

TIOGA COUNTY BOARD OF COMMISSIONERS
Agenda for October 8, 2024

- Pledge of Allegiance
- Public Comment – Agenda items only
- Minutes of September 10, 2024
- 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.
- Personnel items

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

For information, hired Jennifer Blizzard, part-time Clerk, Prothonotary / Clerk of Courts Office, \$14.00/hr., no benefits, effective 9/27/24

For information, hire Lorrie Wales, part-time Court Monitor, \$18.00/hr., no benefits, effective 11/1/24

Hire – Cindy Alexander, Voter Registration and Elections Technician, \$16.00/hr. with benefits, effective 9/30/24
Jeffrey Rosenheck, part-time Emergency Services Training Coordinator, \$19.00/hr., effective 10/7/24
Kayleigh Gail, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits

Promotion – Lisa Rice, to Director, Emergency Services, \$90,000. Lisa will continue to serve in the role of 911 Coordinator.
James Douglass, to Deputy Director 911, \$70,500. James will continue to serve in the role of Quality Assurance Coordinator.
Marti Shabloski, to Deputy Director EMA, \$60,500. Marti will continue to serve in the role of Fiscal Manager.

Termination – Angel Negron, Custodian, effective 9/5/24

Transfer – Angela Roosa, from Clerk, Prothonotary Office to Custodian in Maintenance department, \$12.75/hr. with benefits, effective 10/2/24

Status Change – Helen Stone, to full-time Emergency Telecommunicator for 911, \$1.00/hr. increase effective 9/22/24

- Approve 2025 holiday calendar for county employees (excluding 911 dispatchers)
- Approve 2025 holiday calendar for 911 dispatchers
- Request from Tioga County Sheriff for use of the courthouse parking lot for a Trunk-or-Treat, October 26, 2024, 3-5:00 p.m.

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- Request from Wellsboro Art Club to use the Green September 12-14, 2025 for the Plein Air Festival
- Johnson Controls – one-year renewal contract for fire alarm at Soil Conservation District building - \$500
- Enterprise Fleet Management - five-year lease for one 2025 Chevrolet Traverse for Human Services - \$489.46/mo.
- Enterprise Fleet Management – five-year leases for two 2025 Chevrolet Traverses for Human Services – \$562.32/mo., each vehicle
- Enterprise Fleet Management – five-year lease for one 2025 Chevrolet Traverse for Commissioners - \$726.25/mo.
- North Central Pennsylvania Unmanned Emergency Services – aerial damage assessment/debris identification Along Rt. 49/Cowanesque River corridor, Liberty Borough, and Rte. 349 - \$5,000. Act 13.
- Adopt Resolution R-11-24: Authorization of County Funds as Match and Interim Funding for the Marsh Creek Greenway Redevelopment Assistance Capital Program (RACP) Project. Act 13.
- W. C. Eshenaur & Son, Inc. – HVAC construction change order for the Patterson Trailhead facility project – a decrease to the contract amount - \$19,819.44, due to removing the snowmelt system
- G. R. Noto Electrical Construction – change order for Patterson Trailhead facility project – a decrease to the contract amount - \$21,020, due to reducing the size of the light pole foundations and lighting fixture changes
- Election Systems & Software – five-year post-warranty renewal for license, software, maintenance and support fees – total 5-year fee: \$322,393. Act 13.
- H&P Construction, Inc. – purchase of kiosk panels for Marsh Creek Greenway – Charleston Street Connector; \$2,620 (funding will be taken from credit issued)
- Small Communities Program Administration Agreement between Tioga County Commissioners and 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: 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
- Request from Tioga County Agricultural Land Preservation Board for funding of \$75,000 for 2025
- Issue Proclamation: 79th Anniversary of National Disability Employment Awareness Month
- Adopt Ordinance No. 2024-1: Establishing regulations, specifications, and restrictions for the use and/or installation of outdoor lighting in the County
- Ten agreements for the Dept. of Human Services. A listing is attached.

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- September 2024 Payroll & Benefits paid: \$ 1,410,099.05
September 2024 Accounts Payable: \$ 2,525,678.30
- Public Comment
- Additional Communication:
 - The next meeting of the Tioga County Board of Commissioners is scheduled for November 12 2024
 - Commissioner News

Adjourn

TIOGA COUNTY SALARY BOARD

- Comments
- Minutes of September 10, 2024
- Adjust hourly rates due to transferring back to County from SAM, Inc.:

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

Adjourn

TIOGA COUNTY RETIREMENT FUND BOARD

- Comments
- Minutes of September 10, 2024
- Payment of \$2,210 to Korn Ferry for September 2024 actuarial services

For information of the Board:

9/5/24	Buchanan, Bobby E.	Death of Pensioner, Option One
9/7/24	Reynolds, Pamela	Retired, Option One
9/13/24	Lampman, Courtney	Refund
9/30/24	Weidman, J. Kaye	Death of Pensioner, Option Four (B)

Adjourn

TIOGA COUNTY ELECTION BOARD

- Comments
- Minutes of September 10, 2024
- Per state requirements, a separate interest-bearing bank account has been opened to deposit grant funds into
- Logistic & Accuracy (L&A) has been completed. All went well and we are on track.
- Mailing of Absentee & Mail-in ballots began last Wednesday, October 2nd. As of October 7th, the office has Processed 2,989. They are processing applications online and from the mail daily.
- Sample ballots may be found on the Tioga County website, www.tiogacountypa.us, within the Voter Registration link under Departments
- Poll worker training will take place this month
- Tioga County has 26,492 registered voters
- District Justice Repard's courtroom will be available for public viewing on election night
- **Important dates:**
 - The last day to register to vote before the November 5, 2024 election is: **October 21, 2024**
 - The last day to request an absentee/mail-in ballot is **October 29, 2024**
 - Election Day is **November 5, 2024**
- Final count will take place on Friday, November 8th in the election conference room

Adjourn

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES
COMMISSIONERS' MEETING
OCTOBER 8, 2024

DHS CONTRACTS:

1. 2024/25 Agreement with Partners In Progress for the provision of Human Services and Supports Community Stabilization Services and PSAP Camp Services.
2. 2024/25 Contractor Agreement between the County of Tioga and Alexis Cicorra-Cecce for the provision of home study services for the Tioga County Children and Youth Resource Family and Kinship Care Programs.
3. 2024/25 Purchase of Service Agreement with Big Brothers, Big Sisters of the Twin Tiers for the provision of youth mentoring services.
4. 2024/25 Children and Youth Funded Agreement with Crossroads Counseling, Inc. for the provision of mental health services provided to Tioga County consumers in relation to the children and youth program.
5. 2024/25 Independent Contractor Agreement between the County of Tioga and Therapy Source, Inc. for the provision of base-funded early intervention therapy services.
6. 2024/25 Purchase of Service Agreement with Phoenix House for children and youth placement services on an as-needed basis.
7. 2024/25 Purchase of Service Agreement with Pennsylvania Mentor for children and youth placement services on an as-needed basis.
8. 2024/25 Contractor Agreement between the County of Tioga and Spencer, Gleason, Hebe, & Rague, P.C., Law Firm for the provision of services as a law firm.
9. 2024/25 Agreement with Alcohol and Drug Abuse Services, Inc. for drug and alcohol inpatient services on an as-needed basis.
10. 2027/25 Purchase of Service Agreement with Pyramid Healthcare for drug and alcohol inpatient services on an as-needed basis.