

The Organizational meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Sam VanLoon, Marc Rice, and Shane Nickerson. Also present were Janice Chamberlain, Kera Hackett, Marie Seymour, Frank Levindoski, Sandra Olson, Keriane Chaborek, Joy Childs, Chris Perry, Betsy Craig, Josh Zeyn, Ken Raymond, Kaye Aumick, Tiffany Cummings, Tim Cleveland, Penny Whipple, Roger Bunn, Clint Owlett, Mike Holley, Chris Eckert, Bob Goodrich, and press representative Nat Kennedy.

Pledge of Allegiance

Minutes A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to reaffirm the minutes of the January 3, 2023 Organizational meeting.

Chairman Board of Commissioners A motion was made by Marc Rice, seconded by Shane Nickerson and carried upon vote of two ayes and no nays (Commissioner VanLoon abstained) to appoint Sam VanLoon as Chairman of the Board.

Vice-Chair Board of Commissioners A motion was made by Shane Nickerson, seconded by Sam VanLoon and carried upon vote of two ayes and no nays (Commissioner Rice abstained) to appoint Marc Rice as Vice-Chairman of the Board.

Chief Clerk A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Janice Chamberlain as Chief Clerk.

Asst. Chief Clerk A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to appoint Jennifer Cochran as Assistant Chief Clerk.

County Solicitor A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Christopher Gabriel of Gabriel Fera, P.C. as Tioga County Solicitor.

2024 Meeting Schedules A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the day, time and place for the following Board meetings:

**2024 Meeting Schedule**

The Tioga County of Board of Commissioners meetings will be held according to the schedule below in the Commissioner's Meeting Room, at 10:00 a.m.

The Salary Board meeting, if needed, will be held immediately after the Board of Commissioners' meeting.

The Retirement Board meeting will be held immediately after the Salary Board meeting.

The Prison Board meeting will be held on the dates listed below. Meetings will be held at 11:00 a.m. in the Commissioners' Meeting Room.

The Board of Assessment Revision meeting will be held on the dates listed below. Meetings will be held at 1:30 p.m. in the Commissioner's Conference Room.

January 2 - Organizational Meeting

January 9	July 9
February 13	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

Courthouse days/hours A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the courthouse days and hours as Monday through Friday, 9:00 a.m. – 4:30 p.m.

Mileage reimbursement A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the 2024 mileage reimbursement rate at \$0.65 per mile.

Set 2024 Depositories A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the 2024 depositories for county funds as: C&N Bank, Wellsboro, PA, and First Citizens Community Bank, Wellsboro, PA.

Public Defender A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Eric Gurney as Tioga County Public Defender.

Develop Tioga representative A motion was made by Marc Rice, seconded by Sam VanLoon and carried upon vote of two ayes and no nays (Commissioner Nickerson abstained) to appoint Shane Nickerson as Commissioner representative to Develop Tioga.

BeST representative A motion was made by Shane Nickerson, seconded by Marc Rice and carried upon vote of two ayes and no nays (Commissioner VanLoon abstained) to appoint Sam VanLoon as Commissioner representative on BeST Board.

County Engineer            A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Larson Design Group as the County Engineer.

PCOMP/  
PCoRP claims  
coordinator            A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to appoint Tim O'Neill as PCOMP and PCoRP Claims Coordinator.

Open Records  
Officer            A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Jennifer Cochran as the Open Records Officer.

The meeting adjourned at 10:09 a.m.

\_\_\_\_\_  
Sam VanLoon II

\_\_\_\_\_  
Marc Rice

Attest: \_\_\_\_\_  
Janice Chamberlain, Chief Clerk

\_\_\_\_\_  
Shane Nickerson

## SALARY BOARD ORGANIZATIONAL MEETING

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:14 a.m. with the following members present: Sam VanLoon, Marc Rice, and Shane Nickerson. Also present were Janice Chamberlain, Kera Hackett, Marie Seymour, Frank Levindoski, Sandra Olson, Kerianne Chaborek, Joy Childs, Chris Perry, Betsy Craig, Josh Zeyn, Ken Raymond, Kaye Aumick, Tiffany Cummings, Tim Cleveland, Penny Whipple, Roger Bunn, Clint Owlett, Mike Holley, Chris Eckert, Bob Goodrich, and press representative Nat Kennedy.

Minutes

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of eight ayes and no nays to reaffirm the minutes of the January 3, 2023 Organizational meeting.

Appoint Chair

A motion was made by Marc Rice, seconded by Shane Nickerson and carried upon vote of three ayes (Commissioner VanLoon abstained) to appoint Sam VanLoon as Chairman of Salary Board.

Appoint Vice-Chair

A motion was made by Sam VanLoon, seconded by Shane Nickerson and carried upon vote of three ayes and no nays (Commissioner Rice abstained) to appoint Marc Rice as Vice Chairman of Salary Board.

The salaries for elected officials, for reference only, are as indicated on the attached list.

2024 Wages

A motion was made by Judge George Wheeler, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in Probation, Domestic Relations, Court staff, and the District Justice court staff.

A motion was made by Frank Levindoski, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Sheriff's Office, as indicated on the attached list.

A motion was made by Sandra Olson, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the District Attorney's office, as indicated on the attached list.

A motion was made by Marie Seymour, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Prothonotary/Clerk of Courts Office, as indicated on the attached list.

A motion was made by Keriane Chaborek, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Register and Recorder and Clerk of Orphan's Court Office, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Treasurer's office, as indicated on the attached list.

A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Public Defender's Office, as indicated on the attached list.

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Assessment and Tax Claim Offices, as indicated on the attached list.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salary for the staff in the Planning office, as indicated on the attached list.

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the GIS Office, as indicated on the attached list.

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Tioga County Soil Conservation Office, as indicated on the attached list.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Emergency Services Department, as indicated on the attached list.

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff at the Tioga County Prison, as indicated on the attached list.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the Support Services staff, as indicated on the attached list.

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff under "Miscellaneous" courthouse positions, as indicated on the attached list.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff of Tioga County Department of Human Services, as indicated on the attached list.

All new hires will receive their 2024 rate increase at the completion of their six-month probationary period.

The meeting adjourned at 10:20 a.m.

Attest: \_\_\_\_\_  
Janice Chamberlain, Chief Clerk

\_\_\_\_\_  
Sam VanLoon II

\_\_\_\_\_  
Marc Rice

\_\_\_\_\_  
Shane Nickerson

\_\_\_\_\_  
President Judge George Wheeler

\_\_\_\_\_  
Kera Hackett, Treasurer

\_\_\_\_\_  
Keriane Chaborek, Register Recorder, Clerk of Orphans Court

\_\_\_\_\_  
Frank Levindoski, Sheriff

\_\_\_\_\_  
Sandra Olson, District Attorney

\_\_\_\_\_  
Marie Seymour, Prothonotary, Clerk of Courts