

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 Derek Williams, Janice Chamberlain, Casey Zuchowski, Kera Hackett, Marc Rice, Chris Perry, Krista Hilfiger, Penny Whipple, and press representative Natalie Kennedy.

Pledge of Allegiance

For information –

- The Liberty Elementary School was recently recognized as a National Blue Ribbon School. They are one of only 14 schools to receive this award in Pennsylvania. The recognition is based on a school's overall academic performance or progress in closing achievement gaps among student subgroups.
- The draft of Tioga County's 2021 budget is on display in the Commissioner's hallway until December 15, 2020, when it will be adopted at the regularly scheduled meeting.
- Due to the recent surge of COVID numbers in the County, effective on Monday, 11/23/2020, all public access to the courthouse will be via appointment only. The Tioga County Prison and Dept. of Emergency Services are closed to all public. Social distancing and masking will continue to be required within the Courthouse.

Public Comments (agenda items) – None

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 October 13, 2020.

Resignation  
L. Miller

For information:

Resignation – Loretta Miller, Caseworker, Family Services, effective 11/20/2020

Promotion  
B. Weiskopff

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 promotion of Brett Weiskopff to Casework Manager 1, Family Services, \$50,588/yr. with benefits.

Sealed bids for  
vehicles

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 for review bids received for the sale of county vehicles.

Adopt  
Resolution  
R-18-20

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:

**TIOGA COUNTY  
RESOLUTION NO. R-18-20**

Be it RESOLVED, that the County of Tioga does hereby request a Multimodal Transportation Fund grant in the amount of \$2,153,800 from the Pennsylvania Department of Transportation to be used for the restoration of the Historic Athens Truss Bridge for Phase III of the Marsh Creek Greenway trail project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marc Rice, Project Manager, as the official to execute all documents and agreements between the County of Tioga and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Derek Williams, duly qualified Chief Clerk of the County of Tioga, Tioga County, PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Tioga County Board of Commissioners at a regular meeting held November 17, 2020 and said Resolution has been recorded in the Minutes of the County of Tioga and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the County of Tioga, this 17<sup>th</sup> day of November, 2020.

County of Tioga  
/s/ Derek Williams  
Chief Clerk

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:

Adopt  
Resolution  
R-19-20

**DESIGNATION OF AGENT  
RESOLUTION R-19-20**

BE IT RESOLVED Board of Commissioners of Tioga County that David Cohick, 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 Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

Passed and approved this 17<sup>th</sup> day of November, 2020.

**CERTIFICATION**

I, Derek Williams, 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 17<sup>th</sup> day of November, 2020.

/s/ Derek Williams, Chief Clerk, 11/17/20

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:

Adopt  
Resolution  
R-20-20

**FAIR HOUSING RESOLUTION  
R-20-20**

LET IT BE KNOWN TO ALL PERSONS of Tioga County that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status(families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry. It is the policy of Tioga County to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry. Therefore, Tioga County does hereby pass the following resolution.

BE IT RESOLVED, that within available resources Tioga County will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filling the complaint.

BE IT FURTHER RESOLVED that Tioga County shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

Approved at the regularly scheduled meeting of Tioga County held November 17, 2020.

/s/ Erick J. Coolidge, Chairman, Tioga County Commissioners  
Mark L. Hamilton, Commissioner  
Roger C. Bunn, Commissioner

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:

Adopt  
Resolution  
R-21-20

**RESOLUTION AUTHORIZING  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
Resolution Number: R-21-20**

**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 \$259,957 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:

TIOGA COUNTY COMMISSIONERS:

/s/ Derek Williams  
Chief Clerk

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

Date: November 17, 2020

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:

**TIOGA COUNTY EXCESSIVE FORCE POLICY  
RESOLUTION NO. R-22-20**

Adopt  
Resolution  
R-22-20

A RESOLUTION OF THE BOARD OF THE COUNTY COMMISSIONERS OF TIOGA COUNTY, PENNSYLVANIA, ADOPTING POLICY PROTECTING INDIVIDUALS ENGAGED IN NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS.

WHEREAS, the congress of the United states has passed section 104(1) to the Title I of the housing and Community Development Act stating that no CDBG or HOME funds may be obligated or expended by any unit of the general local government that fails to adopt and enforce a policy of prohibiting the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations; or fails to adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction;

AND WHEREAS, the COUNTY of TIOGA has received a grant (CDBG or HOME Grant) and is required to comply with the Title I of the Housing and Community Development Act;

AND WHEREAS, the failure to enforce such policies may cause the COUNTY to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED BY THE TIOGA COUNTY, PENNSYLVANIA, BOARD OF COMMISSIONERS:

SECTION 1 It is the POLICY of TIOGA COUNTY that excessive force shall not be used against individuals engaged in lawful and nonviolent civil rights demonstrations within the MUNICIPALITY/COUNTY boundaries.

SECTION 2 It is the POLICY of TIOGA COUNTY to enforce applicable state and local laws against the physical barring of an entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.

SECTION 3 The TIOGA COUNTY COMMISSIONERS will coordinate with the TIOGA COUNTY Sheriff.

PASSED BY THE TIOGA COUNTY COMMISSIONERS, COUNTY OF TIOGA, PENNSYLVANIA.

SIGNED BY: Erick J. Coolidge  
Mark L. Hamilton  
Roger C. Bunn

ATTESTED BY: Derek Williams, Chief Clerk

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**

Adopt  
Resolution  
R-23-20

**Resolution Number: R-23-20**

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 and HOME Grant budgets for Minority Business Enterprise and 3% of the 2020 CDBG Grant and HOME Grant budgets 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 and HOME Program funds.

/s/ Erick J. Coolidge, Chairperson      Date: 11/17/20  
/s/ Mark Hamilton, Commissioner      Date: 11/17/20  
/s/ Roger Bunn, Commissioner      Date: 11/17/20

Wellsboro, Tioga County, Pennsylvania

HOME/CDBG Code of Conduct	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 Code of Conduct – Conflict of Interest for the Community Development Block Grant or HOME program.
Certification of 2021 Tax Base	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 that, in accordance with the Pennsylvania Consolidated Assessment Law, the Tioga County Chief Assessor certifies the county/municipal tax base for tax year 2021 is valued at a total taxable value of \$1,867,726,227.
Appoint G. Lloyd to NTSWA 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 George Lloyd to the Northern Tier Solid Waste Authority board for a 5-year term beginning January 1, 2021.
Appoint R. Bunn to Planning Commission	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and carried upon vote of two ayes and no nays (Roger Bunn abstained) to approve the appointment of Roger Bunn to the Tioga County Planning Commission, fulfilling the remaining term of Theresa Mahosky, who has resigned. Roger's term will end December 2021.
Enterprise Fleet lease agreements	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 following vehicle lease agreements with Enterprise Fleet Management: 2021 Chevrolet Traverse, for the Dept. of Emergency Services - \$438.42 / month for 60 months 2021 Chevrolet Traverse, for the Commissioners, \$481.17 / month for 60 months 2021 Chevrolet Traverses (2) for Family Services, \$566.77 /month each for 60 months 2021 Ford F-250, for Maintenance, \$443.31 for 60 months
Fire Alarm Svc for Elkland DJ	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 agreement with Fire Alarm Service for annual monitoring at the Elkland District Justice office - \$545.
Residential Anti-displace- ment Plan for Housing Auth	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 Residential Anti-Displacement and Relocation Assistance Plan, in accordance with the Housing and Community Development Act of 1974. The Tioga County Housing Authority will oversee this plan.
2020 PHARE 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 the 2020 PHARE (Pennsylvania Housing Affordability and Rehabilitation Enhancement) Fund agreement for a total of \$683,900, allocated as follows: \$125,000 for Tioga County Housing Assistance; \$300,000 for Tioga County Homeless Initiative; \$84,800 for David's by the Lake; \$72,600 for Garnet House; \$97,900 for Kenner Court.
Altech Systems Security access for Mansfield DJ	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 Altech Systems for security card access at the new Mansfield District Justice building - \$20,308.62. Act 13.
Cleveland Bros Generator svcs	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 service agreement with Cleveland Brothers Equipment Company for all County generators, \$13,850.
CBF Contract. Sign pylon Mansfield DJ	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 CBF Contracting to construct a new sign pylon at the new Mansfield District Justice office, \$12,000. Act 13.
PEMA NCTF amendment	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 PEMA North Central Task Force agreement, to include the following counties: Columbia, Montour, and Northumberland.
MCM Consult. 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 addendum to the current agreement with MCM Consulting Group, for continued consulting services for the Dept. of Emergency Services, in effect until May 31, 2023 - \$68,333.33 / year.
Teleosoft Inc Court schedule software	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 Teleosoft, Inc. for court scheduling software - \$75,220. This will be paid for with CARES grant money. This is an allowable expense, as it will allow employees to work remotely, if necessary, during the COVID pandemic.
D. Cleveland Farmer Director on Soil Conserv. 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 Donna Cleveland as Farmer Director on the Tioga County Soil Conservation District board. The new term is - 1/1/2021 – 12/31/2024.

Mark Hamilton  
Commissioner  
Director – Soil  
Conserv. Bd.

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and carried upon vote of two ayes and no nays (Mark Hamilton abstained) to approve the appointment of Mark Hamilton as County Commissioner Director on the Tioga County Soil Conservation District board. This is a one-year term – 1/1/2021 – 12/31/2021.

DHS – 24  
agreements

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 24 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 December 15, 2020.

The meeting adjourned at 10:34 a.m.

\_\_\_\_\_  
Erick J. Coolidge

Attest: \_\_\_\_\_  
Derek Williams

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:34 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, Roger C. Bunn, and Kera Hackett. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Marc Rice, Chris Perry, Krista Hilfiger, Penny Whipple, 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 October 13, 2020.

The meeting adjourned at 10:35 a.m.

Attest: \_\_\_\_\_  
Derek Williams

\_\_\_\_\_  
Erick J. Coolidge

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

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

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