

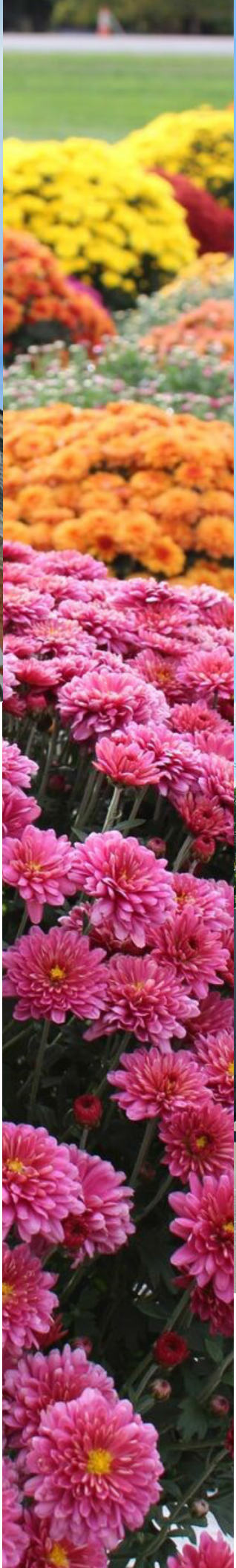
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TIOGA COUNTY

WORKS FOR YOU





People often ask me what does county government do? To help you understand the services we provide we have developed this publication to familiarize you about how Tioga County works for you.

We have highlighted "130 Ways "in which we serve the community. This is not everything we do, but offers a general description of the many services we provide, from paving roads to providing services for low income families who need help.

At the end of this document you will find a telephone directory of all the County departments. For more information go to our easy to use website at:
www.tiogacountyny.com

We hope this is helpful information . Please feel free to contact me if you have any questions.

Sincerely,

Martha C. Sauerbrey
Chair, Tioga County Legislature



THE LEGISLATURE...

- 1 ... has nine elected members that represent approximately 50,000 Tioga County residents and taxpayers pursuant to County Law and Municipal Home Rule Law.
- 2 ... elects a Legislative Chair, who is responsible for daily business and oversight of the County.
- 3 ... retains overall authority, however delegates administrative functions to the Chair, standing committees and special committees.
- 4 ... adopts the annual County budget.
- 5 ... coordinates the efforts of County departments to provide cost-effective and responsive programs and services to the public.
- 6 ... appoints a Legislative Clerk who provides support services and coordinates Legislative activities.

THE LEGISLATIVE CLERK...

- 7 ... is responsible for organizing agendas for meetings, recording minutes, performing legal notifications and retaining and publishing the Legislative Proceedings, Resolutions and Local Laws.
- 8 ... provides support to Legislators as needed, and performs duties as outlined in County Law, relative to the Legislative Clerk.
- 9 ... is responsible for auditing vendor payments to ensure they meet County and controller guidelines.

THE COUNTY ATTORNEY...

- 10 ... is legal counsel for the Tioga County Legislature and all County departments. The office represents and supervises outside counsel in lawsuits involving the County, and is responsible for Risk Management, including insurance issues and incident claims.
- 11 ... represents County departments that are charged with protecting children, families and the vulnerable adult population; prosecutes juvenile delinquency petitions and assists families involved in PINS proceedings in Family Court.
- 12 ... oversees the Safety Office, which works to ensure the safety and well-being of County employees, County residents and the general public who access County buildings and property. The Safety Office provides regulatory compliance, guidance to County departments and helps them maintain their compliance in County operations.
- 13 ... office handles all Freedom of Information requests, with the exception of those related to the Sheriff's Department. The County Attorney guides FOIL officers to ensure the public's right to access of records permitted under the Freedom of Information Law, and ensures there is no disclosure of information that is not permitted.

THE TREASURER...

- 14 ... collects delinquent tax payments to make municipal and school district tax revenues whole.
- 15 ... auctions foreclosed homes and other surplus properties.
- 16 ... receives and distributes sales tax revenues to municipalities.
- 17 ... collects occupancy tax from hotels and bed and breakfasts which benefit tourism in Tioga County.

18 ... issues certificates of residency to college students to assist them with community college costs.

THE COUNTY CLERK...

19 ... records and files County land records such as mortgages, deeds, maps, judgments and liens making them available to the public.

20 ... records and files business records making them available to the public.

21 ... files County and Supreme Court records making them available to the public.

22 ... acts as acceptant agent for passport applications.

23 ... maintains the records of all County residents who are notary publics and processes their renewals.

24 ... records form DD-214 for local Veterans and issues certified copies at no charge.

25 ... oversees the local Department of Motor Vehicle which provides full NYS DMV services.

26 ... assists County residents seeking genealogy information.

THE DISTRICT ATTORNEY...

... prosecutes all crimes arising in Tioga County.

... represents the people of Tioga County and New York State's 6th Judicial District by providing prosecution services to 17 judges in 12 courts throughout the County.

... provides support and assistance to victims of crime, and particularly to victims of physical assault, domestic violence and child or elder abuse.

... makes the highway as safe as possible for law-abiding users and pedestrians, by the enforcement of a zero-tolerance policy for Driving While Intoxicated (DWI) offenses.

... confronts problems associated with drug-related crimes and enforces a zero tolerance policy for drug dealers by way of strict sentencing. The District Attorney also participates in community outreach and education often referring addicts to treatment programs when appropriate.

THE PUBLIC DEFENDER...

... represents qualifying indigent individuals charged with all levels of crime in Tioga County.

... refers clients to treatment programs when needed.

THE SHERIFF'S OFFICE...

- 34 ... runs the STOP DWI Program.
- 35 ... fights the current heroin epidemic through collaboration with our Probation, District Attorney, Mental Health and Public Health Departments and our schools.
- 36 ... delivers maximum communication support to all travelers, residents, businesses and public agencies requiring fire, police or ambulance responses (9-1-1).
- 37 ... provides County law enforcement to investigate crimes and for road patrol.
- 38 ... provides correction officers to staff the Tioga County Jail to ensure the public's safety and to transport jail inmates when requested by the courts.
- 39 ... processes and investigates pistol permits on behalf of the State.
- 40 ... handles all department related Freedom of Information Requests.

THE OFFICE OF PROBATION...

- ... operates a Pre-Trial Release Alternative to Incarceration Program by screening and monitoring unsentenced defendants awaiting trial.
- ... operates a Community Service Alternative to Incarceration Program by monitoring defendants community service hours with government and not-for-profit agencies in lieu of incarceration.
- ... monitors defendants sentenced to probation as an alternative to jail for 17 different criminal courts in Tioga County.
- ... completes presentence investigations for 17 different criminal courts in Tioga County.
- ... monitors the installation and use of Ignition Interlock Devices as required by law for DWI convictions.
- ... collects restitution for Tioga County crime victims.

THE DEPARTMENT OF
**ECONOMIC
DEVELOPMENT &
PLANNING...**

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... seeks commercial or industrial projects and facilitates public and private investment in order to create permanent jobs, increase real property tax base and increase sales tax revenue for residents of Tioga County.

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... provides building and façade improvement program funding for use throughout downtowns in Tioga County in order to improve building stock condition.

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... assists businesses, municipalities and non-profits in securing NYS Consolidated Funding monies.

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... promotes and assists small businesses with business planning guidance and accessing funding by way of the Tioga County Industrial Development Agency loan program.

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... coordinates local approvals processes for development projects.

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... provides professional planning, technical assistance to municipalities for development and update of comprehensive plans, local land use laws, and zoning.

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... provides professional support to the County Planning Board on review of development projects that have intermunicipal or countywide significance.

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... provides professional planning support to the County Agricultural and Farmland Protection Board and conducts Agricultural District annual land inclusions as well as full eight-year reviews to preserve farmland.

... develops various countywide plans.

... ensures Tioga County's compliance with NYS DEC's mandated Municipal Separate Storm Sewer Systems (MS4) regulations.

THE DEPARTMENT OF
PUBLIC WORKS...

... maintains 142 miles of roadways, 77 bridges, 1,957 culverts, 2301 signs and 75,586 feet of guardrail.

... maintains 22 structures and facilities from the Public Safety Building and Courthouse to communications towers.

... modifies the County's Solid Waste Plan every ten years and submits biennial compliance reports.

... secures, implements and manages the Solid Waste Plan. These efforts include a countywide curbside recycling program, electronic waste program, tire collection program and household hazardous waste options.

... administers and manages Tioga County capital and non-capital projects.

... maintains the Tioga County's automotive and heavy equipment fleets.

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THE DEPARTMENT OF
**PERSONNEL &
CIVIL SERVICE...**

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... administers NYS Civil Service Law for approximately 22 County Departments totaling 408 employees, 15 municipalities totaling 340 employees, 5 school districts totaling 832 non-instructional employees, and 3 special districts totaling 35 employees.

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... offers recruitment and civil service exams for public employment in Tioga County.

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... administers the Tioga County Self Insurance Workers' Compensation Plan that provides workers' compensation coverage to employees in the County and all municipalities.

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... negotiates labor contracts with 3 different unions.

THE DEPARTMENT OF
PUBLIC HEALTH...

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... conducts surveillance activities to detect the spread of communicable and zoonotic diseases.

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... collaborates with community stakeholders to help prevent or reduce major causes of death and chronic disease such as heart disease, diabetes, asthma and cancer.

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... monitors lead testing and provides education to parents, and community at large relating to sources of lead poisoning.

... provides maternal and infant community health education designed to improve health and well-being of at-risk infants.

... operates the Early Intervention and Pre-School Programs to address the needs of children with developmental disabilities.

... provides educational programs related to health and wellness throughout the County.

... provides dental services to children and adults who do not have a dental home.

... ensures the safety of food served at establishments throughout the County.

... protects health and the environment by monitoring drinking water supplies, inspecting campgrounds, and reviewing designs of septic systems.

... responds to animal bites and coordinates rabies control by hosting rabies vaccination clinics.

... sponsors the Healthy Neighborhoods Program which assists households to reduce the burden of housing-related illness and injury by providing education and resources.

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THE DEPARTMENT OF
SOCIAL SERVICES...

78 ... helps families in need access emergency services including housing, food stamps, day care, and heating and cooling assistance.

79 ... assists disabled low-income individuals to obtain federal benefits that provide a higher and more consistent income stream.

80 ... recruits adoptive parents and facilitates adoption for children in foster care who need permanent homes.

81 ... investigates all reports of suspected child abuse and maltreatment and provides services to families involved.

82 ... investigates all domestic violence allegations and ensures the safe placement of at-risk children.

83 ... recruits, trains and supports families providing foster care to children who cannot remain in their own homes.

84 ... collects child support on behalf of children and distributes to custodial parents.

85 ... provides indigent burial assistance for individuals whose families are unable to provide for burial expenses.

86 ... promotes positive youth development through the Youth Bureau and integrated community based activities.

THE DEPARTMENT OF
MENTAL HYGIENE...

... oversees all Licensed Behavioral Health Services in the County.

... Drug and Alcohol Department conducts appointments with individuals needing assistance.

... Mental Health Department conducts appointments with individuals needing assistance.

... supports a Community Services Board comprised of concerned, invested residents of Tioga County. The Community Services Board provides input, planning and oversight for programming for substance abuse, developmental disabilities, and mental health needs of the County.

... sponsors and promotes education and training to advance the use of evidence-based treatment practices and promotes public understanding and awareness of behavior health disabilities to reduce stigma and promote meaningful and productive community relationships and involvement.

... operates a 24-hour crisis service.

... conducts family, group and individual therapy.

THE OFFICE OF
BOARD OF ELECTIONS...

94 ... conducts State/Federal primary and general elections and upon contract with schools or villages, provides voting machines and privacy booth equipment.

95 ... interacts with approximately 35 Democratic County committee members and approximately 40 Republican County committee members representing the two major parties within New York State. The County Board of Elections assists with the designation and independent petition process which occurs based on expiration of a term for a specific office.

96 ... provides daily maintenance to the voter registration files of over 33,000 registered voters.

97 ... continually updates 41 local voting districts boundaries based on current registered voters.

98 ... conducts quarterly maintenance of the 34 voting machines and scanners that are distributed to 18 polling sites throughout the County at elections times.

99 ... works closely with the Sheriff's Office to retrieve election night materials; counts and processes the ballots and publishes results on the County website.

100 ... re-canvasses election data prior to certifying to the State Board of Elections in accordance with the State audit requirement following every County Board of Elections run election.

101 ... trains, certifies, and processes payments to approximately 197 election inspectors annually.

102 ... sends out absentee ballots for those voters who are absent from the County on Election Day, or who otherwise are not able to vote in person for the general election.

THE OFFICE OF
REAL PROPERTY SERVICES...

... is responsible for maintaining paper tax maps and Geographic Information Systems (GIS) parcel data, parcel ownership and history for 26,029 properties.

... provides printing services for large-scale tax maps.

... provides technical and valuation support to municipal assessment officials.

... provides parcel inventory, sales, assessment, exemption, special district and tax levy information to the public and municipal officials.

... provides data processing services to produce assessment rolls, tax rolls, and tax bills for County, town, school and village taxes.

... processes omitted taxes and agricultural conversion penalties for County, town and school taxes.

THE OFFICE OF
WEIGHTS & MEASURES...

... regulates all commercial weighing and measuring devices, including gasoline and fuel pump meters.

... calibrates bulk milk tanks on farms to make sure dairies are treated equally and the quantity of milk is accurately measured.

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THE DEPARTMENT OF
**INFORMATION
 TECHNOLOGY &
 COMMUNICATION
 SERVICES...**

111 ... ensures that all emergency services have sufficient means of remote communication throughout the County.

112 ... ensures that all County and State employees have up to date and reliable computer equipment to perform governmental services.

113 ... coordinates the proliferation and connection of broadband service throughout the County to provide middle-mile and ultimately last-mile telecommunications coverage.

114 ... ensures the security of all County data via information security policies and continued network maintenance.

115 ... provides Geographic Information Systems (GIS) data and mapping service to all County departments to create efficiency in operations.

116 ... provides GIS data and map access to the public via the GIS Portal on the County website.

THE OFFICE OF
RECORDS MANAGEMENT...

117 ... oversees the proper storage, retention and disposition of County records defined by New York State laws and serves as the depository for many historical records.

THE OFFICE OF
VETERANS' SERVICES...

... coordinates veterans' benefit programs and services for men and women who have served in the armed forces.

... provides assistance to veteran's in determining appropriate education benefit programs as they further their education.

... assists family members with burial benefits and proper honors for deceased veterans.

THE
**TIOGA
 EMPLOYMENT
 CENTER...**

... provides assistance to job seekers in obtaining necessary skills, training, and support to obtain gainful employment through career counseling, programs, and other services.

... gains access to current career information and job openings from a variety of industries and employers coming to and residing in Tioga County.

... assists in connecting youth to educational, training and workforce opportunities to become successful in the workplace.

... organizes an annual job fair.

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... provides Business Services to area employers by providing labor market information, recruiting services, job order development and listings, and access to training grants and tax incentives. Business services are delivered by the Tioga County Business Services Team which includes Tioga Employment Center, Tioga County Economic Development and Planning, Tioga County Chamber of Commerce and Tioga County Government.

THE OFFICE OF EMERGENCY MANAGEMENT...

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... facilitates communication through emergency management software amongst State and local governments during disasters.

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... coordinates disaster preparedness, as well as response, recovery and rebuilding efforts from weather-related or hazardous materials spills and other states of emergency.

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... prepares communities to address the consequences of terrorism.

THE FIRE BUREAU...

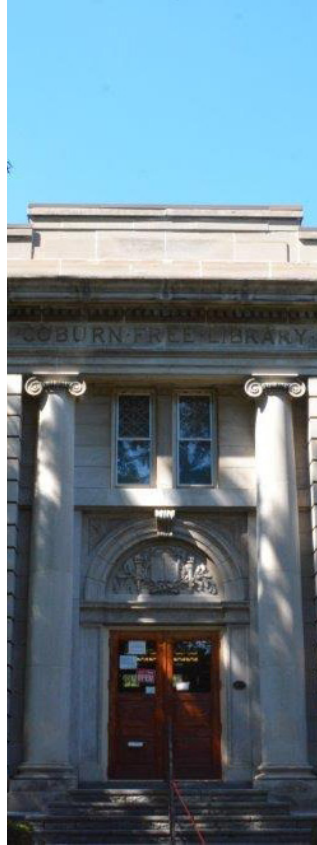
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... develops and delivers training programs to Fire and Emergency Medical Services (EMS) agencies.

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... is responsible for efficient deployment of firefighting resources and overall coordination of fire departments through administration of NYS Fire Training Program.





THE TIOGA COUNTY DEPARTMENT PHONE DIRECTORY

ATTORNEY	(607) 687-8253
BOARD OF ELECTIONS	(607) 687-8261
CLERK	(607) 687-8660
DEPARTMENT OF MOTOR VEHICLES	(607) 687-8250
DISTRICT ATTORNEY	(607) 687-8650
ECONOMIC DEVELOPMENT & PLANNING	(607) 687-8255
EMERGENCY MANAGEMENT	(607) 687-2023
FIRE BUREAU	(607) 687-8466
INFORMATION TECHNOLOGY & COMMUNICATION SERVICES	(607) 687-8294
LEGISLATIVE CLERK	(607) 687-8240
LEGISLATURE	(607) 687-8240
MENTAL HYGIENE	(607) 687-0200
PERSONNEL & CIVIL SERVICE	(607) 687-8207
PROBATION	(607) 687-8535
PUBLIC DEFENDER	(607) 687-1000
PUBLIC HEALTH	(607) 687-8630
PUBLIC WORKS	(607) 687-0302
REAL PROPERTY SERVICE	(607) 687-8661
RECORDS MANAGEMENT	(607) 687-8680
SHERIFF	(607) 687-1010
SOCIAL SERVICES	(607) 687-8300
TIOGA EMPLOYMENT CENTER	(607) 687-8500
TREASURER	(607) 687-8670
VETERANS' SERVICE AGENCY	(607) 687-8228
WEIGHTS & MEASURES	(607) 687-8624

