

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 Derek Williams, Janice Chamberlain, Casey Zuchowski, Kera Hackett, Sara Rice, Marc Rice, Betsy Craig, Becky Briggs, Chris Perry, Keren Clark, Sean Sember, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

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 June 16, 2020.

Hire  
E.Hackett  
E.Zuchowski  
B.Dilly  
M.Snyder  
M.Sampson For information, the following individuals were hired:  
Emily Hackett, temporary full-time Doe License Clerk, Treasurer's Office, \$10.50/hr., no benefits  
Emilie Zuchowski, temporary full-time Doe License Clerk, Treasurer's Office, \$9.50/hr., no benefits  
Brandon Dilly, temporary full-time Doe License Clerk, Treasurer's Office, \$10.50/hr., no benefits  
Marilyn Snyder, Clerk, Prothonotary & Clerk of Courts Office, \$11.00/hr. with benefits effect. 7/13/20  
MaryBeth Sampson, Clerk, Prothonotary & Clerk of Courts Office, \$11.00/hr. with benefits effect. 7/14/20

Appoint  
S.Olson For information, appointed Saira Olson to Supervisor, Probation department, \$50,000/yr. effect. 6/15/20.

Promote  
B.Mosso For information, promoted Brennan Mosso to Probation Officer, Probation department, \$18.29/hr. effect. 6/24/20.

Promote  
S.Harkness For information, promoted Scott Harkness to Community Service Coordinator, Probation department, \$16.81/hr., effect. 6/24/20.

Resignation  
G.Watson  
D.Stefanides  
A.Cook For information, the following individuals have resigned:  
Greg Watson, part-time Corrections Officer, Tioga County Prison, effective 6/12/20  
Daniel Stefanides, Solicitor, effective 7/3/20  
Amanda Cook, Clerk, Fiscal department, effective 7/15/20

Retirement  
D.Crawford  
D.Borden For information, the following individuals have retired:  
Deborah Crawford, Chief Assessor, effective 7/31/20  
Deborah Borden, DHS Administrative Secretary, effective 8/14/20

Hire  
D.Crawford 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 Deborah Crawford, Administrative Director of Assessment, Planning, and Tax Claim, \$50,000/yr., no benefits.

Promote  
S.Matzcak 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 promotion of Sapphire Matczak from Caseworker 1 to Caseworker 2, Service Planning Unit of Family Services, \$17.45/hr. with benefits.

Promote J.Zeyn 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 promotion of Joshua Zeyn to Chief Assessor / Tax Claim Director, \$61,333.77/yr.

Termination  
J.Haight-Taylor 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 termination of Joann Haight-Taylor, 911 Dispatcher-in-Training, effective 6/22/20.

County Policy  
for travel  
during  
COVID-19 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 new temporary County policy for employees who travel to COVID-19 areas that are under restriction by PA Governor Wolf.

Contract w/  
Megan Wells  
for C&Y  
Solicitor 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 Independent Contractor Agreement with Megan S. Wells to act as Solicitor for the Tioga County Department of Human Services Children & Youth division. The term is July 22, 2020 – July 22, 2021 and shall renew automatically on a yearly basis. Rate is \$70,000/year, no benefits.

EADS –  
COVID-19 svc.  
windows at  
CH, stairs at  
DHS 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 proposal from EADS Architects for design services of COVID-19 service windows at the Courthouse and exterior stairs at the Dept. of Human Services (replacing two sets of exterior stairs that are in deteriorated condition) - \$17,500 – Act 13.

Adopt  
Resolution  
R-12-20 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:

Resolution No. R-12-20

A RESOLUTION OF THE TIOGA COUNTY COMMISSIONERS AUTHORIZING APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE COVID-19 COUNTY RELIEF BLOCK GRANT PROGRAM.

**WHEREAS**, the Governor of Pennsylvania announced the disbursement of six-hundred and twenty-five million dollars to sixty counties within the Commonwealth of Pennsylvania, through Act 24 of 2020 and the Federal Cares Act;

**WHEREAS,** Tioga County was given the opportunity to apply for Covid-19 County Relief Block Grant Program through the Pennsylvania Department of Community and Economic Development grant program for the Counties prorated portion, \$3,665,727, to support any or all Covid-19 related expenses within the following seven categories;

1. Offsetting the cost of direct county response, planning & outreach efforts related to Covid-19
2. Assist qualifying municipalities located within the county to offset response and planning efforts related to Covid-19
3. Small Business Grant Programs to support businesses with fewer than 100 employees & to support businesses and other entities that are primarily engaged in the tourism industry
4. Grant programs to support the following entities for costs related to assisting businesses during the Covid-19 Disaster Emergency: CEDOs, LDDs, IRCs, SBDCs, EDCs.
5. Behavioral Health & Substance use disorder treatment services
6. Broadband internet deployment with priority given to unserved or underserved areas
7. Qualifying non-profits

**THEREFORE, BE IT RESOLVED** that the Tioga County Commissioners approve the application that was submitted to the Pennsylvania Department of Community and Economic Development for the Covid-19 County Relief Block Grant program funding in the amount of \$3,665,727.

Approved this 23<sup>rd</sup> day of June, 2020.

TIOGA COUNTY COMMISSIONERS

Attest: /s/ Derek Williams

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

Z/A – assistance with CARES Act funding

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 proposal from Zelenkofske Axelrod to provide technical assistance and advice in relation to the policies, procedures, accountability, and monitoring of the expenditures of the CARES Act funding. The services will be provided from March 1, 2020 – December 30, 2020, on a periodic basis at the request of the Board of Commissioners.

IntegriTec – water treatment at Armory

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 proposal from IntegriTec to provide water treatment for the hot water heating system at the Armory - \$800 per year.

McClure – HVAC at tower sites

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 preventative maintenance contract with McClure Company for HVAC equipment at all tower sites - \$5,984. Term is July 1, 2020 – June 30, 2021.

McClure – HVAC at 911

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 preventative maintenance contract with McClure Company for HVAC equipment at the Dept. of Emergency Services - \$6,948. Term is July 1, 2020 – June 30, 2021.

MOU – NTSWA as County recycling coordinator

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 Memorandum of Understanding, designating the Northern Tier Solid Waste Authority as the County Recycling Coordinator. This is a one-year term (January 1, 2020-December 31, 2020) and will automatically renew every year thereafter unless cancelled by either party.

DHS – 18 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 18 agreements for the Department of Human Services. A listing is attached.

Public Comment –

Sean Sember – Housing Authority’s main focus is COVID-19 and the housing complexes

The next meeting of the Tioga County Board of Commissioners is scheduled for August 11, 2020.

The meeting adjourned at 10:26 a.m.

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

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

\_\_\_\_\_  
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: Mark L. Hamilton, Roger C. Bunn, and Kera Hackett. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Sara Rice, Marc Rice, Betsy Craig, Becky Briggs, Chris Perry, Keren Clark, Sean Sember, 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 February 11, 2020.

Create temp Admin Director position 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 creation of position of temporary Administrative Director of the Assessment office, Planning department, and Tax Claim office - \$50,000/year, no benefits.

The meeting adjourned at 10:28 a.m.

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

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

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

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