

**CITIZENS' GUIDE**

**TO**

**STEUBEN COUNTY**

**GOVERNMENT**

**Prepared by the**

**STEUBEN COUNTY**

**DEPARTMENT OF PLANNING**

**2011**

## **PREFACE**

This publication is an effort to assemble, in one place, an overview of Steuben County government. It is written primarily for the citizens of Steuben County, so that they may have a better understanding of how their tax dollars are spent. Since its founding in 1796, Steuben County has undergone significant changes, and County government has had to evolve and grow with those changes. Today, Steuben County government employs over one thousand people, and operates under an annual budget of over one-hundred-eighty million dollars. The scope and complexity of this operation is undoubtedly beyond any possible image of the future held by the County's founders in 1796.

American representative government is simply a mechanism through which the will of the people is implemented. Active participation in shaping government requires an understanding of how it works, what it does, and why. It is the purpose of this booklet to enhance that understanding.

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. <u>INTRODUCTION TO COUNTY GOVERNMENT</u></b> .....	1
<b>II. <u>STEUBEN COUNTY LEGISLATURE</u></b>	
Map of Legislative Districts.....	4
Weighted Voting.....	5
Committee System.....	6
County Legislators.....	7
Standing Committees.....	9
<b>III. <u>COUNTY BUDGET</u></b> .....	10
Appropriations.....	11
Revenue.....	13
Where the Money Comes From.....	14
Where the County Dollars Go.....	14
<b>IV. <u>COUNTY DEPARTMENTS</u></b> .....	15
<u>Administration</u> .....	16
Administrator.....	17
Auditor.....	17
Board of Elections.....	17
Buildings and Grounds.....	18
Clerk of the Legislature.....	18
County Clerk.....	18
Historian.....	19
Information Technology.....	19
Law.....	20
Personnel.....	21
Planning.....	21
Public Works.....	21
Purchasing.....	23
Real Property Tax Service.....	24
Records Management.....	24
Risk Manager/Workers' Compensation Plan Administrator.....	24
Soil & Water Conservation District.....	25

SECTION	PAGE
<b>IV. <u>COUNTY DEPARTMENTS</u> (continued)</b>	
Treasurer .....	25
Weights & Measures/Consumer Affairs .....	26
<b><u>Human Services</u></b> .....	27
Community Mental Health Center .....	28
Health Care Facility .....	28
Office for the Aging/RSVP .....	29
Public Health and Nursing Service .....	30
Social Services .....	30
Special Children's Services .....	32
Veterans' Service Agency .....	33
Youth Bureau .....	34
<b><u>Judicial and Public Safety</u></b> .....	35
County Court System .....	36
Coroners .....	36
District Attorney .....	36
Emergency Services .....	37
Probation and Community Corrections .....	37
Public Defender .....	38
Sheriff .....	38
STOP-DWI .....	39
911-Enhanced .....	40
<b><u>County-Related Agencies</u></b> .....	41
Cornell Cooperative Extension .....	41
Pro-Action of Steuben and Yates Counties .....	41
Finger Lakes RC&D Council .....	42
<b><u>REFERENCES</u></b> .....	42

## **I. INTRODUCTION TO COUNTY GOVERNMENT**

County government in New York can be traced to the colonial Assembly that, in 1683, created the Office of Sheriff in each of the twelve Counties that had developed by that time. Later, the first State Constitution in 1777 designated Counties, towns, and cities as the only units of local government. Initially Counties were seen as arms of the State, established to carry out certain state functions at the local level.

Through the years, State legislation and general practice have transformed New York Counties from simply administrative subdivisions of the State to important units of local government, providing a wide range of services to residents. Today there are fifty-seven Counties in New York, not including the five boroughs of New York City which, although still counties for certain purposes, do not operate as County governments.

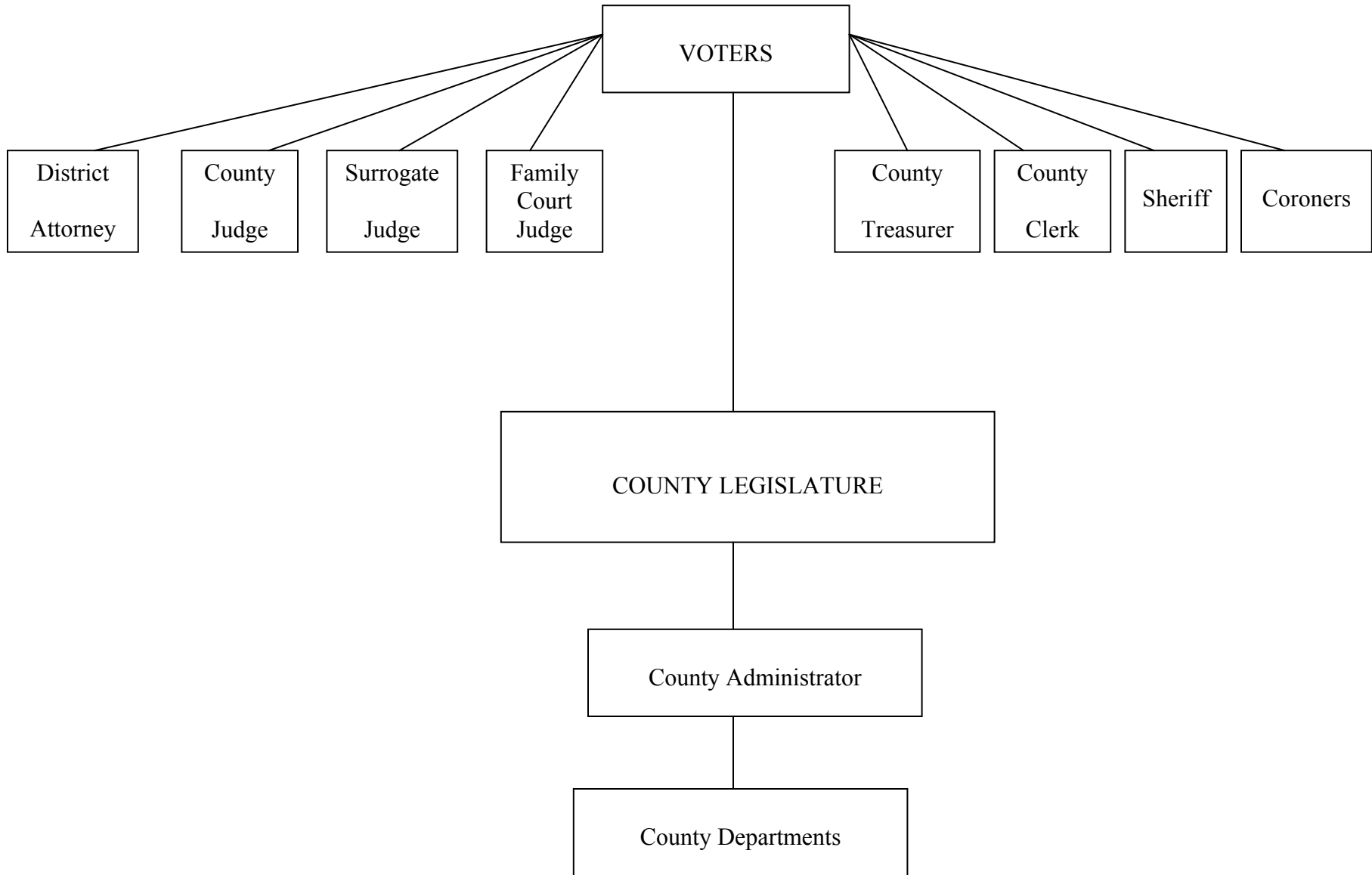
Two types of government are available to New York Counties: charter and non-charter. Counties may draft and adopt a home rule charter that will usually provide for certain governmental actions and positions, such as an elected County Executive, not available for non-charter counties. Non-charter counties operate under the general provisions of the County Law, which joins both the legislative and executive authority of government in a Board of Supervisors or County Legislature. In non-charter Counties, however, the Municipal Home Rule Law does permit the establishment of the office of County Administrator, or similar position, to carry out various administrative functions on behalf of the County Legislature.

Steuben County is a non-charter County. Figure 1 shows the organization structure of County government, with the County Electorate at the top. Voters elect eight constitutional officers, including three Judges, a District Attorney, a County Clerk, a County Treasurer, a Sheriff, and four Coroners. The voters also elect a seventeen-member County Legislature, representing thirteen Legislative Districts within the County. The County Legislature instituted the office of County Administrator in 1984 to aid in the day-to-day administration of County government, something which is no longer feasible for part-time legislators in a County of almost 100,000 people and a \$183 million budget.

The next section will describe the County Legislature in greater detail.

Figure 1

STEUBEN COUNTY GOVERNMENT



## **II. STEUBEN COUNTY LEGISLATURE**

The County Legislature is the governing body of the County, exercising a wide variety of administrative, as well as legislative responsibilities as defined in the State Constitution and Statutes. Prior to 1984, the County was governed by a thirty-four member Board of Supervisors, each representing one of the County's thirty-two towns and two cities. Following approval by the voters in 1983 of a reapportionment plan, the County was divided into thirteen legislative districts, as shown on Figure 2. The resulting seventeen-member Legislature, reflecting the "one man, one vote" principle, uses a weighted voting system based on County population. The votes represented by each Legislator are shown on Figure 3.

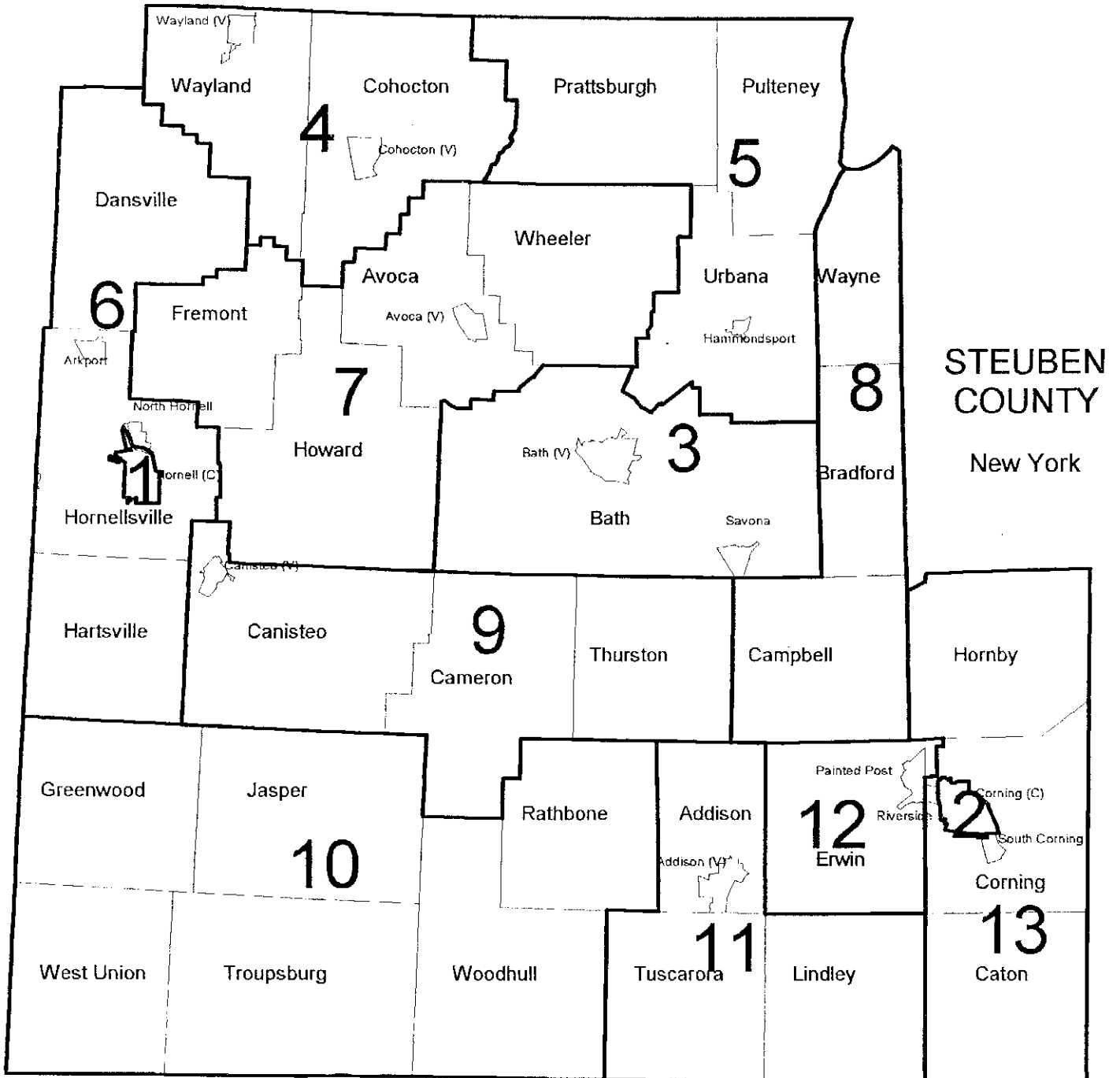
The Legislature is divided into six Standing Committees to more efficiently carry out the responsibilities of County government. The Finance Committee has the overall responsibility for preparing the County Budget to present to the Legislature, as well as an ongoing function in reviewing County financial activities. Each of the other five Committees oversees specific aspects of County government. Figure 4 lists the Committees and the County Departments that come under their jurisdiction.

Until a change in procedure adopted in 1994, County Legislators were elected for two-year terms, with all Legislators coming up for re-election at the same time. In the 1995 election, half of the Legislators were elected to a four-year term, and half for two. Since then, all Legislators are elected to four-year terms, with half the Legislature running for election every two years, with each Legislator limited to three terms. Each January following an election, the Legislature holds a re-organizational meeting and elects a Chairman and Vice-Chairman for the next two years. The position of Chairman carries with it considerable authority and responsibility. The Chairman appoints the members and Chairman of each standing committee, and is an ex-officio member of each. The Chairman presides over all meetings of the Legislature, and represents the County and the Legislature in various capacities, both ceremonially and as a member of various boards and organizations.

Figures 5 and 6 list the current members of the Steuben County Legislature and standing committees.

FIGURE 2

# LEGISLATIVE DISTRICTS

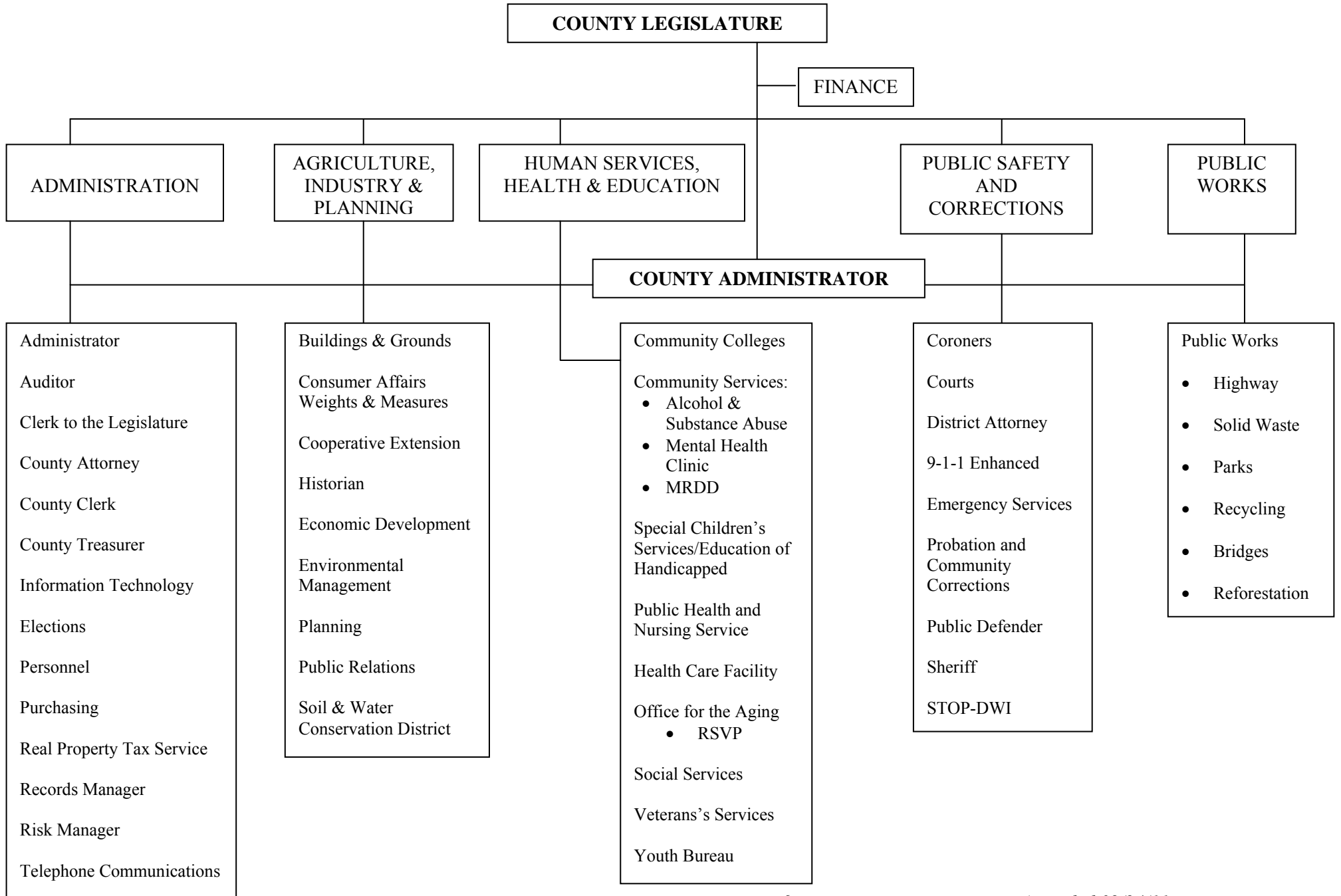




**FIGURE 3****STEUBEN COUNTY LEGISLATURE WEIGHTED VOTING**

<b>DISTRICT (TOWN/CITY)</b>	<b>2000 POPULATION</b>	<b>NUMBER OF LEGISLATORS</b>	<b>WEIGHT PER LEGISLATOR</b>	<b>TOTAL PER DISTRICT</b>
1 – Hornell City	9,019	2	451	902
2 – Corning City	10,842	2	542	1,084
3 – Bath	12,097	2	605	1,210
4 – Cohocton/Wayland	6,940	1	694	694
5 – Prattsburgh, Pulteney, Urbana	6,015	1	601	601
6 – Dansville, Hartsville, Hornellsville	6,604	1	660	660
7 – Avoca, Fremont, Howard, Wheeler	5,971	1	597	597
8 – Bradford, Campbell, Wayne	5,619	1	562	562
9 – Cameron, Canisteo, Thurston	5,926	1	593	593
10 – Greenwood, Jasper, Rathbone, Troupsburg, W. Union, Woodhull	6,248	1	625	625
11 – Addison, Lindley, Tuscarora	5,953	1	595	595
12 – Erwin	7,227	1	723	723
13 – Caton, Corning, Hornby	10,265	2	513	1,026
<b>TOTALS:</b>	<b>98,726</b>	<b>17</b>	<b>7,761</b>	<b>9,872</b>

**STEBEN COUNTY LEGISLATURE COMMITTEE SYSTEM**



**FIGURE 5**

**2011 STEUBEN COUNTY LEGISLATURE**

<b>District 1</b>	<b><u>CITY OF HORNELL</u></b>			
	<b>Gary D. Swackhamer (R)</b>	324-0981(H)		
67	N Main Street			
Hornell,	NY 14843			
	<b>Randolph J. Weaver (D)</b>	324-7022		(H)
181	Seneca Street	324-2212		(W)
Hornell,	NY 14843			
<b>District 2</b>	<b><u>CITY OF CORNING</u></b>			
	<b>Donald B. Creath (R)</b>		962-4584 (H)	
86	Cintra Lane East	937-5361		(W)
Corning,	NY 14830			
	<b>Christopher G. Quinlan (R)</b>	962-5070		(H)
2	West Market Street	937-9585		(W)
Corning,	NY 14830			
<b>District 3</b>	<b><u>TOWN OF BATH</u></b>			
	<b>Lawrence P. Crossett</b>	776-5089		(H)
124	Freeman Terrace			
Bath,	NY 14810			
	<b>Robin K. Lattimer (R)</b>	776-	6017 (H)	
7600	County Route 14			
Bath,	NY 14810			
<b>District 4</b>	<b><u>COHOCTON &amp; WAYLAND</u></b>			
	<b>Patrick F. McAllister, Esq. (R)</b>	(585)	728-2387 (H)	
P.O.	Box 338	(585)	728-2110 (W)	
Wayland,	NY 14572			
<b>District 5</b>	<b><u>PRATTSBURGH, PULTENEY, URBANA</u></b>			
	<b>Michael Hanna (R)</b>		569-3579 (H)	
13	Vine Street			
Ha	mmondsport, NY 14840			
<b>District 6</b>	<b><u>DANSVILLE, HARTSVILLE, HORNELLSVILLE</u></b>			
	<b>Brian C. Schu, Esq. (R)</b>	324-4890		(H)
226	Main Street	324-5711		(W)
Hornell,	NY 14843			

**District 7**     **AVOCA, FREMONT, HOWARD, WHEELER**  
**John S. Walsh (R)**                             776-7881                             (H)  
8261                             Hemlock Hill Road  
Bath,                             NY 14810

**District 8**     **BRADFORD, CAMPBELL, WAYNE**  
**Joseph J. Hauryski (R)**                             583-7832                             (H)  
6031                             County Route 17  
Ca                             mpbell, NY 14821-0458

**District 9**     **CAMERON, CANISTEO, THURSTON**  
**Thomas J. Ryan (R)**                             698-4152                             (H)  
41                             Chestnut Street  
Canisteo,                             NY 14832

**District 10**     **GREENWOOD, JASPER, RATHBONE, TROUPSBURG**  
**Dan C. Farrand (R)**                             359-2611                             (H)  
6360                             County Road 21                             776-3201                             (W)  
Addison,                             NY 14801

**District 11**     **ADDISON, LINDLEY, TUSCARORA**  
**Robert V. Nichols (R)**                             359-2199                             (H)  
743                             Thompson Road  
Addison,                             NY 14801

**District 12**     **TOWN OF ERWIN**  
**Gary B. Roush (R)**                             936-3687                             (H)  
43                             Overbrook Road  
                           Painted Post, NY 14870

**District 13**     **CATON, CORNING, HORNBY**  
**Scott J. Van Etten (R)**                             524-6326                             (H)  
11310                             Hendy Hollow Road                             974-0114                             (W)  
Corning,                             NY 14830

**Carol A. Ferratella (R)**                             962-6563                             (H)  
8                             Fenderson Street  
                           Painted Post, NY 14830

**FIGURE 6**

**STEUBEN COUNTY LEGISLATURE**

**2011 STANDING COMMITTEES**

**ADMINISTRATION**

Patrick F. McAllister, Chair  
Lawrence P. Crossett, Vice Chair  
Carol A. Ferratella                      Dan  
Gary B. Roush                      Michael  
Scott J. Van Etten                      Robin

**AGRICULTURE, INDUSTRY & PLANNING**

Donald B. Creath, Chair  
Robert V. Nichols, Vice Chair  
C. Farrand  
Hanna  
K. Lattimer

**FINANCE**

Lawrence P. Crossett, Chair  
Gary D. Swackhamer, Vice Chair  
Donald B. Creath                      Carol  
Gary B. Roush                      Robin  
Scott J. Van Etten                      Christopher

**HUMAN SERVICES, HEALTH & EDUCATION**

Thomas J. Ryan, Chair  
Randolph J. Weaver, Vice Chair  
A. Ferratella  
K. Lattimer  
G. Quinlan

**PUBLIC SAFETY & CORRECTIONS**

Brian C. Schu, Chair  
Dan C. Farrand, Vice Chair  
Thomas J. Ryan                      Patrick  
John S. Walsh                      Brian  
Randolph J. Weaver                      Gary

**PUBLIC WORKS**

Robert V. Nichols, Chair  
Michael Hanna, Vice Chair  
F. McAllister  
C. Schu  
D. Swackhamer

### **III. COUNTY BUDGET**

The Steuben County Legislature annually adopts a budget to account for all money which will be received and spent by the County during the next fiscal year, which runs concurrent with the January 1<sup>st</sup> to December 31<sup>st</sup> calendar year.

The budget process begins by each Department Head submitting a proposed departmental budget for the coming year to the County Treasurer, following approval by the appropriate standing committee. This proposed budget must be submitted no later than September 1<sup>st</sup>, and is composed of two parts: 1) Capital Budget, which includes equipment purchases and projects, and 2) Operating Budget, which includes the proposed funding to operate the department for the next year. Following receipt of the individual department requests, the Office of the Treasurer prepares a proposed County Budget, for submission to the Finance Committee. The Finance Committee reviews the proposed budget, making modifications where appropriate, then submits it to the whole Legislature for approval.

The budget document itself is based on the State-mandated Uniform Accounting System for New York State Local Governments, and provides a line-by-line accounting of all County revenues and expenditures. On the following pages are several tables and charts that summarize the Steuben County Budget. Figure 7 provides a summary of County appropriations by department, and Figure 8 outlines revenues by major source. Figure 9 is a graphic display of the various sources of County revenues, and Figure 10 shows how the money is spent. Figures 7, 8, 9, and 10 reflect the Steuben County Budget for 2010.

**FIGURE 7**

**2011 COUNTY BUDGET – APPROPRIATIONS**

**GENERAL GOVERNMENT**

(Legislature, Clerk of the Legislature,  
Courts, District Attorney, Public Defender,  
Coroners, County Administrator, County  
Auditor, County Treasurer, Purchasing,  
Real Property Tax Service, County Clerk,  
Law, Personnel, Board of Elections,  
Buildings & Grounds, Data Processing)

**Total: \$ 24,679,279**

**EDUCATION**

(Community Colleges, Education of  
Handicapped Children)

**Total: \$ 9,245,000**

**PUBLIC SAFETY**

(Sheriff, Probation & Community  
Corrections, Jail, STOP-DWI,  
Emergency Services, 911 Enhanced)

**Total: \$ 17,156,924**

**HEALTH**

(Public Health and Nursing Services,  
Special Children’s Services, Mental  
Health, Alcohol & Substance Abuse,  
Community Support & Services, Health  
Care Facility)

**Total: \$ 30,437,978**

**TRANSPORTATION**

(Highway Operations, Road & Bridge  
Maintenance, Road Construction,  
Snow Removal)

**Total: \$ 24,610,612**

**ECONOMIC ASSISTANCE**

(Social Services, SCEOP, Economic  
Development Publicity, Industrial  
Development Agency, Veterans’ Service,  
Consumer Affairs/Weights & Measures,  
Office for the Aging/R.S.V.P.)

**Total: \$ 66,455,851**

**RECREATION AND CULTURE**

(Parks, Youth Programs, Library,  
Historian)

**Total: \$ 629,511**

**HOME AND COMMUNITY SERVICE**

(Planning, Environmental Management  
Council, Landfill Operations, Forestry,  
Fish & Game, Soil Conservation District,  
Cooperative Extension)

**Total:** \$ 7,102,719

**DEBT SERVICE**

**Total:** \$ 2,157,500

**INTERFUND TRANSFERS**

**Total:** \$ 185,685

**TOTAL APPROPRIATIONS:**

**\$182,661,060**



**FIGURE 8**

**2011 COUNTY BUDGET – ANTICIPATED REVENUE**

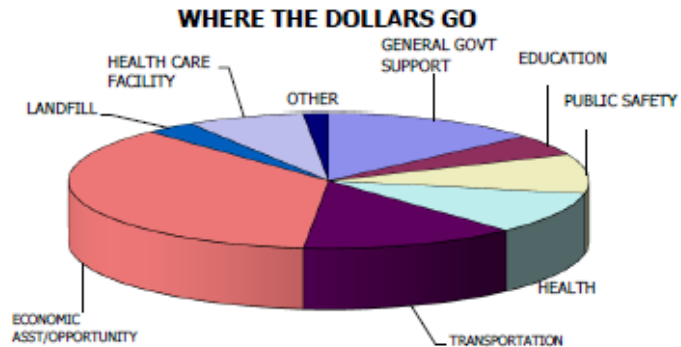
<b>Real Property Tax Items</b>	<b>\$ 3,253,250</b>
<b>Non-Property Taxes</b>	<b>\$ 36,220,848</b>
<b>Departmental Income</b>	<b>\$ 32,857,733</b>
<b>Intergovernmental Charges</b>	<b>\$ 2,882,878</b>
<b>Use of Money &amp; Property</b>	<b>\$ 3,117,719</b>
<b>Licenses &amp; Permits</b>	<b>\$ 2,000</b>
<b>Fines &amp; Forfeitures</b>	<b>\$ 336,704</b>
<b>Compensation for Loss</b>	<b>\$ 725,729</b>
<b>Miscellaneous Local Source</b>	<b>\$ 417,591</b>
<b>Interfund Revenues</b>	<b>\$ 4,654,573</b>
<b>State Aid</b>	<b>\$ 22,793,962</b>
<b>Federal Aid</b>	<b>\$ 21,882,117</b>
<b>TOTAL ANTICIPATED REVENUE</b>	<b>\$129,224,565</b>
<b>APPROPRIATED SURPLUS</b>	<b>\$ 7,386,559</b>
<b>APPROPRIATED RESERVES</b>	<b>\$ 47,500</b>
<b>TOTAL SURPLUS/RESERVES</b>	<b>\$ 7,434,059</b>
<b>COUNTY-WIDE TAX LEVY*</b>	<b>\$ 46,002,435</b>

**\*Total Appropriations (Table 7) Minus Total Revenue and Total Surplus/Reserves**

# STEUBEN COUNTY 2011 BUDGET

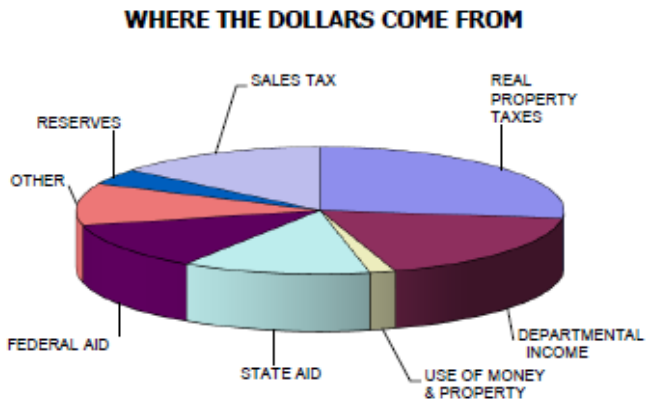
## WHERE THE DOLLARS GO

GENERAL GOVT SUPPORT	13.52%
EDUCATION	5.06%
PUBLIC SAFETY	9.40%
HEALTH	10.13%
TRANSPORTATION	13.43%
ECONOMIC ASST/OPPORTUNITY	36.41%
LANDFILL	3.13%
HEALTH CARE FACILITY	7.35%
OTHER	1.57%
	100.00%



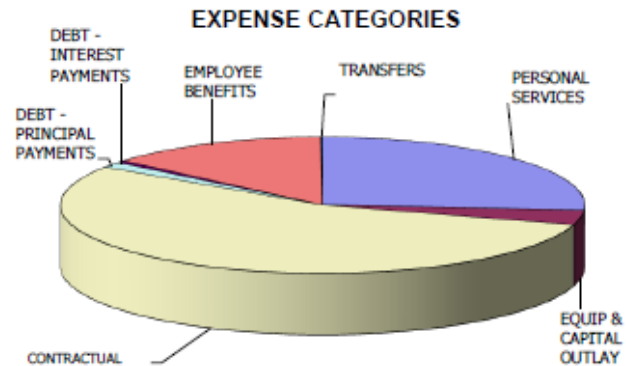
## WHERE THE DOLLARS COME FROM

REAL PROPERTY TAXES	27.01%
DEPARTMENTAL INCOME	18.00%
USE OF MONEY & PROPERTY	1.71%
STATE AID	12.49%
FEDERAL AID	11.99%
OTHER	10.71%
RESERVES	4.02%
SALES TAX	14.08%
	100.00%



## EXPENSE CATEGORIES

PERSONAL SERVICES	26.21%
EQUIP & CAPITAL OUTLAY	3.45%
CONTRACTUAL	54.73%
DEBT - PRINCIPAL PAYMENTS	1.34%
DEBT - INTEREST PAYMENTS	0.54%
EMPLOYEE BENEFITS	13.64%
TRANSFERS	0.10%



#### **IV. COUNTY DEPARTMENTS**

This section provides brief sketches that describe the work of each department within Steuben County government. The departments can be divided into three main functional areas. The first area is **Administration and Operations**. These Departments provide various administrative services required for the efficient operation of county government, as well as providing services to citizens in a variety of ways, and are under the jurisdiction of three standing committees of the County Legislature: Administration; Agriculture, Industry and Planning; and Public Works.

Another general area of County Departments can be labeled **Human Services**. These departments exist to provide direct services to various segments of the Steuben County population. Many of them are partially subsidized with State and Federal funding, or act as a conduit to provide State-funded services to local residents. These departments are operated under two Legislative Committees: Health and Education, and Human Services.

The third functional grouping is **Judicial and Public Safety**. Under this heading are all the Courts and Court-related Offices and Departments, as well as those providing direct emergency services and law enforcement for County residents. These departments are under the jurisdiction of the Public Safety and Corrections Committee of the Legislature.

What follows are descriptions of the work of each County Department within the three functional categories. Preceding the department descriptions in each category is a list of the departments and the current Department Head.

**ADMINISTRATION AND OPERATIONS**

**Telephone: (607) 776-9631 (unless otherwise noted)**

<b><u>DEPARTMENT</u></b>		<b><u>EXTENSION</u></b>		<b><u>DEPARTMENT HEAD</u></b>
Administrator	2245		Mark	R. Alger
Auditor	2499		John	Bowers
Board of Elections	2261		Veronica	Olin (Rep.)
2262			Joseph	Welch (Dem.)
Buildings & Grounds	2384		W	William J. Partridge
Clerk of the Legislature	2243		Brenda	K. Mori
County Clerk	3204		Judith	M. Hunter *
Historian	2199		Twila	O'Dell
Information Technology	2502		Kenneth	S. Peaslee
Law	2355		Alan	Reed
Personnel	2346		Nancy	Smith
Planning	2268		Am	y Dlugos
Public Works	2474		Vincent	Spagnoletti
Purchasing	2484		Jam	es A. Gleason
Real Property Tax Service	2373		Wendy	Flaitz
Records Management	2315		Vacant	
Risk Manager	2607		Kenneth	E. Isaman
Soil & Water Conservation District		776-7398		Jeffrey Parker
Treasurer	2400		Patrick	F. Donnelly*
Weights & Measures	2406		Vacant	

\*Elected Official

## **ADMINISTRATOR**

The position of County Administrator was created in 1984, to aid in the day-to-day administration of County government. Since Steuben County is a non-charter County, an administrative position cannot be created which is independent of the County Legislature. The Administrator acts on behalf of the Legislature, implementing County policy and overseeing the activities of all County departments. The Administrator works with all standing Committees to coordinate and oversee the implementation of Committee directives, works in conjunction with the Clerk of the Legislature and the County Attorney to develop the monthly Legislative agenda, serves as the County's Budget Officer, and generally assumes the duties of chief administrative officer of the County.

## **AUDITOR**

The Auditor is responsible for acting on behalf of the County Legislature in performing the audit of all bills and charges made against County departments. The Auditor determines the legality of all claims, insures that claims are properly made and that funds are available in department accounts to cover the claim. Since the Auditor is performing a responsibility of the County Legislature under the County Law, appointment to the position is made directly by the Legislature, for a two-year term coinciding with the term of the Legislature.

## **BOARD OF ELECTIONS**

State law requires the County to maintain a system for permanent personal registration of voters, managed by the Board of Elections. This Board is composed of two Commissioners appointed by the Legislature based upon the recommendations of the County's Political Party Committees. The Board of Elections is responsible for conducting fair and open elections that are free from fraud.

Prior to local registration days required under the law, this office serves as the central registration office for voters; party petitions that nominate candidates of either party for primary election are filed, checked, and recorded; ballots for elections are prepared and distributed to various election districts; enrollment lists and registration lists are prepared and published; absentee ballots are distributed upon request and in accordance with the law. Following elections, voting machines are checked for possible errors or fraud; election returns are checked and reported; a record of persons elected to public office is made; proper notification is given to the public and to the Secretary of State; and certificates of election are issued to each successful candidate. The Board is required to comply strictly with the time tables set by the State for primary, special and general elections.

The local Board of Elections is not without authority. If the local Commissioners identify fatal defects in a petition, they have the authority to invalidate it.

### **BUILDINGS & GROUNDS**

This Department is responsible for providing the County with clean, safe, and attractive buildings and grounds; services performed include maintenance, repair and janitorial. Carrying out these responsibilities often involves minor construction and alteration and, in some instances, major construction work. Members of the staff have technical expertise in operating and maintaining heating, air-conditioning, and other plant equipment, and are proficient in plumbing, heating, painting, electrical work, and carpentry. The Department is responsible for paying and keeping records, etc., for utility expenses of the County buildings under their control, as well as keeping records and allocating all County office space, with the exception of the Health Care Facility and the Jail.

### **CLERK OF THE LEGISLATURE**

The Clerk of the Legislature is responsible for managing the Office of the Legislature. The Clerk is responsible for notifying members of the Legislature of all meetings and is required by law to keep records of actions taken by the Legislature. The Clerk serves as custodian of all records, and other documents, and performs procedural steps required for the enactment of local laws.

This office prepares the agenda for and takes the minutes of all meetings of the Legislature, and prepares the annual proceedings of the Legislature. In addition, the Clerk of the Legislature is the County Records Access Officer, Administrative Staff to the Steuben County Ethics Board, Secretary to the Chairman of the Legislature, provides secretarial assistance to the members of the Legislature and writes resolutions as directed.

### **COUNTY CLERK**

The County Clerk is a constitutional officer, elected for a four-year term. She has a constitutional duty to serve as Clerk of the State Supreme Court in the County, and a statutory duty to serve as Clerk of the County Court. As Clerk of the Supreme and County Courts, the County Clerk provides files, records, and indexes of papers in legal actions and proceedings. She also maintains judgement dockets, and records of monies paid or ordered to be paid into Court.

In addition to Court duties, various statutes require that the Clerk's Office: record deeds, mortgages, assignments, and liens; files Town and County officers' bonds, maps, pistol permits, financing statements, and

Federal tax liens; qualifies notary public appointments in the County; files oaths of office of Town and County officials; issues motor vehicle registrations and licenses. Files kept by the office are permanent and are used continually by attorneys and the public in checking real estate titles, criminal convictions, and other legal records.

The expenses of the Clerk as clerk of the courts are partially funded by the State under the Unified Court Budget. The costs for other services performed by the Clerk's Office are, in part, charged to the individual user, who pays a fee for recording and filing papers. In addition, revenue is received from mortgage tax fees, criminal fees, motor vehicle fees, casual sales tax, and deed and transfer tax fees.

### **HISTORIAN**

The County Legislature is required by New York State County Law to appoint a County Historian, who is responsible for collecting and preserving materials on the County's history, including documents and maps. She also advises other County and local officials as to the condition and safety of records stored in public offices, and recommends those which should be preserved and catalogued or exhibited to the public. She supervises town and village historians in performing the work recommended by the State Historian.

The County Historian does genealogical studies for individuals requesting information. She has a major responsibility for the organization and nominations for the annual Steuben County Hall of Fame ceremonies. The Historian also does related public relations work with groups interested in the County's historical background.

Finally, the County Historian works closely with local historians in efforts to assist schools with their curriculum development.

### **INFORMATION TECHNOLOGY**

The Information Technology Department is headed by a Director of Information Technology, with a staff including an assistant director, network administrators, systems analysts, programmers and help desk staff. The department supports all County departments in operation of special software for preparation of the tax rolls, voter registrations, purchasing, health care related operations and financial management systems. The staff instructs personnel in other Departments in the operation of computers connected to the county networked servers. They install and maintain customized programs to enable Departments to perform their own particular

data processing operations. They also provide, on a fee basis, tax roll services to local municipalities and school districts. This department also oversees the County's telecommunications operations.

## **LAW**

The County Attorney is Chief Legal Officer for the County in all civil matters. State law requires the County Legislature to appoint a resident lawyer as the County Attorney, for the term of office for which the members of the Legislature were elected. The County Attorney directs the Department of Law, including appointing a staff and assistant County Attorneys as necessary.

The staff of the Law Department is comprised of twelve people. Four people are deployed as support staff discharging secretarial and administrative work for the Department as well as assisting the Risk Manager. The other eight positions consist of the County Attorney and seven Assistants.

The six assistants service the various needs of the Department of Social Services, including the Commissioner, as well as litigation in Family Court for support collection, child abuse and related matters. The County Attorney and a Deputy handle the balance of the work load for the Law Department. The County Attorney is required by law to be the legal advisor to the Legislature, and every County officer who is paid in whole or in part from County funds. He may be required to attend all meetings of the Legislature, as well as some Committee meetings, and to advise the Legislature and Committees on various legal problems as requested. He also prepares Resolutions and Local Laws of a technical nature and gives advice concerning the legality of legislation of a non-technical nature.

Additional duties include: prosecution and defense of civil actions and proceedings brought by or against the County, the Legislature, or any County officer; preparing contracts entered into by the Legislature, as well as deeds and other legal documents such as abstracts of title to real estate being acquired by the County; representing the County in proceedings related to children born out-of-wedlock; taking action to recover monies paid by the County for relief and assistance granted by the Department of Social Services, including proceedings against responsible relatives, and applications for the use of guardianships and trust funds to support individuals who would otherwise be recipients of public assistance; presentation of cases in Family Court if ordered to do so by the Family Court or the Supreme Court.

The County Attorney is also required by law to be legal advisor to the County's Self-Insurance Program for Worker's Compensation.



## **PERSONNEL**

The County Personnel and Civil Service Department is headed by a Personnel Officer appointed by the County Legislature. The Department is responsible for developing and administering a comprehensive personnel management system. Specific functions include the following: Staffing: recruiting, orientation of new employees, performance appraisal; Employee Training and Development: on-the-job training, supervisory training, educational programs; Wage and Salary Administration: pay policies, wage surveys, compensation, pay grades and salary ranges; Employee and Labor Relations: discipline, grievance handling, negotiations for collective bargaining under the Taylor Law, and contract administration; Employee benefits: health and hospitalization insurance, vacations, sick leave, retirement benefits, tuition aid programs, etc.

Additionally, the Department of Civil Service provides oversight for the entire County. These responsibilities include payroll certification, job classification, and advice and assistance concerning the New York State Civil Service Law for 32 Towns, 13 Villages, 10 School Districts, 5 Special Districts, 2 Cities, and the County.

## **PLANNING**

The Planning Department serves two primary functions. The first is providing technical assistance to local municipalities in land use regulations, economic development, and environmental protection, as well as providing staff assistance to the County Farmland Protection Board and Environmental Management Council. The second function of the Planning Department is to provide research and analytical capabilities to assist the County Legislature, County Administrator, and other County Departments. The staff produce reports in a variety of subjects, assist other departments in the writing of grant proposals, provide various graphics capabilities and, in conjunction with the Cooperative Extension Agricultural Agent, assists County farmers in the creation of Agricultural Districts.

## **PUBLIC WORKS**

The Commissioner of Public Works heads the County Public Works Department and has a general advisory function over the highway departments of towns located in the County, subject to the standards, regulations and supervision of the State Department of Transportation, and standards of the Federal Highway Administration.

The Public Works Department is responsible for the construction, improvement, repair and maintenance of all County roads and bridges. County roads connect important points in the County and serve as feeder roads to the State highway system. In maintaining these roads, the Department seeks to: improve any roads that have become inadequate for the traffic they must bear; bring bridges up to safe standards of widths and load carrying

capacity; remove snow and ice in winter; erect warning and/or traffic control signs and signals required to control traffic in a safe, efficient manner.

### **Parks**

County parks are supervised by the Public Works Committee of the Legislature, and are operated by personnel of the Public Works Department. County parks are located at the Almond Dam (Kanadadea Park), Hornby, Boyds Corners, and Birdseye Hollow. The latter features fishing and hunting; Kanakadea Park provides camping, as well as extensive day-use areas, and the other two parks have been developed for picnicking and hiking.

### **Solid Waste Division**

The County Solid Waste Division is under the general supervision of the Commissioner of Public Works and directly supervised by an Assistant Commissioner for Solid Waste. The landfill operation is an optional program under County Law which, once instituted, is highly regulated. The Division is charged with the responsibility for the safe and economic disposal of solid waste generated within the County. The Solid Waste Division must acquire sites, obtain required permits, construct facilities, develop disposal plans, purchase equipment, and project future needs. The Division must operate its facilities in compliance with the NYS Department of Environmental Conservation regulations. The Division is also responsible for administering the County's solid waste fee system. Steuben County currently operates three transfer stations, one municipal landfill, and one industrial landfill.

### **Recycling Coordinator**

The County Recycling Coordinator is responsible for administering the recycling portion of the County's solid waste program. The Coordinator markets recyclable materials collected at County transfer stations and landfill. The Coordinator assists municipalities in implementing recycling programs.

## **PURCHASING**

The Purchasing Department's primary purpose is to consolidate all County purchases to obtain goods and services equitably through open competition at the least cost to the taxpayer while serving the interest of the County.

State and County law govern all purchasing procedures, including competitive bidding, bid advertising, contract awards and proper documentation (requisitions, purchase orders, quotations, bids and other records).

Purchasing is the custodian of all purchasing documents that are open for public inspection, and furnishes the County Treasurer with verified copies of all purchase orders.

### **Purchasing Department Ancillary Functions:**

**Responsibility of County's Fixed Asset Inventory** – The Purchasing Director is designated as the County's Property Control Officer and as such is charged with the management of all County owned property. Authority involves re-assignment of equipment instead of new equipment, to dispose of County equipment and conduct the County's auction.

**Central Stock Room** – Purchasing maintains a central stock room of common use items for use by all Departments/municipalities, school districts and BOCES. Purchases and billing are all computer generated.

**County Contracts/New York State Contracts** – The Department makes available many County contracts to all municipalities, school districts and BOCES within Steuben County. Also assists all local government agencies in purchases they make using New York State contracts.

**County Mailroom** – The Department maintains a central mail room for use by all County Departments, and other agencies within the County Building, and also assists local governmental agencies with large mailings.

**County Copy Machine Supervision** – Provides supervision, makes purchase of supplies and new machines. Monitors usage of all machines, maintenance service and supplies. Provides monthly internal billing and copy machine budget requirements.

### **REAL PROPERTY TAX SERVICE AGENCY**

The County is required to maintain a Real Property Tax Service Agency. New York State law requires the Director of the Agency to meet minimum qualifications and complete training courses as prescribed by the State Board of Real Property Tax Service.

The Agency assists and advises assessing unit towns, cities and villages with assessment and exemption administration. It is required to prepare and maintain tax maps and provide copies to assessors and others. It maintains a public information access area and provides documentation and assistance as necessary. It provides some advisory appraisal support and provides and cooperates/operates in training programs of the Board.

The Agency calculates town tax rates and prepares the statement of taxes summarizing the combined Town and County tax levies and rates. It prepares the Town and County, and most School, Village and City tax rolls and bills for outside collection.

### **RECORDS MANAGEMENT**

The Records Management Department is responsible for the systematic control of records from creation to final disposition. The methodical approach to control of government records is essential to reduce paperwork proliferation, provide efficient access to information, dispose of obsolete records, provide documentation of compliance to State and Federal courts and agencies, and maintain historical organizational records.

The Steuben County Records Center is located at the former Health Care Facility, 7002 County Route 113. Staffing is comprised of a Records Retention Clerk and a Records Manager.

The Department's objective is to provide accessible and manageable records control for all divisions of County government, as well as to preserve historical records for generations to come.

### **RISK MANAGER/WORKER'S COMPENSATION PLAN ADMINISTRATOR**

The Risk Manager is responsible for providing adequate protection from possible losses to County-owned property and to provide for the possible loss to the County from a liability situation.

The Risk Manager is the Administrator of the Steuben County Self-Insured Worker's Compensation Program. This program provides State-mandated Worker's Compensation coverage for:

County Employees  
Employees, Volunteer Firemen, and Volunteer Ambulance  
Personnel of 30 Towns and 8 Villages

The Risk Manager is responsible for developing safety programs that will help to provide a safer environment for County employees and residents. The Risk Manager also administers the Drug and Alcohol Testing Program.

### **SOIL AND WATER CONSERVATION DISTRICT**

The purposes of the Soil and Water Conservation District are to conserve and improve the County's soil and water resources, to the benefit of agriculture, wild life management, and flood protection. The County Legislature appoints the District's five-member Board of Directors.

District program elements are implemented through agreements with the Cooperative Extension Association for relevant public education activities, and with the U.S. Soil Conservation Service for technical assistance to landowners in planning and making physical improvements for soil and water conservation. The District has a cost-sharing Streambank Stabilization Program that has been very effective.

### **TREASURER**

The County Treasurer is elected for a term of four years. He/She appoints a staff, which includes a Deputy, bookkeepers, accountants, tax clerks, and other personnel.

The Treasurer has custody of all money belonging to the County or in which the County has an interest, and also serves as treasurer for the County Social Services District, and as trustee for court and trust funds. The Treasurer assists in the preparation of the proposed budget for Legislative consideration.

The County Treasurer has statutory responsibilities with respect to the collection of taxes. Some of her employees talk with taxpayers regarding their problems, handle tax deed matters, post payments, and recommend necessary corrections. The Treasurer conducts tax sales pursuant to procedures set forth in State law.

Other statutory duties of the County Treasurer include: grants certificates of residence to students attending community colleges, distributes unpaid school tax monies to the various school districts, accounts for all County funds and records (subject to strict audit), and reports Department balances monthly, computes salary payments, and prepares withholding tax reports for County employees, collects fees and interest payment from tax searches, unpaid taxes, bail money, invested surplus County funds, and other services, and also acts as voluntary Administrator on small estates where there is no will.

## **WEIGHTS & MEASURES/CONSUMER AFFAIRS**

This department has a staff of three, comprised of the Director and two Assistants. The Director is appointed by the County Legislature.

The Department performs a variety of duties required by State Law. The include: verification of all scales and weights used in commercial sales; inspection of pre-packaged commodities for accuracy of weight labels; certification of certain advertising claims; inspection of meters on gasoline and fuel oil pumps and on transports, trucks, and bulk plants to ensure accuracy; examination of truck and trailer compartments calibrated to determine load capacity; verification of devices that measure yard goods; inspection of cylinders and meters against specifications for liquid petroleum gas; calibrate the volume of bulk milk tanks; investigate consumer complaints regarding questionable weighing or measuring practices; and completion of necessary reports to the County Legislature and the State Department of Agriculture and Markets.

**HUMAN SERVICES**

**Telephone: (607) 776-9631 (unless otherwise noted)**

<b><u>DEPARTMENT</u></b>		<b><u>EXTENSION</u></b>		<b><u>DEPARTMENT HEAD</u></b>
Community Mental Health Center		4048	Robert	W. Anderson, Ph.D.
Health Care Facility	6095		David	McCarroll
Office for the Aging/RSVP		2298	Michael	Keane/Nan Hammes
Public Health & Nursing Service		2438	Victoria	Fuerst
Social Services	2000		Kathryn	A. Muller
Special Children's Services Dennis	2148		Victoria	Fuerst O'Connor, M.D. - Medical Director
Veterans' Service Agency	2198		Daniel	P. McRae
Youth Bureau	3021		Vacant	

## **COMMUNITY MENTAL HEALTH CENTER**

The Steuben County Community Mental Health Center (SCCMHC) provides a full range of outpatient mental health services available to the residents of Steuben County. It is a goal of the Center to assist individuals in managing their lives and in interacting with the community in a constructive and beneficial manner.

The Mental Health Center is certified by the New York State Office of Mental Health and operates under the auspices of the Steuben County Community Services Board and the Steuben County Legislature. The Center is administered by the Director of Community Services.

The Center operates three offices located in Bath, Corning, and Hornell. The following programs and services are provided by the Center: Clinic Treatment provides diagnostic evaluation, emergency services (24 hours a day, 7 days a week), psychological testing, case management, individual, group, family, marital, and play therapy, consultation to community agencies, and community education; Continuing Treatment specializes in rehabilitative day programming for adults with an emphasis on community support services; On-Site Rehabilitation provides outreach services to the geriatric population; the Finger Lakes Family Support Project provides group, individual, and respite care services to seriously emotionally disturbed children and their families (this is a joint effort between the New York State Office of Mental Health, the Elmira Psychiatric Center, Pathways, Inc. and SCCMHC); the Family Centered ICM provides intensive case management services to seriously emotionally disturbed children and their families; the Compeer Program provides trained volunteers to interact with service recipients in a one-to-one friendship relationship; and the Alcohol and Substance Abuse Program.

Services are developed and coordinated through a participatory planning process which includes input from service recipients, family members of recipients, and providers of services. Since the Center receives State funding, a plan is submitted each year for State approval. Individuals receiving services are charged a fee scaled in accordance with their ability to pay. The Center accepts Medicaid, Medicare, and third party insurance.

## **HEALTH CARE FACILITY**

The Steuben County Health Care Facility is a 105-bed skilled nursing facility located in Bath, New York and operated by the County. An Administrator who is responsible for all aspects of the facility's operation supervises it.



The Steuben County Health Care Facility is the only governmental facility in Steuben County providing homelike, residential care for persons requiring skilled nursing. In addition to the population of frail elderly, some admissions come from individuals suffering debilitating injuries. The Facility has a Restorative Nursing Department that includes the services of a Physical Therapist, a Certified Occupational Therapist, a Speech Therapist, and a Nursing Rehabilitation Program.

The Facility is Medicaid/Medicare approved, inspected by survey teams representing both, and operates within a myriad of Federal, State, and local laws and regulations. Surveyors have consistently noted the high level of staff competency, progressive methods of resident care, and attention to details as this Facility remains in the forefront in meeting the needs of the residents.

### **OFFICE FOR THE AGING/RSVP**

The Steuben County Office for the Aging coordinates the delivery of services to County residents aged sixty and over. One of the main goals is to postpone or prevent institutional care by providing community-based services to those most in need of support.

Services are available to anyone over sixty, or their spouse, and are targeted to those with special needs. There is no charge for most services, although voluntary donations are encouraged and accepted. The one exception is for in-home services provided through the EISEP Program, for which a sliding fee scale is in place. Office services include: information and referral, case management for in-home services, caregiver respite, assistance with health and prescription insurance and long-term care insurance, the Ombudsman Program to provide advocacy for long-term care facility residents, income tax counseling, the 55-Alive Mature Driver training course, At-Risk Older Driver assistance, grandparents raising grandchildren support, caregiver/dementia support groups, and a newsletter – “Second Season”. In addition, the Office subcontracts with various other agencies to provide legal services, transportation, housekeeping and personal care services, emergency response, nutrition services, fuel assistance and home weatherization, flu shots, and other services. NY Connects, the single point of entry for long-term care, is housed within the Office for the Aging and is cosponsored by OFA, DSS and PHNS.

### **RSVP**

RSVP, a program sponsored by the Office for the Aging, places seniors, who are age 55 and over, in non-profit agencies and organizations in Steuben County. Volunteer opportunities vary and cover a wide range of activities including delivering meals to homebound seniors, transporting seniors to

medical appointments, grocery shopping, helping students learn to read, providing friendly telephone reassurance calls, helping with the completion of tax forms and much more. Potential new RSVP volunteers meet with a volunteer coordinator, who reviews their skills and interests in order to make the right placement with an agency in the community. Once the volunteer is placed, the coordinator does follow-up to ensure mutual satisfaction with the placement. RSVP volunteers receive secondary insurance coverage if something happens while they are at their volunteer assignment. If needed, mileage reimbursement is provided for driving to and from a volunteer assignment, and meal reimbursement up to \$3 is available if the volunteer assignment requires working through the lunch hour.

### **PUBLIC HEALTH & NURSING SERVICE**

The Public Health & Nursing Service is licensed and certified by the New York State Department of Health to provide public health nursing services and home health care to the residents of Steuben County. The Agency is also a long-term home health care provider.

The Home Health Care Program makes available a variety of intermittent health and health-related services, including case management, skilled nursing, home health aide services, part-time physical and occupational therapy, speech pathology, nutritional services, medical social services, personal care and homemaker services which may be of a preventive, therapeutic, rehabilitative, health guidance and/or supportive nature to persons at home including the sick and frail elderly.

All patients are served regardless of their ability to pay. Fees are based on actual costs to the agency and may be covered in part or full by Medicare, Medicaid and private health insurance. For services not covered by third party payors, charges are based on a sliding fee scale and the patient's income.

The County does not have a full service health department and, as such, only provides services that are concerned with disease prevention and health education. These services, some of which are mandated by Public Health Law, include maternal and child health services, Medicaid Obstetrical and Maternal Services (MOMS), TB services, WIC re-certification, well child clinics, immunization clinics, lead screening and clinics for the diagnosis and treatment of sexually transmitted diseases and HIV screening. Disease prevention activities include communicable disease surveillance and the provision of rabies clinics. A Health Educator is available for presentations and programs on various health and safety topics.

## **SOCIAL SERVICES**

The Department of Social Services (DSS) is organized into functional divisions as mentioned in Federal and State statutes. The Department is responsible for administering assistance programs for eligible residents of Steuben County.

### **Food Stamps**

Responsibilities of the Temporary Assistance, Medical Assistance, and Food Stamps divisions are to interview applicants, determine their eligibility, the amount of assistance they are eligible to receive, and deliver the appropriate payment and services where applicable. The entire process is repeated at specific intervals to re-establish eligibility.

The Employment Unit coordinates the selection and assignment of Safety Net and Family Assistance individuals to public sector work assignments, county workfare programs, educational/vocational services and further assist individuals in obtaining employment.

The Department also coordinates Child Care services for eligible families.

### **Temporary Assistance**

- a) Family Assistance (FA)
- b) Safety Net Assistance (SN)
- c) Emergency Assistance
- d) Home Energy Assistance Program (HEAP)
- e) Employment Services
- f) Day Care

### **Medical Assistance**

- a) Medicaid
- b) Family Health Plus
- c) Child Health Plus
- d) Prescription Assistance Program
- e) Medicare Buy-In Programs
- f) Nursing Home and Hospital Care
- g) Physicians, Dentists, Pharmacies, etc.

- h) Supplemental Security Income (SSI)
- i) Managed Care
- j) Medical Travel

## **SERVICES DIVISION**

**Child Protective Services (CPS)** – The Child Protective Units receive and investigate reports of suspected child abuse and neglect reported to the New York State Central Registry (1-800-342-3720). The units are charged with protecting children. Caseworkers provide support and rehabilitative services to families to increase safety and minimize risk factors.

**Foster Care** – Children enter into foster care as a result of abuse and/or neglect by a parent/guardian; or due to a Person In Need of Supervision (PINS) or Juvenile Delinquent (JD) adjudication wherein Family Court places custody of the youth with the Department of Social Services. Casework staff work with the child and family to develop a safe and permanent environment for the child. The Department continually recruits foster parents within the County to provide a safe, nurturing home until children can return home or are adopted. Additional levels of care are also provided to meet the child's individual needs.

**Preventive** – The Preventive Services Units provide services for children and their families, which are supportive and rehabilitative and intended to avert a disruption of a family that may result in the placement of a child in foster care or enable a child who has been placed in foster care to return home sooner. Family disruptions potentially involve cases evolving from abuse/neglect and/or JD/PINS. Preventive services are provided to children and families in their home, school and community environments with the goals of keeping the family intact.

**Adoption** – The Adoption Unit is responsible for finding permanent families for foster children who have been legally freed for adoption. The casework staff certify individuals and couples who are interested in becoming an adoptive parent(s). The unit completes home studies and also assists with private adoptions.

**Adult Services** – The Adult Services Unit assists adults age 18 and over who are at risk by providing protective and preventive services and investigating referrals that have come from the community and other sources. The unit is also responsible for the inspection and certification of Family – Type Homes

for the County. Home care is provided through many different programs, each offering varying degrees of nursing and personal care needs. The Department's transporters for open services cases are also managed through this unit.

### **BILT (Building Independence for the Long Term)**

The BILT Unit consists of a multidisciplinary team to aid individuals and families who have barriers which compromise independence and self sufficiency. The Unit provides the following critical resources to support their movement toward independence: Mental Health, Alcohol/Substance Abuse Assessment and Referral, Vocational and Disability Case Management, Domestic Violence Assessment and Intervention, Housing (homeless and long term), Transportation, Community Education and Coordination of Community Services.

### **CHILD SUPPORT ENFORCEMENT UNIT**

This unit provides custodial parents with assistance in obtaining financial support and medical insurance coverage for the children by locating parents, establishing paternity, establishing support orders and collecting and distributing current and delinquent child support obligations. Child Support Customer Services Helpline 1-888-208-4485.

### **FRAUD & LEGAL SERVICES UNIT**

This unit investigates and prosecutes all complaints and allegations of possible welfare fraud. Complaints are received from many sources including state and local agencies. The general public can report an alleged fraud anonymously through a phone call to (607) 776-7611 or by going to the Steuben County website at [www.steubencony.org](http://www.steubencony.org) – “Social Services” – “Stop Welfare Fraud”.

### **SPECIAL CHILDREN'S SERVICES**

**Physically Handicapped Children's Program.** Under the professional supervision of the Medical Director, the Special Children's Services is responsible for seeing that physically handicapped children receive proper corrective care by the best physicians in the best facilities available. Every effort is made to involve and encourage parents to become responsible for the care of such children, to follow through with home programs, physician's appointments, etc. Program staff review expenditure of local funds to ensure care is provided at public expense only to the extent that the parents are unable to pay. The program provides for diagnosis/evaluation and treatment. State and Federal funds cover the full cost of diagnosis and evaluation of eligible conditions by State-approved consultants, when authorized by PHCP. The medical and dental treatment

services authorized by the Medical Director are financed by 50% State funds and 50% County funds. (For those children eligible for Medicaid, the funding is 25% County and 75% State and Federal funds.)

**Pre-School Special Education.** NYS Education Laws state that parents/guardians of children ages 3 to 5 having or suspected of having a disability may contact their school district committee or pre-school special education for the cost of the child's evaluation and, if recommended, subsequent Special Education Programming. Boards of Education and Committees of Pre-School Special Education in the school districts are responsible for assuring implementation of the Individual Educational Plan. Counties are responsible for contracting with approved center-based programs, related service providers and transporters to provide the services. Tuition rates are set by the State Education Department. Related services rates and transportation (per bid contracts) are set by the County. State funded: 59.5%, County funded: 40.5%, minus Medicaid and/or private insurance payments.

**Early Intervention Program.** Early Intervention is a State-wide program providing early identification, screening evaluation, special services and service coordination to infants and toddlers and their families. Children aged birth to three years old with suspected developmental delays, a diagnosed disability or condition affecting development are referred to the County Early Intervention Official and subsequently assigned a Service Coordinator.

Early Intervention is designed to enable infants and toddlers with developmental delays and/or disabilities and their families access to appropriate services and supports that will empower families to advocate for their children to ensure the maximum quality of life. The program is 50% State funded, and 50% County funded, minus Medicaid and/or private insurance.

**Infant-Child Health Assessment Program.** The Infant-Child Health Assessment Program is a child-find system to help early identification of children, birth to age three, who are at risk for developmental delays. ICHAP nurses visit children at intervals throughout a child's first three years of life to monitor growth and development. Support and reassurance are provided to parents and, if delays or areas of concern are identified, the family is referred to appropriate community agencies including the Early Intervention Program for developmental evaluation. This Program is an administrative cost only. Administrative costs for the four programs within the Department of Special Children's Services are State-reimbursed at 40% minus fringe benefits.

## **VETERANS' SERVICE AGENCY**

The Veterans' Service Agency is the primary veteran assistance organization for the County. The Director must be an honorably discharged veteran, an accredited service officer, recognized by the Department of Veterans Affairs, and have a complete knowledge of the benefits available to veterans and their dependents. He keeps all veterans' organizations informed of changes in relevant laws and regulations, and supplies information concerning the effect on veterans of local, State and Federal laws. The Agency counsels veterans on such matters as compensation, pension, insurance and educational benefits, retraining programs, health, medical, and rehabilitative services and facilities, and other benefits available to them and their families. The Agency is authorized to prepare and present claims before the rating boards of the Department of Veterans' Affairs, and to substantiate veterans' claims or appeals from Veterans' Affairs decisions.

The Veterans' Service Agency maintains grave registrations for 115 Steuben County cemeteries, wherein veterans are buried, and provides flag holders for deceased veterans. The Agency may assist veterans' relatives with funeral arrangements.

The Agency office is located at Building 5 Morris St., Bath, NY.

## **YOUTH BUREAU**

The Steuben County Youth Bureau is responsible for planning, developing and implementing youth services in the County. This includes recreation and prevention education/counseling in areas such as crisis management, teen pregnancy, PINS, life skills, literacy, conflict resolution, and child abuse/neglect.

The Bureau does not provide these services directly, but rather contracts with non-profit agencies and municipals. These organizations are administered funds through the Youth Bureau as allocated by the Youth Board and County Legislature. Major funding sources are New York State Office of Children & Family Services, Steuben County and donations.

Other specific program responsibilities of the Youth Bureau include the Youth in Government Program, the Steuben County Mentoring Program, the Steuben County Compeer Program, and the Jack Lisi Youth Award Program. Each year numerous special youth projects are supported and organized through this department.

The Bureau conducts monitoring and evaluations of its contracted programs. It also provides technical and programmatic assistance. Fiscal management is a key role of the Youth Bureau.

Another area of responsibility includes cooperating and networking with all agencies, schools, organizations, groups and committees that serve and/or work with youth. The ultimate goal of the Youth Bureau is to help ensure the improvement in the quality of life for Steuben County youth.



**JUDICIAL AND PUBLIC SAFETY**

**Telephone: 607/776-9631 (unless otherwise noted)**

<b><u>DEPARTMENT</u></b>		<b><u>EXTENSION</u></b>		<b><u>DEPARTMENT HEAD</u></b>
Coroners	776-2782		Steven	Copp, Sr.*
936-4178			Alan	D. Lewis, Sr.*
324-2341			Brian	May*
937-6266		(work)	Robert	E. Cole, M.D.*
292-6443		(home)		
County Court System				
<u>Judges</u>				
County Court	2366		Peter	C. Bradstreet*
County/Family Court	3471		Joseph	W. Latham*
Surrogate Court	3502		Mary	Ann Furfure*
District Attorney	2270		John	C. Tunney*
Emergency Services	2700		Michael	A. Sprague
Probation & Community Corrections	2325		Andrew	Greeley
Public Defender	2413		Byrum	W. Cooper, Jr.
Sheriff	6046		Joel	Ordway*
STOP – DWI	6046		Sheriff's	Department
9-1-1 Enhanced	2991		David	Hopkins

\* Elected Official

## **COUNTY COURT SYSTEM**

Under New York Law, each county outside New York City has a County Court, with one or more judges elected for ten-year terms. The County Court is authorized to hear all crimes and violations of law committed within the County, although many of the minor crimes are handled by the local justice courts.

The Family Court hears a variety of cases involving children and families, including juvenile delinquency, child protection, adoptions, support, paternity, foster care placement and others.

The Surrogate Court handles matters involving inheritance, such as the probate of wills and administration of estates. Also, some adoptions come under the jurisdiction of the Surrogate Court.

Most civil cases such as negligence cases, divorces, contract and breach of warranty cases are heard in the New York State Supreme Court. Supreme Court cases are heard by Supreme Court justices elected from the Seventh Judicial District, of which Steuben County is a part, or by county judges who are designated to act as Supreme Court justices.

## **CORONERS**

The County's four elected Coroners investigate the circumstances and causes of any death in the County, particularly any unattended, violent, suspicious, or criminal deaths. Investigative and autopsy reports are provided to the Courts, District Attorney and police regarding cases where a crime may have been committed. Coroner's reports in non-criminal cases may be important in determining insurance and other civil actions.

## **DISTRICT ATTORNEY**

The District Attorney is elected pursuant to the New York State Constitution for a term of four years. He appoints Assistant District Attorneys, paralegal assistants, secretarial and clerical assistants.

The District Attorney prosecutes all offenses recognized by the courts of the County. He must also: advise and assist police in any case in which they seek his help; prepare information requested by the police; appear in court for preliminary hearings; present cases to the Grand Jury; try cases when a trial is demanded; handle appeals from criminal proceedings in any court; advise town and village justices.

Assistant District Attorneys may prosecute cases and perform any of the duties of the District Attorney at his direction or when he is unable to act. The secretarial staff: makes required reports to the Secretary of State; keeps the District Attorney's records.

### **EMERGENCY SERVICES**

The Office of Emergency Services coordinates County activities in the areas of fire, disaster preparedness, and civil defense. The Director of Emergency Services is also the County Fire Coordinator, and is the liaison between the Fire Advisory Board and the County Legislature. The Office maintains a communication system and fire control center for local fire departments, assists local fire chiefs in various fire-related problems, develops and assists with fire prevention programs, conducts arson investigations, and coordinates local participation in the New York State Fire Training School. The Office also develops plans for response to floods, releases of hazardous materials, and other emergencies, to assure that the communities in the County are prepared in the event of a disaster. The Office develops and coordinates educational programs to train fire, police, medical and rescue teams in emergency procedures, and the County office provides a central control point from which operations may be coordinated.

### **PROBATION AND COMMUNITY CORRECTIONS**

The County is required by State Executive Law to maintain a Probation Department according to specified rules and regulations. County Probation departments are monitored by the State Division of Probation and Correctional Alternatives as to operational compliance with the law and receive State aid reimbursement upon compliance. The Department serves the Supreme Court, the County Court, the Family Court and 42 local criminal courts within the County. It operates three major divisions with several programs in each division – Adult Probation Services; Family and Youth Services; and Alternative to Incarceration Programs.

Although protection of society is the most significant objective of this Department, reparation of damages done in the commission of crimes and restitution, fines and surcharges are also important functions. However, Probation is the major function of the Department and is a sentence where the offender is permitted to remain in the community on condition of good behavior under the supervision of a Probation Officer.

When ordered by a Court, in relation to a juvenile or adult criminal disposition, the Department investigates and submits a report concerning the circumstances of the offense, past legal record and social history of the individual, and proves the Court with victim statements and losses. When a court has sentenced an individual on probation, the Department instructs and advises him or her regarding probation; keeps informed of the

probationer's conduct, associates, employment, and whereabouts; encourages the probationer to improve his or her conduct, economic condition, and social attitudes. Those individuals who do not comply with their provisions of Probation or commit new offenses are referred back to Court.

The Family and Youth Services Division assists persons in obtaining access to Family Court for matters pertaining to family offenses, custody, visitation, paternity and investigates these matters when ordered by the Court. Probation Officers process and investigate Juvenile Delinquent and Person in Need of Supervision referrals and provide counseling, supervision and auxiliary services for these youth under the provisions of the Family Court Act.

The Department's Alternatives to Incarceration Unit administers a Pre-Trial Release Program, Community Service Programs, an Alcohol/Drug Intervention Program, Intensive Supervision Program and an Electronic Home Detention Program. These Programs provide sentencing options to the Courts to reduce over-reliance of incarcerative sentence for non-violent offenders.

### **PUBLIC DEFENDER**

The State requires the County to provide legal counsel to indigent offenders, if the accused faces possible imprisonment or is involved in a custody case before Surrogate or Family Court. The Office of Public Defender is maintained for that purpose. The Public Defender in Steuben County also oversees the assignment of counsel for indigents involved in felony trials. The County's Public Defender has five Assistants appointed by the Public Defender, subject to approval by the County Legislature. The office handles justice court assignments and Family Court cases, with the exception of those where a conflict of interest arises.

### **SHERIFF**

The County Sheriff is a Constitutional Officer who is elected to a four-year term of office. He is charged with responsibility for the protection of the County's citizens. In accomplishing this broad mandate, the Sheriff's authority and duties can be divided into the following areas: Civil Duties and Court Security; Operation of the Jail; and Law Enforcement.

**Civil Duties.** The Sheriff serves as executive or enforcement officer of the Courts. These duties include: arrest of individuals, discovery and seizure of property, and execution of a great variety of mandates, orders and decrees of the Civil Courts. In civil matters, the Sheriff only acts upon formal orders of a Court or of attorneys in their capacity as officers of the Court. The Sheriff is also charged

with responsibility for maintaining order and security while Court is in session, through the assignment of Deputies as Court Attendants.

**County Jail.** Operating a safe and secure jail is a major responsibility of the Sheriff. County Jails are an important institution through which every type of criminal must pass, from the first degree murderer to the drunk and disorderly. The Jail's operations are subject to increasingly complex State and Federal rules and standards.

**Law Enforcement.** This is probably the most visible activity of the Department. The Sheriff maintains a number of deputies and investigators who respond to calls for assistance, investigate accidents, crimes and domestic disputes, maintain road patrols, etc. These activities are very important to the people of the County, particularly in rural areas.

The Sheriff's Department is also responsible for providing other related services in areas of highway and traffic safety, educational activities, boating safety and patrols, crime prevention, bicycle safety, mutual aid, natural disaster assistance, and other public service activities such as the Child Find fingerprinting of children.

### **STOP-DWI**

The STOP-DWI Program, which stands for Special Traffic Options Program – Driving While Intoxicated, coordinates County activities relating to the DWI provisions of the New York State Vehicle & Traffic Law. The program is totally funded through DWI fine revenue, and includes funding for dedicated DWI Patrols, DWI detection and screening equipment, overtime for officers when processing DWI arrests, and professional training. The Sheriff is registered by the State as the STOP-DWI Coordinator for Steuben County, and has designated a deputy to be the DWI Officer. The DWI Officer maintains DWI arrest/conviction statistics and provides public information through school assemblies, public information booths and fairs and other activities. A major thrust of the program has been to increase public awareness of the problems of driving while intoxicated, and alcoholism and substance abuse in general. The STOP-DWI Officer works closely with other related agencies such as the Council on Alcoholism, the Steuben County Youth Bureau as well as various S.A.D.D. (Students Against Drunk Driving) Chapters to reach the youth of the County. For more information about this program, please contact the Sheriff's Department at (607) 776-7009.

## **911 ENHANCED**

The Steuben County E 911 Department serves as the vital link between the citizens and public safety agencies within the County of Steuben. We strive to collect and disseminate all requests for services in a prompt, courteous, and efficient manner for all of our customers. Through our actions, we help save lives, protect property and assist the public in their time of need.

The 911 Enhanced Department was created by the Steuben County Legislature on October 26, 1998. The department's original task was to develop a 911 Emergency Communication System for Steuben County. On May 11, 2005, the Steuben County 911 Center began answering calls from the public for emergency assistance and dispatching the appropriate help to the citizens of Steuben County and those who travel through or visit our country.

The 911 Center staff work with more than 129 agencies to provide help to those who need it in Steuben County. Most of the assistance comes from agencies within the county, however, there are times that we need help from the adjacent counties, or the agencies in adjacent counties need our help. Mutual aid is the term used when one agency assists another agency.

In Steuben County, the 911 Center staff dispatches emergency calls for 46 fire departments, 22 EMS agencies that provide Basic Life Support services (some of fire departments ambulances), 6 EMS agencies that provide Advised Life Support services commonly known as Paramedics (these agencies are from within the county and from the adjacent counties), 3 Air Medical Transport Helicopter services, 14 Law Enforcement agencies.

**COUNTY RELATED AGENCIES**

**Telephone: 607/776-9631 (unless otherwise noted)**

The following agencies are not considered County departments, as they have their own independent Board of Directors. Nevertheless, they work closely with County departments, have County Legislators on their Boards, and may receive some County funding. These agencies, and their Executive Directors, include:

<b><u>DEPARTMENT</u></b>	<b><u>EXTENSION</u></b>	<b><u>DEPARTMENT HEAD</u></b>
<b>Cornell Cooperative Extension</b>	<b>2300</b>	<b>Thomas Tomsa</b>
<b>Pro-Action of Steuben &amp; Yates Counties</b>	<b>776-2125</b>	<b>David Hill</b>
<b>Finger Lakes Resource Conservation &amp; Development Council</b>	<b>776-7398 Ext. 5</b>	<b>Richard Winnett</b>

**CORNELL COOPERATIVE EXTENSION, STEUBEN COUNTY**

Cornell Cooperative Extension provides a direct link between the residents of Steuben County and the land grant colleges of Cornell University. Although traditionally focusing on farm and other rural populations, Cooperative Extension provides a variety of services available to all County residents. Extension services are divided into three main program areas. The Agricultural Program provides up-to-date information to the farming community in such diverse areas as equipment maintenance, pasture management, forestry, and business management. The Home Economics Program provides various services in the homemaking, budgeting, energy management, and nutrition education. The 4-H Program, America's largest out-of-school education program, coordinates the activities of over sixty-five local 4-H Clubs through Steuben County. Program activities include animal science, gardening, photography, and many others.

**PRO-ACTION OF STEUBEN AND YATES COUNTIES**

Pro-Action of Steuben and Yates Counties is a Federally-designated Community Action Agency serving Steuben County. Pro-Action provides numerous services through the administration of Federally-funded programs such as Head Start, the Weatherization Assistance Program, the Home Energy Assistance Program, and others. Pro-Action is under contract with other human service agencies such as the Office for the Aging and the Department of Social Services, to provide Federal and State-funded services to County residences on behalf of those agencies.

## **FINGER LAKES RC&D COUNCIL**

The Finger Lakes Resource Conservation and Development Council (RC&D) is not an agency of government. It is an independent, non-profit, tax exempt organization where citizen input is sought, listened to, and acted upon. The Council assists local citizens to develop economic opportunities, conserve natural resources, and improve the general quality of life in rural areas.

The Finger Lakes RC&D area, located in Southwestern New York State, includes Chemung, Ontario, Schuyler, Seneca, Steuben and Yates Counties. One representative from each of the Counties' Board of Legislators/Supervisors, and Soil and Water Conservation Districts, as well as two members at large from each County make up the Council. The Council's forestry and agricultural committees are currently involved in developing new markets to better utilize low-grade hardwoods as well as livestock management and marketing. All RC&D Council services are rendered free of charge.

---

## **REFERENCES**

League of Women Voters of New York State, New York State: A Citizen's Handbook. Yonkers, New York: The Turner Press. 1979

New York State Department of State. Administration in Non-Charter Counties. No date.

New York State Department of State. Local Government Handbook. Third Edition. 1982

Steuben County Planning Department. Report to the Steuben County Board of Supervisors on the Impact of State Mandates on Steuben County. December 30, 1983.

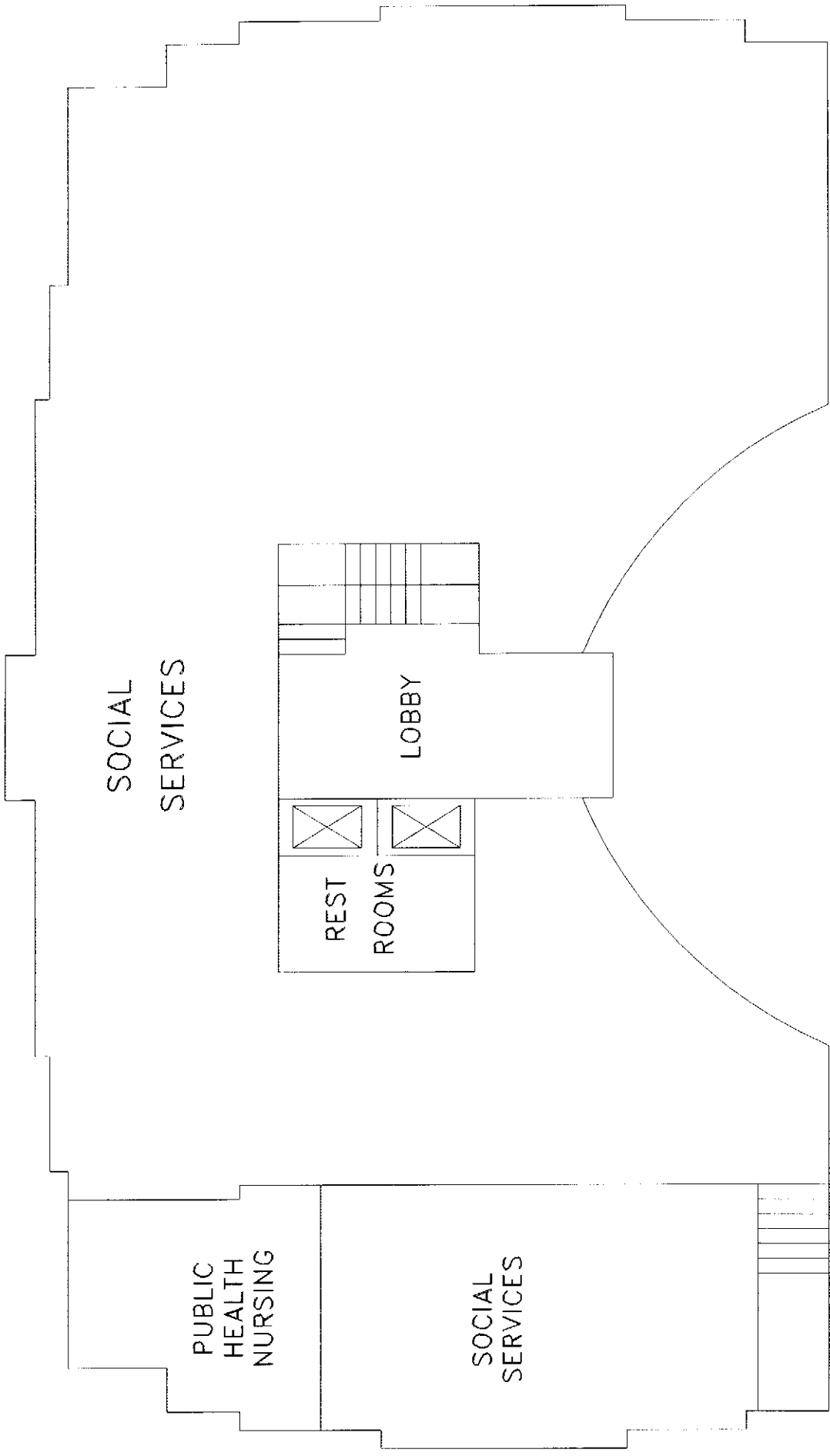
Mark R. Alger, Steuben County 2010 Budget Message and Summary. November, 2009.



**STEUBEN COUNTY**

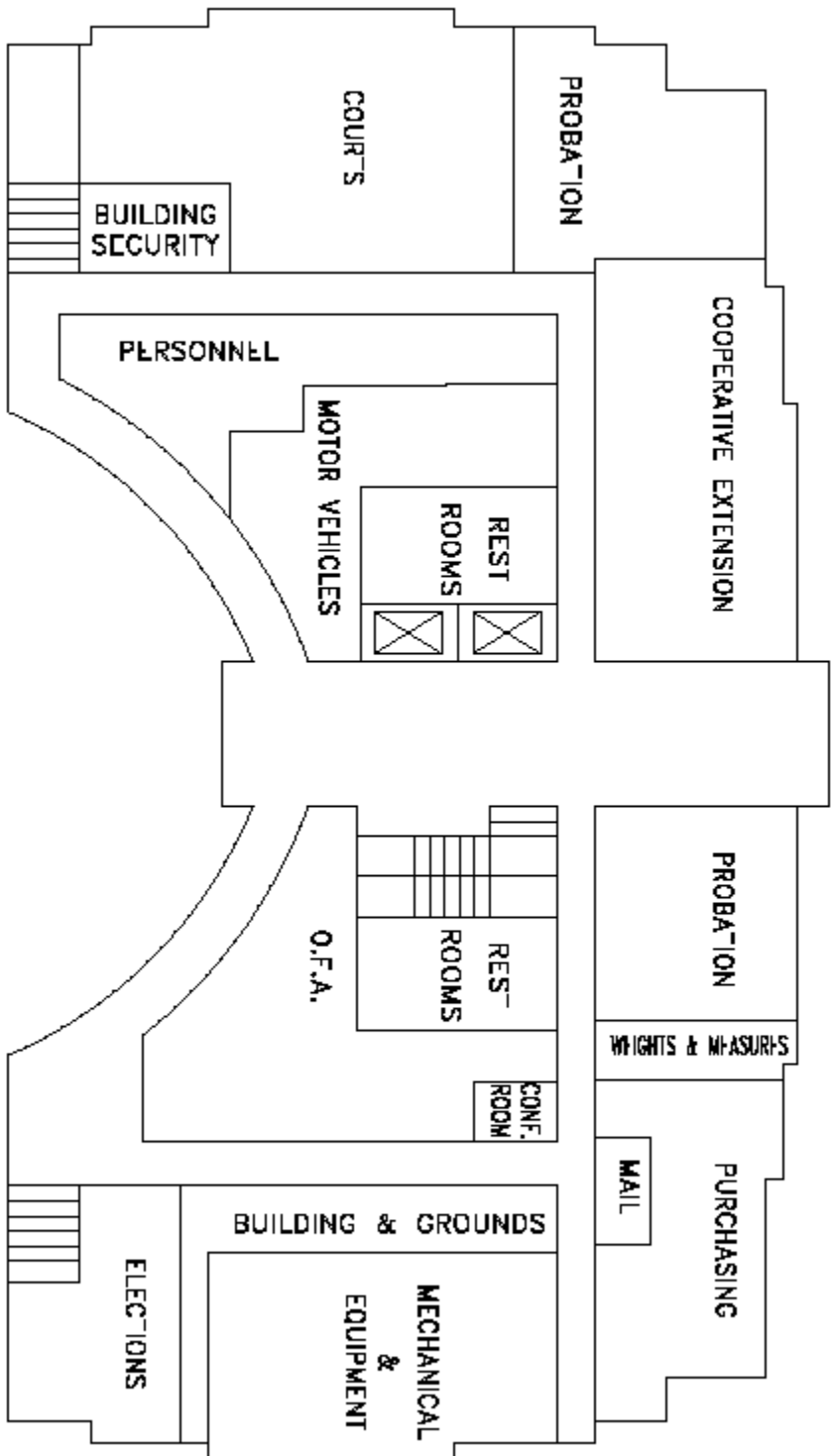
**OFFICE BUILDING**

**FLOOR PLANS**



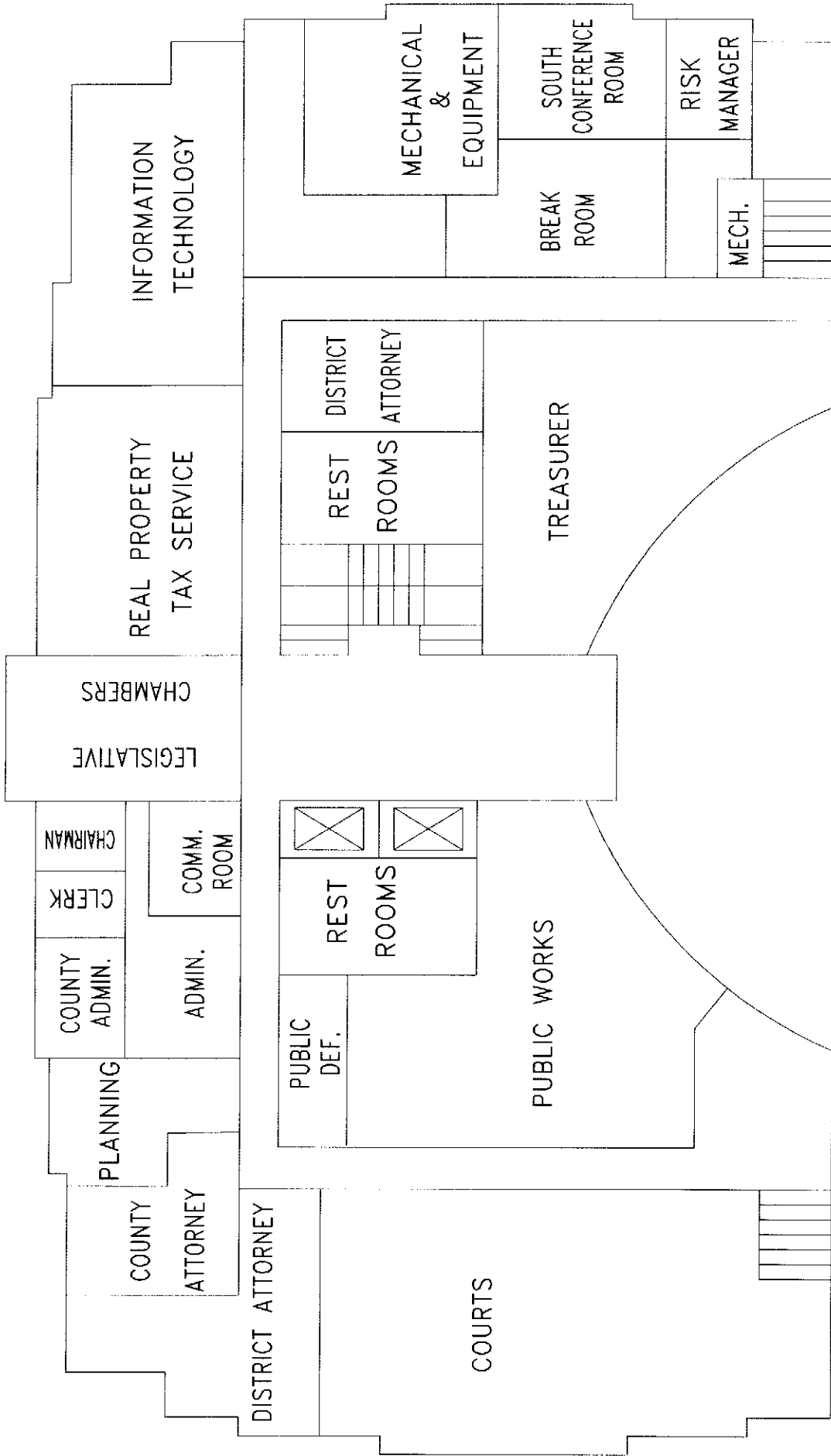
PREPARED BY  
 STEUBEN COUNTY  
 DEPARTMENT OF PUBLIC WORKS

Steuben County Office Building  
 LOWER FLOOR PLAN



Steuben County Office Building  
 MAIN FLOOR PLAN

PREPARED BY  
 STEUBEN COUNTY  
 DEPARTMENT OF PUBLIC WORKS



PREPARED BY  
 STEUBEN COUNTY  
 DEPARTMENT OF PUBLIC WORKS

Steuben County Office Building  
 UPPER FLOOR PLAN