

The regular meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Sam VanLoon, Marc Rice, and Shane Nickerson. Also present was Janice Chamberlain, Casey Zuchowski, Tiffany Cummings, Josh Zeyn, Kaye Aumick, Penny Whipple, Sara Rice, Mary Wilson, Saira Olson, Marti Shabloski, Brad Boyce, Deb Crawford, Cindy Copp, Jerry Curreri, Bob Goodrich, Dan Styborski, Kathy Smith, Janet Gyekis, Jennifer Haines, Abigail Rossman, Terri Patterson, Craig West, Chris Eckert, Mike Denelsback, T. Himmelberger, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) –
None

Minutes	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the minutes of September 10, 2024.
Appointment of poll workers	For information – Per Purdon's section 2657 (c), effective October 8, 2024, the Tioga County Board of Elections authorizes the Director of Elections to appoint poll workers as needed, at county polling locations that have vacancies, to serve during the 2024 General election on November 5, 2024.
Resignations L.Shafer J.Kirchgessner C.McGann C.Spiegel A.Hendrickson	For information, the following resignations have been received: Luanne Shafer, Document Retention Coordinator, effective 10/4/24 Joseph Kirchgessner, Maintenance, effective 10/4/24 Christie McGann, C&Y, effective 10/11/24 Cody Spiegel, Deputy Sheriff, effective 10/18/24 Austin Hendrickson, full-time Corrections Officer, Tioga County Prison, effective 10/21/24
Hire J.Blizzard	For information, hired Jennifer Blizzard, part-time Clerk, Prothonotary/Clerk of Courts Office, \$14.00/hr. no benefits, effective 9/27/24.
Hire L.Wales	For information, hired Lorrie Wales, part-time Court Monitor, \$18.00/hr. no benefits, effective 11/1/24.
Hire C. Alexander	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the hire of Cindy Alexander, Voter Registration and Elections Technician, \$16.00/hr. with benefits, effective 9/30/24.
Hire J. Rosenheck	A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the hire of Jeffrey Rosenheck, Emergency Services Training Coordinator, \$19.00/hr, no benefits, effective 10/7/24.
Hire K. Gail	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the hire of Kayleigh Gail, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.
Hire A. Hendrickson	A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the hire of Austin Hendrickson, part-time Corrections Officer, Tioga County Prison, \$14.31/hr., no benefits.
Promotion L. Rice	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 promotion of Lisa Rice to Director, Emergency Services, \$90,000/yr. Lisa will continue to serve in the role of 911 Coordinator.
Promotion J Douglass	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the promotion of James Douglass to Deputy Director 911, \$70,500. James will continue to serve in the role of Quality Assurance Coordinator.
Promotion M.Shabloski	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 promotion of Marti Shabloski to Deputy Director EMA, \$60,500/yr. Marti will continue to serve in the role of Fiscal Manager.
Termination A.Negron	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the termination of Angel Negron, Custodian, effective 9/5/24.
Transfer A. Roosa	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the transfer of Angela Roosa from Clerk, Prothonotary Office to Custodian, Maintenance department, \$12.75/hr. with benefits, effective 10/2/24.
Status Change H.Stone	A motion was made by Sam VanLoon, seconded by Mark Rice and unanimously carried upon vote of three ayes and no nays to approve the status change for Helen Stone, to full-time Emergency Telecommunicator for 911, \$1.00/hr. increase effective 9/22/24.
2025 holiday calendar	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the 2025 holiday calendar for county employees (excluding 911 dispatchers).
2025 911 holiday calendar	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 holiday calendar for 911 dispatchers.
Use of parking lot	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a request from the Tioga County Sheriff for use of the courthouse parking lot for a Trunk or Treat on October 26, 2024, 3-5:00 p.m.

- Use of Green A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a request from the Wellsboro Art Club to use the Green September 12-14, 2024 for the Plein Air Festival.

- Johnson Controls 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 one-year contract renewal with Johnson Controls for the fire alarm at the Soil Conservation District building - \$500.

- Enterprise Fleet A motion was made by Marc Rice, 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 one 2025 Chevrolet Traverse vehicle for Human Services - \$489.46/month.

- Enterprise Fleet A motion was made by Marc Rice, 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 two 2025 Chevrolet Traverse vehicles for Human Services - \$562.32/month, each vehicle.

- Enterprise Fleet A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a five-year lease with Enterprise Fleet Management for one 2025 Chevrolet Traverse vehicle for the Commissioners - \$726.25/month.

- Dept 50 A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an invoice from North Central Pennsylvania Unmanned Emergency Services for aerial damage assessment/debris identification along the Rte. 49 / Cowanesque River corridor, Liberty Borough, and Rte. 349 - \$5,000. Act 13.

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:
Resolution R-11-24

RESOLUTION R-11-24

RESOLUTION OF THE TIOGA COUNTY BOARD OF COMMISSIONERS
AUTHORIZING COUNTY FUNDS TO BE USED
AS MATCH AND INTERIM FUNDING FOR THE MARSH CREEK GREENWAY REDEVELOPMENT
ASSISTANCE CAPITAL PROGRAM (RACP) PROJECT.
ME 300-2154

WHEREAS, the Tioga County Board of Commissioners (Commissioners) have secured RACP grant funds in the amount of \$2,500,000 for the construction of the Marsh Creek Greenway and the Patterson Welcome Center (RACP Project); and

WHEREAS, the Commissioners have also secured \$750,000 in ARC funds to be used for the site work associated with the Patterson Welcome Center and the construction of the trailhead; and

WHEREAS, the Commissioners have also secured additional state funding to be used towards the construction of the greenway and the site work associated with the Patterson Welcome Center and the construction of the trailhead; and

WHEREAS, the project costs, less the state funds received for this work is \$5,494,458; and

WHEREAS, the RACP is a reimbursable grant program that requires a 50% match in the form of land value or cash; and

WHEREAS, the Commissioners have secured \$750,000 in federal funds and \$300,000 in local donations to be used as match to the RACP funding; and

WHEREAS, the Commissioners will be required to provide \$1,944,458 in cash to fully match the RACP grant; and

WHEREAS, the Commissioners will be required to provide the \$2,500,000 in interim financing for the construction of the project; and

WHEREAS, the RACP Grant requires the cash match and interim financing be committed and pledged to the project.

NOW, THEREFORE, upon a motion duly made and seconded, the Board of Commissioners do hereby adopt the following Resolutions:

RESOLVED, that the Commissioners will obligate and commit \$1,944,458 of Act 13 funds to be used as the cash match for the \$2,500,000 RACP Grant;

FUTHER RESOLVED, that the Commissioners will obligate and commit \$2,500,000 in interim financing to be used to pay for costs associated with the RACP project;

FURTHER RESOLVED, that the source of the cash match and interim financing is Act 13 funds held in the Tioga County Unconventional Gas Well Funds Account at First Citizens Community Bank with account ending in 6318;

This Resolution was adopted by a majority vote of the Board of Commissioners on this 8th day of October, 2024.

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

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to add this next item to the agenda. A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Resolution
R-12-24

GRANTEE'S STATE OF GOALS
NATIONAL PROGRAM FOR MINORITY BUSINESS ENTERPRISE
EXECUTIVE ORDER 11625

Resolution Number: R-12-24

It is the public policy of Tioga County to promote the opportunity for full participation by minority and women's business enterprises ("MBE's and WBE's) in all housing and community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

1. The County of Tioga hereby sets as its goals for utilization of minority business through its contracts for public works, site clearance and demolition, supplies and services, a target of approximately 5% of the 2024 CDBG Grant budget for Minority Business Enterprise and 3% of the 2024 CDBG Grant budget for Women's Business Enterprise. This percentage will be utilized by the grantee's administering agency, Tioga County Housing Authority (if applicable).
2. As part of the preparation of the contract documents, the County of Tioga will analyze the specific construction, site clearance and demolition projects, and will determine for each specific contract a goal and percentage amount which represents in the judgment of the County of Tioga and/or the Tioga County Housing Authority as to the maximum feasible involvement of minority business. Thus, individual projects may vary from the stated percentage goal. It is expected during the course of the year, however, that the total volume awarded to minority business will approximate goals stated above.
3. If applicable, the Tioga County Housing Authority is familiar with the County of Tioga Affirmative Action Program for Minority Business Enterprise and will comply with it in all contracts for public works, supplies and services funded with Community Development Block Grant Program.

Date: October 8, 2024 /s/ Sam VanLoon /s/ Marc Rice /s/ Shane Nickerson

Residential
Antidisplace,
Relocation
Assistance

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to add this next item to the agenda. 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 Residential Antidisplacement and Relocation Assistance Plan, submitted by the Tioga County Housing Authority.

WC Eshenaur
change order

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a change order from W. C. Eshenaur & Son, Inc. for HVAC construction at the Patterson Trailhead facility project – a decrease to the contract amount by \$19,819.44 due to removing the snowmelt system.

GR Noto
change order

A motion was made by Sam VanLoon seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a change order from G. R. Noto Electrical Construction for the Patterson Trailhead facility project – a decrease to the contract amount by \$21,020 due to reducing the size of the light pole foundations and lighting fixture changes.

ES&S warranty
renewal

A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a five-year post-warranty renewal for license, software maintenance and support fees – total five-year fee: \$322,393. Act 13.

H&P Const.
proposal

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a proposal from H&P Construction, Inc. for the purchase of kiosk panels for the Marsh Creek Greenway – Charleston Street Connector - \$2,620. Funding will come from a credit issued from H&P.

Small Comm.
Program
agreement

A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a Small Communities Program Administration Agreement between Tioga County Commissioners and the Tioga County Housing Authority. The County will be applying to PA DCED for a Small Communities Entitlement Grant for fiscal year 2024 in the amount of \$252,431.

County real
estate tax
refunds

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the following County real estate tax refunds: Chad Potter, Jackson Twp., \$182.96; Betsy Fairbanks, Lawrence Twp., \$32.85; Gerald Krupka, Jr., Lawrence Twp., \$183.74; 611 Land Development LLC, Richmond Twp., \$586.44; Paul & Ellen Brower et al, Middlebury Twp., \$67.36; Tracy & Darcy Atwell, Westfield Twp., \$80.25; Mary Beth Petrasek Living Trust, Westfield Twp, \$426.20.

Farmland Pres
funding request

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to table a request from the Tioga County Agricultural Land Preservation Board for funding of \$75,000 for 2025.

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:

Proclamation

79th Anniversary of National Disability Employment Awareness Month

Issue
Proclamation

WHEREAS, October 2024 marks the 79th anniversary of National Disability Employment Awareness Month (NDEAM); and

WHEREAS, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities; and

WHEREAS, the history of NDEAM traces back to 1945, when it started as a week and focused only on people with physical disabilities; and

WHEREAS, later, it expanded to a full month, and its name and scope evolved to acknowledge the importance of increasing the workforce inclusion of people with all nature of disabilities; and

WHEREAS, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; and

WHEREAS, activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm Tioga County's commitment to increasing access to good jobs for all workers, including disabled workers.

Therefore, be it RESOLVED, that the County of Tioga recognize and commemorate the 79th anniversary of National Disability Employment Awareness Month; and be it further

RESOLVED, that the U.S. Department of Labor's Office of Disability Employment Policy and County of Tioga call upon employers, schools, and other community organizations in Tioga County to observe October with appropriate programs and activities, to ensure that disabled workers have access to good jobs every month of every year; and be it further

RESOLVED, that the County of Tioga pledge to continue to take steps throughout the year to recruit, hire, retain, and advance individuals with disabilities and work to pursue the goals of opportunity, full participation, economic self-sufficiency, and independent living for people with disabilities.

Dated this 8th day of October, 2024. /s/ Sam VanLoon /s/ Marc Rice /s/ Shane Nickerson

Adopt
Ordinance
2024-1

A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to adopt Ordinance No. 2024-1: Establishing regulations, specifications, and restrictions for the use and/or installation of outdoor lighting in the County. A complete copy of this Ordinance is attached to these minutes.

10 agreements
for DHS

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve ten agreements for the Dept. of Human Services. A listing is attached.

September
2024 expenses

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the following expenses for September, 2024:

September 2024 payroll & benefits - \$ 1,410,099.05
September 2024 accounts payable - \$ 2,525,678.30

Public Comment – None

The next meeting of the Tioga County Board of Commissioners is scheduled for November 12, 2024.

The meeting adjourned at 10:35 a.m.

Sam VanLoon

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

Shane Nickerson

The regular meeting of the Tioga County Salary Board was called to order today at 10:35 a.m. with the following members present: Sam VanLoon, Marc Rice, and Shane Nickerson. Also present was Janice Chamberlain, Casey Zuchowski, Tiffany Cummings, Josh Zeyn, Kaye Aumick, Penny Whipple, Sara Rice, Mary Wilson, Saira Olson, Marti Shabloski, Brad Boyce, Deb Crawford, Cindy Copp, Jerry Curreri, Bob Goodrich, Dan Styborski, Kathy Smith, Janet Gyekis, Jennifer Haines, Abigail Rossman, Terri Patterson, Craig West, Chris Eckert, Mike Denelsback, T. Himmelberger, and press representative Natalie Kennedy.

Minutes

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the minutes of September 10, 2024.

A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to adjust the hourly rates for the following employees, due to transferring back to County from SAM, Inc.:

Wage
adjustment for
DHS
employees

Whitney DeLong	\$19.76/hr.
Jenavieve Weis	\$19.76/hr.
Brenda Matteson	\$19.76/hr.
Briana Howard	\$20.35/hr.
Britany Brutsman	\$19.76/hr.
Marcia Holsomback	\$20.35/hr.
Tamara Wood	\$16.50/hr.
Cori Martin	\$16.00/hr.
Brett Weiskopff	\$63,500 annually

The meeting adjourned at 10:36 a.m.

Sam VanLoon

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

Shane Nickerson