

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, Casey Zuchowski, Kera Hackett, Marc Rice, Sara Rice, Deb Crawford, Nancy Clemens, Marlo Carl, Dave Cohick, Mike McGrady, Benton Best, Lisa Rice, Brad Boyce, Frank Levindoski, Jack Eckman, Robin Adams, Becky Briggs, Betsy Craig, Christine Perry, Chris Lantz, Dave Kemp, Patrick Harding, Cheryl Edgcomb, Missy Freeman, Leslie Wishard, Liz Miranda, Sherry Vitulli, and Nat Kennedy, press representative.

Pledge of Allegiance

Public Comments (agenda items) – None

Boy Scout Troop 22 Recognition

Recognition was given to Boy Scout Troop 22, of Knoxville Borough, for their 100th Anniversary.

Minutes

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 minutes of March 5, 2019.

Table bid for generator at Tower Hill

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 table a bid received from Borden Electric for a new generator at Tower Hill, in the amount of \$29,850.

Resignations

For information, the following individuals have resigned:

Angelica Owen, Clerk, Voter Registration Office, effective 3/21/19

Robert Kipferl, Dept. of Emergency Services, effective 3/22/19

Charlotte Lilley, Tioga County Conservation District, effective 3/26/19

Matthew Maillie, Dept. of Emergency Services, effective 4/12/19

Deborah Eichelberger, Clerk, Prothonotary Office, effective 4/15/19

Cheryl Manikowski, Deputy District Court Administrator, effective 5/22/19

Hire L. Wales

For information, hired Lorrie Wales, Deputy District Court Administrator, \$15.50/hr. with benefits, effective 5/6/19.

Hire Z. Loudenslager

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 hire of Zachary Loudenslager, Caseworker I, Service Planning Unit, Family Services, \$15.75/hr. with benefits.

Hire C. Johnson

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 Cheryl Johnson, Administrative Assistant II, Dept. of Emergency Services, \$13.00/hr. with benefits.

Hire M. Carl

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 hire of Marlo Carl, Human Resources Assistant, \$12.00/hr. with benefits.

Hire E. McCormick

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 Erin McCormick, Clerk, Voter Registration, \$11.00/hr. with benefits.

Hire N. Moore

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 hire of Norine Moore, Fiscal Assistant, Fiscal Department, \$12.00/hr. with benefits.

Hire a. Monk

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 Anna Monk, part-time Youth Support Specialist, Residential Treatment, \$10.02/hr., no benefits.

Status change E. Rodriguez

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 status change of Evan Rodriguez, from full-time Dispatcher-in-training to full-time Dispatcher, Dept. of Emergency Services, effective 4/14/19, \$14.50/hr.

Status change E. Neiswonger

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 status change of Eric Neiswonger, from full-time Dispatcher-in-training to full-time Dispatcher, Dept. of Emergency Services, effective 4/14/19, \$14.50/hr.

Generator bid back on the table for vote

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 bring the bid, for a new generator at Tower Hill which was previously tabled for review, back to the table.

Approved bid for generator at Tower Hill

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 bid from Borden Electric for a new generator at Tower Hill, \$29,850.

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 issue the following Proclamation:

Issue Proclamation National Library Week

**National Library Week 2019
Proclamation**

WHEREAS, Pennsylvania libraries are not just about what we have for people, but what we do for and with people;

WHEREAS, Pennsylvania libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools;

WHEREAS, Pennsylvania librarians are organizers and information experts who for centuries have guided people to the best information resources. Librarians provide more than facts. They provide the expertise and services that add meaning to those facts;

WHEREAS, Pennsylvania librarians continue to fulfill their role in leveling the playing field for all who seek information and access to technologies, especially as our society is at a critical juncture regarding the changing information landscape and the skills needed to thrive in our digital world;

WHEREAS, Pennsylvania libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and delivering new services that connect closely with a community and its needs;

WHEREAS, the Pennsylvania Library Association's PA Forward initiative provides a collective voice for libraries throughout the commonwealth to tell their stories and build capacity for the work they do with and for patrons, fueling growth and opportunity in their local areas;

WHEREAS, Pennsylvania libraries and librarians open a world of possibilities through innovative STEAM programming, Makerspaces, job-seeking resources, workforce development, and the power of reading and lifelong education;

WHEREAS, Pennsylvania libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

WHEREAS, Pennsylvania libraries work to serve all community members, including people of color, immigrants, people with disabilities, and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity;

WHEREAS, Pennsylvania libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the Tioga County Board of Commissioners proclaim *National Library Week, April 7-13, 2019*. I encourage all residents to visit the library this week and explore what's new at your library, and engage with your local librarians. Because of you and our experts in the library, libraries help move Pennsylvania Forward!

Tioga County Board of Commissioners
/s/ Erick J. Coolidge /s/ Mark L. Hamilton /s/ Roger C. Bunn

Issue
Proclamation
Natl. Public
Safety Tele-
Communicator
Week

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 issue the following Proclamation:

PROCLAMATION
National Public Safety Telecommunicator's Week
April 14 - 20, 2019

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and emergency medical services personnel is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the Tioga County Communications Center; and

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Dispatchers are the single vital link for our police officers, firefighters and EMS personnel by monitoring their activities by radio, providing them information and insuring their safety; and

WHEREAS, Public Safety Dispatchers of the Tioga County Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, be it resolved that the Commissioners of Tioga County declare the week of April 14 through April 20, 2019 to be National Telecommunicator's Week in Tioga County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Signed this 16th day of April, 2019.

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

Presentation of
NOAA weather
radio

Benton Best, Tioga County Emergency Management Coordinator, on behalf of the Tioga County Local Emergency Planning Committee, presented a NOAA weather communication radio to the Tioga County Sheriff's Office. Additional radios will be distributed, over the next three years, to school districts, day care centers, elder care centers, and other critical facilities - at no cost. The radios will sound an alert if a high-level weather event is approaching the county.

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to issue the following Proclamation:

Issue
Proclamation
National
Nurses Week

NATIONAL NURSES WEEK
May 6-12, 2019
PROCLAMATION

WHEREAS, the nearly 3.1 million registered nurses in the United States comprise our nation's largest health care profession; and

WHEREAS, professional nurses in Pennsylvania work hard to keep our families healthy and to provide high quality care to patients; and

WHEREAS, professional nursing is an indispensable component in the safety and quality of care of hospitalized patients; and

WHEREAS, the demand for registered nursing services will be greater than ever due to the aging American population, the continuing expansion of life-sustaining technologies and the explosive growth of home health care services; and

WHEREAS, more qualified registered nurses will be needed in the future to meet the increasingly complex needs of health care consumers in this community; and

WHEREAS, the cost-effective, safe and quality health care services provided by registered nurses will be an increasingly important component of the U.S. health care delivery system in the future.

NOW, THEREFORE, we, the Tioga County Board of Commissioners do hereby proclaim the week of May 6 - 12, 2019, as

NATIONAL NURSES WEEK

and ask all residents of this community to join us in honoring the professional nurses who care for all of us, celebrate their efforts to improve our health care system and show our appreciation for the nation's nurses not just during this week, but at every opportunity throughout the year.

Signed this 16th day of April, 2019.

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

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

Adopt
Resolution
R-4-19

Census 2020 Complete Count Committee
RESOLUTION R-4-19

A CENSUS 2020 COMPLETE COUNT COMMITTEE TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN THE 2020 CENSUS

WHEREAS, the United States of America has performed a nationwide census every ten years since 1790, with the last census being in 2010; and

WHEREAS, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the Pennsylvania State Legislature, and within the Tioga County voting districts; and

WHEREAS, accurate census information is critical to planning for future growth, development, and the social needs of Tioga County; and

WHEREAS, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to participate in the 2020 Census; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any individual, or on behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

WHEREAS, the purpose of the Complete Count Committee will be to advise and assist Tioga County in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, structured neighbor-to-neighbor program. The committee will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to the Tioga County community.

THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of Tioga County, Pennsylvania that:

1. A Census 2020 Complete Count Committee will be established to advise and assist Tioga County in obtaining the most accurate and complete population count for Census 2020.
2. The Committee shall discuss and formulate strategies and techniques, working with Municipal and County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters, flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.
3. The Committee shall be formed in the near future, consisting of representatives from the County.
4. The Committee members shall serve until June 2020 at which time the Committee, having completed its work, shall dissolve, unless extended by the Board of County Commissioners. No resolution dissolving or rescinding the committee is necessary.

Adopted this 16th day of April, 2019.

Tioga County Board of Commissioners
/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 Ordinance:

Adopt
Ordinance
No. 2019-2

ORDINANCE NO. 2019-2
AN ORDINANCE REAFFIRMING AND RATIFYING THE COUNTY OF TIOGA'S PARTICIPATION IN THE PENNSYLVANIA COUNTIES RISK POOL AND THE EXECUTION OF THE INTERGOVERNMENTAL AGREEMENT PURSUANT TO THE PENNSYLVANIA INTERGOVERNMENTAL COOPERATION LAW, AS AMENDED

WHEREAS, the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. § 2301 *et. seq.* (the "Law"), authorizes local governments, including counties, to jointly cooperate and enter into joint agreements with other counties in the performance of their governmental functions, powers or responsibilities; and

WHEREAS, certain counties established the Pennsylvania Counties Risk Pool ("PCoRP") pursuant to the Law for the purpose of, *inter alia*: (a) providing a joint risk management pool to assist members in preventing and reducing losses and injuries to county property and to persons or property which might result in claims being made against members of PCoRP, or their employees and officers; (b) creating an entity in perpetuity which will administer a joint risk management pool and using funds contributed by members to defend and indemnify, in accordance with the Bylaws and Intergovernmental Agreement of PCoRP, any member of PCoRP against stated liability or loss, to the limit of the financial resources of PCoRP; and providing continuing stability and availability of needed coverages at reasonable costs, as is more fully set forth in the Bylaws and Intergovernmental Agreement; and

WHEREAS, the County of Tioga (the "County") is a member of PCoRP, as the Board of Commissioners previously determined that it was in the best interests of the County to enter into an intergovernmental cooperation agreement and become a member of PCoRP; and

WHEREAS, through this Ordinance, the Board of Commissioners has determined to reaffirm that determination and to ratify all action previously taken by the County with respect to its membership and participation in PCoRP.

NOW, THEREFORE, the Board of Commissioners does hereby enact and ordain as follows:

Section 1. The Board of Commissioners hereby reaffirms and ratifies its membership in PCoRP. The Bylaws and Intergovernmental Agreement of PCoRP, which is attached hereto as Exhibit "A," is ratified, affirmed and approved substantially in the form attached hereto, the terms of which are incorporated herein by reference. The Board of Commissioners hereby authorizes and directs its officers to execute the Bylaws and Intergovernmental Agreement of the PCoRP. The Board of County Commissioners also ratifies the execution of any other agreement that was necessary for its participation in PCoRP, and is authorized to execute any other agreement necessary for its continued participation in PCoRP.

Section 2. This Ordinance and the Bylaws and Intergovernmental Agreement approved and adopted constitute a binding agreement and shall be sufficient warrant and authority for the officials and agents as appointed by the County to participate and represent the County's interests in PCoRP.

Section 3. As a condition of participating in PCoRP, the County agreed to comply with all the terms and conditions in the Bylaws and Intergovernmental Agreement, and that agreement is reaffirmed and ratified.

Section 4. The duration of the Bylaws and Intergovernmental Agreement is indefinite, but is subject to the right of any member county to terminate its participation as set forth therein and subject to its provisions.

Section 5. The purpose and object of the Bylaws and Intergovernmental Agreement is as set forth therein.

Section 6. The organizational structure of PCoRP consists of a Board of Directors, all as is set forth in the Bylaws and Intergovernmental Agreement.

Section 7. The County reaffirms and ratifies its delegation to the Board of Directors of PCoRP the powers enumerated in the Bylaws and Intergovernmental Agreement.

Section 8. Any contributions required to be paid pursuant to the Bylaws and Intergovernmental Agreement shall be made with funds appropriated by the County for that purpose, and the County ratifies any such sums previously paid.

Section 9. On behalf of the County, PCoRP is empowered to enter into any contract necessary to effectuate its purposes, and any contract entered into by PCoRP to date is hereby ratified and affirmed.

Section 10. Any real or personal property to be owned, or owned, by PCoRP shall be acquired, managed, licensed or disposed of as determined by the Board of Directors of PCoRP.

Section 11. The Bylaws and Intergovernmental Agreement may be modified or amended, as set forth therein.

Section 12. This Ordinance is being enacted pursuant to the provisions of the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. § 2301, et seq.

Section 13. This Ordinance shall take effect immediately.

ENACTED AND ORDAINED this 16th day of April, 2019.

TIOGA COUNTY BOARD OF COMMISSIONERS

Attest: /s/ Derek Williams /s/ Erick J. Coolidge /s/ Mark L. Hamilton /s/ Roger C. Bunn

Cedar Mtn. Tower license agreement

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 an existing site sharing license agreement between Tioga County, the Commonwealth of Pennsylvania, and the Pennsylvania State Police for the Cedar Mountain Tower.

Option Agreement with Arbor Housing & Development

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 an Option Agreement between Tioga County and Steuben Churchpeople Against Poverty, Inc., d/b/a/ Arbor Housing and Development, for the St. James complex in Mansfield. The Option Fee is \$1,000 and the Option period is in place through 12/31/2022. If Buyer elects to purchase the property, the purchase price is \$75,000, inclusive of the Option Fee.

McClure Co. HVAC agreement

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 a one-year (4/1/19 – 3/31/20) HVAC preventative maintenance proposal with McClure Company for the Courthouse, Prison, Tokishi Building, and Document Retention building - \$4,834.

MAXIMUS Consulting agreement

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 an agreement with MAXIMUS Consulting Services, Inc. for development and delivery of central services cost allocation plans that identify the various costs incurred by the County to support and administer federal programs; \$6,500 per year, for calendar years 2018, 2019, and 2020.

Baker Tilly audit agreement

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 agreement with Baker Tilly for audit services for calendar year ending 12/31/18; \$73,000 plus out of pocket expenses not to exceed \$3,600.

Adopt Procurement Policy

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 affirm the adoption of the Procurement Process of the Commonwealth of Pennsylvania, which was adopted by Tioga County on March 29, 2019.

Reappoint C. Lantz to Housing Auth Board

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 reappointment of Christopher Lantz to the Tioga County Housing Authority and Tioga County Redevelopment Authority's Board of Directors, for a five-year term ending April 30, 2024.

Reappoint J. Eckman to DHS Adv Bd

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 reappointment of Jack Eckman, for a three-year term, to the Dept. of Human Services Advisory Board.

Reappoint B. Clark to DHS Adv Bd

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 reappointment of Dr. Barry Clark, for a three-year term, to the Dept. of Human Services Advisory Board.

County real estate tax refunds

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 following Tioga County real estate tax refunds: Pauline H. Kreisler et al, Elkland Borough, \$35.62; Donald H. & Kim M. Gummo, Delmar Township, \$108.92.

Use of Green for Natl Day of Prayer

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 request for use of the Green, May 2, 2019, Noon-1 P.M. for National Day of Prayer; and from 5:30-6:30 P.M. for a youth prayer rally.

Use of Green for Vacation Bible School

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 a request for use of the Green, June 17-21, 2019 for Wellsboro Area Vacation Bible School.

20 agreements for DHS

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 20 agreements for the Department of Human Services. A listing is attached.

Public Comment – None

The next meeting of the Tioga County Board of Commissioners is scheduled for May 14, 2019.

The meeting adjourned at 10:50 a.m.

Erick J. Coolidge

Attest: _____
Janice Chamberlain

Mark L. Hamilton

Roger C. Bunn

The regular meeting of the Tioga County Salary Board was called to order today at 10:50 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, Sara Rice, Deb Crawford, Nancy Clemens, Marlo Carl, Dave Cohick, Mike McGrady, Benton Best, Lisa Rice, Brad Boyce, Frank Levindoski, Jack Eckman, Robin Adams, Becky Briggs, Betsy Craig, Christine Perry, Chris Lantz, Dave Kemp, Patrick Harding, Cheryl Edgcomb, Missy Freeman, Leslie Wishard, Liz Miranda, Sherry Vitulli, and Nat Kennedy, press representative.

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 January 15, 2019.

Base salary
increase for J.
Wilcox

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to approve a base salary increase of \$3,100/year for Jessica Wilcox, Fiscal Director, effective 2/1/19, due to increased job responsibilities. Funding is available through Emergency Services and Human Services to cover the increase.

The meeting adjourned at 10:52 a.m.

Attest: _____
Janice Chamberlain

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

Kera Hackett