

**TIOGA COUNTY CLERK**

**ANNUAL REPORT**

**FOR 2023**

**DEPOSITORIES**

**TIOGA COUNTY CLERK**

**CHEMUNG CANAL TRUST**

**Motor Vehicle Account**

**Sales Tax Account**

**Exchange Account**

**M & T BANK**

**Miscellaneous Court Account**

**TIOGA STATE BANK**

**Fee Account**

**Fee Money Market**

**Mortgage Tax Account**

**Mortgage Tax Money Market**

**Transfer Tax Account**

**Transfer Tax Money Market**

**eAccount**

## **I. RECORDINGS**

### **Deeds, Mortgages, Miscellaneous Recordings**

**Total Recording Fees Retained by Tioga County 2023                    \$202,226.97**

## **II. MISCELLANEOUS FILINGS**

### **Passport Applications & Photos, UCC Filings, Copies & Certified Copies, Transcripts of Judgment, Liens, and other Miscellaneous Filings such as Building & Loans, Affidavits, DBA's, Survey Maps**

**Total Misc. Filing Fees Retained by Tioga County 2023                    \$102,836.08**

## **III. COURT FEES**

### **Index Numbers, Notes of Issue, RJI's, Notices of Appeal, Motions, Stipulations of Discontinuance**

**Total Court Fees Retained by Tioga County 2023                    \$15,365.00**

**Total Court Fees Forwarded to New York State 2023                    \$160,875.00**

## **IV. REAL ESTATE TRANSFER TAX**

**Total Real Estate Transfer Tax Allowance Tioga County 2023    \$1,438.00**

**Total Real Estate Transfer Tax Forwarded to NYS 2023                \$519,588.00**

**V. MORTGAGE TAX**

<b>Total Mortgage Tax to Tioga County Towns 2023</b>	<b>\$740,431.79</b>
<b>Total Mortgage Tax Forwarded to SONYMA 2023</b>	<b>\$317,497.67</b>

**VI. COUNTY CLERK FEE**

<b>Mortgage Tax Administration Allowance 2023</b>	<b>\$150,774.00</b>
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**VII. FINES – COURT COSTS**

**Fines/STOP DWI, NYS Surcharges, SCAR, Miscellaneous Fines**

<b>Fines Retained by Tioga County 2023</b>	<b>\$7,011.46</b>
<b>Fines Forwarded to New York State 2023</b>	<b>\$17,013.52</b>

**VIII. MOTOR VEHICLE**

<b>Fees and Sales Tax Retained by Tioga County 2023</b>	<b>\$327,735.19</b>
<b>Auto Use Fee and Portion of Online Transactions 2023</b>	<b>\$371,280.89</b>

**IX. SURCHARGE**

**Fees Collected on Court and Land Transactions**

<b>Retained by Tioga County 2023</b>	<b>\$4,717.00</b>
<b>Forwarded to New York State Cultural Education Fund</b>	<b>\$89,623.00</b>

**X. EQUALIZATION AND ASSESSMENT**


<b>Fees Retained by Tioga County 2023</b>	<b>\$11,962.50</b>
<b>Fees Forwarded to NYS Div. of Equalization &amp; Assessment</b>	<b>\$122,264.00</b>

**XI. NYS NOTARY FEES**

**Notary Fees Retained by Tioga County 2023** **\$1,560.00**

**Notary Fees Forwarded to New York State 2023** **\$3,120.00**

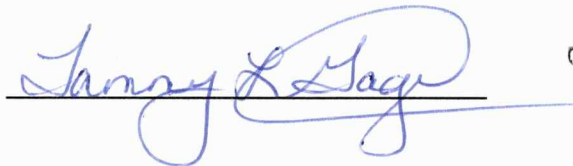
I, Andrea L. Klett, being duly sworn, state that I am the Clerk of the County of Tioga and that the foregoing statement is in all respect a full and true statement as required by Section 201 of the County Law and all monies received each day by said Clerk, or my assistants, for fees, perquisites, and emoluments for all services rendered by me or said assistants in their official capacity, for the year 2023.



**Andrea L. Klett**

**Tioga County Clerk**

Sworn to before me this 12<sup>th</sup> day of FEBRUARY, 2024



Tammy L Gage  
Notary Public, State of New York  
Lic # 04GA0018558  
Qualified in Tioga County  
Commission Expires: 12-12-2027

## **2023 HIGHLIGHTS – Clerk & DMV**

- **2023 began with the bad news that our electronic records management software vendor had suffered a major security breach. This resulted in the disconnection of the vendor from our network and from the New York State Courts Electronic Filing system. As a result, the Clerk's Office fell behind for a brief time until a procedure was devised to work around the lack of connection with our vendor. Fortunately, our IT Department had the foresight a long time ago to have all of the County Clerk's records stored on a server housed here in the County. This fact made all the difference in the Clerk's Office being able to continue recording land records and filing court documents in a timely fashion.**
- **For the second year in a row, the Clerk's Office saw a large increase in passport applications and photos. Passport applications increased by 64% over 2022 and the passport photo service increased by 79%.**
- **The total 2023 revenue from the Clerk's Office was down roughly 24% from 2022. The area that saw the most decline was in the land records – deeds and mortgages – most likely due to the increase in interest rates. The DMV performed a little better. The 2023 revenue for the DMV was up by about 4% over 2022.**
- **The deadline to obtain a Real ID compliant driver's license or ID card for boarding domestic flights is still set at May 7, 2025.**

## **2024 GOALS – Clerk & DMV**

- **2024 will see the Clerk's Office transitioning to a new vendor and a new records management system that will provide a more secure environment for the County's land and court records.**
- **With the help of the Records Director and guidance from the Office of Court Administration, the Clerk will pursue a program of purging civil case files that have reached their retention period.**
- **The DMV will continue to expand their knowledge of international documents so that they are better prepared to serve a more diverse public and be ready for the Real ID deadline.**

## **2023 HIGHLIGHTS - Assets and Records Management**

### **from the Director of Assets and Records Management**

- **In 2023, the records department accessioned 147 records, destroyed 194 cubic feet of obsolete records, processed 93 internal records requests and 7 external requests. In addition, 70 cubic feet of records from the Treasurer's Office and 5 cubic feet from Personnel were shredded.**
- **Administration of the County's non-capital fixed assets continued as well. In 2023, 287 assets were added to Munis, 84 were retired, 2 were replaced, and 18 were transferred.**
- **In 2023 the Records Director re-vamped all of the Records electronic files to make them more user friendly, accessible, and consistent between files.**
- **The first stage of the 3 year inventory of all 2,552 cubic feet of County records was completed in 2023. The Preliminary inventory was done in 2021 by the previous Director.**

## **2024 GOALS - Assets & Records Management**

- **Continue the quarterly Records Newsletter.**
- **Complete the 3 year inventory of all 2,552 cubic feet of County records.**
- **Work with the County Clerk to start the process of digitizing historic records so that the public can access them electronically rather than handling the originals. Preserve the original historic documents and books.**
- **Work with the County Clerk to start the process of digitizing all civil case files in the County Clerk's Office and determine which cases are due for destruction per the LGS-01.**