members present determined that the transfer of funds outlined above would be approved. *Note: Subsequent to the meeting, Mrs. Sady contacted the absent Committee members and received their verbal approval of the request; therefore, the request for transfer of funds was approved and referred to the Finance Committee. A copy of the Request for Transfer of Funds is on file with the minutes.*

Hal Payne, Commissioner of Administrative & Fiscal Services, noted that Mary Beth Casey, Commissioner of the Board of Elections, had questioned the availability of fireproof filing cabinets for the storage of ballots and he asked Mrs. Vogel to research this issue.

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Kenny and seconded by Mr. Bentley, Mr. Kenny adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist