

# Jefferson County Clerk's Office

## 2019 Annual Report



Gizelle J. Meeks

Jefferson County Clerk



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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 M. Clermont, Secretary

Ashley Gascho, Senior Clerk  
Louanne Valley, Senior Clerk  
Vincent Prouty, Recording Clerk  
Amy Fiorentino, Clerk  
Deborah Alvarado, Clerk  
Sherry Williams, Clerk  
Ashley Clement, Clerk

**Department of Motor Vehicles Staff:**

Renee Brown, Motor Vehicle Supervisor  
Melissa Stevens, Senior Motor Vehicle Clerk  
Joyce Frasier, Motor Vehicle Clerk  
Anne Haley, Motor Vehicle Clerk  
Krista John, Motor Vehicle Clerk  
Christine Kohl-Kellar, Motor Vehicle Clerk  
Dawn Kuenstle, Motor Vehicle Clerk  
Tasha Shenk, Motor Vehicle Clerk  
Nancy Todd, Motor Vehicle Clerk  
Nicole Tubolino, Motor Vehicle Clerk  
Sandra Umstead, Motor Vehicle Clerk

**Records Management Staff:**

Kimberly Hayden, Records Management Specialist & County Historian  
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, 2019 through December 31, 2019.

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 Vehicles Department.

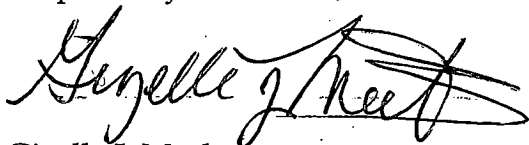
The Jefferson County Clerk's Office collects and distributes monies for various state agencies. The county's share of these collections is submitted to the County Treasurer on a monthly basis with a report detailing the collections.

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 \$ **348,997.43** (Mtg. Tax Expense) for the fiscal year of 01/01/2019 through 12/31/2019 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 State of New York 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.

Treasurer	SONYMA	Mtg. Tax Expense
\$ 1,654,954.94 <i>(Distributed to Towns)</i>	\$ 676,325.48 <i>(Paid to State)</i>	\$ 348,997.43 <i>(Retained by County)</i>
<b>Total:</b>	<b>\$ 2,680,277.85</b>	

## 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 personnel 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

Fees	Sales Tax	Interest
\$ 1,447,627.91	\$ 1,233,156.49	\$ 5.77

### Motor Vehicle Collections for County Clerk

Fees	FS6 Fees	Sales Tax	Interest
\$ 672,676.66	\$ 9,209.00	\$ 7,552.00	\$ 5.75

<b>Total Collected</b>	<b>\$ 3,370,233.58</b>
<b>Paid to NYS</b>	<b>\$ 2,680,790.17</b>
<b>Retained by County</b>	<b>\$ 689,443.41</b>

## 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 2019, 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: \$ 38,604.32**

<b>2019</b>					
			<b>Threshold</b>	<b>County Revenue</b>	
<b>Month</b>	<b>YTD Receipts</b>	<b>Mo. Receipts</b>	<b>\$ 965,703.75</b>	<b>3.25%</b>	<b>12.7% Rev.</b>
January	\$ 165,023.50	\$ 165,023.50	\$ 800,680.25	\$ -	\$ 20,957.98
February	\$ 324,733.00	\$ 159,709.50	\$ 640,970.75	\$ -	\$ 20,283.11
March	\$ 529,730.00	\$ 204,997.00	\$ 435,973.75	\$ -	\$ 26,034.62
April	\$ 747,413.50	\$ 217,683.50	\$ 218,290.25	\$ -	\$ 27,645.80
May	\$ 963,168.25	\$ 215,754.75	\$ 2,535.50	\$ -	\$ 27,400.85
June	\$ 1,135,964.25	\$ 172,796.00	\$ (170,260.50)	\$ 5,533.46	\$ 21,945.09
July	\$ 1,319,565.25	\$ 183,601.00	\$ (353,861.50)	\$ 5,967.03	\$ 23,317.33
August	\$ 1,478,667.00	\$ 159,101.75	\$ (512,963.25)	\$ 5,170.80	\$ 20,205.92
September	\$ 1,621,104.50	\$ 142,437.50	\$ (655,400.75)	\$ 4,629.21	\$ 18,089.56
October	\$ 1,792,774.50	\$ 171,670.00	\$ (827,070.75)	\$ 5,579.27	\$ 21,802.09
November	\$ 1,977,077.75	\$ 184,303.25	\$ (1,011,374.00)	\$ 5,989.85	\$ 23,406.51
December	\$ 2,153,530.25	\$ 176,452.50	\$ (1,187,826.50)	\$ 5,734.70	\$ 22,409.47
<b>TOTALS:</b>		<b>\$ 2,153,530.25</b>		<b>\$ 38,604.32</b>	<b>\$ 273,498.34</b>

## 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

<u>County</u>	<u>NYS</u>	<u>Total</u>
\$ 5,705.00	\$ 9,520.00	\$ 15,225.00



## 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.

<u>County</u>	<u>NYS</u>	<u>Total</u>
\$ 3,999.00	\$ 1,367,934.31	\$ 1,371,933.31

## 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.

<u>County</u>	<u>NYS</u>	<u>Total</u>
\$ 31,833.00	\$ 490,667.00	\$ 522,500.00

**NYS Commissioner of Education and  
Local Records Management Fund**

For every document 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 2017. 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.

<b>Cultural Education</b>	<b>Records Management</b>	<b>County</b>
\$ 189,881.75	\$ 63,327.22	\$ 13,322.00
<b>Total:</b>	<b>\$ 266,530.97</b>	

## 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.

NYS Courts	County	DWI Fines
\$ 602,129.18	\$ 66,768.75	\$ 36,572.00
<b>Total: \$ 705,469.93</b>		

\*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	\$	40,452.75
E-Commerce Subscriptions	\$	47,050.50
Cover Page Fees	\$	57,145.00
Filing Fees	\$	27,818.00 *
Recording Fees	\$	589,247.25
Miscellaneous	\$	4,259.20
Overages	\$	205.48
Passport Fees	\$	20,020.00
Photo Fee	\$	6,590.00
UCCs	\$	14,000.00
General Interest	\$	26.76
<b>Total Clerk Fees:</b>	<b>\$</b>	<b>806,814.94</b>

\*This amount is not final as we are waiting for Incorporation filings from August through December.

## 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, 2019.

### Received:

Mortgage Tax	\$	2,680,277.85
Transfer Tax	\$	1,371,933.31
NYS ORPS	\$	522,500.00
Court	\$	705,469.93
Cultural Education & Records Management	\$	266,530.97
Notary	\$	15,225.00
Department of Motor Vehicles	\$	3,370,233.58
Clerk Fees	\$	806,814.94
<b>Total Revenue Received:</b>	<b>\$</b>	<b>9,738,985.58</b>

### Disbursed:

Local Mortgage Tax	\$	1,654,954.94
<b>Total Town Revenue:</b>	<b>\$</b>	<b>1,654,954.94</b>

Mortgage Tax Expense	\$	348,997.43
Transfer Tax Fees	\$	3,999.00
NYS ORPS Fees	\$	31,833.00
Court Fees	\$	66,768.75
DWI Fees	\$	36,572.00
Cultural Education & Records Management Fees	\$	13,322.00
Notary Fees	\$	5,705.00
Department of Motor Vehicles	\$	689,443.41
Clerk Fees	\$	806,814.94
<b>Total County Revenue:</b>	<b>\$</b>	<b>2,003,455.53</b>

State of New York Mortgage Agency (SONYMA)	\$	676,325.48
Transfer Tax	\$	1,367,934.31
NYS ORPS	\$	490,667.00
Court	\$	602,129.18
Cultural Education	\$	189,881.75
Records Management	\$	63,327.22
Notary	\$	9,520.00
NYS Department of Motor Vehicles	\$	2,680,790.17
<b>Total New York State Revenue:</b>	<b>\$</b>	<b>6,080,575.11</b>
<b>Total Revenue Disbursed:</b>	<b>\$</b>	<b>9,738,985.58</b>

**Operating Budget:**

**Operating Budget Expenditures**

1410 Personal Services	\$	573,673.36
Operating Expenses	\$	126,574.90
	\$	<u>700,248.26</u>

1415 Personal Services	\$	711,535.63
Operating Expenses	\$	6,505.86
	\$	<u>718,041.49</u>

1460 Personal Services	\$	262,219.68
Operating Expenses	\$	9,520.07
	\$	<u>271,739.75</u>

7510 Personal Services	\$	4,188.91
Operating Expenses	\$	-
	\$	<u>4,188.91</u>

Total Expenditure	\$	<b>1,694,218.41</b>
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**Operating Budget Revenue**

Total Revenue	\$	<b>2,003,455.53</b>
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Department Tax Levy	\$	<b>(309,237.12)</b>
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\*\* 2019 Modified Budget projected Department Tax Levy = (\$222,009.)

**Jefferson County Clerk**

**2019 Annual Report**

Dated: February 21, 2020

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, 2019 through December 31, 2019, 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 21 day of February 2020.

  
\_\_\_\_\_  
Notary Public

Mandy M Clermont  
Notary Public, State of New York  
Qualified in Jefferson County  
No 04CL6324755  
Commission Expires May 11, 2023