



## TIOGA COUNTY LEGISLATURE

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## 2015 STATE OF THE COUNTY ADDRESS

### ADMINISTRATIVE SERVICES

#### County Clerk

##### RECORDINGS

Deeds	County Fee	\$ 48,264.00
Mortgages	County Fee	\$ 98,292.50
Misc. Recordings	County Fee	\$ 47,864.00
Cover Sheet	County Fee	\$ 21,581.50
Total Fees Collected for Recorded Documents		\$216,002.00

##### MISCELLANEOUS FILINGS

Passport	\$ 6,800.00
Commercial Papers (UCC Filings)	\$ 3,880.00
Copies & Certified Copies	\$ 50,715.44
Misc. Filings (including Building & Loans, Affidavits, DBA, Maps, etc.)	\$ 27,044.00
Transcripts of Judgment	\$ 1,070.00
Liens	\$195.00
Total Miscellaneous Filings	\$ 89,704.44

##### CLERK OF COURT – COURT FEES

	Fees Collected	To State	To County
Index Numbers		\$156,530.00	\$ 20,949.00
Notes of Issue (Non-Jury & Jury Demands)		\$ 3,910.00	
RJI (Request for Judicial Intervention)		\$ 27,125.00	
Notice of Appeal		\$ 260.00	
Motion		\$ 29,790.00	
Stipulation of Discontinuance		\$ 9,075.00	
Total Court Fees	\$247,639.00	\$226,690.00	\$20,949.00

##### REAL ESTATE TRANSFER TAX

	Fees Collected	NYS Tax Commission	To County
Totals	\$269,012.00	\$267,770.00	\$ 1,242.00

## MORTGAGE TAX

	Tax Collected	Additional Tax (1/4 of 1%)	Basic Mortgage Tax (1/2 of 1%)
Totals	\$713,068.44	\$200,285.64	\$512,782.80

Distribution of these monies is done monthly with the "Basic Mortgage Tax" going to Tioga County for distribution to the nine Townships, and the "Additional Mortgage Tax" being sent to the State of NY Mortgage Agency.

## COUNTY CLERK'S FEE

Any and all balances being held for apportionment are on deposit with Tioga State Bank.

Total	\$107,382.00
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## FINES – COURT COSTS

	Fees Collected	To State	To County
Fines/STOP DWI			\$ 16,621.22
NYS Surcharge		\$ 15,459.26	
TARS		\$ 125.00	\$ 25.00
Misc. Fines		\$ 0.00	\$ 0.00
Totals	\$ 32,230.48	\$ 15,584.26	\$ 16,646.22

## MOTOR VEHICLE

	Fees Collected	To State	To County
DMV Transactions		\$941,457.81	\$283,021.74
Sales Tax		\$971,769.92	\$ 5,273.50
Totals	\$2,201,522.97	\$1,913,227.73	\$288,295.24

		To State	To County
Auto Use Fee	\$ 339,032.85	\$ 6,648.64	\$332,384.21

## SURCHARGE

	Fees Collected	NYS Dept. of Education	To County
Totals	\$105,601.00	\$100,320.00	\$ 5,281.00

## EQUALIZATION & ASSESSMENT

	Fees Collected	NYS Div. of Equalization & Assessment	To County
Totals	\$115,347.00	\$105,096.00	\$ 10,251.00

## INTEREST

Currently monies deposited into three of the County Clerk's nine separate accounts are entrusted to earn interest. Other accounts may earn interest on behalf of NYS while other accounts' deposits are turned over too quickly to pursue earning interest.

	Interest Earned	To State	To County
Totals	\$ 24.66	\$ 3.75	\$ 20.91

## NYS NOTARY RENEWAL FEES AND OATHS

	Fees Collected	To State	To County
Totals	\$ 6,060.00	\$ 4,040.00	\$ 2,020.00

## FEE SUMMARY 2015

	Fees Collected	To State	To County
I. RECORDINGS	\$216,002.00		\$216,002.00
II. MISCELLANEOUS	\$ 89,704.44		\$ 89,704.44
III. COURT	\$247,639.00	\$226,690.00	\$ 20,949.00
IV. REAL ESTATE TRANSFER TAX	\$269,012.00	\$267,770.00	\$ 1,242.00
V. MORTGAGE TAX	\$713,068.44	\$200,285.64	\$512,782.80
VI. COUNTY CLERK'S FEES	\$107,382.00		\$107,382.00
VII. FINES – COURT COSTS	\$ 32,230.48	\$ 15,584.26	\$ 16,646.22
VIII. MOTOR VEHICLE	\$2,201,660.97	\$1,913,227.73	\$288,433.24
AUTO USE FEE	\$339,032.85	\$ 6,648.64	\$332,384.21
IX. SURCHARGE	\$105,601.00	\$100,320.00	\$ 5,281.00
X. EQUALIZATION/ASSMNT	\$115,347.00	\$105,096.00	\$ 10,251.00
XI. INTEREST	\$ 24.66	\$ 3.75	\$ 20.91
XII. NYS NOTARY RENEWAL	\$ 6,060.00	\$ 4,040.00	\$ 2,020.00
Totals	\$4,442,740.18	\$2,839,662.27	\$1,603,077.91

The staff of the County Clerk's Office seems to be adjusting nicely to the new Clerk and Deputy Clerk. The office use of the eSearch and Resolution III from COTT Systems is going well. The staff is continuing the task of back filing Supreme and County Court filings, Miscellaneous Filings, and Mortgages into the COTT system. At this time the back filing is complete through 2007 for Court filings; through 1995 for Miscellaneous Filings; and Book 349 for Mortgages. In 2016 the Clerk's Office hopes to implement e-recording and e-filing. The County Clerk's Office brought in revenue in the amount of \$982,260.46 for the County and \$919,785.90 for New York State. The revenue from PayPal for the public use of eSearch and payment for document copies was \$25,040.00 for 2015.

## DEPARTMENT OF MOTOR VEHICLES:

DMV eliminated a DMV motor vehicle examiner position (an examiner is also a cashier) in 2015 due to the gradual increase in internet use by customers and less office traffic. So far the office has been able to absorb the loss of this position. On occasion, during lunch hours or if office staff is short due to illness or vacation, the line of customers does build up. We are diligently working with this issue and hoping that this will not become a problem with customer service in the coming year.

## Historian

Hours in Office: 350

Visitors: 18

Talks Given: 4 (OA Middle School Architectural Class; TCHS Black History; Newark Valley Historical Society Murders; Presented a Book Review for the Coburn Free Library)

## Meetings Total: 18

- March 10 Met with Spencer Historian
- April 10-12 State Historian Conference at Corning
- April 18 Met with WBNG-TV Weathermen (Howard Manges & Nick Morenis) at Museum for flood information
- April 19 Annual Meeting at TCHS

- May 19 Met with researcher at County Clerk's Office
- July 23 Met with Village of Owego Trustee, Phoebe Shafer for PR for village
- August 6 Attended Legislative Meeting
- August 19 Attended Board Meeting at Museum
- August 21 Met with Jim Raftis regarding 2016 Veteran's Celebration
- August 30 Met with and gave tour to Rev. Tim Ahrens, Ohio (Washington Gladden info)
- Sept. 1 Met with Det. Steve Anderson (NYSP) re: Murder investigation
- Sept. 8 Attended Legislative Meeting (Historical Marker)
- October 20 Met with Route Fifty Reporter for history Tioga Downs / Tioga County
- October 21 Attended Board Meeting at Museum
- October 24 Region 10 Conference at Ithaca (Served as a panelist)
- November 5 Attended Board Meeting at Museum (My ex-officio status upgraded to include voting privileges.)
- Dec. 16 & 30 Met with Editor of Pennysaver Press to plan 2016 directory.

Research Requests include T.C. Arts Council, T. C. Pennysaver, T.C. Courier, T.C. Tourism, Tioga Co. Historical Society and the town and village of Owego and of course, the numerous genealogy and emails. I continue to work at home when I am not in the office. My research takes me to the Clerk's office, museum, library, on line and to various other locations. I have also written articles for the Courier, Pennysaver and Museum Newsletter.

My memberships include: Association of Public Historians of NYS; Tioga Co. Historical Society; Susquehanna River Archeological Center; Spencer Historical Society; Preservation Assn. of the Southern Tier; Broome Co. Historical Society; O-A Reading Partnership; Coburn Free Library and am a Lifetime Member of the Fred L. Waterman Conservation Education Center.

Other: I requested and received permission from the County Legislators to move money from the contingency fund into my budget to replace an historical marker, which was appreciated. I am planning a ceremony in the spring when it will be erected.

I would also like to note that I moved into my new Route 38 office on June 9<sup>th</sup> and although I am still busy organizing and re-filing, I am very satisfied and enjoy coming here. Thank you.

### Board of Elections

Pursuant to the provisions of Section 3-212(4) (a) of the New York State Election Law, we hereby submit our Annual Report for the period beginning January 1, 2015 through December 31, 2015.

The Tioga County Board of Elections is made up of two (2) full-time Commissioners, two (2) Deputy Commissioners, two (2) part-time Machine Technicians and (2) part-time Election Re-Canvassers. Perceived by some as a simple clerical operation, the information of every registered voter from its initial entry, through revisions regarding a name, address or affiliation change is retained for the creation of accurate Poll Books for every election. We provide our county with many important services related to the democratic election process which is the foundation of our government. In order to insure non-partisan elections, our procedures are continuously scrutinized, questioned and challenged.

Some of the services we offer the community include voter registration, information to candidates running for office, petition packets, printing of poll books, printing district lists/labels, and delivery of Absentee Ballots to county nursing homes. The Board of Elections strives to offer the assurance that every legal vote is counted before the election is certified. We are challenged to manage our department, which is mandated by state law, within our budget restraints. As managers of the election process we strive to maintain high standards.

The Board of Elections moved its office to the Health and Human Services facility in early 2015 allowing the consolidation of the various rooms of operations to be united into an office suite. Security screening and metal detectors are at the building entry as well as swipe card entry for staff and closed circuit camera in the public area fulfilled requirements from the NYSBOE Site Visit Audit. A sufficient office area permits staff to present three modules of election inspector training on the premises presenting transparency of the office daily operations. Access to the voting equipment and software are limited and access to the area is with a dual key system.

Tioga County Board of Elections was part of a core group that assisted in the planning and organization of the Election Commissioners Association of the State of New York's 100<sup>th</sup> Anniversary Conference. Significant milestones from Woman's Right to Vote, passage of the Voting Rights Act, ratification giving 18-year-olds the right to votes, National Voter Registration Act (NVRA), Military and Overseas Voting Act (MOVE), new voting systems, and the development of procedures developed by Boards of Elections resulting from disruption of voting from various hurricanes as well as continuing Election Law updates all play a significant part in how every county BOE evolved to today's operations.

2015 provided the opportunity of continued fine tuning to the street file database which is the fundamental element in providing Election District integrity for elections held in Tioga County. The cooperation and information from the GIS and Real Property departments resulted in more accurate alignments of the multiple layers of political divisions: Federal, State, Judicial, County, Town, Village, School and Fire Districts within the county.

The Board of Election office is also charged with the following responsibilities:

- Administer all federal, state, county and town elections
- Provide materials to candidates to ensure the petition process goes smoothly – receive and file petitions
- Prepare Press Releases, legal notices and maintain working relationships with the media
- Recruit, train, certify, schedule and supervise election Inspectors
- Report to the State Board of Elections enrollment reports, surveys, yearly statistical data and annual reports
- Provide statistical data and voter lists to potential candidates and their consultants, staff, political committees and interested parties
- Track pending legislation on federal, state and local basis concerning Election Law recommending changes as needed
- Prepare and oversee department budget
- Supervise Deputy Commissioners, Technicians, Re-canvassers and Inspectors
- Maintain voter registration database, monitor NYSVOTER (Statewide voter registration Website) and correspond with voters when additional data is required

- Monitor and track candidate campaign finance filings
- ADA Poll Site Compliance Visits
- Poll Books and Voter lists printed for various Village, School and Fire Elections
- Oversee the loaning of Privacy Booths for School, Fire and Village Elections
- Preparation and submission of payroll for staff and inspector

#### 2015 Statistics

- 29,483 Registered Tioga County Voters
- 962 Newly Registered in 2015
- 200 Transfers (movers) within our county Mail Check cards
- 306 Movers outside our county Mail Check cards
- 312 Undeliverable, non-forwardable, miscellaneous Mail Check cards
- 71 Designating Petitions filed
- 5 Independent Petitions filed
- 200 Election Inspectors trained
- 785 NCOA (National Change of Address) voter updates
- 267 Enrollment changes
- 605 Absentee Ballots for General Election
- 10 Military Ballots for General Election
- 18 Affidavit Ballots for General Election

#### BOE Highlights

- 1) Board of Elections re-location to the Health & Human Services Complex
- 2) Enhanced clarifications to the Street File database with cooperation from GIS and Real Property
- 3) DMV digital bridge of voter registrations to BOE registration database

#### Board of Elections 2016 Goals

- 1) Improved tracking of Voter Registration forms with a bar code for category reporting to SBOE.
- 2) Provide voting machines to villages and schools by individual election agreement.
- 3) Develop and provide a supplemental training video for Election Inspectors.
- 4) Utilization of Asset Management Platform program and software for tracking and reporting Voting machines/equipment deployment, assets, repairs, & maintenance to the NYSBOE.

#### Real Property

The Real Property Tax Services Office seeks to improve the administration and understanding of the Real Property Tax to achieve equity for the taxpayers of Tioga County.

In 2015 Tioga County Office of Real Property Tax Service operated with two full-time employees and one part-time employee; Director, Administrative Assistant and Technician. We strive to function at the highest level of performance to service the public, Assessors, taxpayers, school districts, while meeting State & County requirements. We are now located in our permanent office on 1<sup>st</sup> floor in the, Ronald E. Dougherty Bldg. at 56 Main St in the Village of Owego.

- Board of Assessment Review training was in April of 2015
- Towns of Barton, Newark Valley, and Tioga equalization rates remained the same while the other towns saw a decrease or increase in equalization rates.
- Town of Berkshire is doing an update and will be at 100% full market value for the 2016 roll year.

- The Village of Waverly in the Town of Barton remains an assessing village
- Committed to maintaining our State certified tax maps as accurate as possible by correcting errors that are brought to our attention. Real Property contracts with the MRB Group for tax map maintenance. MRB contract is at \$31,000 for the 2016 fiscal year. This reflects a decrease of \$1,000 in cost for the 2016 budget.
- Our office processed 1,344 deed transfers this past year.
- Adopted a new local law, approving the Gold Star Veteran Exemption
- Public has become familiar with and regularly uses our website, which has been revised to be more user friendly. This has reduced traffic in our office for basic information.
- We continue to produce tentative and final assessment rolls, tax bills for villages, and town and county bills. Six school districts are contracting with BOCES for their tax bill production. Our office currently prints tax bills and tax rolls for eight school districts which includes the biggest school district Owego Apalachin.
- We process assessor reports for the state, work with and assist the assessing offices, town clerks and village offices wherever needed.
- We work to reduce spending by keeping a tight budget; cutting corners where we are able without sacrificing services. We continue to look for new revenue opportunities to lessen the County's reliance on property taxes.

We provide services to all participants in and users of Real Property while also performing the duties of this office according to Real property Tax Law Section 1532

The Real Property Tax Service Agency is an independent arm of County government and is to be distinguished from other aspects of County government 3 Op. Counsel SBEA No. 99

The Real Property Department is a resource center for municipalities, other county departments and the general public. We are an extension of the assessor's office for each municipality and we handle all questions regarding real property and tax mapping issues. We are a resource for assessors in regards to problem solving unique assessment issues. Maintenance of tax maps, processing and reviewing deed transfers is part of our office functions. We also maintain and update county website real property portal with the most recent property information, tax maps, tax rolls, final rolls and tentative rolls for county, town, village and schools.

### Veterans'

The veteran population for Tioga County as of 09/30/2010 was 4,000 as estimated by the Buffalo VA Regional Office.

The estimated monetary benefit expenditures for the period of January 1, 2015 through December 31, 2015 to the Tioga County veterans and their dependents provided to this office by the US Department of Veterans Affairs are as follows:

Compensation & Pension	\$13,400	Medical	\$16,450
Education & Vocational Rehabilitation &	\$3,100	Total	\$34,300

Following is a breakdown of contacts and services for 2010:

Total Contacts	311	Original Contacts	122
Personal Contacts	115	Repeat Contacts	549
Correspondence Contacts	24	Total Services	710
Phone Contacts	193		

Letters Processed	7	Forms Processed	1

Director Junker attended meetings or visited the following facilities during 2010:

Department Visitations, American Legion activities: Mid Winter Conference, Department Convention; National Convention Department Visitations; National Visitation.

Other meetings included: Long Term Care Council  
 Senior Health Fair  
 Tioga County Health Department  
 Strawberry Fest  
 Tioga County Fair  
 County Expo 3/16/10  
 Tioga Downs Job Fair  
 Veterans Support Group  
 Long Term Care Council  
 Suicide Coalition

Fred Hepfner, VSO, attended both the Basic and the Advanced class for American Legion Certification. Sandra Junker also attended the Advanced Course in September 2015.

Notices were placed in the Pennysaver to honor veterans on Memorial Day, Veterans' Day, Thanksgiving, Christmas, and New Years' Holiday.

The Veterans' Service Agency tries to keep a list of deceased veterans who lived in Tioga County. The Press and Sun-Bulletin, The Morning Times, and the Ithaca Times were reviewed every day for deceased veterans. The names and Era of service are provided twice a year (Memorial Day and Veterans Day) to be honored and a Memorial Service on those dates.

Tioga County continues to receive \$8,558.81 per year in state aid towards the operation of the Veterans' Service Agency.

Monthly statistical reports were provided to the New York State Division of Veterans' Affairs.

Our office will continue to provide our veterans and their families with the best and efficient assistance possible during 2016.

## **ECONOMIC DEVELOPMENT/PLANNING/TOURISM/AGRICULTURE**

### **Economic Development & Planning**

The 2015 Tioga County Economic Development and Planning year in review shows a tremendous amount of activity. Many projects launched in 2015 and are anticipated to be completed in 2016.

The goals set forth at the start of 2015 have been aggressively pursued. The previously identified objectives of New Business Development, Business Retention, Planning Activities and Relationship Building have been followed for the purposes of bringing new jobs, retaining existing businesses, assisting with proper planning and establishing, maintaining and growing communications.



The results of these concentrated efforts are clearly evident. In 2015 there has been over \$318 million in new investment. There have been 813 direct permanent jobs and 1,340 direct construction jobs created and/or retained in the last year. This coupled with the indirect jobs associated with this growth have caused a drop in the unemployment rate to an eight year low. The 5.7 percent 2014 rate is now at 5.3 percent. The hotel/motel tax revenue has increased by \$15,500 over 2014 revenues. There has been nearly \$3.7 million in loans and grants made over the last year coupled with over \$230,000 in private investment by our small businesses.

These efforts of the Economic Development and Planning Department, along with our partners, have brought and retained jobs, investment, proper planning, improvements and growth opportunities to Tioga County in 2015. It is the goal of the Economic Development and Planning Department to carry these same objectives forward through 2016.

#### New Business Development

Economic Development and Planning has identified the need for New Business Development assistance in three areas; Small Business Outreach, Proactive Activities and Response to Leads. Each of these categories is pursued for the purpose of bringing new business to Tioga County.

#### Small Business Outreach

Small Business Outreach is aimed at providing assistance to the small emerging businesses in Tioga County. The Department recognizes the importance of our entrepreneurial base and provides many services to help guide Tioga County start-ups toward successful practices. Some examples of assistance provided in 2015 include the following.

#### Participation in events/organizations:

Tioga Co. Chamber Business Show	Celebrating Women in Business Event
Waverly Business Association	Valley Economic Development Association
EZ monitoring	Chamber of Commerce(s) support
Entrepreneurial Assistance Program	Tioga County Job Fair
Consolidated Funding Application Workshop	

#### Connecting businesses with funding opportunities:

Healthy Foods and Healthy Communities Grant- Sweeney's Market and Spencer Big M  
Rural Area Revitalization Program- Bellinger's, 150 Broad Street, Waverly  
Façade Loan Program- Bit of Luck, Becky's Diner, LOOM, Good Shepard B&B, Loveless  
IDA Loans- Granite Works, Charles Cornell  
VEDA Loans- Granite Works  
NY Main Street Grant- Village of Waverly  
NYSDOT Grant- Waverly Trade Center

Press Releases and Publications/Participation in Press Conferences/Advertising  
Press Releases/Publications- CFA Readiness Workshop, Happy Holidays Small Business Owners, Legislative Gazette publication, new IDA loan brochure  
Press Conferences- Wagner Lumber, Owego Gardens, Lockheed Martin, Tioga Downs  
Advertising- Owego Pennysaver, Morning Times, Tioga County Chamber of Commerce  
Ribbon cuttings- attended several small business ribbon cuttings throughout the year

These outreach activities have amounted to nearly \$3.7 M in loans and grants as well as owner match of over \$230,000 by our small businesses in 2015.

#### Proactive Activities

The ED&P Department aggressively seeks out existing companies/ businesses to locate in Tioga County. Targeted companies/business are identified by following other development in the region, news stories and trends in the area.

Solicitation to bring companies/developers to the area

Environmental laboratory	Walk-in medical clinic
Fitness facility	Chain restaurant
Furniture manufacturer	Retail development
Professional office space	Craft brewery
Metal fabricating facility	

It is by way of actively seeking a specific company to locate here that Tioga County won the 65,252 square foot 62 unit mixed-income senior rental community locating at the ESite on 434 in Owego. The Home Leasing Owego Gardens project is a \$12.2 M investment and will provide resilient and sustainable housing choices for all income levels. Owego Gardens- \$12.2 M investment, 50 construction jobs

#### Response to Leads

Leads for potential development often come in to the ED&P Department via many different sources. The lead may come from Empire State Development, a developer, municipal official, engineering firm or other interested party. The ED&P Department maintains a positive rapport with all points of contact and responds with prompt and relevant information.

Company contact by way of a lead

Nichols Cross Dock	Medical Walk-in Clinic
Wood Treatment Facility	Food Processing Plant
Project Forest	Project Black Ops
Midwestern Pet Foods	5 Star Development
Tioga Downs	Fiber optic service providers
Project Nighthawk	

ED&P response to leads secured the following projects:

	Investment	Permanent Jobs	Construction Jobs
Nichols Cross Dock	\$12.9 M	73	50
Midwestern Pet Foods	\$9.9 M	50	0
Crown Cork & Seal	\$132 M	166	550
Tioga Downs	\$9.9 M	0 (garage)	100
Tioga Downs	\$134.8 M	500 (casino)	550
Upstate Shredding	\$5.4 M	24	40
Total	\$304.9 M	813	1,290

#### Business Retention

The Tioga County Legislature has identified Business Retention as a primary focus in the County. The goal is to maintain an open relationship and dialogue with our already existing businesses to help to ensure their economic viability. Economic Development and Planning has identified Proactive Activities, Pursuit of Funding/Grant Opportunities and other varied efforts for the purpose of keeping *existing* businesses in Tioga County.

The Economic Development and Planning Department engages in many other activities outside of the categories identified below. Although these undertakings may not equate directly to a defined number of jobs, they are equally as important to the economic health of the County.

#### Proactive Activities

The ED&P Department has instituted a visitation strategy. Staff has been engaging in one on one appointments and follow-up with the local company representatives. This plan has been very effective as our office has been able to assist many companies with concerns on varying topics.

##### Existing Company Visits

Leprino	Wagner Lumber	Jim's RV	Fingerlakes Tech
Tioga Downs	Hagen Pet Foods	Bruce Nelson	Raymond Hadley
Eric Niermeyer	Tioga State Bank	Sanmina	Lockheed Martin
Mystic Moon	M&T Bank	CCTC	Double Aught Lumber
Upstate Shredding	Upstate Dream Inst.	Pennysaver	Tioga Opportunities
Hidden Valley	Community Bank	Matco	Elderwood
Applied Technology	Northeast Implement		

#### Pursuit of Funding/Grant Opportunities

There are often times funding opportunities available to our businesses that they are simply not aware of. It is the objective of the ED& P Department to search out those opportunities and advise/educate to help support and grow our businesses. We also provide assistance in navigating the sometimes confusing or complex process of obtaining funding. Below are some examples of programs ED & P has assisted with.

##### 2015 Consolidated Funding Application

Village of Waverly- NY Main Street

\$300,000 award

##### 2015 Upstate Revitalization Initiative Fund

Village of Waverly WWTP upgrades- assistance provided

\$2,000,000 award

Upstate Shredding- application made on behalf of company

\$1,000,000 award

ESite water system- application made in partnership with IDA

\$350,000 award

Regional Council Funding- Community Revitalization Fund

5 Star Development- assistance with application provided

\$181,500 award

##### Promotion of funding opportunities

Regional Council

Community Revitalization Fund

Rural Initiative Fund

Shovel Ready Fund

VEDA

IDA

Loan Programs

PILOT Program

Bonding Opportunities

Activities that serve both new and existing businesses

There are many activities that the Department is engaged in that serve both new and existing businesses, such as;

- Assistance/referrals with MWBE certifications
- Assistance with business plans
- Participation at Valley Economic Development Association (VEDA)
- Façade Loan Program assistance
- Funding opportunities guidance/assistance
- NYSERDA/NYSEG referrals
- REAP collaboration
- Tioga County Industrial Development Agency collaboration
- Local permitting and approvals process assistance

#### Planning Activities

In addition to the mandated functions required of the County, the Department engages in many Planning Activities to assist in the economic development and wellbeing of Tioga County and our residents.

#### State or Federal Mandated Functions

- Tioga County Planning Board- GML 239 planning and zoning reviews
  - 25 reviews in 2015
- Census LUCA/Complete Count activities
- Planning and Zoning Board of Appeals annual trainings
- Annual Ag District Inclusion process
- Periodic Ag District 8-year reviews
- Hazard Mitigation Planning
  - Hazard Mitigation Planning Committee
  - Update Multi-jurisdictional Multi-Hazard Mitigation Plan every 5 years
- MS4 Stormwater municipal Stormwater Management Program compliance
  - Public Education and Public Participation Minimum Control Measures
  - Annual Reporting
  - Program Audits
  - Stormwater Management Plan Update
  - Infrastructure inventory, conditions, maintenance

#### Agricultural emphasis

- Ag related events/activities
  - Sundaes at the Farm (8/23/15), estimated 600 in attendance
  - Farmers Markets

#### Outreach

- Winter Farmers Business Plan Program
- New Farmers Grant Fund Promotion

#### Economic Development support and assistance

- Data gathering
- GIS Mapping
- Grant writing/administration
- Local permitting and approval process

#### Relationship Building

The Economic Development and Planning Office has identified relationship building as a corner stone to success in improving the economic climate in Tioga County. Although often times an intangible, we must recognize the significance of establishing and

maintaining communication with our partners across the State in both the public and private sectors.

#### Face to Face Meetings

Regional Economic Development Council REDEC  
Valley Economic Development Association Greater Valley Chamber of Commerce  
Waverly Business Association Historic Owego Marketplace

#### Elected State/Federal Officials and Representatives

Congressman Thomas Reed  
Lt. Governor Kathy Hochul  
State Senator Fred Akshar  
Assemblyman Chris Friend

#### Other Tioga County Departments

Public Works	GIS
IDA	Real Property
Personnel	Legal
Treasurer	

#### Municipal meetings

Town of Newark Valley	Village of Waverly
Town of Nichols	Village of Owego
Town of Owego	Village of Nichols

#### The Owego Connection- SUNY Broome classes in Tioga County

Liaison with SUNY Broome- coordination of credit and non-credit classes

#### Long Term/Ongoing Projects

Listed below are several Long Term and Ongoing projects the Department has been involved with in 2015.

#### Property Management

Beginning discussions on development of available industrial and commercial properties  
database- ongoing

Beginning discussions to establish new industrial park area- ongoing

#### Media Outreach

Radio Talks- ongoing  
WEBO  
WATS/WAVR  
Press Releases/Letters to Editor- ongoing  
CFA Readiness Workshop  
Happy Holidays Small Business Owners  
Legislative Gazette  
2015 TC Job Fair

#### Grant Administration

NYS Office of Parks, Recreation and Historic Preservation Snowmobile Grant  
Administrative Fee received- \$2,788.93  
HCR New York Main Street Grant  
Administrative Fee anticipated - \$22,500

#### Business Assistance

Empire Zone monitoring (41 businesses)  
Empire State Development program promotion, referral and assistance

NYS Real Property tax abatement, Section 485B assistance  
Coordination of business training workshops

#### Boards/Committees

Tioga County Local Development Corporation Board of Directors  
New York State Regional Economic Development Council  
Southern Tier Regional Economic Development Council Board (STREDC)  
Municipal Electric and Gas Alliance (MEGA)  
Workforce Investment Board (WIB)  
Tioga County Not-for-Profit Network Committee (TCNN)  
Valley Economic Development Association Board (VEDA)  
NYS DEC Region 7 Open Space Advisory Committee  
Tioga County Chamber of Commerce Board  
Rural Economic Area Partnership (REAP)  
Broome Tioga Stormwater Coalition  
Agricultural Resource Group Committee (ARG)  
Southern Tier East Regional Planning and Development Board  
Board Member  
Planners Group participation  
ARC Project Review Committee  
BMTS Planning Committee  
IT Steering Committee  
Tioga County Water Quality Coordinating Committee  
Public Transit Advisory Council  
SUNY Broome Entrepreneurial Assistance Program Client Assistance Group  
Memberships  
NYS Association of County Planning Directors  
APA NY Upstate Southern Tier Section member  
NYS Floodplain and Stormwater Managers Association

#### Conferences

NYSAC Conference  
Lt. Governor Hochul- Business Roundtable

#### Presentations

Kiwanis  
Leadership Tioga  
NY Penn Leadership  
Rotary  
Spencer-VanEtten Breakfast Club

#### Logo/tagline

Development and launch of new ED&P logo/tagline "Smart & Strong"-  
completed

#### Social Media

Development and implementation of ED&P Facebook page- ongoing

#### Misc.

Addition of Economic Development Specialist  
Bryant Myers March 2015- November 2015  
Brittany Woodburn December 2015- present

## 2015 Stats

### Unemployment Rates

New York State	
2014	2015
5.6%	4.7%
Tioga County	
2014	2015
5.7%	5.3%

### Sales Tax Revenue

2014	2015
20.2 M	19.5 M

### Hotel/Motel Tax Revenue

2014	2015
132,840	148,346

### Residential Home Sales (Tioga County only)

2014	2015
215	350

## 2015 Goals and Outcomes

### 2015 Consolidated Funding Application (CFA)

- ✓ Host CFA Readiness Workshop  
hosted 2/25/15, over 60 in attendance
- ✓ Increase number of applications/awards made to Tioga County  
Awards increased from \$664,000 in 2014 to \$3,830,000 in 2015 (CFA plus URI awards)
- ✓ Apply/assist with CFA applications
  - ✓ ESite continued development  
awarded \$350,000 toward water system Gateway Project
  - Visitors/Education Center Study
  - ✓ Village of Waverly  
awarded \$300,000 NY Main Street Taylor Garbage C&D facility
  - Department of Transportation- Tourism Directional Signs on highway Monkey Run
- ✓ Develop available industrial and commercial property database

### Land Use Planning

- ✓ Visit all existing municipal; planning and zoning boards of appeals to foster working relations
  - visited 12 planning boards and ZBA's
  - provided 4 hours of planning/zoning board training
- ✓ Improve communications with municipal officials on the 239 review process
- ✓ Assist NY Rising Communities
  - Implementation plans
  - Flood reliance mitigation activities/projects

### Agricultural and Farmland Protection Plan

- ✓ Complete plan
  - Plan completed 4/1/15
- ✓ Obtain recommendation of approval
  - Tioga County Agricultural and Farmland Protection Board approved plan 4/21/15
  - Tioga County Legislature approved plan 5/12/15
  - NYS Department of Ag & Markets approved plan 8/20/15

Continued assistance to existing Tioga County Businesses

- ✓ Upstate Shredding projects
  - assisted with grant award
- Larrabee Tire Service
- ✓ Edgemere/Home Leasing
  - assisted with Owego Gardens project
- Gateway project
- ✓ Design of Visitor's/Education Center Greenhouse project

✓ Continued assistance to bring new businesses to Tioga County

Increase Sales Tax revenue

✓ Increase Real Property Tax revenue

- IDA owned parcels listed back on tax rolls due to development
- Owego Gardens (6 acres)
- Crown Cork & Seal (40 acres)

✓ Increase Hotel/Motel Tax revenue

- 2015 Hotel/Motel tax revenue increased by \$15,500 over 2014 revenue

✓ Increase jobs

- assisted in bringing 763 permanent new jobs and 1,340 construction jobs to Tioga County

✓ Retain jobs

- assisted in retaining 50 jobs in Tioga County

2016 Goals

2016 Consolidated Funding Application (CFA)

- Host CFA/URI Readiness Workshop
  - Increase number of applications/awards made to Tioga County
- Apply/assist with CFA/URI applications
  - Farview Farms
  - Town of Nichols WWTP upgrades
  - ESite continued development
  - Taylor Garbage C&D facility
  - Department of Transportation- Tourism Directional Signs on highway
  - Village of Owego Downtown Anchor project
  - Slaughterhouse processing and packaging facility

Add to available industrial and commercial property database



Assist in making potential sites shovel ready

Land Use Planning

- Visit all existing municipal; planning and zoning boards of appeals to foster working relations
- Improve communications with municipal officials on the 239 review process
- Assist NY Rising Communities
  - Implementation plans
  - Flood reliance mitigation activities/projects
- Provide 4 hours of planning/zoning board training

Agricultural and Farmland Protection Plan

- Assist in implementing Plan

Complete North Tioga Agricultural District Eight-year review

Assist in 2010 Tioga County Strategic Plan update

- Promote use of Tioga 2020 Strategic Plan to Department Heads and Agencies

Continued assistance to existing Tioga County Businesses

- Upstate Shredding projects
- Larrabee Tire Service
- Edgemere/Home Leasing

Continued assistance to bring new businesses to Tioga County

- Greenhouse

Increase Sales Tax revenue

Increase Real Property Tax revenue

Increase Hotel/Motel Tax revenue

Increase jobs

Retain jobs

Continue to seek and assist housing development

**FINANCE/LEGAL/SAFETY**

**Law Office**

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THE YEAR IN REVIEW

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2015 was a busy year for the Tioga County Law Department. In addition to the normal work of the department, we were involved with other departments in several large projects, including the FEMA closeout of flood projects and Document Restoration, the implementation of the Financial Management and Accounting System, the overhaul and implementation of the County Information Security Policy, bidding out the new Jail Medical and Mental Hygiene services contract and the successful defense of an Article 78 lawsuit brought against the County and Real Property.

In 2016, the Law Department hopes to finally closeout all FEMA projects from the 2011 flood. We look forward to assisting in the implementation of a new Electronic Document management system through MUNIS. Throughout 2016 we will follow the progress of the Governor's "Raise the Age" initiative, as the proposed law will have a significant impact on the County Law Department, which is the "presentment agency" for juvenile prosecutions in Tioga County.

The following is a summary of the some of the 2015 projects with which the Law Department was involved:

- The County contracted with H2O to assist in the final closeout of FEMA projects from the 2011 flood. With other key County personnel, the Law Department continues to meet with H2O, NYS DHSES and FEMA representatives to gather the necessary documentation required for final closeout.
- The restoration of documents damaged in the flood of 2011 was finally completed by Premier APS under the supervision of Lila Hall, the County's project manager.
- The Law Department, together with other County personnel, participated in the implementation of the new Financial Management and Accounting System Project. Procedures were developed to enter County contracts and insurance specifications into the system. In addition, preliminary plans were made to implement a new electronic document management system in 2016.
- The Law Department participated in the overhaul and implementation of the County's Comprehensive Information Security Policy.
- The Law Department participated in the bid process and contract negotiations for Jail Medical and Mental Health Services contract.
- The Law Department defended an Article 78 proceeding brought against the County, the Town of Barton and the Waverly school district by Muldoon Gardens, alleging that its assessment was improper. The action was dismissed, saving the County the payment of real property tax refunds to Muldoon.

## THE LAW DEPARTMENT AND THE LEGISLATURE

### AN OVERVIEW

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New York State's County Law Section 500 provides that the County Attorney and its assistants are the legal advisors to the Legislature and to every county officer whose compensation is paid from county funds in all matters involving an official act of a civil nature. The Law Department also provides all of the legal work for the Department of Social Services, including Family Court, Support Hearings, and Juvenile Delinquency Proceedings. The Law Department operates out of two offices staffed by three full-time attorneys, a confidential secretary, a paralegal and one full-time secretary. The mission is as follows:

The mission of the Tioga County Law Department is to provide professional, timely and quality legal work, advice and counsel to the legislature, department heads, employees and agencies within the Tioga County government, and to at all times

act with the highest degree of professionalism and respect for the persons and public we serve.

#### LITIGATION and CLAIMS

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The Law Department is responsible for defending all litigation and claims brought against Tioga County. These include third party claims brought by outside entities against the County and its employees, as well as certain types of complaints made by employees against the County.

Some of these claims are referred to our liability insurance carrier, NYMIR who retains outside counsel to handle the defense. When the claim is not covered by NYMIR, the Law Department either defends the action or retains outside counsel to defend the action.

In all cases, the Law Department remains involved throughout to manage, supervise and to be a local contact for outside counsel.

In 2015, the Law Department assisted outside counsel in the defense of five pending law suits. The Law Department provided the direct defense of the Article 78 suit mentioned above.

Diane Stephens, confidential secretary to the County Attorney, monitors claims presented to our carrier NYMIR. In 2015, we referred 12 incident claims and 8 Notices of Claim to NYMIR.

The County Attorney heads the Loss Control Committee, whose membership includes the Personnel Director, Benefits Officer, Safety Officer, Commissioner of Public Works and Captain from the Sheriff's Department. The purpose of the committee is to review claims and the handling thereof, as well as to examine liability issues and ways to minimize or control claims.

The Law Department also oversees the part-time Safety Officer, who files a separate annual report.

#### CONTRACT/BIDDING ADMINISTRATION

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The Law Department reviews and approves as to form County and department contracts. In 2015, the Department reviewed 141 contracts.

In addition, the County Attorney assists departments in negotiating contracts and developing comprehensive RFPs and bids. In 2015, the Law Department assisted the Sheriff in bidding and contracting for Jail Medical and Mental Hygiene services.

The County Attorney worked with several departments to implement the Financial Management and Accounting System, which will significantly improve the tracking and management of the County's contracts and insurance documents.

#### PERSONNEL

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The Law Department works with the our labor counsel Roemer, Wallens Gold & Mineaux and the Personnel Department in matters relating to the administration of the civil service, personnel related challenges, benefits administration issues and the administration of labor contracts and grievances.

#### DSS, PUBLIC HEALTH AND MENTAL HYGIENE

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The Tioga County Law Department provides daily professional, experienced legal counsel and services to all of the health and human service agencies, i.e. the departments of Social Services (DSS), Public Health and Mental Hygiene. The Law Department has improved communications and accountability between it and these agencies compared to years passed.

The County Attorney attends all monthly Board of Health meetings and quarterly administrative meetings with the Department of Social Services. Our Assistant Attorneys continue to attend regular meetings with the Commissioner of Social Services, the Deputy Commissioner, managers and case workers to discuss individual cases, case management, general protocols, etc. to ensure good communication and avoid potential issues before problems arise.

The Assistants also serve on the following committees: Sex Abuse Case Review, Permanency, and Domestic Violence Task Force. Christian Root serves as the County HIPAA compliance officer and on the Security Policy Committee, the IT Steering Committee and the Work Place Violence Committee.

The following is a brief synopsis of statistics for filing of new petitions, court appearances, contested proceedings etc. in 2015:

Juvenile Delinquency, PINS, Neglect, Abuse, Fair Hearings:

New petitions filed:	52
Court Appearances:	258

Child Support Services:

Appearances:	798
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Miscellaneous:

Pistol Permit revocation hrgs.:	2
Expungement hearings:	22
Guardianship	7
Misc. litigation proceedings	20

ARTICLE 11 TAX FORECLOSURES

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The majority of work for the Article 11 Tax foreclosures is performed by the Treasurer and paralegal Kevin Humes. The Law Department reviews all documents prior to filing. In 2015 there were no challenges to the 2015 foreclosures.

FREEDOM OF INFORMATION

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The Law Department continues to assist the Freedom of Information Officers with review and handling of these requests. There were 81 FOIL requests filed in 2015 (this number does not include the FOIL requests filed with the Sheriff's Dept.). There were no appeal hearings for denial of records in 2015.

CONTINUING EDUCATION/ASSOCIATIONS

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The Law Department considers continuing education to be a priority in providing expert legal service to the County. The County Attorney belongs to the County Attorneys Association [CAASNY] and reviews regular updates from that association. In addition, the County Attorney frequently attends Continuing Legal Education Programs sponsored by the Broome County Bar Association and regularly attends the Western County Attorney meetings.

The Assistants regularly attend conferences related to their specific issues, including attendance at CAASNY and New York State Public Welfare Association conferences, seminars on pre-trial and trial skills, sex abuse, support collection, Medicaid eligibility, Medicaid recovery, family court matters and Article 81 Guardianships.

POOR PERSON APPLICATIONS AND  
ASSIGNED COUNSEL

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The County Attorney's Office also reviews and provides the Supreme Court with recommendations for the Applications for Poor Persons for a waiver of filing fees in civil proceedings. The office is required to calculate the income of the applicant in relation

to the poverty levels. If the income exceeds 125% of the federal poverty level, we object to the granting of the application. In 2015, we processed 50 applications.

## THE 2011 FLOOD

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In 2015, the County Attorney continued to address outstanding issues related to the 2011 flood. The document restoration project was completed. The PW closeout project has just gotten underway and it is expected to continue for the remainder of the year.

## GOALS AND OBJECTIVES FOR 2016

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The goals and objectives for the Department in 2016 are as follows:

1. To continue to provide professional, quality legal work and advice to the legislature, department heads, employees and agencies within the county government.
2. To finalize the remaining recovery efforts from the Flood of 2011.
3. To participate in the implementation of the remaining features of the county wide Financial Management and Accounting System.
4. To prepare for the implementation of the "Raise the Age" initiative.
5. To achieve continued open communication between the Law Department and the other departments and agencies within the county government.
6. To remain current in our areas of law by attending continuing education seminars and by playing an active role with the NYS County Attorneys Association.

### Safety Office

All safety programs operated normally and all safety trainings were conducted on schedule. The Safety Office has continued to improve the County's compliance with Federal and State workplace safety regulations. These efforts include a continued partnership with PESH utilizing their Voluntary Compliance Program to maintain a proactive approach toward safety and training. PESH assisted in a Forklift training and certification course in 2015 for 12 Public Works employees. Additionally, County Policy #22 (Right to Know) has been revised to reflect OSHA's adoption of a Globally Harmonized System for identifying and managing chemicals and other potentially hazardous substances in the workplace. An on-line inventory of chemicals and their corresponding SDS sheets have been placed on SharePoint.

Improvements continue to be made with regard to Workplace Violence (WPV). All telephones in the Ronald E. Dougherty County Office Building were programmed with a panic alarm (soft button). This was one of the features of the new ShoreTel Phone system and was implemented at no cost. The installation of a recordable security camera for the Public entrance and parking lot has been approved and will be awaiting installation.

Tioga County Safety Office Annual Report  
2015

- ❖ General safety consulting: Provided safety consulting to County management and employees regarding varied safety/risk management topics.
- ❖ Responded to safety complaints from both internal and external customers.
- ❖ Annual OSHA required PPE Hazard Assessment: Completed the annual review of all buildings and operations to determine what hazards exist and the appropriate level of PPE that personnel must utilize.
- ❖ Annual Safety Training: Conducted the 2015 annual on-line Safety Training for 400 plus County personnel. Conducted the WPV annual refresher training for 400 plus County personnel.
- ❖ Coordinated the annual Hearing Conservation testing for 40 plus Public Works personnel.
- ❖ Blood-borne Pathogen Training: Partnered with Community Health Nursing to conduct a hands-on Blood-borne Pathogen training for the Probation Department with additional hands-on trainings planned for the Sheriff's Department in 2016.
- ❖ NYSP Driver Safety Training: Coordinated and administered the completion of Driver Safety Training classes for 88 personnel.
- ❖ LENS (License Event Notification System): Managed the LENS program that monitors the license status of all approved County drivers.
- ❖ CDL Drug and Alcohol testing program: Coordinated and administered the Tioga County program to ensure compliance with the Department of Transportation and FMCSA directives for drug and alcohol screening for commercial truck drivers (CDL license). Conducted and supervised 2 random tests.
- ❖ Coordinated and hosted a CDL Reasonable Suspicion training conducted by Partner's in Safety for new testing consortium supervisors.
- ❖ Building Coordinator Program: Continued the quarterly building coordinator meetings with emphasis on the monthly safety checklist, building evacuation plan, and floor plan location and visibility.
- ❖ Observed the conduct of required fire drills at the Court Annex and the County Courthouse for the purpose of evaluating the Building Evacuation Plan. Performed quarterly tests of existing Panic Alarms in the Dougherty Office Building, HHS, Clerk's, Annex, and Probation and Support buildings.
- ❖ First Aid Kits: Evaluated and re-stocked the building first-aid kits and ordered the necessary supplies.

- ❖ NYMIR: Coordinated and participated in NYMIR's annual risk assessment review of County operations and walk-through inspection of County facilities. Facilitated and coordinated abatement of any hazards that were identified.
- ❖ PESH Consult: Continued a dialog with PESH to maintain a pro-active approach toward safety and training. Invited PESH consultant Mark Smarr to conduct Forklift training for 12 Public Works personnel.
- ❖ Workplace Violence Prevention: The annual WPV hazard assessment was conducted at each of the County buildings. An employee representative was present as required by OSHA and Policy #53. Participated in 9 WPV investigations in response to 9 reported incidents. The WPV advisory committee met 3 times.
- ❖ Improved building security for 56 Main St. by implementing the Panic Alarm function on all ShoreTel phones.
- ❖ Revised County Policy #22 ("Right to Know") to reflect the MSDS to GHS changes as required by the revised OSHA standard. Created an on-line chemical inventory with the new SDS sheets on SharePoint.
- ❖ ADA: Placed a Handicapped Parking education and awareness ad in the local *Pennysaver*. Designed and printed 500 Handicapped Parking education and awareness brochures and delivered them to all Tioga County towns, and the Tioga County DMV to make available to the public.

### Budget

The 2016 budget was published and adopted within the state's established deadlines. The budget presented fiscal challenges that included employee contract raises, escalating health insurance costs, and inflationary increases for several service contracts. The largest contributing factor that helped to offset the budgetary growth, was a decrease in NYS Retirement(Pension Contribution) Most county departments maintained a zero base budget from the prior year.

For the last 5 consecutive years, Tioga County has stayed below the allowable 2% property tax cap. The County submitted an Efficiency Plan that was approved. This supports Tioga County residents' eligibility a 2nd year in a row for the NYS Tax Freeze rebates.

Several Reserves were proactively established in the past few years with surplus funds and windfall funds. Reserve accounts were heavily relied on to supplement the budget in 2015 and this continues in 2016. Most will be depleted by year end 2016.

Capital Bond Funds will be depleted with the remaining Bridge projects scheduled to be completed in 2016 as well.

I presented a 4 year financial forecast using historical trends. The forecast projects an increased reliance on fund balance each year while attempting to stay within the property tax cap. The forecast showed this is not sustainable even in the short term and the county would be fiscally stressed within 2 years. Hard decisions may need to be made that could involve cutting services, or staff. Seeking additional revenue to offset



the escalating costs will also be necessary and may include reallocating the distribution of sales tax, an influx of casino revenue or applications for limited competitive grants. These are simply short term stabilizers though.

Currently the Office of State Comptrollers shows the county to have an excellent fiscal stress score but the environmental score is moderately stressed.

The newly implemented financial management system will provide real time budget and financial reporting. Numerous hours of planning and training were invested into this implementation. The county went live on November 1, 2015. The investment of time and expertise of many frontline staff from various departments has contributed to a much easier transition for such a large project. Also the continued need for the project leads to follow through on all aspects of this large project is crucial to the ongoing success as well. We continue to adapt and incorporate new processes and procedures for this system.

### Treasurer

The county treasurer reports that 2015 county sales tax collections decrease by 3.44% to \$ 19,549,030. The county distributed 4,983,419 million dollars to our towns and villages. Community College tuition billings cost \$ 2.2 million dollars or 11% of the county tax levy this past year. This state mandate benefited 2899 county residents pursuing higher education.

This past year, Tioga County received a perfect financial score from the state comptroller's annual fiscal monitoring analysis of all state municipalities.

The treasurer submitted a county efficiency plan to the Governors' budget office in June. The plan was accepted and authorized tax cap refund checks to be sent to our citizens this winter.

The Treasurers' office received a clean financial audit from the independent auditors of the entire county's financial reporting to the state comptroller for 2014.

The treasures' annual property tax auction sold 51 foreclosed properties last summer generating a surplus of \$62,600 dollars.

These accomplishments occurred while the treasurers' staff spent hundreds of hours designing the chart of accounts, recommending work flows, learning and implementing the new financial accounting system which went live in November. We also replaced and trained four new staff members in 2015.

### District Attorney

Pursuant to memo dated January 8, 2016, I am forwarding the 2015 Annual Report for the District Attorney's Office. As in the past, our annual report reflects felony prosecutions and appeal work only. Because of the large number of cases handled in the 19 various town and village justice courts throughout the county, we are unable to keep statistics as to this caseload.

I am sure of particular interest to the Legislature is the Calvin Harris' third murder trial. The trial began on January 22, 2015 and ended with a hung jury on May 15, 2015. A fourth trial is scheduled to begin on Match 28, 2016 in Schoharie County Court. The newly appointed judge, Honorable Richard Mott, has decided to schedule the trial three and a half days a week. With approximately 55 witnesses, we expect the trial to last ten weeks.

Our office is busy answering motions, preparing subpoenas and prepping witnesses for the impending trial.

We successfully prosecuted a number of cases that generated media attention. Assistant District Attorney Cheryl Mancini successfully prosecuted Julie Werkheiser on 2 counts of Predatory Sexual Assault at trial in November. Defendant Dwuane Brown was convicted on Criminal Sale of a Controlled Substance, Criminal Possession of a Controlled Substance after a trial prosecuted by Kirk Martin in Tioga County Court in early December. Both defendants will be sentenced this month.

In September, 1<sup>st</sup> Assistant Eric Gartenman left the DA's office. Cheryl Mancini was promoted to 1<sup>st</sup> Assistant and Palmer Pelella to 2<sup>nd</sup> Assistant DA. Kristen Grabowski, formally from the Broome County DA's office, joined as 3<sup>rd</sup> Assistant on January 4, 2016. On behalf of myself and the members of my office, I want to extend my thanks for the continued support that you, along with each and every member of the Tioga County Legislature has given to this office.

2015 TIOGA COUNTY DISTRICT ATTORNEY'S OFFICE

<u>County Court Indictments and Superior Court Informations filed</u>	103
Aggravated DWI	6
Aggravated Unlicensed Operation 1st	2
Attempted Robbery 1st	1
Burglary 2nd	7
Burglary 3rd	4
Criminal Contempt 1st	3
Criminal Contempt 2nd	1
Criminal Possession of a Controlled Substance 2nd	2
Criminal Possession of a Controlled Substance 3rd	7
Criminal Possession of a Controlled Substance 4th	2
Criminal Possession of a Forged Instrument 2nd	1
Criminal Possession of Stolen Property 3rd	1
Criminal Possession of Stolen Property 4th	1
Criminal Sale of Marihuana	1
Criminal Sex Act	1
Criminal Sale of a Controlled Substance 3rd	9
Unlawful Disposal of a Meth Lab	1
Criminal Use of Drug Paraphernalia	1
DWI	9
Failure to Register as a Sex Offender	4
Falsifying Business Records	2
Forgery 2nd	1
Grand Larceny 3rd	5
Grand Larceny 4th	5
Manslaughter 2nd	1
Menacing 2nd	2
Possession of Marihuana 1st	1

Offering a False Instrument for Filing 1st	2
Possession of Sexual Performance by a Child	1
Predatory Sexual Assault	1
Promote Sexual Performance by Child	1
Rape 1st	1
Rape 3rd	2
Rape 2nd	1
Robbery 1st	3
Robbery 2nd	1
Sex Abuse 1st	1
Tampering with Physical Evidence	2
Unlawful Manufacture of a Meth Lab 3rd	3
Welfare Fraud	3

#### County Court Trials

Calvin Harris	Murder in the Second Degree (in Schoharie County) Hung jury-to be retried 3/16
Julie Werkheiser	Predatory Sexual Assault Against a Child – 2 Counts Guilty-both counts
Dwuane Brown	Criminal Sale of a Controlled Substance in the Third Degree, Criminal Possession of a Controlled Substance in the Third Degree Guilty-Criminal Sale of a Controlled Substance in the Third Degree and Criminal Possession of a Controlled Substance in the Third Degree

#### Appeals

David Soprano

Edmund Haardt

#### Public Defender

Breakdown of cases for 2015:	Dispositions
Family Court	182
Felony	98
Misdemeanors/Violations	507
Parole Hearings	38
TOTAL FOR 2015	825

There were approximately 223 Drug Court Cases in 2015. The Tioga County Public Defender's Office also handled approximately 25 Extradition Cases

There are approximately 200 criminal cases pending at the end of 2015, which includes Drug Treatment Court Cases. There are about 52 Family Court cases pending at the end of 2015.

## NARRATIVE

The Tioga County Public Defender Office represents all indigent defendants accused of crime in Tioga County and assists the Family Court Public Defender on all Family Court cases on an infrequent basis or when needed.

The Family Court Public Defender represents assigned parties in Family Court matters and assists the criminal Public Defenders representing indigent criminal defendants on an infrequent basis or when needed. The goal is to reduce the County's Assigned Counsel Budget.

## **INFORMATION TECHNOLOGY**

### **Information Technology**

The County's Information Technology department was successful in achieving a number of significant milestones and completing a number of projects in 2015. These major projects include:

- Phone System: The new phone system was taken live in February 2015, with all County phones completed in October. As of December 2015, the realized savings per year are \$39,000, with an additional \$15,000 per year saved beginning in 2016.
- Website: The new County website was launched in September 2015. The site was designed with a focus on mobile friendliness and making it easier to find critical information quickly and easily.
- Financial System: The department worked closely with many other staff to bring the new financial management system online. The financials component was brought live in November.

Continuing progress has been made by IT with regard to deployment of new technology, including wireless access, enhancing conferencing facilities, and improving the efficiency of technology operations.

In addition, the department has taken a leading role in facilitating the expansion of competitive internet services in the County, working to improve the number of competitors as well as the speeds available, including finding services for areas that lack services currently. To this end, in the next 12-24 months there will be significant new construction of fiber optic network cabling down the "primary" roadways of the County (38, 96/96B, 17C, I-86.) Discussions have been had with providers that are interested in providing new services in our communities in the coming years as well.

### **GIS**

The GIS department has been steadily working with departments countywide to use GIS tools in their various capacities. In 2015, the County signed an agreement with ESRI, the provider of our GIS tools, providing unlimited licensing of their tools for the County's use. Ultimately this agreement has saved the County licensing expenses while simultaneously giving departments access to many more tools than were previously available.

### **RECORDS MANAGEMENT**

The Records Management office has returned to normal function after the 2011 flood. The final two pieces of this were completed in 2015: First, the remaining damaged documents were sent to a document recovery facility and returned to the County. This project restored over 400 boxes of documents at a cost of approximately \$110,000. This cost was covered by FEMA as a part of the County's flood recovery project. Second, the

County constructed new records storage space in the Health and Human Services complex on SR 38. This facility has allowed all of the documents, which previously were stored in several locations after the flood, back into one centralized space. In 2016, the department is beginning to look towards new electronic document storage tools to utilize as well.

## **LEGISLATIVE SUPPORT**

### **Tioga County Legislature**

2015 was a full year of operation for the County Auditor and Legislative Office. Staff consisted of myself as Clerk and County Auditor, and a Deputy Clerk/Deputy County Auditor, as well as being Project Manager and Deputy Project Manager for the Financial Management Accounting System (FMAS) the County has embarked on.

There were 12 regular meetings; 4 special meetings, and 9 public hearings held during 2015. Four of the regular meetings (March, June, September and December) were held in the evening in 2015. These meetings resulted in 314 resolutions and 7 Local Laws being adopted.

The following are highlights for 2015:

- Financials went live November 1, 2015.
- Purchase Orders started being paid weekly instead of biweekly in November.
- Treasurer's Office took over printing and sending of checks in November.
- Payroll due to go live with checks on January 1, 2016.
- Processed \$440,800.89 in credit card purchases in 2015, down by \$184,758.68 compared to 2014.
- 2015 Journal of Proceedings completed on December 23, 2015.
- Legislative Budget Expenses for 2015 (not accurate due to closeout) \$243,097.09.

Tioga County's Financial Management Accounting System (FMAS) went live in November 2015 with the financials phase going live first, payroll phase to be enacted with checks being printed in Munis live in January 2016 with the HR component to follow for April 2016. The Legislative Clerk and Deputy Legislative Clerk were named as Project Manager and Deputy Project Manager for the Project. Departments throughout the County were actively involved in the process and were very integral parts in moving this project forward.

## **HEALTH & HUMAN SERVICES**

### **Social Services**

#### **Foster Care**

- The Unit continued to perform well on several Federal child welfare indicators:
  - Placement stability
  - Child re-entry (none in 2015)
  - Timely Discharge: 22 children were discharged for the calendar year 2015, 13 were reunited with a parent (or caretaker/relative) or adopted within two years of their placement. Of these thirteen discharges, eleven children were discharged within one year of their placement date.
  - Institutional bed days reduced from 14.2% in 2014 to 4.6% in 2015.
- Foster Home certifications:
  - Seven foster homes were opened in 2015. All seven homes are able to take any age child with behavioral issues, preventing the need for children to be placed in an institutional setting.

#### Adult Protective/Adolescent Services

- Adult Services referrals increased 19.5%, (483 in 2014 to 641 in 2015).
- Adult Protective referrals increased 9.5% (116 in 2014 to 127 in 2015)
- Adult Protective investigations increased 14.3% (35 in 2014 to 40 in 2015).
- PINS Diversion Services opened 56 cases, an increase of 30.2% (43 cases in 2014). All of the children served remained at home.
- Impacted by the closure of the Tioga County Certified Home Health Agency, the Adult Services Unit completed 20 nursing home assessments and 14 waived services referrals in 2015.

#### Child Protective/Child Preventive Services

- CPS received 977 reports and was responsible for determining 653 reports. 43.5% were unfounded and 24.9% were indicated. 31.6% of reports were closed through Family Assessment Response (FAR).
- Two hundred and twenty-seven (34.8%) of the total reports were tracked to FAR. Of reports initially tracked to FAR, 16 (7%) were re-tracked to Investigation due to family's choice or safety concerns within the first 7 days of the report.
- Reports alleging illegal drugs continue to increase; 15.5% in 2015 vs. 13.4% in 2014.
- DSS In-House Preventive services were provided to 52 families with 129 children. Of the 24 families discharged from preventive services, 23 (96%) had no new indicated reports for the year.
- Fourteen neglect petitions were filed on behalf of 42 children; 1 abuse petition was filed on behalf of 4 children.

#### Staff Development and Training

- New Worker Orientation was conducted for 16 new hires, equaling 133 hours of training.
- New Caseworker and On-call training was completed with 4 new Caseworkers in the Services Division.
- Ninety-three staff attended 196 State-sponsored trainings and meetings in a classroom setting, as well as on linc and Web-based.
- There were 55 additional trainings that were not State-sponsored. These trainings were offered in-house and in the community, for a total of 1,663 hours.
- The Staff Development Committee began work with the Caseworker Training Steering Committee which was formed by the State to revamp the training process and content currently provided to new Caseworkers.

#### Youth Bureau

- The Youth Bureau operates under an Advisory Board which remains active with youth and adult participation.
- The Youth Bureau Director continues to serve on the Floyd Hooker Foundation which allocated over \$350,000 in 2015 to youth programs including five of the currently funded Youth Bureau programs.
- The Youth Bureau completes a summary report on runaway and homeless children and youth due to an increased emphasis on this area by OCFS. The Youth Bureau will continue to focus on this issue in 2016.
- The Youth Bureau Director worked with funded programs on establishing Performance Measures for each program. This focus will continue in 2016.

#### DSS Employment Unit

- DSS started as a VITA (Volunteer Income Tax Assistance) site in 2004. Assistance is provided to working individuals to have their tax returns e-filed at no cost. In 2015,

for tax year 2014, 124 returns were processed resulting in Federal refunds of \$ 216,137.00 and State refunds of \$50,509.00 totaling \$266,646.00, of which \$90,280.00 was EITC monies, all returning to, and being reinvested in, the local economy.

- Tioga Works consists of a Work Crew Supervisor who closely manages a crew of work experience participants. Work projects are scheduled from many different not-for-profit agencies throughout the community. In 2015, 665 projects were completed that totaled 5,717 work hours. 88 participants have had positive job placements.
- In 2015, the Tioga Employment Center's staff assisted 8,605 customers.
- In 2015, the Daycare caseload was comprised of 203 cases serving an average of 384 children and 250 adults.

#### SNAP (Supplemental Nutrition Assistance Program)/Medicaid Unit

- The Unit processed applications, re-certifications and under-care maintenance for a total of 17,840 completed tasks in 2015.
- The average monthly number of individuals receiving SNAP (food stamp) benefits in 2015 was 5,900 (approximately 2,100 of these were children).
- The monthly average of Tioga County individuals on Medicaid is 7,000 (approximately 2,400 of these are children and 220 are Chronic Care Medicaid).
- In 2015, the unit received 22,567 telephone calls averaging 1,881 calls per month.

#### Home Energy Assistance Program (HEAP)

- The HEAP Unit processed 5,990 benefits to customers totaling \$2,853,334 for the 2014-2015 HEAP season. This is a slight increase of about 2% in the amount of HEAP dollars issued compared to the previous season.
- 614 denials were processed for the 2014-15 HEAP season.

#### Child Support Enforcement Unit (CSEU)

- The Child Support Enforcement Unit collected \$5,511,121 for children in Tioga County in 2015.
- The Child Support Enforcement Unit filed a total of 956 petitions in 2015, down 6% from 2014.
- In 2015, 202 support obligations were established and 104 paternities were established/acknowledged.

#### Fraud and FEDS (Front End Detection Systems)

- 472 Fraud referrals were received in 2015, resulting in 10 charges being filed and 5 arrests. As a result of these charges, \$86,175 in benefits were referred for collections.
- There were 52 internal overpayment referrals received, resulting in \$29,220 in benefits being referred for collections.
- 413 FEDS referrals were received in 2015 with 192 investigations resulting in action (withdrawals or case closings). Based on State formulas, this resulted in an average 6 month projected savings in benefits of \$1,274,766.

#### Accounting

- The county purchased a new financial management system (Munis). The Director of Administrative Services and Accounting Supervisor were involved in a year long process that included all the setup and trainings to satisfy specific business requirements. Overall it was an 18 month implementation. Munis went live November 2015 and it has changed and improved many of our processes.

- The Accounting Department participated in the Annual State Single Audit. The programs tested were Foster Care, Adoption Assistance, Federal Transit, and HEAP. There were no significant findings. Also a claims review was conducted in July. The last review was 7 years ago. All claims for December 2014 were reviewed for accuracy and there were no significant findings.
- Accounting staff participated in training for our new phone system, a supervisory training, and numerous Munis trainings.
- In an effort to continue the goal of going paperless, Accounting is scanning all invoices, receipts, claims and rolls. We now have electronic signatures, and electronic attachments through Munis. We continue to access most BICS reports and rolls in TREAT and we use Online Banking Services and electronic transfer of information to auditors.
- New state requirements for lien recoveries require SSDs to send biennial accountings for existing and future real property liens to recipients and former recipients of Temporary Assistance. Staff worked hard doing research on client's lien recovery information, so the "biennial lien letter" deadline of Feb 1, 2016 was met.
- Local revenues and recoveries totaled \$747,961 in 2015. Medicaid recoveries from accident settlements, estates, burials, and liens totaled \$220,942.

#### Systems

- In February 2015, the county deployed a new digital ShoreTel phone system. The new phone system included enhancements such as visual display screens and increased customization through the county IT department. Systems played a role in the deployment of phones for Social Services and have worked with staff and IT to troubleshoot issues and improve phone functionality.
- An ability of the new phone system allowed us to create a call center. Systems worked with county IT to create a call center for the HEAP (Home Energy Assistance Program) department. The HEAP staff now log into the call center and take calls as they come in rather than only have one phone to answer calls.
- In a continuing effort to conserve paper and go electronic, Systems converted the remaining vendor ID request forms (Daycare and Services) into InfoPath forms for caseworkers to fill out. All our vendor request forms are now electronic.
- With the AS400 being decommissioned, Systems migrated the Public Assistance data dating back into the 1980s over to a new system as MUNIS was not going to have that data stored on it. In July 2015, Systems had successfully imported over 17,000 case files with a total of over 88,000 individual records.
- Systems continue to keep computer equipment up-to-date by working on an agency-wide refresh plan. In 2015, Systems replaced seven Services' staff laptops with desktops and we upgraded two user's laptops. We also replaced six square flat-screen monitors with rectangular flat screen monitors.
- Systems data entered 15,042 cases and registered over 900 applications into the Welfare Management System.

#### Tioga Employment Center

- The First Annual Tioga County Job Fair held March 10, 2015 was an outstanding success. 64 employers participated and 741 jobseekers attended. The Second Annual Tioga County Job Fair is scheduled for March 8, 2016.
- TEC formed the Tioga County Business Services Team prior to the 1<sup>st</sup> annual job fair. This team has worked well throughout 2015 to put on a successful job fair and provide business services to existing and new businesses. The team consists of Tioga Workforce, Tioga County Economic Development, Tioga County



Government, Tioga County IT, Tioga County Chamber of Commerce, and a NYS DOL Broome-Tioga Business Services Representative.

- Tioga Downs was awarded the Casino bid in the fall of 2015. TEC is the main point of contact to provide services in wage information, recruitments, coordination of services with other counties, and job development.
- Crown Cork and Seal, an aluminum can manufacturer, is building a high tech facility in Nichols. TEC is working with the employer in job development and recruitment.
- The 2015 annual average unemployment rate in Tioga County is 5.5%, which is down from 2014 average rate of 6.6%. Tioga County is ranked 36<sup>th</sup> lowest out of 62 Counties in Unemployment rates.

### Mental Hygiene

Tioga County Mental Hygiene continues to offer a comprehensive continuum of care for citizens of Tioga County who have needs related to Mental Health, Substance Abuse, and/or Developmental Disabilities. Services continued to be challenged due to ongoing changes in the Behavioral Health Care System and funding at the Federal, State, and Local levels.

The Department has been involved in a Steering Committee that was tasked with reviewing future possibilities for the Department. As a result, the committee recommended the County continue offering services in Waverly, NY at our satellite location and for the County to continue providing essential services, vs privatizing.

The Department applied and was awarded a Vital Access Grant (VAP). The grant total is \$581,277. The goal of the grant is for vital access providers to be financially viable, therefore the monies will be used strategically to meet that end. The clinic has created an Open Access Program, which allows residents to walk-in for services vs waiting for a scheduled appointment. The clinic also will be purchasing equipment that will create further efficiencies. Finally, other initiatives are to increase public awareness of services by advertising, and the recruitment of a Billing Specialist to maximize revenue collected.

Tioga County Mental Hygiene was also awarded another \$80,000 per year, to provide services in the community due to hospital bed closures at the state level. This money was given to Rehabilitation Support Services to create a Drop in Center and Warm Line program.

The Department was audited by both the New York State Office of Alcoholism and Substance Abuse and New York State Office of Mental Health, and received maximum length licensure as a result.

Despite the many transitions, responsibilities for planning, budgeting, oversight, the provision of services continue without interruption, and continue to increase substantially.

### Community Services Board

The Board participated in decision making related to the 2015 budget for the Department. The Board continues to educate the Community of Mental Hygiene services to reduce stigma. The Sub-Committees continue producing articles in the Penny saver entitled "Did you Know".

### Community Mental Health Services

The County Mental Health Clinic provided 14184 services in 2015. The Clinic provides access to care in a responsive, coordinated, and timely manner. Throughout 2015 there was continued focus on engagement, retention, risk management, and consumer outcomes. The clinic continues to provide exemplary 24/7 availability of crisis services.

Finger Lakes Parent Network continues to provide supportive services to families with special needs children. This year they have served many families and children within our county. Services include support groups, respite, in-home family supportive services, and recreational activities.

Rehabilitation Support Services serves the seriously and persistently mentally ill adults in the community. The Community Residence provides a supportive environment for adults with a focus of assisting residents to function independently in the community. In 2015, three consumers were discharged to independent settings and there were only three hospitalizations. The program maintained occupancy of 94%. The Supportive Apartment Program provides a transitional residential setting within the continuum of community living. The Apartment Program offers ten beds in Tioga County. An additional 31 consumers were served through Supported Housing Program, several through their Vocational Program, 98 individuals utilized the Social Club. The agency also provides Health Home Care Coordination, which served 145 enrolled individuals, admitted another 77, and provided outreach to 516 individuals last year. As a result of additional pass through State Aid, a Drop In Center and Warm Line program is being created. Consumers are being trained currently to complete required certifications for programs. Space is being developed for the Drop In Center.

#### Substance Abuse Services

Tioga County Alcohol and Drug Services continue to be the primary provider of outpatient drug and alcohol services within the County. During 2015, a total of 5571 services were provided. Other services provided include jail evaluations, Alternatives to Incarceration Program, Driver Impairment Program, and Random Drug Screening requests by Department of Social Services.

Tioga County Council on Addiction and Substance Abuse (TCCASA) provides prevention, education, advocacy, early intervention and referral services to individuals, families and community in Tioga County. The program provided Evidence Based Programs for 356 youth and 56 adult residents in Tioga County. TCCASA served the community by hosting two "Drug Take Back" days and collected 180lbs of prescription medications. TCCASA participated in all Victim Impact Panels in 2015. TCCASA received grants in 2015 from the Community Foundation and the New York Council on Problem Gambling.

#### Developmental Disabilities Services

The State Office for People with Developmental Disabilities (OPWDD) vision that all individuals within their care have the right to live in the least restrictive environment and integration within the community continues to be realized throughout 2015.

The primary providers of developmental disability services for the County continue to be:

Broome Developmental Center – provides residential placements, Medicaid service coordination, recreational programming, habilitation services, funding for environmental modification and adaptive technologies, family support services, and eligibility determinations. NYS continues to pursue closure of the Center.

Franziska Racker Centers – offers a range of services including special education, clinical services, mental health treatment programs, residential opportunities, and community support services for individuals of all ages. Specialized services include evaluation, early education/intervention, family support, autism services, service coordination, and family resource program.

Achieve – provides the sheltered workshop program within the County as well as supported employment and habilitation services. These services are designed to assist eligible individuals to fully participate in the community through work or volunteer opportunities.

Chemung ARC - provides housing opportunities within the County setting.

### **Health Department**

The Health Department is a participating member in the Source Water Protection Collaborative Study for Village of Owego (with New York Rural Water Association, Tioga County Soil & Water Conservation District, and United Water Owego) to identify all watersheds in Tioga County that may be affected by contaminants such as fracking fluids and other common sources such as sodium.

Public Health Department rabies clinics vaccinated 1,267 animals, which continues to reflect increased numbers of animal vaccinated at each clinic due to extensive advertising and community outreach.

The Public Health Department received a Public Health Emergency Preparedness Ebola grant to accelerate the county's preparedness planning and operational readiness for responding to Ebola by monitoring, training, drilling, and communicating to the public the facts about Ebola.

### Successes

The Tioga County Dental Van saw a 17% increase of children seen this year at our school-based clinics.

The Public Health Department provides local law enforcement with opioid overdose prevention kits (Narcan), which were used four times in 2015, with three successful outcomes.

The Tioga County Child Passenger Safety grant, coordinated by the Public Health Department, now includes both the Owego and Waverly Village Police Departments. This is a major expansion to our program to better fit the needs of the community.

### Challenges

Data collected by the Dental Services program show 58% of school children do not have a dental home while having a 57% incidence of decay. WIC children have a 38% incidence of decay and 81% do not have a dental home.

## 2016 Goals

The Tioga County Dental Services program is developing a replacement plan for the aging dental van while working toward securing funding.

The Public Health Department is creating a marketing plan to ensure Tioga County residents are fully aware of public health's role in serving the county: informing on issues and initiatives to enhance our quality of life.

### **PUBLIC SAFETY/PROBATION/DWI**

#### **Sheriff's Department**

The Sheriff's Office appropriations finished the year under budget. Revenues finished short of our budget projection by \$136,437 (16%). The Corrections Division, along with the E911 Center and Records/Pistol Permit Division showed increases in activity during the year. The Law Enforcement Division showed an increase in the number of Motor Vehicle Accidents handled as well as Traffic Tickets issued, while the remainder of their measurable activity remained static. The Road Patrol Division worked the majority of the year with staff shortages.

In the Corrections Division, 679 inmates were committed to the Jail in 2015, an increase of 10.6% from 2014. The daily average of "local" inmates committed by Courts within Tioga County decreased by 7% from 2014, decreasing the average daily population of Tioga County inmates to 56, as opposed to 60 in 2014. The daily average number of total inmates decreased from 79 to 71, and the daily average number of inmate boarders from other jurisdictions decreased to 15 from 19 in 2014. In the year 2015 there were 506 people who worked ATI (Alternatives to Incarceration) Weekend Work Program who performed approximately 3,549 hours of community service labor as opposed to 2081 hours in 2014. The number of hours worked increased for the first time in 3 years. The usual variety of projects included; landscaping; painting; re-finishing floors, and; general cleanup work, as well as the main stay picking up trash alongside the roadways in Tioga County. Each year, the program removes tons of refuse from a variety of roadways within Tioga County, this year 925 bags totaling 16.2 tons of trash were removed.

The Emergency 911 Communications Center received 25,242 E911 calls, as compared to 22,044 calls in 2014, and dispatched 48,057 calls-for-service. The total number of Calls-for-Service comprised of 39,994 for police related incidents and 8,063 were calls for EMS or Fire services. Of the police calls received, the Sheriff's Office handled 70%.

The Road Patrol Division recorded 337,875 miles of patrol, and handled 15,222 calls for service requiring Law Enforcement response. Patrol Deputies made 532 Penal Law arrests, handled 737 Motor Vehicle Accidents and recorded 3,528 Traffic Tickets. The Criminal Investigations Division received 581 new cases in 2015. 283 of those cases were related to the Sexual Offender Registration program that supervises the Sexual Offenders residing in Tioga County. Of the remaining 298 new criminal cases: 212 were closed by investigators resulting in 65 defendants charged with 104 criminal charges.

The Civil Office received and disbursed \$784,796.71 during the year, a 4% decrease from 2014. \$181,250.00 in bail money was received and disbursed. The Division earned \$66,756.06 in revenue, a 2.7% decrease from 2014. The total number of Processes

handled was 968, a decrease of 5.3% from 2014. The Records Division processed 1,350 Freedom of Information requests and 80 Identification Cards. Pistol Permit transactions decreased from 1,279 in 2014, to a total of 1,461 in 2014. Total Revenue earned from the Records Office was \$46,365.83 which was an increase from \$32,214.90 in earned in 2014.

Sheriffs' Office  
2015 Annual Legislative Summary Bullets

2015 Sheriff's Office Budget

- 2015 Appropriations ended the year under budget
- Revenue was \$136,437 (16%) short of budgeted projections

Corrections Division

- 679 inmates booked into the Jail
- Average Daily inmate population (71)
- Average Daily local inmate population (56)
- Averaged 15 boarded inmates per day
- ATI Program had 506 individuals that worked 3,549 hours in 2015
- \* 925 bags of garbage 16.2 tons picked from County roadways

Emergency 911 Communications Center

- Dispatched 48,057 Calls for Service (L.E., Fire and EMS)
- 39,994 L.E. calls and 8,063 Fire/EMS calls
- 70% of L.E. Calls for Service handled by TCSO Deputies
- 25,242 E-911 calls received by Center in 2015
- Average nearly 70 E-911 calls per day

Road Patrol Division

- 532 Penal Law Arrests
- 737 Motor Vehicle Accidents (101 more than 2014)
- 3,528 Traffic Tickets (840 more than 2014)
- Patrolled 337,875 miles

Criminal Investigation Division

- 581 New cases in 2015
- 283 SORA cases (Sex Offender Registration)
- 65 Individuals charged with 104 Criminal Charges

Civil Division

- Received and disbursed \$784,796.71
- Earned \$66,756.06 in revenue
- Processed 968 Civil Processes

Records/Pistol Permit Division

- 1350 FOILS processed
- 1,461 Pistol Permit Transactions
- \$46,365.83 in total Revenue more than a \$14,000 increase from 2014

Tioga County Sheriffs' Office

2015 CIVIL DIVISION ANNUAL REPORT

Civil Funds
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Monies Received	\$603,546.71	
Monies Disbursed	\$603,546.71	
Total Poundage		\$27,945.79
Total Fees		\$38,810.27
2014 Total		\$66,756.06
2014 Revenue to Treasurer		\$66,756.06

Bail Funds
------------

Bail Monies Received	\$181,250.00	
Bail Monies Disbursed	\$181,250.00	
Total Bails		\$181,025.00
Total Fines		\$225.00
2014 Total Bails/Fines		\$181,250.00

Monies - Method Received
--------------------------

Total Checks	\$ 4 3 4 , 0 7 4 . 5 5	
Total Cash	\$ 1 8 5 , 6 7 0 . 6 1	
Total Money Order	\$ 3 8 , 9 6 0 . 9 4	
Total Transfers	\$ 1 2 6 , 0 9 0 . 6 1	
Total Other	\$0.00	

Total	
Receipts/Disbursements	\$784,796.71

Miscellaneous
---------------

Bank Fees	\$0.00	
Unclaimed Funds to Treasurer	\$71.35	
Total Escrow	\$1,734.00	
Total Overpayments	\$4,482.65	
Miscellaneous	\$0.00	

2014 Unclaimed Funds
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The following funds were turned over to the Tioga County Treasurer: (Account A1510)
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	Date	Amount	
		\$71.35	
Total		\$71.35	

2015 Processes
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Summons Papers Received		
Served		440
Unserved		79
Warrants		
Eviction		
	Processed	88
	Enforced	11
	Arrest	2
Order of Seizure		2
Executions Received		449
Income		
	1st Stage	322
	2nd Stage	119
Property		10
	Bank	0
	Demand	4
	Vehicle levy	2
	Debt Owed Garnis1	
	Real Property	1
	Property Sales	1
Total	Processes	968

2015 Civil Monies - Monthly Breakdown

Month	Amount Received	Remitted To Attorneys	Remitted To Treasurer	Overpay	Refunds	Money on
January	61,445.94	56,224.02	5,154.15	432.77	-815.00	450.00
February	53,867.14	46,939.83	6,931.18	446.13	-450.00	0.00
March	54,727.62	49,652.67	4,808.90	266.05	0.00	0.00
April	48,705.76	43,417.83	5,094.50	193.43	0.00	0.00
May	48,431.08	42,929.76	5,414.20	87.12	0.00	0.00
June	54,942.93	48,984.51	5,179.31	779.11	0.00	0.00
July	47,845.39	41,803.46	5,674.81	367.12	0.00	0.00

August	44,966.86	39,603.09	5,092.34	271.43	0.00	0.00
Septemb er	47,490.94	41,533.89	5,693.97	263.08	0.00	0.00
October	51,059.46	44,316.71	5,861.29	881.46	0.00	0.00
Novemb er	43,563.15	37,073.41	5,442.56	447.18	0.00	600.00
Decemb er	46,500.44	39,959.82	6,408.85	47.77	-600.00	684.00
TOTAL	603,546.71	532,439.00	66,756.06	4,482.65	(1865.00)	
Bail/Fines	181,250.00					
Total Money Receiv ed	784,796.71					

### Stop DWI

#### Budget

STOP DWI operational costs came in 4% under budget with expenditures totaling \$90,924.04. Revenue from fines collected totaled \$52,122.22. This revenue amount is absent the fourth quarter payment due from New York State. While the fourth quarter amount has not been reported, it is evident that the yearly revenue in-take will be less than the amount projected for 2015 by as much as 20%.

#### Operations

*Administration* – All mandated reporting was completed and the 2016 STOP DWI Plan was developed and approved. The 2016 budget was set at \$94,877, which is relatively the same as 2015.

*Personnel Services* – The program continued to subsidize personnel services for three county positions that deal with STOP DWI related issues.

(Partial funding of a Probation Officer; Assistant DA; Drug and Alcohol Counselor)

- Probation Department - \$14,200
- District Attorneys Office - \$14,000
- Mental Hygiene - \$13,000
- STOPDWI Coordinator - \$5,000

*Enforcement* – The program reimbursed the Sheriffs' Office and Waverly Police Department for Over Time DWI Patrols during the year. Additionally the Sheriff's Office received reimbursement for the costs of equipment relating to DWI operations.

- Partial funding for police vehicles
  - Sheriff - \$20,000.00



- DWI Patrol Overtime Reimbursement
  - Sheriff - \$ 5,013
  - WPD - \$ 5,000
- DWI Other Equipment and Supplies
  - Probation - \$2,000.00

Law enforcement agencies operating within Tioga County made a total of \*116 DWI/DWAI Arrests, 31 (21%) less than 2014. An additional \*87 other alcohol related charges were filed, along with \*93 violations of Section 511 of the Vehicle and Traffic Law which deals with operation of vehicles with a Suspended/Revoked license. Overall STOPDWI enforcement decreased nearly 16% from 2015.

*\*Numbers may be revised, pending late data submissions*

2014 STOP DWI Statistics					
STOP DWI Related Charges	Law Enforcement Agency				Y-T-D Total
	New York State Police	Tioga Co Sheriff	Owego Police	Waverly Police	
<b>DWI</b>	<b>36</b>	<b>44</b>	<b>17</b>	<b>34</b>	<b>131</b>
<b>Driving w/More than .08 BAC</b>	<b>19</b>	<b>21</b>	<b>7</b>	<b>10</b>	<b>57</b>
<b>Aggravated DWI</b>	<b>6</b>	<b>11</b>	<b>3</b>	<b>17</b>	<b>37</b>
<b>DWAI (Alcohol)</b>			<b>3</b>		<b>3</b>
<b>DWAI (Drugs)</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>13</b>
<b>Under 21 Driving after Consumption</b>	<b>1</b>		<b>1</b>		<b>2</b>
<b>Failure to submit to Breath Test</b>	<b>3</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>24</b>
<b>Agg Unlic Operation (2nd)</b>	<b>29</b>	<b>41</b>	<b>2</b>	<b>13</b>	<b>85</b>
<b>Totals</b>	<b>100</b>	<b>130</b>	<b>40</b>	<b>82</b>	<b>352</b>

2015 STOP DWI Statistics					
STOP DWI Related Charges	Law Enforcement Agency				Y-T-D Total
	New York State Police	Tioga Co Sheriff	Owego Police	Waverly Police	
<b>DWI</b>	<b>45</b>	<b>32</b>	<b>15</b>	<b>11</b>	<b>103</b>
<b>Driving w/More than .08 BAC</b>	<b>21</b>	<b>18</b>	<b>6</b>	<b>4</b>	<b>49</b>
<b>Aggravated DWI</b>	<b>14</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>23</b>
<b>DWAI (Alcohol)</b>					
<b>DWAI (Drugs)</b>	<b>7</b>	<b>3</b>	<b>3</b>		<b>13</b>
<b>Under 21 Driving after Consumption</b>					
<b>Failure to submit to Breath Test</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>15</b>
<b>Agg Unlic Operation (2nd)</b>	<b>35</b>	<b>31</b>	<b>18</b>	<b>9</b>	<b>93</b>
<b>Totals</b>	<b>127</b>	<b>93</b>	<b>49</b>	<b>27</b>	<b>296</b>

*Public Information and Education* – In an effort to keep the public reminded of the issue of DWI, Tioga County STOPDWI spent a total of \$7,746 for Print and Radio advertising, as well sponsorship of a post-prom event held for the Spencer Van Etten graduating class.

A total of \$4,700 dollars were spent on the SADD (Students Against Destructive Decisions) programs throughout the county. Five school districts continued to have active SADD programs operating in the high schools. The STOP DWI program contracted with five teachers during the year to serve as "School Associates", responsible for guiding and maintaining the program within their respective district.

Some of the special events sponsored by these SADD programs included:

- "X the Text" Campaign
- Grimm Reaper Program Event
- Participation in the State-Wide Anti Texting Media Competition
- Sponsorship of Alcohol Free Post-Prom parties
- Sponsorship of Motivational Speakers
- Mock alcohol related motor vehicle crash demonstrations
- SADD bracelet distribution campaign
- SADD Scholarship Fund
- SADD Awareness Day and Dance
- SADD Art and Literature Contest
- Red Ribbon Campaign

Tioga County held a three (3) Victim Impact Panels during the year. The program is geared towards educating first time DWI offenders of the dangers and consequences of drinking and driving. A total of 115 offenders were ordered to participate. 8 offenders were permitted to attend panels outside Tioga County and 85 offenders attended one of the three sessions held within Tioga County. The Panel again was fortunate to have two victim speakers; Mrs. Jill McFadden and Mr. Sam Thomas. Mrs. McFadden's mother was killed by a drunk driver, as was Mr. Thomas's five year old daughter, Megan. Both speakers have done an outstanding job presenting to the offenders, and their participation is the main focus of the program. Offenders are required to pay a \$30 registration fee. The fees are collected and managed by a Victims Advocacy agency, "A New Hope Center". The Center is responsible for recruiting and scheduling the panel speakers. Registration fees help offset travel costs of the speakers, as well as other program expenses. Total fees received during the year were \$2,550. Program expenses totaled \$1,277.85. Revenue generated and disbursed to the New Hope Center was \$1,272.

The Victim Impact Panel Committee manages the program and is comprised of the following:

Probation Department – Director Joy Bennett, Sean Burke, Terry Rosenberger  
District Attorney's Office – Assistant DA  
Drug and Alcohol – Wayne Amendola  
TCCASA (Council on Alcohol/Substance Abuse) Director Christie Speciale, Danielle Nuzzo  
A New Hope Center – Michelle Dunham  
STOPDWI Coordinator – Undersheriff Mike Jackson

### Emergency Management Office

#### **A: Highlights**

1. Monthly Participation in
  - a. New York State Emergency Management Association meetings
  - b. American Red Cross Emergency Committee meetings
  - c. Public Safety Committee Meetings

- d. County Department head meetings
- 2. Participated in
  - a. County Emergency Preparedness Assessment facilitated by OEM
  - b. Human Needs Committee discussions on forming COAD or VOAD
  - c. Governor Cuomo's NYS Emergency Management Summit
  - d. NY Responds Training-New statewide Emergency Management communications platform
- 3. Completed Exercises
  - a. Emergency Operations Center Training
  - b. Public Officials presentation by Simmons Recovery "Applying for Public Assistance"
  - c. NYS Office of Emergency Management official presented for Council of Government on the use of Incident Management Teams
- 4. Planning
  - a. Collaborated with a Township and Village to prepare CEMPs.
  - b. Worked with Village and Town of Nichols on a mitigation project
- 5. Collaboration
  - a. With County IT to continue the completion of the dark web infrastructure
  - b. WEBO regarding communication of emergency/disaster information
  - c. Arranged training by State Police truck detail for County Highway Department

#### **B: Successes**

- 1. Recertified as a Storm Ready County
- 2. New Deputy Director attended NYS Emergency Management Certification and Training Academy
- 3. Partnered with WSKG to obtain an Emergency Direct Link unit and participate in this state wide project
- 4. Many county agencies attended EOC training
- 5. Identifying and mitigating many challenges discovered during the EOC training session
- 6. Completed Phase one of connecting the County Infrastructure with fiber
- 7. Updated technology components in the Emergency Operations Center
- 8. Obtained a MESONET unit in the county for monitoring weather conditions
- 9. Prepared a pamphlet that was distributed to OACSD elementary students for National Preparedness Day.
- 10. Distributed Preparedness information through our portal in the new county website.

#### **C: Challenges**

- 1. Training New Deputy
- 2. Meshing SHSP and EMPG accounting regulations with the new financial system

3. Making sure the county has met all the obligations for participating in preparedness exercises that satisfy the deliverables for the Department of Homeland Security and Emergency Services grant money.
4. Informing participants of the new procedures for the Emergency Operation Center. Several challenges with the new procedures were encountered.
5. Developing the Continuity Plan for Human needs

### Probation

The Tioga County Probation Department works with the Tioga County Court, Family Court, Surrogates Court and 15 separate Justice Courts in the County by preparing time sensitive investigations to assist these courts in making sentencing decisions for people before them. 2015 saw significant change to the department with three retirements and one termination, as a result, almost half of the Probation Officers working in the Department are new and still learning their craft. With a small staff of 9 sworn Officers, the department completed over 257 investigations during 2015. Each investigation includes an assessment of the individual before the court utilizing a risk/needs assessment which creates an evidence based assessment that defines both the individual's risk of re-offense and their criminogenic service needs. In addition to the use of a generalized assessment, COMPAS, the department uses an additional specialized assessment for certain populations: juveniles, DWI offenders and sexual offenders.

In addition to investigations, the Department supervised 311 people sentenced or placed on probation by a court for sentences as short as one year and as long as ten years. Using the assessment completed during the investigation, the individual before the court is supervised at the highest appropriate level with a specialized plan specific to their needs. Goals are set to assist every person's needs to help them comply with their court order, (short term goals), and to intervene on identified criminogenic needs, (long term goals). Using in-house programming such as adult and juvenile sexual offender treatment, job preparation groups (Employment Tools for Success), urine testing, office visits, residence checks and collateral field visits, Officers look to help defendants make life changing decisions to prevent them from reoffending in the community. Defendants are referred to outside agencies for alcohol/drug and mental health evaluations and treatment as well as to employment search agencies to assist in finding employment to meet both the defendant's household needs as well as payment of restitution to crime victims. To meet citizen's restorative justice needs, many defendants are ordered by their court to complete community service hours in the community at a government or not for profit agency as a means of giving back.

Tioga County has been involved with Alternative to Incarceration programming for over 20 years, Probation runs two programs: Pretrial Release, which in 2015 saved the County over \$102,000 in jail costs and Community Service, which provided the county with over 5,323 working hours last year. These hours, at minimum wage, of \$9.00 would have cost the county or not for profit agency \$47,907 in wages.

At any given time during the course of the year, this Department is involved with 450 to 500 people in our various programs.

2015 saw the continuation of use of illegally obtained opiates and heroin among the 18 to 40 year olds in our county. The abuse of opiate based substances has been present for years; however, with the current mixtures of opiates, we are seeing probationers lose their lives due to drug/heroin overdoses. In the last two years, eight probationers have

died and while this most felt by the families, it is also felt by the Probation Officer involved with the person. It is a graphic reminder that this small county agency is working with defendants who are involved in life threatening addictions.

ANNUAL REPORT FOR 2015  
TIOGA COUNTY PROBATION DEPARTMENT

Highlights for the year 2015

Probation Department staff was reduced in 2013; the department continued operating with one unfilled position in 2015 due to County budget constraints. This was a 10% cut in staffing.

- A total of \$74,430 in restitution, designated surcharges, and DWI Supervision Fees was collected by the Probation Department and disbursed to Tioga County government and crime victims.

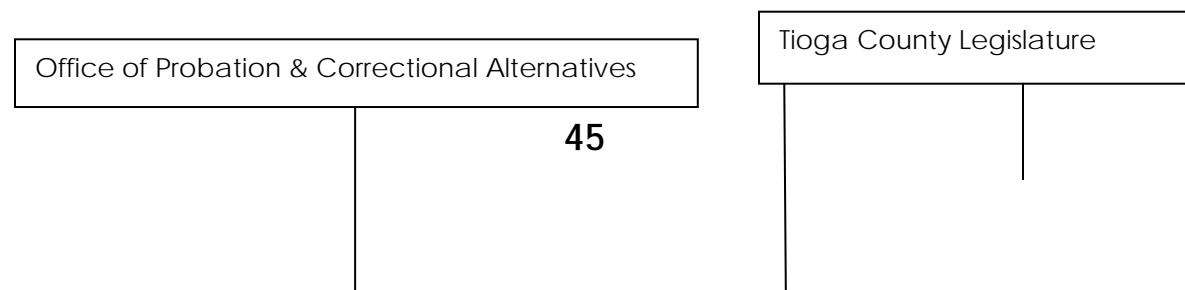
The work of 9 Probation Officers on staff included the following:

- The courts' ordered supervision of 323 cases who received sentences of probation. This number includes cases from both criminal court and family court. In addition, during the year there were 8 juveniles supervised through our diversion program.
- The completion of 257 Investigations, which were ordered and completed during 2015 by the 18 courts serviced by the Probation Department in Tioga County.
- 27 juveniles, charged by law enforcement as Juvenile Delinquents, were processed. These cases were either diverted from court through the provision of services or were referred to the County Attorney for consideration for petition into Family Court.

Oversight of the Alternatives to Incarceration Programs by Tioga County Probation Department with the following results:

- 123 inmates interviewed for the Pre-Trial Release Program, with 62 released from jail into the Pre-Trial Release Program. This resulted in a county jail cost savings of \$102,141.
- 5,323 hours of community service were completed for the county's not-for-profit and government agencies by defendants sentenced to perform community service as an alternative to incarceration. These hours multiplied by the current minimum wage of \$9.00/hour equal a saved salary of \$47,907.
- 2 individuals were sentenced and monitored for Electronic Monitoring as an alternative to jail or detention.

All of these programs allowed for space to be available in the county jail for "boarders," which translates into increased revenue for the county.



Probation Director II – Joy

PROBATION SUPERVISORS

Brian Cain      Cindy Hanbury {Retired 4/18/2015}

Teri Rosenberger {Promoted 9/9/2015}

SENIOR ADMINISTRATIVE PROBATION OFFICER

Michael Maratea {Retired 9/26/2014} Position reduced to Sr. PO

SR. PROBATION OFFICERS

Sean Burke {Promoted 9/9/2015}  
Bill Jones  
Chad Post {Promoted 10/5/2015}  
Barb Riley  
Stacey Winters {Retired 9/2/2015}

PROBATION OFFICERS

Janie A. Bellis {Terminated 5/22/2015}  
Darcy Cornell {Hired 11/16/2015}  
Toby Foster {Hired 12/1/2015}  
Jessica Hobler  
Fred Kiechle {Hired 9/28/2015}  
Ashley Lavore  
VACANT PO UNFUNDED

PROBATION ASSISTANT

Lisa Baker

CLERICAL/SUPPORT STAFF

Kristen Kallin              Sherri Harris              Crystal Luce

Domenic Roberto (P/T) {Hired 3/3/2015}

OVERVIEW OF TIOGA COUNTY PROBATION

The Tioga County Probation Department, located at 20 Court Street – Suite 1, Owego, is an agency providing services overseen by the New York State Division of Criminal Justice Services - Office of Probation and Correctional Alternatives in accordance with New York State Executive Law. The core mandated functions of Probation are: Intake, Investigation, and Supervision. In New York State, probation services are provided through local county Probation Departments performing prescribed court-related activities. In 2010, New York State changed the method of reimbursement for counties;

previously departments were reimbursed by a set percentage of certain portions of the entire department's budget, to a block grant where the amount of funding is set and distributed quarterly. In addition to state aid, the block grant for Tioga County also includes monies previous allotted for enhanced sex offender supervision services. The main financial support of the Probation Department is Tioga County, for many years the state funding reimbursement level has been reduced by the state legislature/governor requiring the County to make up the difference. In 2015, state funding to County Probation Departments remained flat for the fourth year in a row.

The mission of the Tioga County Probation Department is to provide Intake, Assessment, Investigation, and Supervision services for the community, clients, crime victims and the Family and Criminal Court judicial system. We are committed to protecting the safety and property of persons by the prevention of juvenile delinquency, adult crime and related family dysfunction with a goal to increase every client's personal resilience with maximum effectiveness, at reasonable cost. We promote public safety by assisting in judicial decision making, providing effective supervision of probationers sentenced to community supervision by the courts, and giving crime victims both a voice and financial remuneration through the disbursement of restitution.

By December of 2015, the staff consisted of the Director, two Supervisors, four Senior Probation Officers, five Probation Officers, and one Probation Assistant. The clerical staff consists of three full-time and one part-time employee. Due to budget cuts in 2013, one full-time Probation Officer position remains unfilled.

Almost all Tioga County Probation activities involving persons 16 and over are criminal arrest driven. Further, because of the highly mobile defendant population, it is statewide arrest and indictment statistics, not just Tioga's statistics, that determine our workload. Previous years' arrest statistics, not just those of 2015, mostly determine current workload.

#### FAMILY COURT INTAKE

The Family Court Act provides for county probation staff to provide services and appropriate referrals for resolution of a problem through voluntary participation in programming to adjust the problem in an attempt to avoid court action. In 2015:

- 28 Juvenile Delinquency Appearance Tickets were processed representing 32 offenses of which 6 were Felonies and 26 were Misdemeanors. 9 cases were opened for voluntary adjustment services.
- No restitution was collected through voluntary adjustment services.
- Detention – in 2015, a total of 130 bed days were utilized at detention facilities in New York State. Forty-eight (48) of those bed days were accessed at non-secure detention facilities while eighty-eight (82) of the days were accessed at Secure detention.
- 5 DRAI (Detention Risk Assessment Instrument) were completed in Tioga County as required by law.

#### FAMILY COURT INVESTIGATION

The Family Court Act provides for Family Court to direct Probation to prepare written investigative reports that contain a person's legal history, victim impact, family/education/employment history, mental and physical health, treatment history and

needs, with analysis of this information and disposition recommendations that consider the needs of those before the court and community protection. In 2015:

- 12 Juvenile Delinquency Pre-Dispositional investigations completed
- 1 PINS Pre-Dispositional Investigations completed
- 6 Adoption Investigations completed
- 4 Update Reports completed
- 0 Custody Investigation completed

#### FAMILY COURT SUPERVISION

New York State Executive Law provides for the county Probation Department to deliver Family Court ordered supervision services. In 2015:

- Tioga County Probation started the year with 10 Juvenile Delinquency supervision cases. During the year, no cases were added and 7 cases passed from supervision leaving a total of 3 supervision cases at year's end.
- Tioga County Probation started the year with 3 PINS supervision cases. During the year, no cases were added and 1 case passed from supervision leaving a total of 2 supervision cases at year's end.
- Tioga County Probation monitored 3 court ordered Adjournment in Contemplation of Dismissal/Suspended Judgment/Conditional Discharge cases at the start of 2014. During the year, 2 cases were added and 3 cases passed from monitoring, leaving a total of 2 case at year's end.

#### JUVENILE SPECIAL PROGRAMS

#### RISK/NEED ASSESSMENT TOOL

YASI (Youth Assessment and Screening Instrument) is a screening instrument to assess a juvenile's risk and need factors. Tioga County Probation initiated use of this screening instrument for juveniles in 2004. For 2015, 41 Juvenile Risk Assessments were completed. These 28 youth (Juvenile Delinquents and Youthful Offenders) were assessed during the year as follows: 0 pre-screens, 5 full assessments, 22 reassessments, and 14 at case closings.

#### SERVICE REFERRALS FOR JUVENILES

- 9 cases were presented to the Youth Assessment Team
- 1 case was referred for MST-Multisystemic therapy
- 3 cases were referred to Alcohol and Drug Services
- 0 cases were referred to Teen Intervene Substance Abuse education sessions.
- 2 cases were referred to Family and Children's Society for juvenile sex offender evaluation.

#### CRIMINAL COURT INVESTIGATIONS



One of the primary functions of the Tioga County Probation Department is to complete court ordered investigations of those individuals whose cases are before the County Court or any of the 15 Justice Courts. These investigations, and resulting written reports, provide the court with information concerning the person's legal history, victim impact, family/education/employment background, mental and physical health, treatment history and needs. Included is a comprehensive analysis of the above, along with recommendations which consider the needs of those before the court, community protection, and sentencing options prescribed by law. The reports then assist the judges in making decisions about the sentencing disposition of a case. In county court, and in some justice courts, investigations are ordered prior to conviction and are used in plea negotiations by the defense, the district attorney, and the court. In 2014:

• Pre-Plea Investigations	56
• Pre-Sentence Investigations	179
• Certificate of Relief from Disabilities Investigations	6
• Interim or VOP Probation Update Investigations	<u>16</u>
TOTAL	257

#### ADULT CRIMINAL COURT SUPERVISION

Tioga County Probation is responsible for supervision of adult offenders (age 16 and older) who have been sentenced to probation by a criminal court. By law, probation sentences are for two (2) or three (3) years for a Class A Misdemeanor conviction and three (3), four (4), or five (5) years for a Felony conviction, except for sex offenders who receive six (6) years for a Class A Misdemeanor and ten (10) years for a Felony. Probation Officers meet regularly with all probationers to review the probationer's compliance with the Conditions of Probation specified by the sentencing court. The goal of probation is to protect the public and facilitate provision of necessary services toward the goal of rehabilitation of the offender. A probationer who fails to abide by any of the Conditions of Probation may be returned to their sentencing court and may be resentenced to any sentence allowable for the original conviction. As of December 2015:

- 323 supervision cases were being supervised by a Probation Officer
- 50 of the above offenders were sexual offenders

In addition to the above cases, Tioga County Probation monitors Conditional Discharges (CD) for Tioga County Courts that have conditions to: pay restitution, complete community service hours or attend a DWI-Victim Impact Panel. In 2015, CD's were monitored as follows:

- 115 orders for Victim Impact Panel
- 32 CD orders for Community Service Hours
- 12 CD orders for restitution payment

#### RISK AND NEEDS ASSESSMENTS- COMPAS

### (Correctional Offender Management Profiling for Alternative Sanctions)

The Office of Probation and Correctional Alternatives (OPCA) Rules and Regulations require that a risk assessment and classification instrument approved by OPCA be used to provide a system of differential supervisions and to ensure public safety through effective management of offenders in the community.

Tioga County Probation uses the software program COMPAS to meet this state requirement. COMPAS is an evidence based general risk/need assessment instrument that complies offense characteristics, criminal history, and other indicators which point to the likelihood of an offender generally complying with conditions of probation. It also summarizes the offender's family support network, substance abuse evaluation needs, mental health evaluation needs, education and skills training, financial situation and social environment. This compilation of information provides a profile that delineates the offender's strength and weaknesses, thus targeting areas that need intervention. The profile used together with professional judgment and supplemental information, helps to guide the assigned Probation Officer in successfully supervising the offender in the community.

In 2013, Tioga County Probation began using the DRI-II assessment tool on DWI offenders. This assessment tool is specifically designed for drinking and driving offenses. This assessment tool is accessed via a website and costs \$10.00 for each screening. The cost for these assessments is being paid out of STOP DWI funds made available to the Probation Department.

In 2015, the New York State Council of Probation Administrators facilitated training for Probation Officers on a different assessment tool, the Impaired Driving Assessment, a Tioga County Probation Officer attended the training session and has used the assessment tool. It is hoped that this assessment will be available in an electronic version in the near future.

### VIOLATION OF PROBATION - WARRANT CASES

The Probation Department advises sentencing courts via petition whenever a defendant is not in compliance with the court's order. In some situations, the courts issue a Violation of Probation warrant for the defendant's arrest. The Probation Department monitors these warrant cases and works directly with the Tioga County Sheriff's Department to locate these probationers for apprehension.

The Tioga County Probation Department continued monitoring old warrant cases involving the Probation Department with Tioga County Courts this year, any warrant case that was over ten years old was reviewed and requests were made to the courts to consider dismissing the violation petitions and withdrawing the warrants in the interest of justice. As a result of these efforts, the number of warrants more than 1 year old has been reduced from 32 in 2011, 9 in 2012, 8 in 2013 and 14 in 2014. In 2015, the amount of long term warrants (over one year old) decreased, currently, the department is monitoring at total of 5 warrants that are over a year old.

### INTERIM PROBATION SUPERVISION

Interim Probation sentences were authorized by NYS law in 1998, with some modifications added in 1999. In 2013, modifications were again made which allowed these cases to be transferred to other NYS counties and other states for supervision, with the sentencing court keeping jurisdiction. In the past, these sentences were infrequently used in Tioga County. With the election of a new District Attorney, Interim Probation has been offered much more frequently in plea bargain agreements. As of December 2015, the department was monitoring 32 Interim Probation sentences, 17 of these cases are from Drug Treatment Court the remaining 15 cases are a mixture from County Court and Justice Courts. These sentences require special attention to the time line set forth in CPL 390.30; the one year time limit for these sentences must be counted from a date of conviction rather than the date of sentence, as all other probation sentences run. This difference has required that Probation be especially diligent with advising courts of this requirement; as if final sentencing is delayed until after the one year term outlined in the law, the sentencing court loses jurisdiction over the case.

Interim Probation sentences out of Drug Treatment Court are supervised under different criteria, as all these defendants can have their Interim Probation term extended to a second year as they are all involved in alcohol/drug treatment.

#### RESTITUTION COLLECTION

New York State Family Court, Town and Village Courts, County Court, and occasionally Supreme Court order restitution in juvenile delinquency and adult criminal cases. The Probation Department is the designated restitution collection agency in Tioga County. In 1985, legislation was enacted authorizing the courts in most cases to impose a 5% surcharge in addition to the court-determined restitution. This surcharge is sent to the Tioga County Treasurer's Office at least monthly with the remaining restitution being sent to crime victims. The term victim for our purposes means not just individual victims of crimes but also municipalities and agencies. An example would be this the Probation Department collecting restitution from defendants convicted of Welfare Fraud and disbursing that money to Tioga County Department of Social Services or collecting restitution on cases where a defendant damaged a law enforcement vehicle during the course of their arrest and then disbursing that money to the Tioga County Sheriff's Department. In 2015, the Probation Department collected 6 restitution payments and disbursed \$1,082.86 to the Department of Social Services. In 2015, a total of \$57,682 was collected for all courts. Of this amount:

- \$55,160 was collected and disbursed to the various crime victims
- \$2,522 was collected as designated surcharge and remitted to the Tioga Co. Treasurer's office.

#### DWI SUPERVISION FEE

Following a continuing reduction of State Aid to counties in 1992, New York State passed legislation allowing each county to charge a \$30 per month per person probation supervision fee for those convicted of Driving While Intoxicated and sentenced to probation. The Tioga County Legislature studied this revenue generating plan in the fall of 1992 as part of its budget process for 1993, and on January 11 of 1993 passed legislation, effective January 18, adopting this for Tioga County. Basically, the Tioga County Legislature directed the Probation Department to collect a \$30 per month

supervision or administration fee for each person convicted of Driving While Intoxicated and who is being supervised by the Tioga County Probation Department.

Any funds collected at Probation are taken directly to the Treasurer's Office and are counted as revenue under the probation budget. In 2015:

- \$15,248 was collected and disbursed as described above.

### ALTERNATIVES TO INCARCERATION

The classification/alternatives bill enacted in 1984 brought about the establishment of Alternatives to Incarceration programs at the county level to promote more efficient jail population management. Funding for the programs developed by Tioga County was provided by the state and further incentive allowed the local jail to move from a 12 level classification system to a four level classification system in segregating its prisoners.

The Tioga County Alternatives to Incarceration (ATI) Board was created in 1985. The scope of this Board was enlarged in 2002 and it was renamed the Criminal Justice Advisory Council. In 2007, the County eliminated the Criminal Justice Advisory Council and reinstituted the Alternatives to Incarceration Board. This Board regularly reviews the progress of the two probation programs that fall under its venue: the Pre-Trial Release Program and the Community Service Program. The committee also reviews the Treatment Alternatives to Incarceration Program through Tioga County Alcohol and Drug Services and the Electronic Monitoring Program. In 2015, the Board was asked to review criminal and juvenile justice data for Tioga compared to other NYS counties and to approve the annual goals of Probation's ATI programming. The program year for the ATI Programs runs July 1<sup>st</sup> to June 30<sup>th</sup>. Data reported for both programs below is taken from the 4<sup>th</sup> quarter report to OPCA submitted in July 2015.

#### Community Service

The Community Service portion of the Alternatives to Incarceration Program has been operating in Tioga County since 1986. This program has a primary goal of providing Tioga County and specifically, the judicial system, with a sentencing alternative to local jail incarceration. Defendants who would be sentenced to jail are given the opportunity to remain in the community, maintain employment, and, as an alternative to incarceration, provide unpaid work services to non-profit and governmental offices. Participants in the community service program may be sentenced to complete hours via a condition of probation or a conditional discharge.

In 1991, a special ATI program was developed when the Tioga County Probation Department began coordinating services with the Tioga County Sheriff's Department to operate the Weekend Work Program (WWP). This program consists of a work crew supervised by a Corrections Officer from the Tioga County Sheriff's Department. That department plans and coordinates specific work projects for various Tioga County departments, municipalities, and non-profit organizations. The Tioga County Probation Department provides the defendants who operate the Weekend Work Program. During 2015:

- 57 defendants were sentenced to perform community service hours  
2,582 hours were completed on the Weekend Work Program  
2,741 hours of community service were completed at other sites in Tioga County

5,323 total hours of community service were completed during the year

Those hours translated into money: multiplying 5,323 times the current minimum wage of \$9.00, would equal \$47,907.

#### Pre-Trial Release

The second component of Tioga County Probation Department's Alternative to Incarceration Program is the Pre-Trial Release Program. This program was also started in 1986 and has serviced Tioga County by identifying defendants in the Tioga County Jail who meet a risk criteria level that determines whether they are good candidates to appear for any future court hearings scheduled without having to post bail. Pre-Trial Release is a half-time position for the Probation Assistant that operates the program.

The function of Pre-Trial Release Program is to reduce the local jail population by orchestrating the release of local un-sentenced inmates who are thought to have a high probability of appearing in court.

After an initial screening and personal interview with the defendant, an investigation of his/her legal, social, employment history and a personal reference check, eligibility is determined. The court is then notified of the defendant's eligibility status and it is the court which makes the decision whether or not to release the defendant into the program. If Pre-Trial Release is ordered, the Probation Department keeps in regular contact with the defendant and monitors any court imposed conditions to help ensure the defendant's appearance at subsequent court hearings. The PTR Coordinator's responsibilities were increased in 2013 in regards to defendants charged with domestic violence offenses. Legislation was passed that directs courts to consider the history of Orders of Protection being issued as well as the presence of guns before considering a defendant's release into PTR or bail. This information is now gathered during the PTR interview and shared with the arrainging court. In 2015:

- 123 inmates were interviewed for the program, 78 were found to meet the eligibility criteria. From the number eligible, Tioga County Courts released 62 people from the jail into the Pre-Trial Release Program; this is a 51% release rate.
- 140 COMPAS Pre-Trial Release assessments were completed providing Failure to Return risk information to the releasing courts.
- Jail cost savings for the calendar year due to releases into this Alternative to Incarceration programming totaled 1261 days - which equals a savings of \$102,141 to the County.

#### DRUG TREATMENT COURT

In January of 2014, at the behest of the newly elected Tioga County District Attorney and County Court Judge all defendants in Drug Treatment Court are now sentenced to both Interim Probation as well as stipulations in a DTC Contract. This change in philosophy required Probation to become involved with this population of defendants, something the department had not done for the previous five years. In 2015, a Sr. Probation Officer sat on the Drug Treatment Court Team and participated in team meetings as well as supervising sentenced defendants. The Interim Probation terms are for one year with the potential for a one year extension if the defendant is still involved in drug treatment at

the conclusion of the first year. If the defendant successfully completes interim probation, the time spent in that sentence is credited to any final sentence of probation supervision and typically the felony charge is reduced to a misdemeanor. As of December 2015, the department was supervising 17 Interim Probation-Drug Treatment Court sentences.

#### STAFF DEVELOPMENT AND TRAINING

The New York State Office of Probation and Correctional Alternatives' rules and regulations mandate 105 hours of training for newly hired Probation Officers: 70 hours in the area of Fundamental probation practices and 35 hours in Peace Officer and Officer Safety training. Thereafter, each full-time Probation Officer, Supervisor, and Director is required to complete 21 hours of training per year.

The Office of Probation and Correctional Alternatives in Albany provides the on-site Fundamentals, Peace Officer and Officer Safety Training. Advanced training and education is obtained through attendance at workshops held throughout the state which are sponsored by a variety of agencies, councils, or universities. In 2011, OPCA eliminated requirement for firearms and range training for Probation Departments that are not authorized to carry handguns. In 2015, all of the Probation Department professional staff (except the newest hires in November and December 2015) completed the mandated 21 hours of advanced training; the staff as a whole completed 401 hours of training. Every effort was made to attend local or free trainings to reduce county costs.

#### SEX OFFENDER REGISTRATION

The Probation Department conducts home checks to verify residences every 90 days on each sex offender sentenced to probation supervision and required to register under the Sex Offender Registration Act as a sex offender with the Division of Criminal Justice Services (DCJS). Reports on these home checks are submitted to the Office of Probation and Correctional Alternatives each quarter. In 2006, OPCA began offering funding for the enhanced supervision of Risk Level Two and Three sex offenders to counties. In 2010, funding for this program was rolled in a block grant that combined state aid and enhanced sex offender funding; it is up to the county how the monies are appropriated between the two programs.

In 2007, Tioga County began contracting for adult sex offender treatment services with The Family and Children's Society. The contract allows for up to 20 convicted adult sexual offenders to receive assessment and treatment services. Weekly group sessions are offered in two sites: a daytime treatment group that meets at the Probation Department and an evening treatment group that meets at the HHS building. All defendants participating in the treatment program are required to submit to regular polygraph testing, at their own expense. The tests are conducted at the Probation Department.

In 2014, the contract was enlarged to include juvenile sexual offender assessment and treatment services. The contract change was necessary due to the Tioga County Mental Health Clinic closing their juvenile sexual offender treatment program in the fall of 2013.

In 2015, the contract was amended to allow for 13 treatment slots for adult offenders and 8 treatment slots for juvenile offenders for a total of 21 treatment slots and a total of 20 slots for adult safety monitor/parent safety monitor education slots.

### DNA

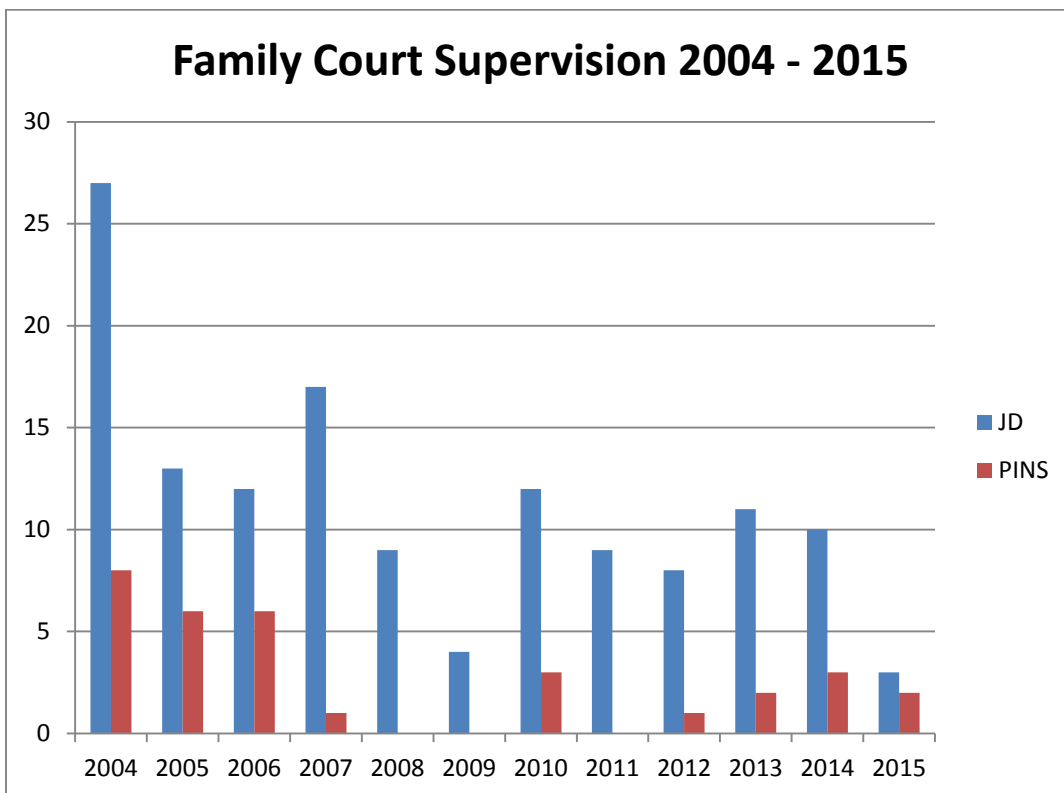
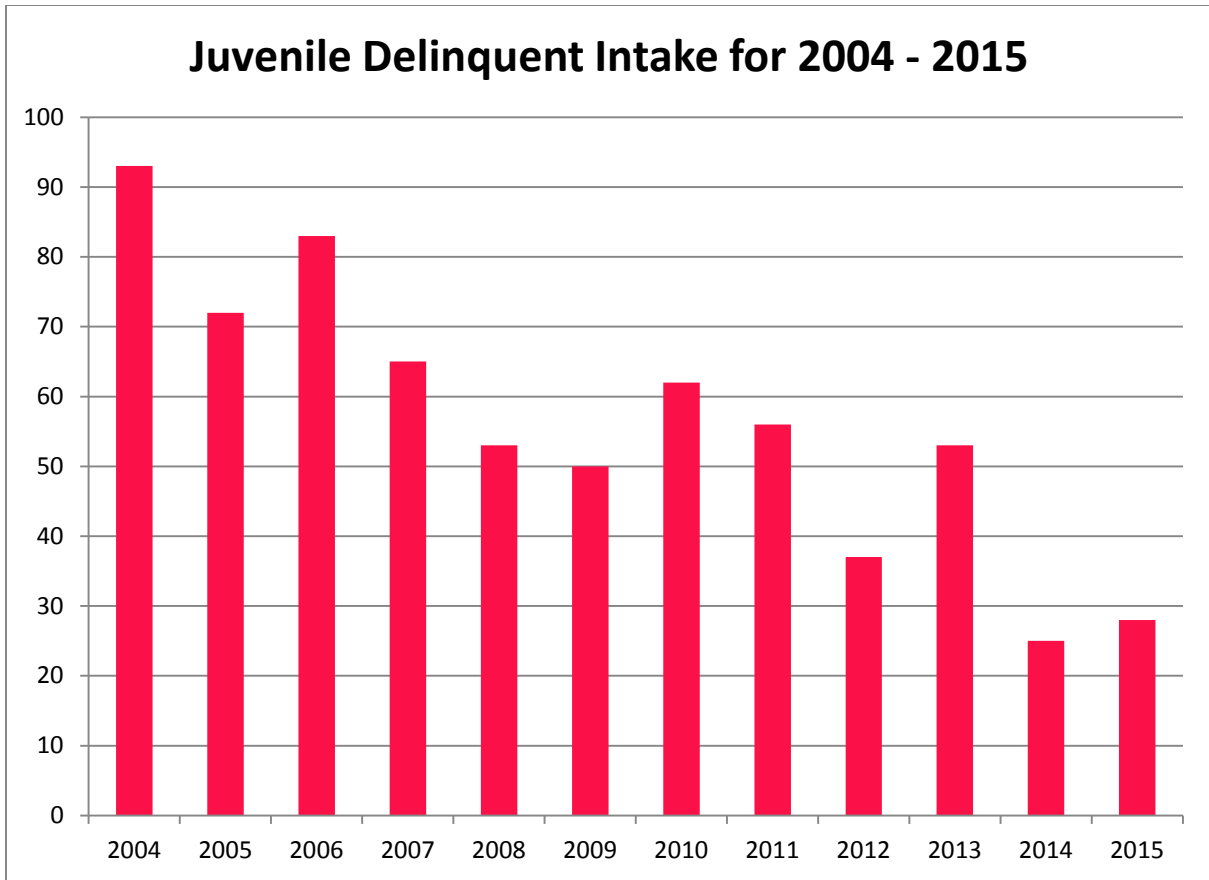
In 2013, the New York State Legislature enlarged the list of crimes requiring a buccal cell sample to be submitted to DCJS. Currently, any Felony conviction and all Misdemeanor Penal Law convictions require a sample to be collected and submitted to the New York State Police Forensic Laboratory. The Probation Department collects and submits samples to DCJS for all defendants convicted of any of the designated offenses and sentenced to Probation. The Department monitors the DNA due list that is housed in the Portal.

### VICTIM IMPACT PANEL

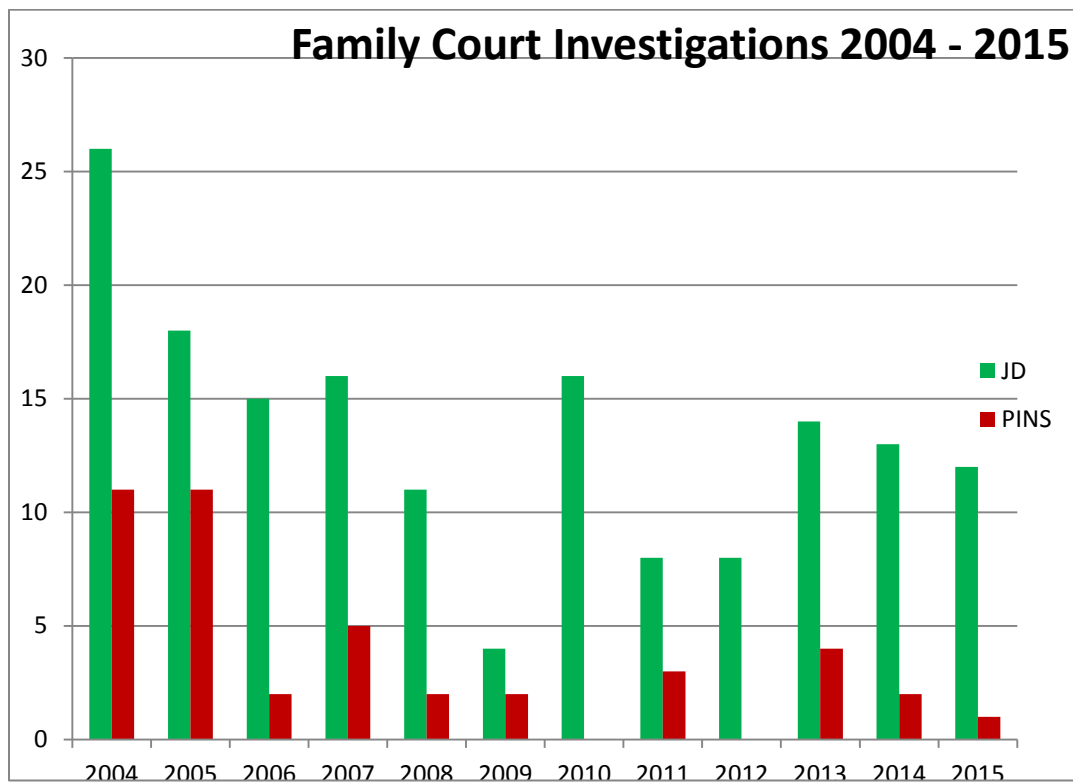
Tioga County began a DWI Victim Impact Panel program in 2009. A multidisciplinary coalition was formed consisting of the following agencies: District Attorney, A New Hope Center, Tioga County Alcohol and Drug Services, Tioga County Magistrates Association, Tioga County Council on Addiction and Substance Abuse, STOP-DWI and the Probation Department. This program is designed for first time DWI offenders. At the panel, two victims of DWI offenders tell the participants how their lives were impacted by a DWI offense. The sponsoring agencies provide participants with information about NYS Vehicle and Traffic Law and the availability of treatment and support services in the county. The Probation Department's role in the program is to coordinate the assignment of DWI offenders to attend a panel, attend each session to monitor who attends, and advise the sentencing courts of compliance.

2015 continued to see a reduction in the amount of DWI arrests in Tioga County. As a result, the amount of drinking and driving offenders referred to VIP was reduced. The committee chose to reduce the amount of panel sessions in 2015 to three from the typical four per year. The Probation Department received 115 orders from Tioga County Courts (compared to 112 in 2014); of those, 85 individuals attended a panel session in Tioga County during the calendar year. Eight (8) defendants attended a panel in another county. Two offenders were sent home due to appearing at the panel under the influence of alcohol. Offenders who do not attend a session as directed or who test positive for alcohol at the program are returned to their sentencing court for review, a total of twenty offenders were returned to their sentencing court in 2015.

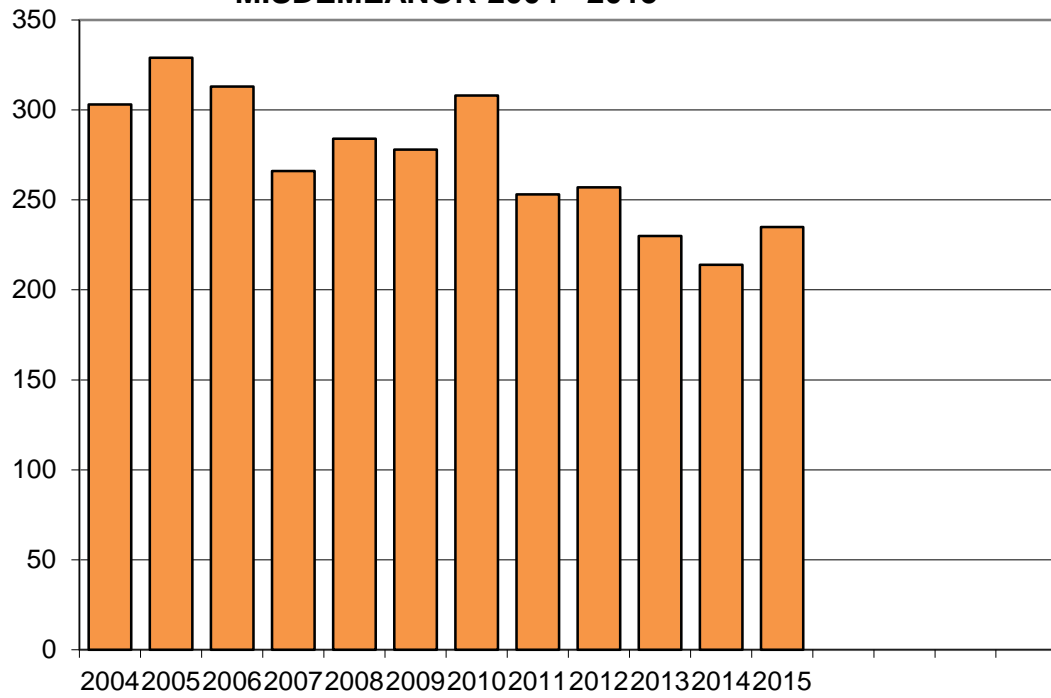
Offenders who attend the Victim Impact Panel are charged \$30.00 per person, currently the fees are given to A New Hope Center for their work in supporting the victims who volunteer to speak at the program. During 2015, \$2,490 in Victim Impact fees was collected at the three sessions and remitted to A New Hope Center. These fees are used to pay program expenses as well as mileage and stipends for speakers with the balance kept by A New Hope Center.



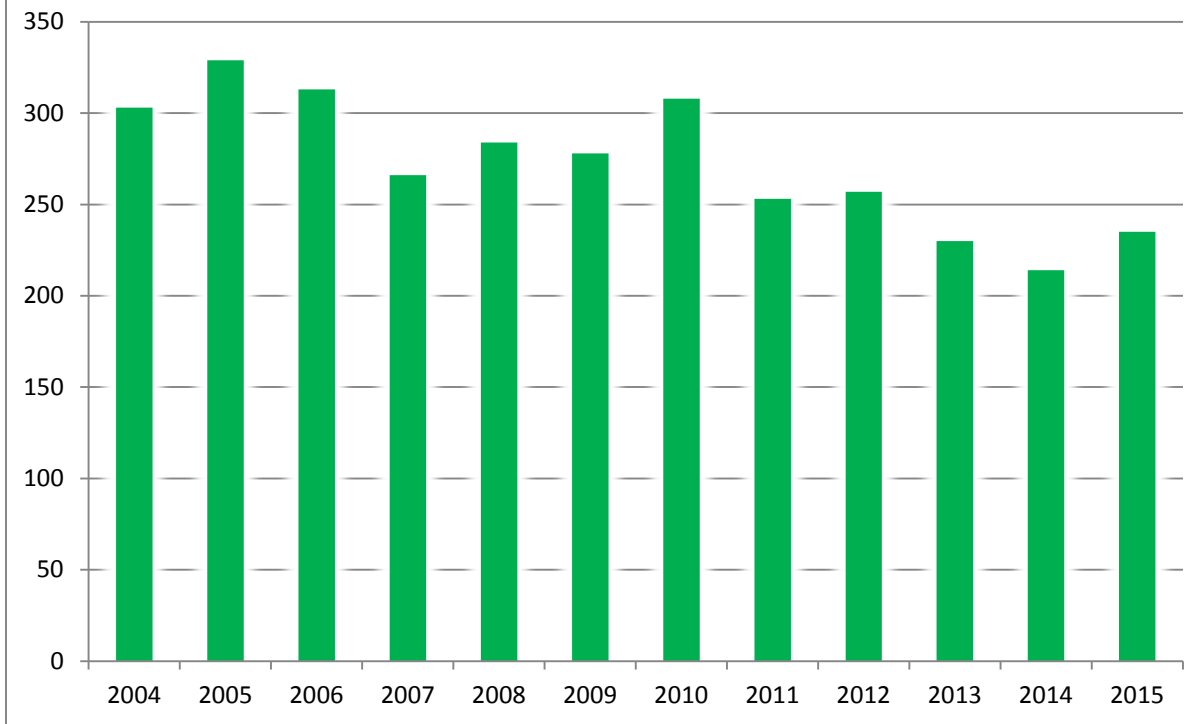




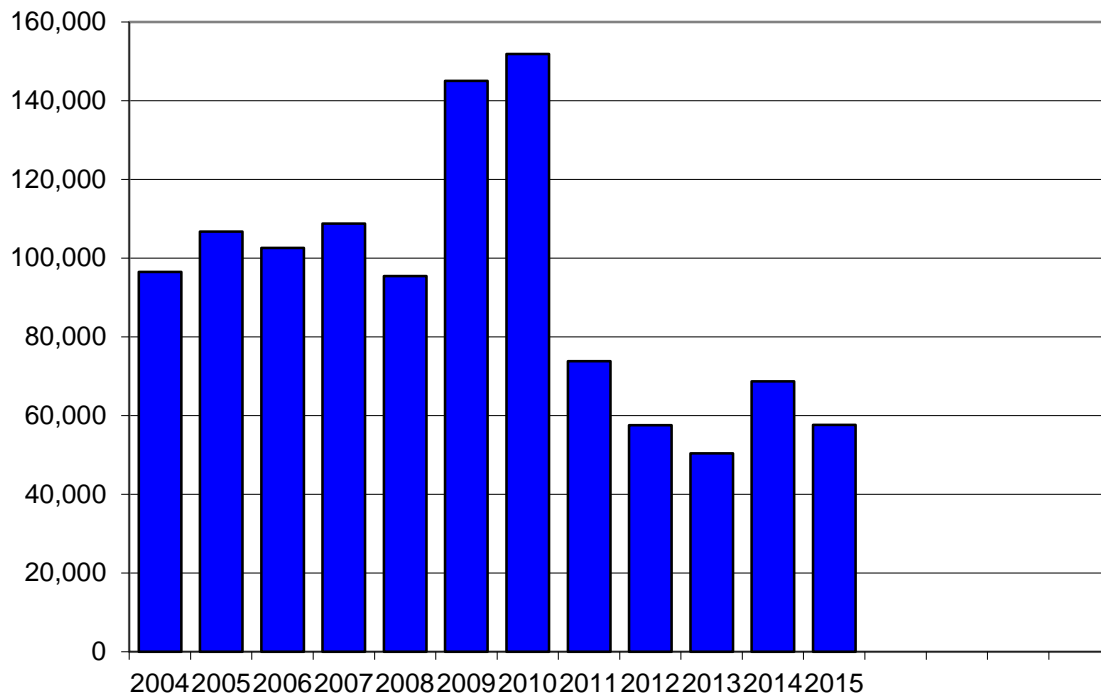
**CRIMINAL COURT INVESTIGATION FELONY AND  
MISDEMEANOR 2004 - 2015**



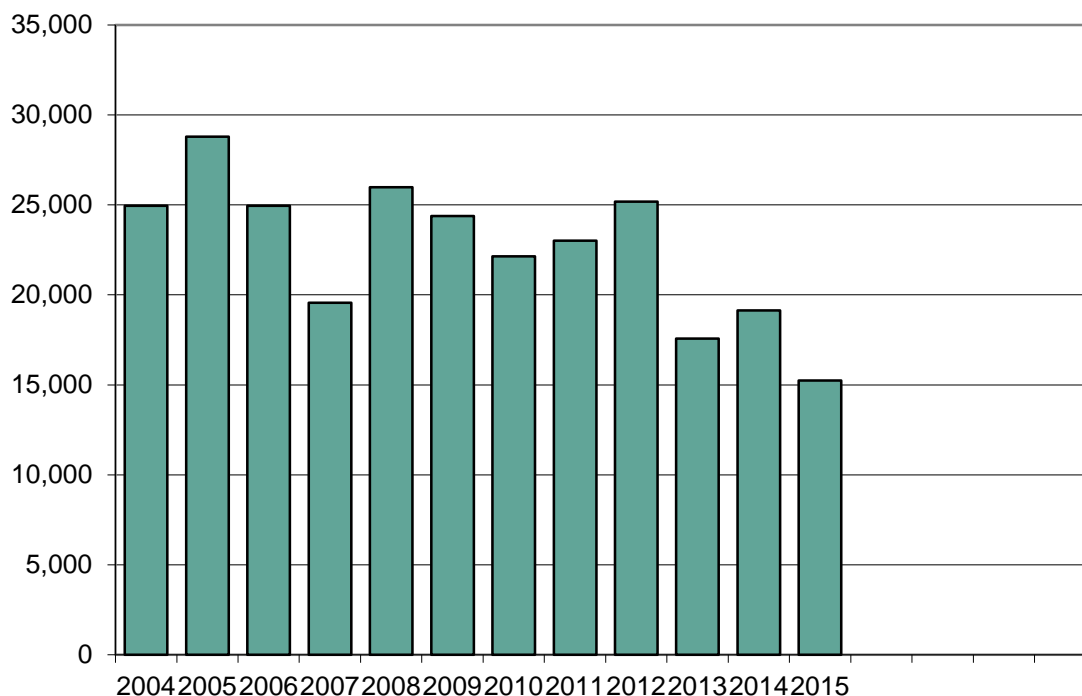
### **Criminal Court Supervision Felony and Misdemeanor 2004 - 2015**



### RESTITUTION COLLECTIONS 2004 - 2015



### DWI Supervision Fees 2004 - 2015



### Bureau of Fire

Again this year the Fire and EMS Services in Tioga County had a very busy year. Preliminary data received from the Fire and EMS services to date shows that our total calls for service were up slightly from the past year. In 2014 we had a total of 7843 Calls for Service. In 2015 we had a total of 8063 calls for service for the Fire EMS and Special Teams that serve the Citizens of Tioga County. This is up about another 3% over the calls answered in 2014. Long term trends show that in 2005 we answered a total of 7126 calls. This is about a 12% rise in calls over the past 10 years. Although this is not a large change over the past 10 years, with the numbers of firefighters and EMS providers decreasing in the County, this rise is being felt in some County Departments. Detailed data for both fire and EMS calls will be published as soon as our office receives the information from each of the County Fire Departments and Emergency squads.

### Significant Items from 2015:

On January 1<sup>st</sup> quick action by the Waverly Fire Department prevented a disaster in downtown Waverly. Fire Departments from Waverly, Sayer and Athens worked for over 8 hours to extinguish a very stubborn fire on the third floor of a three story building in the middle of a block in downtown Waverly. One resident of the apartment where the fire originated suffered burns in the fire and was taken to the hospital. There were no injuries to any of the firefighters.

Again this year the Bureau of Fire had a very successful year providing New York State Fire Training Classes to the firefighters of Tioga County. In 2015 we provided the County Fire Service with 32 NYS classes that covered 9993 firefighter hours of classroom and practical skills training. Again this year we had participation from all of our county fire

departments in the training program as well as a number of departments from surrounding counties. We had 464 Firefighters participate in this valuable training.

During 2015 we again had a very successful EMS training program. We were able to provide EMT initial and refresher training to 34 students, graduated 11 students from a 1 and ½ year Critical Care class and graduated 19 students as Certified First Responders. This very successful EMS training program produces the annual \$30,000 in training revenue for the department.

### Coroner

The Coroner's Office is located at 1062 State Route 38 in Owego, New York at the Health and Human Services Complex. The Office is manned twenty-four a day, seven days a week by an on call system through the Tioga County 911 System.

The Tioga County Coroner's consists of four elected Coroners. The Coroners in office during 2015 were Robert P. Williams, Charles Thayer, Neil Lewis and W. Stewart Bennett. In December of 2015, the Tioga County Legislators choose W. Stewart Bennett to be the Administrative Coroner for 2015.

In 2015, Tioga County Coroner's handled 83 cases; almost all cases were assigned through the 911 call center. The cases were handled as follows:

Robert P. Williams      31

Charles Thayer          0

Neil Lewis                5

W. Stewart Bennett    47

40      Autopsies were conducted with Toxicology

60      Natural Cause Deaths

16      Accidental Deaths (13 cases involving Drug Overdoses)

7      Suicide

0      Homicide

0      Undetermined

0      Pending Investigation

83      Total cases investigated by the Tioga County Coroner's Office\*

\*This yearly report is based on the information provided to the Administrative Coroner as of 12-31-2015

### Yearly Comparison:

2009 – 37 - death cases investigated

2010 – 62- death cases investigated

2011- 76- death cases investigated

2012- 82 – death cases investigated

2013 - 62 – death cases investigated

2014 – 85 – death cases investigated

2015 – 83- death cases investigated

## **PUBLIC WORKS/CAPITAL PROJECTS**

### **Public Works**

THE TIOGA COUNTY PUBLIC WORKS DEPARTMENT COMPLETED ANOTHER SUCCESSFUL YEAR IN 2015 WITH THE ACCOMPLISHMENT OF SOME MAJOR WORK.

#### HIGHWAY DIVISION

- HALSEY VALLEY RD. CONCRETE BOX CULVERT INSTALLATION AND ON-SITE DETOUR NORTH OF GILKE HILL RD INTERSECTION
- WEST CREEK RD. ALLUMINUM BOX CULVERTINSTALLATION AND ON-SITE DETOR SOUTH OF ELMER HILL RD. INTERSECTION
- ELLIS CREEK PIPE REPLACEMENT @ TWO LOCATIONS DUE TO HEAVY RAINFALL EVENT
- EMERGENCY REPAIRS AT THE PARK SETTLEMENT RD. BRIDGE COMPLETED AFTER STRUCTURE WAS CLOSED.
- 1000 FT. OF GUIDE RAIL WAS INSTALLED AT VARIOUS LOCATIONS
- REPLACED TRANSVERSE DRAINAGE INTERSEPTOR ON GLENMARY DR @ WEST BEECHER HILL ROAD INTERSECTION

#### BUILDINGS & GROUNDS DIVISION

- RENOVATED LAW OFFICES AT THE COURT ANNEX
- CONSTRUCTED NEW OFFICES FOR BOARD OF ELECTIONS @ THE HEALTH & HUMAN SERVICES BUILDING IN THE A-FRAME.
- CONSTRUCTED NEW OFFICES FOR REAL PROPERTY AT THE RONALD E. DOUGHERY COUNTY OFFICE BUILDING IN THE VACATED BOARD OF ELECTIONS SPACE.
- RESTORED THE VACATED REAL PROPERTY SPACE BACK INTO THE ECONOMIC DEVELOPMENT AND PLANNING CONFERENCE ROOM.
- EMERGENCY BOILER REPLACEMENT @ COURT ANNEX.

#### CAPITAL PROJECTS

- COLD IN PLACE RECYCLE AND OIL & STONE SOUTH END OF HALSEY VALLEY RD & NORTH END OF STRAITS CORNERS RD.
- BRIDGE REPLACEMENT EAST RIVER DR. BY KIRBY PARK
- BRIDGE REPLACEMENT HAMILTON VALLEY RD.
- BRIDGE REPLACEMENT ELLIS CREEK RD
- THIRD AND FINAL PHASE OF TIOGA COUNTY COURT HOUSE RESTORATION PROJECT
- PHASE I OF THE BRIDGE PREVENTATIVE MAINTENANCE PROGRAM COMPLETED
- MILLED AND PAVED EAST END WEST RIVER RD

## OUTLOOK FOR 2016

- RAISING THE FLOOD PRONE AREA OF HALSEY VALLEY RD. NEAR NYS ROUTE 17C IN CONJUNCTURE WITH TOWN OF TIOGA.
- SULPHUR SPRINGS ROAD CULVERT PIPE INSTALLATION PROJECT
- PHASE II OF BRIDGE MAINTENANCE PROGRAM
- PHASE ONE OF THE CULVERT MAINTENANCE PROGRAM
- DAY HOLLOW RD. BRIDGE RELACEMENT – ON SITE DETOUR INSTALLATION BY HIGHWAY DEPT.
- GLEN RD. BRIDGE REPLACEMENT – OFF SITE DETOUR
- CODDINGTON RD. BRIDGE REPLACEMENT - ON SITE DETOUR INSTALLATION BY HIGHWAY DEPT.
- BLEWER RD BRIDGE REHABILITATION - PHASE CONSTRUCTION
- ELLIS CREEK RD BRIDGE REPLACEMENT – OFF SITE DETOUR
- SECOND COURSE OF OIL & STONE SURFACE TREATMENT ON THE NORTH END OF HALSEY VALLEY RD. AND THE SOUTH END OF STRAITS CORNERS RD.
- MICHIGAN HOLLOW RD. OIL & STONE SURFACE TREATMENT
- GASKILL RD.MILL & PAVE
- ELLISTOWN ROAD MILL & PAVE
- HALSEY VALLEY RD BRIDGES – OFF SITE DETOUR

## Solid Waste

Tioga County Department of Solid Waste mission is to provide a safe and economical method for residents to dispose of their waste and to recycle items which may be mandated by State law.

Recycling Revenues. Both recycling tonnages and recycling revenues decreased in 2015.

Tire and Scrap Metal Clean up. Tioga County Solid Waste receives a donation from Upstate Shredding-Ben Weitsman of \$10,000 per year for a total of ten years which will total \$100,000. We completed our eighth year and more than 800 tons of tires have been cleaned up and properly disposed within Tioga County since the inception of this program.

Hazardous Waste. Tioga County Household Hazardous Waste Program went off without a hitch for the sixteenth year in a row. This program has provided a safe method for the County residents and agricultural generators to dispose of 399,549 lbs. or 199.8 tons of hazardous waste and electronics over the past sixteen years at an average cost of \$0.85 per pound. The electronic recycling portion of this program has recycled a total of 129,899 lbs. (64.9 tons) since its inception in 2003.

Miscellaneous. Received \$50,000 in an Environmental Benefit Project for NYS Department of Environmental Conservation (DEC). With these funds Solid Waste held a household hazardous waste collection at County Highway for Tioga County residents who are 65



years of age or older. We received grants for Household Hazardous Waste program and Recycling Coordinator which will reduce the cost of these programs for County residents by over \$50,000.

Future for Department of Solid Waste. Strengthening the communication and relationship between the County's municipalities, local businesses and the Department of Solid Waste focusing on clean up and beautification of the County. This will be accomplished by facilitating the ninth annual tire and scrap metal clean up, assisting local businesses with environmentally friendly grants, and educating the local businesses and residents on proper disposal of waste and recycling. To continue to work with Department of Public Works to reduce energy costs for Tioga County government, businesses and residents. These goals will be achieved through development and promotion of renewable energy sources, alternative fuels and cost-savings programs.

The department submitted the Tioga County Comprehensive Solid Waste Management Plan Draft in 2015. This is required in order to be in compliance with New York State Department of Environmental Conservation "Beyond Waste"

## **PERSONNEL/ADA**

### **Personnel**

Daily activities in this office primarily involve civil service administration, fringe benefits administration and labor relations matters.

The Personnel Department is mandated to provide Civil Service administration to all County Departments as well as the Towns (9), Villages (6), Schools (5) and Special Districts (2) within Tioga County. This means the hiring of Custodians, Bus Drivers, Food Service Helpers, Secretaries, etc. at the schools and Typists, Equipment Operators, Wastewater Treatment Plant Operators, etc. in the Towns and Villages, as well as EMTs in the Fire Districts and Soil & Water Conservation District employees are all overseen by this office. In all, 1222 classified civil service positions exist amongst all public entities in Tioga County.

Throughout 2014, 54 different civil service examinations were conducted (an increase from 46 the previous year), in which 279 candidates participated (an increase from 245 the previous year).

The Personnel Department also administers the Tioga County Self-insured Workers' Compensation Plan, in which all Towns and Villages participate as well as the County; the annual budget for this program was \$1.47 million, appropriated between all the municipalities.

The Affordable Care Act and its ever evolving and staggered regulations require constant monitoring of our health benefits and how they are affected, as well as compliance with new reporting requirements.

The bulk of Tioga County's 344 full-time employees are represented by three labor unions. During 2015, negotiations with the Tioga County Law Enforcement Unit reached impasse and a Binding Arbitration Hearing was held on December 9; Negotiations with CSEA resulted in a three year contract covering 2015 – 2017.

Lastly, the Personnel Department replaced outdated Civil Service software with new software, and also was heavily involved in the County's transition to new finance & payroll software systems.

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The following list provides details on some of the department's 2015 accomplishments/projects:

1. The Personnel Department calculated the Stage III refunds for the 2014 participants in the Consolidated Health Plan; the County received an additional refund of \$484,000 due to the dissolution of the Consolidated Health Plan. This money was added to the reserve accounts ear-marked for the purchase of new financial software and hardware as well as a new phone system. This was the final payment due.
2. The Personnel Department was busy transitioning to a new Civil Service software system, as well as heavily involved in set-up and implementation of new county-wide payroll software.
3. The 90-Day Hiring Delay was discontinued for 2015.
4. A total of 54 Civil Service Examinations were conducted, in which 279 candidates participated. The timely administration of examinations enabled this office to achieve a provisional rate of 4.5%, which is slightly higher than the State-wide average of 3.5%.
5. The Employee Recognition Program continued in 2015, recognizing the following employees as "Employee of the Quarter," with Bill Ostrander being named Employee of the Year:
  - 1<sup>st</sup> Quarter – Rebecca Fetherbay, DSS
  - 2<sup>nd</sup> Quarter – Bill Jones, Probation
  - 3<sup>rd</sup> Quarter – Bill Kenville, Safety
  - 4<sup>th</sup> Quarter – Bill Ostrander, Information Technology

In addition, "Employee Recognition Week" was held in May 2015, during which employees reaching career milestones were recognized. The week included a luncheon for employees who achieved 25, 30 or 35 years of service with Tioga County.

6. The Personnel Department coordinated supervisor training on the topic of Performance Management in October; 40 employees attended.
7. 47 new Workers' Compensation claims were reported by all the municipalities in 2014, 10 of which were lost-time claims.
8. The Benefits Manager received Tioga County's final refund of Medicare Part D money in April 2015 for 2013, in the amount of \$95,871.75; this was the final reimbursement Tioga County is eligible for due to changing our Medicare eligible retirees to a Medicare Supplemental Plan in 2014.
9. The Personnel Officer served on the Committee to recruit a new Public Health Director.
10. The Personnel Officer continues to serve as Secretary of the New York State Association of Personnel & Civil Service Officers.