

The regular meeting of the Tioga County Commissioners was called to order today at 10:00 a.m. at the Tioga County Courthouse with the following members present: Erick J. Coolidge, Mark L. Hamilton, and Roger C. Bunn. Also present was Janice Chamberlain, Kera Hackett, Casey Zuchowski, Marc Rice, Josh Zeyn, Scott Zubek, Tim Cleveland, Jen Cochran, Sara Rice, Diane Weed, Chris Perry, Betsy Craig, Becky Briggs, Kaye Aumick, Chris Eckert, Joy Childs, Bob Goodrich, Shane Nickerson, Sam VanLoon, Sandra Olson, Dan Styborski, Sean Sember, Dixie Coolidge, Deven Martin, Chelsie Martin, Noah Martin, Jonah Martin, Bri Coolidge, Brooke Coolidge, Colton Coolidge, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

2024 Org Mtg

For information –

2024 1st Mtg

- o The 2024 Organizational Meeting will be held on Tuesday, January 2, 2024 at 10:00 a.m.
- o The first regular Board of Commissioners meeting for 2024 will be held on Tuesday, January 9, 2024, 10:00 a.m.

Minutes

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve the minutes of November 14, 2023.

Hire A.Roosa

For information, hired Angela Roosa, Clerk, Prothonotary & Clerk of Courts, \$12.50/hr. with benefits.

Resignations
D.Wilcox
D.Stager

For information, the following resignations were received:
David Wilcox, part-time Corrections Officer, effective 12/16/23
David Stager, DUI Coordinator, effective 12/30/23

Transfers
M.Rice
K.Chaborek

For information, the following transfers will occur effective 1/1/2024:
Marc Rice, from Assistant Chief Clerk to elected position of Commissioner
Keriane Mosher Chaborek, from Chief Deputy, Register/Recorder/Clerk of Orphan's Court to elected position of Register/Recorder/Clerk of Orphan's Court

Hire
T.Kendrick

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the hire of Tamora Kendrick, part-time 911 Dispatcher, \$26.00/hr., no benefits.

2024 Budgets

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to adopt the following 2024 Tioga County budgets:

- General Fund: \$21,415,255
- Liquid Fuels: \$ 197,800
- Human Services: \$19,448,992

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Resolution
R-18-23

**TAX LEVY RESOLUTION
R-18-23**

A Resolution of the County of Tioga, Commonwealth of Pennsylvania, fixing the tax rate for the year 2024.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of County Commissioners of the County of Tioga, Commonwealth of Pennsylvania:

That a tax be and the same is hereby levied on all real property within the said County subject to taxation for County purposes for the fiscal year 2024 as follows: Tax rate for general County purposes and debt purposes, 3.32 mills per \$1,000.00.

That any resolution or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution. Passed finally by the Board of County Commissioners, this 12th day of December, 2023.

/s/ Erick J. Coolidge /s/ Mark L. Hamilton /s/ Roger C. Bunn

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Resolution
R-19-23

RESOLUTION NO. R-19-23

A RESOLUTION OF THE COUNTY OF TIOGA, PROVIDING FOR AN ESTABLISHED MEANS FOR THE EVALUATION AND DETERMINATION OF THE UNIFORMITY OF AD VALORUM REAL ESTATE TAX ASSESSMENT; AND PROVIDING FOR THE PERIODIC COUNTY-WIDE REASSESSMENT OF PROPERTY TO ENSURE CONTINUED UNIFORMITY.

WHEREAS, the County of Tioga ("County") undertook a county-wide reassessment of all Tioga County real property in 2023, the objective of which was to ensure uniformity in all real estate taxation, the equitable distribution of taxes, and to ensure the fairness of the real estate taxing system; and

WHEREAS, the Consolidated County Assessment Law, Act No. 93 of 2010, as amended, codified at 53 Pa. C.S. § 8801 - 8868, case law interpreting this Act, previous assessment laws, and the Pennsylvania Constitution, require that ad valorem real estate taxes be fair, uniform and equitably applied; and

WHEREAS, the Local Government Commission, a bicameral, bipartisan legislative service agency of the Pennsylvania General Assembly, formed a Property Assessment Reform Task Force in 2016 to address assessment-related litigation currently and in recent years, and reported inconsistencies and inequities in the Pennsylvania's property assessment system; and

WHEREAS, the Local Government Commission Property Assessment Reform Task Force developed Resources including Data Collection Standards, Model Request For Proposal and Contracting Guidelines for County Reassessment Services, and a guide titled Pennsylvania Property Assessment - A Self-Evaluation Guide For County Officials that provides the county governing body, county assessors and other county officials and employees, and the public with a primer on the reasons for the periodic review of the status of the county's assessment system, and the processes that the county can use to conduct a periodic review; and

WHEREAS, the Property Assessment Reform Task Force Resources were approved and adopted as best practices by the Assessors Association of Pennsylvania (AAP) Board of Governors, and the County Commissioners Association of Pennsylvania (CCAP) Board of Directors on July 13, 2018, and August 5, 2018 respectively; and

WHEREAS, the Tioga County Board of Commissioners adopted the Local Government Commissions Assessment Reform Task Force's Resources as best practices in property tax assessment by Resolution # R-14-18 on September 25, 2018; and

WHEREAS, the County; Board of Commissioners and the Board of Assessment Revision, desire to adhere to these best practices so that real estate taxation is a uniform and fair system to equitably apply real estate taxation to all real property owners of the County; and

WHEREAS, the County; Board of Commissioners and the Board of Assessment Revision desires to establish a means for reassessment that relies upon the recommended reassessment cycle and statistical measures that were approved and adopted as best practices from the Self Evaluation Guide for County Officials Appendix E, which includes Ratio Study Standards for Coefficient of Dispersion (COD) of 5 to 30 depending on property class, Level of Assessment Standards of 0.90 – 1.10, Price-Related Differential (PRD) of .98 – 1.03, and Time Standards of 4-6 years, as established by the International Association of Assessing Officers (IAAO); and

WHEREAS, the County; Board of Commissioners and the Board of Assessment Revision, recognize the benefits of conducting regular reassessments to maintain uniformity and reduce the overall project costs, and desire to adopt a process to implement a cyclical reassessment cycle to occur every 5 years, with the final decision to be made in conjunction with the recommended assessment performance monitoring procedures outlined in Self Evaluation Guide for County Officials related to assessment ratio studies, with the goal of not exceeding the 4-6 year recommended cycle that was adopted as best practices by CCAP and the AAP;

WHEREAS, the County; Board of Commissioners and the Board of Assessment Revision, shall continue to work with a Reassessment Advisory Committee comprised of governmental and nongovernmental community representatives to regularly review and discuss the status of the assessments in Tioga County. The committee shall be comprised of county officials and department representatives with a direct role in the management or support of the Assessment Office, and local government and community representatives who volunteer their time and expertise in their respective fields to assist Tioga County in the monitoring of assessment performance as it relates to uniformity and equity standards, and to assist in the successful completion of future reassessments; and

NOW, THEREFORE, BE IT RESOLVED, THAT THE TIOGA COUNTY BOARD OF COMMISSIONERS, do hereby direct the Tioga County Board of Assessment Revision and Assessment Office to conduct annual assessment performance monitoring from this date forward, and to plan for a County-wide reassessment program for all properties within Tioga County with the new assessments taking effect January 1, 2029, and to conduct additional County-wide reassessment programs every 5 years thereafter, or within the recommended 4 – 6 year time frame based on current market activity, and assessment ratio performance.

This Resolution is on this 12th day of December, 2023 and shall be effective immediately.

/s/ Erick J. Coolidge /s/ Mark L. Hamilton /s/ Roger C. Bunn

Attest: /s/ Janice Chamberlain, Chief Clerk

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Resolution
R-20-23

**DESIGNATION OF AGENT
RESOLUTION R-20-23**

BE IT RESOLVED Board of Commissioners of Tioga County that Douglas Wicks, Director, Emergency Services, is hereby authorized to execute for and in behalf of Tioga County a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance for the Building Resilient Infrastructure & Communities (BRIC) FFY 2023 Grant.

Passed and approved this 12th day of December, 2023.

CERTIFICATION

I, Janice Chamberlain, duly appointed and Chief Clerk of Tioga County, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Commissioners of Tioga County on the 12th day of December, 2023.

/s/ Janice Chamberlain, Chief Clerk Date: 12/12/2023

Accept bids for VA building project
A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to accept the following bids received for the Veterans Affairs building additions and renovations project. Total of bids: \$1,955,500. Act 13.

| | | |
|-------------------------|-----------------|-------------|
| General Construction | CBF Contracting | \$1,151,000 |
| Plumbing Construction | Silvertip, Inc. | \$ 207,000 |
| HVAC Construction | Silvertip, Inc. | \$ 245,000 |
| Electrical Construction | G. R. Noto | \$ 352,500 |

Lecce Electric Light pole replacement
A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a proposal from Lecce Electric, Inc. to supply and install a new pole light at the Rte. 15 entrance ramp in Tioga - \$11,758. Will be paid with Liquid Fuels.

EADS – VA project
A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve an amendment to the current agreement with EADS Architects for the Veterans Affairs building additions and renovations project - \$40,175 for construction phase services. Act 13.

Wilson Consult Rail Trail bidding
A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a proposal from Wilson Consulting Group for coordination of the Pine Creek Rail Trail Charleston Street Connector bidding and construction services - \$73,270. Act 13.

HP Construc.
Change order

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a change order from HP Construction, to move approximately 2,000 cubic yards of material to designated spots on Pine Creek Rail Trail - \$81,396. This expense will be part of the credit issued by HP Construction.

Eagleview –
flyover
imagery

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a contract with Eagleview for flyover imagery of Tioga County parcels - \$767,547.60. Payable over six years - \$127,924.60 per year. Act 13. Imaging used by 911, Assessment, GIS, municipalities, and other agencies.

DHS- 5
agreements

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve five agreements for the Dept. of Human Services. A listing is attached.

Public Comment –
None

The next meeting of the Tioga County Board of Commissioners is scheduled for January 9, 2024.

The meeting adjourned at 10:26 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

The regular meeting of the Tioga County Salary Board was called to order today at 10:26 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, Roger C. Bunn, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Marc Rice, Josh Zeyn, Scott Zubek, Tim Cleveland, Jen Cochran, Sara Rice, Diane Weed, Chris Perry, Betsy Craig, Becky Briggs, Kaye Aumick, Chris Eckert, Joy Childs, Bob Goodrich, Shane Nickerson, Sam VanLoon, Sandra Olson, Dan Styborski, Sean Sember, Dixie Coolidge, Deven Martin, Chelsie Martin, Noah Martin, Jonah Martin, Bri Coolidge, Brooke Coolidge, Colton Coolidge, and press representative Natalie Kennedy.

Minutes A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to approve the minutes of November 14, 2023.

A.Long hourly rate increase For information, Alyxandra Long, Court Monitor, has completed necessary training and is to be compensated an additional \$1.00 per hour, as per the Court Union contract.

The meeting adjourned at 10:27 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

Kera Hackett