

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, Marc Rice, Josh Zeyn, Jen Cochran, Mary Wilson, Diane Weed, Chris Perry, Betsy Craig, Douglas Wicks, Kaye Aumick, Brad Boyce, Chris Eckert, Joy Childs, Bob Goodrich, Shane Nickerson, Cindy Copp, Dusty Zeyn and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

For information –

Budget on display The draft of the 2024 Tioga County budget is on display in the Commissioner's hall until December 11th and will formally be adopted at the December 12th Board of Commissioner meeting.

Donation of flag A POW/MIA flag has been donated to the County by the Wellsboro Legion and American VFW.

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 10, 2023.

For information:

Hires Hired: Breona Roosa, Clerk, Prothonotary & Clerk of Courts Office, \$12.50/hr. with benefits, effective
B.Roosa 10/23/23

J.Buckwalter Justin Buckwalter, Probation Officer, \$18.79/hr. with benefits, effective 11/13/23

Transfer Transfer: Robert Corey Miles, from Prothonotary Office to Judicial Line Staff, District Court 04-3-02,
R.Miles \$13.83/hr. with benefits

Resignations Resignations:
P.Wilcox Patricia Wilcox, Case Aide, Family Services, effective 10/19/23
M.Gehring Melanie Gehring, Foster Care Caseworker, effective 10/25/23
M.Day Matthew Day, Field Assessor, Assessment office, effective 10/27/23
A.Brooks Adam Brooks, part-time Corrections Officer, Tioga County Prison, effective 10/28/23
K.McCarter Kourtney McCarter, Intake Caseworker, C&Y, effective 11/2/23

Retirement Retirement: Tamora Kendrick, 911 Dispatcher, effective 12/31/23
T.Kendrick

Hire R.O'Neill 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 Robert "Tim" O'Neill, Risk Manager, \$18.00/hr. with benefits.

Hire E.Macias 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 Elizabeth Macias, Dispatcher-in-Training, Dept. of Emergency Services, \$15.00/hr. with benefits.

Promotion A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of
L.Rice three ayes and no nays to approve the promotion of Lisa Rice to Co-Director Emergency Services for 911, \$78,000/yr.

Promotion A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of
D.Wicks three ayes and no nays to approve the promotion of Douglas Wicks to Co-Director Emergency Services for Emergency Management, \$58,000.

Promotion A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of
G.McCauley three ayes and no nays to approve the promotion of Grant McCauley to Emergency Management Coordinator, \$46,000/yr.

Tax base for 2024 In accordance with the Pennsylvania Consolidated Assessment Law, the Tioga County Chief Assessor certifies the county/municipal tax base for tax year 2024 is valued at a total taxable value of \$3,850,417,880.

Farmland Pres. funding 2024 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 funding request of \$150,000 for the 2024 County Farmland Preservation Program. Funds will be paid from the Landfill Escrow account.

Ag Conserv easement purchase – L.Reese farm 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 for the Sale and Purchase of an Agricultural Conservation Easement in Perpetuity between Tioga County and Linda J. Reese, for the purchase of 57.1 acres - \$91,360, payable in five installments. Payments will be made from the Farmland Preservation account.

Reappointment to Ag Land Preserv 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 reappointments of Donald Hoffman and Gayle Morrow to the Tioga County Agricultural Land Preservation Board, for three-year terms each.

Reappointment Planning Comm 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 Nancy Smith to the Tioga County Planning Commission for a three-year term ending 12/2026.

Appointment Planning Comm A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and carried upon vote of two ayes and no nays (Erick Coolidge abstained) to approve the appointment of Erick Coolidge to the Tioga County Planning Commission for a three-year term ending 12/2026.

Appointment BeST Bd	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 Commissioner Roger Bunn to the BeST Board of Directors, fulfilling the term for Commissioner Mark Hamilton who recently resigned. The term will end 12/31/23.
Reappointment 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 Dayton Mitstifer to the Northern Tier Solid Waste Authority for a five-year term, beginning 1/1/24. Dayton has served on this board for 50 years.
Reappointment Conservation District 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 reappointments of Jim Weaver, Farmer Director, and H. Lee Hoar, Public Director, to the Tioga County Soil Conservation District Board of Directors, for a four-year term each.
Appointment Conservation District 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 appointment of Karl Kroeck, Farmer Director, to the Tioga County Soil Conservation District Board of Directors for a one-year term, fulfilling the term of Donna Cleveland who has resigned.
Use of Green	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 use of the Green for Wellsboro First Friday's event each month from May – October, 2024.
NTSWA agreement for Prison	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 Northern Tier Solid Waste Authority for cardboard and trash pickup/disposal from the Tioga County Prison - \$280.00/month.
Carpet for Sheriff training room	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 purchase/installation of carpeting from Chip's Carpet, for the Sheriff's department training room - \$3,859. Act 13.
LDG – speed study bridge 6	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 proposal from Larson Design Group to perform a Speed Study and Guide Rail Revisions effort at the Elkhorn Creek Road bridge - \$6,000. Will be paid with Liquid Fuels funds.
WC Eshenaur – Split HVAC system at Highland Choc	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 W.C. Eshenaur & Son for additional HVAC units at the Highland Chocolates Factory. Due to extra machinery brought into the factory, the current HVAC cannot keep the temperature regulated - \$9,738. Act 13.
GR Noto – power feed for HVAC at HC	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 proposal from G. R. Noto Electrical Construction to install sign lighting and provide electrical power feed for a split unit HVAC system at the Highland Chocolate Factory - \$7,230. Act 13.
Delta Develop. 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 the renewal of a two-year consultant agreement with Delta Development Group for grant compliance, technical assistance and direct communication with state and federal officials and agencies for the Marsh Creek Greenway project and other County initiatives - \$4,693/month. Act 13.
EADS – amendment for VA project	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 agreement with EADS Architects, for professional services for the Veterans Affairs building additional and renovations project – due to additional requests by the Bath VA - \$48,250. Act 13. Expense will be reimbursed by the Bath VA.
Update Travel section of Personnel Policy	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 Personnel Policy Manual, Section 317:1 – Travel – V, to reflect a change in meal expense reimbursement when traveling in or out of the County, effective 1/1/2024.
Johnson Controls 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 a five-year renewal fire protection maintenance agreement with Johnson Controls for St. James A&B buildings in Mansfield, effective 12/1/2023 – 11/30/2028, \$3,127/year.
Johnson Controls 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 a one-year renewal fire protection maintenance agreement with Johnson Controls for the Soil Conservation District building, effective 12/1/2023 – 11/30/2024, \$500.
Cleveland Bros 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 preventative maintenance agreement renewal with Cleveland Brothers Equipment for the Prison generator and fire pump, effective 1/1/2024 – 12/31/2024, \$4,796.
Zetron 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 five-year maintenance agreement with Zetron for 911 radio console maintenance, \$504,510.
Dr. Shawn McGlaughlin agreement for Prison	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 10-year Agreement for Physician Services with Dr. Shawn McGlaughlin, MD, to provide medical services to Tioga County Prison inmates - \$5,750/month.

Ehrlich 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 a one-year maintenance agreement with Ehrlich for pest control at the Mansfield District Justice office – interior only, \$65/month.

Ehrlich 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 two-year maintenance agreement with Ehrlich for pest control at the Mansfield District Justice office – exterior only, \$245 semi-annually.

DHS – 12 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 12 agreements for the Dept. of Human Services. A listing is attached.

Public Comment

Public Comment –

Dusty Zeyn – reassessment project, Josh’s commitment and professionalism
Roger Bunn, Mark Hamilton, Erick Coolidge – commended Josh and staff in the Assessment office on the reassessment project; a professional project was produced; the Board’s confidence in Josh and his staff made this project work exactly as it was expected to
Joy Childs – employee policy change; Delta Development contract; Linda Reese’s property purchase
Cindy Copp – location of Elkhorn Creek bridge; thanked Marc Rice for the placement of dumpster behind Pinnacle Towers at the trailhead site

The next meeting of the Tioga County Board of Commissioners is scheduled for December 12, 2023.

The meeting adjourned at 10:44 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

The regular meeting of the Tioga County Salary Board was called to order today at 10:44 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, and Roger C. Bunn. Also present was Janice Chamberlain, Casey Zuchowski, Marc Rice, Josh Zeyn, Jen Cochran, Mary Wilson, Diane Weed, Chris Perry, Betsy Craig, Douglas Wicks, Kaye Aumick, Brad Boyce, Chris Eckert, Joy Childs, Bob Goodrich, Shane Nickerson, Cindy Copp, Dusty Zeyn and press representative Natalie Kennedy.

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 October 10, 2023.

A. Williams
Salary change

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 salary change for Amy Williams to \$15.00/hr., effective 10/23/23. Ms. Williams has been training and working to cover for the Family Medical Leave of Absence of a fiscal staff member who will be out for an extended period of time.

The meeting adjourned at 10:45 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn