

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: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present was Janice Chamberlain, Casey Zuchowski, Christa Hilfiger, Betsy Craig, Chris Perry, Kera Hackett, Deb Bigley, Kaye Aumick, Josh Zeyn, Anthony Urbano, Jr., Angelina Barton, Joy Childs, Bob Goodrich, Dan Styborski, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

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 approve the minutes of October 11, 2022.
Retirement/ resignation S. Ingerick C. Smithgall E. Gould	For information, the following retirement/resignations were received: Scott Ingerick Probation department effective 11/14/22 Carla Smithgall, Custodia, effective 11/11/22 Erika Gould, Soil Conservation District, effective 11/4/22
Hire B.Scheerer	A motion was made by Mark L Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the hire of Blue Scheerer, Executive Assistant of Records, Tioga County Prison, \$12.25/hr. with benefits.
Hire S Brion	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 approve the hire of Samantha Brion, D&A Treatment Specialist, \$15.00/hr. with benefits.
Promotion B.Chilson	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 approve the promotion of Brandon Chilson, Deputy Warden, Tioga County Prison, \$57,000/yr., effective 11/6/22.
Promotion A.Bettencourt	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the hire promotion of Ashley Bettencourt to Placement Liaison (C&Y Program Specialist), \$48,500/yr. effective 11/26/22.
Transfer P.Chrzan	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 approve the transfer of Patrice Chrzan, from Clerk, Voter Registration office, to Custodian, Maintenance department, \$12.50/hr.
Use of Green	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve use of the Green for the 2 <sup>nd</sup> Annual Wellsboro Comic Con, August 12-13, 2023.
County real estate tax refunds	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the following county real estate tax refunds: Steven & Christine M. Tasa, Delmar Twp., \$165.01; Robert T. Yordy, Hamilton Twp., \$46.67; Cedar Springs Rentals LLC, Liberty Twp., \$25.14; Robert Lee & Lisa A. Miller, Liberty Twp., \$56.96; Williams Scotsman, Liberty Twp., \$89.31; Dean E. McKay Living Trust, Rutland Twp., \$26.86; Andrew J. Sherman, Shippen Twp., \$125.67; Hilltop Gun Club LLC, Sullivan Twp., \$35.19; Joanne M. Rockwell, Tioga Twp., \$69.54; Chad M. Potter, Jackson Twp., \$32.68; 611 Land Development LLC, Richmond Twp., \$50.28; Shawn D. & Melissa A. Cowles, Richmond Twp., \$91.44; Crane Farm LLC, Brookfield, Twp., \$51.19; David C. & Lynne G. Murdock, Brookfield Twp., \$148.60; Keith & Rhonda Hamblin, Farmington Twp., \$74.88; Steven & Jamie Buck, Farmington Twp., \$41.90.
Appoint M. Hamilton to Soil Cons. Bd.	A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and carried upon vote of two ayes and no nays (Mark Hamilton abstained) to approve the appointment of Mark Hamilton as County Commissioner Director on the Tioga County Soil Conservation District board. This is a one-year term, 1/1/2023 – 12/31/2023.
Appoint E. Robbins, Farmer Director	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 approve the reappointment of Earle Robbins as Farmer Director on the Tioga County Soil Conservation District board. This is a four-year term, 1/1/2023 – 12/31/2026.
Reappointment to Planning Commission	A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve the following reappointments to the Tioga County Planning Commission, for three-year terms each ending 12/31/2025: Terry Bryant, Bill Roosa, and Susan Asbury.
Appointment to Farmland Pres. Board	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 approve the appointment of Donald Hoffman to the Tioga County Farmland Preservation Board; filling the vacancy created by the resignation of Lindsey Pickering. This term will expire 10/21/23.

Adopt  
Resolution  
R-21-22

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:

**RESOLUTION TO IMPLEMENT ACT 57 OF 2022  
PROPERTY TAX PENALTY WAIVER PROVISIONS  
Resolution # R-21-22**

**A RESOLUTION** of the Board of Commissioners of Tioga County to implement Act 57 of 2022.

WHEREAS, Act 57 of 2022, amending the Local Tax Collection Law, was signed by Governor Wolf on July 11, 2022, and takes effect on October 10, 2022; and

WHEREAS, Act 57 of 2022 requires taxing districts that impose taxes on the assessed value of real property to adopt a resolution or ordinance within ninety days of the effective date of the act, or not later than January 9, 2023, directing the tax collector to waive additional charges for real estate taxes in certain situations; and

NOW, BE IT RESOLVED, that the Tax Collector of Tioga County shall comply with the provisions of Act 57 and this resolution for tax years beginning on or after January 1, 2023.

**DEFINITIONS:** The following words and phrases shall have the meanings given to them within this resolution unless the context clearly indicates otherwise:

1. "Additional charge" shall mean any interest, fee, penalty, or charge accruing to and in excess of the face amount of the real estate tax as provided in the real estate tax notice.
2. "Qualifying event" shall mean:
  - a. For the purposes of real property, the date of transfer of ownership.
  - b. For manufactured or mobile homes, the date of transfer of ownership, or the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of land not owned by the owner of the mobile/manufactured home. The term does not include the renewal of a lease for the same location.
3. "Tax collector" shall mean the elected tax collector for Tioga County, any authorized or designated delinquent tax collector, Tioga County Tax Claim Bureau, or any alternative collector of taxes as provided for in the Act of July 7, 1947, P.L. 1368, No. 542, known as the "Real Estate Tax Sale Law," an employee, agent, or assignee authorized to collect the tax, a purchaser of claim for the tax or any other person authorized by law or contract to secure collection of, or take any action at law or in equity against the person or property of the taxpayer for the real estate tax or amounts, liens, or claims derived from the real estate tax.
- 4.

**WAIVER:** The Tax Collector shall, for tax years beginning on and after January 1, 2023, grant a request to waive additional charges for real estate taxes if the taxpayer does all of the following:

1. Provides a waiver request of additional charges, on a form provided by the Pennsylvania Department of Community and Economic Development, to the Tax Collector in possession of the claim within twelve months of a qualifying event;
2. Attests that a tax notice was not received; and
3. Provides the Tax Collector in possession of the claim with one of the following:
  - a. A copy of the deed showing the date of real property transfer; or
  - b. A copy of the title following the acquisition of a mobile or manufactured home subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and
4. Pays the face value amount of the tax notice for the real estate tax with the waiver request.

**TAX COLLECTOR LIABILITY:** A Tax Collector who in good faith accepts a waiver request and full payment of the face amount on real estate tax bill shall not be personally liable for any amount due or arising from the real estate tax that is the subject of the waiver request.

ADOPTED by the Tioga County Board of Commissioners this 15<sup>th</sup> day of the month of November, 2022.

Attest: /s/ Janice Chamberlain Chief Clerk	/s/ Roger C. Bunn /s/ Erick J. Coolidge /s/ Mark L. Hamilton
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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 adopt the following Resolution:

Adopt  
Resolution  
R-22-22

**2022 Community Development Block Grant Application  
Resolution No. R-22-22**

A Resolution of the **Board of Commissioners of Tioga County**, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the **Board of Commissioners of Tioga County**, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the **Board of Commissioners of Tioga County**, has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, the **Board of Commissioners of Tioga County**, have undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the **Board of Commissioners of Tioga County**, are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, **Board of Commissioners of Tioga County**, wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the **Board of Commissioners of Tioga County**, that its **Chair** is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the **Board of Commissioners of Tioga County**, agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the **Chair** of the **Board of Commissioners of Tioga County**, is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the **Board of Commissioners of Tioga County**.

Adopted by the **Board of Commissioners of Tioga County**, at the regular meeting on November 15, 2022.

/s/ Roger Bunn, Chair, Tioga County Commissioner  
/s/ Erick J. Coolidge, Tioga County Commissioner  
/s/ Mark L. Hamilton, Tioga County Commissioner

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 adopt the following Resolution:

Adopt  
Resolution  
R-23-22

**RESOLUTION  
County of Tioga  
RESOLUTION NO. R-23-22**

**A RESOLUTION CLOSING OUT COMMUNITY CONSERVATION PARTNERSHIPS  
GRANT PROJECT BRC-TAG-26-68**

WHEREAS, the County of Tioga, has prepared a Master Plan and Connectivity Study for the Pine Creek Rail Trail Extension (Marsh Creek Greenway); and,

WHEREAS, the purpose of the Plan is to make a safe, user-friendly, and convenient connection from the proposed trailhead to downtown Wellsboro and other points of interest and develop a Master Plan of the proposed trailhead at Patterson Lumber (1.78 acres), located at Charleston Street and Fellows Avenue; and,

WHEREAS, the Plan was financed in part by a Community Conservation Partnerships Program grant under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, under contract number **BRC-TAG-26-68**.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Tioga County Board of Commissioners that:

- a. The project was completed in accordance with the DCNR Grant Agreement.
- b. All project expenditures have been made in accordance with the DCNR Grant Agreement.
- c. The Plan and related materials are acceptable to Tioga County
- d. The Plan and related materials will be used to guide future recreation and conservation decisions.

ADOPTED THIS 15<sup>th</sup> DAY OF November, 2022, by the

Attest: /s/ Janice Chamberlain  
Chief Clerk

Tioga County Board of Commissioners  
/s/ Roger C. Bunn  
/s/ Erick J. Coolidge  
/s/ Mark L. Hamilton

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt  
Resolution  
R-24-22

**TIOGA COUNTY  
RESOLUTION NO. R-24-22**

Be it RESOLVED, that the County of Tioga does hereby request a Multimodal Transportation Fund grant in the amount of \$149,922 from the Pennsylvania Department of Transportation to be used for the Track Removal and Road Restoration Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Deb Bigley (Planning Specialist) as the official to execute all documents and agreements between the County of Tioga and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Janice Chamberlain, duly qualified Chief Clerk of the County of Tioga, Tioga County, PA, 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 November 15, 2022, and said Resolution has been recorded in the Minutes of the County of Tioga and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the County of Tioga, this 15th day of November, 2022.

Attest: /s/ Janice Chamberlain  
Chief Clerk

Tioga County Board of Commissioners  
/s/ Roger C. Bunn  
/s/ Erick J. Coolidge  
/s/ Mark L. Hamilton

2022 Small  
Comm.  
Program  
Admin Agmt.

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 approve a 2022 Small Communities Program Administration Agreement with the Tioga County Housing Authority, for application to the PA Dept. of Community and Economic Development for a Small Communities Entitlement Grant for fiscal year 2022 in the amount of \$254,069.

MCM  
Consulting  
Group

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 approve a one-year agreement with MCM Consulting Group, for a transportation hazardous materials incident functional exercise - \$13,900.

Eaton

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve a one-year agreement (1/1/2023-12/31/2023) with Eaton for maintenance of UPS battery at 911 center - \$8,414.

Cleveland Bros

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 approve a one-year maintenance agreement (1/1/2023-12/31/2023) with Cleveland Brothers Equipment Co., for the generator and fire pump at the Tioga County Prison - \$4,635.

Dental  
agreement /  
Dr. Quezada

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 approve an agreement with Dr. Nicole Quezada, DMD and Dr. Mitchell Bialor, DMD of Complete Family Dentistry, to provide dental services to Tioga County Prison inmates.

Enterprise Fleet  
Vehicle leases

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 approve a 4-year lease agreement with Enterprise Fleet Management for three Chevrolet Traverse vehicles for Family Services - \$451.51/month per vehicle.

Enterprise Fleet  
Vehicle leases

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve a 5-year lease with Enterprise Fleet Management for three Ford Explorer vehicles for Family Services - \$854.53/month per vehicle.

M.R. Dirt –  
change order

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 change order from M. R. Dirt, for the parking lot project at 126 Main Street, Wellsboro; a decrease of \$13,456.68, for an adjusted total contract price of \$343,456.68. Act 13.

Silvertip –  
change order

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of three ayes and no nays approve a change order from Silvertip Inc. – for plumbing construction at the Highland Chocolates building project. The changes include a credit for removing the sewage grinder package (\$12,830.40) and installing plumbing for an additional dishwasher (\$815.77). The adjusted contract sum will be reduced by \$12,014.63, for a new total of \$125,269.

Triad  
Engineering  
agreement

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 approve a proposal from Triad Engineering, for a geotechnical exploration at the proposed Marsh Creek Greenway Trailhead site; five soil test borings will be drilled - \$11,700.

DHS – 29  
agreements

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of three ayes and no nays to approve 29 agreements for the Dept. of Human Services. A listing is attached.

Public Comment –

- Roger Bunn – the Tioga County 2023 budget is on display
- Erick Coolidge – will not be seeking re-election for another term as Commissioner
- Roger Bunn – will not be seeking re-election for another term as Commissioner
- Chris Eckert – interactions with the Board have been nothing but professional; they are dedicated to the Community / County. A great loss for the County to lose Erick and Roger.
- Angelina Barton – thanked Roger Bunn for attending Lawrenceville Borough's meeting last night

The next meeting of the Tioga County Board of Commissioners is scheduled for December 13, 2022.

The meeting adjourned at 10:37 a.m.

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

Attest: \_\_\_\_\_  
Janice Chamberlain, Chief Clerk

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:37 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, Mark L. Hamilton, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Christa Hilfiger, Betsy Craig, Chris Perry, Deb Bigley, Kaye Aumick, Josh Zeyn, Anthony Urbano, Jr., Angelina Barton, Joy Childs, Bob Goodrich, Dan Styborski, 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 October 11, 2022.

Stipend for R.Miles        A motion was made by Kera Hackett, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to approve an annual stipend of \$1,000 for Robert Corey Miles, as First Deputy in the Prothonotary and Clerk of Courts Office, effective 10/26/22.

The meeting adjourned at 10:38 a.m.

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

Attest: \_\_\_\_\_  
Janice Chamberlain, Chief Clerk

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

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

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