

**TIOGA COUNTY CLERK**

**ANNUAL REPORT**

**FOR 2021**

**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**

**Mortgage Tax Account**

**Transfer Tax Account**

**eAccount**

## **I. RECORDINGS**

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

**Total Recordings Fees Retained by Tioga County 2021                    \$307,837.78**

## **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 2021                    \$98,140.95**

## **III. COURT FEES**

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

**Total Court Fees Retained by Tioga County 2021                    \$20,100.00**

**Total Court Fees Forwarded to New York State 2021                    \$192,285.00**

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

**Total Real Estate Transfer Tax Allowance Tioga County 2021    \$1,691.00**

**Total Real Estate Transfer Tax Forwarded to NYS 2021            \$591,873.00**

**V. MORTGAGE TAX**

<b>Total Mortgage Tax to Tioga County Towns 2021</b>	<b>\$892,365.61</b>
<b>Total Mortgage Tax Forwarded to SONYMA 2021</b>	<b>\$339,851.89</b>

**VI. COUNTY CLERK FEE**

<b>Mortgage Tax Administration Allowance 2021</b>	<b>\$143,805.00</b>
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**VII. FINES – COURT COSTS**

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

<b>Fines Retained by Tioga County 2021</b>	<b>\$8,973.86</b>
<b>Fines Forwarded to New York State 2021</b>	<b>\$19,776.84</b>

**VIII. MOTOR VEHICLE**

<b>Fees and Sales Tax Retained by Tioga County 2021</b>	<b>\$342,007.52</b>
<b>Auto Use Fee and Portion of Online Transactions 2021</b>	<b>\$349,083.74</b>

**IX. SURCHARGE**

**Fees Collected on Court and Land Transactions**

<b>Retained by Tioga County 2021</b>	<b>\$6,446.00</b>
<b>Forwarded to New York State Cultural Education Fund</b>	<b>\$122,474.00</b>

**X. EQUALIZATION AND ASSESSMENT**

<b>Fees Retained by Tioga County 2021</b>	<b>\$13,797.00</b>
<b>Fees Forwarded to NYS Div. of Equalization &amp; Assessment</b>	<b>\$145,116.00</b>

**XI. NYS NOTARY FEES**

**Notary Fees Retained by Tioga County 2021** **\$1,880.00**

**Notary Fees Forwarded to New York State 2021** **\$3,760.00**

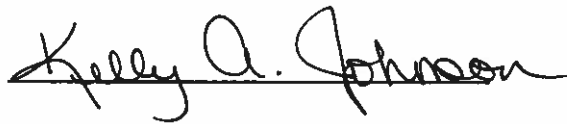
**I, Andrea L. Klett, being duly sworn, state that I am the Clerk of the County of Tioga and that the foregoing statement is in all respect a full and true statement as required by Section 201 of the County Law and all monies received each day by said Clerk, or my assistants, for fees, perquisites, and emoluments for all services rendered by me or said assistants in their official capacity, for the year 2021.**



**Andrea L. Klett**

**Tioga County Clerk**

Sworn to before me this 10<sup>th</sup> day of February, 2022



**Kelly A Johnson**  
Notary Public, State of New York  
Lic. #03JO6394845  
Qualified in Tioga County  
My Commission Expires 7-15- 2023

## **2021 HIGHLIGHTS**

- **Even though 2021 turned out to be the second straight year of the Covid-19 pandemic, the Clerk's Office and the DMV were able to continue operating as usual and even saw an overall increase in revenue.**
- **The revenue from the Clerk's Office increased by about 19% over 2020. This increase is attributed to the decrease in interest rates that allowed people to refinance or to buy a new home.**
- **The DMV also saw an increase in revenue despite being closed for almost two weeks in November due to Covid issues. The overall increase in revenue for 2021 versus 2020 was approximately 12%.**
- **In February of 2021, the Tioga County Legislature adopted a resolution to move the position of Records Management Officer from the Information Technology and Communications Department to the County Clerk's Office. At that time the duties of managing the fixed assets and records programs were moved to the newly created position of Director of Assets and Records Management.**

**Here are the highlights of the Assets and Records Management Program from the Director of Assets and Records Management:**

- **The most significant achievement in records management in 2021 was the inventory of 2,552 cubic feet of County records, the results of which provide greater intellectual control of and accessibility to the collections under our care. The records department accessioned an additional 153 cubic feet of transferred records and destroyed 73 cubic feet of obsolete records.**
- **A second major initiative of 2021 was a drive toward implementing naming conventions and standardizing records series titles and corresponding retention periods through the establishment of customized department-specific retention schedules. A pilot meeting with the Probation department laid the foundation for this initiative by helping to determine how the records department can best meet the needs of departments and records stewards. Administration of the County's non-capital fixed assets continued as well. In 2021, 142 assets**

were added to Munis, 112 were retired, 8 were transferred, and 4 were sold.

*[If/when American Rescue Plan funds are awarded, we could include an additional sentence about that]:*

- **The records department was also awarded funds from the American Rescue Plan to secure the services of a records management consultant to evaluate our current program and design strategies for its advancement.**

#### **Goals for 2022**

- **Expand vital DMV services for Tioga County residents by improving the Owego Office and possibly establishing an additional office in Waverly.**
- **Continue to improve the records storage and accessibility for all Tioga County Departments.**
- **Image and protect older obscure Tioga County records currently housed at the Tioga County Clerk's Office.**