

The regular meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Marc Rice, Shane Nickerson, and Sam VanLoon. Also present was Janice Chamberlain, Casey Zuchowski, Jen Cochran, Kera Hackett, Sara Rice, Josh Zeyn, Kaye Aumick, Marti Shabloski, Lisa Rice, Saira Olson, Joy Childs, Betsy Craig, Chris Perry, Scott Zubek, Cindy Alexander, Malachi Dodge, Brad Boyce, Sandra Olson, Bob Goodrich, Mike Spencer, Matt Baker, Ken VanSant, Danielle Logue, Mazie Johnson, Aleigha Hilfiger, Reagan Kurzejewski, and press representative Natalie Kennedy.

Pledge of Allegiance

For information –

2026 Draft  
Budget

The draft of the 2026 Tioga County budget will be on public display in the Commissioner's hall, as well as on the county website. The budget will be formally adopted at the December 9, 2025 meeting.

Public Comments (agenda items) – None

Minutes

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 minutes of October 14, 2025.

Resignations  
S.Boyce  
E.Howell  
J.Ballance  
R.Martin

For information, the following retirement / resignations have been received:

Stephanie Boyce, Office Manager/Civil Director, Sheriff's Office, effective 10/31/25  
Emilynn Howell, Corrections Officer, Tioga County Prison, effective 11/3/25  
Jamie Ballance, Intake Caseworker 1, effective 11/7/25  
Robin Martin, Magisterial District Court 04-3-01, effective 2/6/26

For information:

Hire  
S.Severa  
S.Boyce

Hire James Severa, Director of Court Security, \$55,000/yr. with benefits, effective 10/27/25  
Hire Stephanie Boyce, temporary part-time Office Manager/Civil Director, Sheriff's Office, \$20.39/hr., no benefits, effective 11/2/25

Hire Z.White

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 hire of Zoe White, full-time telecommunicator-in-training, Emergency Services, \$19.00/hr. with benefits, effective 11/17/25.

Hire K.Wheeler

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 hire of Kimber Wheeler, part-time telecommunicator-in-training, Emergency Services, \$19.00/hr., no benefits, effective 11/17/25.

Hire  
C.McCullen

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 hire of Curtis McCullen, Maintenance Worker 1, \$17.50/hr. with benefits, effective 11/17/25.

Hire J.Fisher

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 hire of Jennifer Fisher, Ongoing Caseworker, \$18.30/hr. with benefits, effective 11/17/25.

Hire S.Kerr

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 hire of Sara Kerr, Foster Care Caseworker, \$17.80/hr. with benefits, effective 12/1/25.

Hire S.Smith

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 hire of Shelby Smith, Custodian, \$13.50/hr. with benefits, effective 11/25/25.

Hire C.Pidcoe

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 hire of Carolyn Pidcoe, Caseworker Assistant, \$16.65/hr. with benefits, effective 11/18/25.

Hire N.Spencer

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 hire of Nehemiah Spencer, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits, effective 11/2/25.

Status Change  
M.Dodge

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 status change for Malachi Dodge, from part-time to full-time Voter Registration Clerk, \$16.00/hr. with benefits, effective 11/17/25.

D.Coolidge-  
Farmer  
Director

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Derick Coolidge as Farmer Director on the Tioga County Conservation District Board of Directors, for a four-year term beginning 1/1/2026.

T. Webster  
Public Director

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Todd Webster as Public Director on the Tioga County Conservation District Board of Directors, for a four-year term beginning 1/1/2026.

S. VanLoon  
Commissioner  
Director

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 appointment of Sam VanLoon as County Commissioner Director on the Tioga County Conservation District Board of Directors, for a one-year term, beginning 1/1/2026.

Z/A audit agreement            A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an agreement with Zelenkofske Axelrod LLC for audit services to the County of Tioga for years ending December 31, 2025, 2026, 2027, and 2028. Fees: 2025 audit: \$65,535; 2026 audit: \$67,175; 2027 audit: \$68,850; 2028 audit: \$70,575.

2026 Tax Base                For information, in accordance with the Pennsylvania Consolidated Assessment Law, the Tioga County Chief Assessor certifies the county/municipal tax base for tax year 2026 is valued at a total taxable value of \$3,839,328,080.

Fire dept funding for CADlink            A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve funding of \$500 for each of the 16 Tioga County fire departments to have CADlink, a necessary requirement to receive data from the 911 center. This requirement is a result of the PA State Fire Commissioner's Office replacing the current reporting system used by our local fire departments. The total cost to fund all 16 departments for the first year would be \$8,000. Consideration would be given to provide up to 50% of the second year's cost, after which the departments would assume full financial responsibility. Act 13.

Westfield Twp bridge funding            A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve payment of \$200,000 towards the balance due of the Westfield Township Howland Hill bridge project. Act 13 Transportation account. Funding will be reimbursed from FEMA.

DA office software            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 proposal from Leads Online for the District Attorney's Office, \$2,304 for one-year. Act 13.

NTSWA – dumpsters            A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve two agreements with Northern Tier Solid Waste Authority, for dumpsters at Human Services: one 2-yard container, \$106/month; two 3-yard containers with bear proof lids, \$213/month each.

Hunter & Lomison – generators            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 one-year preventative maintenance contract with Hunter & Lomison, Inc., for the generators at Human Services, Courthouse, Prison, Veterans Affairs, and Mansfield District Judge - \$4,743.56.

Pitney Bowes Postage machine            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 five-year renewal agreement with Pitney Bowes for the postage machine, \$1,318.62/quarter.

Delta Develop.                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 two-year agreement with Delta Development Group for project management, grant compliance, grant assistance, and submission of grant applications - \$6,000/month. Act 13.

JMGreenfield sales agreement            A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an Installment Land Sales Agreement between County of Tioga and J M Greenfield Real Estate LLC, for the property at 275 St. James Street (2 buildings), and 291 South Academy Street (parking lot), Mansfield, PA. Total sale price \$1,300,000. Terms: \$100,000 upon execution of agreement; monthly installments of \$7,500 over seven years; balloon payment due July 2, 2033.

JMGreenfield lease agreement            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 lease agreement with J M Greenfield Real Estate, LLC, for 22 apartments within Unit A, St. James, for the county's Bridge Housing program; 15-year lease, effective 1/1/2026; \$17,491/month.

Exchange of property w/ Commonwealth            A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve an Agreement of Exchange, for a .431-acre portion on Shumway Hill Road, Charleston Township, between Tioga County and the Commonwealth of Pennsylvania. The portion to be assumed by Tioga County will be used as an additional parking area for clients of the Veterans Affairs clinic.

AFSCME contract            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 four-year agreement between Tioga County Commissioners and AFSCME for Prison Corrections Officers.

AT&T – COW on tower            A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve an agreement between Tioga County and AT&T for placement of a Cell on Wheels (COW) at the Dutch Hill Tower facility at a fee of \$750/month; term is one-year, with extensions to be agreed upon on a monthly basis.

AT&T – presence on tower            A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an agreement between Tioga County and AT&T for a capital contribution of \$300,000 towards the costs associated with the construction of the Dutch Hill Tower facility, as well as an additional \$25,000 for their presence on that tower, once completed. In addition, a rent abatement of \$2,500/month for a period of ten years.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt Resolution R-18-25

**TIOGA COUNTY BOARD OF COMMISSIONERS  
TIOGA COUNTY, PENNSYLVANIA  
RESOLUTION NO. R-18-25**

**A RESOLUTION OF THE TIOGA COUNTY BOARD OF COMMISSIONERS, TIOGA COUNTY TO FILE A COMMONWEALTH FINANCING AUTHORITY STATEWIDE LOCAL SHARE ACCOUNT GRANT REQUEST WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

Be it **RESOLVED**, that the Tioga County Board of Commissioners hereby requests a Statewide Local Share Account (LSA) grant not to exceed \$1,000,000 from the Commonwealth Financing Authority to be used for the Nelson Township Water Resources Upgrades Project.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate Marc Rice, Commissioner, and Rachel Courtney, Planning Director, as the officials to execute all documents and agreements between Tioga County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Janice Chamberlain, duly qualified Chief Clerk of Tioga County, hereby certify that the forgoing 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 18, 2025 and said Resolution has been recorded in the Minutes of Tioga County and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Tioga County this 18<sup>th</sup> day of November, 2025.

Attest: /s/ Janice Chamberlain  
Chief Clerk

Tioga County /s/ Marc Rice, Commissioner  
/s/ Rachel Courtney, Planning Director

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt  
Resolution  
R-19-25

**TIOGA COUNTY BOARD OF COMMISSIONERS  
TIOGA COUNTY, PENNSYLVANIA  
RESOLUTION NO. R-19-25**

**A RESOLUTION OF THE TIOGA COUNTY BOAD OF COMMISSIONERS, TIOGA COUNTY TO FILE  
A COMMONWEALTH FINANCING AUTHORITY STATEWIDE LOCAL SHARE ACCOUNT GRANT  
REQUEST WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC  
DEVELOPMENT**

Be it **RESOLVED**, that the Tioga County Board of Commissioners hereby requests a Statewide Local Share Account (LSA) grant not to exceed \$1,000,000 from the Commonwealth Financing Authority to be used for Phase 2 of the rehabilitation of the Wellsboro Borough Community Pool.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate Marc Rice, Commissioner, and Rachel Courtney, Planning Director, as the officials to execute all documents and agreements between Tioga County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Janice Chamberlain, Chief Clerk herby certifies that the forgoing 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 18, 2025 and said Resolution has been recorded in the Minutes of the Tioga County Board of Commissioners.

IN WITNESS THEREOF, I affix my hand and attach the seal of Tioga County, this 18<sup>th</sup> day of November, 2025.

Attest: /s/ Janice Chamberlain  
Chief Clerk

Tioga County /s/ Marc Rice, Commissioner  
/s/ Rachel Courtney, Planning Director

Airport  
Authority loan

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to acknowledge the default of a loan from the County to the Grand Canyon Airport Authority, and forgive the remaining \$239,000 due to the County.

UTRRA loan

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to forgive a \$1Million dollar loan from the County to the Upper Tioga River Regional Authority (UTRRA), in order to help keep user rates low.

County tax  
refunds

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 following County real estate tax refunds: Linda Losinger, Blossburg Borough, \$91.23; William & Lynnore Hanth, Charleston Township, \$88.84; Carl & Carol Smith, Charleston Township, \$98.06; Michael Worden, Charleston Township, \$45.96; JRB Farms LP, Covington Township, \$7.34; Richard & Steven Anderson, Deerfield Township, \$368.68; Sherrisa Joy Martin, Delmar Township, \$63.60; Erick J & Dixie L Coolidge, Delmar Township, \$42.00; Outdoor Service LLC, Gaines Township, \$330.47; Family Hair Styling, Knoxville Borough, \$174.28; Tioga MHC LLC, Lawrence Township, \$124.14; Betty L May, Lawrence Township, \$85.76; Juston & Danielle Losey, Lawrenceville Borough, \$184.79; Ronald & Ellen Reed, Liberty Township, \$61.21; Joy Obrien, Middlebury Township, \$20.27; Jeffrey & Rhonda Stolfus, Morris Township, \$172.64; Leroy Frost, Richmond Township, \$38.75; Brent & Suzy Achey, Rutland Township, \$62.63; Thomas Putnam, Shippen Township, \$224.53; Heather Chapel & Troy Burkholder, Sullivan Township, \$57.98; Kevin & Debra Schrantz, Tioga Township, \$36.16; Brian Wilson, Tioga Township, \$517.13; Bryan E Fitch, Union Township \$47.54.

DHS – 16  
agreements

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve 16 agreements for the Dept. of Human Services. A listing is attached.

October 2025  
Payroll, A/P

For information of the Board: October 2025 payroll/benefits - \$ 1,400,810.77  
October 2025 accounts payable - \$ 3,491,506.08

Public Comment –

Joy Childs – interest on the payments for St. James; AI data centers; the public audit report is available

The next meeting of the Tioga County Board of Commissioners is scheduled for December 9, 2025.

The meeting adjourned at 11:23 a.m.

\_\_\_\_\_  
Marc Rice

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

\_\_\_\_\_  
Shane Nickerson

\_\_\_\_\_  
Sam VanLoon

The regular meeting of the Tioga County Salary Board was called to order today at 10:43 a.m. with the following members present: Marc Rice, Shane Nickerson, Sam VanLoon, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Jen Cochran, Sara Rice, Josh Zeyn, Kaye Aumick, Marti Shabloski, Lisa Rice, Saira Olson, Joy Childs, Betsy Craig, Chris Perry, Scott Zubek, Cindy Alexander, Malachi Dodge, Brad Boyce, Sandra Olson, Bob Goodrich, Mike Spencer, Matt Baker, Ken VanSant, Danielle Logue, Mazie Johnson, Aleigha Hilfiger, Reagan Kurzejewski, and press representative Natalie Kennedy.

Minutes            A motion was made by Kera Hackett, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to approve the minutes of October 14, 2025.

Risk Mgr  
hours/week  
change            A motion was made by Sam VanLoon, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to change the Risk Manager position from 40 hours per week to 32.5 hours per week, effective 1/1/2026.

Reclassify  
Voter Reg  
Clerk to FT        A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to reclassify the Voter Registration Clerk position to full-time, \$16.00/hr. with benefits, effective 11/17/25. This position will also assist other offices as needed.

Create temp  
position Sheriff  
Office            For information, create temporary part-time position of Office Manager/Civil Director, Sheriff's Office, \$20.39/hr., no benefits, effective 11/2/25. This position will be established for 12 months.

The meeting adjourned at 11:25 a.m.

\_\_\_\_\_  
Marc Rice

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

\_\_\_\_\_  
Shane Nickerson

\_\_\_\_\_  
Sam VanLoon

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