

The regular meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Marc Rice, Shane Nickerson, and Sam VanLoon. Also present was Janice Chamberlain, Jen Cochran, Casey Zuchowski, Josh Zeyn, Kaye Aumick, Kera Hackett, Fred Gorg, Lisa Rice, Marti Shabloski, Cindy Alexander, Saira Olson, Frank Levindoski, Joy Childs, Betsy Craig, Sara Rice, Tim Cleveland, Melvin Hall, Cliff Simonds, Devion Lehman, Scott Gitchell, Hugh Mackay, Sarah Welch, G Butler, MaryAnne Heston, Levi Patterson, Jennifer McCarthy, Titus Himmelberger, Paul Zelinka, Jenny Connelly, Kevin Connelly, Dan Styborski, Bob Goodrich, Ken VanSant, Mike Spencer, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

Minutes A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the minutes of March 11, 2025.

Resignation – For information, received resignation from Penny Whipple, Director, Elections/Voter Registration, effective P. Whipple 3/14/2025.

Hire J. A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three Patterson ayes and no nays to approve the hire of Jason Patterson, part-time Custodian, \$13.50/hr., no benefits.

Hire J.Balance A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the hire of Jamie Balance, Intake Caseworker 1, Family Services, \$18.30/hr. with benefits.

Hire O.Betts A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the hire of Olga Betts, Ongoing Caseworker 1, Family Services, \$18.30/hr. with benefits.

Hire B.Mathers A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the hire of Bret Mathers, part-time Emergency Services Training Coordinator, \$19.00/hr., no benefits.

Promotion A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three C.Alexander ayes and no nays to approve the promotion of Cindy Alexander to Interim Director, Elections/Voter Registration, \$50,000/yr., effective 3/31/25.

Use of CH A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three parking lot ayes and no nays to approve a request to use the courthouse parking lot for a staging area, May 3, 2025, for the Mammoth Endurance Gravel bike ride.

Use of Green, A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three CH steps, CH ayes and no nays to approve a request to use the Green June 13-22, 2025 for Laurel Festival activities; use of the parking lot courthouse steps June 20, 2025 at Noon for Queen’s Welcome; and courthouse parking lots June 21, 2025.

Use of Green A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a request to use the Green July 12, 2025 for Waste Management STPR.

County real A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three estate tax ayes and no nays to approve the following County real estate tax refunds: Ronald J. & Mary Ann I. Gontarz, refunds Lawrenceville Borough, \$49.18; Steve Hanes, Westfield Township, \$120.41; Diane M. Buch & Timothy B. Buch, Sr., Westfield Borough, \$32.18.

UPMC/Green A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three Home ayes and no nays to approve a Community Contribution Agreement with UPMC Wellsboro and the Green Home. Agreement

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to issue the following Proclamation:

Issue **PROCLAMATION**
Proclamation **National Public Safety Telecommunicator’s Week**
April 13-19, 2025
WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and emergency medical services personnel is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the Tioga County Communications Center; and

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Dispatchers are the single vital link for our police officers, firefighters and EMS personnel by monitoring their activities by radio, providing them information and insuring their safety; and

WHEREAS, Public Safety Dispatchers of the Tioga County Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, be it resolved that the Commissioners of Tioga County declare the week of April 13 through April 19, 2025 to be National Telecommunicator’s Week in Tioga County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.
Signed this 15th day of April, 2025.

TIOGA COUNTY COMMISSIONERS
/s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to issue the following Proclamation:

Issue
Proclamation

**MOTORCYCLE SAFETY AND AWARENESS MONTH
MAY 2025**

WHEREAS, the safety of all Tioga County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Tioga; and

WHEREAS, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

WHEREAS, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques and promoting motorcycle safety; and

WHEREAS, during the month of May, the Grand Canyon Chapter of the Alliance of Bikers Aimed Toward Education (ABATE) of Pennsylvania will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

NOW, THEREFORE, in recognition of the importance of motorcycle safety on our county’s roads and highways, the Tioga County Commissioners do hereby proclaim May 2025 as MOTORCYCLE SAFETY AND AWARENESS MONTH. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

TIOGA COUNTY COMMISSIONERS
DATE: April 15, 2025 /s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt
Resolution
R-2-25

**RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL
MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE
R-2-25**

The Board of Commissioners of Tioga County resolves and certifies that it will provide Endless Mountains Transportation Authority local funds in the amount of \$ 43,066.48 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2025-2026.

Further, the Board of Commissioners resolves and certifies that the required amount of local matching funds will be provided no later than the end of the State Fiscal Year, June 30, 2025. The following schedule indicates dates and payments of eligible local matching funds:

<u>Payment Date</u>	<u>Payment Amount</u>
<u>November 20, 2025</u>	\$ <u>21,533.24</u>
<u>March 30, 2026</u>	\$ <u>21,533.24</u>

I, Marc Rice, Chairperson of the Board of Commissioners of Tioga County do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Tioga County Commissioners held the 15th day of April, 2025.

By: /s/ Marc Rice Date: 4/15/2025

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt
Resolution
R-3-25

FAIR HOUSING RESOLUTION

R-3-25

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 Tioga County held April 15, 2025.

/s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Tioga County Section 504 Officer

R-4-25

Adopt
Resolution
R-4-25

All Entitlement Grantees for Community Development Block Grant (CDBG) or HOME funds, with more than fifteen employees are required to have a Section 504 Officer. Be it resolved on this 15th day of April, 2025 that Tioga County appoints Sean Sember to be such officer with the following responsibilities:

- a. Compile and maintain a Self – Evaluation of the grantee’s facilities, hiring practices, and citizen participation, as well as each activity funded with the aforementioned grants, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age, or ancestry.
- b. Tioga County will develop and maintain a grievance procedure that must also be adopted publically, incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability. Existing grievance procedures can often be adapted to satisfy this requirement. Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The officer must act on the complaint and maintain the records of the process for monitoring.

Approved at the regularly scheduled meeting of the Tioga County Commissioners held on April 15, 2025.

/s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt
Resolution
R-5-25

TIOGA COUNTY BOARD OF COMMISSIONERS
TIOGA COUNTY, PENNSYLVANIA
RESOLUTION NO. R-5-25

A RESOLUTION OF THE TIOGA COUNTY BOARD OF COMMISSIONERS, TIOGA COUNTY COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF A REQUEST FOR FUNDING THROUGH THE COMMONWEALTH FINANCING AUTHORITY PENNSYLVANIA SMALL WATER AND SEWER PROGRAM

Be it RESOLVED, that the Tioga County Board of Commissioners hereby requests a PA Small Water and Sewer Program grant of \$500,000 from the Commonwealth Financing Authority to be used for the replacement of a 4x8 box culvert in the Borough of Mansfield.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marc Rice, Commissioner, and Jennifer Cochran, Assistant Chief Clerk, as the officials to execute all documents and agreements between Tioga County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Janice Chamberlain, duly qualified Chief Clerk of Tioga County, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Tioga County Board of Commissioners at a regular meeting held April 15, 2025 and said Resolution has been recorded in the Minutes of Tioga County and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Tioga County this 15th day of April, 2025.

Attest: /s/ Janice Chamberlain, Chief Clerk /s/ Marc Rice, Commissioner /s/ Jennifer Cochran, Asst. Chief Clerk

2025 PSU allocation	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the 2025 budget allocation request from Penn State Extension - \$165,877, paid quarterly. Act 13.
2025 Historical Society allocation	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the 2025 budget allocation request from Tioga County Historical Society - \$10,000. Act 13.
MUPSTI funding request	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to table a request from Commonwealth University-Mansfield Public Safety Training Institute for funding of \$30,000.
LDG proposal for flood debris	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a cost estimate proposal from Larson Design Group for flood debris removal, \$15,350. This is a reimbursable expense.
Pri-set Constr. proposal – VA bldg.	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a proposal from Pri-set Construction to parge and paint the foundation of the Veteran’s Affairs building - \$4,500. Act 13.
G. Hawbaker-change order Trailhead site	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a change order from Glenn O. Hawbaker, Inc. for the Patterson Trailhead Facility site development, for additional site amenities - \$198,820.60. This cost will be deducted from a credit issued.
Elemental Shelter Solutions – salt shed	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a proposal from Elemental Shelter Solutions for the build, delivery, and set-up of a salt shed at the Human Services complex - \$109,970.39. Liquid Fuels funds.
NTSWA – CH dumpster	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an agreement with Northern Tier Solid Waste Authority for a refuse container at the courthouse - \$35.00/month.
Enterprise – Sheriff vehicle	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a five-year lease with Enterprise Fleet Management for a 2025 F-150 Police Responder for use by the Sheriff’s Office - \$1,294.71/month.
DHS – 9 agreements	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve nine agreements for the Dept. of Human Services. A listing is attached.
March 2025 A/P, Payroll	For information of the Board, March 2025 payroll/benefits was \$1,409,308.41, and March 2025 Accounts Payable was \$3,891,876.09.

Public Comment – None

The next meeting of the Tioga County Board of Commissioners is scheduled for May 13, 2025.

Commissioner News –

- Tourist promotion agency - meetings with Potter County Commissioners and Visit Potter-Tioga to be scheduled. Meeting attendee Kevin Connelly thanked the Board for trying to work out the issue.
- Thanked the Tioga County Conservation District for organizing a cleanup of the debris in the waterways from the August 2024 flood event
- Continuing to work with state and federal partners to apply for funding to help with flood cleanup costs. Have received a \$300,000 match from DEP.
- With the recent resignation of the Elections Director, thanked the election office staff and IT staff for stepping up with to ensure a smooth election process for the upcoming primary election.

The meeting adjourned at 10:49 a.m.

Marc Rice

Attest: _____
Janice Chamberlain, Chief Clerk

Shane Nickerson

Sam VanLoon

The regular meeting of the Tioga County Salary Board was called to order today at 10:49 a.m. with the following members present: Marc Rice, Shane Nickerson, Sam VanLoon, and Kera Hackett. Also present was Janice Chamberlain, Jen Cochran, Casey Zuchowski, Josh Zeyn, Kaye Aumick, Fred Gorg, Lisa Rice, Marti Shabloski, Cindy Alexander, Saira Olson, Frank Levindoski, Joy Childs, Betsy Craig, Sara Rice, Tim Cleveland, Melvin Hall, Cliff Simonds, Devion Lehman, Scott Gitchell, Hugh Mackay, Sarah Welch, G Butler, MaryAnne Heston, Levi Patterson, Jennifer McCarthy, Titus Himmelberger, Paul Zelinka, Jenny Connelly, Kevin Connelly, Dan Styborski, Bob Goodrich, Ken VanSant, Mike Spencer, and press representative Natalie Kennedy.

Minutes A motion was made by Kera Hackett, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to approve the minutes of March 11, 2025.

R. Baldwin salary increase A motion was made by Kera Hackett, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to approve a \$1.63/hour salary increase for Reva Baldwin, Victim Witness Coordinator, District Attorney’s Office, for additional role as Juvenile Victim Witness Coordinator, retroactive to 1/1/2025. Increase is 100% grant funded.

The meeting adjourned at 10:50 a.m.

Marc Rice

Shane Nickerson

Sam VanLoon

Kera Hackett

Attest: _____
Janice Chamberlain, Chief Clerk