

The regular meeting of the Tioga County Commissioners was called to order today at 10:00 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn and Erick J. Coolidge. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Max Harrison, Linda Stager, Scott Zubek, Josh Zeyn, Erica Tomlinson, and Nancy Clemens. Members of the public included Dayton Mitstifer, John Kesich, Ron Johnson, Lisa Everett, Leon Kocher, Jenaryl Likens; press representatives Natalie Kennedy and Morgan Myers.

#### Pledge of Allegiance

For information –

- The next Board of Commissioners meeting, on May 28<sup>th</sup>, will be held at the Gaines Township Building (45 Division Street) at 7:00 p.m.
- A reminder that the NACo Discount Prescription Program is available for all Tioga County residents who do not currently have prescription insurance
- Through the efforts of Marc Rice, Risk Manager, a PCoRP Loss Prevention Grant in the amount of \$2,310 was received and used to expand the fire alarm system in St. James B building and install 17 security/anti-suicide grab bars and slip mats in the Prison showers.
- Erica Tomlinson, Tioga County Soil Conservation District Manager, will be sending out interns this summer to visit all farms within the County to discuss manure management procedures and offer the District's services if needed
- Recognition was given to Linda Stager, Asst. Administrator at the Dept. of Human Services, for her 40 years of service. Linda is retiring on May 31, 2013.
- Recognition was given to Dayton Mitstifer for his 40 years of service as a Northern Tier Solid Waste Authority Board Member

Public Comments – (agenda items)

John Kesich - # of steel doors being purchased; which Rutland Twp. Bridge is being removed

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 approve the minutes of April 23, 2013.

Reinstate S. Trescott

For information, Sheena Trescott is being reinstated as a temporary Office Clerk in the Sheriff's Office, \$10.00/hr., no benefits.

Hire H. Hohenhaus

For information, Haley Hohenhaus has been hired as a temporary, full-time Floater for MDJ Repard's office, \$11.00/hr., no benefits.

Hire C. Evans

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to hire Caleb Evans, Government Service Intern, Community Services, DHS, \$7.61/hr., no benefits.

Hire B. Williams

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to hire Blair Williams, Government Service Intern, Community Services, DHS, \$7.61/hr., no benefits.

Hire C. Hamblin

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to hire Christine Hamblin, Government Service Intern, Community Services, DHS, \$7.61/hr., no benefits.

Hire J. Wilson

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 approve the hire of Jean Wilson, Caseworker 1 – Effective Safe Parenting, Community Services, DHS, \$11.44/hr. with benefits.

Hire S. Myers

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the hire of Sarah Myers, Youth Development Counselor 1, Community Services, DHS, \$12.25/hr., with benefits.

Hire J. Winkler

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 approve the hire of Jill Winkler, standby Child Care Worker, Residential Treatment, DHS, \$10.02/hr., no benefits.

Reassign M. Mansfield

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the reassignment of Mindy Mansfield from Caseworker 1, Family Services, DHS to Fiscal Technician, Fiscal Department, DHS, \$12.25/hr., with benefits.

Resignation T. Perla

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 approve the resignation of Tammi Perla, Sheriff's Office, effective 5/17/13.

Resignation E. Palloto

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the resignation of Ellen Palloto, DHS, effective 5/10/13.

Declination of job offer – L. Lehman

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 accept the declination of a job offer from Lynette Lehman as a part-time Corrections Officer at Tioga County Prison.

Tabled bids received for mowing

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 table, for further review, the following bids received for the mowing of the County's 3 dams: 1) Eggleston Enterprises, Elkland, PA, \$15,500; 2) Wivell's Fencing, Covington, PA, \$3500; 3) M&S Erosion Control, Wellsboro, PA, \$2500.

- Appoint J. Weaver to Director, TCCD Bd. 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 appoint Jim Weaver, currently Associate Director on the Tioga County Conservation Board of Directors, to Director, backfilling position held by Tom Brown through the end of 2015.
- Appoint G. Bebout to BeST Bd. A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to appoint George Bebout to the BeST (Bradford, Sullivan, Tioga) Transportation Authority Board for a 3-year term.
- Appoint S. Sticklin to HSA Bd. & D&A Council 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 approve the appointment of Sue Sticklin to the Tioga County Dept. of Human Services Advisory Board and Drug & Alcohol Planning Council for a 4-year term.
- Appoint M. Coolidge to HSA Bd & D&A Council A motion was made by Roger C. Bunn, seconded as Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the appointment of Melissa Coolidge to the Tioga County Dept. of Human Services Advisory Board and Drug & Alcohol Planning Council for a 4-year term.
- Use of Green 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 approve use of the Green by the Wellsboro Town Band for community concerts on June 26, July 10 and July 24, 6:30 p.m. – 8:30 p.m.
- Use of parking lot A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve use of the Courthouse parking lot on June 8, 2013 for a Bicycle Safety Derby, 10:00 a.m. – 2:00 p.m., conducted by Community Services.
- Act 13 Funding Steel Doors 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 approve a request for funding of \$10,839.15 from the Act 13 fund for 7 steel doors in Detention, DHS.
- Act 13 Funding RT Furniture A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve a request for funding of \$13,759.40 from the Act 13 fund for furniture in Residential Treatment, DHS (10 beds, 12 dressers, 8 desks and chairs).
- Act 13 Funding EADS Architects 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 approve an agreement with EADS Architects, Inc. for the Dept. of Emergency Services facility renovation and improvement project, \$245,500 (Design Development Phase: \$170,500; Bidding & Award Phase, \$17,000; Construction Phase, \$58,000). Funds will be paid from the Act 13 fund.
- Act 13 Funding MCM Consult. 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 approve an agreement with MCM Consulting Group, Inc. for the implementation of plans and designs for the new 9-1-1 Communications Center/Emergency Operations Center complex, \$90,000 (\$5,000/month for 18 months). Funds will be paid from the Act 13 fund.
- Act 13 Funding MCM Consult. A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve an agreement with MCM Consulting Group, Inc. for project management, architectural and engineering services for a new communications tower and site, \$35,000. Funds will be paid from the Act 13 fund.
- Act 13 Funding Loan to Liberty Borough 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 approve an agreement between Tioga County and Liberty Borough for temporary funding to construct the Willow Creek Bridge over a tributary to Blockhouse Creek. Funding not to exceed \$426,930.00 and will be paid from the Act 13 Fund.
- Agreement / Albert Kishel 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 approve an agreement with Albert Kishel, CPA, for 2012 GASB consulting services for the county audit, \$35,000.00.
- Agreement w/ The Sidwell Co. A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve an agreement with The Sidwell Company for a parcel correction project, \$11,900.00. Funds will be paid from the Act 13 Fund.
- Deny tax abatement WPAX Ltd. 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 deny a tax abatement for WPAX, Ltd. d/b/a Hampton Inn & Suites, Mansfield Borough.
- A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt  
Resolution  
R-13-5

**R-13-5**

**Brookfield Township**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13  
Attest: /s/ Derek Williams  
118 Main Street  
Wellsboro, PA 16901

Allocation Approved: \$1,696.00  
/s/ Mark L. Hamilton  
/s/ Roger C. Bunn  
/s/ Erick J. Coolidge

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-13-6

**R-13-6**  
**Gaines Township**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$1,989.00
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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

Adopt  
Resolution  
R-13-7

**R-13-7**  
**Delmar Township**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$8,524.00
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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-13-8

**R-13-8**  
**Shippen Township**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$1,493.50
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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

Adopt  
Resolution  
R-13-9

**R-13-9**  
**Liberty Borough**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$441.00
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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-13-10

**R-13-10**

**Rutland Township**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$3,218.50
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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

Adopt  
Resolution  
R-13-11

**R-13-11**

**Mansfield Borough**

WHEREAS, the County Officials of Tioga County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation specifications.

Duly adopted on 5/14/13	Allocation Approved: \$5,923.00
Attest: /s/ Derek Williams	/s/ Mark L. Hamilton
118 Main Street	/s/ Roger C. Bunn
Wellsboro, PA 16901	/s/ Erick J. Coolidge

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-13-12

**Abolishing the Office of  
Jury Commissioner**

**Resolution R-13-12**

WHEREAS, the Act of August 9, 1955 (P.L. 323, No. 130, Article IV, Section 401), known as the Commonwealth of Pennsylvania County Code, outlined that in each county, there shall be two jury commissioners elected by qualified electors of the county; and

WHEREAS, Act 108 of 2011 provides that, the governing body of a county of the second class A or third through eighth class may adopt a Resolution abolishing the office Jury Commissioner.

NOW, THEREFORE, BE IT RESOLVED BY THE TIOGA COUNTY BOARD OF COMMISSIONERS, that the Tioga County Office of Jury Commissioner shall expire at the completion of the current Jury Commissioners terms in office which will expire on December 31, 2013.

BE IT FURTHER RESOLVED, that the County of Tioga has procedures in place within the county to ensure that the lists of potential jurors are a representative cross section of the community.

ADOPTED this 14<sup>th</sup> day of May, 2013 by the Board of Commissioners of the County of Tioga, Pennsylvania.

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

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to authorize a lease agreement for the replacement of the social Rehabilitation Van for Community Services, DHS, \$37,039.00 and thereby adopt the following Resolution:

Adopt  
Resolution  
R-13-13

**RESOLUTION AUTHORIZING MASTER LEASE AND SUBLEASE AGREEMENT  
R-13-13**

At a duly called meeting of the governing body of the TIOGA COUNTY BOARD OF COMMISSIONERS held on the 14<sup>th</sup> day of May 2013, the following recitals and resolution were introduced and adopted.

WHEREAS, the governing body of the TIOGA COUNTY BOARD OF COMMISSIONERS (the "Lessee") has determined that it is necessary and desirable and in the best interests of the Lessee to enter into a Master Lease and Sublease Agreement (the "Master Lease Agreement") with Country Roads Leasing, LLC, of Bridgeport, West Virginia, for the purpose of obtaining the Equipment described in the Master Lease Agreement presented to this meeting; and of subleasing the equipment to the Sublessee.

WHEREAS, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such Equipment.

BE IT RESOLVED by the governing body of Lessee, as follows:

Section 1. Authorization. The governing body of Lessee does hereby approve the Master Lease Agreement substantially in the form presented to this meeting, and does hereby designate the following individual (the "Designated Representative") to execute the Master Lease Agreement with such changes thereto as such person deems appropriate, and any related documents necessary to the consummation of the transactions contemplated by the Master Lease Agreement. The Designated Representative is hereby authorized to take any action, execute any document, or give any consent which may from time to time be required by the Lessee under the Master Lease Agreement. Any such action taken or document executed or consent given by the Designated Representative in his capacity as the representative of the Lessee shall be deemed to be an act by the Lessee and any such action, execution or consent shall be conclusive evidence that the same is authorized by this Resolution.

Designated Representative: /s/ Mark Hamilton

Section 2. Designation as Qualified Tax-Exempt Obligation. Pursuant to Section 265 (b)(3) of the Internal Revenue Code of 1986 (the Code), the Lessee hereby specifically designates the Master Lease and Equipment as a "qualified tax-exempt obligation" for purposes of Section 265 (b)(3) of the Code. The aggregate amount of tax-exempt obligations issued to date by the Issuer, in this calendar year, including the principal amount for the aforementioned Equipment Group A together with all other issues of such obligations reasonably expected in this calendar year, shall not exceed the maximum specified in said Section 265 (b)(3).

Section 3. Effective Date. This Resolution shall take effect immediately.

The undersigned certifies that the above resolution has not been repealed or amended and remains in full force and effect, and further certifies that the above and foregoing Master Lease Agreement is the same as presented at said meeting of the governing body of Lessee.

<SEAL> /s/ Mark Hamilton, Commissioner

I hereby certify that I am a Commissioner of said Tioga County Board of Commissioners and that the foregoing is a correct copy of the resolution passed as therein set forth, and that the same is now in full force.

/s/ Mark Hamilton, Commissioner

Lease 2 vehicles, Comm. Svc.

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 approve the lease of two 2013 Ford Escapes for Community Services, DHS, \$40,575.00.

Remove section of county policy

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve removing the Wireless Communication Device Policy from the Tioga County Personnel Manual. A new policy will be written and place in the manual.

2013/2014 HSSP allocations

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 approve the recommended 2013/2014 allocations of \$84,593.00 for the Human Services and Supports Program.

14 Agreements/Amendments for DHS

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve 14 Agreements/Amendments for DHS. A listing is attached.

Public Comment –

John Kesich – 9-1-1 map for cell phone coverage; past meeting minutes on website; read aloud a letter received from the Sheriff

Leon Kocher – primary election; township supervisor candidates living in same township

The meeting adjourned at 11:25 a.m.

Attest: \_\_\_\_\_  
Derek Williams, Chief Clerk

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

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 11:25 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, Erick J. Coolidge and Frank A. Higgins, Jr. Also present were Derek Williams, Janice Chamberlain, Casey Zuchowski, and Max Harrison. Members of the public included Dayton Mitstifer, Ron Johnson, Lisa Everett, Leon Kocher, Jenaryl Likens; press representatives Natalie Kennedy and Morgan Myers.

Public Comment –  
None

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 approve the minutes of March 12, 2013.

Create Floater  
position

A motion was made by Frank A. Higgins, Jr., seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to approve the creation of a temporary full-time Floater position, working in MDJ Repard's office and scanning of the Court's criminal records, \$11.00/hr., no benefits.

Create MH/MR  
Specialist  
position

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to approve the creation of a Mental Health/Mental Retardation Program Specialist 1 position, Family Services, DHS, \$30,226.56/yr. with benefits.

The meeting adjourned at 11:27 a.m.

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

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

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

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

\_\_\_\_\_  
Frank A. Higgins, Jr.