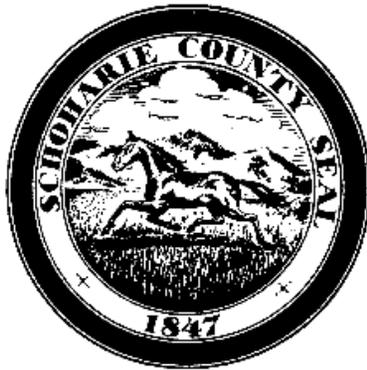


2024

Agency Profiles & Organizational Charts



Schoharie County

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Kenneth J Schweigard
Commissioner
518-295-8388
kenneth.schweigard@co.schoharie.ny.us
Deputy Commissioner
Michelle M Price

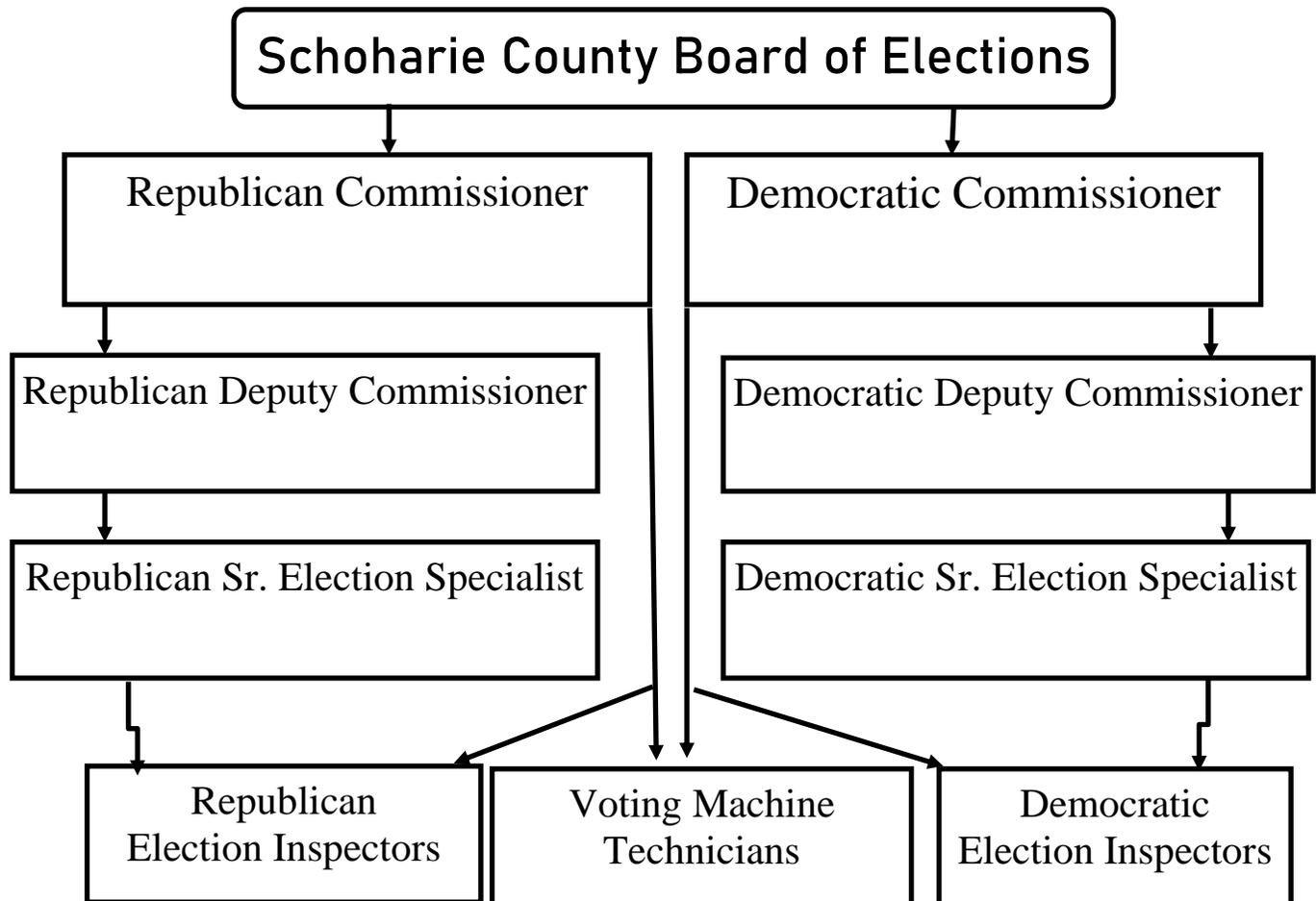


Clifford C Hay
Commissioner
518-295-8326
sara.masterson@co.schoharie.ny.us
Deputy Commissioner
Sara E Masterson

SCHOHARIE COUNTY BOARD OF ELECTIONS

County Office Building, 284 Main Street, Suite 300
Post Office Box 99 Schoharie, New York 12157

2024 Agency Profile



2 – Republican Voting Machine Technicians
2– Democratic Voting Machine Technicians

Yearly Overview

Daily

- Answer Election and Registration questions for the public
- Process and update voter registrations
- Send Enrollment Confirmation Cards
- Deputy Commissioners supervise Sr. Election Specialists, Technicians, and Inspectors as needed
- Respond to election requests from the public or candidates
- Download DMV transmittals and update information to the system

Weekly

- Upkeep of NYS Voter Duplicate/Felon/Deceased Management
- Cancel voters that have moved or are deceased
- Send various reports to the State Board of Elections
- Review Election Laws for changes
- Participate in bi-monthly conference calls with NYS Board of Elections
- Employee Leave Time Reports submitted to Treasurer's Office - Monthly

Yearly

- Testing and Maintenance of voting machines & poll pads – QUARTERLY
- Prepare and give Student Government Program to county legislative interns
- Provide Registration Applications to local schools, Universities, Post Offices and Gov't Offices
- Devise and implement new procedures for Electronic Voting
- Revise Procedure Manual per Election Law when necessary
- Review and revise the Election Inspector Manual as procedures change
- Update voter's "last date voted" after every election
- Update Federal, State, and County reports
- Update Inspector lists for future elections
- Update Agency Profile
- Apply for and manage New York State grant funding for Elections

Primary Elections, Special Elections and General Elections

- Send Candidate information to NYS BOE for Certification
- Prepare machines and polling places for Early Voting
- Pick Election Inspectors and Alternate Election Inspectors for training & certification
- Create, edit, proof, and order ballots for current election
- Prepare and process Absentee Ballots as per received Absentee applications
- Interact with MOVE (Military and Overseas Voter Empowerment) for military/overseas voters
- Send notices to candidates and party representatives
- Create and send voting machine set-up and pick-up schedules to Town Clerks
- Create and distribute re-canvass notices
- Notify any candidates with delinquent financial filings to the NYS BOE
- Publish legal ad in papers with Local Election dates and ballot information
- Notify newly registered voters that did not meet the primary deadline date for voting
- Create Poll Books, voter registration lists, and inactive voter lists for all SC districts
- Post polling places and ballot information on website for upcoming election

- Prepare test decking for voting machines and ensure technicians follow Maintenance Schedule
- Test all Election Day supplies: Machines, printers, ICC (Image Cast Counter) etc.
- Set up election night reporting for collection and submission to the state
- Program Early Voting Poll Pads with current election and ballots styles for delivery to Early Voting locations. Prepare printing devices and supplies for delivery to EV locations.
- Pack and deliver voting machines and voting supplies to all polling places for Election Day
- Pack all voting day materials and reports in Inspector Bag to be picked up by Town Clerks
- On Election Day office is fully staffed to field calls and questions from polling places and voters, run supplies to polling places as needed, and handle technical issues
- Upon closing of polls, CF cards and voted ballots to be securely delivered from polling sites by technicians to BOE office for processing and reporting through the Election Management System
- Send election results to New York State BOE on Election Night
- Receive and verify all Inspector bags have returned reports, vouchers, and supplies correctly
- Verify Affidavit Envelope information, and process all valid ballots
- Update valid Affidavit voter information to SC BOE registration system
- Verify, process, and run Absentee Ballots
- Re-canvass election night results including Early Voting results at close of polls to NYS BOE
- Enter all write-in votes manually through the EMS
- Conduct 3% Audit after every election (hand count ballots to ensure accuracy of machines)
- Finalize Ballot Accountability reports, Re-canvas reports, and Seal Tag reports.
- Upload voter history from Poll Pads
- Send verification letters to all Affidavit Voters
- Update voter records from Election Reports
- Pay inspectors
- Update Schoharie County website with official canvas of results for election
- Notify all Elected Officials
- Create reports and graphs of all collected election information for current election

January

- Prepare the Annual Reports for the NYSBOE
- Conduct Annual BOE Office meeting
- Check County Website for updates needing to be changed.
- Send written confirmation to Voting Machine Techs appointed at meeting
- Send Letters to County Clerk, Town Clerks, and Village Clerks to certify offices up for election
- Contact Election Inspectors to verify current year's election availability
- Mail new FPCA registration forms to all Military and Special Federal Voters
- Update PD absentee application list. Verify all PD voters in binders and mail letters to those who have not voted. Remove Purged voters from Binders.
- Update dates on Caucus packets with current year's Political Calendar dates and deadlines.
- Update all Petition Paperwork with Political Calendar dates and deadlines, and update Designating Petition percentages of enrolled voters
- Send all "Caregiver" Voter Registration Absentee Ballot forms
- Verify previous years purges and current registration file for accuracy. File last year's purges.

February

- NCOA reports: process all updates, mail appropriate cards to voters with changes and file information in voter scans. Send appropriate information to other counties
- Meet with schools to prepare for May School Election
- Recruit and contact new prospective Election Inspectors
- State BOE to send state and federal offices to be filled
- Prepare Caucus packets, lists and information for the Town Caucuses
- Prepare Petition Packets for candidates to be distributed upon request.
- Deliver new Voter Registration forms to all Schoharie County post offices
- Update Website with Offices up for Election, Political Calendar, Enrollment Figures, Campaign Contribution Limits.
- Update Agency Profile & Organizational Chart for Schoharie County Supervisor's office
- Create updated "Offices Up for Election" information page for SC BOE Website

March

- Maintenance and updates on all voting machines and equipment
- Designation of polling places by March 15th to be filed with NYS BOE
- Establish early voting sites and upload information to NYS Vote
- Process Designating Petitions as per the State BOE Political Calendar. Send notices to candidates.
- Process Committee Petitions as filed per the Political Calendar.
- Post Town Caucus Notices at BOE for upcoming caucuses. Process results upon filing. Notify Candidates of nominations. File all documents in BOE office.
- Create list of 2021 Political Candidates for SC BOE website. Update as Petitions and Caucuses are filed within the SC BOE Office

April

- Prepare and send Mail Check cards to all registered voters
- Request and review candidates and propositions for upcoming School Elections
- Create ballots for School Elections through EMS system and send to schools for review
- Order printed ballots for School Elections
- Test deck ballots for School Elections
- Provide the schools with lists of inspectors for upcoming election; notify & train inspectors
- See "Primary Elections" for election preparation (as needed)
- Filing of Designating Petitions

May

- Print Poll Books, prepare supply bags and materials needed for School Elections
- Deliver voting machines and supplies to all school locations
- Pick up all voting machines and supplies after election day
- Filing of Independent Nominating Petitions, send candidate letters accordingly
- Appoint and train election inspectors & assign poll sites
- Prepare inspector vouchers and certificates upon completion of training

June

- Prepare for State/Federal Primary as needed: see "Primary Elections"

- Set Early Voting places and times to be added to the NYS Voter site along with the BOE website. Any polling place changes must be submitted as well.
- Update SC BOE website with election day polling places and hours, and early voting places and hours.
- Notify News Papers of Early Voting and Primary Election Day Voting Information
- Maintenance and Test Decking of all voting equipment

July

- On Primary election years, continue paperwork until election certification with NYS BOE
- Appoint Election Inspectors and Chairman for General Election
- Train newly appointed Election Inspectors (if needed) & prepare vouchers upon completion
- Set Early Voting places and times to be added to the NYS Voter site along with the BOE website. Any polling place changes must be submitted as well.

August

- Prepare BOE budget numbers for upcoming year
- Start preparing for the November General Election
- Receive and file referendums
- Update SC BOE website with election day polling places and hours, and early voting places and hours.
- Notice to Candidates and Party Chairs, also must be submitted to State BOE
- Compile current ballot candidates, districts, and information regarding referendums for initial ballot design

September – November

- Conduct State audit of all registered Schoharie County voters
- Conduct “General Election” process as listed above
- Notify News Papers of Early Voting and General Election Day Voting Information
- Designate locations, times, and inspectors for early voting and General Election Day voting
- Update SC BOE website with current election information as processed
- Continue updating State BOE of candidates, polling locations, and results as processed

December

- Finalize all election reporting
- Certify election with NYS BOE
- Follow up with election candidates on canvas of results, filing Oaths with Clerks, & campaign finance reporting
- Process Party Change voters after election certification
- Prepare reports for record retention and disposal
- Inventory and order end of year supplies



Schoharie County
OFFICE OF CLERK, AUDITOR & PURCHASING AGENT

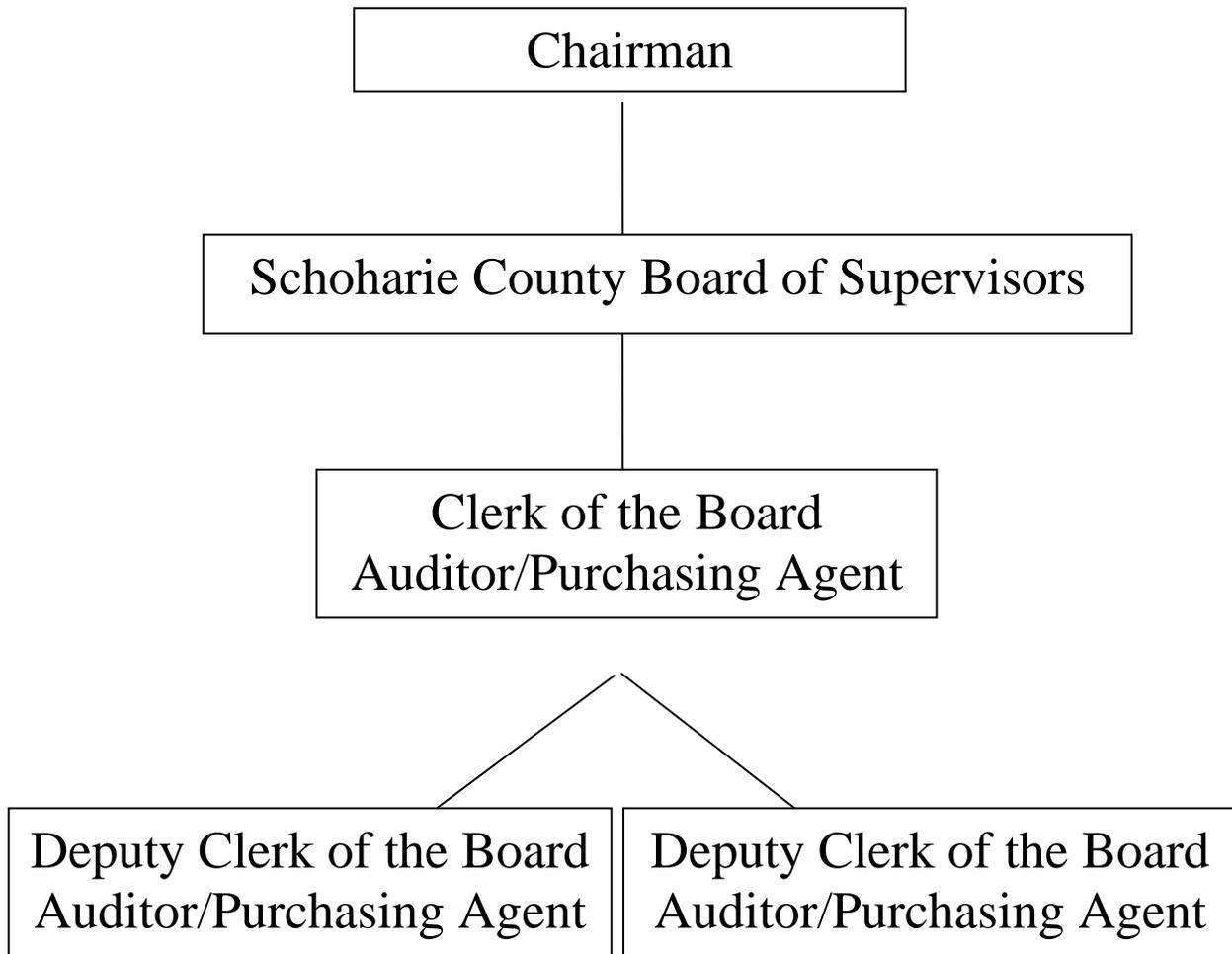
P.O. Box 429, County Office Building

Schoharie, NY 12157

Phone: (518) 295-8347 Fax: (518) 295-8482



**Clerk of the Board
County Auditor & Purchasing Agent**





Schoharie County
OFFICE OF CLERK, AUDITOR & PURCHASING AGENT

P.O. Box 429, County Office Building
Schoharie, NY 12157

Phone: (518) 295-8347 Fax: (518) 295-8482



Clerk of the Board, Auditor & Purchasing Agent
Agency Profile

Duties of the Clerk of the Board/Deputy Clerks

- Responsible for administrative and clerical aspects of Board of Supervisors, including:
 - Setting up meeting for Chairman & Committees.
 - Taking minutes for all Board meetings and several committee meetings
 - Maintain County contract system database
 - Prepare agenda for Board meetings & committee report packets
 - Review committee minutes & prepare motions for committee chairs
 - Post minutes, meetings, agendas, resolutions, local laws to public website
 - Prepare notices and advertising for special meetings
 - Notify press of special meetings, changes and press conferences
 - Publish County Directory & Book of Proceedings annually
 - Publish County Agency Profiles & Organizational Charts bi-annually
 - Work with insurance company and maintain record of all insurance policies
 - Answer County information line and email inquiries
 - Advertise, file and maintain record of all County Local Laws
 - Prepare reports/grants for solid waste and household hazardous waste event
 - Coordinate events for the Board of Supervisors
 - Maintain display areas in vestibule and coordinate use of those areas

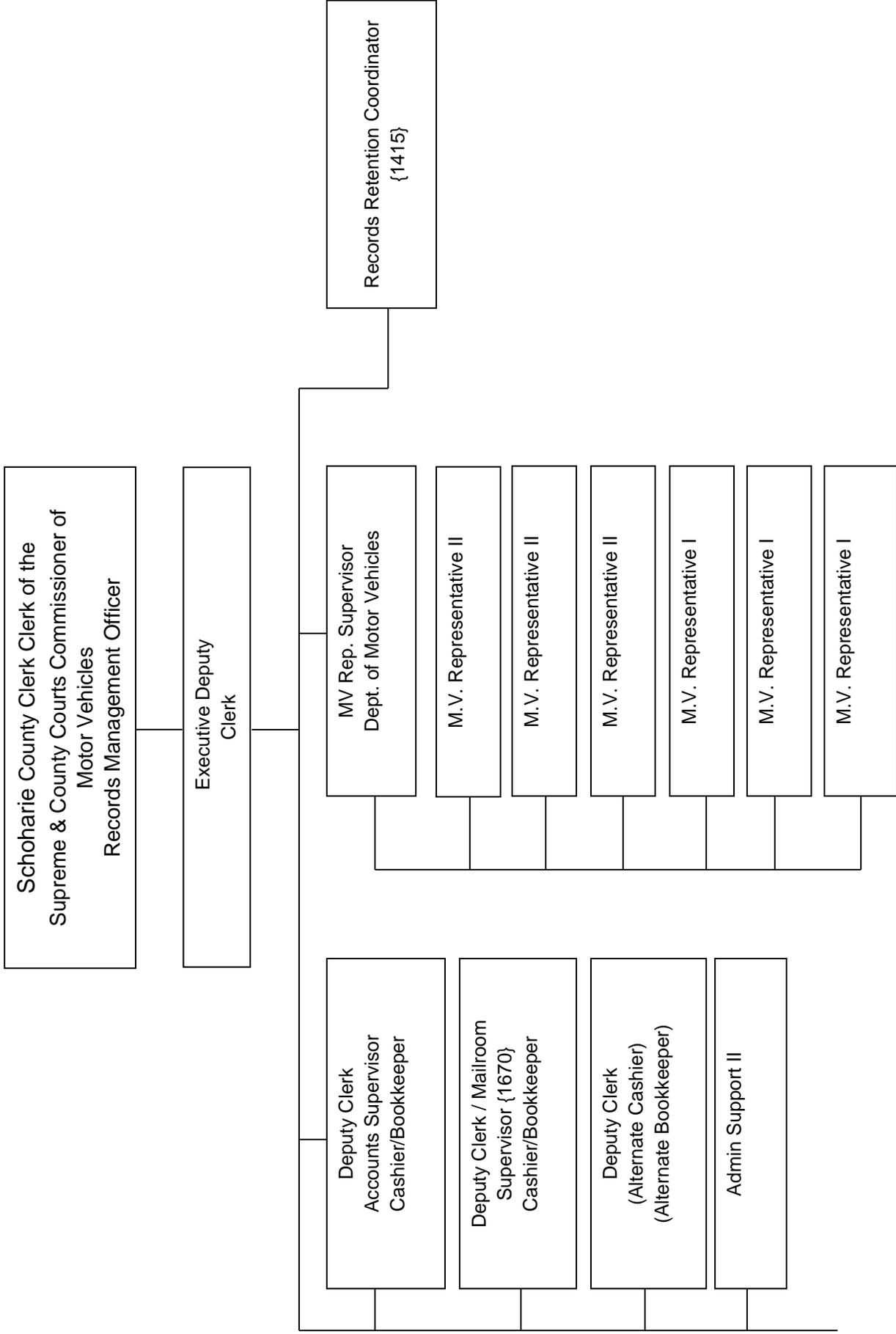
County Auditor & Purchasing Agent/Deputy Auditors & Purchasing Agents

- Daily review and approve all requisitions to determine compliance with County Policy and Procedures
- Daily review and approve all department orders on Amazon, Hummel's, Quill and Staples
- Audit all department vouchers and supporting invoices for mathematical and vendor accuracy as well as County policy compliance
- Verify purchase approvals, travel requests and equipment purchases
- Process copier usage invoices for all departments; assist departments when purchasing new copiers
- Process all payments associated with County Coroners
- Prepare weekly abstract
- Maintain record of all vouchers
- Maintain and update vendor list with W9s and address changes
- Maintain inventory for all County departments
- Receive and maintain all County Certificates of Insurance
- Responsible for preparation and overseeing bid process for timber bids
- Venesky Reports – annually
- Assist State and independent auditors during audits of County records

FOIL Officer

- Respond to Freedom of Information requests for the County Departments

Schoharie County Clerk's Office 2024



Schoharie County Clerk's Office

Office Profile 2024

The position of County Clerk is created by the Constitution and Laws of the State of New York as the official "Keeper of the Record". However, over time, there have been many additional functions & duties added to the role of County Clerk: The Clerk is also appointed as the County Commissioner of the Department of Motor Vehicles; serves as the Clerk of the Supreme and County Courts & processes their court records and collects all court revenue; oversees the County's Records Management & Archives as the Records Management Officer; and provides a Central Printing & Mailing office. The Judicial / Law Enforcement Committee of the Board of Supervisors is the oversight and liaison committee with which the County Clerk works.

The Clerk's Office is also responsible for the filing and recording of numerous documents relating to both land and civil transactions.

Following are descriptions of many of the services and programs offered.

Document Recording and Filing

In addition to paper documents, the Clerk's Office, through its partners, E-Records documents such as Deeds, Mortgages, Building and Loan Agreements, Powers of Attorney, Release of Liens of Estate Tax, to name a few. Working in consort with the Unified Court System, the Clerk E-files court records a variety of civil actions, Judgments, Lis Pendens (foreclosures), Appeals, Liens, etc. Most civil actions are mandatory E-filing, although a select few remain as paper cases. The office is also responsible for the filing of sealed documents such as Divorces, Separation Agreements, Military Discharges and Criminal Records. Other services and filings include Oaths of Office, Apostille Certifications, Exemplifications, Certification of copies, faxes, etc. Document recordings and filings are accepted daily until 4:30 p.m.

Fraud Alert Notification

The Schoharie County Clerk's Office is proud to offer a Fraud Alert notification website where anyone can sign up to receive email alerts whenever a document is recorded or filed in your name in the County Clerk's Office. This is not just for land records but will alert for any document filed in my office. Please keep in mind that this will not prevent a fraudulent document being filed or recorded if it is in fileable form, this will simply notify you in a very timely manner.

Access to Public Records

Most documents recorded through the office are available to the public. The exceptions are documents sealed by the court or by statute; those documents are rendered confidential. Access to public records can be obtained by using the public resource computers available within the Clerk's Office during regular business hours. We encourage everyone to visit the County Clerk webpages containing a multitude of resources and to use the County Clerk's Online Search System at <https://www4.schohariecounty-ny.gov/departments/countyclerk/>

Please feel free to contact the Clerk's staff at 518-295-8316 during regular business hours for assistance and answers to your questions regarding accessing records.

Passport Services

The Schoharie County Clerk's Office is currently the only Federal Passport Acceptance Agency for the entire county. Services provided include the review and acceptance of original applications (and renewal applications for children under the age of 16), taking the passport photos for both original and renewal applications, and assistance with any questions regarding the Federal Passport requirements and processes. Passport services are available daily until 4:30 p.m.

Schoharie County Veterans Discount Program

The Veterans Discount Program (also known as Return The Favor) allows honorably discharged veterans to receive discounts from participating Schoharie County business owners. Veterans who bring in their military discharge paperwork (DD 214) to the Clerk's Office for filing, will be issued a Photo ID card to present to merchants for discounts on purchases and services. There is no fee for this service. In addition, the issued cards can be presented and honored by many merchants within other participating counties around NYS. A list of the Schoharie County participating businesses, and of additional participating counties, can be obtained at the Clerk's Office or viewed online at <https://www4.schohariecounty-ny.gov/departments/countyclerk/>.

Central Printing & Mailing

The Central Printing & Mailing Office is responsible for the collection, processing and distribution of in-coming and out-going mail for all County Departments, including satellite offices such as the Annex, Public Works, Public Safety Building and Emergency Management Offices. In addition, mailing services are provided to all Towns and Villages to assist with tax mailings and any other requested special mailings. Standard-sized copy paper is purchased in bulk quantities for a significant savings by the Office and arrangements are made to distribute that paper throughout all the County Depts. & Agencies who wish to participate. All Towns and Villages are welcome to order and be invoiced at the discounted rate.

Records Management & Archives

The Records Management Office oversees the records created by county offices in all forms of media content. The mission of the office is to ensure records are properly managed and retained in compliance with established retention periods, and that a record's final disposition is completed through a secure process. The office also aids in the identification and preservation of historical and archival records, as well as aiding with genealogy and research requests.

Prior to August 2011, the Clerk's Archives housed records dated as early as 1795, which documented our county's history. These records included civil and criminal court records, census records, naturalizations, maps, deeds, mortgages, grantor and grantee indexes, as well as many other varieties of recorded instruments. Due to the damage caused by Hurricane Irene in 2011, and the devastating impact of those flood waters, those records are no longer housed in the County Office Building. Most of the records that were previously held, after undergoing restoration processes and found eligible for imaging, have now been digitized for future use & reference. Some of the original Ledger books have been returned in their post flood condition and are on display as Archival Records within the County Clerk's Office.

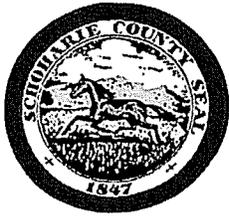
E-Z PASS

NYS Thruway "E-Z Passes" can now be purchased through the office during regular business hours. The County Clerk's Office is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

Motor Vehicles (DMV)

Our DMV Office serves not only all of Schoharie County's residents, but also many customers from around New York State. Schoharie County's DMV is a full-service office, providing original and renewal registration transactions for all manner of motor vehicles, trailers, motorcycles, boats, ATVs and snowmobiles. Because of the efficiency of our Staff, we've become known around the State for our timely and accurate processing of Dealer Transactions. Not only do we serve our local Automobile Dealerships, but we also have Dealership Customers from the entire Capital District, as well as some dealers in NYC, Long Island, NJ and even some in Florida. For NYS residents, we provide NYS Non-Driver Identification Cards, Learner Permits, and all levels of Driver Licenses including Commercial Driver License's, Real ID and Enhanced Licenses. The Schoharie DMV office acts as an agent for New York State in the collection of vehicle sales taxes. Also, due to the efforts of the NYS County Clerks Association, New York State DMV has greatly increased the amount of revenue retained by local DMV Office's from on-line transactions, translating to significantly more money for local governments.

Driver License Abstracts may be obtained through our office, as well as enrollment in driving-related alcohol and substance abuse treatment programs. The DMV Office is open Monday through Friday, from 8:30 a.m. to 4:30 p.m. You may contact the Office at 518-295-8317 for questions and details.



SCHOHARIE COUNTY DEPARTMENT OF HEALTH

284 MAIN STREET, P.O. BOX 667 SCHOHARIE, NY 12157
TEL: (518) 295-8365 FAX: (518) 295-8786 HEALTH@CO.SCHOHARIE.NY.US

Dr. Nicole Blanchard, DrPH, MPH
Director of Public Health

2024 Schoharie County Department of Health Profile

Address and Contact Information

Post Office Box 667

284 Main Street, Suite 320

Schoharie, NY 12157-0667

518-295-8365 (Phone), 518-295-8786 (Fax)

Email: health@co.schoharie.ny.us

Hours: Monday – Friday, 8:30 AM to 4:30 PM (24 hour on-call coverage via Schoharie County Sheriff Dispatch)

Vision and Mission Statement

Vision: Strengthening Schoharie County to become a healthy, safe, and equitable place to grow, live, work, and play.

Mission: Serve as the community hub to promote health equity, prevent disease, provide health education, and protect against health threats.

Department Structure

Director

Medical Director

Employees: 18 full time, 1 part time staff

Divisions: Community Health, Nursing, Preschool Special Needs, Public Health Emergency Preparedness, Weights and Measures

Programs and Services:

Community Health

Childhood Lead Poisoning Prevention

Schoharie Community Hub

Child Passenger Safety

Community Outreach

Health education

Preschool Special Needs

Early Intervention

Preschool

Children and Youth with Special Health Care Needs

Speech and Language Pathology

Community Playgroup

[HTTP://WWW.SCHOHARIECOUNTY-NY.GOV](http://www.schohariecounty-ny.gov)

ENVIRONMENTAL HEALTH
TEL: (518) 295-8382
FAX: (518) 295-8453

PUBLIC HEALTH NURSING
TEL: (518) 295-8474
FAX: (518) 295-8786

PRESCHOOL SPECIAL NEEDS
TEL: (518) 295-8705
FAX: (518) 295-8435

Nursing

Lactation (Breastfeeding) Support
Maternal and Child Health Home Visiting
Immunization
Communicable Disease Surveillance & Investigation

Public Health Emergency Preparedness

Emergency Preparedness
Medical Reserve Corps

Environmental Health

Adolescent Tobacco Use Prevention
On-site Waste Water Treatment System Plan Review
Community Sanitation Surveillance
Food Service Inspections
Drinking Water Enhancement
Lead Abatement
Children's Camp Inspection
Temporary Residence Inspection
Realty Subdivision Plan Review
Agricultural Fair Grounds
Nuisance Complaints
Campgrounds
Swimming Pools
Rabies Control

Weights and Measures

Inspections of computing and mechanical scales at supermarkets, bakeries, delis, produce stands, feed supply stores, school systems (elementary & high school), and SUNY Ag. College
Fuel pumps at gas stations and convenience stores
Heavy-duty vehicle scales at sand/gravel yards, livestock auctions and solid waste facilities
Fuel oil trucks
Timing devices
Farm bulk milk tanks
New York State Petroleum Quality Program (gasoline octane testing)
Complaints

[HTTP://WWW.SCHOHARIECOUNTY-NY.GOV](http://www.schohariecounty-ny.gov)

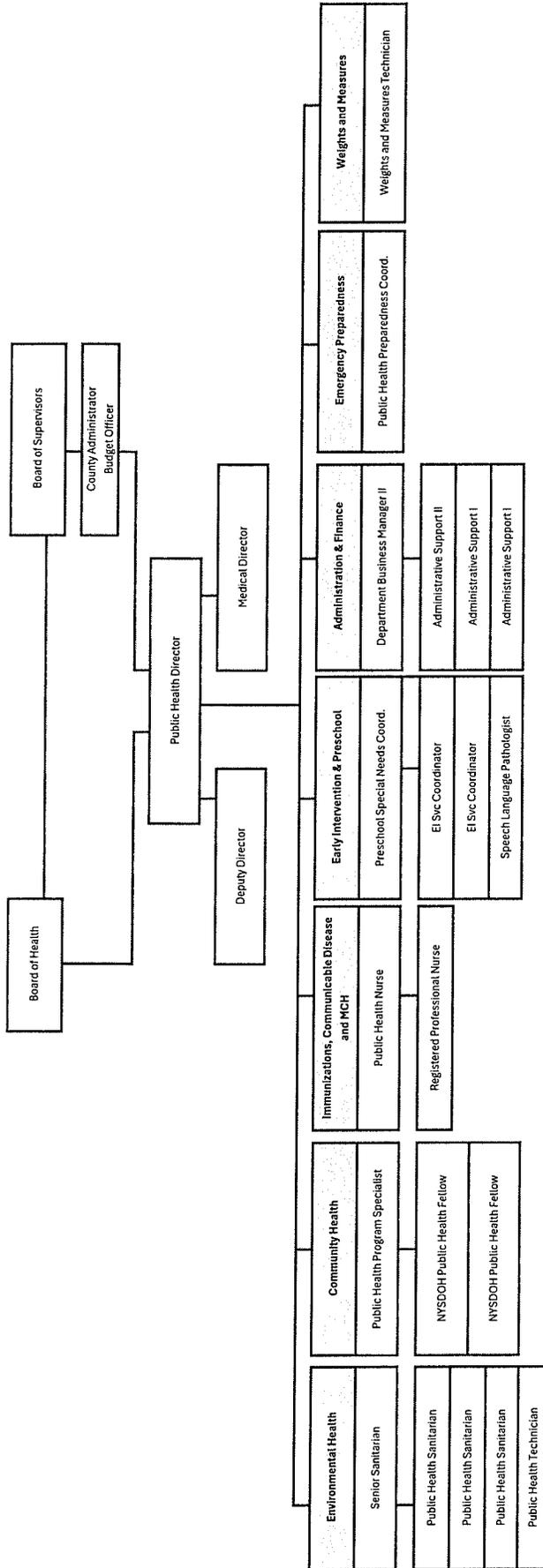
ENVIRONMENTAL HEALTH
TEL: (518) 295-8382
FAX: (518) 295-8453

PUBLIC HEALTH NURSING
TEL: (518) 295-8474
FAX: (518) 295-8386

PRESCHOOL SPECIAL NEEDS
TEL: (518) 295-8705
FAX: (518) 295-8435

SCHOHARIE COUNTY DEPARTMENT OF HEALTH

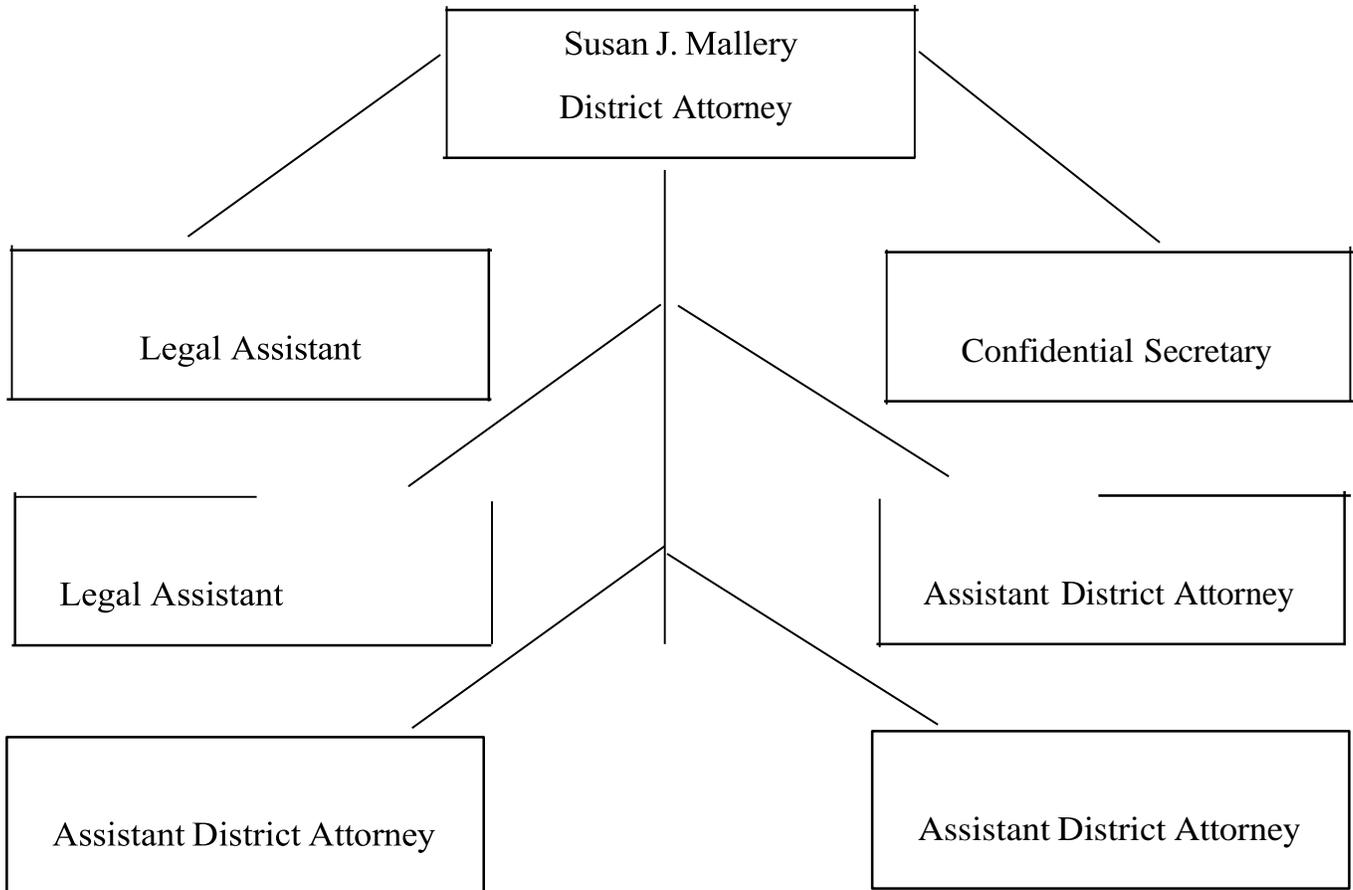
Revised 06/11/2024



**SCHOHARIE COUNTY DISTRICT ATTORNEY
SUSAN J. MALLERY**

Public Safety Facility
157 Steadman Way
P.O. Box 129
Howes Cave, New York 12092
Tel. (518) 295-2272
Fax (518) 295-2273

Schoharie County District Attorney's Office
Department Flowchart



**AGENCY PROFILE
(SCHOHARIE COUNTY)**

DISTRICT ATTORNEY

AGENCY NAME: Schoharie County District Attorney

DIRECTOR: Hon. Susan J. Mallery

ADDRESS: Public Safety Facility
157 Steadman Way
P.O. Box 129
Howes Cave, New York 12092

TELEPHONE: (518) 295-2272

FAX: (518) 295-2273

DAYS/HOURS OPEN: Monday through Friday/9:00 a.m. - 5:00 p.m.

POPULATION SERVED/OVERVIEW: Schoharie County

AGENCY DESCRIPTION: Investigation and Prosecution of Criminal Cases

CONTACT: Hon. Susan J. Mallery
Assistant District Attorney

STAFF: Assistant District Attorney
Legal Assistant
Legal Assistant
Confidential Secretary to District Attorney

Information Technology

Location: Room 350 County Office Building

Phone: 518-295-8465 Fax: 518-295-8449 E-Mail: it.director@co.schoharie.ny.us

Staff

Director

Network Administrator

Programmer/Analyst

Network Specialist

Senior Computer Support Specialist

Information Support Specialist

Computer Support Specialist

Administrative Support

Information Technology is responsible for development and support of all County information and telecommunication systems. The department was independently structured and staffed in 1978 and began regular development and support of County functions in 1979. The department reports monthly to the Board of Supervisors a summary of its activities and resource utilization for the past month and its projected activities for the coming month. The department reports to the Finance Committee.

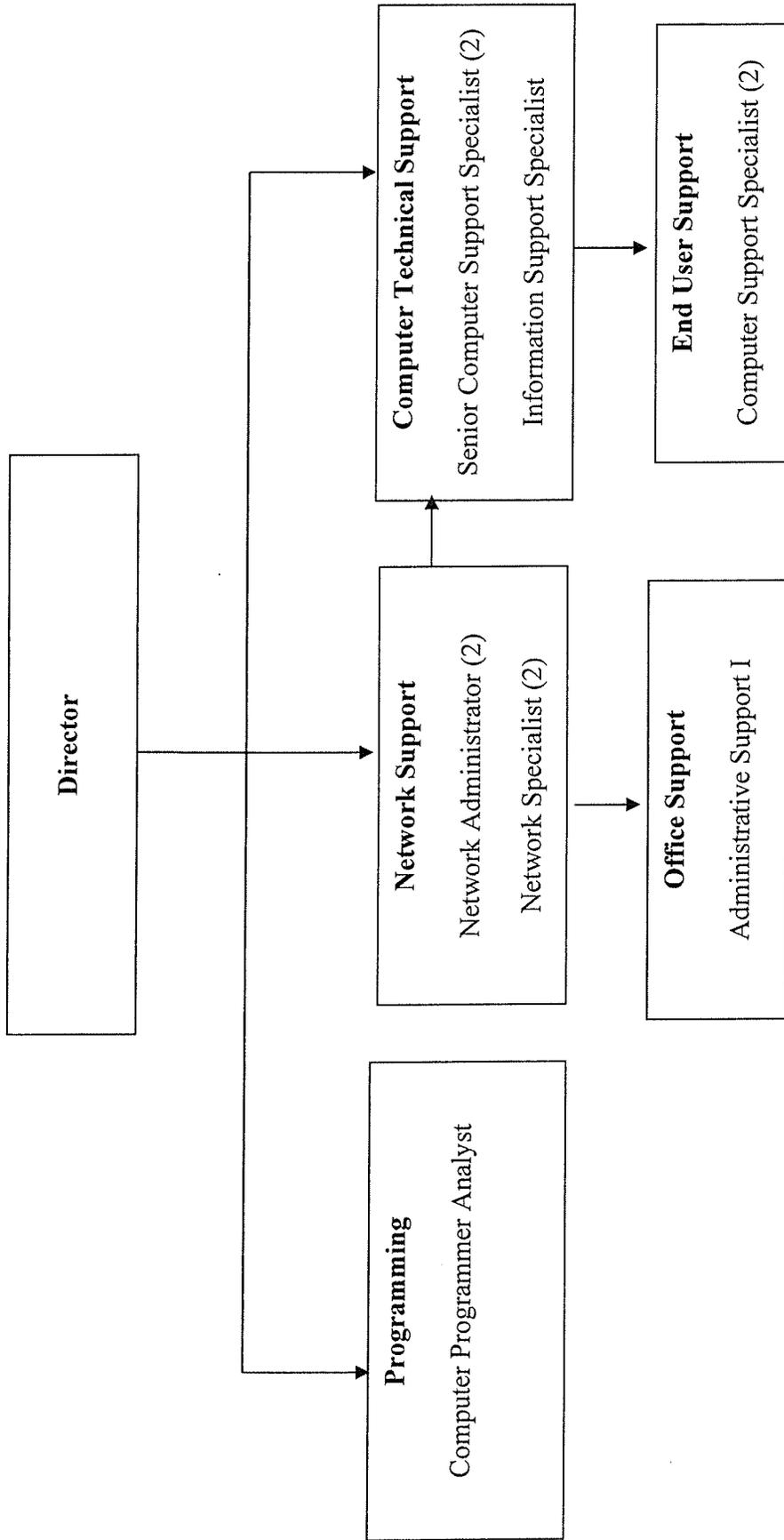
The department maintains the county network system with mirrored backup on a duplicate storage center at the disaster recovery site. The department supports custom programming for several projects involving various county offices.

The department oversees the county telecommunications with fiber lines running between the County Office Building, Public Works, Public Safety, Old Stone Fort, Office of Emergency Service, E911-Dispatch and County Annex complex. This includes but not limited to voice communications, internet access, wireless communications including mobile devices, network wiring, and satellite conferencing.

The department also supports the included towns and villages; identifying needs, ordering, providing antivirus software, hosting and maintaining websites and providing web-based applications.

The department buys computer supplies for all departments and bills reimbursable departments for supplies and service. By Board resolutions, department approval is required for purchase of all services, supplies and equipment related to information and telecommunications systems. The net County expenditure for the department, after revenues are subtracted has averaged less than one percent of the total County appropriations.

Overall, the department strategy is to involve in cooperative efforts with other municipalities and State agencies where there is likelihood that cooperation will result in reducing local costs and effort and improve public services. This strategy is on the rise and new systems developed in this manner are being installed replacing older systems developed locally.



Office of Legal Defense of Indigents

2024 Agency Profile

Administrator

Legal Assistant

Department Business Manager

Assigned Counsel Plan pursuant to County Law §722-b

- Develop, Update and Administer Programs to Provide Quality Legal Representation to Indigents and to Remain in Compliance with State Regulations and Mandates
 - Administer and Maintain a List of Assigned Counsel Panel Attorneys for Criminal and Family Courts
 - Develop and maintain procedures for contracting with private attorneys to provide Legal Defense for Indigents
 - Check new attorney qualifications
 - Provide advanced assignment opportunities to match the experience of attorneys
 - Develop and maintain the program to ensure attorney access to tools needed for defense of indigents including access to list of experts, investigators and other resources
 - Develop and Administer Arraignment Programs to Ensure Access for Indigents to Representation at Arraignment
 - Assign attorneys to be on-call to represent defendants at off-hour arraignments. Work with the Sheriff and the courts to maintain the Centralized Arraignment Part program which began on March 2023 to improve attorney availability at off-hour custodial arraignments.
 - Provide access to attorney representation county wide at appearance ticket arraignments.
 - Develop and maintain policies and procedures
 - Develop budget
 - Make annual reports to State
 - Interface with the courts, and state and local agencies
 - Answer questions from clients, attorneys and the public relative to indigent defense assignments programs. Direct calls to other agencies, where appropriate.
- Develop and Administer Countywide Application Procedures for Assignment of Counsel in Criminal Cases
 - Provide applications to defendants
 - Upon request
 - Upon receipt of appearance tickets from law enforcement
 - Upon receipt of notice of charges from the court

- Ensure availability in public locations including county website and courthouses
 - Review applications and make determinations of eligibility
- Make Assignment of Counsel to represent persons deemed eligible
- Provide support to Family Court assignments.
- Receive and Review Vouchers to Pay Panel Attorneys for Representation and Non-Attorney Providers
 - Develop and maintain policies and procedures for submission of vouchers
 - Verify assignment, calculations, accuracy, create purchase order and approve
 - Collect data necessary for State reports
 - Submit to Courts for review and approval
 - Keep and maintain payment records
 - Submit to Clerk of the Board of Supervisors for final approval and processing

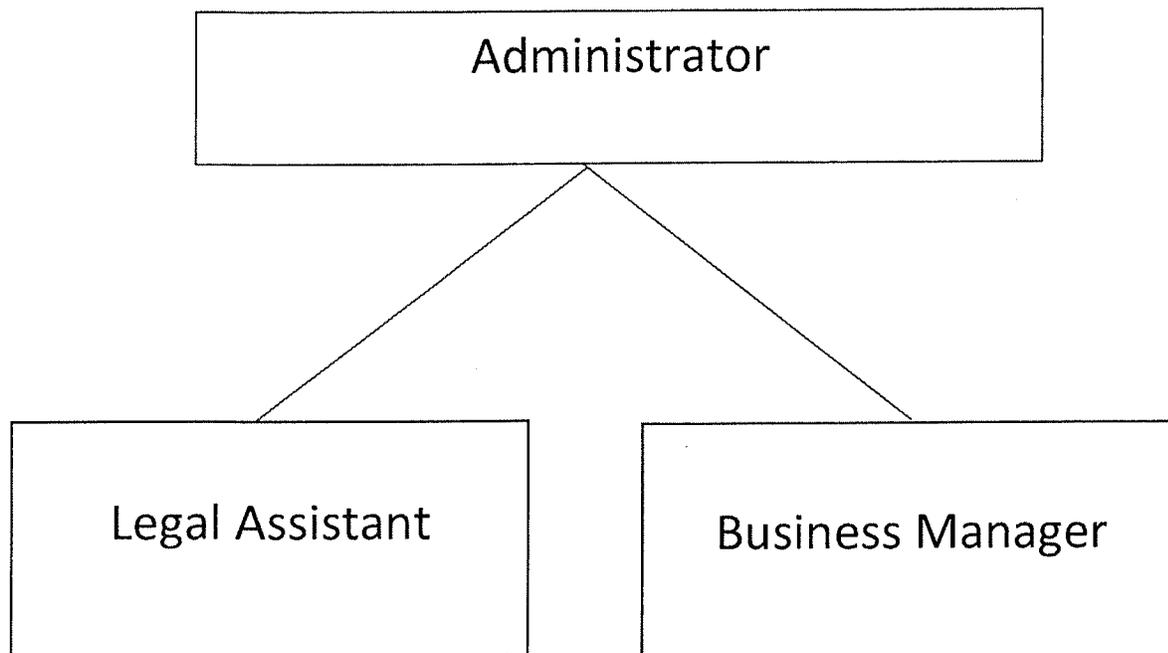
Schoharie County
Office of Legal Defense of Indigents

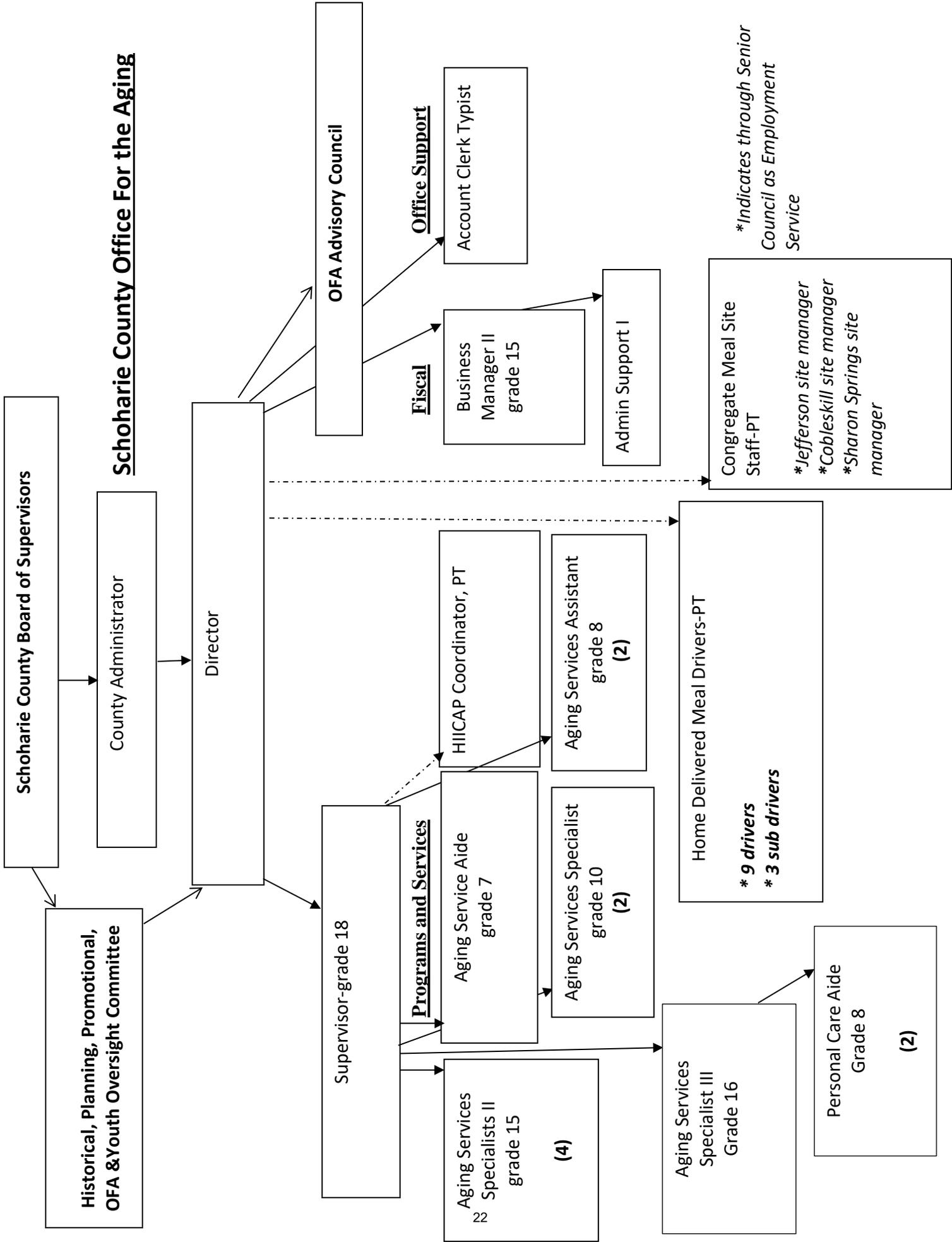
PO Box 531
Schoharie, New York 12157
Tel: (518) 295-8740 Fax: (518) 295-8750

Administrator

Legal Assistant

Business Manager





Schoharie County Office For the Aging

**Indicates through Senior Council as Employment Service*

Schoharie County Office for the Aging



Mission

To assist, and advocate for, our county's residents aged 60 and over and their caregivers, through programs and services designed to promote health, safety, dignity, and independence.

AGENCY PROFILE

AGENCY NAME Schoharie County Office for the Aging

ADDRESS 113 Park Place, Suite 3,
Schoharie,
New York 12157

TELE/FAX(518) 295-20001
FAX 295-2015
E-Mail: ofa@co.schoharie.ny.us

HOURS 8:00a.m.-5:00p.m. Mon.-Fri.

DATE ESTABLISHED July 1, 1973

TYPE OF AGENCY Human Service Agency assisting and advocating for our county's residents 60 and over, and their caregivers, through programs and services designed to promote health, safety, dignity and independence.
Certain programs open to the public of any age.

BUDGET SOURCES Federal, State, County Governments
USDA, Senior Council, Donations
Cost Sharing, Grants

PARENT AGENCY New York State Office for the Aging
Standards, Yearly Assessments, Funding Agency, and
Technical Assistance

PUBLIC HEARING One required yearly

LOCAL ADVISORY COMMITTEE Required. Membership representing Older Adults, other Agencies, the Board of Supervisors and Community Representatives

Services

CAREGIVER SERVICES: Information, assistance, respite and support groups for those providing care. The Caregivers program offers compassion, understanding and guidance in accessing available services and programs. Support Groups are available for those giving care. There are training sessions designed to provide the caregiver with skills to make tasks such as transferring and bathing easier. Caring for yourself is a vital part of caring for your loved one. Training, respite, and support are all essential components of the caregiver program. Additional support is provided to the care recipient in the form of PERS- Personal Emergency Response Service.

CASE MANAGEMENT: Case management serves as the focal point for identifying the needs of both the older adult and informal caregiver. It is a means for maximizing all resources and services available in the community to meet these needs. Staff work with clients, informal caregiver and formal service provider, to facilitate an appropriate, comprehensive and coordinated response to the client's needs

CONGREGATE MEALS AND SENIOR ACTIVITIES: Balanced meals served in a home style setting where older adults have an opportunity to participate in recreational activities to promote positive socialization. Monday through Friday at the Gathering Place Grab-n-Go site in Cobleskill. Monday, Wednesday, and Friday at the Firehouse (Spa Ritz) in Sharon Springs. Tuesday, Wednesday, and Thursday at the Community Center in Jefferson.

DEFENSIVE DRIVING: Classes offered periodically to those 50 and over. One six hour session, completion of course reduces car insurance premiums. Taught by certified AARP instructor.

EISEP: The Expanded In-Home Services for the Elderly Program is for individuals 60 years of age or older, who are functionally impaired in their ability to perform one activity of daily living such as bathing, dressing, or routine skin care or two instrumental activities of daily living. Each program participant receives a comprehensive assessment of strengths and needs for care plan development, as well as a complete financial assessment to determine potential Medicaid eligibility (EISEP clients cannot be eligible for Medicaid), and possible cost-share responsibility. Program participants may receive in-home services, depending on unmet needs and family support. Case management is a component of this program. With the exception of case management, all in-home services are provided through sub-contract with a licensed home care provider. Additional support is provided to the care recipient in the form of PERS- Personal Emergency Response Service.

HEALTH PROMOTION: Evidence based programs to promote health and wellness through activities, information, and classes. These included Thai Chi, Chronic Disease Self-Management, and Chronic Disease Diabetes Self-Management Classes, A Matter of Balance and Powerful Tools for Caregivers.

HEAP: Home Energy Assistance Program for assistance with payment of heating bills. This is a federally funded program that assists the client with payment of electricity, gas, oil, coal, propane, or wood expenses necessary for energy. HEAP is a program based on income eligibility. The program is usually available November – April. Applications must be filed annually.

Hearing Device Loan Closet: Hearing devices through the Lions Club which are loaned out to those considering buying such devices.

HIICAP: Health insurance information, counseling and assistance with Medicare forms, medical bills, and other health insurance concerns. Open enrollment for most programs is from October to December. Other enrollment periods can apply.

HOME DELIVERED MEALS: Hot noontime meals delivered to the homes of seniors who are homebound or have difficulty preparing meals. The meals are delivered to eligible clients, providing five meals weekly. They provide 1/3 of the recommended daily nutritional requirements. Special menus are available to meet diabetic needs or to modify the consistency of meals.

INFORMATION, ASSISTANCE, AND REFERRAL – on all matters concerning programs and services available to seniors.

Information is provided on programs, services, and benefits available to seniors through the Office for the Aging and/or other human service providers (depending on the level of client need for remaining independent).

Assistance is given to any client, regarding any service or benefit they may need to remain independent. As simple as scheduling a bus ride, to the more “complicated” world of entitlement applications (i.e. Medicaid, Food Stamps, SSI, Weatherization, etc.) that will help assure the client’s needs are met.

Referrals are given with the client’s permission, to the Office for the Aging staff for Home Delivered Meals, EISEP, Caregivers, or other programs. Referrals are also given to other agencies or service providers like Food Stamps, Weatherization, Medicaid, and etc. that will assist in meeting client’s needs.

LEGAL ASSISTANCE – Assistance and referral for legal advice and/or representation for those over 60 with concerns which are non-fee generating.

MEDICAL EQUIPMENT LOAN CLOSET: Walker, canes, commodes, wheelchairs, etc. on loan at no charge to all ages.

NUTRITION COUNSELING AND EDUCATION – Information, guidance and meal analysis to improve health through proper nutrition. Nutrition counseling is available to any county resident 60 years of age or older. Referrals often come from hospitals, OFA staff or from other county departments and agencies. In addition, nutrition and related consumer and health instruction are provided by, or under the direction of a registered dietitian. Programs on nutrition are held each month at the senior meal sites.

NY CONNECTS- Information, options counseling and referral for anyone in need of long term care. NY Connects is key to the development of support for families as they navigate through the systems of long-term care. Staff meet with families and provide options counseling to give them all the information they need to make the best choices for them and their loved ones. Referrals and follow up is made to make sure the process is as smooth as it can be as well as assistance with any applications. Included in the process is a comprehensive “No Wrong Door” screen, that will assist us to make more comprehensive referrals to other organizations including Offices for People with Developmental Disabilities and Office of Mental Health Services.

This program also brings together agencies in a council setting to discuss ongoing issues and changes in the long-term care arena. A local directory has been published and shared with all. There are 3 committees: Public Education, Quality Assurance and Critical Pathways.

OUTREACH – Contact with individuals 60 years of age and older, through home visits, telephone contact, office visits, or public events.

OTHER SERVICES- These services are provided to clients that have received case management services but with additional support. They include consumable supplies, home modification and home maintenance.

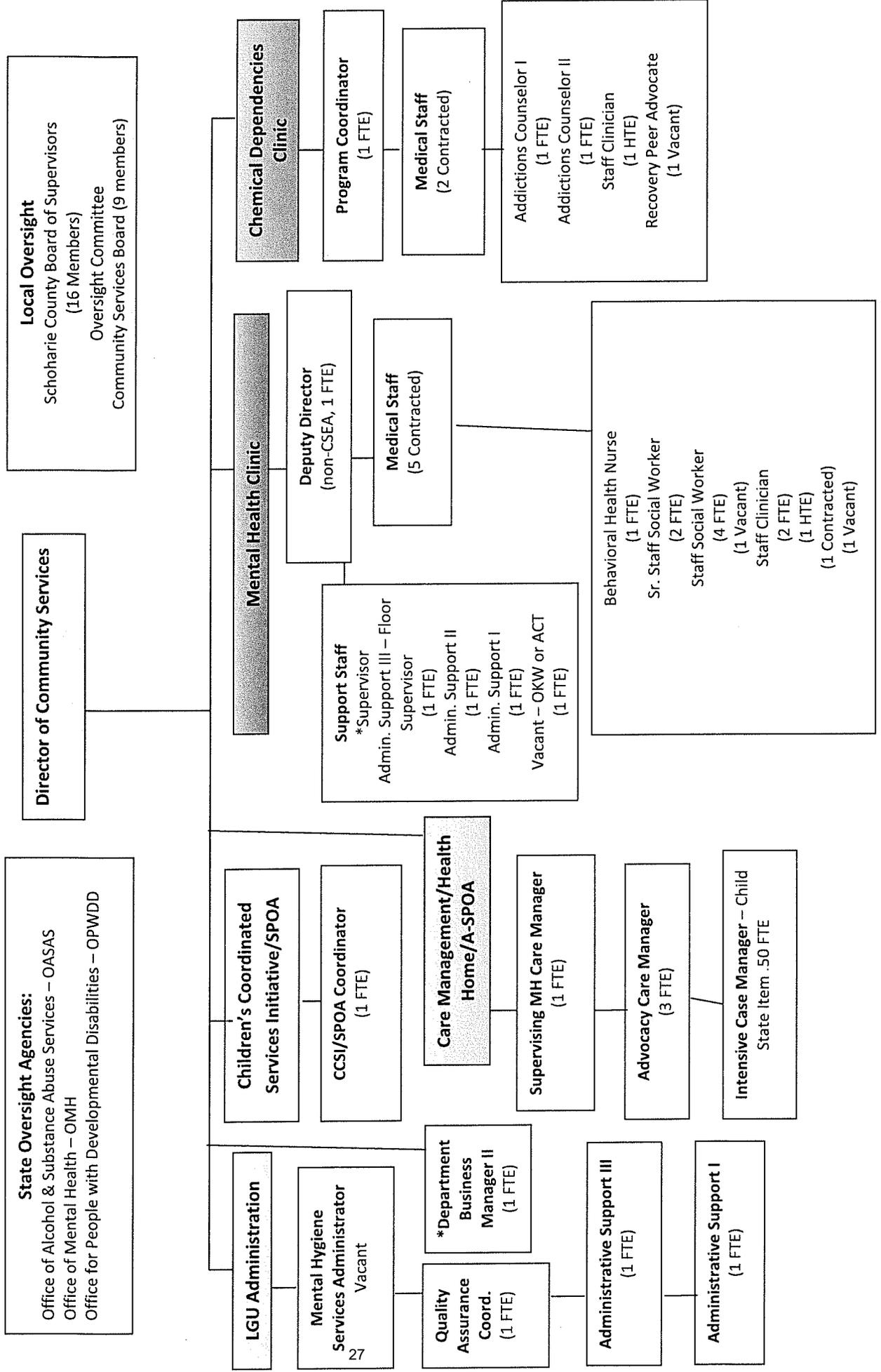
TAX PREPARATION: Free, seasonal tax preparation by appointment with AARP and IRS trained tax preparation volunteers.

TRANSPORTATION: If in need of transportation to a medical appointment and do not receive Medicaid, the OFA has transportation to medical appointments supported by volunteer drivers. Public bus tokens are also for sale at the office for half price to older adults.

VOLUNTEER OPPORTUNITIES – A chance to make lives richer by enriching the lives of others. The theme of the Office for the Aging Volunteer is: “There’s no time like the present – and no present like your time!” Volunteers deliver home delivered meals, prepare tax returns and much more.

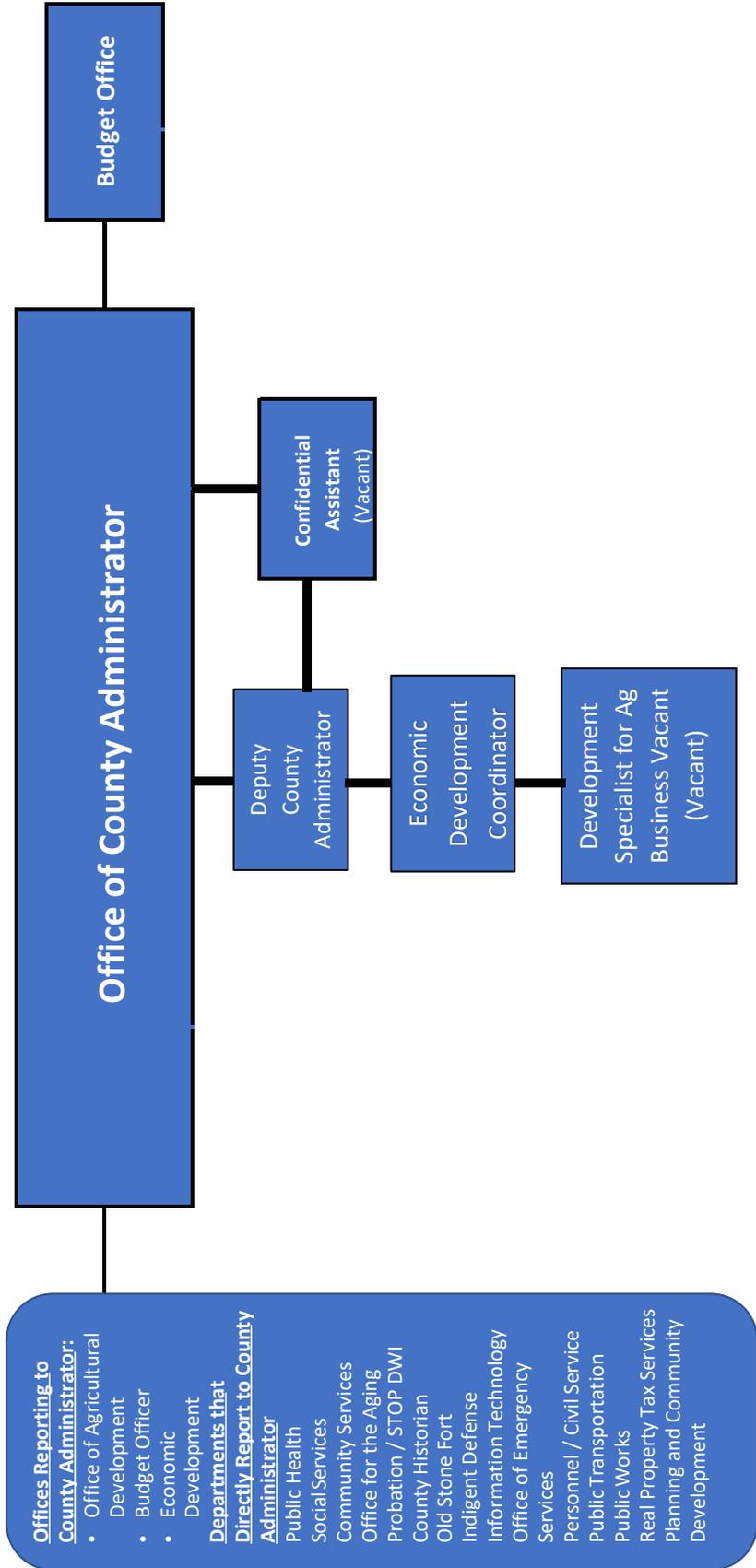
Schoharie County Community Services

Chart of Organization



Office of the County Administrator

Organization Chart



- Offices Reporting to County Administrator:
 - Office of Agricultural Development
 - Budget Officer
 - Economic Development
- Departments that Directly Report to County Administrator
 - Public Health
 - Social Services
 - Community Services
 - Office for the Aging
 - Probation / STOP DWI
 - County Historian
 - Old Stone Fort
 - Indigent Defense
 - Information Technology
 - Office of Emergency Services
 - Personnel / Civil Service
 - Public Transportation
 - Public Works
 - Real Property Tax Services
 - Planning and Community Development

Agency Profile

AGENCY NAME: Office of the County Administrator

ADDRESS: PO Box 429
Schoharie, NY 12157

LOCATION: 284 Main Street

TELEPHONE: (518) 295-8303

FAX: (518) 295-8788

HOURS: 8:00 am to 5:00 pm

DATE ESTABLISHED: November 1, 2015 (Local Law 3, March 31, 2015)

TYPE OF AGENCY

The County Administrator is directly responsible to the Board of Supervisors and performs the functions of the Chief Administrator of the County. The Administrator is the direct supervisor of all non-elected department heads (exclusive of Clerk of the Board of Supervisors). In addition, the County Administrator has been appointed Budget Officer and Economic Development Officer, and Director of Labor Relations.

1. The Office of Agricultural Development is charged with facilitating the development of agriculture and agriculture-related enterprise in the county.
2. The County Administrator is the budget officer for the county, charged with formulating and administering the county's operating budget.
3. The County Administrator is the Economic Development Officer for the county, charged with coordinating an improvement in the economic situation of the county and its residents.
4. The County Administrator Serves as Director of Labor Relations and attempts to resolve grievances while representing the interest of the county.

POPULATION SERVED: Schoharie County

CURRENT BUDGET: \$555,420 (includes salaries and related Agencies)

BUDGET SOURCES: County Taxes
PARENT AGENCY: Schoharie County Board of Supervisors
SEPARTMENT SUP: County Administrator
COUNTY EMPLOYEES: Five (2)
OHER EMPLOYEES: Varies
OTHER CATEGORIES: Agricultural Marketing, Hazard Mitigation

Office of Emergency Services (OES)

Michael J. Hartzel, Director

The mission of the Office of Emergency Services is to protect lives, property and the economy of Schoharie County through preparedness, planning, and effective response to natural disasters, man-made catastrophes, and emergencies.

To accomplish our mission, we work closely with county departments, local municipal officials, state and federal agencies, community & volunteer organizations, businesses and the public.

We provide effective and professional assistance through a variety of emergency management, emergency medical service, fire service and safety programs including hazard identification, loss prevention, planning, training, operational response to emergency, technical support and disaster recovery assistance.

OES is responsible for coordinating the activities of all county agencies to protect the citizens, businesses and visitors of the sixteen towns and six villages of Schoharie County, as well as the infrastructure and environment, from natural and man-made disasters and emergencies.

OES is headed by a Director who reports to the Schoharie County Board of Supervisors, and is divided into four branches: Emergency Management, Emergency Medical Service, Fire Services and Safety. Each branch is led by a Coordinator, and the office also has two full-time Administrative Support I positions.

OES Divisions

Emergency Management Branch

Colleen M. Flynn, Emergency Management Coordinator

The Emergency Management Branch is responsible for the coordination of the County's efforts to prepare for, respond to and recover from emergency or disaster situations. The Branch is responsible for conducting hazard analysis identification, planning, training, technical support and disaster recovery assistance.

The Branch is responsible for the County's Comprehensive Emergency Management Plan, as well as coordination and organization of all plans relating to emergency and/or disaster within the county, such as School Plans, Dam Emergency Operations Plans, Town/Village Emergency Operations Plans, Continuity of Operations & Continuity of Government Plans, and several Public Health Plans.

The Branch coordinates services between the various departments and community agencies involved in emergency services to work together to provide a comprehensive solution to the issues affecting the safety of the county. Emergency Management is also responsible for Public Education and Outreach, and works with various media, community groups and agencies to accomplish this.

Fire Services Branch
Matthew Brisley, Fire Coordinator

The Schoharie County Fire Services branch is staffed by a full-time Fire Coordinator, and a full-time office worker.

The geographical area of Schoharie County is 620 square miles which includes a population of approximately 30,000 people. By dividing the County into four zones, the Fire Coordinator is assisted in executing his duties by seven part-time Deputy Fire Coordinators. Two Deputies for each of the zones; One Deputy responsible for each of the specialized teams.

The County Fire Coordinator administers the Schoharie County Mutual Aid Plan. The Fire Coordinator's role is not that of an on-scene commander. It is to assist with and advise the local fire officer in the response of the necessary resources to handle the given situation. The Fire Coordinator administers the Schoharie County Fire Radio System in conformance with the rules and regulations of the Federal Communications Commission and the Schoharie County Fire Radio Procedures.

The County Fire Coordinator acts as the Regional Fire Administrator upon activation of the New York State Fire Mobilization Plan, organizing local resources and advising the New York State Office of Fire Prevention and Control on utilization of those resources. The Fire Coordinator acts as liaison for Schoharie County Fire Service, Board of Supervisors and the New York State Office of Fire Prevention and Control.

The Fire Coordinator's Office also plans, coordinates, and implements training at the local level with a curriculum developed by the New York State Office of Fire Prevention and Control (OFPC) to the hundreds of firefighters, other emergency response personnel in Schoharie County. The Fire Coordinator is assisted in providing this OFPC Outreach Program by four local New York State Certified Fire Instructors.

Emergency Medical Services (EMS) Branch
Dan Bixby, EMS Coordinator

The EMS Branch provides Advanced Life Support (ALS) medical assistance to the County Rescue Squads, provides Basic Life Support (BLS) level support to supplement volunteer squads, provides BLS level Ambulance Services in the north and south stations and coordinates mutual aid among EMS providers.

The Branch is led by the EMS Coordinator (Paramedic) who has a staff of 6 full time and 5 part time Paramedics using a fly-car system to provide ALS services to the residents of the County. The Branch also has numerous EMT's which are used to staff (2) County owned Ambulances stationed in Blenheim and Cobleskill, and supplement volunteer work at local squads and are stationed locally.

Our team of highly trained professionals provide Advanced Life Support (ALS), Advanced Cardiovascular Life Support (ACLS), Cardiopulmonary Resuscitation (CPR), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS) and Basic Life Support (BLS) services to the residents and visitors of Schoharie County.

Utilizing curriculum developed by the NYS Department of Health (DOH) in conjunction with the Federal Highway Administration, the EMS Branch plans, coordinates and implements training at the local level for hundreds of emergency medical technicians and other emergency response personnel in Schoharie County.

The EMS Coordinator acts as liaison between the Regional EMS Council, local Squads, EMS Council, the Schoharie County Board of Supervisors and NYS Department of Health. Upon activation of the NYS EMS Mobilization Plan, the EMS Coordinator acts as the Regional Administrator, organizing local resources and advising the NYS DOH on utilization of those resources.

Safety Branch

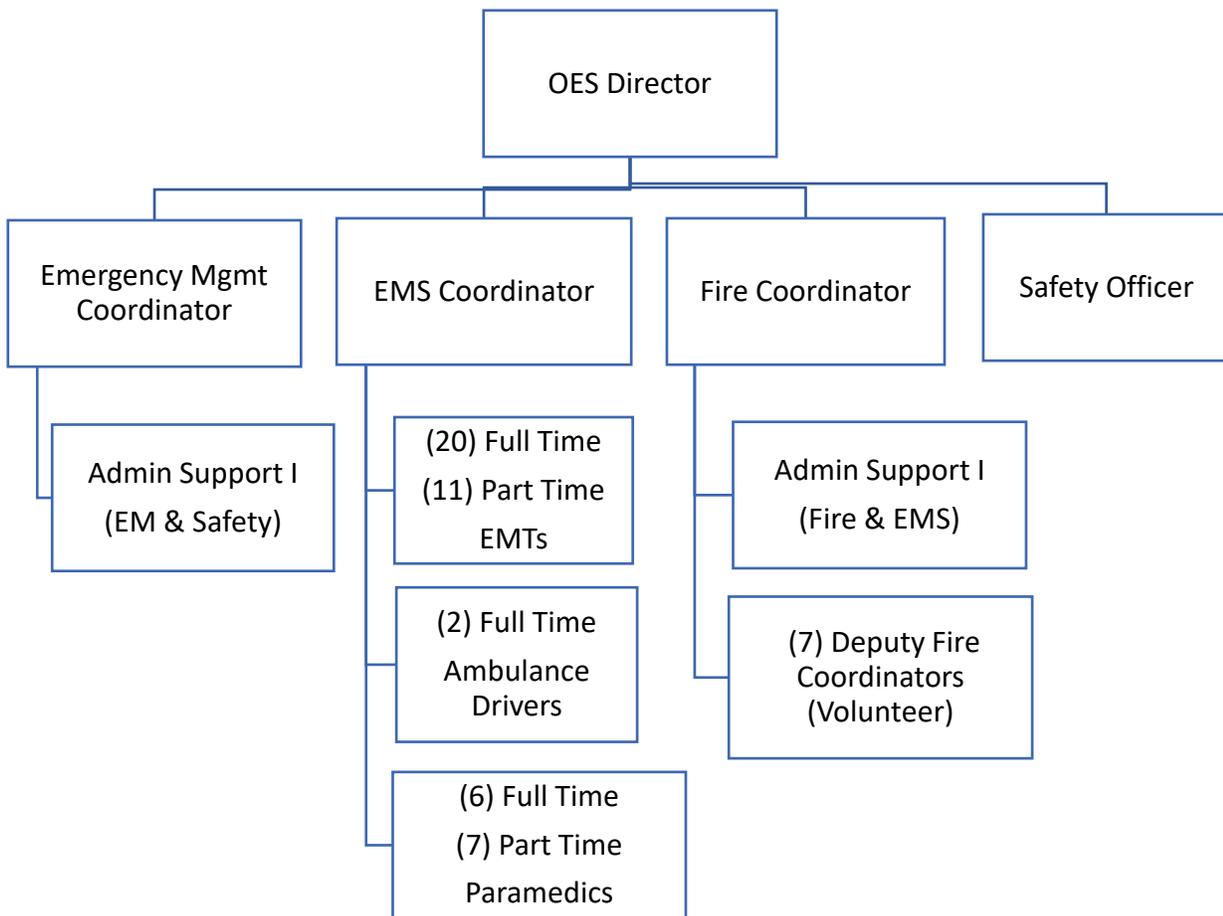
Matthew Deffer, Safety Officer

The Safety Officer is responsible for planning, implementing and training of the County's Comprehensive Safety Programs including the development of standards for the protection of employees and the public use of municipal owned properties and facilities for which they are responsible. The Safety Officer chairs the County's Safety Committee.

The Safety Officer acts as a liaison between Public Employees Safety and Health (PESH) and Public Employee Risk Management Association (PERMA) and Schoharie County employees on matters of safety and injuries. The Safety Officer conducts investigations on injury reports and workplace violence complaints.

Office of Emergency Services

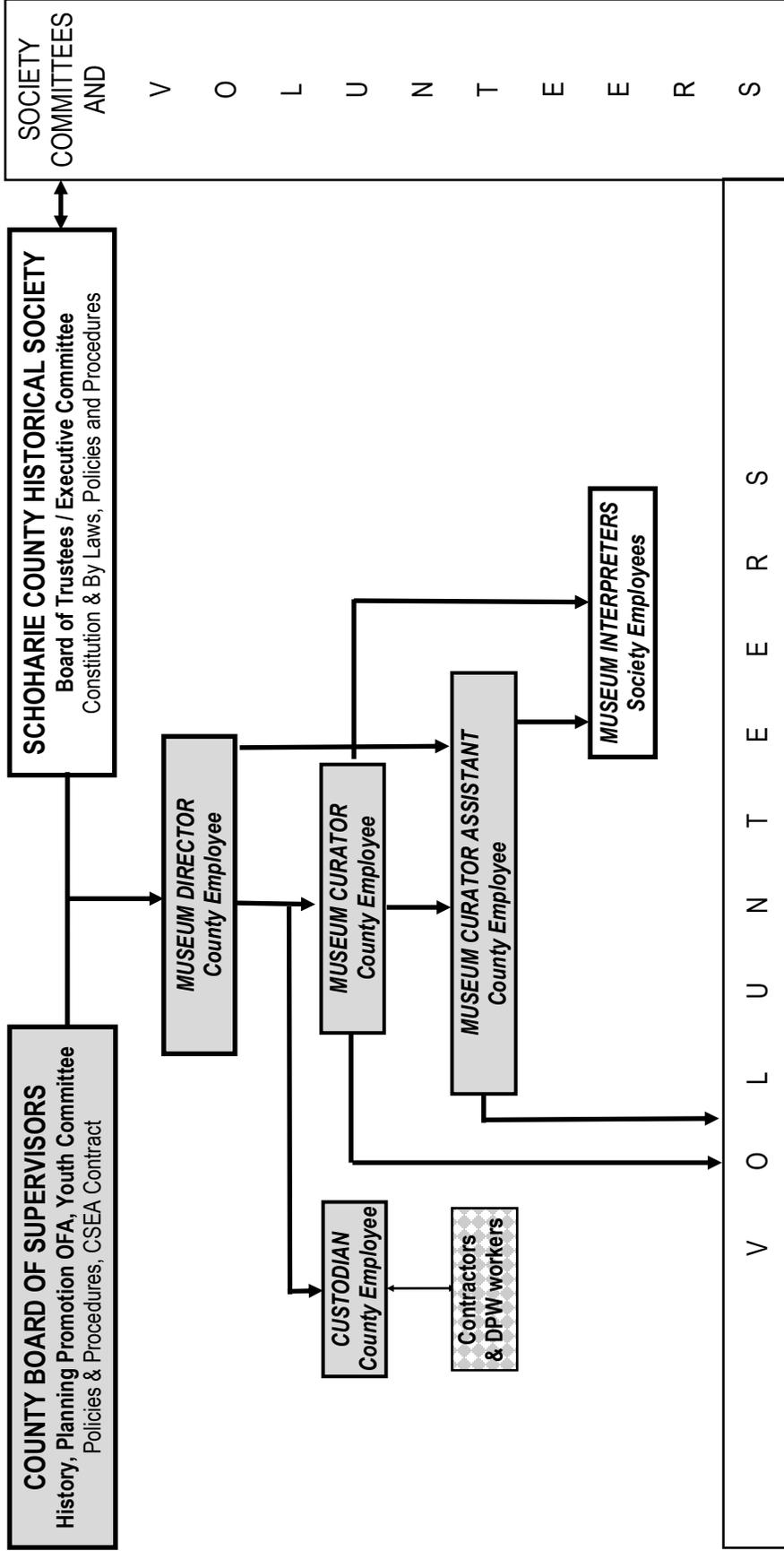
2024 Organizational Chart





Department of Historical Property
Old Stone Fort

Organizational Chart



- Old Stone Fort operations are governed according to a 2016 agreement between the Board of Supervisors and the Historical Society.

KEY
Dark grey shaded boxes are County personnel. Solid black arrows are lines of authority.



DEPARTMENT PROFILE

Historical Property (Old Stone Fort)

The Department of Historical Property is the caretaker of the Old Stone Fort and works with the Schoharie County Historical Society to operate the museum. In 1888 the County Board of Supervisors authorized creation of the County Historical Society for this purpose. The Historical Society holds a Permanent Charter from the NY State Department of Education and is a registered charitable organization under section 501(c) 3 of the Internal Revenue Code.

The facility is comprised of the Fort itself, originally a High Dutch Reformed Church built in 1772 and owned by the County since 1872, plus a six-building complex of museums and historic structures owned by the Historical Society across the street from the Fort. These include the Badgley Museum Annex (1972), Hartmann's Dorf House (circa 1786), Shaffer/Ingold Dutch Barn (1780), Jackson Law Office (1830), and the Oliver Schoolhouse (1863). An extensive and diverse collection of historical artifacts ranges from 350 million-year-old fossils, to 21st century Hurricane Irene memorabilia and includes one of the nation's oldest fire engines (1731), Schoharie's first automobile (1903), and the c.1917 movie projectors used for the world's first outdoor talking motion picture show in Schoharie in 1930. An extensive research library and archives of county history are also maintained at the Fort.

Between 1977 and 2017, the Lansing Manor historic house museum owned by the New York Power Authority at the Blenheim-Gilboa Visitor Center, was operated in collaboration with the Historical Society.

The County's primary interests in the facility include maintenance of the Old Stone Fort as an historic site (mandated by state law), local history education, and tourism promotion to foster economic growth in the county.

Under a 2016 agreement, the Historical Society oversees all aspects of the Old Stone Fort facility, reporting to the Board of Supervisors through the History, Planning, OFA & Youth Committee and other committees as appropriate. The museum is open to the public May through October, and offers exhibits, educational programs, special events and an extensive research library. Program and event offerings are annual patriotic holiday observances, winter and Summer Lecture Series, genealogy series, and the iconic Stone Fort Days. The society was recognized for its exemplary work on We Were There: Schoharie County's response to the 9/11 attacks in NYS by the Museum Association of New York that included a program, video and digital archive now housed at the museum. In 2020 the society was selected as one of ninety five museums to participate in a multi-year program to build capacity in its audience by the Museum Association of New York and the Institute of Museum and Library Services.

The museum is administered as a single entity with County and Society employees working side-by-side along with volunteers. Under separate County and Historical Society budgets, support for all operations comes from taxpayers, Society membership dues, sponsorships and donations, museum admissions, museum store sales, research fees and grants.

OLD STONE FORT MUSEUM COMPLEX

Staff

Museum Director and Business Manager

The Museum Director and Business Manager is responsible for overall administration including financial matters, personnel, site maintenance of the museum complex including the Fort. The Director is actively involved in development activities including grant writing and serves as the unpaid society director.

Museum Curator and Collections Manager

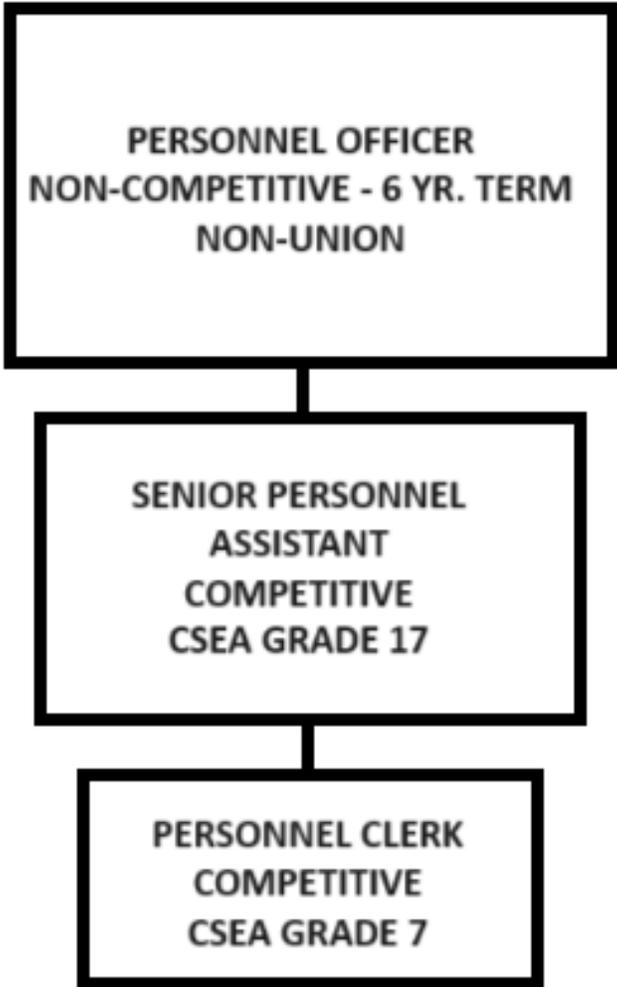
The Curator is responsible for the organization, care and conservation of the artifact collections, museum exhibits, and the Research Library and Archives. S/He oversees educational programs and supervises the library staff. S/He serves as the Deputy Director of the Schoharie County Historical Society at no salary and is also acting museum director in the absence of the director.

Museum Curator Assistant

The Museum Curator Assistant is responsible for assisting in the care, management, utilization, interpretation, and exhibition of a museum collection. Responsibilities also include assisting in communications, event planning, and leading the museum's intern program. The Assistant may also periodically assist in grant-writing activities. Incumbent works under the supervision of both the Museum Curator and Collections Manager and the Museum Director and Business Manager.

Custodian

The Custodian is responsible for maintenance of the buildings and grounds, equipment and general labor. The Custodian also cooperates with County Buildings and Grounds employees and facilitates the activities of outside contractors.



2024 AGENCY PROFILE

Agency Name: Schoharie County Department of Personnel & Civil Service
Mailing Address: PO Box 675, Schoharie, NY 12157
Location: 284 Main Street (County Office Building), Room 310
Telephone: (518) 295-8374
Fax: (518) 295-8434
E-mail: civilservice@co.schoharie.ny.us
Hours: Monday-Friday, 9:00am-5:00pm
Date Established: 1987

SERVING ALL CLASSIFIED CIVIL SERVICE EMPLOYEES IN:

-ALL COUNTY DEPARTMENTS-

-TOWNS-

Blenheim, Broome, Carlisle, Cobleskill, Conesville, Esperance, Fulton, Gilboa, Jefferson, Middleburgh, Richmondville, Schoharie, Seward, Sharon, Summit, Wright

-VILLAGES-

Cobleskill, Esperance, Middleburgh, Richmondville, Schoharie, Sharon Springs

-SCHOOL DISTRICTS-

Cobleskill-Richmondville, Gilboa-Conesville, Jefferson, Middleburgh, Schoharie, Sharon Springs

-SPECIAL DISTRICTS-

Central Bridge Water & Sewer District, Cobleskill Community Library, Soil & Water Conservation District

The Schoharie County Department of Personnel & Civil Service was created in 1987, replacing the Civil Service Commission. The role of this department is defined by the required duties of the Personnel Officer. The office is here to assist the Personnel Officer in his/her duties, administer the merit system, and to serve all classified Civil Service employees under its jurisdiction.

The following outlines some of the statutory duties of a Municipal Civil Service Commission and/or Personnel Officer with citations to the applicable sections of New York State Civil Service Law.

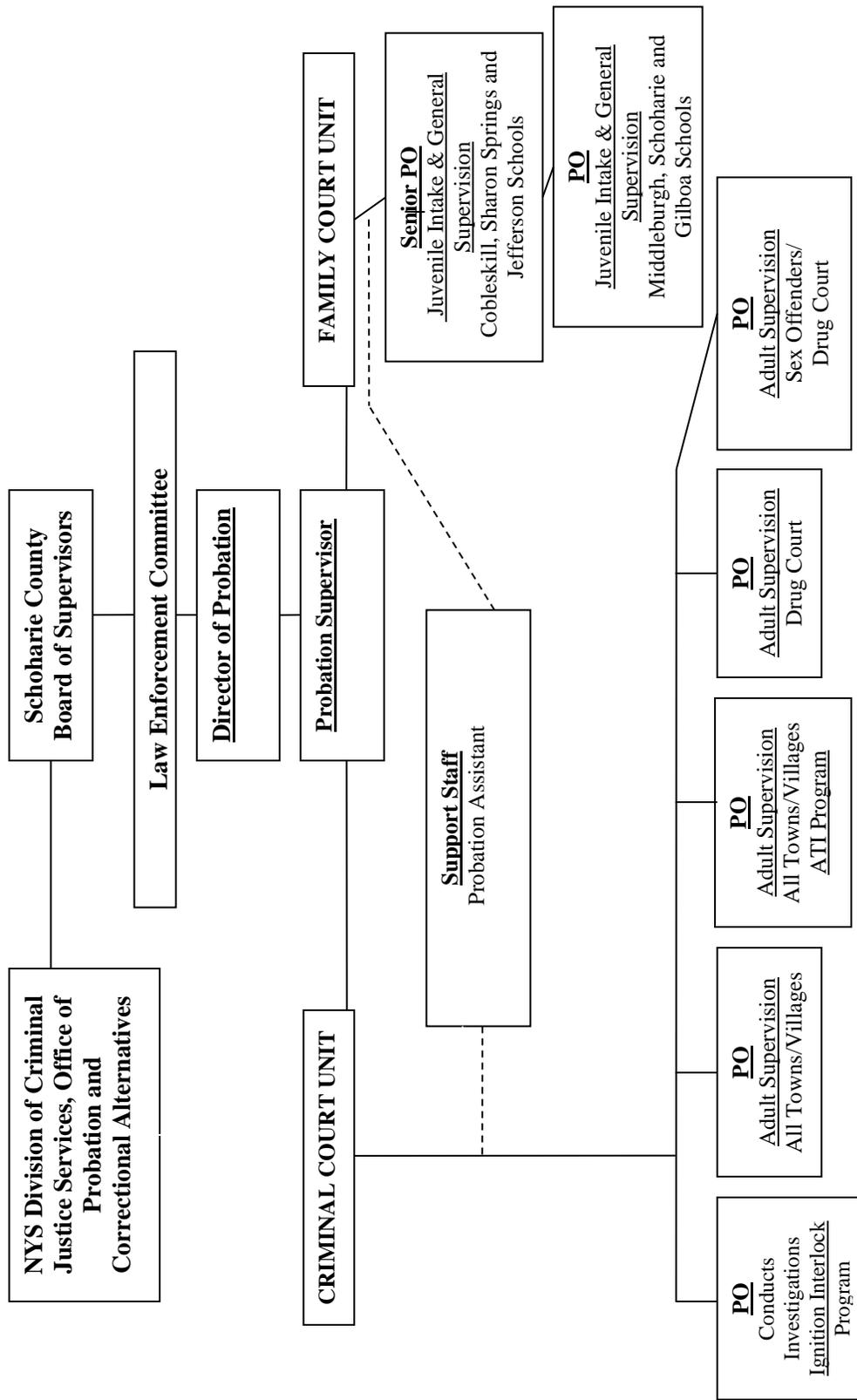
Each Municipal Civil Service Commission and/or Personnel Officer shall:

1. Administer the provisions of the Civil Service Law (1 7);
2. Prescribe, amend and enforce suitable rules covering jurisdictional and position classifications, examinations, appointments, promotions, transfers, resignations and reinstatements (520);
3. Have power to investigate the enforcement and effect of the Civil Service Law and Rules (S21);
4. Certify appropriate titles for new positions (522);
5. Report to the State Civil Service Commission on how the law and rules are administered (526);
6. Ascertain the merit and fitness of applicants for competitive class positions (550);
7. Certify eligible lists for appointments (561);
8. Assist others in carrying out the duties of public officers (595);
9. Maintain in detail the employment history of each employee (597);
10. Certify payrolls of all jurisdictions under them (100).

In addition to the above, the office is responsible for the administration of Civil Service examinations. The office serves the public through administering Civil Service examinations for competitive titles within its civil divisions.

The office also: Conducts entrance and exit interviews, schedules pre-employment physical and drug screen appointments, reviews County department job postings, creates County department head job postings, maintains employee personnel, medical & Civil Service files, monitors and assists with union contract compliance, participates in Policy & Procedure review; coordinates and administers the Family and Medical Leave Act and the Americans with Disabilities Act, participates in general human resource and employment matters, and performs any other related duties as requested by the Board of Supervisors.

**SCOHARIE COUNTY PROBATION DEPARTMENT
ORGANIZATIONAL CHART**



SCHOHARIE COUNTY PROBATION DEPARTMENT

Agency Profile - 2024

ADDRESS: *P.O. Box 157
Howes Cave, New York 12092*

TELEPHONE: *518-295-2274*

LOCATION: *Schoharie County Public Safety Facility
157 Steadman Way, Howes Cave*

AUTHORIZING STATUTES, RULES & REGULATIONS:

*- Executive Law Articles 12 & 12-A
- 9 NYCRR*

TYPE OF AGENCY: *Community Corrections*

2024 BUDGET: *\$667,513*

BUDGET SOURCES: *County Tax Levy, State Aid, Fees for Services, Stop DWI*

OVERSIGHT AGENCY: *NYS Division of Criminal Justice Services
Office of Probation & Correctional Alternatives
Alfred E. Smith Building
80 South Swan Street, Albany, New York*

DEPARTMENT HEAD: *Denise Minton, Director*

STAFFING LEVEL: *1 Probation Supervisor, 1 Senior Probation Officer, 6 Probation Officers, 1 Probation Assistant*

AGENCY PURPOSE: *The major function of Probation is to serve the Courts in the County by:*

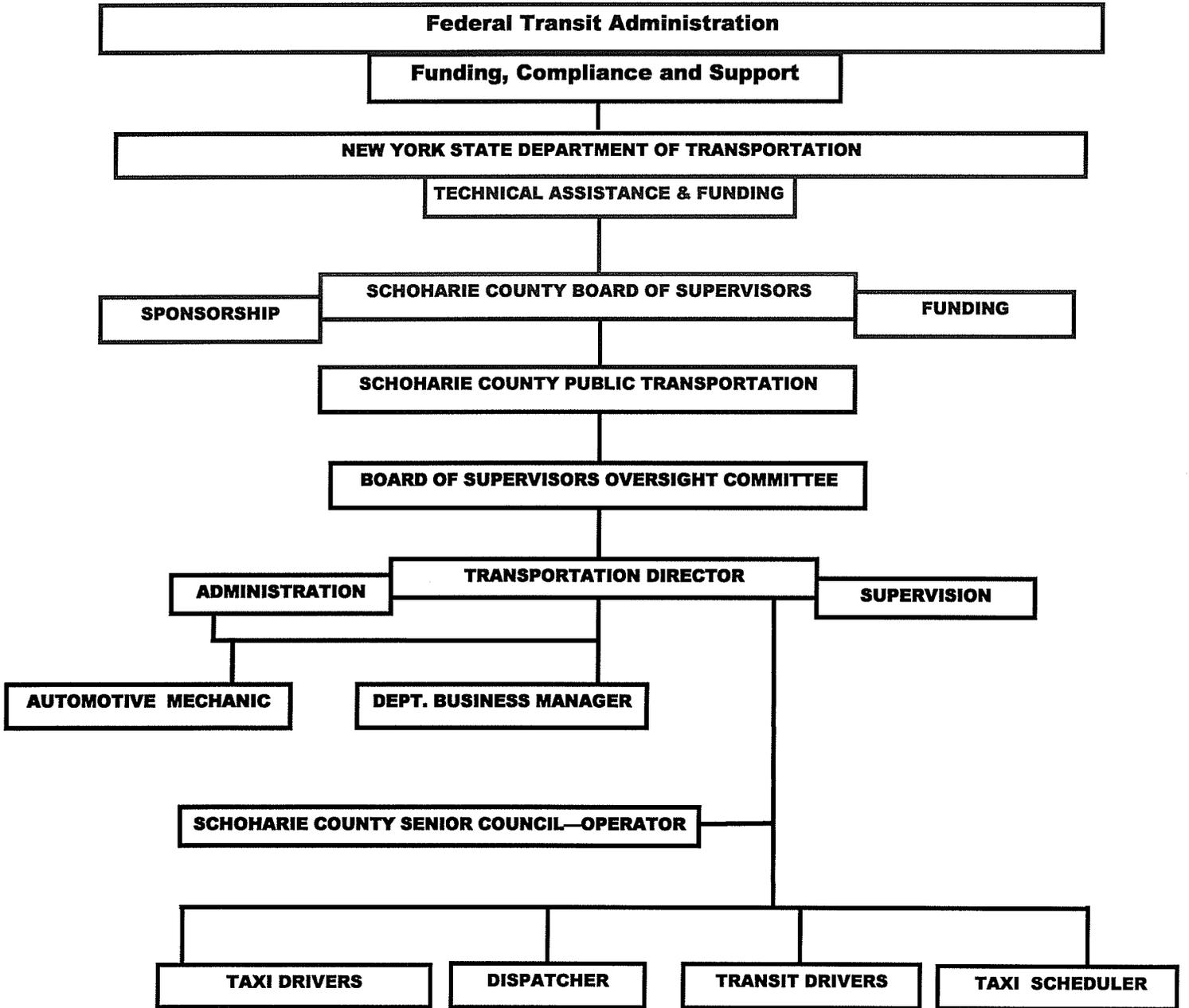
- 1.) Supervising offenders for the Courts;*
- 2.) Conducting Court Ordered Investigations;*
- 3.) Restitution collection agency for the county;*
- 4.) Management of community service and pretrial programs*

OPERATIONS: *The Department is organized into a Criminal Court Unit and a Family Court Unit. Probation Officers are assigned specific caseloads and may conduct investigations and/or supervise adult and/or juvenile offenders within the county. The Department operates under a combined law enforcement/social work perspective. Our primary mission with adult offenders is protection of the community while promoting behavioral change, justice for victims, reparation of the community and accountability of offenders. Our mission with juvenile offenders to promote changing the behaviors which brought the juvenile to us to begin with. Use of evidence-based probation practices and risk assessment tools are key to succeeding in these missions. Probation Officers are Peace Officers and carry weapons purchased by the County.*

The department is responsible for managing Alternatives to Incarceration, which includes the Community Service Restitution Program and Pretrial Program. These two programs are designed to provide courts alternatives to incarcerating defendants, provide the defendants a means to giving back to the community and to allow a means of monitoring a defendant in the community for the purposes of securing their appearance in future court appearances.

The department is the restitution collection agency for the county. Our focus is to collect court-ordered restitution from convicted/adjudicated individuals and disburse it to crime victims.

The Department is required to operate within significant legal parameters and is regulated by the NYS Division of Criminal Justice Services, Office of Probation & Correctional Alternatives.



Schoharie County Public Transportation

We Go Where You Go!

2024 Schoharie County Public Transportation Agency Overview

Address: 114 Rock Road, Cobleskill NY 12043

Telephone: 518-234-0952

Fax: 518-234-2046

Office Hours: Monday – Friday 7:00 am to 5:00 pm

Website: www.ridescpt.com

Director: Christine Kraemer

Email: Christine.Kraemer@co.schoharie.ny.us

County Staff: 4

Senior Council Staff: 19

Our Mission: To provide safe and reliable public bus service that is NYSDOT inspected, handicapped accessible, user-friendly and affordable to all residents of, and visitors to Schoharie County.

Profile:

Schoharie County Public Transportation is a Public transportation system providing service to the general public with-in Schoharie County, the Capital Region and Cooperstown with our 9-route system. This service is accomplished in partnership with our operator, the Schoharie County Council of Senior Citizens. Additionally, SCPT provides contract transportation to Medicaid for their client's medical appointments via bus or sedan. Transportation services are also coordinated and contracted with SUNY Cobleskill, Schoharie County OFA, Schoharie County Social Services, Schoharie County Dept. of Health and other community service agencies to provide cost effective means of transport for their consumers.

Department of Public Works

The Schoharie County Department of Public Works was organized as a successor to the Schoharie County Highway Department by a local Law in 1977. The department, through its divisions, is responsible for a wide variety of activities. The Department's staffing includes 81 employees, whereby the allocation of these positions has changed over the years to reflect the changing duties and functions of the department. The department takes pride in its ability to professionally deal with workloads, emergencies, and responsibilities.

The department is organized into four divisions:

- Division of Administration
- Division of Building and Grounds
- Division of Engineering
- Highway Division

Office Information

Location: 393 Main Street, Schoharie, N.Y. 12157

Mailing Address: PO Box 249, Schoharie, N.Y. 12157

Phone: 518-295-2330

Fax: 518-295-2331

Dan R. Crandell, P.E., Commissioner

Pat Slater, Deputy Commissioner of Administration

Darrin Palmatier, Deputy Commissioner of Engineering

Ben Cooper, Public Works Administrator

Patty Wainwright, Public Works Office Assistant II

Tracy Parks, Account Clerk Typist

Administrative Division

This division provides overall financial management of department finances, purchases and rentals of equipment, materials and purchases. They also prepare payroll for each division and oversees many fleet operations. In 1991, the Department of Public Works re-organized to assume responsibility for the maintenance of all the County's fleet of automobiles, trucks and equipment. This relates to over 350 pieces of equipment.

Building and Grounds Division

This division is responsible for the cleaning and maintenance of all County owned and leased buildings including the County Office Building, Public Transportation, County Courthouse, Public Safety Facility, Highway Facilities, Old Stone Fort, Blenheim Covered Bridge, the Annex Building and other facilities. This division has increased in size in the past several years to meet the growth in all County Facilities. The staff is well trained and organized to maximize the in-house ability to perform repairs and maintenance of all county occupied buildings.

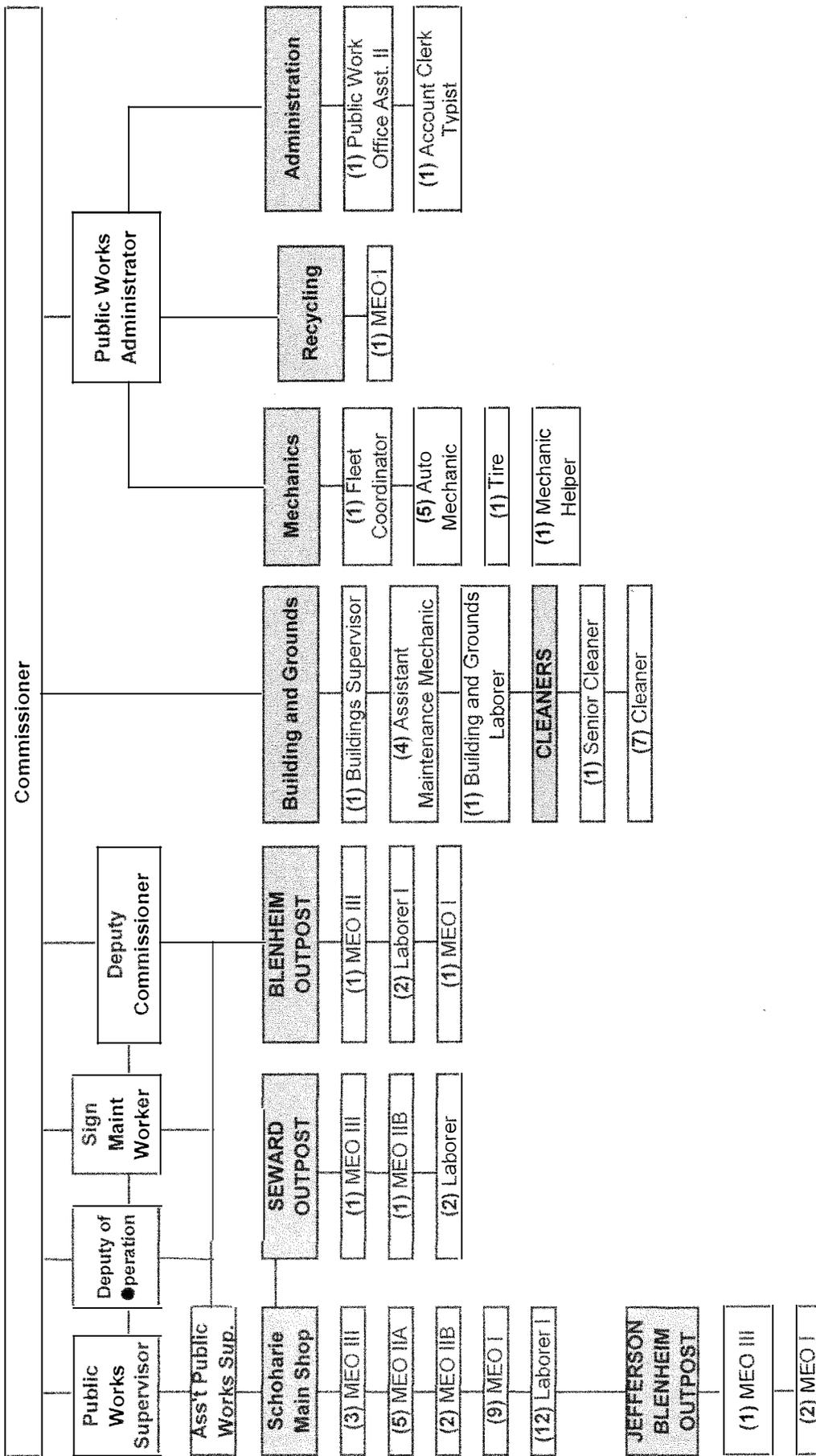
Highway Division

This division is responsible for the care and maintenance of the County's 321.6 miles of road and the 91 County owned bridges, as well as all roads in the Town and Village of Esperance, through contract. The level of services is maintained through well-trained management and workers and the use of labor-saving equipment. This department takes pride in its ability to professionally deal with ever changing workloads and emergencies. The Department also aids all the Towns within the County during emergencies and large construction projects, through shared services.

Engineering Division

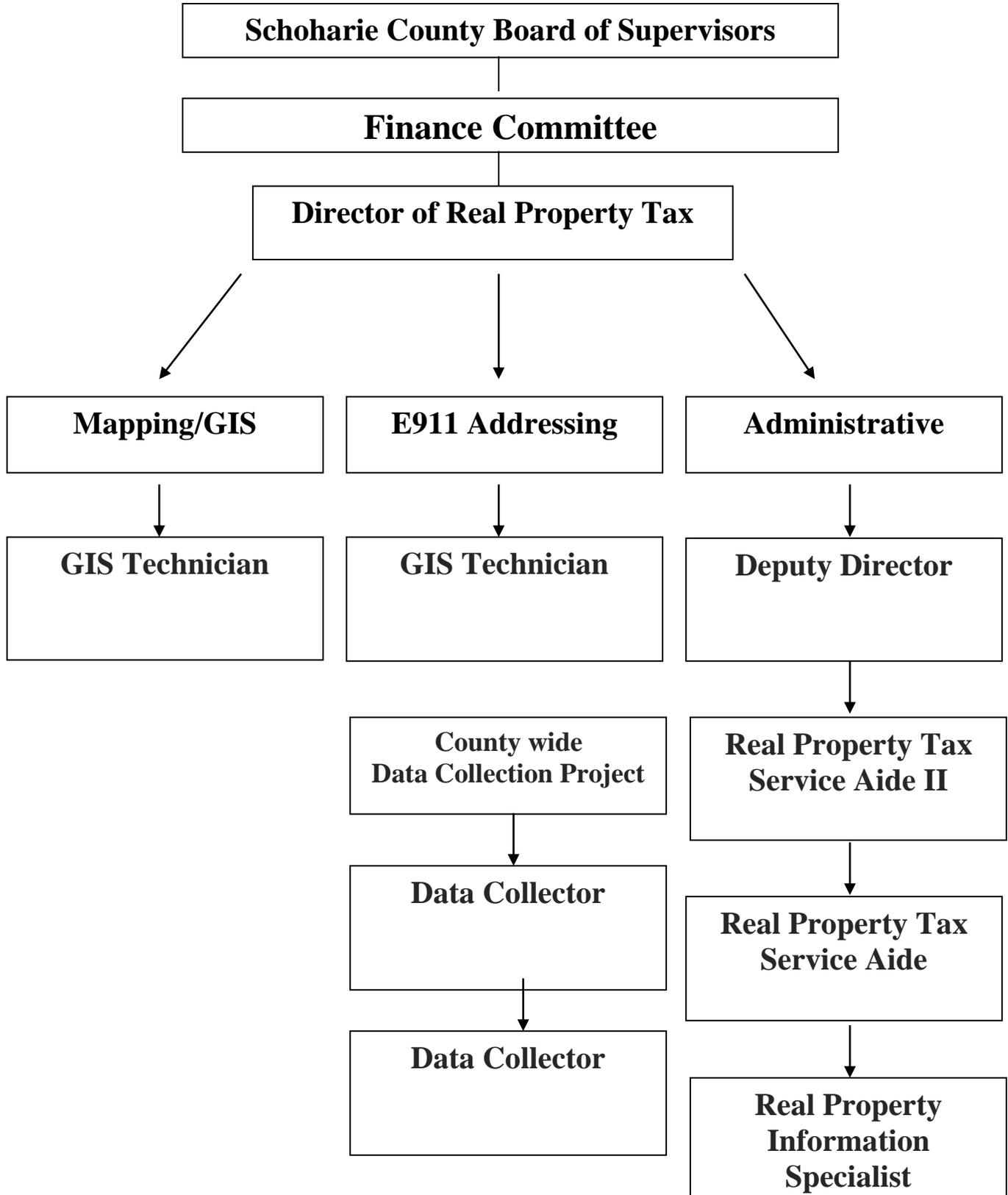
This division oversees the design and construction of bridges, culverts, road projects and Buildings maintenance and operations. Additionally, this division corresponds with NYS DOT regarding the transportation infrastructure within the County. Most correspondence with DOT regards any bridge flags that occur. This Division designs solutions to flagged conditions on bridges and reviews designs provided by outside engineering firms. They also apply for environmental permitting for construction within and adjacent to any waterways, and work on bid and construction documents for numerous projects, as they are needed. They also work on permits that might be required for work to be done on County owned building projects.

SCHOHARIE COUNTY DPW 2024 Employee Flow Chart



2024

Schoharie County Real Property Tax Services Agency



REAL PROPERTY TAX SERVICES AGENCY

**284 Main Street-Ste 125
PO Box 308
Schoharie, NY 12157-0308**

**Tel. 295-8349
Fax 295-8486**

Duties and responsibilities of this agency are outlined in Article 15-A of the Real Property Tax Law and supplemented by Rules for Real Property Tax Administration of the New York State Board of Real Property Services.

Section 1532 of the Real Property Tax Law states:

1. The director of real property tax services shall provide the following services to all cities and towns within the county to which this article is applicable:
 - (a) Prepare tax maps, maintain them in current condition, and provide copies thereof, in accordance with subdivision one of section five hundred three of this chapter.
 - (b) Provide advisory appraisals to cities and towns as required by section fifteen hundred thirty-six of this chapter.
 - (b-1) Provide appraisals and appear as an expert witness or designate qualified personnel within the office of real property tax services to appear as expert witnesses in court proceedings for cities and towns as authorized by section fifteen hundred thirty-six-a of this article.
 - (c) Advise the assessors on procedures for the preparation and maintenance of assessment rolls, property record cards, appraisal cards and other records and documents relating to real property assessment and taxation.
 - (d) Provide appraisal cards in such form as shall be needed for use in the preparation of assessment records.
 - (e) Cooperate and assist in the training programs provided by the state board under this article.
 - (f) Provide administrative support, cooperation, and assistance to acting boards of assessment review constituted pursuant to section five hundred twenty-seven of this chapter.

2. The director of real property tax services shall in addition:
 - (a) Provide the county equalization agency with such information from his office as may be useful in the operation of that agency.
 - (b) Coordinate any county-wide revaluation program.
 - (c) Prepare and furnish an annual report to the legislative body of the county, a copy of which shall be sent to the state board, which report shall contain at least such information required by the legislative body of the county and the state board and prepare such additional reports as may from time to time be required by the legislative body of the county or the state board.
 - (d) Provide to the county clerk, upon request, the tax map identification numbers of all parcels identified by the clerk as within an agricultural district.
 - (e) Identify to the county clerk by tax identification number, those parcels within the county which had received agricultural assessments within the past year.
 - (f) Serve on any county agriculture and farmland protection board established in the county.
3. The director of real property tax services shall when authorized by resolution of the county legislative body:
 - (a) Assist in the disposition and sale of real property acquired by the county as a result of tax sale.
 - (b) Perform the duties imposed upon the recording officer of the county by section five hundred seventy-four of this chapter in relation to transfers of real property.
 - (c) Supply cities and towns with assessment rolls or other forms for use in connection with the preparation of assessment rolls or the collection of real property taxes.
 - (d) Supervise the appraisal of property and the preparation of assessment rolls for those assessing units which have entered into agreements with the county pursuant to section fifteen hundred thirty-seven of this article.
 - (e) Perform or supervise the performance of data collection, sales verification, or other assessment-related services, pursuant to an agreement between the county and an assessing unit or the commissioner.
4. The director of real property tax services shall render such other related services pertaining to the assessment and taxation of real property as may be authorized by

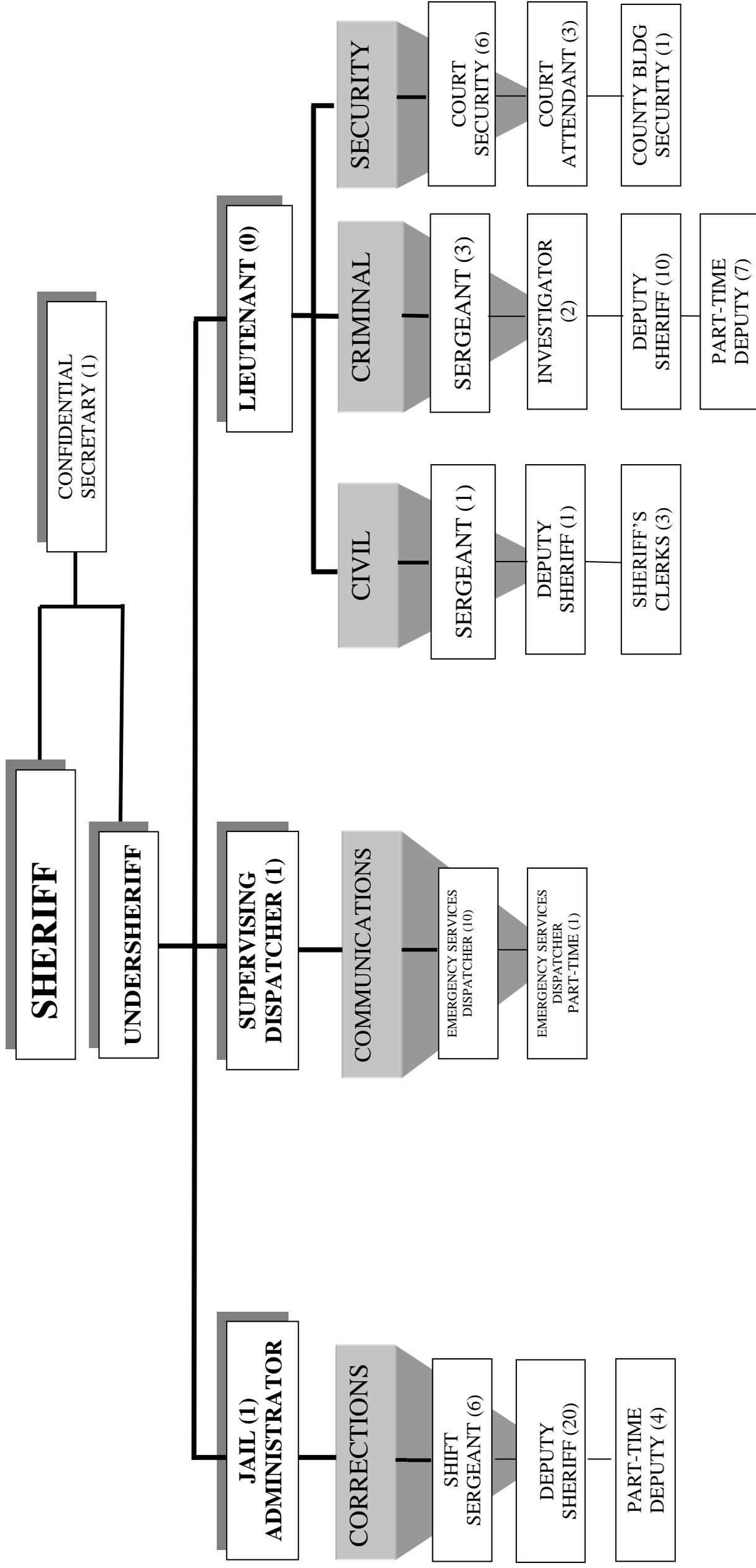
the legislative body of the county as are not inconsistent with the performance of his duties pursuant to this chapter or any general or special law.

- Beginning in year 2022, one of those duties will be to implement and coordinate a county wide parcel data collection project with grant money received through a Government Efficiency grant.
-

In addition, the Real Property Tax Services Agency also:

- Prepares school tax rolls and bills, including equalization reports and rate calculations
 - Prepares town and county tax rolls and bills, including equalization reports and rate calculations
 - Prepares town and county Warrants, Schedules of Taxes and Resolutions
 - Prepares village tax rolls and bills
 - Director provides Board of Assessment Review training
 - Director provides orientation course for new assessors
 - Processes deeds recorded in the County Clerk's Office and updates assessment files and tax maps accordingly
 - Provides access to local real property information, exemption information and appropriate forms
 - Provides support for E911 Addressing
 - Works cooperatively with other County and State Agencies.
 - Participates in County Assessors' Association endeavors
 - Prepares and balances Assessor's Annual Reports
 - Prepares updates to Agricultural District Maps
 - Assists with Tax Foreclosure of properties with the Treasurer
 - Provides the Public with tax maps, exemption information, digital data, and reports.
 - Updates software with new legislative changes as well as helps localities enact same.
 - County-wide property data information collection project.
 - Other related duties that county government may delegate as appropriate.
-

SCHOHARIE COUNTY SHERIFF'S OFFICE ORGANIZATIONAL CHART



UPDATED ANNUALLY AND / OR
AS NEEDED
REVISED: 7/16/2024



Schoharie County Sheriff's Office

RONALD R. STEVENS
SHERIFF
(518) 295-2266
BRUCE BAKERS
UNDERSHERIFF

157 STEADMAN WAY
PO BOX 159
HOWES CAVE, NY 12092
FAX (518)295-2267
EMERGENCY 911

2024 AGENCY PROFILE

AGENCY NAME: Schoharie County Sheriff's Office

ADDRESS: PO Box 159 / 157 Steadman Way
Howes Cave, NY 12092

TELEPHONES: Emergency: 911
Non-Emergency / Information: 295-8114
Civil: 518-295-2268
Records: 518-295-2269
Pistol Permits: 518-295-2202
Administration: 518-295-2266
Jail Administrator: 518-295-2218

HOURS: Offices: 8:00 AM – 4:00 PM. Mon.-Fri.
Other Divisions: 24 Hour Operation

SATELITE LOCATIONS: None

ESTABLISHED: 1795

TYPE OF AGENCY: Criminal Justice

AREA SERVED: Schoharie County

CURRENT BUDGET: \$5,926,509

BUDGE SOURCES: Local, Federal, State Reimbursement, Other Counties

DEPARTMENT HEAD: Ronald R. Stevens

COUNTY EMPLOYEES: 68 Full Time. 15 Part Time.

#OTHER CO. EMPLOYEES SUPERVISED: None.

OTHER PERTINENT CATEGORIES: None.

CIVIL (518)295-2268 • RECORDS (518)295-2268 • JAIL (518)295-2264 • PISTOL PERMITS (518)295-2226
NON-EMERGENCY (518)295-8114



Schoharie County Sheriff's Office

RONALD R. STEVENS
SHERIFF
(518) 295-2266
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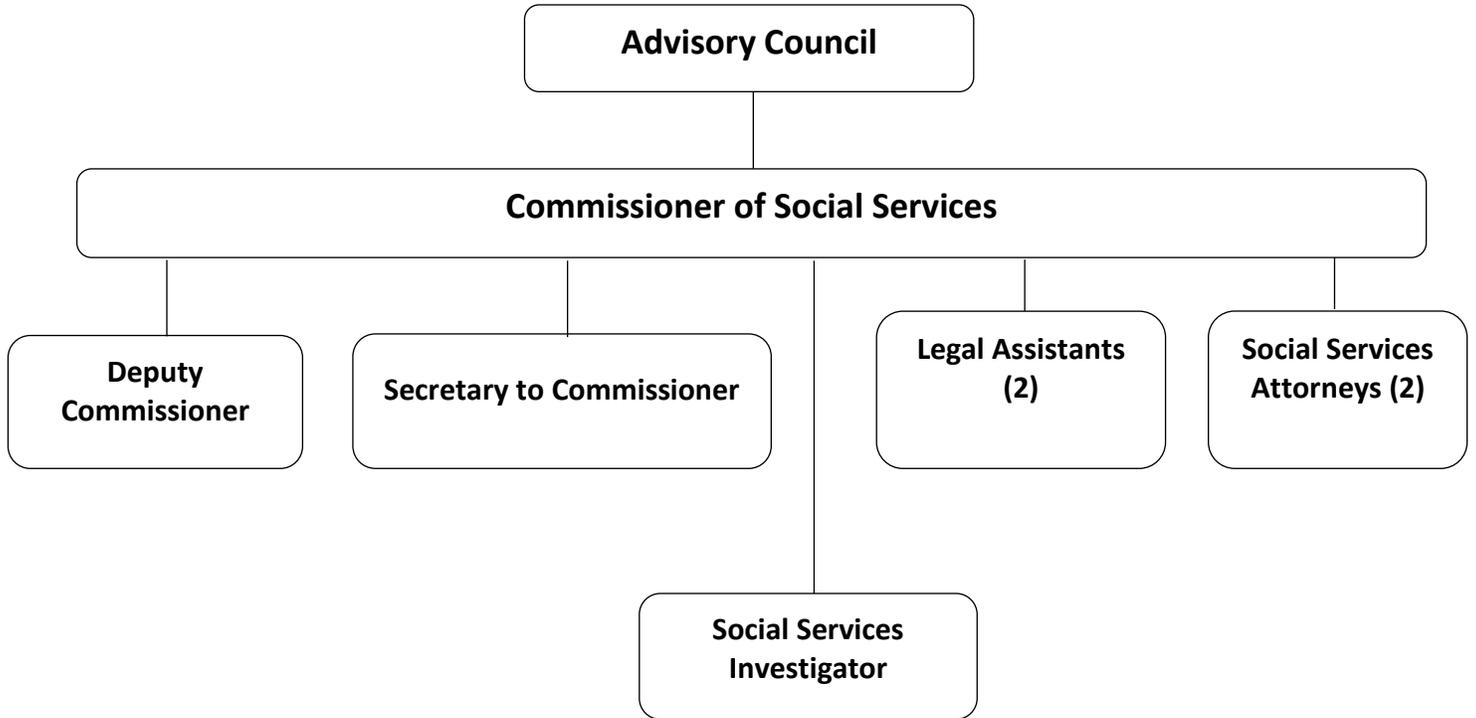
Sheriff's Office Mission Statement

It is the mission of the Schoharie County Sheriff's Office to safeguard life, property and to improve our community through the enforcement of law in a vigorous, professional and compassionate manner.

CIVIL (518)295-2268 • RECORDS (518)295-2268 • JAIL (518)295-2264 • PISTOL PERMITS (518)295-2226
NON-EMERGENCY (518)295-8114

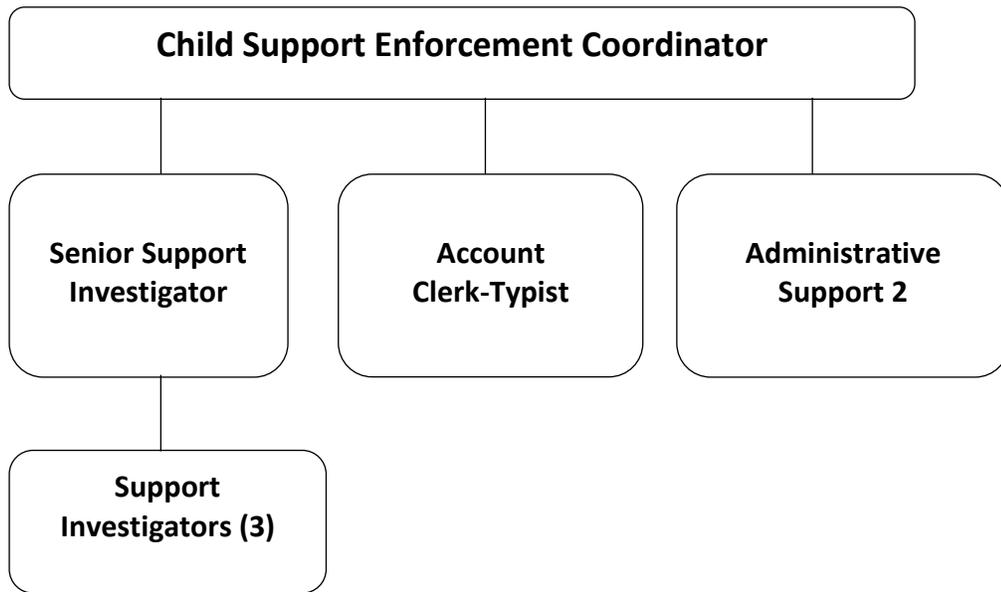
ADMINISTRATION

8 Full Time



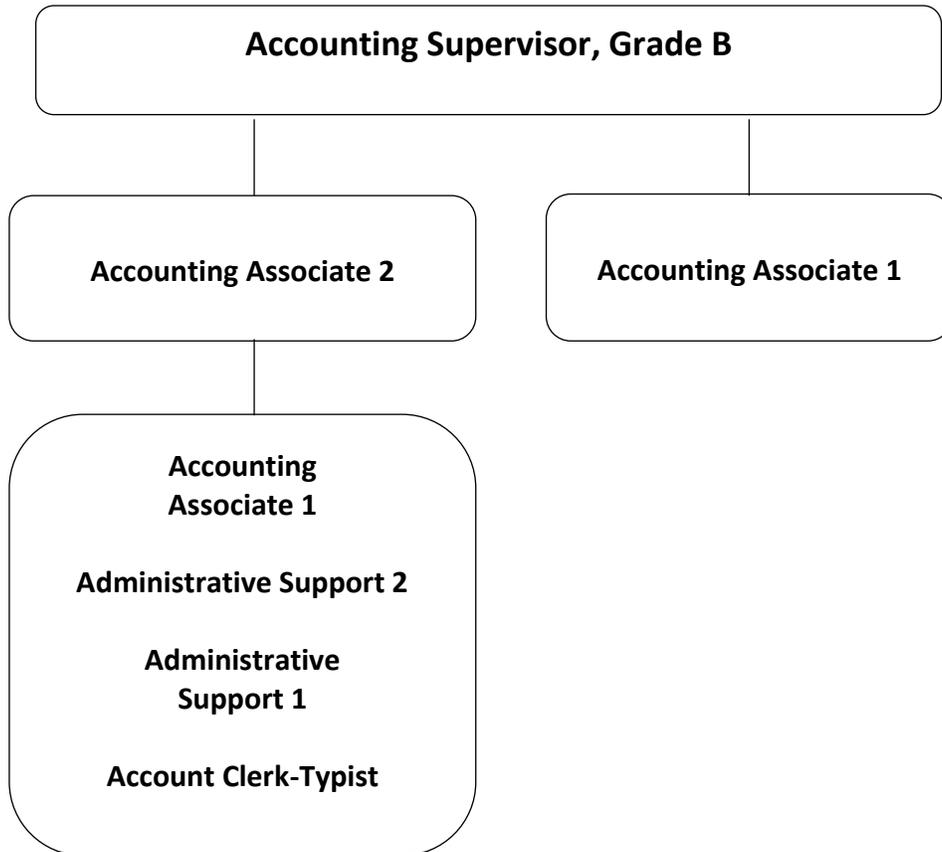
CHILD SUPPORT ENFORCEMENT

7 Full Time



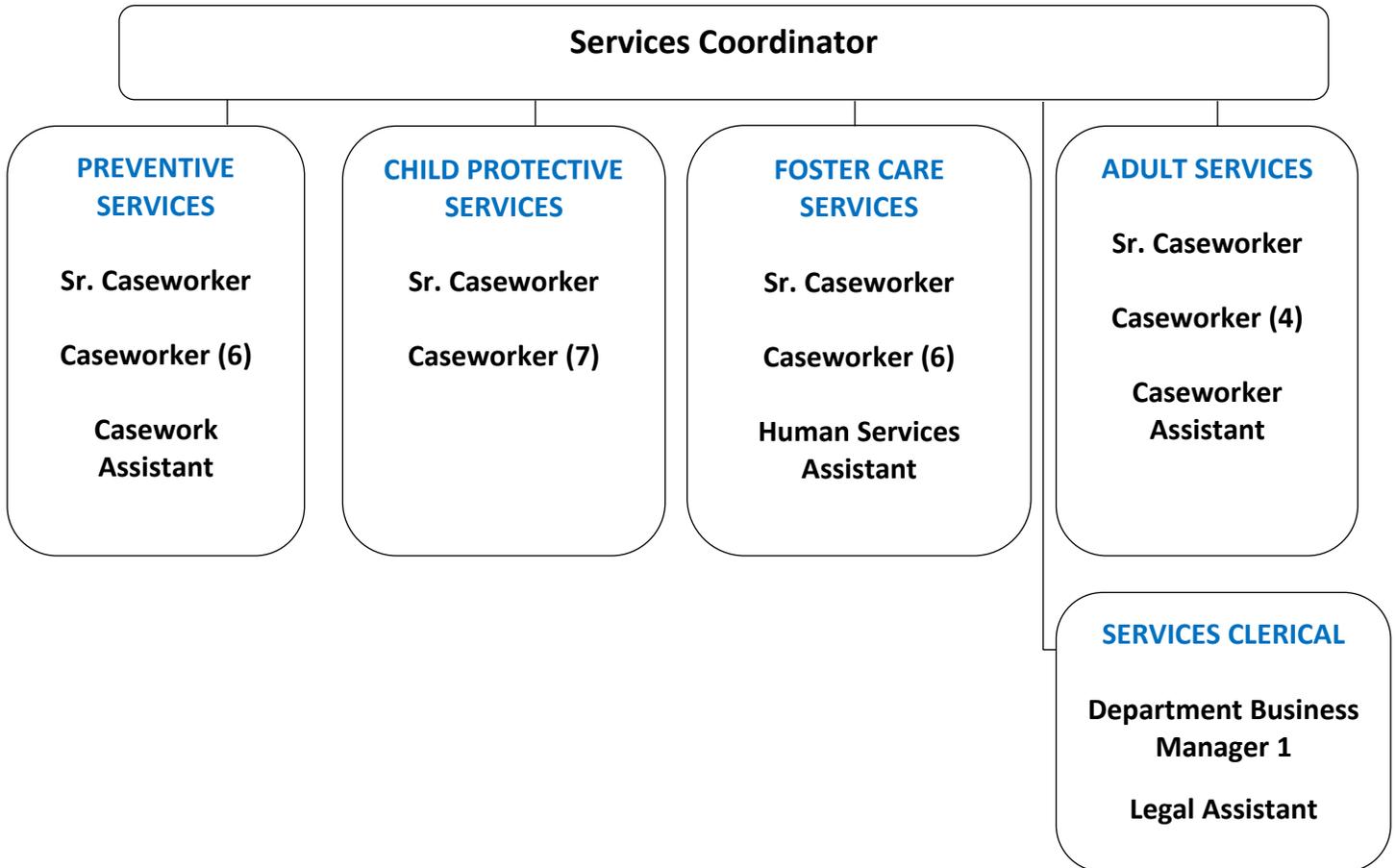
ACCOUNTING

7 Full Time



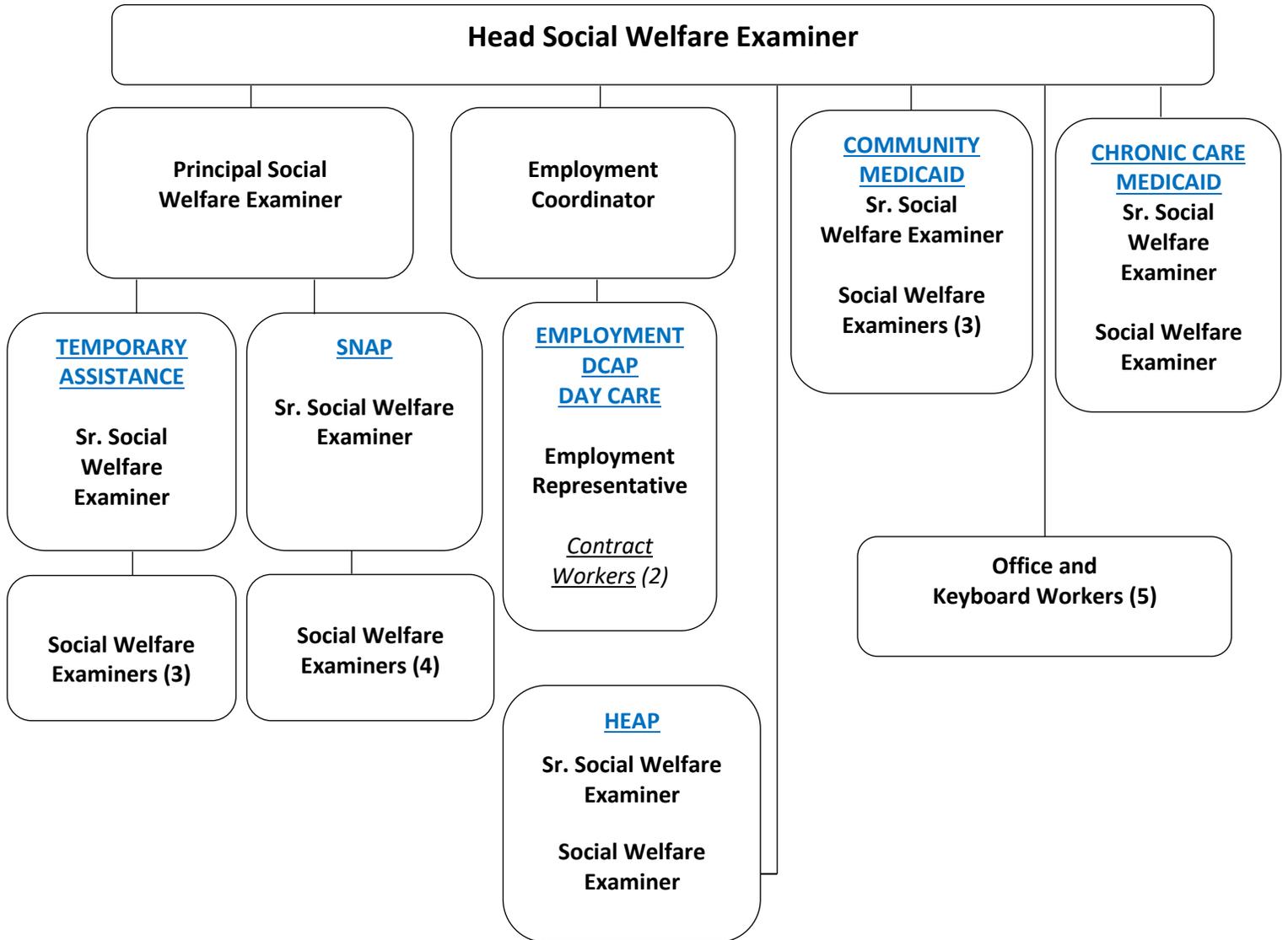
CHILD AND FAMILY SERVICES

33 Full Time

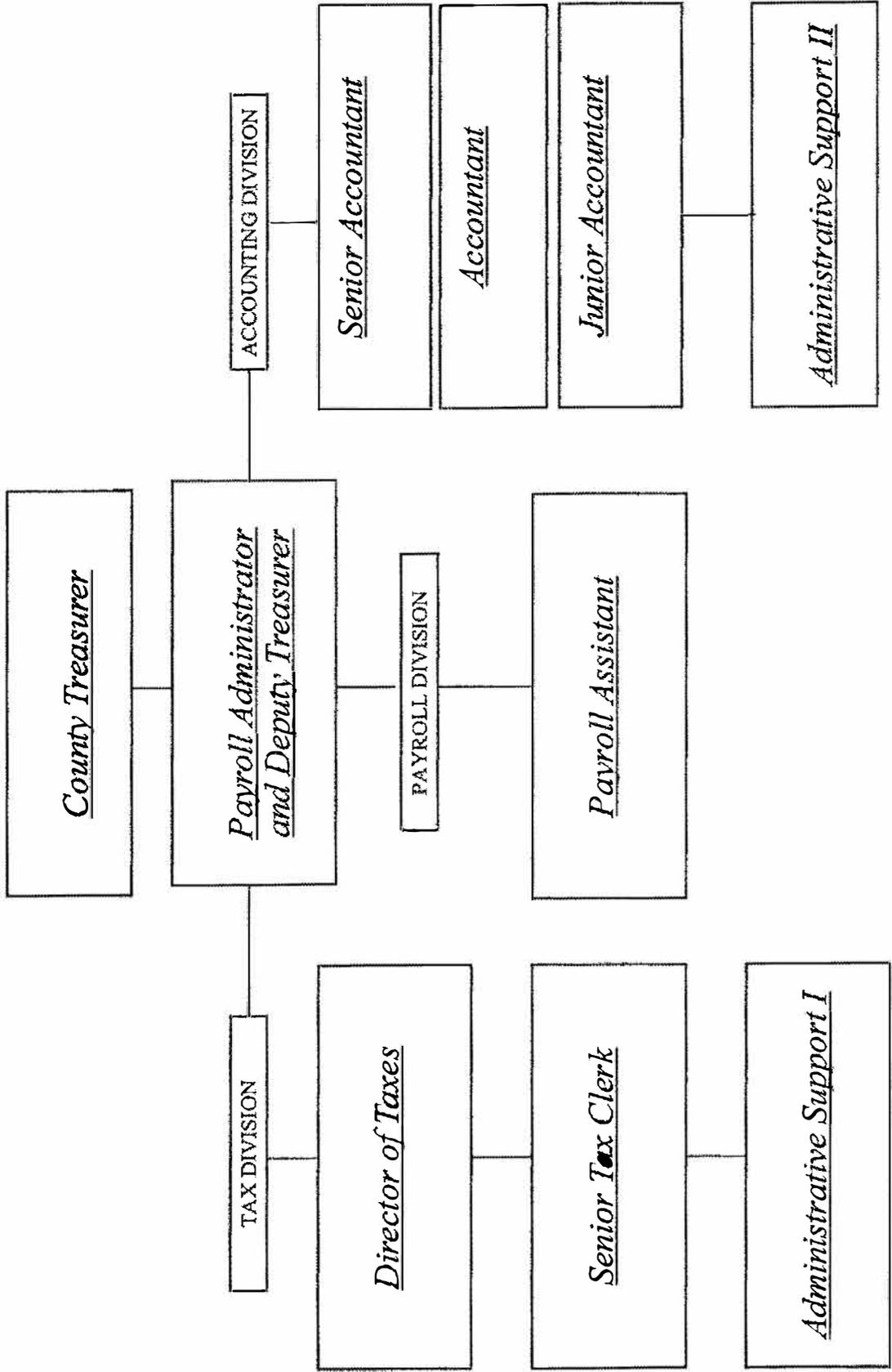


INCOME MAINTENANCE

26 Full Time



**SCHOHARIE COUNTY
TREASURER'S OFFICE
2024 ORGANIZATIONAL CHART**





Office of
County Treasurer of Schoharie County

PO Box 9, 284 Main Street, Schoharie, NY 12157

Telephone: (518) 295-8386

Fax: (518) 295-8364

MARY ANN WOLLABER-BRYAN
County Treasurer

JENNIFER FERNANDEZ
Deputy Treasurer

DEPARTMENT PROFILE

OVERVIEW, DUTIES, and RESPONSIBILITIES – JULY 2024

DEPARTMENT OVERVIEW:

Schoharie County Treasurer's Office
County Office Building
284 Main Street, P.O. Box 9
Schoharie, NY 12157

Telephone: (518) 295-8386

Fax #: (518) 295-8364

Hours: Monday-Friday 8:30-5:00

Staff:

Schoharie County Treasurer
Deputy County Treasurer

Payroll Division:

Payroll Administrator

Payroll Assistant

Accounting Division:

Sr Accountant & Budget Analyst

Accountant & Budget Analyst

Junior Accountant

Administrative Support II

Tax Collection Division:

Director of Taxes

Senior Tax Clerk

Administrative Support I

Organizational Chart: The County Treasurer oversees all office functions, responsibilities, and supervision of staff. The Deputy Treasurer reports to the Treasurer, and the head of the Accounting Division (Sr Accountant & Budget Analyst) and the head of the Tax Collection Division (Director of Taxes) each report to the Treasurer and Deputy Treasurer concerning the operations of their individual divisions as well as supervising all other staff members.

DEPARTMENT BUDGET FOR 2024

Personal Services (payroll)	A.1325.1	\$ 661,398
Equipment	A.1325.2	\$ 380
Contractual Expenses	A.1325.4	<u>\$ 87,600</u>
	Department Total:	\$ 749,378

The Treasurer’s Office generates revenues to offset the department’s annual expenditures. Revenues derived from interest and penalties on delinquent taxes; Treasurer’s Office fees; and interest earned on bank accounts, all combine to exceed the department’s annual operating budget.

DUTIES AND RESPONSIBILITIES OF THE TREASURER’S OFFICE:

The County Treasurer, who is elected to a four-year term of office, is the Chief Fiscal Officer (CFO) of the county. The County Treasurer receives, and is the legal custodian of, all money belonging to the county, or in which the county has an interest. He or she shall keep a true and accurate account of all receipts and expenditures of the county.

In addition, the Treasurer’s Office also performs the following duties:

- Serves as the Tax Enforcement Officer and is responsible for the collection of delinquent real property taxes, which include all unpaid county, town, school, and village taxes. Twelve-month payment plans are offered to assist property owners by allowing delinquent taxes to be paid in easy-to-manage installments.
- prepares payrolls for all county employees, including deductions for withholding tax reports; W2, 1095C and 1099 IRS forms, as required by federal and state law.
- administers the employee health insurance program and is responsible for health and dental insurance information and billing, and HRA administration. The Treasurer’s Office is also responsible for the administration of other employee benefits including disability insurance; vision coverage; and accrual of leave-time earned. The Treasurer’s Office also administers (NY State Retirement System) NYSRS.

- issues Certificates of Residency to students residing in Schoharie County who choose to attend a Community College in a different New York State County.
- is responsible for the issuance of all forms of county indebtedness, including Serial Bonds; Installment Bonds; Bond Anticipation Notes; Tax Anticipation Notes; and any other form of county indebtedness.
- publishes legal notices, tax delinquency lists, and tax sale advertisements in the two official county newspapers as required by law.
- oversees and conducts county auctions of real property to which the county has taken title due to the non-payment of delinquent real property taxes. The Treasurer's Office schedules the annual public sale, oversees the sale process, processes all deeds/documentation to transfer properties after tax sale.
- provides official Tax Search Certificates for attorneys and title abstractors.
- collects delinquent school and village taxes for the current year during the month of November prior to the relevy date.
- calculate and file the County Tax Cap.
- research and prepares the Annual Report of Unclaimed Property to NYS.
- handles Trust and Escrow accounts as ordered by the Schoharie County Court and other Courts, to include preparing Quarterly and Annual Reports for OSC.
- prepares reports of employee fringe benefits for departmental quarterly claims for federal and state reimbursements.
- prepares the Annual Financial Report (AFR) which is the annual summary of county finances which is filed with the Office of the New York State Comptroller on or before April 30th of each year.
- the Treasurer's Office also maintains the Capital Asset report which is included in the yearly Annual Financial Report (AFR) submitted to NYS Office of the Comptroller (OFC).
- the Treasurer's Office administers and enforces the Motel and Hotel Occupancy Tax Law which was enacted by the Board of Supervisors and took effect on November 1, 2009.
- the County Treasurer also serves as the Public Administrator of Estates when appointed to fulfill that role by the Schoharie County Surrogate Court.
- for the year 2024, the County Treasurer continues to manage the fiscal responsibilities for ARPA



Schoharie County Veterans Service Office
284 Main Street (3rd Floor)
PO Box 429
Schoharie, NY 12157
Fisher.e@co.schoharie.ny.us
Main Phone Number: 518-295-2053
Fax Number: 518-295-2052

Schoharie County Board of Supervisors



Schoharie County Veteran Service Office
Director and Veteran Service Officer
Eilene Fisher
Cell Phone: 518-225-9762

Heather Valentino
Veterans Services Assistant
Veteran Service Officer
Heather.Valentino@schohariecounty-ny.us



Kristian Hofeller
Peer to Peer Advocate
Kristian.Hofeller@co.schoharie.ny.us
Office phone: 518-295-8360
Cell phone: 518-929-2832

Functions:

The functions and objectives of this department is to promote the livelihood and welfare of our veterans, their dependents and survivors and to enhance their quality of life through claims assistance, education, Peer-to-Peer activities, and persistence in obtaining federal, state, and local benefits which may be available to them.

We are not the VA, the VSO's are trained by the American Legion and our Peer-to-Peer is funded by the Joseph P. Dwyer Grant through NYS. Peer-to-Peer is all about getting our Veterans out to enjoy themselves with their fellow veterans and to combat veteran suicide.

This office is an advocate for all veterans, here is a list of some of the topics we cover:

Assistance with filling claims and referrals for:

- ❖ Camp Lejeune Act
- ❖ Burn Pit/Gulf War Illness
- ❖ Service-Connected Disabilities
- ❖ Pension/Aid and Attendance
- ❖ Assistance with Appeals
- ❖ Obtaining a copy of your DD 214/STR/SR
- ❖ Vocational Rehabilitation with the VA
- ❖ Home Loan Certificates
- ❖ VA Health Benefits
- ❖ VA Life Insurance
- ❖ Mental health struggles
- ❖ Peer to Peer

Burial Benefits:

- ❖ Burial/Plot Allowance
- ❖ Headstone/Bronze Marker application
- ❖ Presidential Memorial Certificate
- ❖ Honor Guard

Survivor's Benefits:

- ❖ DIC
- ❖ Widows Pension/Aid and Attendance
- ❖ VA Life Insurance Claims
- ❖ CHAMP VA Assistance

Assistance/Referral with NYS/County benefits:

- ❖ NYS Blind Annuity
- ❖ Gold Star Parent
- ❖ NYS Access Parks Pass
- ❖ Having "Veteran" put on your NYS driver's license
- ❖ Applying for re-issue of your awards and medals through NYS
- ❖ Operation Recognition
- ❖ Silver Star Certificate
- ❖ NYS Awards
- ❖ Schoharie County Return the Favor Discount Program
- ❖ Referrals to other State and County Organizations and Agencies

What does the Peer-to-Peer do????

Here is a list of current events:

- ❖ Camping Retreats
- ❖ Airsoft battles
- ❖ Equine at SUNY Cobleskill when college is in session
- ❖ Canoeing
- ❖ Fishing
- ❖ Range
- ❖ Lunch at the Gathering Place (third Wednesday of the month- all ages welcome to this event)
- ❖ Campfires
- ❖ Skeet
- ❖ Trail hikes
- ❖ Board games
- ❖ Equine with the Mustang horses
- ❖ Caving
- ❖ Breakfast in Cobleskill at the Diner (second Wednesday of the month) and Conesville Country Store (third Thursday of the month)
- ❖ Kris is always looking for new ideas that veterans would like to do! Give him a call and come out visit one of the many events he has going on.

You can see the flyers and dates on the Schoharie County website:

[Schoharie County Veterans Peer-to-Peer Program – Schoharie County, New York \(schohariecounty-ny.gov\)](http://schohariecounty-ny.gov)

Schoharie County Youth Bureau

County Office Building, 276 Main Street 1st Floor

P.O. Box 233

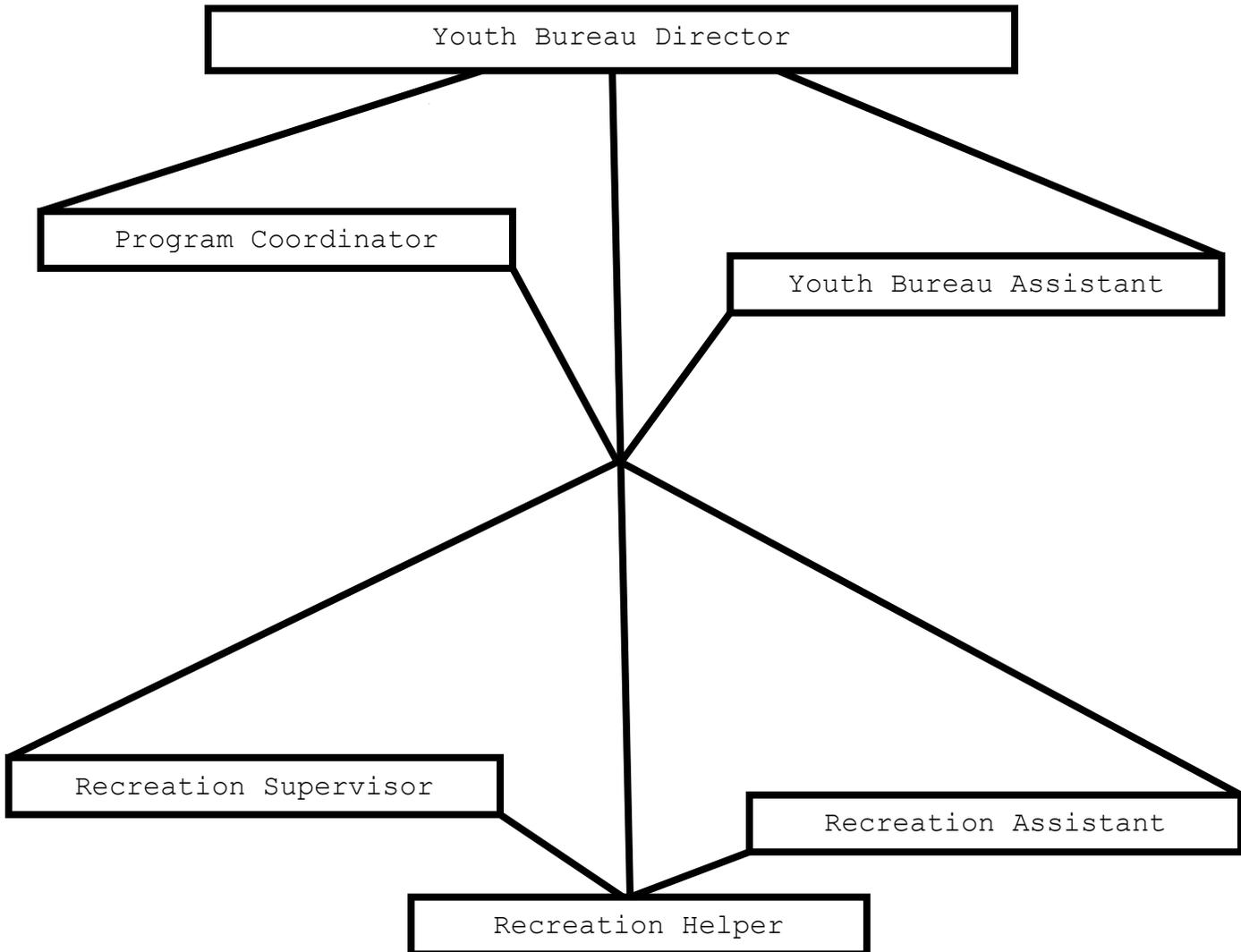
Schoharie, NY 12157

Phone: (518) 295-2057



Cody Robinson-Bullock, Director.....cody.robison-bullock@co.schoharie.ny.us
Susan Riquier, Program Coordinator.....susan.riquier@co.schoharie.ny.us
Deidre Lewis, YB Assistant.....deidre.lewis@co.schoharie.ny.us

To: Schoharie County Auditor's Office
From: Cody Robinson-Bullock
Date: June 12, 2024
Re: Organizational Flow Charts



~ Promoting the development of happy and healthy youth ~

Schoharie County Youth Bureau Agency Profile – 2024

<u>ADDRESS/LOCATION:</u>	276 Main Street, 1st Floor P.O. Box 233 Schoharie, NY 12157
<u>DEPARTMENT HEAD:</u>	Cody Robinson-Bullock, YB Director
<u>STAFF:</u>	Susan Riquier, Program Coordinator Deidre Lewis, Youth Bureau Assistant Summer Staff: Recreation Supervisor Recreation Assistant(s) Recreation Helper(s)
<u>TELEPHONE:</u>	(518) 295-2057
<u>FAX:</u>	(518) 295-2094
<u>E-MAIL:</u>	youth@co.schoharie.ny.us
<u>OFFICE CALLING HOURS:</u>	Monday – Friday, 8:00 a.m. – 4:00 p.m.
<u>POPULATION SERVED:</u>	Youth ages 0-21
<u>AUTHORIZING STATUTES, RULES & REGULATION:</u>	12/9/15 N.Y.St. Reg. CFS-49-15-00005-P NYS Register Volume XXXVII, Issue 49 Rule Making Activities – Office of Children and Family Services
<u>OVERSIGHT AGENCIES:</u>	Office of Children & Family Services, Schoharie County Board of Supervisors’ Historical, Planning & Promotion Committee, and the Schoharie County Youth Board
<u>AGENCY DESCRIPTION:</u>	Allocates State Youth Development funding. Responsible for developing and maintaining a County Comprehensive Plan (CCP) for youth services. Assists in the coordination of services. Monitors existing programs and develops new ones consistent with the needs of youth.
<u>SERVICES PROVIDED:</u>	Leadership programs, staff development for professional youth workers, cultural/ educational enrichment, technical assistance, coordination of recreation services, adventure experiences, and family programs.