

The Organizational meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present were Janice Chamberlain, Marc Rice, Kera Hackett, Marie Seymour, Frank Levindoski, Krista Deats, Jane Wetherbee, Becky Briggs, Chris Perry, Betsy Craig, Penny Whipple, Sara Rice, Chris Eckert, Joy Child, Bob Goodrich, Robin Adams, and press representative Nat Kennedy.

Pledge of Allegiance

- Minutes A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to reaffirm the minutes of the January 3, 2022 Organizational meeting.

- Chairman Board of Commissioners A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and carried upon vote of two ayes and no nays (Commissioner Coolidge abstained) to appoint Erick J. Coolidge as Chairman of the Board.

- Vice-Chair Board of Commissioners A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and carried upon vote of two ayes and no nays (Commissioner Hamilton abstained) to appoint Mark L. Hamilton as Vice-Chairman of the Board.

- Chief Clerk A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to appoint Janice Chamberlain as Chief Clerk.

- Asst. Chief Clerk A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to appoint Marc Rice as Assistant Chief Clerk.

- County Solicitor A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to appoint Christopher Gabriel of Gabriel Fera, P.C. as Tioga County Solicitor.

- 2023 Meeting Schedules A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to set the day, time and place for the following Board meetings:

2023 Meeting Schedule

The Tioga County of Board of Commissioners meetings will be held according to the schedule below in the Commissioner's Meeting Room, at 10:00 a.m.

The Salary Board meeting, if needed, will be held immediately after the Board of Commissioners' meeting.

The Retirement Board meeting will be held immediately after the Salary Board meeting.

The Prison Board meeting will be held on the dates listed below. Meetings will be held at 11:00 a.m. in the Commissioners' Meeting Room.

The Board of Assessment Revision meeting will be held on the dates listed below. Meetings will be held at 1:30 p.m. in the Commissioner's Conference Room.

January 3 - Organizational Meeting	
January 10	July 11
February 14	August 15
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12

- Courthouse days/hours A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to set the courthouse days and hours as Monday through Friday, 9:00 a.m. – 4:30 p.m.

- Mileage reimbursement A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to set the 2023 mileage reimbursement rate at \$0.60 per mile.

- Set 2023 Depositories A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to set the 2023 depositories for county funds as: C&N Bank, Wellsboro, PA, and First Citizens Community Bank, Wellsboro, PA.

- Public Defender A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to appoint Eric Gurney as Tioga County Public Defender.

- Develop Tioga representative A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and carried upon vote of two ayes and no nays (Commissioner Bunn abstained) to appoint Roger C. Bunn as Commissioner representative to Develop Tioga.

County Engineer A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays to appoint Larson Design Group as the County Engineer.

PCOMP/
PCoRP claims coordinator A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to appoint Marc Rice as PCOMP and PCoRP Claims Coordinator.

Open Records Officer A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to appoint Jennifer Cochran as the Open Records Officer.

The meeting adjourned at 10:08 a.m.

Erick J. Coolidge

Mark L. Hamilton

Attest: _____
Janice Chamberlain, Chief Clerk

Roger C. Bunn

SALARY BOARD ORGANIZATIONAL MEETING

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:10 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present were Janice Chamberlain, Marc Rice, Kera Hackett, Marie Seymour, Frank Levindoski, Krista Deats, Jane Wetherbee, Becky Briggs, Chris Perry, Betsy Craig, Penny Whipple, Sara Rice, Chris Eckert, Joy Child, Bob Goodrich, Robin Adams, and press representative Nat Kennedy.

Minutes A motion was made by Kera Hackett, seconded by Mark L. Hamilton and unanimously carried upon vote of eight ayes and no nays to reaffirm the minutes of the January 3, 2022 Organizational meeting.

Appoint Chair A motion was made by Roger C. Bunn, seconded by Kera Hackett and carried upon vote of three ayes (Commissioner Coolidge abstained) to appoint Erick J. Coolidge as Chairman of Salary Board.

Appoint Vice-Chair A motion was made by Roger C. Bunn, seconded by Kera Hackett and carried upon vote of three ayes and no nays (Commissioner Hamilton abstained) to appoint Mark L. Hamilton as Vice Chairman of Salary Board.

The salaries for elected officials, for reference only, are as indicated on the attached list.

2023 Wages A motion was made by Frank Levindoski, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Sheriff's Office, as indicated on the attached list.

A motion was made by Krista Deats, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the District Attorney's office, as indicated on the attached list.

A motion was made by Marie Seymour, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Prothonotary/Clerk of Courts Office, as indicated on the attached list.

A motion was made by Jane Wetherbee, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Register and Recorder and Clerk of Orphan's Court Office, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Treasurer's office, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Public Defender's Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Assessment and Tax Claim Offices, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salary for the staff in the Planning office, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the GIS Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Tioga County Soil Conservation Office, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Emergency Services Department, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff at the Tioga County Prison, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the Support Services staff, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff under "Miscellaneous" courthouse positions, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff of Tioga County Department of Human Services, as indicated on the attached list.

All new hires will receive their 2023 rate increase at the completion of their six-month probationary period.

The meeting adjourned at 10:26 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

Krista Deats, District Attorney

Kera Hackett, Treasurer

Frank Levindoski, Sheriff

Marie Seymour, Prothonotary, Clerk of Courts

Jane Wetherbee, Register Recorder, Clerk of Orphans Court