

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: Mark L. Hamilton and Roger C. Bunn. Also present was Janice Chamberlain, Casey Zuchowski, Marc Rice, Kera Hackett, Betsy Craig, Christine Perry, Sara Rice, Christa Hilfiger, Robin Adams, Chris Eckert, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

Appointment of  
poll workers

For information: Per Purdon's section 2657(c), effective October 1, 2021, the Tioga County Board of Elections authorizes the Director of Elections to appoint poll workers as needed, at county polling locations that have vacancies, to serve during the 2021 General election on November 2, 2021.

Minutes

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the minutes of September 14, 2021.

Hire M. Copp

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the hire of Megan Copp, temporary Cook, Tioga County Prison, \$15.00/hr., no benefits.

Hire S. Emmick

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the hire of Shannon Emmick, Clerk, Assessment office, \$11.00/hr. with benefits, effective 10/11/21.

Holiday  
calendars

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the 2022 Holiday calendar for Tioga County employees and a separate version for 911 dispatchers.

DavisUlmer  
agreement  
Prison pump

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve a one-year inspection renewal agreement with Davis-Ulmer for the Prison's fire pump - \$700.

Larson Design  
county bridge  
removal

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve an agreement with Larson Design Group, for professional engineering services for the removal of Tioga County bridge #3 (Grubb Rd., Deerfield Township), which failed during a flooding event in August 2021. This agreement is split into two parts: Part 1: Design: \$9,000; Part 2: Construction Engineering Services: \$26,000 (estimated). Act 13. Through a Retroactive Reimbursement Program, the County will be reimbursed 80% of this cost from PA DOT.

MCM  
Consulting –  
HAZMAT  
exercise

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve an agreement with MCM Consulting Group, for professional services, for a hazardous materials incident tabletop exercise update. This agreement shall continue until March 31, 2022. The fee of \$9,405 will be paid with funding from the Hazardous Material Response Fund grant.

Nuctech US –  
Prison body  
scanner  
maintenance

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve a three-year maintenance agreement with Nuctech US, Inc. for the full body scanner at the Tioga County Prison - \$16,200 (\$5,400 per year).

Laurel Health –  
COVID19  
testing

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve a one-year agreement with Laurel Health Centers for perform COVID-19 testing for Tioga County Prison inmates at the Wellsboro location, at a rate of \$57 per test. Will be paid with ARP funds.

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

Adopt  
Resolution  
R-16-21

**RESOLUTION AUTHORIZING  
2021 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
Resolution Number: R-16-21**

**RESOLVED**, by the Board of Commissioners of Tioga County

**THAT** an application to the Pennsylvania Department of Community and Economic Development for a Community Development Block Grant in the amount of \$263,463 is hereby approved. A copy of the application in all detail is made part of this resolution and marked EXHIBIT A.

The Chairman of the County Commissioners is authorized to sign the application, the required statement of Assurances, Disclosure Report and Administration Agreement with the Tioga County Housing Authority.

ATTEST:  
/s/ Janice Chamberlain

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

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:

**GRANTEE'S STATE OF GOALS  
NATIONAL PROGRAM FOR MINORITY BUSINESS ENTERPRISE  
EXECUTIVE ORDER 11625  
Resolution Number: R-17-21**

Adopt  
Resolution  
R-17-21

It is the public policy of Tioga County to promote the opportunity for full participation by minority and women's business enterprises ("MBE's and WBE's) in all housing and community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

1. The County of Tioga hereby sets as its goals for utilization of minority Business through its contracts for public works, site clearance and demolition, supplies and services, a target of approximately 5% of the 2020 CDBG Grant budget for Minority Business Enterprise and 3% of the 2020 CDBG Grant budget for Women's Business Enterprise. This percentage will be utilized by the grantee's administering agency, Tioga County Housing Authority (if applicable).
2. As part of the preparation of the contract documents, the County of Tioga will analyze the specific construction, site clearance and demolition projects, and will determine for each specific contract a goal and percentage amount which represents in the judgment of the County of Tioga and/or the Tioga County Housing Authority as to the maximum feasible involvement of minority business. Thus, individual projects may vary from the stated percentage goal. It is expected during the course of the year, however, that the total volume awarded to minority business will approximate goals stated above.
3. If applicable, the Tioga County Housing Authority is familiar with the County of Tioga Affirmative Action Program for Minority Business Enterprise and will comply with it in all contracts for public works, supplies and services funded with Community Development Block Grant Program.

Date: October 12, 2021      /s/ Mark L. Hamilton  
   /s/ Roger C. Bunn  
   /s/ Erick J. Coolidge

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

**RESIDENTIAL ANTI-DISPLACEMENT AND  
RELOCATION ASSISTANCE PLAN  
Resolution Number R-18-21**

Adopt  
Resolution  
R-18-21

This Residential Anti-displacement and Relocation Assistance Plan (RARAP) is prepared by Tioga County in accordance with the Housing and Community Development Act of 1974, as amended: and HUD regulations at 24 Code of Federal Regulations (CFR) 42.325 and is applicable to our Community Development Block Grant (CDBG) and/or HOME-assisted Projects.

**Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act, Tioga County will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- o Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with the empty units first.
- o Arrange for facilities to house persons who must be relocated temporarily during rehabilitation
- o Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- o Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- o If feasible, demolish or convert only dwelling units that are not occupied or vacant dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- o Target only those properties deemed essential to the need or success of the project.

**Relocation Assistance to Displaced Persons**

Tioga County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and/or HOME Programs, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulation at 49 CFR Part 24.

**One-for-One Replacement of Lower-Income Dwelling Units**

Tioga County will replace all occupied and vacant lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and /or HOME Programs in accordance with 24CFR 42.375

Before entering into a contract committing Tioga County to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, Tioga County will make public by publication in a newspaper of general circulation and submit to DCED the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (# bedrooms) and location on a map of the replacement lower-housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency of single-room occupancy (SRO) units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, Tioga County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

**Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), Tioga County may submit a request to DCED for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

**Contacts**

Dan Styborski, Community Development Block Grant Manager, is responsible for the tracking and replacement of lower income dwelling units and ensuring that they are provided within the required period.

Dan Styborski, Community Development Block Grant Manager of the Tioga County Housing Authority, is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

/s/ Mark L. Hamilton

/s/ Roger C. Bunn

/s/ Erick J. Coolidge

CDBG Code of Conduct

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the Community Development Block Grant / HOME program funds Code of Conduct – Conflict of Interest.

2021 Small Comm. Program Admin agreement

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of two ayes and no nays to approve the 2021 Small Communities Program Administration agreement between Tioga County and the Tioga County Housing Authority.

Teleosoft – Sheriff office

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve an agreement with Teleosoft, Inc. for a CountySuite Incident Reporting system for the Tioga County Sheriff's office - \$33,800. Will be paid with ARP funds.

Teleosoft – Prothonotary office

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve an agreement with Teleosoft, Inc. for a CountySuite Civil Court system for the Tioga County Prothonotary's office - \$80,000. Will be paid with ARP funds.

DHS – 15 agreements

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve 15 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 November 16, 2021.

The meeting adjourned at 10:23 a.m.

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

\_\_\_\_\_  
Mark L. Hamilton

\_\_\_\_\_  
Roger C. Bunn

The regular meeting of the Tioga County Salary Board was called to order today at 10:23 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Marc Rice, Betsy Craig, Christine Perry, Sara Rice, Christa Hilfiger, Robin Adams, Chris Eckert, and press representative Natalie Kennedy.

Minutes                   A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve the minutes of September 14, 2021.

Hourly rate increase – D. Irwin                   A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve the increased hourly rate for Danielle Irwin, District Attorney's office, to \$17.00/hr., for completion of her Paralegal course, effective 10/5/21.

The meeting adjourned at 10:25 a.m.

\_\_\_\_\_  
Mark L. Hamilton

Attest: \_\_\_\_\_  
Janice Chamberlain

\_\_\_\_\_  
Roger C. Bunn

\_\_\_\_\_  
Kera Hackett