



2025 County Administrator Report

Introduction

Good afternoon,

The following 2025 County Administrator Report provides a brief overview of departmental activities and highlights from the past year. While this narrative highlights many important efforts, it cannot fully capture the depth of work performed across Tioga County government each year. Detailed individual department annual reports are available online for those who wish to explore each department's work and efforts over the past year in greater detail, including their 2026 strategic goals and new and continued challenges.

Together, these summaries reflect the continued commitment of Tioga County employees to responsible governance, fiscal stewardship, and service to the community.

The following sections highlight the work and accomplishments of individual departments across Tioga County government.

Board of Elections

Department Overview

The Tioga County Board of Elections administers federal, state, and local elections while maintaining accurate voter registration records and ensuring compliance with New York State Election Law.

2025 Activities & Accomplishments

In 2025, the Board of Elections coordinated both primary and general elections, processed candidate petitions, maintained voter rolls, and trained election inspectors to staff polling locations across the county. The Board of Elections also collaborated with the Tioga Arts Council to facilitate the first "I Voted" sticker design contest to help engage future voters.

Department Highlights

- 53 local offices appeared on the ballot in 2025.
- 1,282 new voter registrations processed.
- Countywide voter turnout of approximately 21.9% in the 2025 General Election.
- Replacement and upgrade of 68 electronic pollbooks.

Coroner's Office

Department Overview

The Coroner's Office investigates deaths occurring within Tioga County to determine cause and manner of death while supporting law enforcement and public health investigations.

2025 Activities & Accomplishments

Throughout 2025 the office responded to calls from law enforcement, hospitals, and emergency responders to conduct death investigations and coordinate autopsies when required.

2025 Appointments

In February of 2025, the County Legislature appointed County Coroner John Olsen, who was successful in the 2025 General Election, and continues to serve in 2026. Coroner Olsen also completed the mandated New York State Coroner Trainings.

Department Highlights

- 24-hour on-call response system maintained.
- The Coroner's Office handled 118 cases countywide during 2025.
- Death investigations conducted with Law Enforcement agencies.
- Beginning the integration of digital case management software.

County Clerk's Office

Department Overview

The County Clerk's Office maintains official county records including land transactions, court filings, and legal documents while also providing passport services to residents.

2025 Activities & Accomplishments

During 2025 the office processed thousands of public records while ensuring that documents remained accessible and preserved in accordance with state records management requirements.

Department Highlights

- \$716,573 in revenue generated, up 5% from 2024.
- Recorded 1,701 deeds, 2,342 mortgages, 1,049 civil actions.
- Processed 470 passport applications, \$22,000 in revenue.
- Criminal Background Searches brought in over \$175,000 in revenue.



Department of Motor Vehicles (County Clerk)

Department Overview

The Department of Motor Vehicles provides driver licensing, vehicle registration, and identification services to residents on behalf of New York State.

2025 Activities & Accomplishments

In 2025 the DMV office experienced a high volume of activity due to the Real ID compliance deadline while continuing to provide efficient customer service.

Department Highlights

- 44,120 DMV transactions processed.
- \$796,331 in revenue generated, up 10% from 2024.
- Increased demand related to Real ID requirements.
- Daily average of approximately 176 customer transactions.

District Attorney

Department Overview

The District Attorney's Office prosecutes criminal offenses within Tioga County and works closely with law enforcement agencies to uphold public safety.

2025 Activities & Accomplishments

In 2025 the office prosecuted a wide range of criminal cases while coordinating with law enforcement partners and supporting victims throughout the judicial process.

Department Highlights

- Criminal prosecutions are conducted across county courts.
- Coordination with municipal and state law enforcement.
- Victim advocacy services provided.
- Significant time dedicated to complex criminal trials, including the prosecution of the Thomas Rath murder trial.

Economic Development and Planning

Department Overview

The Economic Development and Planning Department promotes economic growth and strategic planning initiatives throughout Tioga County.

2025 Activities & Accomplishments

During 2025 the department administered grant programs, supported redevelopment initiatives, and worked with municipalities and businesses to encourage investment and job creation.

Department Highlights

- \$2.43 million in grants administered, including the Tioga Fresh Mobile Café.
- 22 Land Bank properties supported.
- 15 tons of electronic waste recycled, saving taxpayers \$8,323.
- 25 municipal referrals reviewed under General Municipal Law 239.

Emergency Services

Department Overview

The Office of Emergency Services coordinates emergency preparedness, disaster response, and public safety planning throughout Tioga County.

2025 Activities & Accomplishments

During 2025 the department continued work on the countywide radio communications system and provided training opportunities for emergency responders.

Department Highlights

- Three (3) new emergency radio tower sites were constructed in 2025, with the final tower completed in early 2026.
- 46 fire investigations conducted, approximately 750 hours spent on fire investigation scenes.
- Facilitated regular Local Emergency Planning Committee (LEPC) and Community Organizations Active in Disasters (COAD) meetings.
- County Emergency Preparedness Assessment (CEPA) completed in partnership with New York State agencies.

Historian

Department Overview

The Historian's Office is responsible for preserving, documenting, and promoting the rich history of Tioga County and its communities. The office works to ensure that important historical records, stories, and artifacts are preserved for future generations.

2025 Activities & Accomplishments

The office works collaboratively with municipal historians and historical societies, assisting with the preservation and documentation of historical records, promoting awareness of



Tioga County's historical heritage through educational outreach and supporting the efforts connected to the upcoming New York State's 250th commemoration initiatives.

Department Highlights

- 381 in-office hours, with 29 visitors.
- Assisted the Board of Elections with County Election history records.
- Chaired a 50th Anniversary Program at F.L. Waterman Center.
- Hosted a September walking tour of Hiawatha Island, accessed by a pontoon boat.

Information Technology

Department Overview

Information Technology and Communications Services support county operations by maintaining technology infrastructure, cybersecurity systems, and digital services.

2025 Activities & Accomplishments

In 2025 the department completed network upgrades, migrated computers to Windows 11, and expanded fiber connectivity between county facilities.

2025 Appointments

In September of 2025, the County Legislature appointed Brandon Clark to the role of Chief Information Officer. Brandon previously served as the Deputy Chief Information Officer.

Department Highlights

- 3,288 helpdesk tickets processed, averaging approximately 13 new tickets daily.
- 88% first-response resolution rate, 93% service level compliance.
- 2,218 GIS parcel transactions processed, resulting in an additional \$1.4 million in value added to the County's tax roll.
- The department also updated the Shared Services Catalog and Master Service Agreements for municipalities utilizing county IT services.

Law Department

Department Overview

The Law Department provides legal counsel and risk management services to the County Legislature and all County departments.

2025 Activities & Accomplishments

Throughout 2025 the department reviewed contracts, provided legal guidance, and supported policy development and litigation matters affecting County operations.

Department Highlights

- 483 contracts reviewed.
- 19 Child Protective Registry expungement hearings.
- Oversight of county safety and risk management programs.
- Legal support provided to all County departments.

Legislative Office

Department Overview

The Legislative Clerk supports the operations of the Tioga County Legislature and also serves as the County Auditor responsible for reviewing financial claims.

2025 Activities & Accomplishments

In 2025 the office coordinated legislative meetings, prepared resolutions and local laws, and audited financial transactions prior to payment.

Department Highlights

- 9,116 accounts payable invoices reviewed and audited, totaling \$31,605,185.
- 2,180 purchasing card transactions audited, totaling \$567,804.89.
- Legislative review and certification of 501 resolutions.
- Preparation of three (3) local laws, facilitating twelve (12) regular meetings, six (6) special meetings, and seven (7) public hearings.

Mental Hygiene

Department Overview

The Department of Mental Hygiene coordinates behavioral health services including mental health treatment, substance use services, and crisis intervention programs.

2025 Activities & Accomplishments

During 2025 the department continued to expand community-based services while working with partner agencies to address behavioral health needs.

2026 Retirements & Appointments

Early in 2026, the Director of Community Services Lori Morgan indicated her retirement after nearly 24 years of dedicated public service with the Department of Mental Hygiene. Following the notice of Lori's retirement, the Legislature authorized the appointment of Sarah Begeal to the role of Interim Director of Community Services, previously serving as



the Deputy Director of Community Services. The Community Services Board is currently in the process of interviewing qualified candidates for the Director position and will make a recommendation to the Legislature for appointment in the following weeks.

Department Highlights

- Nearly 19,000 behavioral health services delivered.
- Waverly satellite clinic opened.
- Medication Assisted Treatment program continued.
- Community Narcan training initiatives.

Personnel

Department Overview

The Personnel Department administers civil service functions, employee relations, and workforce administration for county government.

2025 Activities & Accomplishments

In 2025 the department coordinated recruitment, administered examinations, and supported departments with workforce management.

Department Highlights

- 39 civil service examinations administered.
- 106 candidates were tested.
- 61 Qualified Incumbent Exams conducted.
- 43 workers' compensation injuries processed.

Probation

Department Overview

The Probation Department supervises individuals placed under court-ordered probation while promoting rehabilitation and public safety.

2025 Activities & Accomplishments

Throughout 2025 probation officers coordinated treatment programs, employment services, and housing assistance while supervising individuals under court jurisdiction.

Department Highlights

- Coordination of the Weekend Work Program in conjunction with the TCSO.
- Creation of the Probation Community Outreach Committee.
- Completed updates of the Probation Training Manual.
- Initiating a cross-training program at Probation.

Public Defender

Department Overview

The Public Defender's Office provides legal representation to individuals who cannot afford private counsel in criminal proceedings.

2025 Activities & Accomplishments

During 2025 the office represented defendants across county courts while ensuring constitutional rights to legal representation were upheld.

2025 Retirements & Appointments

In 2025, Public Defender Thomas R. Cline indicated that he would be retiring after 12 years of service to the county. In December, the Legislature appointed Michael Arcesi to the role of Public Defender beginning in 2026.

Department Highlights

- Legal defense provided in criminal proceedings.
- Representation of indigent defendants.
- Coordination with courts and prosecutors.
- 873 new cases in 2025, 7.6% increase from 2024.

Public Health

Department Overview

The Public Health Department protects and promotes the health of Tioga County residents through prevention programs, regulatory oversight, and community education.

2025 Activities & Accomplishments

During 2025 Public Health staff conducted outreach activities, monitored communicable diseases, and provided environmental health inspections.

Department Highlights

- 63 public outreach activities conducted.
- Community health education & wellness initiatives delivered.
- Environmental health inspections performed.
- Continuation of "Project Public Health Ready" (Emergency Preparedness).

Public Works

Department Overview

The Department of Public Works maintains county infrastructure including buildings, roads, and bridges while overseeing capital improvement projects.



2025 Activities & Accomplishments

In 2025 the department completed major facility upgrades and infrastructure projects while continuing maintenance across numerous county properties.

Department Highlights

- HVAC upgrades completed across county facilities including 56 Main St, the Health & Human Services building, and the Court Annex.
- Multiple bridge replacement and rehabilitation projects.
- Road resurfacing initiatives completed.
- Support for emergency radio communications infrastructure.

Real Property

Department Overview

Real Property Tax Services maintains property records and assists municipalities with assessment administration and tax roll maintenance.

2025 Activities & Accomplishments

During 2025 the department continued to maintain property tax data while supporting assessors and residents with property information requests.

Department Highlights

- Processed 1,850 deeds.
- Ran tentative and final assessment rolls for nine (9) towns in the county.
- Successfully migrated to Beacon platform for real property data viewer.
- Printed 40,465 tax bills and ran twenty-seven (27) tax rolls.

Sheriff

Department Overview

The Sheriff's Office provides law enforcement, corrections, and civil enforcement services across Tioga County.

2025 Activities & Accomplishments

Throughout 2025 the department conducted patrol operations, criminal investigations, and corrections supervision while coordinating with other public safety agencies.

Department Highlights

- Dispatch handled 95,021 non-emergency calls and 31,289 911 emergency calls.
- Records Division processed 1,145 pistol permit applications and completed 1,713 FOIL requests.

- Corrections processed 465 inmates through intake, with a daily average jail population of 53.
- Road Patrol took possession of over 821lbs of unwanted prescription and non-prescription drugs for destruction, more than double the amount from last year.
- Civil Division processed \$552,059 in civil monies and \$99,300 in bail funds.

Social Services

Department Overview

The Department of Social Services administers programs that support individuals and families through financial assistance, child welfare services, and protective programs.

2025 Activities & Accomplishments

In 2025 the department continued to aid residents while coordinating services with courts, healthcare providers, and community organizations.

2025 Retirements & Appointments

2025 saw the retirement of the Commissioner of Social Services, Shawn L. Yetter, after 35 years of dedicated service to the County. Following the notice of Shawn's retirement, the Legislature appointed Elizabeth Myers to the position of Commissioner of Social Services. Ms. Myers previously served as the Deputy Commissioner of Social Services and the Director of Social Services.

Department Highlights

- Successfully claimed \$10,077,394 in State and Federal reimbursements.
- Child Advocacy Center served 106 children, conducting 101 interviews.
- HEAP processed 2,950 benefit applications, resulting in \$2,059,667 in benefits.
- Career Center assisted over 900 customers with unemployment needs.

Treasurer

Department Overview

The Treasurer's Office serves as the custodian of county funds and is responsible for managing the County's financial resources, including the collections of real property taxes, management of cash flow and investments, and administration of delinquent tax enforcement.

2025 Activities & Accomplishments

The Treasurer's Office manages the County's financial operations, including real property tax collection, investment of county funds, administration of delinquent tax enforcement proceedings, and coordination with municipalities on tax and sales tax distributions. The



department also works closely with all county departments to ensure accurate financial reporting and responsible management of public funds.

2025 Retirements and General Election

In 2025, County Treasurer James McFadden announced his retirement from Tioga County after 32 years of dedicated service. Treasurer McFadden guided the County through periods of economic uncertainty while maintaining strong financial stewardship and safeguarding county assets and investments. Following the 2025 General Election, District 3 Legislator Barbara Roberts won the election for County Treasurer and has assumed the role since January 1st.

Department Highlights

- County maintained an A+ bond rating from Moody's Investors Service.
- The 2024 Independent Audit resulted in no findings and issued a clean opinion.
- Processed Sales Tax Distribution to Towns and Villages of \$8,615,143.
- Annual Tax Foreclosure included 30 properties and generated proceeds of \$581,005.

Veterans

Department Overview

The Veterans' Service Agency assists veterans and their families in obtaining benefits and services earned through military service.

2025 Activities & Accomplishments

Throughout 2025 the agency provided outreach, benefit assistance, and advocacy services for veterans across Tioga County.

2025 Appointments

In 2025, the Legislature appointed former District 5 Legislator Dennis Mullen to the role of Director of Veterans' Service Agency. Mr. Mullen served as a Legislator for 10 years and brings extensive municipal knowledge and strong commitment to the Veterans community.

Department Highlights

- Over 1,700 veterans served.
- TCVSA was recognized by OMH at the annual Cares Up Conference.
- Community outreach and veteran recognition events, including the Annual 5k "Ruck for Them" march.

- Participation in suicide prevention initiatives, and advocacy for Veterans Suicide Awareness month in September with Operation “Green Light”.

County Administrator

Department Overview

The County Administrator serves as the Chief Administrative Officer, Budget Officer, Public Information Officer, and Purchasing Officer of Tioga County government, responsible for coordinating county operations, supporting the Legislature, overseeing financial and administrative functions, ensuring effective and consistent public information, and ensuring effective delivery of services across all departments.

2025 Activities & Accomplishments

Significant time in 2025 was dedicated to supporting the County Legislature in policy development, contract and procurement oversight, and the implementation of capital improvement projects. The office also worked collaboratively with departments to improve operational coordination, strengthen fiscal management practices, and support long-term strategic planning for county infrastructure and services.

Department Highlights

- Development and administration of the County’s annual operational and capital budget.
- Facilitation of the Policy Review Committee with the Legislative Clerk to assist the Legislature with policy development.
- Drafting over 15 media releases and drafted monthly Department Spotlight articles, focusing on the employees and operations of County departments.
- Facilitated quarterly Leaders’ Meetings with Department Heads, to provide updates and challenges, while also providing guidance and operational direction when necessary.

Conclusion

In conclusion, the accomplishments highlighted in this report demonstrate the continued dedication and professionalism of Tioga County’s workforce. Across every department, employees work diligently to provide critical services, maintain public infrastructure, safeguard the county’s financial resources, and support the well-being of its residents.

County government is successful because of the commitment of the individuals who serve within it. Their efforts ensure that Tioga County remains a strong, well-managed, and responsive local government.

On behalf of the Legislature and the residents we serve, I extend appreciation to every county employee for their continued service and commitment to the community.