

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: Erick J. Coolidge, Mark L. Hamilton and Roger C. Bunn. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Kera Hackett, Marc Rice, Josh Zeyn, Nancy Clemens, Krista Deats, Patty Chilson, and press representative Halie Kines.

Pledge of Allegiance

Public Comments (agenda items) – None

For information:

- 2020 Org. Mtg.
 - The 2020 Organizational Meeting will be held on Monday, January 6, 2020 at 10:00 a.m.
- First 2020 Mtg.
 - The first regular Board of Commissioners meeting for 2020 will be held on Tuesday, January 14, 2020 at 10:00 a.m.
- ESG Program reallocation
 - In 2018, via Resolution R-8-18, the Tioga County Board of Commissioners, on behalf of the Tioga County Homeless Initiative (TCHI), submitted to the PA DCED, an Emergency Solutions Grant Program application. An award of \$50,000 was granted and the funds are being used by the TCHI to assist the homeless population. It has since been determined by DCED that a reallocation of the funds could be better served in the following areas: \$4,000 from Street Outreach to Rapid Re-Housing; \$10,000 from Street Outreach to Shelter Operations; and the remaining \$840 to be left in Street Outreach for continued services.

Minutes
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 approve the minutes of November 19, 2019.

Appoint S. Olson
For information, Saira Olson has been appointed as Supervisor Trainee in the Probation Department, \$45,000/year with benefits.

Hire
B. Rice
A. Wright
E. Davidson
For information, the following individuals have been hired:
Brittany Rice, Executive Assistant, Sheriff's Office, \$12.00/hr. with benefits, effective 1/8/20
Afton Wright, full-time Court Monitor, \$12.50/hr. with benefits
Emily Davidson, temporary Administrative Assistant, District Attorney's office, \$12.50/hr., no benefits

Resignations
N. Ingerick
R. Newton
E. Cochran
J. Holdren
M. Morris
T. Cummings
For information, the following individuals have resigned:
Nathaniel Ingerick, Residential Services, effective 12/9/19
Rachel Newton, Emergency Services, effective 12/20/19
Eli Cochran, Deputy Sheriff, effective 12/27/19
Jade Holdren, Court Monitor, effective 12/31/19
Mary Morris, Public Defender, 12/31/19
Tiffany Cummings, Assistant District Attorney, effective 12/31/19

Hire D. Stefanides
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 approve the hire of Daniel Stefanides, Esq. as Solicitor for Tioga County Family Services, \$65,000/yr. with benefits, effective 12/16/19.

Promotion
C. Stanley
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 approve the promotion of Curtis Stanley, from part-time Youth Support Specialist to full-time Youth Support Specialist, Residential Services, \$10.02/hr. with benefits.

Adopt 2020 Budgets
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 adopt the following 2020 budgets:
General Fund: \$20,864,834
Liquid Fuels: \$ 670,989
Human Services: \$16,330,250

Adopt Resolution R-18-19
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 adopt the following Resolution:

**TAX LEVY RESOLUTION
R-18-19**

A Resolution of the County of Tioga, Commonwealth of Pennsylvania, fixing the tax rate for the year 2020.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of County Commissioners of the County of Tioga, Commonwealth of Pennsylvania:

That a tax be and the same is hereby levied on all real property within the said County subject to taxation for County purposes for the fiscal year 2020 as follows: Tax rate for general County purposes and debt purposes, 6.75 mills per \$1,000.00.

That any resolution or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution. Passed finally by the Board of County Commissioners, this 17th day of December, 2019.

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

- ES&S – thumb drives
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 approve a quote from Election Systems & Software (ES&S) for 52 thumb drives with controller and flash, for the new voting machines - \$5,460. Act 13.
- ES&S – scanners
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 approve a quote from Election Systems & Software (ES&S) for 5 additional scanners. Price includes scanners, tote bins, installation, maintenance, and support fees - \$26,562.50. Act 13.
- North Country Woodworking for doors
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 approve a proposal from North Country Woodworking to build new exterior side doors - \$10,458. Act 13.
- JC Orr – Historic Jail work
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 approve a proposal from J. C. Orr & Son for work in the Historic Jail building: install a kitchen countertop (\$1,500); and remove five cell door locks, making them operational with a key and reinstalling lock bodies to cell doors (\$3,500). Act 13.
- JC Orr – Historic Jail and Endurance Bldg 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 to approve a change order from J.C. Orr & Son, in the amount of \$23,583.88, for the following work at the Historic Jail building and Human Services Endurance building. Act 13.
Historic Jail: abate additional asbestos materials; remove 2nd floor ceiling plaster (lead paint); demo kitchen cabinets. Endurance building: provide stainless steel elevator doors; additional sidewalk construction; new door/frame; patching/painting walls; demo old pass through window and frame; frame/finish electrical chase wall; relocate construction materials.
- County real estate tax refunds
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 approve the following County real estate tax refunds: Anthony & Kayleigh Hilfiger, Hamilton Twp., \$124.47; Gilbert Pannebaker, Blossburg Borough, \$38.62; Bonnie & William McCormack, Deerfield Township, \$161.47; Arnot Community Church, Hamilton Township, \$390.81; Wayne & Joan & Skyler Staron, Morris Township, \$34.68; Dianne Pannebaker, Sullivan Township, \$26.70.
- Contractor agreement w/ Thomas Walrath, Jr.
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 approve a three-year Independent Contractor Agreement with Thomas Walrath, Jr., Esq., to retain professional legal services as the Tioga County Conflict Attorney, as well as to provide legal representation in connection with legal proceedings involving Human Services; year 2020- \$47,250; year 2021 - \$48,667.50; year 2022 - \$50,127.50.
- PA SAVIN agreement
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 approve a PA SAVIN (PA Statewide Automated Victim Information) maintenance agreement between the PA District Attorneys Institute and Tioga County for the period 1/1/2020 – 12/31/2020. The PA SAVIN System provides notifications to crime victims, such as the release from custody or transfer from one facility to another of persons held in custody.
- Delta Development agreement
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 approve a two-year agreement with Delta Development Group for continued consulting services for the Marsh Creek Greenway project. Monthly retainer fee for first six months - \$14,000; monthly fee for the remaining 18 months - \$8,500. Act 13 Legacy Fund.
- Motorola Solutions agreement
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 approve a one-year radio maintenance agreement with Motorola Solutions. Will be paid from the 911 account.
- Bridge Transfer Reimbursement agreement for Marsh Creek Greenway
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 approve a Bridge Transfer and Reimbursement Agreement with Tredyffrin Township, Chester County. The historic pin-connected Warren pony truss bridge, constructed in or about 1879, will be transported to Tioga County, for use on the Marsh Creek Trail. Tioga County will reimburse Tredyffrin Township for certain costs related to the removal, coordination, loading, transport, and off-loading of the bridge trusses to a designated location in Tioga County. Total costs are estimated to be approximately \$200,000. The Township has a grant which will reimburse them 80% of the costs. Tioga County will reimburse the Township 20% of the actual total costs. A Pa DOT Multimodal grant will reimburse Tioga County's cost.
- Enterprise Fleet Leases for Probation and Sheriff
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 approve the following five-year leases with Enterprise Fleet Management: Probation Dept. – 2020 Chevrolet Tahoe, \$771.01/month; 2020 Chevrolet Traverse, \$622.35/month; 2020 Jeep Grand Cherokee, \$595.31/month 2020 Jeep Grand Cherokee, \$595.31/month. Sheriff Dept. – two 2020 Ford Police Interceptor Utility vehicles, \$766.31/month, each.
- DHS – 7 agreements
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 approve seven agreements for the Department of Human Services. A listing is attached.

Public Comment –
None

The meeting adjourned at 10:22 a.m.

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

Attest: _____
Derek Williams

The regular meeting of the Tioga County Salary Board was called to order today at 10:22 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, Roger C. Bunn, and Kera Hackett. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Marc Rice, Josh Zeyn, Nancy Clemens, Krista Deats, Patty Chilson, and press representative Halie Kines.

Minutes A motion was made by Mark L. Hamilton, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to approve the minutes of November 19, 2019.

Create position in Probation 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 a request to create the position of full-time Supervisor Trainee in the Probation department, \$45,000/yr. with benefits. Position is being created due to the impending retirement of Mary Jackson. Once Mary retires, the Supervisor Trainee will assume the Supervisor role, and the Trainee position will expire.

Create Maintenance position 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 a request to create a Maintenance Worker 2 position, \$14.25/hr. with benefits.

The meeting adjourned at 10:25 a.m.

Attest: _____
Derek Williams

Erick J. Coolidge

Mark L. Hamilton

Roger C. Bunn

Kera Hackett