

**Sheriff** - Pursuant to the existing emergency declaration of Schuyler County, The Schuyler County Sheriff's Office is providing the following information with regards to changes in procedure due to the Covid – 19 Emergency.

When calling 911 or our non-emergency number you will be asked to provide a call back telephone number. A Deputy will most likely contact you via telephone before arrival to assess the need for an in-person interview. For minor reports, Deputies will likely provide you with the report number and complete the report without personal interaction.

If needed, please be prepared to step outside of your residence to meet a Deputy in an open environment. This is consistent with the recommended social distancing to prevent the spread of illness. Additionally, the Lobby to the Public Safety Building is now closed to the public. A telephone in the foyer will connect you with the 911 Center for walk in service. A Deputy will respond to interview you.

We will continue to respond accordingly to emergency calls for service.

The Civil Department will operate on an appointment only schedule. No walk-ins will be allowed. Please call (607) 535-8226 during normal business hours to schedule an appointment.

We would like to thank everyone in advance for their cooperation, and we will return to normal operations as soon as permissible.

**Department of Social Services** - At this time DSS remains open but is strongly encouraging the public to apply for benefits by telephone 535-8303 or on-line at [Mybenefits.gov](http://Mybenefits.gov)

Those with Child Support related matters are asked to call the State Child Support Helpline (888) 208-4485 or on-line at [www.childsupport.ny.gov](http://www.childsupport.ny.gov)

Any Schuyler County residents experiencing homelessness are asked to report to the Sheriff's Dept. for assistance.

For Adult Services clients receiving checks, please note that effective 3/20/2020 all checks will be mailed.

## **Community Services / Mental Health**

**The Mill Creek Facility is now closed to the public until further notice.** The Mental Health Clinic and its Therapists will be available by teletherapy during the State of Emergency. The Clinic will be contacting you about your appointments and discussing the teletherapy process. If you have a crisis during regular business hours, please call (607) 535-8282 and after hours call the Crisis Line at (607) 442-6900. If you are concerned you have any symptoms of the Coronavirus, please call Public Health at (607) 535-8140.

## **County Clerk/DMV - THE COUNTY CLERKS OFFICE & DEPARTMENT OF MOTOR VEHICLES (DMV) ARE NOW CLOSED TO PUBLIC.**

Schuyler County Clerk, Theresa Philbin is announcing that the County clerk's office as well as the DMV will be closed to the public as of Monday, March 23 until further notice. Appointments will no longer be accepted at this time.

As of April 1, 2020, it has been determined that some transactions may be considered essential services for our County's residents. The Schuyler County DMV will now be accepting vehicle registrations by MAIL ONLY. This will also allow for the transfer of vehicle registrations as well as plate surrenders. View April 1, 2020 release [HERE](#).

In order to comply with the New York State executive order 202.8 Schuyler County will be reduced to "essential employees" only. This reduction in staff as well as the need to practice social distancing to help us prevent the spread of the COVID-19 virus has made this action necessary.

Title search companies and others needing access to land records are encouraged to use our online portal at <https://cotthosting.com/nyportal>. We are still accepting recording documents by USPS, FEDX-EX, UPS and Courier.

Anyone needing to amend a pistol permit is encouraged to print the amendment form and mail it in with a check or money order of \$3 for a paper permit or \$5 for the card. This form can be found under the "Gun Permit" tab to the left of your screen.

Any further questions please call or email.

**Office For The Aging - Effective 3/18/2020, Office for the Aging is deferring walk-ins, unless there is an emergency. An emergency may include lack of food, medications, electric or heat. Others can call Office for the Aging at 535-7108, so questions can be answered and/or phone appointments scheduled.**

Congregate Meal Sites – All 5 sites canceled until further notice (Montour Falls, Monterey, Tyrone, Hector, Watkins Glen) Those at risk have been or will be added to our home delivered meal routes.

Home Delivered Meals – We have revised the manner in which home delivered meals are provided. The drivers will knock or ring the doorbell, wait to see the client as they approach the door, hang the plastic bags with the meal on the door handle and then walk away and watch the client retrieve their meal. For those who cannot come to the door, the driver will enter the home and leave the meal in the refrigerator. In congregate senior housing, the driver will leave all meals in the community room refrigerator or freezer. Clients can go to the community room to pick up their meals. Drivers are using hand sanitizer between homes which is the normal practice for them. We have added gloves, so when the driver does enter a home or go to the community room in senior housing, they will use these. All drivers have been trained in proper glove use. They will utilize hand sanitizer after removing the gloves and also will have disinfectant wipes they can use.

Nutrition Counseling – The RD will call people rather than trying to schedule home visits.

In-home Services – We have been in contact with the home care agencies. Services have not stopped as of yet, but this is being addressed.

In-Home Assessments – EISEP, caregiver respite and home delivered meals initial assessments and reassessments will be done strictly by phone.

Transportation – All transportation provided by volunteers and an OFA staff member have been suspended until further notice.

HIICAP – All appointments are being done by phone until further notice.

Health Promotions and Senior Center Recreation & Education - We have canceled all group activities until further notice. This includes our Parkinson's Disease Support Group, health promotions classes, senior center rec & ed classes such as Bone Builders and Tai Chi, March for Meals and other special events, meetings and other agencies that utilize our space for meetings.

Social Adult Day Program – Our contracted Social Adult Day Program is canceled until further notice.

**Public Health/Watershed** - The Office remains open to conduct essential functions only including that of COVID-19 response for investigation and quarantines activities, investigation of other communicable disease reports or potential exposures to rabies, and critical water sampling.

**Human Resources** – The office will not be open to the public. Staff will be available by phone. Retirees who need to make health insurance payments should send payments through the mail or can drop payments off in the mailbox outside the County Building in WG designated “All County Correspondence”

**Civil Service** – The office will not be open to the public. Staff will be available by phone. Applications are available online. Completed applications can be mailed to the office or dropped off in the mailbox outside the County Building in WG designated “All County Correspondence”.

**Veterans Service Agency** – will be closed with the Director working remotely.

**Weights & Measures** – Working remotely suspending all retail inspections but will continue to respond to industrial and agricultural needs.

**Records Management** – shutting down the function of the Records department reducing staff of one.

**Planning** - Will be operational but closed to the public. Household Hazardous Waste Day Registration Forms, can continue to be mailed in, but are encouraged to be emailed to [kvanhorn@co.schuyler.ny.us](mailto:kvanhorn@co.schuyler.ny.us).

**County Attorney** - legal staff will work remotely except as necessary for court appearances.

**Treasurer** - Foreclosure proceedings will be put on hold for the time being. Staff are working remotely where practicable. If possible, we request that you mail in your payment rather than coming into the office. We do accept the postmark date as payment date.

**Room Tax**- Our office worked with the Legislature and made the decision to delay the Room Tax payment. Although the actual tax does not have to be submitted at this time (it will be due April 20, 2020 unless otherwise stated), the submission form does need to be submitted. We **strongly** encourage you to send that in via email to [treasurer@co.schuyler.ny.us](mailto:treasurer@co.schuyler.ny.us) or in the mail. If the submission form is received after March 20, 2020 you will not be charge any late fees at this time.

If you do not have the ability to sign and scan the form to send via email that is not a problem; we are able to accept an unsigned form at this time and you will just need to send a signed copy in with the tax when it is submitted in April.

If you have any questions, do not hesitate to call the Treasurer’s Office at 607.535.8181.

**Probation-** Probation is moving to reduce staff by 50%. We are keeping every case that we can at phone call checks-ins. Only high-risk cases or clients with emergencies are allowed in the office. We will screen them at the front window asking the COVID-19 questions, then make them wash/hand sanitize, then bring them in keeping the 6-foot rule. Home visits are discontinued unless absolutely necessary, at least for the time being.

**Buildings and Grounds** – Will be operational at full staff, office will be closed. Staff have been assigned cleaning and sanitizing tasks in all County offices

**Highway** - The Public Works Complex will be closed to the public. Responding to emergencies only.

**District Attorney** - The DA's Office will no longer take walk in appointments until further notice. We will not be making court appearances unless mandated by a court.

We will not be presenting cases to the Grand Jury until further notice.

We will no longer handle traffic ticket reductions in court settings (email and mail only). We will staff the DA's Office daily with two people (one lawyer/ one secretarial).

We may only have secretarial staff for a limited time each day (ie: 8 to 1) other functions will be performed remotely.

**Public Defender** - The Schuyler County Public Defender office will still be accepting applications for any active family or Criminal Court matters in Schuyler county. Call 535-6400 to make arrangements and the application is available online

**Purchasing** – Staff person will work on ordering/dispensing of supplies where she will leave once caught up and return one day a week. Director will work remotely from home.

**Real Property** - Assessors will be working remotely for the foreseeable future. Should the public need to contact our office please call or email to make an appointment. The Real Property Tax Office strongly discourages the public to visit the office without an appointment.

**Board of Elections** - Board of Elections office is closed to public. **Call 607-535-8195.**

**Legislative Office** – Both staff will be working remotely, and office is closed to public.

**County Administrator** – Office will be staffed both in person during regular business hours and remotely at all other times to be available to respond to governmental or public needs.