

STATE OF NEW YORK:

COUNTY OF GREENE:

I, Marilyn Farrell, County Clerk of the County of Greene, do hereby certify that the foregoing statements for the:

Records Management

Greene County Recording Office

Mortgage Tax receipts

Greene County Department of Motor Vehicles Office

are a true and accurate annual accounting of the money received by the Greene County Clerk's Office for the year 2023.

Marilyn Farrell

Marilyn Farrell
Greene County Clerk
March 29, 2024

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 Greene County. The County Clerk serves as a register of mortgages and deeds and of all records pertaining to real property within Greene County including judgments and liens. 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. These are available to the public in the record room, and many are available online as well.

The Greene 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 monthly with a report detailing the collections.

Bail monies, levied by the county judges, are paid to court through the County Clerk's office as well as

monies held in trust. These are transferred to the County Treasurer's office within 48 hours of receiving the order to do so from the courts.

Our office is an Acceptance Facility for passport applications. The US Department of State provides us with applications and other forms applicants may need. For every application that we process an execution fee of \$35 is retained by the County Clerk. We also take passport photos to submit with the application. Our office also takes photos for passport renewals, licenses (i.e.: cosmetology), and attorneys for their court ID.

Our online records provide ease of access to those searching. Everything on the computer in the record room is now available on line 24/7. These records include:

- Deeds are now available back to 1800, the start of the County Records
- All Grantor and Grantee Corporate Indices (1890-1991)
- All Grantor Indices (1800-1991)
- All Lis Pendens Indices (1800-2004)
- Grantee Indices (1952-1991) 16 remain.
- 406 Mortgage Books now imaged back to book 984 (Dec 1993)

Access is free, but we have been able to generate additional income for copies made online. This additional revenue has enabled us to digitize more documents each year at no additional cost to our taxpayers.



We continue e-filing which provides for electronic filing of Supreme Court records. This process has allowed for the efficient flow of filings without handling large quantities of paper. Working with



four E-Recording vendors we continue to accept electronically recorded documents. This provides quick turnaround for corrections and recording. With this process postage costs have been reduced.

As we continue to digitize our older records, we will continue to make them available online as well. In 2024 we will also be working on indexing and imaging our filed maps. This process will be done in-house by our staff.

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. 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.

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 after meeting the state issued threshold. In 2023, Greene County received 3.25 % of the internet revenue that resulted from usage of the DMV website that was over and above \$506,001.75. The Greene County DMV office assisted in person **28,756** people and processed **68,137** transactions.

The DMV Office and the County Clerk's Office offer EZ Pass Tags for sale. These are purchased for \$21.00 each and sold for \$25.00 each. In addition to the \$4.00 profit, offering these for sale at our location provides a service to our constituents.

The Greene County Records Management Program was established by New York State Mandate in 1988. We adopted Retention Schedule CO-2 in 1989 by a resolution of the County Legislature, and our first Records Management Officer (RMO) was appointed in 1989.

The Records Management Program operates the County's Records Center, where archived records are stored and serviced. In addition to storage and retrieval of records, we also perform routine destruction of obsolete files, and advise other departments within the County on records issues.

Records Center staff consists of a Records Management Director, Records Inventory Clerk, part time clerk and per-diem clerks as needed. The Records Management staff is currently working on digitization of Public Defender.

Services provided by the Office of the County Clerk

Land Records

- > Recording land records, including deeds, mortgages, assignments, and satisfactions.
- > Collection and processing of New York State mortgage and transfer taxes
- > Filing of maps, UCC statements, liens

Legal

- > Fee collection and filing of court records for Supreme and Greene County courts
- > Administration of Notary Public Commissions
- > Filing of Veterans Military Discharge papers
- > Recording matrimonial court records
- > Filing of DBA Business Certificates
- > Filing Judgements

DMV

- > Processing vehicle registrations
- > Issue Driver's Licenses and ID cards
- > Driver certification
- > Process CDL Licenses
- > Maintain driving and vehicle records
- > Enhanced, Real ID and Greenlight licenses
- > EZ Pass retailer

Administration

- > Financial reporting to partners in federal, state and county government
- > Administering and filing of Oaths of Office
- > Provision of certified copies of all recordings
- > Processing of United States Passport applications

DEPT. OF MOTOR VEHICLES

2023 HIGHLIGHTS

REAL ID License—Extended to
May 7, 2025

REAL ID LICENSE, PERMIT, & ID

Do You Have the Right Documents?

Social Security Card  & 2 Proofs of NYS Residency &

OR

- Valid U.S. Passport 
- U.S. Birth Certificate & 4 Additional Documents: Utility Bill, Credit / Debit Card, Pay Stub, Marriage Certificate, etc. 
- Valid Foreign Passport or Green Card & 1 Additional Document



> Learn more at DMV.NY.GOV/REALID

ALL DOCUMENTS MUST BE **ORIGINAL**. PHOTOCOPIES ARE **NOT** ACCEPTABLE.

Flight in your Future?
You'll need one of these.



DMV.NY.GOV/REALID

Document Type	Enhanced (EDL)	Federal REAL ID	Standard
Displayed on document			NOT FOR FEDERAL PURPOSES
Boarding a domestic (U.S.) flight (starting October 2020)	X	X	
Entry into a Military Base	X	X	
U.S. Border Crossing into Canada, Mexico, some Caribbean countries	X		

Annual Report 2023

Records Management

The following is a summary of Records Management activity for 2023:

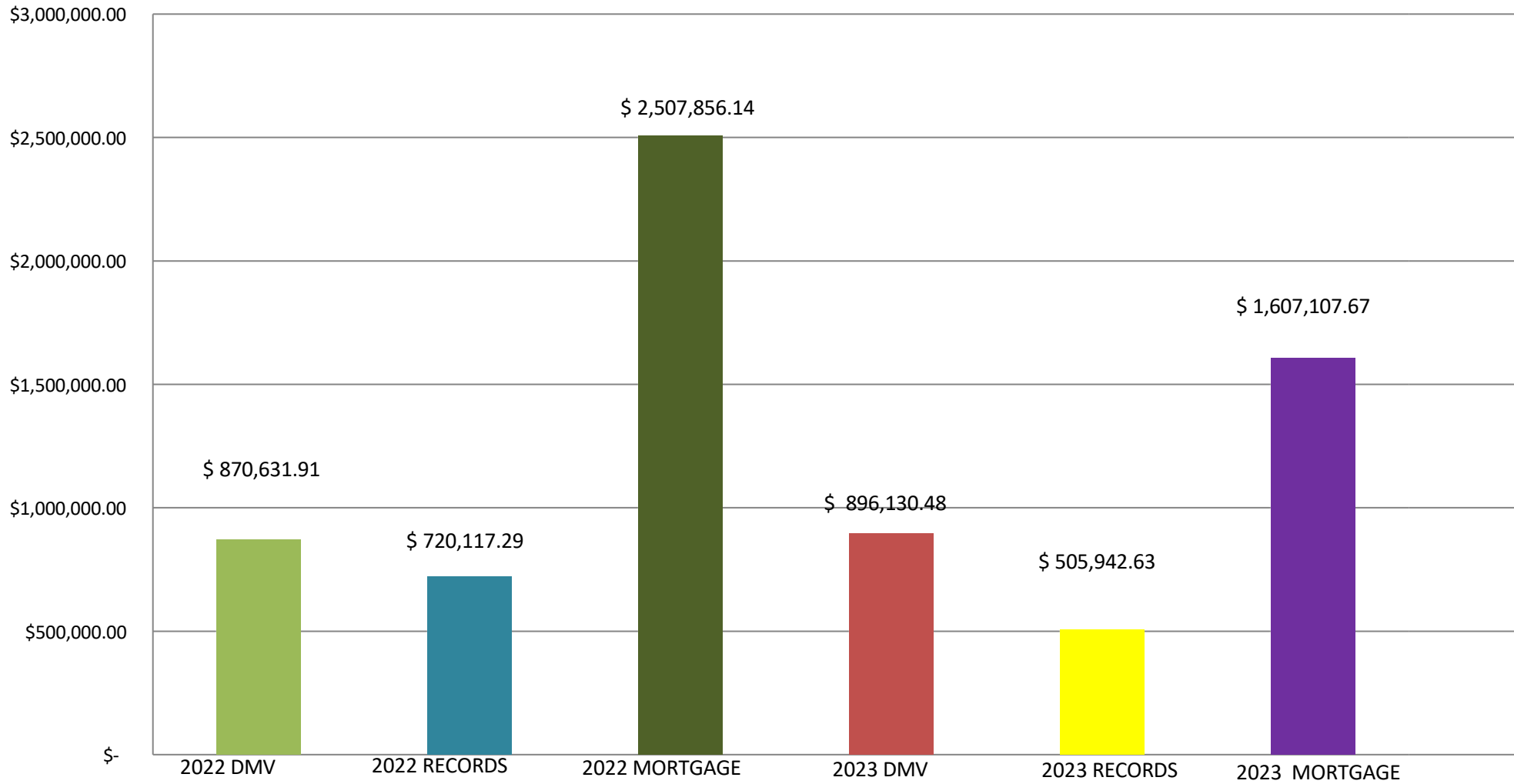
- 309 boxes (cubic feet) of original records were moved from various County Offices into storage at the Records Center and added to the Records Center inventory.
- 478 requests for retrieval of records from storage were processed for County Departments.
- 785 requests for file maintenance were processed (primarily, this involves retrieval of a file to add materials.)
- Approximately 82 boxes of Public Defender records were scanned, verified, and destroyed by Records Center Staff. Another 71 boxes are in various stages of this process.
- 56 boxes of Probation records were scanned, verified, and destroyed by Records Center Staff.

Activity	2022	2023	Change
Boxes stored	675	309	-366
Retrieval requests	423	478	+55
Maintenance requests	776	785	+9
Scanning complete (Public Defender)	94	82	-12
Scanning in progress (Public Defender)	75	71	-4
Scanning complete (Probation)	---	56	+56

GREENE COUNTY CLERK
STATEMENT OF ALL MONIES RECEIVED AND DISBURSED 2023

RECEIVED			
	Undertakings	\$25,000.00	
	E&A Transfer Report	\$370,875.00	
	Mortgage Tax*	\$3,874,699.80	
	Mortgage Tax held 2022	\$53,512.50	
	Motor Vehicles	\$47,410,800.94	
	DMV INTERNET/EZ PASS	\$1,068,899.50	
	Clerk Fees*	\$452,094.96	
	Judicial-State Revenue Account*	\$270,488.88	
	Notary	\$6,505.00	
	Cultural Ed/Rec Mgmt*	\$142,590.74	
	Transfer Tax*	\$2,001,535.48	
	TOTAL RECEIVED	\$55,677,002.80	
DISBURSED			
COUNTY TREASURER-COUNTY REVENUE			
	Clerk Fees*		\$445,564.96
	DMV INTERNET/EZ PASS		\$35,617.68
	MOTOR VEHICLES		\$860,512.80
	Judicial Fees*		\$27,802.23
	Local Mortgage Tax *		\$1,524,089.78
	Mortgage Interest Retained		\$40.41
	Mortgage Tax Expense		\$82,977.48
	Notary		\$2,305.00
	State Education(Records)*		\$7,129.67
	E&A Transfer Report		\$20,610.00
	Transfer Tax Commission*		\$2,530.77
	TOTAL		\$3,009,180.78
COUNTY TREASURER FOR DISBURSAL			
	Undertakings		\$25,000.00
	Basic Mortgage Tax *		\$1,521,657.06
	DWI Fines		\$6,530.00
	TOTAL		\$1,553,187.06
NEW YORK STATE			
	Cultural Ed*		\$101,588.67
	Judicial*		\$242,686.65
	LGRMIF*		\$33,872.40
	Notary		\$4,200.00
	NYS Motor Vehicles		\$47,583,569.96
	State of NY Mortgage Agency *		\$695,734.06
	E&A Transfer Report(NYSORPS)		\$350,265.00
	Transfer Tax*		\$1,999,004.71
	TOTAL		\$51,010,921.45
APPORTIONMENTS TO OTHER COUNTIES & REFUNDS			\$14,752.26
MORTGAGE TAX BEING HELD FOR DISTRIBUTION BY COUNTY CLERK 12/31/23			\$88,961.25
	TOTAL DISBURSED		\$55,677,002.80
*includes interest			

REVENUE COUNTY CLERK 2022 - 2023 COMPARISON



2023 ANNUAL DMV REPORT

MONTH	TRANSACTIONS PROCESSED	LICENSE & REG. FEES	PLATE SURRENDERS	SALES TAX	POSTAGE	TOTAL
January	5,077	\$63,987.38	\$469.00	\$1,132.50	\$5.00	\$65,593.88
February	4,416	\$55,074.25	\$402.00	\$952.75	\$10.00	\$56,439.00
March	6,162	\$76,922.21	\$477.00	\$1,256.00		\$78,655.21
April	5,987	\$72,130.17	\$458.00	\$1,250.50		\$73,838.67
INTERNET 2.5%						\$859.37
May	6,387	\$75,731.29	\$522.00	\$1,296.75		\$77,550.04
INTERNET 2.5%						\$4,795.15
June	6,377	\$81,753.49	\$495.00	\$1,283.50	\$5.00	\$83,536.99
INTERNET 2.5%						\$3,998.39
July	5,616	\$70,105.09	\$455.00	\$1,020.00	\$5.00	\$71,585.09
INTERNET 2.5%						\$4,023.58
August	6,118	\$75,160.43	\$562.00	\$1,236.75		\$76,959.18
INTERNET 2.5%						\$4,007.35
September	5,547	\$67,730.10	\$501.00	\$1,430.50	\$5.00	\$69,666.60
INTERNET 2.5%						\$3,913.30
October	5,418	\$67,415.83	\$491.00	\$1,507.50		\$69,414.33
INTERNET 2.5%						\$3,616.18
November	5,625	\$66,199.45	\$463.00	\$1,428.50		\$68,090.95
INTERNET 2.5%						\$5,503.67
December	5,407	\$67,586.11	\$412.00	\$1,184.75		\$69,182.86
INTERNET 2.5%						\$3,992.69
TOTAL OFFICE						\$860,512.80
TOTAL INTERNET						\$34,709.68
GRAND TOTAL			\$0.00	\$14,980.00		\$895,222.48
				\$14,980.00		

MORTGAGE TAX YEAR END REPORT
1/1/23 THRU 12/31/23

Month	Total	Total	Total	Interest	Shared Services	NYS Special	Amt. Pd. Treas.	Amt. Pd. Treas.	Interest County	Refunds	
	Taxes Collected	Taxes Held	Taxes Disbursed	Bank Accounts	Reimbursement	Addl. Tax (Int. Incl.)	Town Share-Int Incl	Local Share-Int.Incl	Treasurer Retained		
January	\$293,972.00	\$500.00	\$298,159.50	\$73.19	\$6,914.79	\$54,667.73	\$118,321.64	\$118,321.66	\$6.87		
February	\$291,463.00	\$0.00	\$303,224.31	\$42.53	\$6,914.79	\$53,830.12	\$121,259.01	\$121,259.02	\$3.90		
March	\$373,525.25	\$28,920.00	\$344,605.25	\$54.97	\$6,914.79	\$63,762.97	\$136,988.63	\$136,988.64	\$5.19		
April	\$473,181.25	\$0.00	\$473,181.25	\$38.07	\$6,914.79	\$90,870.43	\$187,715.19	\$187,715.20	\$3.71		
May	\$293,349.50	\$750.00	\$295,270.75	\$21.40	\$6,914.79	\$53,605.37	\$117,384.99	\$117,385.01	\$1.99		
June	\$377,889.75	\$0.00	\$386,639.75	\$20.85	\$6,914.79	\$71,624.69	\$154,059.57	\$154,059.58	\$1.97		
July	\$287,144.28	\$12,972.50	\$274,171.78	\$29.88	\$6,914.79	\$49,857.31	\$107,494.77	\$109,932.00	\$2.79		
August	\$359,992.25	\$5,125.00	\$373,184.50	\$19.16	\$6,914.79	\$66,582.09	\$149,728.81	\$149,976.23	\$1.74		
September	\$316,711.50	\$47,141.25	\$270,070.25	\$27.78	\$6,914.79	\$47,597.20	\$107,791.76	\$107,791.77	\$2.51		
October	\$243,883.05	\$750.00	\$243,133.05	\$32.95	\$6,914.79	\$41,453.58	\$97,397.36	\$97,397.38	\$2.89		
November	\$238,239.00	\$11,937.50	\$237,974.00	\$33.82	\$6,914.79	\$42,299.39	\$94,395.27	\$94,395.28	\$3.09		
December	\$324,914.25	\$1,150.00	\$324,701.75	\$40.12	\$6,914.79	\$59,583.18	\$129,120.06	\$128,868.01	\$3.76	\$252.07	Local Mtg Ta
TOTALS	\$3,874,265.08	\$109,246.25	\$3,824,316.14	\$434.72	\$82,977.48	\$695,734.06	\$1,521,657.06	\$1,524,089.78	\$40.41	\$252.07	