

The regular meeting of the Tioga County Commissioners was called to order today at 10:00 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Kera Hackett, Marc Rice, Sara Rice, Jim Weaver and Max Harrison. Members of the public included Don Hoffman and press representatives Nat Kennedy and Cheryl Clarke.

Pledge of Allegiance

For information – The courthouse hours are 9:00 a.m. – 4:30 p.m., Monday through Friday.

Public Comments – (agenda items)

None

Minutes	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the minutes of December 8, 2015.
Tabled bids for 2016 projects	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to table bids opened for the 2016 projects: Tioga County Historical Society Front Porch Restoration; Dept. of Human Services Elevator Addition; Tioga County Prison Roof Replacement/Restoration; Tioga County Prison Masonry Restoration Project. A copy of bidders for each project is attached.
Hire T. Way	For information, hired Trenton Way, Crew Leader for the Probation Department's Community Service Program, effective 1/11/16, \$14.38/hr. with benefits.
Hire T. Teed	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the hire of Tina Teed, Custodian, \$10.00/hr. with benefits.
Hire C. Stettler	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the hire of Chrisanda Stettler, part-time Child Care Worker, Residential Treatment, \$10.02/hr., no benefits.
Hire M. Lanzone	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the hire of Mark Lanzone, full-time Cook, Tioga County Prison, \$10.00/hr. with benefits.
Resignation R. Plunkert	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the resignation of Ryan Plunkert, Caseworker, effective 12/18/15.
Resignation R. & S. Broems	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the resignation of Richard & Susan Broems, Custodians, effective 12/31/15.
Resignation J. Bockus	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the resignation of Jessica Bockus, Cook, Tioga County Prison, effective 1/1/16.
Contractor Agreement J. Stephens	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve an Independent Contractor Agreement with Jennifer Stephens, for temporary work in the Sheriff's Office, \$12.00/hr., no benefits, January 11, 2016 – June 1, 2016.
Contractor Agreement T. Walrath, Jr.	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve an Independent Contractor Agreement with Thomas Walrath, Jr., for legal representation in connection with legal proceedings involving Human Services, \$45,000/year.
Appoint Open Records Officer	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the appointment of Jennifer Schultz as Open Records Officer.
Resignation J. Backman EMTA Bd.	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to accept the resignation of John Backman from the Endless Mountains Transportation Authority Board. The Board thanks John for his years of service.
Appoint D. Hoffman to EMTA Bd.	A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve the appointment of Don Hoffman to the Endless Mountains Transportation Authority Board.
Appointments to DHS Advisory Bd	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the appointment of Bob Wirth and Jack Eckman to the Dept. of Human Services Advisory Board / Planning Council.
Resignation from DHS Advisory Bd	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the resignation of Roberta Miller from the Dept. of Human Services Advisory Board / Planning Council.
Appointments to Planning Commission	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the reappointment of Don Norman, Theresa Mahosky, and Karl Kroeck to the Tioga County Planning Commission Board for a three-year term each, expiring December 31, 2018.
Appointment to Planning Commission	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the appointment of Bill Roosa to the Tioga County Planning Commission Board, to fill the remainder of Grant Gehman's term, who has resigned, set to expire December 2016.

Advertise RFP  
for Dams

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve advertising for Request for Proposals to perform video inspections of the drain & outlet works for three high hazard dams: Eberle Dam, Griffin Dam, and Kelsey Creek Dam.

Farmland  
Preservation  
Funding

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve funding of \$75,000 from the ACT 13 Fund for the 2016 Tioga County Farmland Preservation Program.

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

Adopt  
Resolution  
R-1-16

Fair Housing Resolution  
R-1-16

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 publically 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 the Tioga County Commissioners held on 1/12/2016.

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

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes (Commissioner Bunn abstained) and no nays to adopt the following Resolution for the Marsh Creek Greenway project:

Adopt  
Resolution  
R-2-16

RESOLUTION R-2-16

BE IT RESOLVED by the County Commissioners in Tioga County, Pennsylvania, that the Chairman be authorized and directed to sign the attached Reimbursement Agreement and the County Chief Clerk be authorized and directed to attest and seal the same.

Date: 1/12/2016

Attest: /s/ Derek Williams  
County Chief Clerk

By: /s/ Roger C. Bunn  
Chairman

CERTIFICATION

I, Derek D. Williams, Chief Clerk of Tioga County, Pennsylvania, do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted at a regular meeting of the Tioga County Commissioners held on January 12, 2016.

< SEAL >  
Date: 1/12/2016

By: /s/ Derek D. Williams  
County Chief Clerk

Agreement w/EADS for Comprehensive Plan

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve an agreement with The EADS Group for preparation of an update of the Tioga County Comprehensive Plan fulfilling the requirements of the Pennsylvania Municipalities Planning Code, \$49,678 (\$25,000 has been committed as a county match from the Marcellus Legacy Fund via Resolution R-56-14).

J C Orr change order for storage bldg.

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a change order from J.C. Orr & Son, Inc. for the following work at the new document storage building: install foundation drain around the building, install storage racks, cutting two openings in exterior siding for HVAC equipment: \$6,369.46. ACT 13.

Update camera system

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve an update of the camera security system to include new buildings and additions to the courthouse, \$156,221.12. ACT 13.

Forklift maintenance agreement

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a maintenance agreement with Eastern Lift Truck Co. to inspect and perform periodic maintenance (every 6 months) on the forklift to be used at the document storage building - \$84/hr. labor.

Amendment to agreement with ZA for 2015 audit

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve an amendment to an agreement with Zelenkofske Axelrod LLC (audit firm) for additional hours and audit effort due to the adoption/amendment of GASB Statement Nos. 68, 27, 71. Fees to perform Tioga County's audit for the year ended 12/31/15 will increase up to \$7,500.

SwiftReach agreement

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve a 3-year contract between Tioga County Emergency Services and SwiftReach for an Emergency Notification System, \$48,705/annually.

T3 Global agreement

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve an ongoing support and maintenance agreement between Tioga County Emergency Services and T3 Global Strategies for additional supporting ground control to ensure accuracy of new imagery, building polygons on ± 50,000 structures, and Digital Terrain Model (DTM). Imagery and data has not been updated since 2011. \$51,435.56.

Zetron agreement

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve an extension to a current agreement between Tioga County Emergency Services and Zetron until March 2016 for maintenance of Acom system at 911 center, \$18,000.

Motorola Solutions agreement

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve a month-to-month agreement between Tioga County Emergency Services and Motorola Solutions for radio/phone maintenance, \$8,200.92/month.

Advertise RFP for 911

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve advertising for Request for Proposal by Tioga County Emergency Services for 911 Radio & Phone System & Tower Site Maintenance, Repair and RF Engineering Services.

Optical Storage Solutions agreement

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve a software support agreement between Tioga County and Optical Storage Solutions, Inc. for the Register and Recorder's Office, \$106.25/hour.

12 Agreements for DHS

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to approve 12 agreements/amendments for the Department of Human Services (a listing is attached).

Public Comment –

Dave Fritz – the cost to the townships/boroughs in Tioga County if we didn't have volunteers

The meeting adjourned at 10:40 a.m.

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

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

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:41 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, Mark L. Hamilton, and Kera Hackett. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Marc Rice, Sara Rice, Jim Weaver and Max Harrison. Members of the public included Don Hoffman and press representatives Nat Kennedy and Cheryl Clarke.

Minutes

A motion was made by Erick J. Coolidge, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to approve the minutes of December 8, 2015.

Create  
Maintenance  
position

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to approve the creation of a Maintenance Technician position, \$14.00/hr. with benefits.

The meeting adjourned at 10:43 a.m.

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

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

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

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

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