

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: BUDGET - County Clerk-Motor Vehicles (Including Historian)

DATE: AUGUST 24, 2009

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS GERAGHTY	REPRESENTING THE OFFICE OF THE COUNTY CLERK:
BELDEN	PAM VOGEL, COUNTY CLERK
O'CONNOR	JODY ROSS, DEPUTY CLERK
CHAMPAGNE	FREDERICK MONROE, CHAIRMAN
KENNY	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE
SHEEHAN	FISCAL SERVICES
MERLINO	JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
TAYLOR	ADMINISTRATIVE & FISCAL SERVICES
COMMITTEE MEMBER ABSENT:	JOAN SADY, CLERK OF THE BOARD
SUPERVISOR STEC	SUPERVISOR THOMAS
	JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Vice-Chairman Belden called the meeting of the Budget Committee to order at 11:30 a.m.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the 2010 Budget Request for the County Clerk and Public Records, *copies of which are on file with the minutes.*

Mrs. Vogel apprised that the Records Management budget, Code A.1460, was funded through grant awards and that the official notice of funding had not been received at this time. She stated the amount of the 2010 Departmental Request was \$7,449.00; however, she said, in the absence of the aforementioned notice, she would present a \$0 Budget Request at this time.

Pertaining to the application for funding for Local Records Management Improvement Funds, Mrs. Vogel explained that the application was submitted in February and she was not yet in receipt of the notice from the New York State Division of Budget which confirmed the funding amount.

Addressing the budget request for the Warren County Historian, Code A.7510, Mrs. Vogel noted a slight reduction in appropriations in the amount of \$61 and she stated that Judge Austin was in agreement with same. On behalf of Judge Austin, Mrs. Vogel stated that the most important expense for the Office of the County Historian was related to internet accessibility and she pointed out the impressive website of the Office of the Historian.

Jody Ross, Deputy Clerk, distributed copies of the 2010 County Clerk, Code A.1410, and Public Records, Code A.1665, Budget Requests. *Copies of the requests are on file with the minutes.*

Mrs. Vogel pointed out that the two reports herein reflected the most critical budgets in the Department. She explained that the County Clerk's Office operated with two budgets; Public Records, which accounted for staff related expenses, office equipment and contractual expenses; and the County Clerk, which included revenue codes 1255 - County Clerk Fees, and 1256 - Mortgage Tax (which included both local and additional Mortgage Tax).

Mrs. Vogel asserted that she maintained a conservative approach with the budget process and she recommended that the amounts set forth in 2009 be maintained for 2010 which was a total budget of \$3,450,000.00.

Mr. Geraghty entered the meeting at 12:46 p.m.

Relative to Personnel, Mrs. Vogel pointed out that the salary schedule was reflected in the report and she noted that vacancies were included in the reported salary amount.

Mr. Belden noted a reduction in equipment expenses and Mrs. Vogel stated that she ordered only necessary replacement items such as staplers for the Motor Vehicles Office.

Mrs. Vogel pointed out that although two department codes account for the operation of the County Clerk's Offices, all revenue was placed under the County Clerk's budget.

Regarding overtime, Mrs. Vogel stated that she had spoken with JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, relative to a discrepancy with the reporting of overtime. She further explained that the overtime was reported at a cost of \$6,000, when it should have reflected the split figures of \$1,000 for overtime and \$5,000 for part-time salaries, which were in agreement with the Treasurer's Office.

Responding to an inquiry from Mr. Kenny, Mrs. Vogel reported that the total budget reflected a decrease of approximately 3% to 4% at the present time.

Motion was made by Mr. Kenny, seconded by Mr. Sheehan and carried

unanimously to approve the 2010 Budget Request as presented and to refer same to the Budget Officer for further review.

As there was no further business to come before the Budget Committee, on motion made by Mr. Kenny and seconded by Mr. Sheehan, Mr. Belden adjourned the meeting at 11:50 p.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist