

JEFFERSON COUNTY CLERK'S OFFICE

2016 ANNUAL REPORT



GIZELLE J. MEEKS

JEFFERSON COUNTY CLERK



2019-00000073
05/01/2019 01:26:43 PM
15 Pages
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Gizelle J Meeks, Jefferson County Clerk

Clerk:MM

Jefferson County Clerk Staff

Gizelle J. Meeks, County Clerk & Records Management Officer

Jaime S. Thompson, Deputy County Clerk

Mandy Clermont, Secretary

Jamie Navarra, Senior Clerk

Maria Lashway, Senior Clerk

Jessica Brotherton, Clerk

Vincent Prouty, Clerk

Ashley Sanders, Clerk

Louanne Valley, Clerk

Department of Motor Vehicles Staff

Renee Brown, Motor Vehicle Supervisor

Melissa Stevens, Senior Motor Vehicle Clerk

Anne Haley, Motor Vehicle Clerk

Christine Kohl-Kellar, Motor Vehicle Clerk

Dawn Kuenstle, Motor Vehicle Clerk

Tasha Shenk, Motor Vehicle Clerk

Laure Siver, Motor Vehicle Clerk

Nancy Todd, Motor Vehicle Clerk

Nicole Tubolino, Motor Vehicle Clerk

Sandra Umstead, Motor Vehicle Clerk

Joyce Wills, Motor Vehicle Clerk

Records Management Staff

James Ranger, Records Management Coordinator & County Historian

Catherine Burns, Senior Clerk

Samantha Burke, Clerk

Robert Gilmore, Clerk

Elizabeth Revelle, Clerk

Honorable Members of the Jefferson County Legislature
195 Arsenal Street
Watertown, NY 13601

Ladies and Gentlemen:

It is with pleasure that I submit the Annual Report for the Jefferson County Clerk's Office for the fiscal year January 1, 2016 through December 31, 2016.

The County Clerk's Office is a state constitutional office that is the main depositor for records created within the county. The County Clerk serves as the Clerk of the Corporation of Jefferson County, as well as a register of mortgages, deeds and all records pertaining to real property within Jefferson County. The County Clerk also serves as clerk of the Supreme and County Courts and is commissioned to not only collect all fees of the courts but to also protect, produce upon request and preserve court records. The County Clerk, in accordance with Vehicle and Traffic Law, acts as an agent for the Commissioner of the New York State Motor Vehicle Department.

The Jefferson County Clerk's Office collects and distributes monies for various state agencies. The county's share of these collections is submitted to the county treasurer on a monthly basis with a report detailing the collections.

The following pages detail the monies collected by the Jefferson County Clerk's Office and the Department of Motor Vehicle Office that are paid to the county treasurer and disbursed to different agencies throughout the state.

I would like to thank the County Legislature for their support and look forward to working with you to continue to serve the residents of Jefferson County in the most efficient and productive manner possible.

My office is open to anyone who would like to tour the County Clerk's office, and I am willing to answer any questions that you may have.

Respectfully submitted,



Gizelle J. Meeks
Jefferson County Clerk

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MORTGAGE TAX

- Jefferson County levies a mortgage tax of .75% of all mortgage monies. Mortgages that are refinanced are taxed on only the new money borrowed.
 - The County Clerk's Office retained \$ 160,442.21 for the fiscal year of 01/01 through 12/31. (Mtg. Tax Expense) to defray the cost of salaries for county clerk employees to collect and distribute this money. This amount is paid monthly to the county treasurer.
 - 1/4 of 1% minus the clerk fee detailed above is paid to the New York State Mortgage Agency (SONYMA) on a monthly basis.
 - 1/2 of 1% minus the clerk fee detailed above is paid to the County Treasurer monthly. Twice a year, the treasurer presents the legislature with a resolution to disburse these monies to the towns where the mortgaged properties are located.

<u>TREASURER</u>	<u>SONYMA</u>	<u>MTG TX EXP</u>	<u>TOTAL</u>
\$1,608,572.44 (Distributed to Towns)	\$652,065.55 (Paid to State)	\$160,442.21 (Retained by County)	\$2,421,080.20

DEPARTMENT OF MOTOR VEHICLES

The Jefferson County Clerk acts as an agent for the Commissioner of the Department of Motor Vehicles. New York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the manpower to perform DMV transactions. In exchange, the county retains 12.7% of many transactions performed at the county DMV. In addition, the county is allowed to retain \$1.00 for each of the first 5,000 transactions in which sales tax has been collected for NYS. After the initial 5,000 transactions, the county is allowed to retain \$.75 per transaction.

MOTOR VEHICLE COLLECTIONS FOR NYS

<u>FEES</u>	<u>SALES TAX</u>	<u>INTEREST</u>	<u>TOTAL</u>
\$1,379,071.86	\$1,460,639.33	\$4.69	\$2,839,715.88

MOTOR VEHICLE COLLECTIONS FOR COUNTY CLERK

<u>FEES</u>	<u>SALES TAX</u>	<u>INTEREST</u>	<u>TOTAL</u>
\$632,588.23	\$12,513.21	\$4.69	\$645,106.13

TOTAL COLLECTED: \$ **3,484,822.01**

PAID TO NYS: \$ **2,839,715.88**

RETAINED BY COUNTY: \$ **645,106.13**

INTERNET REVENUE SHARING

In 2011, the NYS Association of County Clerks negotiated with the NYS Department of Motor Vehicle Office to receive revenue from internet usage from county residents. In 2016, Jefferson County received 3.25% of the internet revenue over and above the threshold of \$965,703.75. The threshold was calculated by using usage figures from 2011. (See provided chart below)

TOTAL: \$22,977.63

Month	YTD Receipts	Mo. Receipts	2016		
			Threshold \$ 965,703.75	County Revenue 3.25%	12.7% Rev.
January	\$ 124,774.75	\$ 124,774.75	\$ 840,929.00	\$ -	\$ 15,846.39
February	\$ 251,243.00	\$ 126,468.25	\$ 714,460.75	\$ -	\$ 16,061.47
March	\$ 398,710.75	\$ 147,467.75	\$ 566,993.00	\$ -	\$ 18,728.40
April	\$ 551,153.00	\$ 152,442.25	\$ 414,550.75	\$ -	\$ 19,360.17
May	\$ 699,177.75	\$ 148,024.75	\$ 266,526.00	\$ -	\$ 18,799.14
June	\$ 850,328.00	\$ 151,150.25	\$ 115,375.75	\$ -	\$ 19,196.08
July	\$ 981,168.00	\$ 130,840.00	\$ (15,464.25)	\$ 502.58	\$ 16,616.68
August	\$ 1,119,597.00	\$ 138,429.00	\$ (153,893.25)	\$ 4,498.94	\$ 17,580.48
September	\$ 1,240,842.50	\$ 121,245.50	\$ (275,138.75)	\$ 3,940.47	\$ 15,398.18
October	\$ 1,358,419.00	\$ 117,576.50	\$ (392,715.25)	\$ 3,821.24	\$ 14,932.22
November	\$ 1,518,895.50	\$ 160,476.50	\$ (553,191.75)	\$ 5,215.48	\$ 20,380.52
December	\$ 1,672,708.50	\$ 153,813.00	\$ (707,004.75)	\$ 4,998.92	\$ 19,534.25
TOTALS:		\$ 1,672,708.50		\$ 22,977.63	\$ 212,433.98

NOTARY RENEWALS AND ORIGINAL FILINGS

The Jefferson County Clerk's Office not only offers free notary services, but also maintains the records and signatures of all notaries commissioned by the state who reside in Jefferson County.

The fee for filing notifications of appointments of new notaries is \$60.00. This fee is paid to the Department of State by the applicant and the NYSDOS pays \$20.00 of the fee to the County Clerk's Office with each new filing.

Notifications for renewals of notary licenses are sent by the County Clerk's Office to each notary in Jefferson County that is eligible for renewal. The County Clerk collects \$60.00 for each four year renewal. The county retains \$20.00 and \$40.00 for each renewal is sent to the NYS Department of State each month.

NOTARY FEES COLLECTED FOR THE COUNTY AND FEES SENT TO NYSDOS

COUNTY

NYS

\$ 4,145.00

\$ 4,360.00

TOTAL: \$ 8,505.00

TRANSFER TAX

All transfers of interest of Real Property require the filing of the NYS Form called TP-584. This form must be submitted for any transfer of interest in Real Property including Deeds, Boundary Line Agreements, Right of Ways, Easements and many others. If there is a value gained by this transfer and no exemption is claimed, the County Clerk's Office collects transfer tax for the state. The county is paid \$6.00 for each TP-584 form submitted unless the transfer is exempt from payment. The following are fees collected for the county and for the state associated with the TP-584. Payment for this tax is made to the Commissioner of Taxation and Finance.

COUNTY

NYS

\$ 1,315.00

\$ 1,311,418.79

TOTAL: \$ 1,312,733.79

RP-5217 REPORT

For each parcel to be transferred properly, NYS Real Property Law mandates that a form, the RP-5217, be submitted that contains certain information pertinent to the transfer. This information includes the type of parcel being transferred (EX: agricultural or residential, etc.), addresses of seller and buyer, parcel number, etc.

The fee retained by the county is \$9.00 for each form. The fee sent to the state is either \$116.00 or \$241.00 depending upon how the parcel is classified. Listed below are monies collected and paid to the Commissioner of Taxation and Finance, and the amount of fees collected for the county.

COUNTY

NYSORPS

\$ 30,708.00

\$ 479,917.00

TOTAL: \$ 510,625.00

NYS COMMISSIONER OF EDUCATION AND
LOCAL GOVERNMENT RECORDS MANAGEMENT FUND

For every record recorded in the County Clerk's Office, there is a \$20.00 fee added to the other recording fees in compliance with NYS Civil Practice Law and Rules. This fee was established with the intention that records that must be maintained permanently should generate revenue to pay for their preservation. The portion of the fee sent to the Local Governments Records Management Fund, LGRMIF, is meant to be returned to municipalities through State Archives grants.

The \$20.00 fee for all recordings is divided as follows:

- \$14.75—NYS Education Department
- \$ 4.25—Local Governments Records Management Fund
- \$ 1.00—County

Listed below are the monies collected and disbursed in 2016. All monies sent to the state for the Commissioner of Education and the Local Government Records Management Fund are paid to the NYS Commissioner of Taxation and Finance.

<u>CULTURAL EDUCATION</u>	<u>RECORDS MANAGEMENT</u>	<u>COUNTY</u>
\$ 189,183.41	\$ 63,094.42	\$ 13,276.00
TOTAL:		\$ 265,553.83

COURTS

The County Clerk's Office is the repository for all documents submitted to the Supreme and County Courts, both Civil and Criminal, and is responsible for the preservation and production upon request of these documents. The County Clerk's Office also acts as treasurer for the courts. All fees for the submission of papers, fines and surcharges are collected by the clerk's office. The following list is a detailed collection of these monies and the disbursal made to the county and the NYS Commissioner of Tax and Finance on behalf of the courts plus county revenue received as clerk of the court.

<u>NYS COURTS</u>	<u>COUNTY</u>	<u>DWI FINES</u>
\$ 536,060.05	\$ 39,115.75	\$ 38,256.00
TOTAL: \$ 613,431.80		

*The County fees are taken from fees collected for the filing of Lis Pendens, Judgments, Certificates of Dissolution, Separation Agreements, searches, index numbers, SCAR petitions and 1/2 of the total fees collected for copies and certificates. These fees do not include the \$5.00 redemption fee collected by the county treasurer and credited to the county clerk's account.

*The Jefferson County Clerk's Office collects DWI Fines as revenue for the Department of Probation.

OTHER COUNTY CLERK FEES

With the exception of overage collections and photo fees, the following fees are regulated by a variety of NYS and Federal Laws. These fees are paid to the county treasurer at the beginning of each month.

Copy Fees	\$	42,632.11
E-Commerce Copy Fees	\$	8,021.48
E-Commerce Subscriptions	\$	32,249.05
Cover page Fees	\$	57,340.00
Filing Fees	\$	31,568.00
Recording Fees	\$	608,280.40
Miscellaneous	\$	4,248.95
Overages	\$	1,006.34
Passport Fees	\$	17,350.00
Photo Fees	\$	7,770.00
UCCS	\$	12,480.00
General Interest	\$	19.49
TOTAL CLERK FEES:	\$	822,965.82

TO THE JEFFERSON COUNTY LEGISLATURE

In accordance with Section 406 of the County Law, I herewith transmit a statement of all monies received and disbursed by this office to the best of my knowledge, during the fiscal year ending December 31, 2016.

Received:

Mortgage Tax	\$	2,421,080.20
Transfer Tax	\$	1,312,733.79
NYS ORPS	\$	510,625.00
Court	\$	613,431.80
Cultural Education & Records Management	\$	265,553.83
Notary	\$	8,505.00
Department of Motor Vehicles	\$	3,484,822.01
Clerk Fees	\$	822,965.82
Total Revenue Received:	\$	9,439,717.45

Disbursed:

County Treasurer - County Revenue:

Mortgage Tax Expense	\$	160,442.21
Local Mortgage Tax	\$	1,608,572.44
Transfer Tax Fees	\$	1,315.00
NYS ORPS Fees	\$	30,708.00
Court Fees	\$	39,115.75
DWI Fees	\$	38,256.00
Cultural Education & Records Management Fees	\$	13,276.00
Notary Fees	\$	4,145.00
Department of Motor Vehicles	\$	645,106.13
Clerk Fees	\$	822,965.82
Total County Revenue:	\$	3,363,902.35

New York State Revenue:

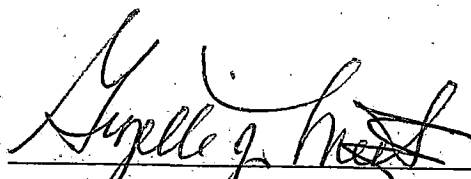
State of NY Mortgage Agency	\$	652,065.55
Transfer Tax	\$	1,311,418.79
NYS ORPS	\$	479,917.00
Court	\$	536,060.05
Cultural Education	\$	189,183.41
Records Management	\$	63,094.42
Notary	\$	4,360.00
NYS Department of Motor Vehicles	\$	2,839,715.88
Total New York State Revenue:	\$	6,075,815.10
Total Revenue Disbursed:	\$	9,439,717.45

JEFFERSON COUNTY CLERK

2016 ANNUAL REPORT

Dated: January 26, 2017

I, Gizelle J. Meeks, Clerk of the County of Jefferson, being duly sworn, do hereby state that the foregoing statement is in all respects a full and true statement for all monies received and disbursed by the Jefferson County Clerk's Office for the fiscal year January 1, 2016 through December 31, 2016, to the best of my knowledge and belief.



Gizelle J. Meeks, Jefferson County Clerk

STATE OF NEW YORK

SS:

COUNTY OF JEFFERSON

Subscribed and sworn to before me

This 30 day of January, 2017



NOTARY PUBLIC

Mandy M Clermont
Notary Public, State of New York
Qualified in Jefferson County
No 04CL6324755
Commission Expires May 11, 2019