

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, Kera Hackett, Deb Crawford, David Cohick, Nancy Clemens, Becky Briggs, Betsy Craig, Amy Perry, Lori Copp, Ken VanSant, Laura Lee Robinson, and press representative Nat Kennedy.

Pledge of Allegiance

Elkhorn  
Bridge Closure

For information – the County-owned Elkhorn Bridge in Farmington Township has been closed due a structural defect. Due to the emergency of the situation and the desire to have the bridge repaired and reopened, the County is going out to emergency hire.

Public Comments – (agenda items)  
None

Minutes

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 25, 2017.

Promotion S.  
Brostrom

A motion was made by Roger C. Bunn, seconded by Erick Coolidge and unanimously carried upon vote of three ayes and no nays to approve a promotion for Stephenie Brostrom, from Social Services Aide 2, Family Services, to Social Services Aide 3, Family Services, \$17.54/hr. with benefits.

Promotion B.  
Greene

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 promotion for Brandi Greene, from Caseworker 1 to Caseworker 2, Family Services, \$16.46/hr. with benefits.

Promotion L.  
Peffer

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 promotion for Lloyd Peffer, from Caseworker 1, CORE, to Caseworker 2, CORE, \$23.61/hr. with benefits.

Resignation  
N. Horton

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 Nicole Horton, Caseworker, Family Services.

Tabled HSS  
proposals

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 proposals received from providers for the 2017/2018 Human Services and Supports (formerly HSDF). These proposals will be presented by the individual providers at a public hearing, hosted by the Human Services Advisory Board, on May 10, 2017.

Adopt  
Ordinance  
2017-1

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 Ordinance 2017-1: Tioga County Hotel Room Rental Excise Tax Ordinance – amending the current Ordinance to increase the excise tax to 5% effective July 1, 2017; and allowing the County to collect from State and Federal owned cabins and rentals. A complete copy of this Ordinance is attached to these minutes.

Adopt  
Resolution  
R-5-17

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. This is required by PennDOT in order to advertise for a County engineer through their ECMS website (Engineering & Construction Management System).

**RESOLUTION R-5-17**

**TO ESTABLISH A GUIDE FOR POLICY AND PROCEDURES FOR CONSULTANT SELECTION**

The following procedures have been adopted by Tioga County as authorized by action of the Commissioners on May 9, 2017. These procedures shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering agreements.

Tioga County intends to select a County Engineer for professional engineering services needed for transportation projects and the County does not maintain an engineering staff and therefore does not have the resources to complete the engineering required for transportation projects with in-house staff.

A detailed scope of work, describing the project, its location, and services required, will be prepared.

An advertisement including the Disadvantaged Business Enterprise (DBE) Goal Request will be submitted in ECMS to PennDOT's Contract Management Section. Advertising the request for statements of interest from consulting firms interested in performing the required engineering services is governed by municipal Home Rule Charters, codes or statutes. The advertisement may need to appear in at least one newspaper of general circulation.

The advertisement will include the following information:

- (1) Location and brief description of the required engineering services.
- (2) Indication of the method of procurement as competitive negotiations
- (3) A statement that Tioga County encourages responses from small firms, minority firms, and firms who have not previously performed work for Tioga County.

- (4) The Disadvantaged Business Enterprise Goal, if any. Or nondiscrimination provisions to encourage the prime to notify DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
- (5) A statement that indicates whether the modified or standard selection method will be used.
- (6) A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.
- (7) A requirement that responding consultants must be registered business partners in ECMS with their qualification packages submitted prior to the submission of the SOI
- (8) Outside of ECMS, include contact information for project discussions and a description of the method of discussion. For ECMS, a statement must be included in the advertisement stating that all questions and answers are required to go through ECMS's "Questions and Responses" forum. If oral presentations are required, it must be stated in the advertisement.
- (9) Cut-off time for response to the advertisement (minimum of two weeks).

Note: For a Municipal Engineer advertisement, the Municipality has the option of submitting their advertisements for approval electronically in ECMS or by email, for newspaper advertising, as required by their Home Rules Charters, and for publishing paper advertisements in ECMS to [ECMS\\_Local\\_Advertisements@pa.gov](mailto:ECMS_Local_Advertisements@pa.gov).

Three consultants will be selected from those consultants who submit letters of interest. A qualification selection committee, consisting of the Tioga County Chief Clerk and Tioga County Commissioners, shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendation.

For selecting a consultant to perform bridge inspection, construction inspection agreements or noncomplex or selected moderately complex projects as defined in DM1, or for selecting a consultant as a Municipal Engineer a modified process may be used, and a ranking will be determined based on a review of the statements of interest.

For all other Agreements, the standard selection method will be used. The Board of Commissioners shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (hereinafter called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Form 442 will be supplied to the Consultants with the understanding that the specifications will be made a part of the contract. Tioga County's limitations of profit, wages, overhead factors, etc., will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

The County shall conduct discussions with the firms to consider anticipated concepts and compare alternative methods for furnishing services.

For both modified and standard methods of selection, the Commissioners shall review the recommendation of the qualification committee and rank, in order of preference, the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipalities recommended ranking.

Tioga County will request a cost proposal from the approved first ranked firm and submit the appropriate number of copies to the Department.

The Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement Agreement have been fully executed, and notification of this fact has been received by Tioga County.

The Tioga County Commissioners will designate a person to perform liaison activities between Tioga County, the Department, and the consultant.

Tioga County will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing the federal funds to Tioga County. The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, monthly (or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the Chief Clerk of Tioga County, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of services and payment of the final invoice, a joint review will be made by the Department and Tioga County to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

Tioga County's designated liaison person will complete copies of the Department's Form D-429, "Past Performance Report Consultant Engineers", see Appendix 7F or Form D-429 CI, "Past Performance Report for Consultant Engineers Construction Inspection, see Appendix 7G of Publication 93.

It is understood and made part of these procedures that the employees of Tioga County will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with Tioga County, by order of the Tioga County Commissioners.

Now, Therefore Be It Resolved that the Commissioners of Tioga County have adopted these policies and procedures for engineering by consultants and will adhere to the rules and regulations of the Department.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Tioga County Commissioners this 9th day of May, 2017, on behalf of Tioga County hereby accept the aforesaid policies and procedures.

UPON MOTION DULY MADE and seconded, the above resolution as adopted the day and year set forth above.

TIOGA COUNTY COMMISSIONERS  
/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 issue the following Proclamation:

Issue  
Proclamation  
Mental Health  
Month 2017

**MENTAL HEALTH MONTH 2017**

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, mental illnesses are real and prevalent in our nation, and half of us will have a mental health diagnosis at some point in our lives; and

WHEREAS, all Americans experience times of difficulty and stress in their lives, and should feel comfortable in seeking help and support to manage these times; and

WHEREAS, engaging in prevention, early identification, and early intervention are as effective ways to reduce the burden of mental illnesses as they are to reduce the burden of other chronic conditions; and

WHEREAS, there is a strong body of research that identifies behavioral health risks and supports specific tools that all Americans can use to protect their health and well-being; and

WHEREAS, with effective treatment before Stage 4, all individuals with mental illnesses – even serious mental illnesses – can make progress toward recovery and lead full, productive lives; and

WHEREAS, jails and prisons have often become the default places of custodial care for even nonviolent people with serious mental illnesses; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen has a responsibility to promote mental health and well-being for all.

THEREFORE, the Tioga County Board of Commissioners do hereby proclaim May 2017 as Mental Health Awareness Month in Tioga County.

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

3-yr. agreement  
w/ MCM  
Consulting

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 3-year agreement with MCM Consulting Group for Planning, Acquisition, Implementation, Verification, Training and Project Management Services for Radio System Improvements - \$205,000.

Agreement for  
911 Regional  
Next  
Generation  
system

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 for participation in the 911 Regional Next Generation ESInet & CPE System along with Clinton, Lycoming, Mifflin, Snyder, Sullivan and Union Counties. The Public Safety Emergency Telephone Act authorizes and encourages public body cooperation for establishing and maintaining emergency 911 systems within the territorial units of the participating counties.

Use of Green

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 Green for the Wellsboro Town Band, June 14 & 28 and July 12 & 26, 6:00 – 7:30 p.m.

DHS  
agreements

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 five agreements for the Dept. of Human Services.

Public Comment –

Lori Copp – on behalf of the Visitor's Bureau, thanked the Board for passing the Ordinance  
Laura Lee Robinson – as a local innkeeper, appreciates the passage of the Ordinance  
Roger Bunn – the Vietnam War Moving Wall will be in Blossburg June 1-4, 2017

The meeting adjourned at 10:25 a.m.

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

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

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

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