

**TIOGA COUNTY CLERK**

**ANNUAL REPORT**

**FOR 2024**

**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** **\$193,141.55**

## **II. MISCELLANEOUS FILINGS**

**Passport Applications & Photos, UCC Filings, Copies & Certified Copies, Criminal Records Search Fees, Transcripts of Judgment, Liens, and other Miscellaneous Filings such as Separation Agreements, Building & Loan Agreements, Affidavits, DBA's, and Survey Maps**

**Total Misc. Filing Fees Retained by Tioga County** **\$239,155.62**

## **III. COURT FEES**

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

**Total Court Fees Retained by Tioga County** **\$19,048.00**

**Total Court Fees Sent to New York State** **\$189,712.00**

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

**Total Real Estate Transfer Tax Allowance Tioga County** **\$1,422.00**

**Total Real Estate Transfer Tax Sent to NYS** **\$1,898,392.00**

## **V. MORTGAGE TAX**

<b>Total Mortgage Tax to Tioga County Towns</b>	<b>\$674,961.60</b>
<b>Total Mortgage Tax Forwarded to SONYMA</b>	<b>\$288,175.57</b>

## **VI. COUNTY CLERK FEE**

<b>Mortgage Tax Administration Allowance</b>	<b>\$151,658.52</b>
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## **VII. FINES – COURT COSTS**

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

<b>Fines Retained by Tioga County</b>	<b>\$7,340.00</b>
<b>Fines Forwarded to New York State</b>	<b>\$21,625.30</b>

## **VIII. MOTOR VEHICLE – retained by Tioga County**

<b>Fees and Sales Tax</b>	<b>\$267,191.26</b>
<b>Auto Use Fee and Portion of Online Transactions</b>	<b>\$446,745.28</b>

## **IX. SURCHARGE**

### **Fees Collected on Court and Land Transactions**

<b>Retained by Tioga County</b>	<b>\$4,615.00</b>
<b>Forwarded to New York State Cultural Education Fund</b>	<b>\$87,685.00</b>

## **X. EQUALIZATION AND ASSESSMENT**

<b>Fees Retained by Tioga County</b>	<b>\$11,547.50</b>
<b>Fees Forwarded to NYS Div. of Equalization &amp; Assessment</b>	<b>\$116,348.00</b>

**XI. NYS NOTARY FEES**

**Notary Fees Forwarded to County by NYS**

**\$1,380.00**

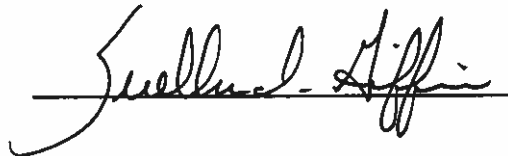
**I, Andrea L. Klett, being duly sworn, state that I am the Clerk of the County of Tioga and that the foregoing statement is in all respect a full and true statement as required by Section 201 of the County Law and all monies received each day by said Clerk, or my assistants, for fees, perquisites, and emoluments for all services rendered by me or said assistants in their official capacity, for the year 2024.**



**Andrea L. Klett**

**Tioga County Clerk**

Sworn to before me this 13<sup>th</sup> day of February, 2025



Suellen I Griffin  
Notary Public, State of New York  
Lic. #04GR6346644  
Qualified in Tioga County  
Commission Expires: 8-15-~~2028~~

## **2024 HIGHLIGHTS – Clerk**

- **2024 was a busy year for the Clerk’s Office. The Clerk and the Deputy Clerk spent many hours working with the Project Manager at the new electronic records management software vendor, Tyler Technologies. The conversion from the prior vendor to Tyler is a huge project and required several meetings, demos, phone calls, and emails in order to supply Tyler with the necessary information to build our records management system. The go live date for the new program is scheduled for late in May of 2025.**
- **The total 2024 revenue from the Clerk’s Office was over \$600,000, up 26% from 2023. The Clerk’s Office also took in almost \$675,000 in mortgage tax that was distributed among the 9 Towns and 6 Villages of Tioga County.**
- **The Clerk’s Office forwarded over \$7,000 to the Sheriff’s Department for their Stop DWI program.**
- **In February of 2024, the Office of Court Administration instructed all Court Clerks to perform criminal records searches using only the name and date of birth as subject identifiers. Since docket numbers were no longer needed for a search, this resulted in the Court Clerks themselves doing all of the searches. Prior to this change, companies would hire searchers to come to the Clerk’s Office and search in a docket book which was available to the public. The Court Clerks were instructed to remove the docket book from the public area. Once that happened, an enormous backlog of searches developed. The County Clerk petitioned OCA to allow the Recording Clerks to have access to the criminal records search application. Once that access was granted, the backlog was cleared up and over the course of 10 months, the Clerk’s Office brought in over \$150,000 in search fees.**
- **The Clerk’s Office processed 375 passport applications and provided 320 passport photos in 2024.**

## **2024 HIGHLIGHTS – DMV**

- **As of January 1<sup>st</sup>, 2024, the NYS DMV changed the retention rate for Motor Vehicle transactions that are handled in local DMV Offices. The retention rate used to be 12.7% for all in-office transactions and 3.2% of online transactions after a minimum threshold of about \$397,000 was met. The new retention rate is 10.7% across the board with no**

**minimum threshold for online transactions. With this change, the local DMV Office brought in roughly \$75,000 more in revenue from online transactions over 2023. The in-office transactions took a hit but the increase in online retention more than made up for that. Overall, the DMV revenue for 2024 was up 2% over 2023.**

- **In 2024, the Owego DMV Office processed over 38,000 transactions in 249 working days. That's an average of 154 transactions per day, handled by 5 or fewer cashiers. The Owego DMV staff work very hard and do it all with a kind and caring professionalism that's rare in that line of work.**
- **As of this report, 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 HIGHLIGHTS – Assets & Records Management**

- **Records Accessioned: 128**
- **Records Destroyed: 178**
- **Records Requests (internal): 62**
- **Records Requests (external): 5**
- **Assets Added: 219**
- **Assets Scrapped: 317**
- **Assets Transferred: 16**
- **Assets Sold: 2**
- **Assets with Tags Replaced: 2**

### **2024 tasks completed**

- **Three-year inventory completed in early 2024.**
- **Re-organization of all records in the storage area at 1062 State Route 38 has been completed. All records are now organized by retention periods (permanent or temporary), by Department, and by date (in chronological order) making the search for records easier and more efficient, and inventories more accurate.**
- **Re-organization of all records in the storage area at 56 Main Street has been started and will be completed in 2025.**
- **Continuation of quarterly newsletter.**

### **2025 GOALS – Clerk**

- **2025 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.**

### **2025 GOALS – DMV**

- **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.**

### **2025 Goals – Assets and Records Management**

- **Re-organization of all records in the storage area at 56 Main Street to be completed in the same fashion as was done at 1062 State Route 38.**
- **Work with the County Clerk (once the COTT conversion is done) to seek funds from next year's round of grants in order to scan and index old records books and start the process of digitizing all civil case files.**
- **Work with the County Administrator and County Clerk to conduct a complete Fixed Assets inventory in all county departments.**
- **Continuation of quarterly newsletter.**