

The regular meeting of the Tioga County Commissioners was called to order today at 10:00 a.m. at the Tioga County Courthouse with the following members present: Mark L. Hamilton, Roger C. Bunn, and Erick J. Coolidge. Also present was Derek Williams, Casey Zuchowski, Kera Hackett, Marc Rice, Josh Zeyn, Deb Crawford, Sara Rice, Christa Hilfiger, Dan Styborski, Keren Clark, Cindy Copp, Mike and Candace Holley, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

For information –

Appointment of  
poll workers

- o Per Purdon's section 2657(c), effective April 13, 2021, 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 2021 Primary election on May 18, 2021.

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 March 9, 2021.

Transfer  
H.Baker

For information, Hannah Baker transferred from the Tioga County Sheriff's office to the Probation department, as Judicial Line Staff, \$13.83/hr., with benefits.

Resignations  
S.Kriner  
J.Smith-Baker  
E.Dinan  
C.Johnson  
M.Geiser  
B.Reynolds  
T.Bradshaw  
A.Wright

For information, the following individuals have retired / resigned:

- Scott Kriner – Corrections Officer, Tioga County Prison, effective 3/5/21
- Jonathan Smith-Baker – Corrections Officer, Tioga County Prison, effective 3/27/21
- Emilia Dinan – Intake Caseworker, Human Services, effective 4/1/21
- Cheryl Johnson – Administrative Assistant 2, Dept. of Emergency Services, effective 4/1/21
- Marena Geiser – Corrections Officer, Tioga County Prison, effective 4/2/21
- Brittany Reynolds – Family Services, effective 4/8/21
- Tasha Bradshaw – Treasurer's Office, effective 4/26/21
- Afton Wright – Court Reporter, effective 5/21/21

Hire R.Mosher

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 Richard Mosher, Maintenance Technician, \$16.00/hr. with benefits, effective 4/12/21.

Hire K.Price

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 Kendra Price, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.

Hire N.Nauman

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 Nancy Nauman, part-time Fiscal Technician, \$20.00/hr., no benefits.

Termination  
J.Shumack

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 termination of Joshua Shumack, Corrections Officer, Tioga County Prison, effective 3/26/21.

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:

Proclamation

**Development Disabilities Awareness Month Proclamation  
March 2021**

WHEREAS, people with a developmental disability are of all racial, ethnic, educational, social, and economic backgrounds, and all are valued members of society who find fulfillment living everyday lives; and

WHEREAS, we value what is important to people with disabilities and their families who are striving for everyday lives no different than those of all other citizens; and

WHEREAS, Governor Wolf signed an executive order to increase integrated employment opportunities among people with disabilities in Pennsylvania because it is recognized that individuals with disabilities have the capacity to positively contribute to the development of Pennsylvania's economy; and

WHEREAS, the Wolf administration and the Pennsylvania Department of Human Services launched the Supporting Families Initiative, which provides grants to regional collaboratives to encourage families of individuals with developmental disabilities or autism to have high expectations for full and purposeful lives that include meaningful jobs in the community, friendships, health, safety, and spiritual and social opportunities; and

WHEREAS, the Pennsylvania Department of Human Services continues to increase opportunities for competitive, integrated employment across the Commonwealth for those with developmental disabilities who wish to work; and

WHEREAS, educational opportunities for those with developmental disabilities have increased with the implementation of inclusive secondary education certificate programs at Pennsylvania institutions of higher learning; and

WHEREAS, the Pennsylvania Department of Human Services continues to offer opportunities to individuals and family members through a growing complement of training initiatives and services that allow them to increase their knowledge about advocacy, supports, and disability services; and

WHEREAS, early intervention, education, employment, and home and community-based services continue to be vital to enabling citizens with a developmental disability to enjoy the rights of citizenship and to participate in the life of Pennsylvania's communities.

NOW, THEREFORE, to recognize the many accomplishments and contributions of people with development disability, we, the Commissioners of Tioga County, do hereby proclaim March 2021 as Developmental Disabilities Awareness Month. We encourage all citizens to support Pennsylvanians with a developmental disability and their families in all aspects of Pennsylvania community life.

Dated this 16<sup>th</sup> day of March, 2021.

Tioga County Board of Commissioners  
/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 issue the following Proclamation:

Proclamation

**Proclamation of Child Abuse Prevention Month  
April 2021**

Whereas, preventing child abuse and neglect is a community effort that can be affected by the involvement of people throughout the community; and

Whereas, child maltreatment often occurs when people find themselves in stressful situations, without community resources, and don't know how to cope; and

Whereas, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

Whereas, child abuse and neglect can be reduced by making sure each family has the support they need to rear their children in a healthy environment; and

Whereas, child abuse and neglect not only directly harm children, but also increases the likelihood of criminal behavior, substance abuse, and health problems such as heart disease and obesity; and

Whereas, all citizens should become involved in supporting families in rearing their children in a safe, nurturing environment; and

Whereas, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith-based communities, civic organizations, law enforcement agencies, and the business community.

Therefore, We, the Commissioners of Tioga County, do hereby proclaim April 2021 as Child Abuse Prevention Month in Tioga County and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse.

/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:

Proclamation

**MOTORCYCLE SAFETY AND AWARENESS MONTH  
MAY 2021**

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 2021 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.

DATE: April 13, 2021

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

Resolution  
R-5-21

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:

**Resolution Page  
R-5-21**

DCNR-C2P2

Applicant/Grantee Legal Name: Tioga County Commissioners      Web Application ID: 2002272  
Project Title: Marsh Creek Greenway Trail Construction Phase 2

WHEREAS, **TIOGA COUNTY COMMISSIONERS** ("Applicant") desires to undertake the project, "**Marsh Creek Greenway Trail Construction Phase 2**" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources (Department)a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department **if the applicant is awarded a grant**; and

**NOW THEREFORE, it is resolved that:**

1. The grant application may be electronically signed on behalf of the applicant by "**Erick J. Coolidge**" who, at the time of signing, has a **TITLE** of "**Chairman, Board of Commissioners**" and the email address of "**ecoolidge@tiogacountypa.us**".
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's **executed** signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "**TITLE**" specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the Tioga County Board of Commissioners of this applicant, this 13<sup>th</sup> day of April, 2021.

/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:

**FAIR HOUSING RESOLUTION  
RESOLUTION # R-6-21**

Resolution  
R-6-21

**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 April 13, 2021.

Signatures: /s/ Mark Hamilton, Chairman, Tioga County Commissioners  
/s/ Roger Bunn, Tioga County Commissioner  
/s/ Erick Coolidge, Tioga County Commissioner

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:

Resolution  
R-7-21

**Resolution Page  
R-7-21**

DCNR-C2P2

Applicant/Grantee Legal Name: Tioga County Commissioners      Web Application ID: 2003634  
Project Title: Marsh Creek Greenway Site Acquisition – Cooper Property

WHEREAS, **TIOGA COUNTY COMMISSIONERS** ("Applicant") desires to undertake the project, "**Marsh Creek Greenway Site Acquisition – Cooper Property**" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources (Department) a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department **if the applicant is awarded a grant**; and

**NOW THEREFORE, it is resolved that:**

1. The grant application may be electronically signed on behalf of the applicant by "**Erick J. Coolidge**" who, at the time of signing, has a **TITLE** of "**Chairman, Board of Commissioners**" and the email address of "**ecoolidge@tiogacountypa.us**".
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's **executed** signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "**TITLE**" specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the Tioga County Board of Commissioners of this applicant, this 13<sup>th</sup> day of April, 2021.

/s/ Erick J. Coolidge

County real  
estate tax  
refunds

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 following County real estate tax refunds: Charles Shuster, Clymer Township, \$29.50; Francis Miller, Elk Township, \$50.44.

Funding to  
MUPSTI

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 funding of \$30,000 to the Mansfield University Public Safety Training Institute, to be used toward training, supplies, technology maintenance, etc. Act 13.

EADS –  
Patterson bldg.  
demo

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 EADS Architects to provide professional services for the Patterson building demolition project, \$5,500. Act 13.

Wilson  
Consulting –  
MCG trailhead,  
connectivity to  
downtown

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 engineering proposal from Wilson Consulting Group, to develop a master plan for development of the trailhead on the Marsh Creek Trail, and a connectivity study between the trailhead and downtown Wellsboro - \$166,000. To be paid initially from Act 13; 50% of the cost will be reimbursed through a DCNR C2P2 grant, and the remaining 50% will be reimbursed through local match.

Z/A – COVID funding guidance  
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 Zelenkofske Axelrod LLC, to provide technical assistance and guidance, at the request of the County, in relation to the policies, procedures, accountability, and monitoring of the expenditures of the various COVID-19 grant funding programs coming in to Tioga County.

JS General Contr. – crosswalk ramps  
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 proposal from J.S. General Contracting Inc. for installation of two concrete crosswalk ramps in front of the courthouse, \$9,204. Act 13.

Direct Energy – electric svc at Mansfield MDJ  
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 contract with Direct Energy, to lock in a 22-month rate for electric service at the Mansfield MDJ office, \$5.843/KWh, beginning May 2021.

UGI Energy – gas svc at 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 a two-year agreement with UGI Energy Services for natural gas service at Human Services, \$4.64/DTH.

Trish Hoover Jasper – GAL agreement  
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 Independent Contractor Agreement with Trish Hoover Jasper, as Guardian ad Litem for dependent children or children participants of a dependency proceeding in cases involving Tioga County Children & Youth; term May 1, 2021 – April 30, 2022 and shall renew automatically yearly; \$75.00/hr.

McClure – HVAC at 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 a one-year preventative maintenance agreement with McClure Company, for the HVAC system in the main Human Services building - \$1,280.

McClure – HVAC at DES  
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 one-year preventative maintenance contract with McClure Company, for the HVAC system at Emergency Services - \$4,214.

McClure – HVAC at tower sites  
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 one-year preventative maintenance contract with McClure Company, for the HVAC systems at the 7 tower sites, \$3,410.

Green – Town Band  
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 for the Wellsboro Town Band, June 16 & 30 and July 14 & 28, 2021, from 6:00-8:30 p.m.

Green – VBS  
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 Vacation Bible School, June 21-25, 2021, 6:00-7:00 p.m.

Green – World-Wide Empty Chair Event  
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 Worldwide Empty Chair Event, September 25, 2021.

RFP for reassessment  
A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and carried upon vote of two ayes and one nay (Erick J. Coolidge voted against) to approve a request to go out for RFP for county-wide reassessment.

DHS – 13 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 13 agreements for the Department of Human Services. A listing is attached.

Public Comment – None

The next meeting of the Tioga County Board of Commissioners is scheduled for May 11, 2021.

The meeting adjourned at 10:50 a.m.

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

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

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:50 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, Erick J. Coolidge, and Kera Hackett. Also present was Derek Williams, Casey Zuchowski, Marc Rice, Josh Zeyn, Deb Crawford, Sara Rice, Christa Hilfiger, Dan Styborski, Keren Clark, Cindy Copp, Mike and Candace Holley, and press representative Natalie Kennedy.

Minutes            A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to approve the minutes of March 9, 2021.

Create position in Fiscal office            A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to approve the creation of a part-time, not to exceed 1000 hours per year, Fiscal Technician position in the Fiscal department. Due to the complexity of the County's accounting system, it is in the best interest to hire someone who has expertise and experience in fund accounting and County software. Wage will be determined depending on experience.

Increase hourly rate for 2 Soil Conservation employees            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 increase of the hourly rate of two Soil Conservation District's technicians Tyler Upham and Scott Moore, to \$15.00/hour.

The meeting adjourned at 10:52 a.m.

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

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

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

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

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