



2017 STATE OF THE COUNTY ADDRESS

ADMINISTRATIVE SERVICES

County Clerk

DEPOSITORIES TIOGA COUNTY CLERK

CHEMUNG CANAL TRUST	Motor Vehicle Account Sales Tax Account Exchange Account
M & T BANK	Miscellaneous Court Account
TIOGA STATE BANK	Fee Account Mortgage Tax Account Transfer Tax Account eAccount

I. RECORDINGS

Deeds	County Fee	\$ 56,051.50
Mortgages	County Fee	\$107,455.00
Misc. Recordings	County Fee	\$ 51,964.00
Cover Sheet	County Fee	\$ 23,525.50

Total Fees Collected for Recorded Documents \$238,995.50

II. MISCELLANEOUS FILINGS

Passport	\$ 7,750.00
Commercial Papers (UCC Filings)	\$ 4,240.00
Copies & Certified Copies	\$ 58,838.42
Misc. Filings (including Building & Loans, Affidavits, DBA, Maps, etc.)	\$ 21,479.25
Transcripts of Judgment	\$610.00
Liens	\$45.00

Total Miscellaneous Filings \$ 92,962.67

III. CLERK OF COURT – COURT FEES

	Fees Collected	To State	To County
Index Numbers		\$160,355.00	\$22,425.00
Notes of Issue (Non-Jury & Jury Demands)		\$3,415.00	
RJI (Request for Judicial Intervention)		\$24,795.00	
Notice of Appeal		\$260.00	
Motion		\$28,260.00	
Stipulation of Discontinuance		\$6,825.00	
Total Court Fees	\$246,155.00	\$223,910.00	\$22,425.00

Legislature



IV.	REAL ESTATE TRANSFER TAX		
	Fees Collected	NYS Tax Commission	To County
Totals	\$419,214.00	\$417,820.00	\$1,394.00
V.	MORTGAGE TAX		
	Tax Collected	Additional Tax (1/4 of 1%)	Basic Mortgage Tax (1/2 of 1%)
Totals	\$778,671.08	\$209,917.60	\$568,753.48

The distribution of these monies is done monthly. The "Additional Tax" is sent to the State of NY Mortgage Agency (SONYMA) via ACH and the "Basic Mortgage Tax" goes to the Tioga County Treasurer for distribution to the nine Townships.

VI.	COUNTY CLERK'S FEE		
	Any and all balances being held for apportionment are on deposit with Tioga State Bank.	Total	\$120,988.50

VII.	FINES – COURT COSTS		
	Fees Collected	To State	To County
Fines/STOP DWI			\$17,393.00
NYS Surcharge		\$22,227.63	
TARS		\$175.00	\$ 35.00
Misc. Fines		\$0.00	\$ 0.00
Totals	\$39,830.63	\$22,402.63	\$17,428.00

VIII.	MOTOR VEHICLE		
	Fees Collected	To State	To County
DMV Transactions		\$927,421.82	\$321,858.60
Sales Tax		\$1,125,645.33	\$ 5,429.75
Totals	\$2,380,355.50	\$2,053,067.15	\$327,288.35

		To State	To County
Auto Use Fee	\$344,859.25	\$6,850.24	\$338,009.01

IX.	SURCHARGE		
	Fees Collected	NYS Dept. of Education	To County
Totals	\$114,420.00	\$108,699.00	\$5,721.00

X.	EQUALIZATION & ASSESSMENT		
	Fees Collected	NYS Div. of Equalization & Assessment	To County
Totals	\$131,205.00	\$119,712.00	\$11,493.00

XI. INTEREST

Legislature



Currently monies deposited into three of the County Clerk's nine separate accounts are entrusted to earn interest. Some 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	\$21.90	\$8.17	\$13.73

XII. NYS NOTARY RENEWAL FEES AND OATHS

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

FEE SUMMARY 2017

	Fees Collected	To State	To County
I. RECORDINGS	\$238,995.50		\$238,995.50
II. MISCELLANEOUS	\$92,962.67		\$92,962.67
III. COURT	\$246,155.00	\$223,910.00	\$22,245.00
IV. REAL ESTATE TRANSFER TAX	\$419,214.00	\$417,820.00	\$1,394.00
V. MORTGAGE TAX	\$778,671.08	\$209,917.60	\$568,753.48
VI. COUNTY CLERK'S FEES	\$120,988.50		\$120,988.50
VII. FINES – COURT COSTS	\$39,830.63	\$ 22,402.63	\$17,428.00
VIII. MOTOR VEHICLE	\$2,102,740.09	\$1,810,262.71	\$292,477.38
AUTO USE FEE	\$344,859.25	\$ 6,850.24	\$338,009.01
IX. SURCHARGE	\$114,420.00	\$108,699.00	\$5,721.00
X. EQUALIZATION & ASSESSMENT	\$131,205.00	\$119,712.00	\$11,493.00
XI. INTEREST	\$21.90	\$8.17	\$13.73
XII. NYS NOTARY RENEWAL	\$6,060.00	\$ 4,040.00	\$2,020.00
Totals	\$4,636,123.62	\$2,923,622.35	\$1,712,501.27

I, Andrea L. Klett, being duly sworn, state that I am the Clerk of the County of Tioga and that the foregoing statement is in all respect a full and true statement as required by Section 201 of the County Law and all monies received each day by said Clerk, or my assistants, for fees, perquisites, and emoluments for all services rendered by me or said assistants in their official capacity, for the year 2017.

2017 HIGHLIGHTS

COUNTY CLERK:

In November 2017 the Clerk's Office implemented e-recording of land records and hopes to begin e-filing in Tioga County in 2018. In October of 2017 Sharon Ulrich retired from the Clerk's Office after 17 years of service as a Recording Clerk. Kelly Johnson was hired to replace Sharon. The staff is continuing the task of back filing Supreme and County Court filings and imaging the Miscellaneous Filings and Military Discharges currently located on the AS-400. The County Clerk's Office brought in revenue in the amount of \$1,082,014.88 for Tioga County and \$1,106,509.40 for New York State. The revenue generated by public use of the online eSearch tool was \$33,127.15 for 2017.

DEPARTMENT OF MOTOR VEHICLES:

The DMV began issuing REAL ID licenses, permits, and ID cards on October 30, 2017. The process is similar to issuing an Enhanced Driver's License except that there is no additional fee for the Real ID



compliant driver's license. The Enhanced Driver's License costs an extra \$30.00 over and above the standard fees. In 2017 the DMV Office processed \$2,059,917.39 in revenue for New York State and \$673,990.90 for Tioga County. The Tioga County auto use tax and online transaction revenue was \$346,002.45 for 2017, which is 5.5% higher than in 2016. The 2017 fees and sales tax collected by the DMV for Tioga County was \$327,988.45, which is 11.9% higher than in 2016.

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 2017 Tioga County Office of Real Property Tax Service operated with two full-time employees; Director, Specialist III. 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 on the 1st floor, room 103 in the, Ronald E. Dougherty Bldg. at 56 Main St in the Village of Owego.

- Board of Assessment Review training was in April of 2017
- Town of Berkshire is at 100% full market value
- Towns of Candor, Spencer and Richford have equalization rates above 90% of full market value. Town of Nichols an increase in equalization rates. Towns of Barton, Newark Valley and Owego had no change in equalization rates.
- 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 \$33,000 for the 2018 fiscal year. This reflects an increase of \$1,000 in cost for the 2018 budget.
- Our office processed 1,619 deed transfers this past year.
- 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 had a complete staff turnover due to current staff accepting new positions changes in 2016. Due to having all office functions written in procedures we were able to reduce staff by 1 part-time position and hire and train new staff.
- 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

Legislature



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.

Historian

Hours in Office: 377

Number of Visitors: 37

Talks: 11

- 2/14 Ladies Club at Endicott
- 2/18 Breakfast Meet at Tioga Center Met. Church
- 3/8 Tioga Women Lead Group at Parkview Restaurant
- 3/9 Broome West Senior Center at Endicott
- 4/24 Endicott Women's Club, Endicott
- 5/9 League of Women Voters Annual at Binghamton
- 5/12 First Ward Senior Center at Binghamton
- 5/31 Candor Historical Society
- 6/14 Cady Library at Nichols
- 11/16 Vestal Middle School
- 12/20 O-A Middle School Architectural Class

Interviews

- 1/12 WSKG TV Shane Johnson
- 8/4 WEBO Radio, Lew Sauerbrey
- 8/8 WNBF Radio, Bob Joseph
- 9/16 WICZ TV Amy Hogan
- 11/8 WICZ TV Jonathan Gordon

Historic Markers

- 7/14 at 18 Front St., Owego
- 12/20 at 249 Front St., Owego

Meetings

- Approximately 45 for Women's Suffrage
- 1/27 Kick-Off Suffrage Luncheon Meeting
- 3/20 Village of Owego Board
- 5/13 Town of Tioga / Ransom Mausoleum
- 6/11 Tioga Co. Historical Society Annual
- 10/30 – 11/2 Historian Conference at Poughkeepsie

Research Requests

- Ongoing assistance with Pennysaver & TC Courier Newspapers
- Numerous Email/Phone/Genealogy/Miscellaneous Requests

Memberships

Association of Public Historians of NYS (APHNYS), Tioga County Historical Society, OA Reading Partnerships, Preservation Association of So. Tier (PAST), Susquehanna River Archeological Center

Legislature



(SRAC), Broome Co. Historical Society, Waterman Center, Friends of the Coburn Free Library, plus others.

OTHER

- 7/27 Tioga Women Lead Group honored me with their "You Rock" award.
- I am scheduled to be in my office on Tuesday and Thursdays; but I am also constantly working from home and by appointment outside of the office.

Veterans

The year 2017 was an exceptional one for this office. We focused on outreach throughout the County to increase the awareness of veterans to the availability of our office and services. We strived to provide outstanding service and focused on findings ways to meet the needs of our veterans, which often are varied and cannot be met within the strict guidelines of eligibility for federal and state veteran services.

This agency served 941 veterans in 2017 and we served 634 family members of veterans. Historically, this office has served on average about 300 veterans a year; this is a 21.3% increase in veterans served alone! Of the 941 veterans served, 362 of them were new to this office in seeking assistance. We credit this increase to our focused outreach effort.

Our outreach consisted of a multifaceted approach: an aggressive advertising campaign in the Owego Pennysaver, conducted monthly "drop-in" hours at three veteran based locations in the County, developed partnerships with County agencies and departments to ensure increased referrals, conducted workshops to provide information on our services, participated in local events with information tabling, and hosted our first Veterans Expo, which brought 20 different agencies to one location to provide assistance specific to veterans and their families.

The agency spent time educating our officers and we became accredited to provide legal representation for veterans to the VA. Our officers belong to the NYS CVSOA, which broadens our ability to obtain on-going treatment and support at the state and national levels.

We are proud to have served the veterans of Tioga County in 2017! 2018 will be an exciting year as our office is now manned fulltime and we are able to offer more support and services to our veterans. 2017 was marred by 2 veterans succumbing to suicide, this is an epidemic in our veteran community with 22 veterans a day committing suicide; and we will be focusing our efforts in 2018 on veteran suicide prevention, as well as providing even better service with a sincere respect that our veterans so richly have earned.

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, 2017 through December 31, 2017.

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.

Throughout 2017 the street file database continued to be updated 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.

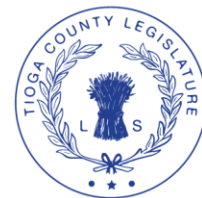
Cyber Security continued to be front and center in 2017. At both the state and national level election officials continued to improve election security. The Tioga County Board of Elections deployed twenty six machines that reported our county voters' choices flawlessly.

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

2017 Statistics

- 30,263 Registered Tioga County Voters
- 15,800 Registered Voters are Female
- 14,463 Registered Voters are Male
- 1,128 Newly Registered in 2017



- 935 Transfers (movers) within our county
- 747 Movers outside our county
- 70 Designating Petitions filed
- 9 Independent Petitions filed
- 175 Election Inspectors trained
- 838 NCOA (National Change of Address) voter updates
- 408 Enrollment changes
- 699 Absentee Ballots requested for General Election
- 40 Military Ballots for General Election
- 23 Processed Affidavit Ballots for General Election

BOE Highlights

Federal Primary on September 12th, and General Election on November 7th in addition to the use of county voting machines for the Village of Owego as well as, Waverly, Owego-Apalachin, and Candor School Districts.

New Training Class Curriculum that received rave reviews from Poll Workers.

Board of Elections 2018 Goals

1. Engage more with the youth in our area by visiting County High School Districts Participation in Government classes prior to registration deadlines.
2. Improved recruitment of Poll Inspectors as well as continuing to fine tune Poll Worker training classes.
3. Utilization of Asset Management Platform program and software for tracking and reporting Voting machines/equipment deployment, assets, repairs, & maintenance to the NYSBOE.

Tioga County Economic Development & Planning



Annual Report

LEEANN TINNEY
Department Director

LINDA SAMPSON
Administrative Assistant

TERESA SARACENO
Deputy Director of Economic Development

ELAINE JARDINE
Planning Director

BRITTANY WOODBURN
Economic Development Specialist



economy
business
municipal
housing
zoning
plans
development
workforce
retail
attract
energy
historic
agriculture
connections
approvals
parks
use
sites
local
assistance
telecommunications
preparedness
resources
regional
environmental
nichols
newark
berkshire
spencer
tourism
utilities
small
TEAM



EDP Mission

CREATE JOBS

TO STRENGTHEN THE ECONOMIC BASE OF THE COMMUNITY

INCREASE TAX BASE

TO BENEFIT TIOGA COUNTY RESIDENTS

SUSTAIN QUALITY OF LIFE

TO BENEFIT TIOGA COUNTY RESIDENTS AND ATTRACT OUT-OF-COUNTY VISITORS

EDP Services Include:

- Industrial retention and attraction
- Small business resource and referral
- Business location siting
- Local approvals assistance and streamlining
- Grantsmanship assistance for business and municipalities
- Review of municipal local laws and comprehensive plans
- Municipal technical assistance
- Small business loans
- Commercial revitalization and facade improvements
- Agricultural business loans
- Social media spotlights



2017 HIGHLIGHTS

Tioga County Economic Development & Planning

- Tioga Downs Hotel and Events Center
- Pocket Neighborhoods
- Housing Economic Impact Study
- Succession Planning
- 130 Ways
- Hazard Mitigation Plan Update
- TEAM Tioga Branding
- Increased social media presence
- Community Development Projects - Waverly NYMS, Owego Gateway, Parkview Downtown Anchor
- Tioga County Property Development Corporation (Land Bank)

EDP's 2017 by the numbers...



86

BUSINESSES
CONTACTED



7.5%

SALES TAX
REVENUE INCREASE



1.7%

UNEMPLOYMENT
RATE DECREASE



\$4M

SECURED
GRANT FUNDING



0%

PROPERTY TAX
LEVY INCREASE



71

OFFICIALS
TRAINED



494

NEW ACRES ENROLLED IN NYS
AG DISTRICTS PROGRAM



19.3%

HOTEL / MOTEL TAX
REVENUE INCREASE

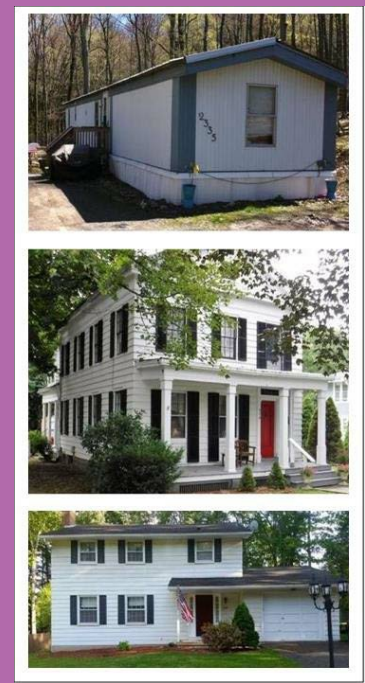


141

SOCIAL MEDIA
NEW LIKES

WHY?

"Housing is a key element of the viability and sustainability of Tioga County's economy"



WHO?

Tioga County EDP
Tioga County IDA
Tioga Opportunities

HOUSING ECONOMIC IMPACT STUDY

SUSAN PAYNE and LIZ CORVELEYN

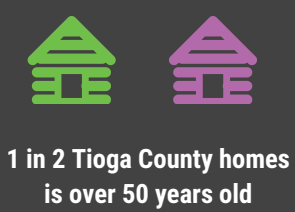
GENERAL CONCERNS:

- Majority of existing housing stock is affordable but old and outdated
- Villages have high percentages of blighted vacant housing and also have high concentrations of rental units derived from large houses that are in disrepair
- Seniors are aging in their homes creating a frozen housing market
- Flooding has caused lost and damaged housing stock
- Cost of flood insurance plus property taxes is higher than mortgage payment
- Residential property appreciation is flat
- 15% of households reside in mobile homes
- Low pool of population age 24 - 45 which represents prime working age
- Inadequate single-family housing inventory \$90K to \$175,000K

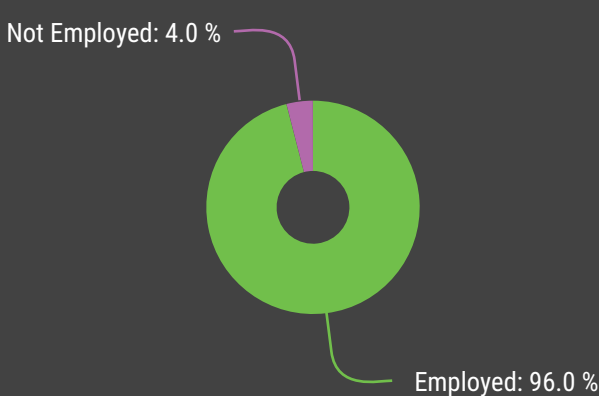
ACTION PLAN:

- Adopt an overall housing strategy that meets the housing needs of priority target markets focusing on revitalizing existing housing stock
- Develop investment strategies to revitalize community centers by targeting residential neighborhoods for assessments by block and developing senior and moderate-income rental housing
- Develop and pursue financing strategies to implement identified investment strategies by seeking out successful models and aggressively pursuing and leveraging financial resources
- Create an organizational structure to implement recommendations such as a public/private partnership

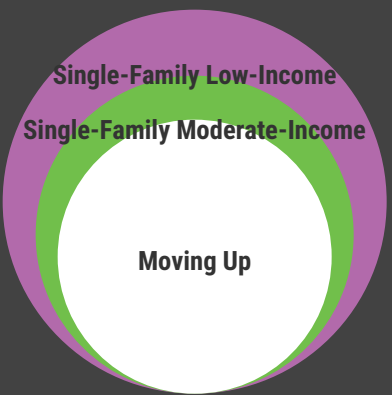
SIGNIFICANT HOUSING STUDY FINDINGS:



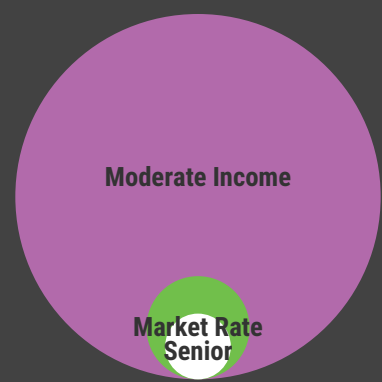
COUNTY RESIDENTS WORKING STATUS



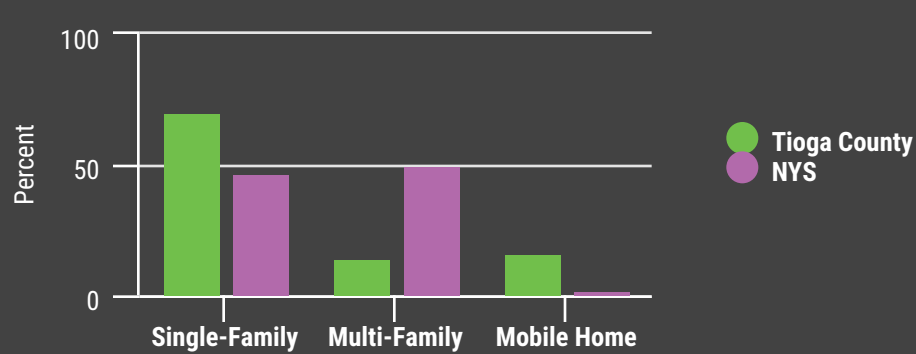
SINGLE-FAMILY HOUSING DEMAND



RENTAL HOUSING DEMAND



HOUSING CHARACTERISTICS



Succession
Planning
Committee

SUCCESSION PLANNING



Tioga County leaders suspected that just as the overall population age of Tioga County was rising, so too was the average age of its employees. A Succession Planning Committee was quickly formed. The first task was to conduct research on essential employees. That research revealed the following:

- Nearly 40% of 100 essential employees were eligible for retirement
- Five departments had 100% essential employees eligible for retirement
- Five departments had 50%+ essential employees eligible for retirement

The Succession Planning Committee quickly went to work developing Tioga County Government's first succession planning program in a preemptive attempt to retain younger employees with leadership potential. This program was developed in close collaboration with Department Heads at Leaders Meetings. Accomplishments included:

- Educated Department Heads about succession planning and its benefits
- Department Heads identified key positions and updated respective job descriptions
- Provided Department Heads with an assessment tool with which they could identify employees with potential for advancement within their departments
- Identified topics that would be useful for professional advancement within Tioga County
- Developed a year-long, five-session training curriculum that included; scheduling, securing trainers and developing in-house training presentations
- Named the succession planning program the Institute 4 Advancement
- Department Heads nominated candidates for participation
- Nineteen candidates were selected with nearly 100% county department participation - see listing below
- Prepared all materials for the first session to take place in January 2018

Martha Sauerbrey
Legislature Chair

Bethany O'Rourke
Personnel Officer

LeeAnn Tinney
EDP Director

Joy Bennett
Probation Director

Elaine Jardine
Planning Director

Ellen Pratt
Materials Recovery Mgr



2018 Institute 4 Advancement Inaugural Class:

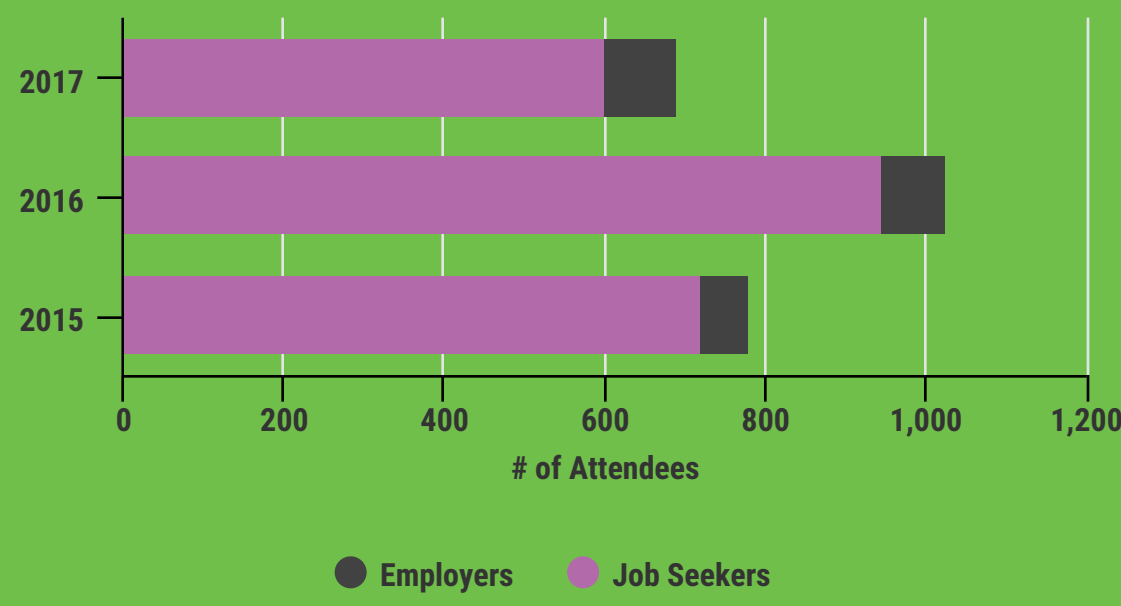


Mickelle Andrews	DSS	Accounting Supervisor
Sarah Begeal	Mental Hygiene	Clinical Director
Larry Brink	DPW	HEO Site Leader
Linn Bruce	Personnel	Civil Service Administrator
Brian Cain	Probation	Supervisor
Drew Griffin	ITCS	Deputy Director
SueEllen Griffin	County Clerk	Deputy County Clerk
Cathy Haskell	Legislative	Deputy Legislative Clerk
Andrea Klett	County Clerk	County Clerk
Todd Kopalek	Public Health	Environmental Health Supervisor
Linnea Layman	BOE	Deputy Commissioner
Michael Mlddaugh	Veterans	Veterans Service Officer
Elizabeth Myers	DSS	Director of Social Services
Steven Palinosky	Real Property	Specialist III
Amy Potter	Treasurer	Payroll Clerk
Arrah Richards	Sheriff's Office	Payroll Clerk
Debbie Stubecki	Emergency Services	Account Clerk Typist
John VanWert	Law	2nd Assistant County Attorney
Brittany Woodburn	EDP	Economic Development Specialist



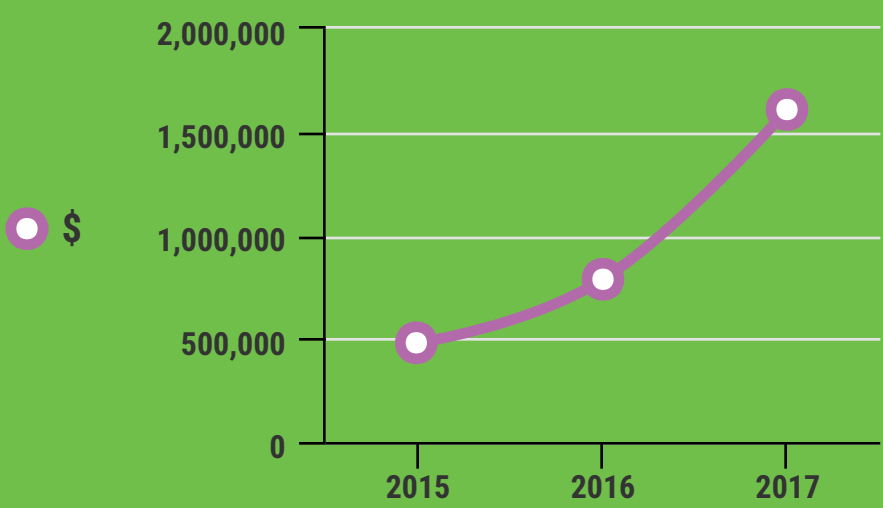
JOB FAIR

In the past three years, here's the story on employers and job seekers attending the annual Tioga Employment Center Job Fair:



CFA + OTHER GRANT AWARDS

EDP CFA GRANT SUCCESS HISTORY



2017 EDP CFA Awards

Midwestern Pet Foods..	\$152,000
Minka, LLC.....	\$48,000
Raymond Hadley.....	\$50,000
Waverly Glen Park.....	\$490,000



Other 2017 Grant Projects

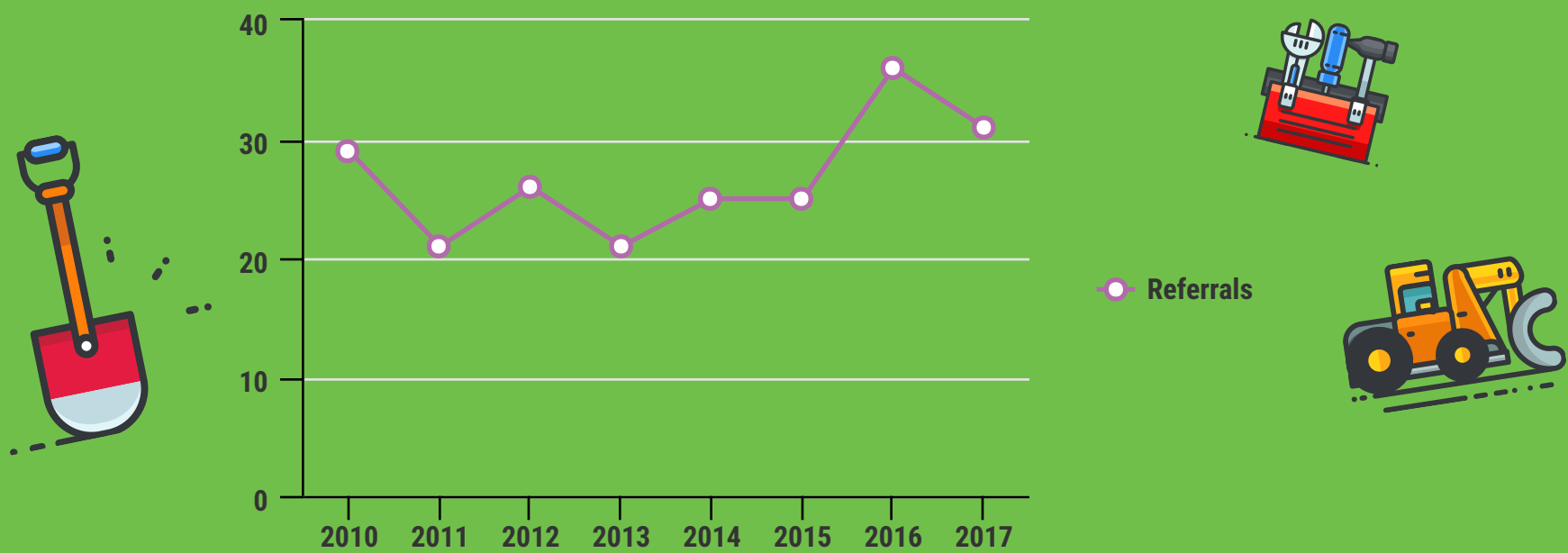
- **Owego Gateway (\$2.1M)** - To construct a multi-use infill building at 200 - 204 Front Street in Owego from Restore NY and HUD CDBG Disaster Recovery
- **Parkview Restaurant NYMS Downtown Anchor (\$500,000)** - Comprehensive interior renovations to re-establish hotel rooms on second and third floors
- **Village of Waverly New York Main Street (\$300,000)** - For eight building improvements and Broad Street streetscape improvements

LAND BANK

The **Tioga County Property Development Corporation**, was established, incorporated and obtained 501c3 status in 2017. Its purpose is to acquire blighted properties, revitalize them and then sell the properties to reputable entities making the properties productive again. In 2018 TCPDC's main focus will be to secure funding to implement revitalization in targeted areas.

PLANNING & ZONING 239m REFERRALS

Trends in the number of these referrals received since 2010 shows a general up swing in proposed development activity. A good sign for Tioga County's economy.

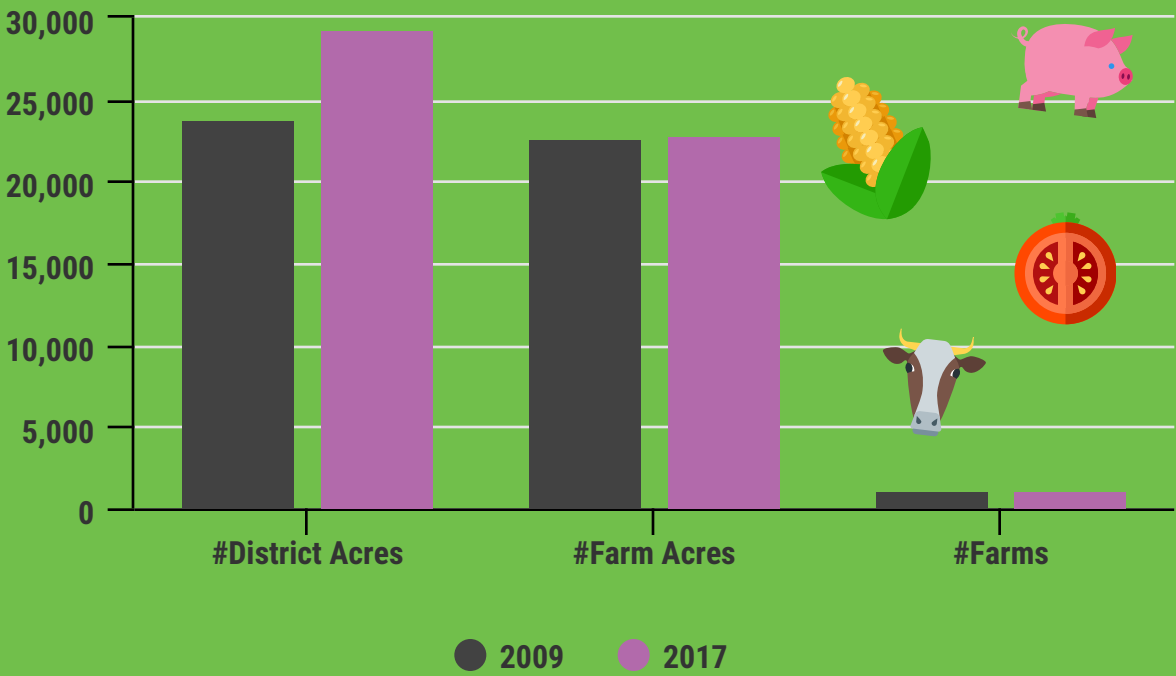


HAZARD MITIGATION PLAN UPDATE

FEMA requires that county Hazard Mitigation Plans be updated every five years. Tioga County was awarded a FEMA grant to prepare the Hazard Mitigation Plan 2018 Update. Plan development is expected to be completed by the end of August 2018. The 2018 County Plan will also include mini-hazard mitigation plans for each local municipality.

NORTH TIOGA AG DISTRICT REVIEW

The North Tioga Agricultural District, which encompasses the Towns of Richford, Berkshire, Newark Valley and the Village of Newark Valley, had it's eight year anniversary in 2017, thus triggering a State-required full eight-year review. The graph below shows the results compared to the last eight-year review.



EMPLOYEES' AWARDS and RECOGNITION



LINDA SAMPSON reached 5 years service with Tioga County in Economic Development & Planning



BRITTANY WOODBURN had many achievements in 2017:
She graduated the Leadership Tioga program
She was awarded Employee of 4th Quarter
She was selected to participate in the 2018 Institute 4 Advancement
Brittany is our super star!

BOARDS and COMMITTEES

Southern Tier Regional Economic Development Council (STREDC)
STREDC Workforce Development Work Group
STREDC Advanced Manufacturers Work Group
Southern Tier East Regional Planning Development Board (STERPDB)
STERPDB Regional Planners Committee
Broome Tioga Workforce Investment Board
Tioga County Chamber of Commerce
Valley Economic Development Association
Waverly Business Association
Finger Lakes Wine County Tourism Marketing Association
Binghamton Metropolitan Transportation Study Planning Committee
Broome Tioga Stormwater Coalition
New York State Association of County Planning Directors
NYS Region 7 Open Space Committee
Rural Economic Area Partnership
Susquehanna Heritage Area Commission
Tioga County Local Development Corporation
Tioga Women Lead
Leadership Tioga
Succession Planning Committee
Tioga County Agricultural & Farmland Protection Board
Tioga County Agricultural Resource Group
ITCS Steering Committee



MEDIA PRESENCE and BRANDING

In 2017, a re-branding was imagined and established for long-time collaborating partners including Tioga County Economic Development & Planning, Tioga County Industrial Development Agency and Tioga County Local Development Corporation. TEAM Tioga is the result. TEAM stands for Tioga Economic Advancement Members. It recognizes not only these entities, but other partners that we work with such as Tioga Opportunities, CCE Tioga, REAP and municipal officials. The TEAM also welcomes input from community members. **WE WORK FOR YOU.** Follow us on facebook and Instagram.



FINANCE/LEGAL/SAFETY

Law Office

THE YEAR IN REVIEW

2017 was a busy year for the Tioga County Law Department. In addition to the normal work of the department, we were involved in several projects:

1. The Law Department worked with NYS Department of Homeland Security (DHSES) appealing FEMA's denial of a project worksheet (PW) in the amount of \$447,009.25 for hazard mitigation work at the County office building from the 2011 flood.
2. To comply with the NYS requirement that a property tax savings plan be created within counties, the Law Department worked with the Legislative Chair on a shared services initiative. This included creating a shared services panel with towns and villages within the county, holding public hearings and compiling information to submit to NYS.
3. The Law Department worked with the departments within the County affected by the NYS Raise the Age Legislation to efficiently handle the increase in caseload as a result of this legislation.
4. The Law Department worked with the Probation, Sheriff, Public Defender, District Attorney and Assigned Counsel departments as well as local criminal courts within the county regarding Counsel at First Appearance (arraignment) in order to adequately comply with this requirement. The NYS Office of Indigent Legal Services, which aids counties with funding legal representation for indigent defendants, monitors that indigent defendants are provided adequate representation at all appearances.
5. The Law Department worked with the Treasurer, Real Property and IT on an RFP for tax collection software, awarding the bid and contract development.
6. The Law Department continued to assist the Fire Bureau with its Interoperable Grant for Emergency Communications, including contract development and regulatory compliance.
7. The Law Department assisted the Legislature in vetting and hiring special counsel regarding opioid litigation.
8. The Law Department assisted the Treasurer's Office in various aspects of the tax foreclosure process.

THE LAW DEPARTMENT AND THE LEGISLATURE AN OVERVIEW

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 support cases, abuse and neglect cases, adult protective cases and Medicaid Recovery. The Department prosecutes all Juvenile Delinquency Petitions.

The Law Department operates out of two offices staffed by three full-time attorneys, a confidential secretary, a paralegal and one full-time secretary.



Its 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

The majority of civil litigation are third party claims against the County. These claims are primarily referred for handling to our liability insurance carrier, NYMIR, which retains outside counsel to handle the defense. However, the Law Department remains involved throughout to supervise and to be a local contact. Any settlement or payment to the claimant is first discussed and agreed to by the Law Department with input from any affected departments and the Chair. There are several matters not covered by NYMIR for which the Law Department either directly defends the matter or retains and supervises outside defense counsel.

In 2017, the Law Department assisted outside counsel in the defense of five pending claims. The confidential secretary to the County Attorney, monitors claims presented to our carrier NYMIR. In 2017, we referred 22 incident claims to NYMIR (12 claims in 2016) and one Notice of Claim.

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 look for patterns and for ways to minimize or control claims.

The Law Department also oversees the part-time Safety Officer position, who will be filing a separate annual report.

CONTRACT/BIDDING ADMINISTRATION

The Law Department reviews and approves as to form County and department contracts. In 2017, the Department reviewed 197 contracts compared to 190 contracts in 2016. The majority of the contracts are for independent contractors with the Health and Human Services Departments.

In addition, the County Attorney worked on contract development for the Fire Bureau's Interoperable grant and the RFP and contract development for the Treasurer's and Real Property's tax collection software project.

PERSONNEL

The Law Department works with 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

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 monthly Youth Assessment Team meetings and quarterly administrative meetings with the Department of Social Services. The County Attorney attends Board of Health meetings as needed. 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 privacy officer and on 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 2017:

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

New petitions filed: 58 (54 in 2016)

Court Appearances: 341 (313 in 2016)

Child Support Services:

Appearances: 760 (567 in 2016)

Miscellaneous:

Pistol Permit revocation hrgs.: 0 (0 in 2016)

Expungement hearings: 27 (37 in 2016)

Guardianship 10 (12 in 2016)

Emergency Orders of Protection 7

ARTICLE 11 TAX FORECLOSURES

The majority of work for the Article 11 Tax foreclosures is performed by the Treasurer and his paralegal Kevin Humes. The Law Department reviews all documents prior to filing. In 2017 there was one challenge to this year's list of 2017 foreclosures which was favorably resolved.

FREEDOM OF INFORMATION

The Law Department continues to assist the Freedom of Information Officers with review and handling of these requests. There were 72 FOIL requests filed in 2017 (64 requests filed in 2016). This number does not include FOIL requests filed with the Sheriff's Department. There were no appeal hearings for denial of records in 2017.

CONTINUING EDUCATION/ASSOCIATIONS

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

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 2017, we processed 42 applications (46 in 2016).

THE 2011 FLOOD

The Law Department worked with NYS Department of Homeland Security (DHSES) and FEMA representatives to close out the last Project Worksheets (PWs) from the 2011 flood. The Law Department is working with DHSES with regard to an appeal to FEMA for the hazard mitigation work project at the County office building.

GOALS AND OBJECTIVES FOR 2018

The goals and objectives for the Department in 2018 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 achieve continued open communication between the Law Department and the other departments and agencies within the county government.
3. 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 continues to monitor Federal and State workplace safety regulations to ensure compliance, and continues to work with our insurance partner, NYMIR, to reduce the number of preventable workplace vehicular accidents.

Improvements continue with regard to Workplace Violence (WPV). We have installed 13 high quality recordable security cameras throughout the Ronald E. Dougherty Office Building. The HHS building, the Court Annex building, and the Mental Hygiene clinic in Waverly also received new cameras. A new Video Surveillance policy has been adopted to regulate the use of the cameras and the access to archived footage.

The Legislature enacted an Active Shooter policy which provides employees with valuable tools and information on how to survive an active shooter incident. The notification system has been installed at the HHS building and the Tioga County Sheriff's Department has provided classroom training to HHS employees. The Sheriff's Department conducted a live active shooter drill in December 2017. Additionally, all new hires receive Active Shooter training as part of the orientation process. We are awaiting the installation of a computer and phone based notification system to fully implement the Active Shooter program in all County buildings.

- ❖ 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.



- ❖ OSHA Walking Working Surfaces Standard: Disseminated OSHA revisions of this standard to the Public Works Department and the Building and Grounds Department. Conducted an inspection of County facilities with the Building and Grounds Supervisor to ensure compliance with the standard.
- ❖ 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 2017 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 32 Public Works personnel.
- ❖ Blood-borne Pathogen Training: Partnered with the Tioga County Health Department, Probation Department, and Tioga County Sheriff's Department to revamp the delivery of Bloodborne Pathogen Training and the Hepatitis B vaccination program.
- ❖ NYSP Driver Safety Training: Coordinated and administered the completion of Driver Safety Training classes for 252 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 the 2 random tests.
- ❖ 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.
- ❖ Performed quarterly tests of existing Panic Alarms in the Dougherty Office Building, HHS, Clerk's, Annex, and Probation and Support buildings. Extended Panic Alarm coverage to the new offices of the Mental Hygiene Clinic in Waverly.
- ❖ 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 the abatement of any identified hazards.
- ❖ Workplace Violence Prevention: Completed the annual WPV hazard assessment at each of the County buildings. Participated in 7 WPV investigations in response to 7 reported incidents. The WPV advisory committee met 2 times.



Public Defender

<u>Breakdown of cases for 2017:</u>	<u>Dispositions</u>	<u>Non-Jury/Jury Trials</u>
Family Court	187	22
Felony-including Fugitives and SORA	176	2
Misdemeanors/Violations	498	<u>15</u>
Parole Hearings	<u>22</u>	
TOTAL FOR 2017	883	39

There are approximately 300 criminal cases pending at the end of 2017, which includes Drug Treatment Court cases. There are about 84 Family Court cases pending at the end of 2017.

NARRATIVE

1. The Tioga County Public Defender's Office represents all indigent defendants accused of crime in Tioga County and assists the Family Court Public Defender on Family Court cases.
2. The Family Court Public Defender represents assigned parties in Family Court matters and assists the criminal Public Defenders representing indigent criminal defendants.
3. The goal is to reduce the County's Assigned Counsel Budget.

District Attorney

As in the past, our annual report reflects felony prosecutions only. Because of the large number of cases handled in the 16 various town and village justice courts throughout the county, we are unable to keep gross statistics regarding the number of vehicle and traffic, and misdemeanor only cases that are handled by my office.

Apart from the felony statistics, I would like to provide you with some other notable events from 2017.

Assistant District Attorney Cheryl Mancini successfully prosecuted Brian Smith on 3 counts of Rape in the Third Degree for his rape of a minor in the Town of Barton. Mr. Smith is now serving 9 years in state prison as a result of this good work by ADA Mancini.

Assistant District Attorney Palmer Pelella successfully prosecuted Theodore Cooper on Grand Larceny in the Third Degree for stealing items from Goodrich Auction in Newark Valley. Today Mr. Cooper was sentenced to 3 to 6 years in state prison.

I personally prosecuted Jordan Stevens, who in January, 2017, pled guilty to Attempted Murder 2nd, Assault 1st, Strangulation, Grand Larceny, Tampering with Physical Evidence and Petit Larceny for his brutal, May, 2016, attack on Justin Wilcox in Candor. On September 8, 2017, Mr. Stevens was sentenced to 20 years in state prison by Tioga County's esteemed County Court Judge, the Honorable Gerald A. Keene.

I also personally oversaw, and am continuing to prosecute Robert Patton from the Village of Waverly. He was arrested on September 20, 2017, after members of the New York State Police, Tioga County Sheriff's Office, and Waverly Police Department executed search warrants on several locations in the Village of Waverly, including his residence at 125 Providence Street and an



apartment he kept as a stash house. As a result of those search warrants we recovered several weapons, a mobile methamphetamine lab, over \$50,000 in US currency, cocaine, heroin and over 3 pounds of crystal methamphetamine, which would have a street value of more than \$100,000. This case is ongoing.

As you also know, in December my office officially implemented a Traffic Safety Diversion Program, which allows qualified motorists to apply to our office to take a 6 hour defensive driving class in lieu of having their ticket prosecuted. This is vitally important to the traffic safety of Tioga County as all the research is clear that defensive driving classes improve driver safety. Some participants in the program are also required to complete community service.

Since its inception we have taken in 172 applications, which means 172 more motorists taking a defensive driving class. To cover the expense of monitoring his, the County collects a fee, a portion of which will eventually be shared with the municipalities from where the tickets originated. In the first 6 weeks we have taken in \$37,050.01, with the last 3 weeks alone averaging \$7,970, per week. By any measure, it has succeeded expectations.

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.

2017 TIOGA COUNTY DISTRICT ATTORNEY'S OFFICE

<u>County Court Indictments and Superior Court Informations filed</u>	<u>85</u>
Aggravated DWI	6
Assault 2 nd	1
Aggravated Unlicensed Operation 1 st	6
Aided and Abetted Burglary 3 rd	1
Arson 3 rd	1
Attempted Arson	1
Attempted Rape 1 st	1
Burglary 3 rd	11
Attempted Burglary 2 nd	1
Burglary 2 nd	1
Criminal Contempt 1 st	1
Criminal Mischief 3 rd	1
Criminal Mischief 4 th	1
Criminal Possession of a Controlled Substance 2 nd	1
Criminal Possession of a Controlled Substance 3 rd	2
Criminal Possession of a Controlled Substance 4 th	2
Criminal Possession of a Controlled Substance 5 th	1
Criminal Possession of a Forged Instrument	1
Criminal Possession of Stolen Property 3 rd	2
Criminal Possession of Stolen Property 4 th	1
Criminal Sale of a Controlled Substance 2 nd	2
Criminal Sale of a Controlled Substance 3 rd	2
Criminal Sale of a Controlled Substance 5 th	1
Criminal Possession of a Weapon 2 nd	2
Criminal Possession of a Weapon 3 rd	1

Legislature



DWI	9
Grand Larceny 3rd	9
Grand Larceny 4 th	9
Intimidating a Witness	1
Operating a Motor Vehicle Under Influence of Drugs	2
Promoting Prison Contraband	1
Rape 2 nd	3
Reckless Endangerment 1 st	1
Sex Abuse 1 st	1
Unlawful Manufacture of Methamphetamine	2

Treasurer

The county treasurer reports that county sales tax collections increased by 7.52% to \$20,870,588. The County distributed 5.3 million sales tax dollars to our towns and villages in 2017.

The treasurer recovered a payment from the Village of Owego for \$114,000.00, which repaid the county demolition costs from a 2012 FEMA program with the village.

The Treasurer's annual property tax auction of 43 foreclosed properties generated proceeds of \$431,000. This helps offset \$725,500 in delinquent taxes owed, including a 2014 Village of Waverly demolition charge of \$520,000.

The county paid \$2.2 million in community colleges tuition bills in 2017. This state mandate represents 10% of our county tax levy, which benefited 2871 county residents pursuing higher education.

The county received \$1,084,549 of casino revenue in 2016, including a one million dollar license fee. Casino revenue in 2017 totaled \$1,146,009. \$1,665,874 of this casino revenue was transferred to our Capital Reserve Account and will be spent on future capital projects.

The county no longer receives Video Lottery Taxes from the state, which totaled \$285,008 in 2016.

INFORMATION TECHNOLOGY

Information Technology

In 2017, the County's Information Technology Department completed the following projects:

- Southern Tier Network buildout – ITCS facilitated the completion of the Southern Tier Network dark fiber network, which was done at the end of the year. The completion of this work opens up new opportunities for competitive residential and business Internet services in a wide variety of areas throughout the County.
- Information Security Audit – A comprehensive audit of the County's "information security" health was conducted. An audit of this nature has a significant focus on the IT operations of the County. Work is ongoing to enhance the County's network based on these findings.
- Additional Digital Signage – New signage has been added at the HHS building, County Clerk building and 56 Main Street. These signs provide public meeting notices and directory information for each building.



- General System Upgrades – Plans were put in place to simplify the County's IT backup and recovery strategies, roll out new versions of Microsoft Office software to enhance productivity, and upgrade computers to Windows 10.
- Enhanced Security – ITCS rolled out a security camera\video recording solution across all buildings, saving significant cost.

Looking ahead in 2018, ITCS will be focused on initiatives for major system upgrades to Windows 10, shared services with constituent municipalities across the county, and a fresh analysis of the county's upgraded information security posture.

GIS

The GIS department continues to work with internal and external entities to enhance the use of GIS services. These include regularly holding training for new users of GIS tools and coordination with entities such as the Soil and Water Conservation District, various local fire departments and other local municipalities. Looking ahead in 2018, GIS has teamed up with the Real Property department to bring in-house the job of "GIS Tax Map Technician," a role that will significantly enhance the County's ability to provide professional GIS services while eliminating a large external vendor's contract in the process.

Records Management

The Records Management office has been continuing work managing County records. The department acquires new boxes and disposes of old ones as they age out. The records management process is part of the County's state-required retention of public records across all County departments. In 2018, the department is looking towards consolidation of records stored at several facilities into a new central storage location.

LEGISLATIVE SUPPORT

Tioga County Legislature

2017 Annual Report - County Auditor and Legislative Office. Staff consisted of myself as Clerk and County Auditor, and a Deputy Clerk/Deputy County Auditor.

There were 12 regular meetings; 6 special meetings, and 9 public hearings held during 2017. Four of the regular meetings (March, June, September and December) were held in the evening in 2017. These meetings resulted in 329 resolutions being adopted and 4 Local Laws being filed.

The following are highlights for 2017:

- Processed \$404,851.46 in credit card purchases in 2017, up by \$2,042.51 compared to 2016.
- 2017 Journal of Proceedings completed on December 22, 2017.
- Legislative Budget Expenses for 2017 (not accurate due to closeout) \$473,022.94.
- Completely revamped the Policy Handbook to make one complete document called Employee Handbook, which was adopted by Resolution #130-17 on June 13, 2017.

Information Security Officer

With the ever changing dynamics of Information Technology, the Information Security Officer (ISO) works to assure that the critical and personal information is secure and kept confidential. The 2016 *Information Security and HIPAA Security Risk Assessment* that was conducted as an audit by Bonadio & Co., LLP, and the *Tioga County Comprehensive Information Security Policy* were used as the focal points and objectives for the ISO. From the audit, the Tioga County Risk Mitigation and Management



Plan was created. The plan shows what areas may need to be changed and updated. Several meetings were conducted with the IT Director to continue to improve the security and to work on the deficiencies noted from the audit. The ISO worked with Public Health, Mental Health and IT to make sure logs are created and maintained on any HIPAA related software. The ISO visited the Tioga County Jail to see how their medical records were stored. Updates were presented to the Department Heads and Legislators as warranted.

There was one investigation but no breaches found in 2017.

The goals for 2018 are to assist in the development of IT's COOP Plan and Disaster Recovery Plan and to have a tabletop exercise to test the plan along with our EMO. The ISO will continue working on the tasks from the audit.

HEALTH & HUMAN SERVICES

Social Services

Foster Care

- The Unit continued to perform well on **several federal child welfare indicators**:
 - Placement stability -There was one child that had to move more than two times during their first year of placement
 - Child re-entry - There were 0 children that re-entered care within 1 year of discharge
 - Timely Discharge – There were the nineteen (19) children discharged from foster care, six (6) children were discharged within one year of their placement date.
- Adoptions – Five (5) children were adopted (with two (2) adoptions being within two years of their placement date).
- **Foster Home certifications**: Ten foster homes were opened in 2017. One home that was opened was able to take large sibling groups, reducing the need to separate siblings in care. Six of the homes were emergency certified relative homes, eliminating the need for children to be placed with strangers and continuing stability through their family connections.

Child Protective/Child Preventive Services

- CPS received 1154 reports and was responsible for determining 879 reports. 63% were unfounded and 37% were indicated. Family Assessment Response (FAR) conducted 260 assessments, which comprised 29% of all reports received in 2017.
- Reports alleging illegal drugs increased in 2017 to 18% from 13.8% in 2016.
- DSS In-House Preventive services were provided to 68 families with 134 children. Of the 25 families discharged from preventive services, 22 (88%) had no new indicated reports for the year.
- Thirty-five neglect petitions were filed on behalf of 38 children; one abuse petition was filed on behalf of one child.

Adult Protective/Adolescent Services

- Adult Services Referrals declined from 616 in 2016 to 517 in 2017.
- There was a slight rise in Adult Protective Referrals for 2017 (151) compared to (150) in 2016.
- Adult Protective Investigations decreased slightly from 75 in 2016 to 72 in 2017.
- Guardianship cases increased (7 in 2017 compared to 5 in 2016).
- Representative Payee cases saw a rise as well — 24 in 2017 compared to 20 in 2016.



- PINS Diversion Cases opened 42 cases — a decrease compared to 59 in 2016.

Staff Development and Training

- 110 state-sponsored trainings were attended by 77 staff attended equaling 3,144 training hours. These trainings took place both in classroom and web-based setting. Six of these trainings were hosted by Tioga County DSS. Some notable State-sponsored trainings in 2017 were Bridges Out of Poverty, Critical Thinking Skills in CPS, Effective Agency Representation in Fair Hearings, Working with Alcohol and Substance Affected Families, Supervisory Training Certificate Program, SNAP Training Institute, Promoting Positive Youth Development and Well-Being, New York Public Welfare Association Social Services Leadership and Policy Forum and Partners in Change.
- Staff attended a total of 81 local-sponsored trainings equaling 1959 training hours. These trainings were offered in-house and in the community. Some notable local trainings in 2017 were New York State Crimes Against Children Seminar, 20th Annual Elder Abuse Conference, American Health Association CPR/First Aid, HEAP Early Outreach, Intimate Partner Violence: Promising Practices for Working with LGBTQ Individuals, Driver Safety Training and Anti-Trafficking Summit.
- SDC conducted New Employee Orientation for 7 new hires equaling 77 hours of training
- In 2017 there were 4 new Caseworkers hired and trained. The training was completed through modeling and hands on practical experience for a period of 6-9 months. These 4 new caseworkers also completed on-call training allowing them to be put in the on-call rotation.

Youth Bureau

- The Youth Bureau operates under an Advisory Board which remains active with youth and adult participation.
- The Board sponsored a Recreation Roundtable in 2017 that assists with coordination, information sharing and planning efforts
- The Youth Bureau will continue to focus on runaway and homeless children and youth which is a continuing focus of the State.
- The Youth Bureau Director has worked with funded program on establishing Performance Measures. Programs are expected to show annual improvement in outcome measures and all programs are demonstrating an improvement or maintaining gains from previous years.

HEAP

- The Home Energy Assistance Program (HEAP) is a vital program that helps low-income people pay the cost of heating their homes. The 2016-2017 HEAP Season ran from October 1, 2016 through September 30, 2017. The HEAP Unit processed 5,292 applications. \$2,304,214.88 in benefits were distributed, up \$52,580.88 from the previous season.

Temporary Assistance and Employment

- DSS started as a VITA site in 2004. Assistance is provided to working individuals to have their tax returns e-filed at no cost.
- In 2017, for tax year 2016, 136 returns were processed resulting in Federal refunds of \$245,386.00 and State refunds of \$50,288.00 totaling \$295,674.00, of which \$75,024.00 was EITC monies, all returning to, and being reinvested in, the local economy.



- Since 2006, 1,331 returns have been completed with a combined total in tax refunds of \$3,142,761.00.
- For the period of January 1, 2017 – June 30, 2017 Tioga Works consisted of a Work Crew Supervisor and assistant who closely managed a crew of work experience participants. Work projects are scheduled from many different not-for-profit agencies throughout the community. January 1, 2017 – June 30, 2017, 276 projects were completed that totaled 2,220-man hours. 23 participants had positive job placements. As of July 1, 2017, the Tioga works program began operating as in in-house program in the TA/Employment unit.
- In 2017, the Tioga Employment Center's staff assisted 8,028 customers.
- Staff meets weekly with employable persons applying for and/or in receipt of Safety Net and TANF, and reviews their job search logs. 269 Temporary Assistance Customers were assigned to JOBS; of those 269, 59 had actual job placements.
- Individual Cash Assistance cases increased in 2017 from 324 to 325.
- The number of families in the Family Assistance (TANF) caseload average decreased from 210 to 206 in 2017.
- The Safety Net caseload (single individuals and couples as well as families that have reached the 60-month time limit) average was 120 in 2017 up slightly from 114 average in 2016.
- The Daycare unit is co-located in the Employment Center. In 2017, the Daycare caseload was comprised of an average 176 cases serving an average of 339 children and 230 adults.

SNAP/Medicaid Unit

- Using the "Task-Based" Process Management Model, this Unit processed applications, re-certifications and under-care maintenance for a total of 23,098 completed tasks in 2017.
- The average monthly number of individuals receiving SNAP (Food Stamp) benefits in 2017 was 5,284 (approximately 1898 of these were children).
- The monthly average of Tioga County individuals on Medicaid was 4,024 (approximately 405 of these are children and 209 were Chronic Care Medicaid).

Child Support Enforcement Unit (CSEU)

- The Child Support Enforcement Unit collected \$5,136,389 for children in Tioga County in 2017.
- Average monthly caseload 3213
- The Child Support Enforcement Unit filed a total of 760 petitions in 2017, down about 15% from 2016.
- Reimbursements to DSS average \$30,339 per month.

Tioga Employment Center

- The third Annual Tioga County Job Fair held March 8, 2017 was an outstanding success. 92 employers participated and 601 jobseekers attended. We received reports of about 12 job seekers being given offers of hire at the event. The event continues to draw 2 to 3 times the number of jobseekers in comparison to other area events.
- Tioga County Business Services Team which was formed prior to the 1st annual job fair, continues to provide services to new and existing businesses. Tioga Co. Chamber of Commerce received \$140,000 in OJT funds, and partnered with TEC to provide 33 OJT contracts to Tioga Co. Businesses in 2017.



- On Dec 7, 2017 Sanmina announced that it would be closing by Mar 2018. TEC put together a job fair specifically for the displaced workers on Dec 13, 2017- 32 employers and 135 job seekers. By end of Dec approx. 30 impacted workers received offers of hire as a result of the job fair.
- 1080 Unemployment claims were filed in 2017. 405 were union or temporary layoffs, of the remaining 675 who were required to job search, 326 were seasonal workers. As of Dec 2017, Tioga County was ranked 26th lowest out of 62 Counties in Unemployment rates.

Accounting

The Accounting Department is responsible for:

- Monitoring and processing all cash receipts and disbursements of the department.
- Accurate recording and reporting of all agency expenditures and revenues to the County Treasurer's Office. This includes all program and administrative expenditures.
- Preparing and submitting monthly and quarterly claims in a timely manner to state agencies to receive maximum reimbursements of federal and state aid.
- Other functions include bank reconciliations, financial management case reconciliations, budget preparations, audits, and maintaining the agencies Rep-payee accounts
- Issues temporary benefit cards

2017 Highlights:

- The Accounting Department participated in the Annual State Single Audit. The programs tested were Foster care (5 case files), SCU, and TANF 40 payments. They also audited 50 administrative disbursements. There were no significant findings.
- 2017 we are continuing to successfully use the financial management system Munis. This is due to the dedication of the accounting staff using and creating improved processes. Other counties in the State moving to Munis have used us as a model for their county.
- All the accounting staff trained to learn new accounting functions, due to more changes in 2017. Accounting had more staff changes, maternity leave, and other-trainings. During the last quarter we were short-handed and remaining staff took on the new tasks with minimal loss of efficiency. At least 90% of our reports are maintained as PDF instead of printing.
- The Accounting supervisor and principal successfully completed a Supervisory training over a seven-month period.
- Accounting is continuing to scan all invoices, receipts, claims and rolls. We use electronic signatures, and electronic attachments through Munis. We continue to access BICS reports and rolls in TREAT. We expanded the reports we access in TREAT, and we continue to use Online Banking Services and electronic transfer of information to auditors.
- We maintained a total of 35 rep payee accounts and made payments totaling \$294,986.17 on their behalf.
- State and Federal claiming resulted in a total of \$3,826,313 in State reimbursements and \$6,497,360 in Federal reimbursements for the department. Local revenues totaled \$769,976.

Systems

- The Systems Department is responsible for maintaining and providing user support for both hardware and software.



- We manage a variety of hardware from network servers to user's computers. We also maintain security access to a variety of state-owned software such as the Welfare Management System, I/EDR (Imaging and Enterprise Document Repository), MyWorkspace, Connections and other applications.
- Systems also provides agency-wide services such as data entry, processing state reports – both electronic and printed, and creating custom databases for departments across the agency.

Accomplishments that were completed by Systems in 2017 include the following:

- In the spring of 2017, all state users were upgraded to Office 2016, which is the latest version of the Microsoft Office suite.
- Systems data entered 9,347 cases into the Welfare Management System and registered 1,831 applications with many of these applications being for the HEAP department, which includes electronic applications that are processed through MyBenefits (<https://mybenefits.ny.gov>).
- Working with the county IT department, Systems was able to install the phone software, Communicator onto state computers, which allows staff to manage their phones from their computers. In the fall, the software was updated to Connect and both state and county users were able to utilize this program.
- In the early summer of 2017, Systems migrated all of their printers from a local print server to a state managed cloud. This removes the burden of local print servers and allowed staff to use a visual map to find their printers and connect to them without IT intervention.
- In December 2017, the Systems department took over supervision for the county courier which also includes delivering inner office mail and metering mail for all county departments.
- Several purchases were made to replace aging equipment, which included a printer, a projector, and several monitors. DSS purchased 33 iPads that are scheduled to be deployed to Child Protective Services, Adult Protective, and Foster Care workers in 2018 which is part of a new project that will allow staff to perform work in the field.
- Social Services had our annual review conducted by state staff for the application usage of Connections, overseen by OCFS – Office of Children and Family Services.
- The Connections review focused on user security controls, verified that users only received permissions needed for their job scope, and that staff position changes and removal were completed in a timely manner. The review team found that Tioga County continues to be consistent with state requirements and is prompt in keeping user profiles current and only granting access to what is needed. The audit team is very pleased with their findings.

Fraud and Front-End Detection Systems (FEDS)

- 229 Front End Detection Referrals were received and investigated during 2017. 133 of these were founded, resulting in denials/withdrawals with State Projected 6-month savings of \$989,850.
- 257 Fraud Referrals were received into the agency during 2017. The sources of the referrals were:
 - In-Agency: 97
 - Electronic Tracking Systems: 149
 - Public: 11
- 79 Overpayment referrals were acted on, resulting in repayments of \$21,084.

Public Health



HIGHLIGHTS

- ✓ Conducted 9 Rabies Clinics and vaccinated 904 animals; investigated 169 animal bites.
- ✓ Dental Program completed 1,884 screenings, placed 404 sealants and provided 464 fillings to adults and children. The Fluoride Varnish program provided 1,000 applications to children.
- ✓ Provided Tioga County EMS and Law Enforcement with trainings and opioid overdose prevention kits (Narcan) which were used 37 times in 2017.
- ✓ Conducted 38 outreach events: topics included Narcan, Emergency Preparedness, Lyme disease, child passenger safety, adult car fitting, Healthy Neighborhoods Program, and participated in the Strawberry Festival.
- ✓ Lyme disease was a hot topic: 1,500 tick removal kits were distributed in the community and over 150 children in schools received education on tick-borne disease prevention.
- ✓ Worked with Primary Care Providers to increase immunization rates in children and adults, as well as to increase blood lead level testing for 1 and 2 year olds.
- ✓ Offered free flu vaccine to Tioga County residents who had difficulty paying.
- ✓ Investigated 903 possible communicable disease cases.
- ✓ Early Intervention program served 108 children and 267 were contacted through the Children with Special Health Care Needs program and provided information for health-related services.
- ✓ In all, over 2,000 children under age ten were served by Public Health programs!

SUCCESES

- ✓ First health department in the state to have online registration for rabies vaccination clinics.
- ✓ Organized Richford Smiles! Event with partner agencies to provide resource information and on-site free dental care to residents.
- ✓ Awarded three grants to procure the funding needed to replace the aging Mobile Dental Unit.
- ✓ Built a great partnership between the Healthy Neighborhoods Program and Tioga Opportunities Housing to complete 119 safety checks.
- ✓ Supporting growth of Allies in Substance Abuse and Prevention Coalition.

CHALLENGES

- ✓ Federal and State budget deliberations.

2018 GOALS

- ✓ Continue succession planning, work force development.

ANECDOTAL

The Healthy Neighborhoods Program's radon awareness campaign has resulted in over 153 homes receiving free radon test kits and education. Lowering radon levels in homes could reduce the chance of lung cancer by 2-4%, saving 5,000 lives a year and could extend lives by two decades. A county resident reports:

"I am 75 years old and live with my daughter and grandchild. We were thrilled that Tioga HNP offered free radon testing, especially after reading about elevated radon levels throughout Tioga County. Our initial and secondary testing revealed radon levels of 35 pCi/L. I was disappointed with the results but wanted the home safe for my child and grandchild".

Our HNP Surveyor said:



"Mary was a great participant in the "Know Your Number" radon campaign. She had many questions but in the end she contacted a NYS Certified Radon Mitigation Specialist and installed an active radon mitigation system, which lowered her radon level below the action level".

Mental Hygiene

Overview:

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 continue to be challenged due to ongoing changes in the Behavioral Health Care System and funding at the Federal, State, and Local levels.

There is a lack of supportive services in the county, especially related to substance abuse. The department has and will continue the pursuit to increase the availability of such services.

We have revitalized the substance abuse coalition which brought new interest, awareness, ideas and support. As predicted, Tioga ASAP Coalition has increased in membership, hosted and planned community events, and participated in several media campaigns. A combined effort by the Legislative Chair, ASAP Coalition, CASA - Trinity and the Director of Community Services, all six Tioga County school districts completed the Prevention Needs Assessment Survey that will provide data needed to assess youth substance issues in our County. We also continue to participate in the Suicide Prevention Coalition which we started in 2012. The Suicide Prevention coalition has been involved in many community events that intend to increase awareness and provide valuable information for help if needed.

The Department has exceeded fee for service revenue over last year. This is attributed to system changes that included increased efficiencies and of course, a tireless, dedicated workforce.

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

Community Services Board

The Board is reviewing options for new membership. The Board continues to educate the Community of Mental Hygiene services to reduce stigma. The Board is active in reviewing new policy as well as participate in the development of NYS Plan that the Director of Community Service is required to submit every year.

Community Mental Health Services

The County Mental Health Clinic provided **14,102 services in 2017**. The Clinic provides access to care in a responsive, coordinated, and timely manner. Throughout 2017 there was continued focus on engagement, retention, risk management, and consumer outcomes. The clinic continues to provide exemplary 24/7 availability of crisis services. Our OPEN ACCESS service allowed individuals to be seen the same day, removing the barrier of wait time, as immediate access is crucial.

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.

Legislature



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 2017, seven consumers were discharged to independent settings and there were one hospitalization, (a decrease from 2016). The program maintained occupancy of 90%. 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 30 consumers were served through Supported Housing Program, several through their Vocational Program, 53 individuals utilized the Social Club on average per month. The agency also provides Health Home Care Coordination, which served 246 enrolled individuals, admitted another 91 and provided outreach to 243 individuals last year. As a result of additional pass through State Aid, a Drop in Center and Warm Line programs were created and began operating in June, 2016. These programs served on average 36 consumers per month. The Warm Line had 217 incoming calls and made 415 outgoing calls.

A New Hope Centers vision: a world where all people are safe, valued, respected, and free. Provides services to any person subjected to abuse or crime. In 2017 an additional satellite was opened in Waverly, NY.

Tioga County Veterans –Tioga County Mental Hygiene was able to secure funding so that the increased/additional outreach efforts to those struggling with MH issues could be assisted in connecting with appropriate care.

Unity House – Tioga and Tompkins County were able to secure funding for crisis diversion respite beds. This is currently in early development.

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 2017, a total of 4,881** services were provided. We have been on the frontlines in dealing with the negative impacts Opiate/Opioid Addiction. Other services provided include jail evaluations, Alternatives to Incarceration Program, Driver Impairment Program, Narcan Training, and Random Drug Screening requests by Department of Social Services.

Trinity, CASA provides prevention, education, advocacy, early intervention and referral services to individuals, families and community in Tioga County. The program provides Evidence Based Programs within Tioga County. Trinity collected 240 lbs. of medications in two take back events in the county. In August Senator Akshar announced two funding initiatives for the agency one \$25,000 grant to work on opioid/prescription drugs and education. Floyd Hooker Foundation also provided a grant for the agency to secure an additional educator/outreach specialist. Beginning in Sept., staff began teaching in Newark Valley, Waverly and Tioga Center. Seven classrooms (over 150 kids) had participated in programming.

State Targeted Response (STR) Grant – Tioga County was identified as an area needing assistance in reaching persons struggling with opioid addiction. This grant chose two agencies – Trinity and ACBC to provide outreach, peer counseling, care coordination, referrals, short term counseling, and prescriptions. This program is totally community based – mobile model. The grant also allowed for a full time employee to be placed in the Tioga County Jail. The mobile teams have worked very closely with many departments in our county.



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 2017.

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

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 integrated employment 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.

PUBLIC SAFETY/PROBATION/DWI

Sheriff's Department

The Sheriff's Office appropriations finished the year slightly over budget with total revenues of \$590,754. The Corrections Division showed an increase in activity but a decrease in revenue during the year. The Law Enforcement Division showed an increase in the number of DWI arrests, and a decrease in the number of motor vehicle accidents handled and Traffic Tickets issued, while the remainder of their measurable activity remained static.

In the Corrections Division, 592 inmates were committed to the Jail in 2017, an increase of 28 from 2016. The daily average of "local" inmates committed by Courts within Tioga County increased by 7, increasing the average daily population of Tioga County inmates to 75, as opposed to 68 in 2016. The daily average number of inmate boarders from other jurisdictions in 2017 decreased to 4 from 10 in 2016. Despite the decrease in number of inmates boarded, the daily average number of inmates increased from 78 to 79 in 2017. In the year 2017 there were 984 people who worked ATI (Alternatives to Incarceration) Weekend Work Program. The program performed approximately 7,056 hours of community service labor as opposed to 4,269 hours in 2016. The number of hours worked has increased for the last three 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 the County and this year 1,237 bags totaling 21.6 tons of trash were removed.

The Emergency 911 Communications Center received 24,188 E911 calls, as compared to 26,446 calls in 2016, and generated 48,030 Calls-For-Service. The total number of Calls-for-Service comprised of 40,378 for Law Enforcement related incidents and 7,652 were calls for EMS or Fire services. Of the Law Enforcement related Calls-For-Service, Sheriff's Office personnel handled 73%.

The Road Patrol Division recorded 457,307 miles of patrol, and handled 14,557 calls for service requiring Law Enforcement response. Patrol Deputies made 400 Penal Law arrests, made 68 DWI arrests, responded to 676 Motor Vehicle Accidents and recorded 4,774 Traffic Tickets. The Criminal Investigations Division received 450 new cases in 2017. 222 of those cases were related to the Sexual Offender Registration program that supervises the Sexual Offenders residing in Tioga County. Of the



remaining 228 new criminal cases: 191 where closed by investigators resulting in 83 defendants charged with 116 criminal charges. In 2017, the division also closed 46 (2016) cases resulting in the arrest of 8 defendants who were charged with 15 criminal charges.

The Civil Office, in 2017, received and disbursed \$167,050 in bail money and \$742,079.47 in civil transactions for a total of \$909,129.47. The Civil Division earned \$82,604.43 in revenue, an increase from \$76,529.35 in 2016. The total number of Processes handled was 824. The Records Division processed 1,615 Freedom of Information requests and 69 Identification Cards. Pistol Permit transactions have decreased slightly from 2,255 in 2016, to 2,151 in 2017. Total Revenue earned from the Records Office was \$34,300.31 or a 51% decrease from the 2016 total of \$67,962. The difference was due largely to a decrease in new pistol permit applications, from 505 new permits in 2016 to 214 in 2017.

Sheriffs' Office 2017 Annual Legislative Summary Bullets

2016 Sheriff's Office Budget

- 2016 Appropriations ended the year under budget
- Total Revenue was \$590,754

Corrections Division

- 592 inmates booked into the Jail
- Average Daily inmate population (79)
- Average Daily local inmate population (75)
- Averaged 4 boarded inmates per day
- ATI Program had 984 individuals that worked 7,056 hours in 2017
- * 1,237 bags of garbage 21.6 tons picked from roadways within Tioga County

Emergency 911 Communications Center

- Dispatched 48,030 Calls for Service (L.E., Fire and EMS)
- 40,378 L.E. calls and 7,652 Fire/EMS calls
- 73% of L.E. Calls for Service handled by TCSO Personnel
- 24,188 E-911 calls received by Center in 2017
- Average nearly 66 E-911 calls per day

Road Patrol Division

- 400 Penal Law Arrest
- 68 DWI Arrests
- 676 Motor Vehicle Accidents
- 4,774 Traffic Tickets
- Patrolled 457,307 miles

Criminal Investigation Division

- 450 New cases in 2017, 46 cases from 2016
- 222 SORA cases (Sex Offender Registration)
- 91 Individuals charged with 131 Criminal Charges

Civil Division

Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

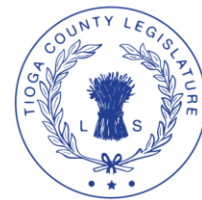
Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



- Received and disbursed \$909,129.47
- Earned \$82,604.43 in revenue
- Processed 824 Civil Processes

Records/Pistol Permit Division

- 1,615 FOILS processed
- 2,151 Pistol Permit Transactions
- \$34,661.69 in total Revenue



OVERDOSES - TIOGA COUNTY (2017)

Total Number of Reported Overdoses	77
------------------------------------	----

Number of Overdoses (Opioids)	29
-------------------------------	----

Number of Overdoses (Other Medications)	48
---	----

Number of Overdose (Fatalities)	3
---------------------------------	---

Number of Times NARCAN Administered	13
-------------------------------------	----

Overdoses by Municipality

Municipality	By Opioid	All Overdoses
Town of Barton	1	1
Town of Candor	3	5
Town of Newark Valley	2	4
Town of Nichols	1	3
Town of Owego	5	19
Village of Owego	7	14
Town of Spencer	2	7
Village of Spencer	0	1
Town of Tioga	3	11
Village of Waverly	5	12
Totals	29	77

Legislature



Stop DWI

Budget

STOP DWI operational costs finished the year 5% under budget with expenditures totaling \$85,162.66. Revenue from fines collected totaled \$67,076.30. This revenue amount is absent the fourth quarter payment due from New York State. It is estimated that with the fourth quarter payment, total revenue will come in around \$83,000, which is 8% less than budgeted.

Operations

Administration – All mandated reporting was completed and the 2018 STOP DWI Plan was developed and approved. The 2018 budget was set at \$112,377, representing a 25% increase from 2017. The increase in spending relates directly to a “one-time” funding initiative by the Governor's Traffic Safety Committee of \$22,500.

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 Attorney's Office - \$14,000
- Mental Hygiene - \$13,000
- STOP DWI Coordinator - \$5,000

Enforcement – The program reimbursed the Sheriffs' Office and the 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 - \$ 3,000
 - Waverly PD - \$ 3,000
- DWI Other Equipment and Supplies
 - Probation - \$2,259.78

Law enforcement agencies operating within Tioga County made a total of 168 DWI/DWAI Arrests, a 10.5% decrease from 2016. An additional *119 other alcohol related charges were filed, along with 165 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 by 12% from 2017.

2017 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	
DWI	41	71	12	6	130

Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



Driving w/More than .08 BAC	17	37	4	1	59
Aggravated DWI	13	13	3	4	33
DWAI (Alcohol)	1				1
DWAI (Drugs)	23	5	6	1	35
Under 21 Driving after Consumption	2				2
Failure to submit to Breath Test	3	15	7	2	27
Agg Unlic Operation (2nd)	43	68	32	22	165
Totals	143	209	64	36	452

2016 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	
DWI	64	67	10	21	162
Driving w/More than .08 BAC	31	26	4	10	71
Aggravated DWI	16	14	4	6	40
DWAI (Alcohol)		1	1		2
DWAI (Drugs)	16	5	2		23
Under 21 Driving after Consumption			1		1
Failure to submit to Breath Test	11	18	1	2	32
Agg Unlic Operation (2nd)	63	53	36	11	163
Totals	201	184	59	50	494



Public Information and Education – In an effort to keep the public reminded of the issue of DWI, Tioga County STOP DWI spent a total of \$4,903 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. 74 offenders participated in the panels. The VIP 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 victim's 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 \$2,220. Program expenses totaled \$75. Revenue generated and disbursed to the New Hope Center was \$1,035.

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

Probation Department – Director Joy Bennett and Probation Officer, Toby Foster
 District Attorney's Office – Assistant DA Palmer Pelella
 Drug and Alcohol – Wayne Amendola
 A New Hope Center – Cassandra Heyman
 STOP DWI Coordinator – Undersheriff Mike Jackson

Fire

- Purchased new Fit-Test Machine so now we can go to fire departments and test air pack masks to make sure they fit firefighters correctly.



- Completed 2012 State Interoperable Communications Grant. As a result of this grant we replaced the buildings at three of our tower sites with new, low maintenance shelters. We added new automatic generators, replaced the obsolete microwave system, added new bases for the Sheriff's radio system. At our old Candor site we put up a new tower, added the equipment and had a road constructed. Through all these improvements we have built the infrastructure that is necessary to continue to improve our communications system.
- Replaced the 1989 Ford Fire Investigation Van with a new Ford High Transit Van. Members of the Fire Investigation Team are in the process of building the interior of the van to reduce the overall cost of the vehicle.
- Acquired an additional radio tower located in the Jenksville Forest State Land from Northern Tioga Emergency Services. Once added to our communications system this tower should improve our radio coverage in the Berkshire and Newark Valley area.
- Shared services with Broome and Tompkins Counties by allowing them to install equipment on our Popple Hill Tower. By doing so it will also give us the availability to utilize their equipment to expand our communications system
- Received a formula grant of \$442,981 from the 2016 State Interoperable Communications Grant. Applied for the 2018 Interoperable Communications Grant
- Members of the Fire Investigation Team completed their certification process
- Specialty Teams reported the following activity: Fire Investigation 31 calls, Hazardous Materials 2 calls, Search and Rescue 3 calls
- Hired Charles Bement as Emergency Medical Services Training Coordinator to replace the previous EMS Coordinator who had to resign due to medical reasons.
- Conducted EMS Basic and Advanced classes in the spring and fall at the Public Safety Building
- Conducted numerous State Firefighting and Hazardous Materials training classes at various locations throughout the County.
- Worked to develop a plan to combine the Office of Emergency Management and the Bureau of Fire. This plan reduced the number of Deputy Fire Coordinators by two staff members. The Office of Emergency Services was created and changes took effect on January 1, 2018. The new office has a full time Director, part time Deputy Director, two part-time Administrative Assistants, and two Deputy Fire Coordinators.
- Frank Okrasinski retired from his position as Fire Coordinator on December 31, 2017

Emergency Management Office

- Emergency Manager Richard LeCount retired after 45 years of service.



Sheriff Gary Howard served as acting EMO for the month of March until Michael Simmons was appointed as Emergency Preparedness Director

- Winter Storm Stella delivered over 22 inches of snow to the area resulting in a federal disaster declaration being issued to reimburse municipalities for the cost of snow removal
- In May approximately 2300 residents of the County experienced a power outage lasting several days. The areas of Campville and Apalachin were mostly affected. Delivery points were established for NYSEG to provide dry ice and bottled water. Fire Departments checked on residents needing power for medical devices.
- In April heavy rains caused minor flooding along the Susquehanna River. In Waverly a "sinkhole" occurred in the intersection of Broad Ave and Cayuta Ave. due to underground erosion.
- On Easter Sunday, a large grass and forest fire occurred in the Town of Berkshire that required the assets and manpower of 10 area fire departments and over 100 firefighters from Broome and Tioga Counties.
- In June, underwent a County Emergency Preparedness Assessment (CEPA) by NYS Office of Emergency Management to identify the strengths and weaknesses of emergency preparedness and response of the County and local agencies.
- In June a severe storm struck the Village of Owego, causing damage to trees and buildings along Main Street. The scene was examined by representatives of the National Weather Service and determined to have been caused by winds over 60 miles per hour.
- In July, heavy rain caused significant flooding along the Wappasening River in Nichols. Less severe flooding occurred throughout the remainder of the county, damaging roads and bridges. On Route 17/ Interstate 86, the ground under two bridges traversing the Wappasening River washed away causing the closure of the bridges for several weeks. Interstate traffic was forced to utilize a detour route along East River Road during the closure. Damage estimated to be approximately 1.2 million dollars to public infrastructure.
- During the year, the Emergency Management office worked with schools in the County to prepare and evaluate their Multi-Hazard Emergency Plans.
- Grant funding was received from the following programs:

State Homeland Security Program	\$69,980
Emergency Management Preparedness Grant	\$24,026
Hazardous Materials Emergency Planning	\$6466
- A plan was developed to combine The Office of Emergency Management and Bureau of Fire and as a result the Office of Emergency Services was created. Part time positions of the Emergency Manager and the Fire Coordinator were combined as the Director of Emergency Services and made full time.



Coroner

The Coroner's Office is located at 1062 State Route 38 in Owego, New York at the Health and Human Services Complex. The Coroner's 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 Office consists of four elected Coroners. The Coroners in Office during 2017 were Administrative Coroner W. Stewart Bennett, Neil J. Lewis, Robert P. Williams and Ryan H. Kline.

In 2017, Tioga County saw an increase in drug related deaths compared to 2016 (6) – 2017 (11). Along with the increase death cases, a new drug surfaced in the area, Acetyl-Fentanyl, estimated to be five times more potent than heroin. The Center for Disease Control (CDC) has recommended increased vigilance by public health agencies, emergency departments and Medical Examiners/Coroners along with first responders. The (CDC) also recommends additional testing be performed for this drug.

In 2017, The Tioga County Coroner's Office handled 92 cases; almost all cases were assigned through the 911 call center.

The cases were handled as follows:

Robert P. Williams	30
Ryan H. Kline	10
Neil J. Lewis	2
W. Stewart Bennett	50

The 92 cases were ruled by the attending Coroner as follows:

Natural Causes	64
Accidental	15 (11 Drug Deaths)
Undetermined	3
Pending	3
Suicides	7

2017 CORONER CASES BY TOWN

Barton	17
Berkshire	3
Candor	14
Newark Valley	4
Nichols	6
Owego	32
Richford	1
Spencer	4
Tioga	11
Total Cases	92



This yearly report is based on the information provided to the Administrative Coroner as of 12-31-2017.

Yearly Comparison:

2009 – 37
2010 – 62
2011 --76
2012 – 82
2013 – 62
2014 – 85
2015 – 83
2016 – 88
2017 – 92

Probation

Probation Department staff was reduced in 2013; the department continued operating with one unfilled position in 2017 due to County budget constraints.

A total of **\$92,101** 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 272 cases** who received sentences of probation. This number includes cases from both criminal court and family court. In addition, during the year there were 12 juveniles supervised through our diversion program.
- The completion of **321 Investigations**, which were ordered during 2017 by the 15 courts serviced by the Probation Department in Tioga County.
- **33 juveniles**, charged by law enforcement officers as Juvenile Delinquents, were processed. These cases were either diverted from Family Court through the provision of services or were referred to the County Attorney's Office for consideration for petition into Family Court.

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

- 137 inmates interviewed for the Pre-Trial Release Program, with **72 released from jail into the Pre-Trial Release Program. This resulted in a county jail cost savings of \$105,057.**
- **10,837 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 \$9.70/hour equal a **saved salary of \$105,119.**
- 1 individual was 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.



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 previously 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 2017, state funding to County Probation Departments remained flat for the sixth 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 2017, the staff consisted of the Director, two Supervisors, three 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 2016, mostly determine current workload.

In 2017, the New York State Legislature passed landmark legislation that will change the age of adult criminal responsibility in New York. The first part of the legislation, referred to as, "Raise the Age", will go into effect on October 1, 2018. Probation Departments across the state began planning for this significant change in 2017. The Tioga County Probation Director participated in many Raise the Age planning meetings in Albany in 2017.

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 2017:



- 33 Juvenile Delinquency Appearance Tickets were processed representing 37 offenses of which 11 were Felonies and 26 were Misdemeanors. 12 cases were opened for voluntary adjustment services.
- \$709.22 in restitution was collected through voluntary adjustment services.
- Detention – in 2017, a total of 232 bed days were utilized at detention facilities in New York State. One hundred of those bed days were accessed at non-secure detention facilities, while 132 days were utilized in a secure facility. Of the 232 bed days, 118 days were under Probation's control and 114 days were under the Department of Social Services' control.
- 8 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 2017:

- 8 Juvenile Delinquency Pre-Dispositional investigations completed
- 7 PINS Pre-Dispositional Investigations completed
- 4 Adoption Investigations completed
- 1 Update Report completed
- 0 Custody Investigations completed

FAMILY COURT SUPERVISION

New York State Executive Law provides for the County Probation Department to deliver Family Court ordered supervision services. In 2017:

- Tioga County Probation started the year with 6 Juvenile Delinquency supervision cases. During the year, 2 cases were added and 6 cases passed from supervision leaving a total of 2 supervision cases at year's end.
- Tioga County Probation started the year with 6 PINS supervision cases. During the year, 3 cases were added and 6 cases passed from supervision leaving a total of 3 supervision cases 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 treatment need factors. Tioga County Probation initiated use of this screening instrument for juveniles in 2004. For 2017, 128 Juvenile Risk Assessments were completed. Thirty-four youths (Juvenile Delinquents and Youthful Offenders) were assessed during the year as follows: 23 pre-screens, 40 full assessments, 32 reassessments, and 33 at case closings.

SERVICE REFERRALS FOR JUVENILES



- 5 cases were presented to the Youth Assessment Team
- 0 case were referred for MST-Multisystemic therapy
- 0 case were referred to Alcohol and Drug Services
- 11 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, Drug Treatment Court, or any of the 15 Justice Courts in the county. 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. These 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 2017 the department completed:

• Pre-Plea Investigations	59
• Pre-Sentence Investigations	221
• Certificate of Relief from	
Disabilities Investigations	3
• Interim or VOP Probation Update Investigations	<u>39</u>
TOTAL	322

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 as determined by a risk assessment 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 resented to any sentence allowable for the original conviction. As of December 2017:

- 272 supervision cases were being supervised by a Probation Officer
- 40 of the above offenders were sexual offenders

In addition to the above cases, Tioga County Probation monitors Conditional Discharge orders (CD) for Tioga County courts that have conditions to: pay restitution, complete community service hours or attend a DWI-Victim Impact Panel. In 2017, CD's were monitored as follows:

- 108 orders for Victim Impact Panel
- 10 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 delicates 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.

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. The assessment became available in an electronic format in 2017 and training was provided for all Tioga County Probation Officers. Probation Officers access IDA via CE Assessments an additional component to Caseload Explorer.

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, to 5 in 2015. In 2017, the amount of long term warrants (over one-year-old) increased slightly, currently, the department is monitoring 10 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 in 2014, Interim Probation has been offered much more frequently in plea bargain agreements. As of December 2017, the department was monitoring 39 Interim Probation sentences, 18 of these cases are from Drug Treatment Court, the remaining 21 cases are a mixture from the County Court (12) and Justice and other Courts (9). 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 time requirement. 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.

RESTITUTION COLLECTION

New York State Family Court, Town and Village Courts and County 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 2017, the Probation Department collected 20 restitution payments and disbursed \$4,535.21 to the Tioga County Department of Social Services. In 2017, a total of \$80,506 was collected for all courts. Of this amount:

- \$76,624 was collected and disbursed to the various crime victims
- \$3,882 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 2017:

- \$11,595 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 2017, 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 1st to June 30th. Data reported for both programs below is for the 2017 calendar year.

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 and advised Courts of noncompliance with any orders. During the 2017 calendar year:

- 108 defendants were sentenced to perform community service hours (a 160% increase from 2016)

7,416 hours were completed on the Weekend Work Program

3,421 hours of community service were completed at other sites in Tioga County



10,837 total hours of community service were completed during the year

Those hours translated into money: multiplying 10,837 times the current minimum wage of \$9.70, would equal \$105,119.

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 arraigning court. During the program year:

- 137 inmates were interviewed for the program, 96 were found to meet the eligibility criteria. From the number eligible, Tioga County courts released 72 people from the jail into the Pre-Trial Release Program; this is a 75% release rate.
- 137 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 1,297 days - which equals a savings of \$105,057 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 began to be 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 2017, a Probation Supervisor sat on the Drug Treatment Court Team and participated in team meetings. Supervision of DTC offenders is assigned to several officers in the department. 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 2017, the department was supervising 18 people on 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 2017, all Probation Department professional staff completed the mandated 21 hours of advanced training; the staff as a whole completed 505 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 allowed for up to 20 convicted adult sexual offenders to receive assessment and treatment services. Weekly group sessions are offered in two days: Tuesdays and Fridays at a daytime treatment group that meets at the Probation Department. All defendants participating in the treatment program are required to submit to regular polygraph testing, at their own expense (\$300). The tests are conducted at the Probation Department.

In 2014, the contract was enlarged to include treatment slots for 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 2016, the contract was amended to allow for 16 treatment slots for adult offenders and 5 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. In 2017, the contract was continued with the same numbers.



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. In 2017, Tioga Probation received a certificate from DCJS-OPCA for achieving a 100% DNA collection rate in 2016.

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.

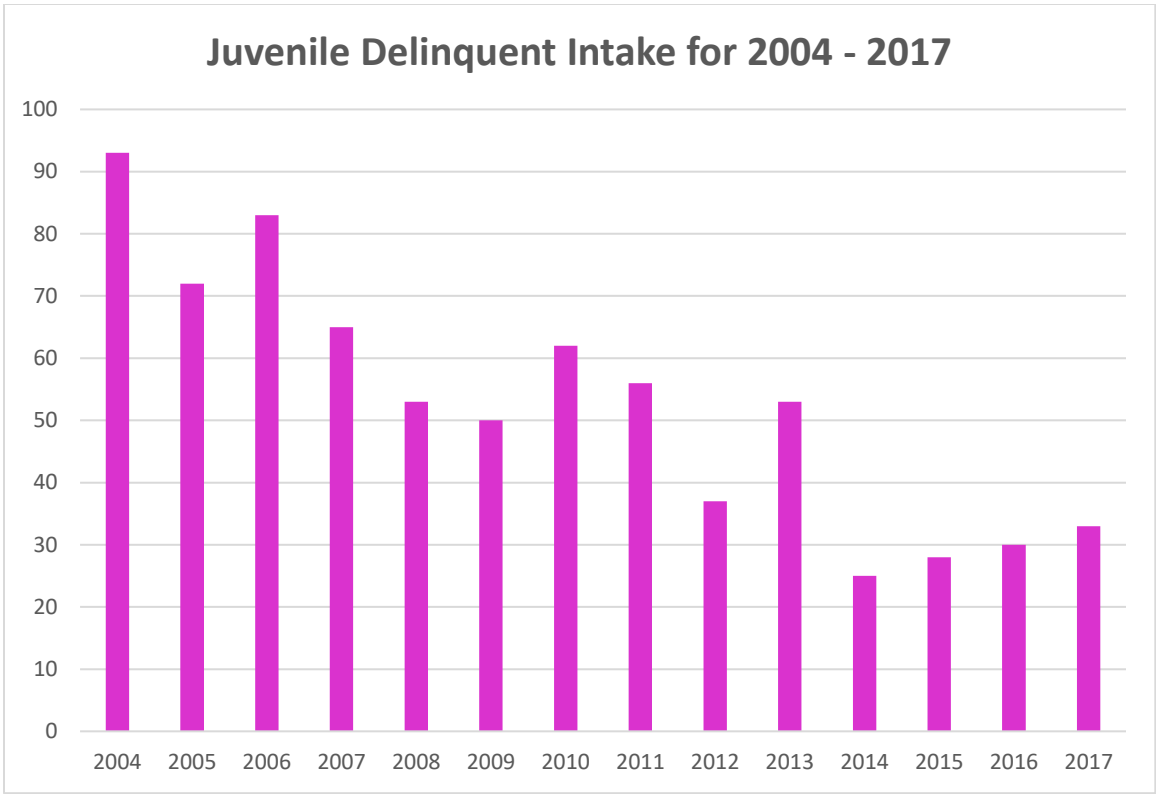
The Probation Department received 108 orders from Tioga County Courts; of those, 74 individuals attended a panel session in Tioga County during the 2017 calendar year. Four (4) defendants attended a panel in another county. Offenders who do not attend a session as directed or who test positive for alcohol at the program are returned to their sentencing court for review, a total of three (3) offenders were returned to their sentencing court in 2017.

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 2017, \$2,220 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.

Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

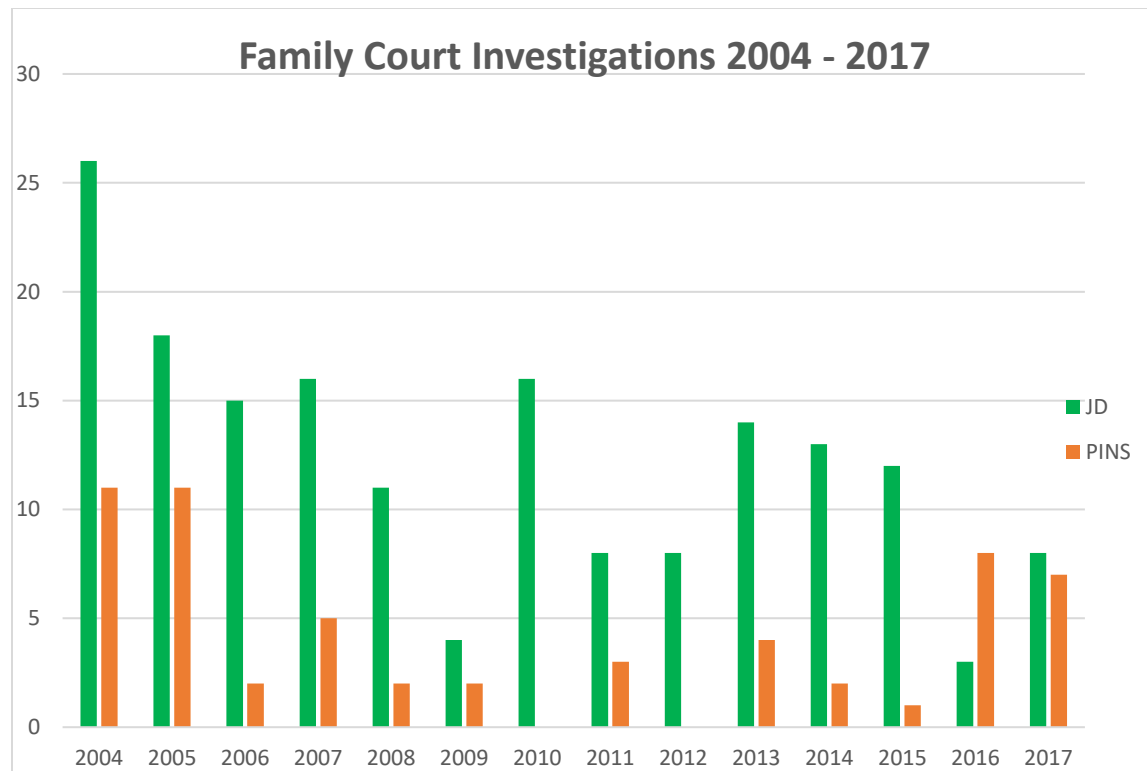
Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

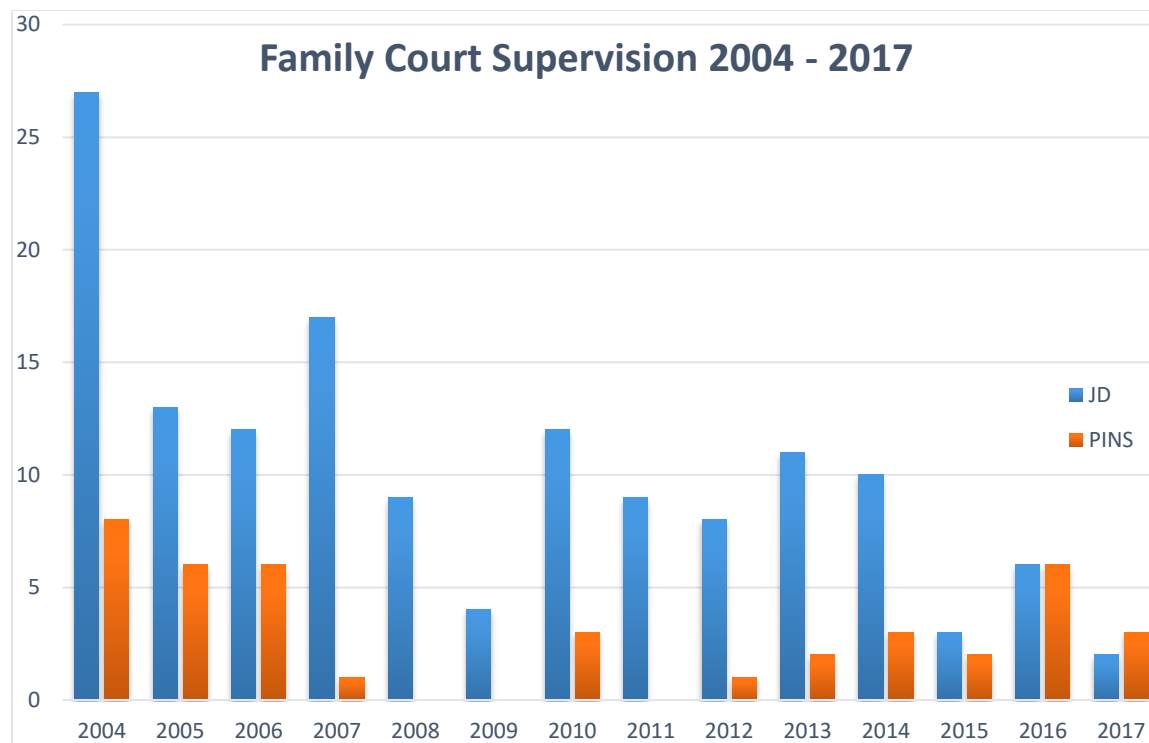
Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



Legislature

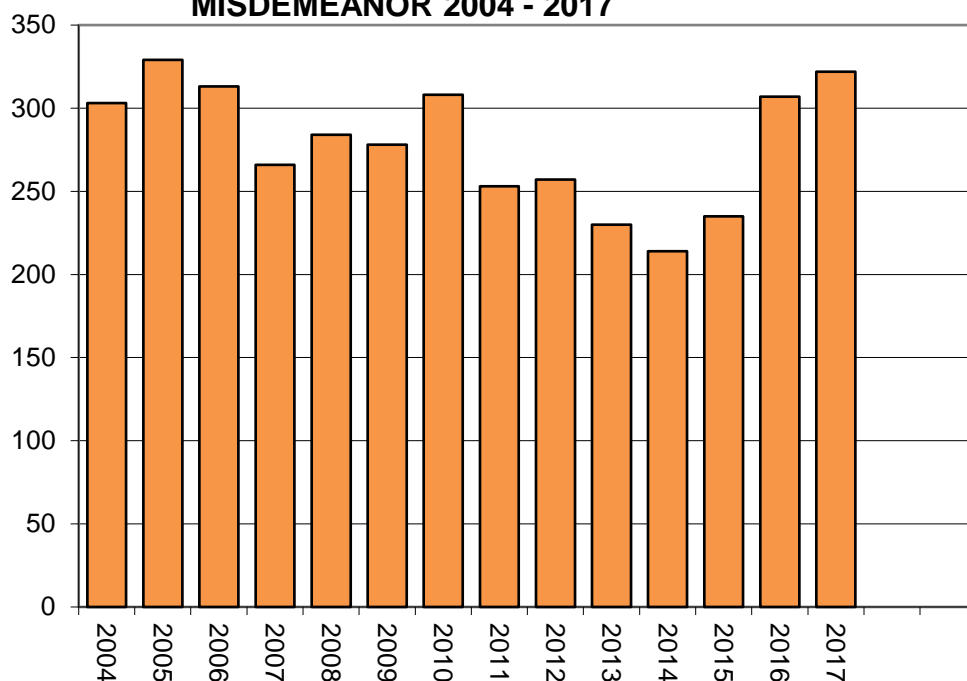
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com





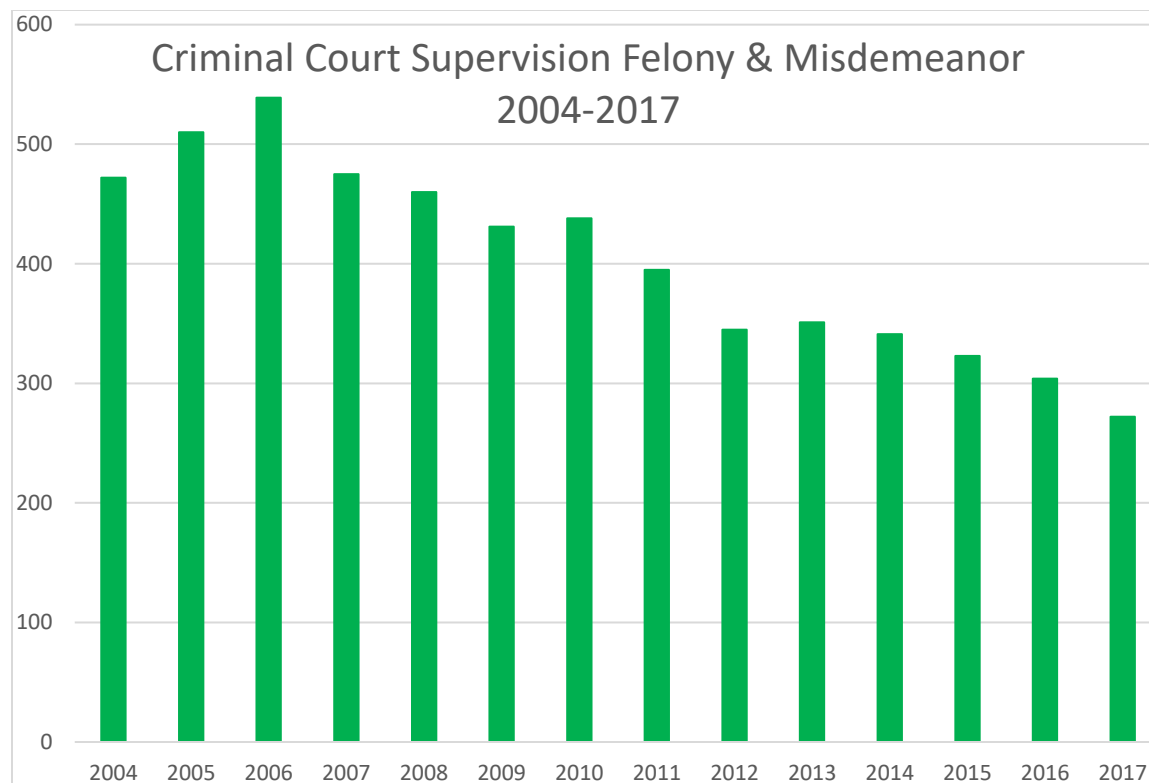
CRIMINAL COURT INVESTIGATION FELONY AND MISDEMEANOR 2004 - 2017



Legislature

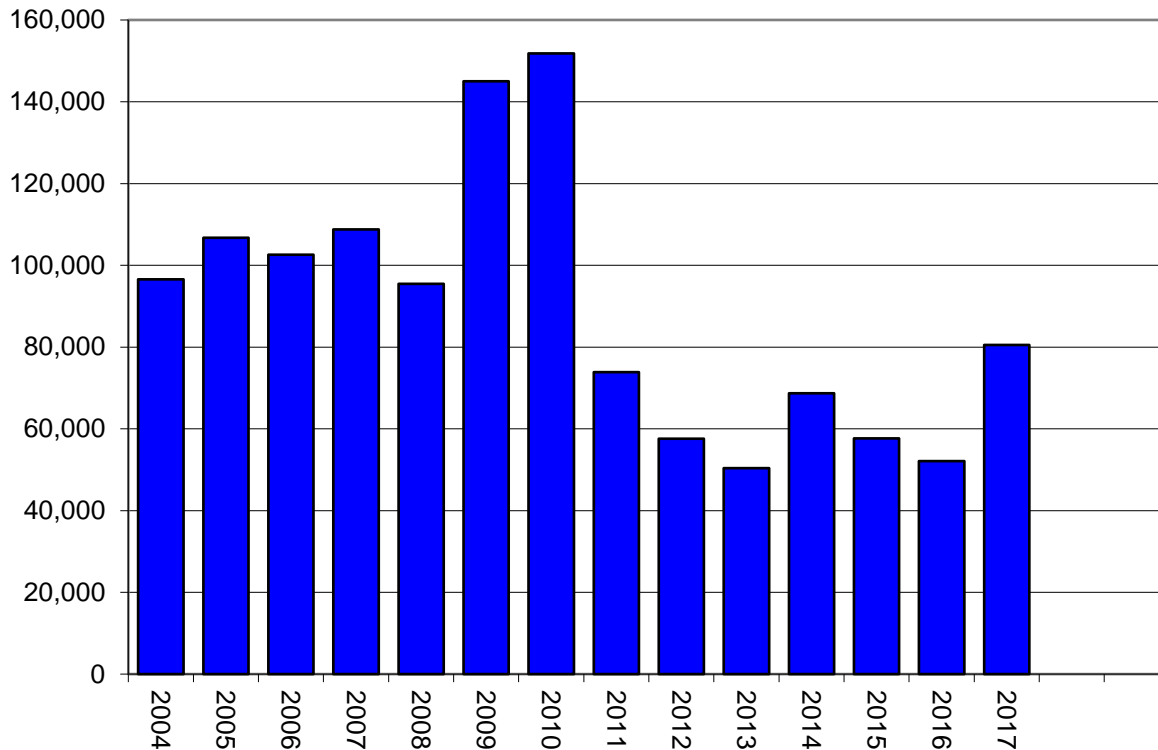
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



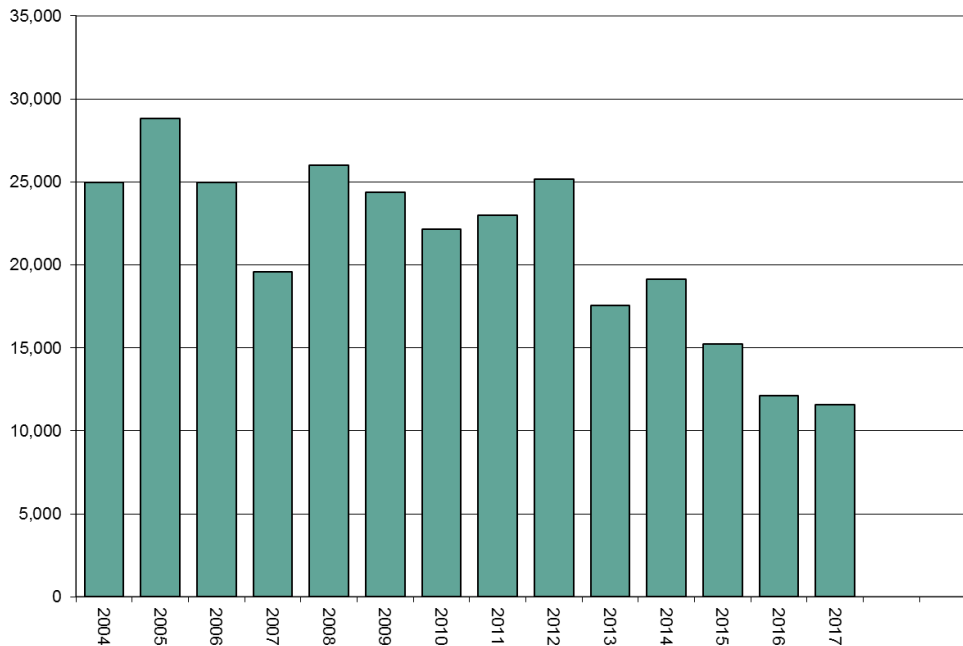


RESTITUTION COLLECTIONS 2004 - 2017





DWI Supervision Fees 2004 - 2017



PUBLIC WORKS/CAPITAL PROJECTS

Public Works

THE TIOGA COUNTY PUBLIC WORKS DEPARTMENT COMPLETED ANOTHER SUCCESSFUL YEAR IN 2017 WITH THE ACCOMPLISHMENT OF SOME MAJOR WORK.

HIGHWAY DIVISION

- COUNTY ROADWAY SNOW AND ICE REMOVAL OPERATIONS
- ROADWAY DITCHING OPERATIONS COMPLETED ON DAY HOLLOW ROAD, SABIN ROAD, AND DEAN CREEK ROAD
- ABANDONED 1.33 MILES OF ROADWAY, BROAD STREET EXTENSION, NORTH ELLISTOWN ROAD, AND WAVERLY HILL ROAD TO THE TOWN OF BARTON TO MAXIMIZE SNOW REMOVAL EFFICIENCY
- TREE REMOVAL PROJECTS COUNTYWIDE
- CREATED ADDITIONAL PARKING AREA AT THE COUNTY OWNED VACANT PARKER LANE PROPERTY
- INSTALLED CONCRETE BARRIERS ON WEST CREEK ROAD BRIDGE TO MITIGATE FAILING BRIDGE RAIL
- INSTALLED NEW TRUCK DRIVEWAY AT THE PUBLIC WORKS FACILITY
- INSTALLED AN ONSITE DETOUR ON WEST RIVER ROAD OVER WALKER CREEK FOR 2018 CULVERT REPLACEMENT PROJECT
- REPAIRED CATCH BASINS ON PENNSYLVANIA AVENUE
- WASHING SAND AND SALT OFF OF VARIOUS COUNTY BRIDGES
- FLASH FLOOD ROADWAY REPAIRS FROM JULY 23rd, 2017 EVENT



- WEST CREEK ROAD CONCRETE BOX CULVERT REPLACEMENT PROJECT WITH ONSITE DETOUR COMPLETED
- SULPHUR SPRINGS ROAD PIPE ARCH REPLACEMENT PROJECT COMPLETED
- FIVE FOOT CULVERT REPLACEMENT ON GLEN ROAD
- GOODRICH ROAD SIGHT DISTANCE IMPROVEMENT PROJECT COMPLETED

BUILDINGS & GROUNDS DIVISION

- COURT ANNEX FLOOR REHABILITATION PROJECT COMPLETED
- CEILING REPAIRS AT THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING STAIRWELLS
- RENOVATIONS IN ROOM 101 OF THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- WATER MAIN VALVE INSTALLATION PROJECT AT PUBLIC SAFETY BUILDING
- TREASURER'S OFFICE FRONT OFFICE RENOVATIONS COMPLETED
- FIRE ALARM DIALERS RETROFITTED TO ENSURE BUILDING CODE COMPLIANCE
- ECONOMIC DEVELOPMENT & PLANNING RENOVATIONS COMPLETED
- RENOVATIONS COMPLETED AT TIOGA COUNTY SOIL & WATER OFFICES
- INSTALLED WIRING FOR SECURITY CAMERAS IN COUNTY BUILDINGS
- REBUILT THE PRIVACY FENCE SURROUNDING THE PARKING AREA AT THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- REINFORCED THE INFORMATION TECHNOLOGY BALCONY AREA STORAGE ROOM FLOOR
- INSTALLING BUILDING DIRECTORY MONITORS IN COUNTY OWNED BUILDINGS
- INSTALLED NEW HVAC WALL MOUNTED UNITS IN DMV OFFICES AND HUBBARD AUDITORIUM
- RENOVATION WORK AT WAVERY MENTAL HEALTH OFFICES COMPLETED
- PARK STREET PARKING LOT LIGHT REPLACEMENT PROJECT COMPLETED
- REHABILITATION OF SOUTH END WALL OF HHS COMPLEX A-FRAME BUILDING
- REPLACED DETERIORATING HEATING SYSTEM AT DPW COMPLEX

CAPITAL PROJECTS

- STANDBY GENERATOR AT HEALTH AND HUMAN SERVICES BUILDING INSTALLED
- PENNSYLVANIA AVENUE PAVEMENT REHABILITATION PROJECT COMPLETED
- DAY HOLLOW ROAD ASPHALT MILLING AND REPAVING OPERATION COMPLETED
- REPLACED FAILED HVAC CONTROL SYSTEM IN THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- REPAVED THE PUBLIC SAFETY BUILDING UPPER PARKING LOT
- DIAMOND VALLEY ROAD BRIDGES REHABILITATION PROJECTS COMPLETED
- SABIN ROAD PAVEMENT REHABILITATION PROJECT COMPLETED
- WEST RIVER ROAD PAVEMENT REHABILITATION PROJECT COMPLETED

OUTLOOK FOR 2018

- BRIDGE PREVENTIVE MAINTENANCE PROJECT PHASE 3 AND PHASE 4
- WEST RIVER ROAD CULVERT INSTALLATION OVER WALKER CREEK
- MONTROSE TURNPIKE PAVEMENT REHABILITATION PROJECT
- DAY HOLLOW ROAD BRIDGE REHABILITATION PROJECT OVER FOSTER CREEK
- GENERATOR INSTALLATION AT TIOGA COUNTY COURT HOUSE
- ROOF REPLACEMENT PROJECT AT TIOGA COUNTY CLERKS OFFICES
- ROOF REPLACEMENT PROJECT AT TIOGA COUNTY BUILDINGS AND GROUNDS FACILITY
- SKY LIGHT, EMPLOYEE DOOR AND WINDOW REHABILITATION AT TIOGA COUNTY COURT ANNEX



- KELSEY ROAD BRIDGE REHABILITATION
- DEAN CREEK ROAD BRIDGE REHABILITATION
- COURT HOUSE STEPS REHABILITATION
- BOX CULVERT REPLACEMENT ON SULPHUR SPRINGS ROAD AT GREEN ROAD

Solid Waste

I. Tioga County Solid Waste Department Summary

A. Recycling

The recycling tonnages were 4,012.6 and 3,999.8 for 2017 and 2016, respectively. The recycling tonnage, type and revenues are reported in Table A1. Recycling collected from the County Office Buildings is presented in Table A.2.

B. Hazardous Waste

The Tioga County Household Hazardous Waste Program went off without a hitch for the eighteenth year in a row. This program has provided a safe method for the County residents and agricultural generators to dispose of 496,648 lbs. or 248 tons of hazardous waste and electronics over the past eighteen years at an average cost of \$0.78 per pound. The electronic recycling portion of this program has recycled a total of 181,016 lbs. (90.5 tons) since its inception in 2003. Detailed information and tonnages are presented in Table B.1.

The number of participants in 2017 was 248 versus 589 in 2016. The decrease from 2016 was primarily due to the initiation of the E-Waste Program in February 2017. This program gives Tioga County residents the opportunity to drop off their E-Waste at Taylor Owego Transfer Station instead of traveling up to Broome County's landfill.

C. Electronic Waste (E-Waste)

In January of 2015, New York State banned consumers from disposing of certain types of electronic waste in landfills, waste-to-energy facilities, in the trash, or at curbside for trash pickup. Due to this ban, Taylor Garbage stopped accepting electronic waste for recycling at their transfer station in Owego. The Department of Solid Waste has an electronic waste recycling outlet for residents through their Household Hazardous Waste program; however, residents must transport the waste to the Broome County Landfill. The Department of Solid Waste entered into an agreement with Taylor Garbage where Tioga County residents can drop off their electronic waste. The Department of Solid Waste will pay for the recycling costs for household electronic waste brought to Taylor Garbage's transfer station located at 352 Glen Mary Drive, Owego, NY. Through this program alone 68.08 tons of E-Waste were properly collected and disposed of at a savings of \$22,214.80.

D. Tire and Scrap Metal Clean up

Tioga County Solid Waste received a donation from Upstate Shredding-Ben Weitsman of \$10,000 per year for the past ten years for a total of \$100,000. This is the tenth and final year since the initial donated by Upstate Shredding-Ben Weitsman in 2008.

The tenth annual tire and scrap metal collection program was held in 2017 and the following towns participated Barton, Candor, Owego, Richford, Spencer, and Tioga. Ten (12) tire trailers were loaded with tires, which amounts to approximately 12,000 tires off the rim. Two-80-yrd roll offs were loaded with tires on the rim which were disposed of free of charge through Upstate Shredding and that is separate from the \$10,000



donation. We completed our tenth year and more than 1,200 tons of tires have been cleaned up and properly disposed within Tioga County since the inception of this program.

E. Revenues

The curbside recycling program revenues for 2017 were \$40,222.50 whereas for 2016 revenues were \$4,885.50. The increase was due to a significant increase in prices per ton for recyclable commodities during the 2017 year.

F. Future for Department of Solid Waste

- Continue strengthening our relationship with the local municipalities and businesses focusing on beautification of the County through Reduce, Reuse, Recycle & Compost.
- Continue to find ways to reduce energy costs for Tioga County government.

Table A.1: 2017 Curbside Recycling Program Summary

	2017	2016	2015	2014	2013
JAN	347.2	324.6	323.4	343.9	346.7
FEB	286.9	302.9	261.0	295.3	271.5
MAR	316.9	331.1	315.5	301.9	298.5
APR	325.4	312.8	334.4	323.6	317.4
MAY	350.2	336.7	313.4	337.8	316.7
JUN	362.8	340.5	336.5	344.2	345.7
JUL	341.3	308.9	339.7	346.7	351.7
AUG	351.1	366.3	308.3	332.9	328.2
SEP	311.3	318.2	318.8	337.7	337.7
OCT	338.6	335.1	321.9	334.1	335.5
NOV	351.9	351.9	323.2	305.5	330.4
DEC	329.0	370.9	342.6	370.4	338.1
TOTAL	4,012.6	3,999.8	3,838.6	3,973.9	3,918.0
SUBTOTAL	4,012.6	3,999.8	3,838.6	3,973.9	3,918.0

Table A.2: Additional Recycling Tonnage

County Office Building Recycling 10.7 Tons

Table B.1: Hazardous Waste for 2017.

Legislature



	HOUSEHOLD WASTE (lbs)		PARTICIPATION RATE‡	PRICE/LB*	PAID TO BC
	ELECTRONICS	HAZARDOUS			
APR	2440	3099	20 (E), 28 (H)	\$ 0.65	\$ 3,578.25
MAY	1258	2783	18 (E), 26 (H)	\$ 0.72	\$ 2,927.55
JUNE	2494	3938	18 (E), 21 (H)	\$ 0.46	\$ 2,953.65
JULY	1281	3033	9 (E), 23 (H)	\$ 0.72	\$ 3,123.10
AUG	1171	3693	10 (E), 20 (H)	\$ 0.57	\$ 2,769.60
SEPT	864	4428	10 (E), 27 (H)	\$ 0.63	\$ 3,320.65
OCT	472	1439	5 (E), 17 (H)	\$ 0.86	\$ 1,644.45
NOV	641	4122	7 (E), 33 (H)	\$ 0.78	\$ 3,715.85
TOTAL	10621	26535	248	\$ 0.67	\$ 24,033.10

‡ E = Electronics; H = Hazardous

Table C.1: 2017 Revenue Summary

Curbside Recycling Program:	\$ 40,222.50
County Office Building Recycling:	\$ 106.90
Grants:	\$ 58,449.62

PERSONNEL/ADA

Personnel

Narrative Paragraphs:

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 in addition to all County employees, 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, 1347 classified civil service positions exist amongst all public entities in Tioga County.

Throughout 2017, 40 different civil service examinations were conducted in which 266 candidates participated.

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 \$1.46 million, appropriated between all the municipalities.

The bulk of Tioga County's 347 full-time employees are represented by three labor unions. A significant amount of time in 2017 was devoted to the collective bargaining process. The Tioga County Corrections Association aligned with a national union and a 2017 - 2019 collective bargaining agreement was ratified in early 2017. The Tioga County Law Enforcement Association



and the County negotiated a five year agreement covering 2015 – 2020 which was ratified in late 2017, and last but not least the County and CSEA ratified a 2018 – 2020 contract in late 2017.

The Civil Service Administrator tackled the project of reclassifying clerical and accounting titles into broader classifications, providing for greater mobility for incumbents and greater leeway for appointing authorities in assigning work.

The following list provides bullets on some of the department's 2017 accomplishments/projects:

1. The timely administration of examinations enabled this office to achieve a provisional rate of 3.7%, which is notably lower than the State-wide average of 4.7%.
2. The Employee Recognition Program continued in 2017, recognizing the following employees as "Employee of the Quarter":
 - 1st Quarter – Roy Schreiner, Sheriff's Office
 - 2nd Quarter – Adam Ace, Public Health
 - 3rd Quarter – Wayne Amendola, Mental Hygiene
 - 4th Quarter – Brittany Woodburn, Economic Development & Planning

Roy Schreiner was named Employee of the Year.

In addition, "Employee Recognition Week" was held in May 2017, 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.
3. The Personnel Department coordinated supervisor training on the topics of *Social Media in the Workplace* in November; 28 employees attended.
4. 36 new Workers' Compensation claims were reported by all the municipalities in 2017, 10 of which were lost-time claims.
5. The Personnel Officer continues to serve as Secretary of the New York State Association of Personnel & Civil Service Officers.

Goals for 2018:

- Roll-out the option for candidates to apply for employment and civil service examinations online.
- As retirement rates increase, have mandated eligible lists available for use by appointing authorities.