

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: MARCH 22, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
STRAINER
LOEB
WOOD
VANSELOW

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS FRASIER
TAYLOR
THOMAS
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 11:02 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer, and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. McDevitt said today's agenda highlighted the philosophy of the County as it pertained to cost effectiveness and productivity. He commented that Mrs. Vogel exhibited the necessary qualities to accomplish that end. He stated that once the County switched to electronic filing (E-recording) of documents, such as mortgages and deeds, the process would become extremely efficient.

Commencing the agenda review, Mrs. Vogel presented a series of requests in order to restructure the Public Records Unit of her Department due to a recent retirement and resignation. She explained the restructuring to the Committee members in detail, as outlined on the agenda. Mrs. Vogel stated the changes would result in a savings to salaries of approximately \$26,000 and included the following requests:

- ▶ to fill the vacant position of Records Manager, grade 15, annual base salary of \$36,410, Employee No. 9381, due to retirement;
- ▶ to create and fill a new position of Recording Clerk, grade 7, Part-Time, annual base salary of \$28,041 (prorated to \$13,480), and delete a Senior Recording Clerk position, grade 10, annual base salary of \$39,775, including longevity, effective May 1, 2012;
- ▶ to fill the vacant position of Recording Clerk, annual base salary of \$28,041, Employee No. 11356, due to resignation; and
- ▶ to reallocate the position of Senior Legal Recording Clerk from a Grade 10, annual base salary of \$32,516 to a Grade 12, annual base salary of \$33,540, due to an increase in duties resulting from the initiation of E-recording procedures and to amend the Department's Table of Organization accordingly. (*Please note: Incumbent salary would increase from \$40,275 to \$41,437 due to longevity allowances based on a 1994 hire date.*)

Mrs. Vogel explained the restructuring of the Department would result in one vacant full-time Senior Recording Clerk position. She added the Public Records Unit would be staffed by three full-time employees and one part-time employee, as opposed to four full-time employees. In addition to the approximate savings in salaries of \$26,000, she continued, there would also be a savings of one full-

time benefit package. She noted all of the positions mentioned above were Civil Service positions and were subject to Civil Service Examinations.

Motion was made by Mr. Loeb and seconded by Mr. Strainer to approve the requests as outlined above and to forward same to the Personnel Committee.

Paul Dusek, County Administrator, stated the switch to E-recording of all documents would be a major undertaking which would develop slowly. He noted the Federal Government had previously switched to E-recording of documents and New York State was following suit.

Following a brief discussion, Mr. McDevitt called the question and the motion was carried unanimously to approve the requests as outlined above and to forward same to the Personnel Committee. *Copies of the Notice of Intent to Fill Vacant Position and resolution request forms are on file with the minutes.*

Mrs. Vogel requested an agreement between the Warren County Real Property Tax Services (RPTS) Department and the County Clerk's Office and the New York State Office of Real Property Tax Services (NYS ORPTS) to participate in a pilot project involving the revised Real Property Transfer Tax Report (RP-5217), pending approval of the County Attorney. She advised the pilot project was currently in place in five NYS Counties and the NYS ORPTS was initiating the project in an additional 14 Counties. She noted this same request would be presented to the Real Property Tax Services Committee and added the RP-5217 would be in electronic format as a PDF document.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to authorize the agreement between the Warren County RPTS Department and the County Clerk's Office and the NYS ORPTS as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

Mrs. Vogel requested authorization to attend the New York State Association of County Clerks' Executive Meeting in Verona, New York on April 12, 2012, using a County fleet vehicle. She noted the new E-recording legislation would be among the topics discussed at the Meeting.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to authorize attendance at the meeting as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mrs. Vogel requested authorization for Ann McCann, County Historian, to attend the Association of Public Historians of New York State Conference in Hauppauge, New York on April 22-25, 2012, using transportation provided by the Association. She noted the total cost for the Conference, accommodations and meals would be \$471.50. She commented that Mrs. McCann had not attended any of the larger Conferences in the past due to budget constraints; however, she added, funds had been budgeted for this Conference.

Motion was made by Mr. Loeb, seconded by Mr. Vanselow and carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mrs. Vogel requested that the "Black-Eyed Susan", also known as Rudbeckia Hirta, be designated as the official flower of the Warren County Bicentennial in 2013. She said the County Historian had researched locally-grown perennial plants and she, along with the Bicentennial Citizens Advisory Committee, had requested the Warren County Board of Supervisors to designate the Black-Eyed

Susan as the official flower for the Bicentennial. Mrs. Vogel said the Black-Eyed Susan had a strong presence in Warren County dating back to 1857. Mr. Vanselow commented that the flower was prominent in the area and grew wildly in various locations of the County.

Motion was made by Mrs. Wood, seconded by Mr. Loeb and carried unanimously to designate the "Black-Eyed Susan", also known as the Rudbeckia Hirta, as the official flower of the Warren County Bicentennial in 2013. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Loeb and seconded by Mr. Strainer, Mr. McDevitt adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist