

The regular meeting of the Tioga County Commissioners was called to order today at 10:00 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present was Janice Chamberlain, Casey Zuchowski, Kera Hackett, Nancy Clemens, Deb Crawford, Kerry Miller, Benton Best, and Marc Rice. Members of the public included Amy Perry, Becky Briggs, Betsy Craig, Scot Sample, Dan Strausser, Chris Lantz, members of the Tioga County Tax Collectors Association, and press representatives Nat Kennedy and Cheryl Clarke.

Pledge of Allegiance

Public Comments – (agenda items)
None

PEMA award
to B. Best

A representative from the PA Emergency Management Agency presented a Basic Level Certification award to Benton Best, Emergency Management Coordinator for Tioga County.

LEPC appt. to
A. Snyder

April Snyder, of the Department of Emergency Services, was recognized for her appointment to the Tioga County Local Emergency Planning Committee (LEPC).

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 25, 2016.

Hire D. Decker

For information, hired David Decker, full-time Deputy Sheriff, effective 11/14/16, \$15.00/hr. with benefits.

Hire S. Olson

For information, hired Saira Olson, Probation Officer, \$18.29/hr. with benefits.

Hire J. Prescott

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 Julie Prescott, part-time Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.

Hire K. Miller

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 Kayla Miller, part-time Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.

Hire C.
Daugherty

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 Chad Daugherty, part-time Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.

Hire E. De Los
Rios

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 Erin De Los Rios, Ongoing Integrated Caseworker 1, Family Services, \$14.75/hr. with benefits.

Hire S. Linscott

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 Summer Linscott, part-time Child Care Worker, Residential Treatment, \$10.02/hr., no benefits.

Hire M.
Rowley

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 Mari Rowley, part-time Child Care Worker, Residential Treatment, \$10.02/hr., no benefits.

Hire J. Neal

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 James Neal, Erosion and Sediment Control Technician, Conservation District, \$13.00/hr. with benefits.

Hire S. Rice

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 Sara Rice, part-time Administrative Officer, \$18.81/hr., no benefits.

Termination
C. VanOrder

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 termination of Christina VanOrder, Corrections Officer, Tioga County Prison, effective 11/1/16.

Resignation
R. Zengerle

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 resignation of Robert Zengerle, part-time Corrections Officer, Tioga County Prison, effective 10/26/16.

Resignation
S. Rice

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 resignation of Sara Rice, full-time Administrative Officer, effective 11/14/16.

Retirement
T. Jones

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 retirement of Thomas Jones, Community Services Supervisor, Probation Department, effective 12/31/16.

Certified Tax
Base for 2017

In accordance with the Pennsylvania Consolidated Assessment Law, the Tioga County Chief Assessor certifies the county/municipal tax base for tax year 2017 is valued at a total taxable value of \$1,836,229,823.

2017 Holiday
calendar for
911

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 2017 Holiday calendar for the 911 dispatchers.

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 a request from Penn State Extension Advisory Council for use of the Green on Friday, September 1, 2017, 3:00 p.m. – 8:00 p.m. for an Agricultural Appreciation Event.

- Inventive Software Svcs 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 an agreement with Inventive Software Services, LLC, to combine Tioga County and the Dept. of Human Services AccuFund database, \$125/hr. (anticipated total cost of \$5,250), to be completed by 1/3/2017.
- 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 Tioga County real estate tax refunds: J. Thomas Kearse Revocable Trust, Gaines Twp., \$121.94; Anthony Yeager, Delmar Twp., \$149.93; Thomas & Gwendolyn Douglas, Middlebury Twp., \$49.59.
- Wilderness EMT Upgrade course funding
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 funding of 50%, not to exceed \$4,000, towards the cost of tuition for Tioga County residents who attend the Wilderness EMT Upgrade course, hosted by the Wellsboro Firemen's Ambulance Association in partnership with Soldiers & Sailors Memorial Hospital – Advanced Life Support. Act 13.
- S. Banos - Planning Commission
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 Steve Banos to the Tioga County Planning Commission for a three-year term.
- D. Strausser – NTSWA Bd.
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 Daniel Strausser to the Northern Tier Solid Waste Authority Board, for a five-year term, effective 1/1/2017.
- D. Cleveland – TCCD Bd.
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 reappointment of Donna Cleveland as Farmer Director on the Tioga County Conservation District Board of Directors for a four-year term, effective 1/1/2017.
- M. Hamilton – TCCD Bd.
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 approve the appointment of Mark Hamilton as Commissioner Member on the Tioga County Conservation District Board of Directors for a one-year term, effective 1/1/2017.
- R. Bunn – TCHA Bd.
A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and carried upon vote of two ayes and no nays (Commissioner Bunn abstained) to approve Roger Bunn as an ex officio member of the Tioga County Housing Authority and Tioga County Redevelopment Authority Board of Directors, effective 1/1/2017.
- W. Roosa – TCHA Bd.
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 William Roosa to the Tioga County Housing Authority and Tioga County Redevelopment Authority Board of Directors for the term 1/1/2017 – April 2021.
- P. Lupkowski – TCHA Bd.
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 Peter Lupkowski to the Tioga County Housing Authority and Tioga County Redevelopment Authority Board of Directors for a five-year term ending January 2022.
- T. McBride – DHS Adv. Bd.
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 Tim McBride to the Tioga County Dept. of Human Services Advisory Board/Planning Council for a four-year term.
- Meals on Wheels funding
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 temporary monthly funding (up to six months), not to exceed \$4,638.42 per month, for the Tioga County Meals on Wheels waiting list, through the Area Agency on Aging. Act 13.
- J. C. Orr change order
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 change order from J. C. Orr and Son for the courthouse construction project, \$117,766.91. Act 13. Changes include masonry restoration work, fencing in rear of courthouse, clean and seal brick on Historic Jail building, install PVC trim on 57 windows, provide and install custom exterior wood door.
- Silvertip change order
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 change order from Silvertip for the courthouse construction project, \$1,314.00. Act 13. Changes include replacing a wall hydrant and provide two unit ventilator switches; drain relocation.
- Silvertip change order
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 change order from Silvertip for the courthouse construction project, \$2,020.35. Act 13. Changes include installation of ball valve handle extensions.
- G. R. Noto change order
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 change order for G. R. Noto Electrical Construction for the courthouse construction project, \$23,615. Act 13. Changes include additional security/access cabling; re-wire and repair chandeliers; repair pole lights on the Green; miscellaneous electrical throughout the courthouse and buildings on courthouse campus; demolition in former 911 center (basement); and secure stair lighting.
- Silvertip – DHS heating
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 proposal from Silvertip for rezone heating at Human Services main building, \$7,500. To be paid for by Human Services.
- Mountain Research – former 911 center in basement
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 proposal from Mountain Research for asbestos testing and abatement in the former 911 center (basement). On-site survey and reporting, \$830. Bulk asbestos samples, \$15.00 per sample (estimated 4 samples being collected). Project specification, \$2,400. Abatement oversight services, pending results, \$900 per day, per inspector. Act 13.

Cleveland Bros. – Prison pump/generator

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 preventative maintenance contract with Cleveland Brothers Equipment for the generator/fire pump at the Tioga County Prison, \$3,983.

Cleveland Bros.-CH, 911 generators

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 preventative maintenance contract with Cleveland Brothers Equipment for the generators at the Courthouse, the 911 center, and communication tower sites, \$10,357.

UGI Energy – 2017 pricing

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 UGI Energy Services to lock in natural gas supply pricing of \$2.39 per Dth for the period April 2017 – October 2017.

5 DHS 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 five agreements from the Dept. of Human Services. A listing is attached.

Public Comment –

Martha Rusk – tax collectors requesting increase in pay to \$5 per bill; would like response within 30 days

Jean Mitchell – tax law; increase in tax collector pay

Penny Cruttenden – fair pay requested for tax collectors; 14 jobs taken away by County taking over tax collection; collecting for other townships

Nancy Clemens – Saturday, 11/19/16, is National Adoption Day

The meeting adjourned at 10:35 a.m.

Attest: _____
Janice Chamberlain

Roger C. Bunn

Erick J. Coolidge

Mark L. Hamilton

The regular meeting of the Tioga County Salary Board was called to order today at 10:36 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, Nancy Clemens, Deb Crawford, Kerry Miller, Benton Best, and Marc Rice. Members of the public included Amy Perry, Becky Briggs, Betsy Craig, Scot Sample, Dan Strausser, Chris Lantz, members of the Tioga County Tax Collectors Association, and press representatives Nat Kennedy and Cheryl Clarke.

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 October 25, 2016.

Reclassify A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four
Administrative ayes and no nays to approve a request to reclassify the full-time Administrative Officer position currently filled by
Officer position Sara Rice to part-time. Ms. Rice will work a minimum of 20 hours per week and will receive her current salary,
converted to an hourly wage of \$18.81/hr., no benefits.

The meeting adjourned at 10:37 a.m.

Attest: _____
Janice Chamberlain

Roger C. Bunn

Erick J. Coolidge

Mark L. Hamilton

Kera Hackett