

The Organizational meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, and Roger C. Bunn. Also present were: Derek Williams, Kera Hackett, Thomas A. Young, II, Marie Seymour, Jane Wetherbee, Janice Chamberlain, George Coxe, Nancy Clemens, Terry Browning, George Wheeler, Tom Walrath; Natalie Kennedy and Cheryl Clarke, press representatives.

#### Pledge of Allegiance

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to reaffirm the minutes of the January 7, 2013 Organizational meeting.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays (Commissioner Coolidge abstained) to appoint Erick J. Coolidge as Chairman of the Board.

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays (Commissioner Hamilton abstained) to appoint Mark L. Hamilton as Vice-Chairman of the Board.

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 appoint Janice Chamberlain as Secretary of the Board.

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 appoint Derek Williams as Chief Clerk.

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 appoint Raymond E. Ginn, Jr. as Tioga County Solicitor.

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 appoint the current Board of Commissioners, Erick J. Coolidge, Mark L. Hamilton and Roger C. Bunn to serve as Tioga County's Board of Elections for the 2014 Municipal Primary and Municipal Elections.

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 set the day, time and place for the following Board meetings:

The Tioga County of Board of Commissioners meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month except for March (2<sup>nd</sup> Tuesday only), November (3<sup>rd</sup> Tuesday only) and December (2<sup>nd</sup> Tuesday only). The meeting will be held at 10:00 a.m. (except January 28<sup>th</sup> – 11:00 a.m.) in the Commissioners' conference room. During the months of May – September 2014, the 2<sup>nd</sup> meeting of each month will be held at 7:00 p.m. at various locations throughout the County, which will be advertised and posted on the County website.

The Salary Board meeting, if needed, will be held immediately after the Commissioners' meeting.

The Retirement Board meeting will be held immediately after the Salary Board meeting on the 2<sup>nd</sup> Tuesday of the month.

The Prison Board meeting will be held on the 2<sup>nd</sup> Tuesday of the month, except for November (3<sup>rd</sup> Tuesday). Meetings will be held at 1:30 p.m. in the Commissioners' Conference Room, except for March, June, September & December when they will be held at the Tioga County Prison.

The Board of Assessment Revision meeting will be held the 4<sup>th</sup> Tuesday of the month at 1:30 p.m., except for January (9:30 a.m.) and November (2:30) in the Armory Conference Room. There will be no December meeting.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of

Title IV-D Attorney            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 appoint Richard McCoy as the Title IV-D Attorney.

Guardian ad Litem            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 appoint Lenore Urbano as Guardian ad Litem.

TCDC Representative            A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays (Commissioner Coolidge abstained) to appoint Erick J. Coolidge as Commissioner representative to Tioga County Development Corporation.

PCOMP/PCoRP claims coordinator            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 appoint Marc Rice as PCOMP and PCoRP Claims Coordinator.

County Engineer            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 appoint Larson Design Group as the County Engineer.

Open Records Officer            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 appoint Marc Rice as the Open Records Officer.

The meeting adjourned at 10:14 a.m.

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Erick J. Coolidge

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Mark L. Hamilton

Attest: \_\_\_\_\_  
Derek Williams, Chief Clerk

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Roger C. Bunn

SALARY BOARD ORGANIZATIONAL MEETING

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:19 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, Roger C. Bunn and Kera Hackett. Also present were: Derek Williams, Thomas A. Young, II, George Wheeler, Marie Seymour, Jane Wetherbee, Nancy Clemens, Janice Chamberlain, George Coxe, Terry Browning; Natalie Kennedy and Cheryl Clarke, press representatives.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of six ayes and no nays to reaffirm the minutes of the January 7, 2013 Organizational meeting.

The salaries for elected officials, for reference only, are as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the exempt and hourly positions in the Probation Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the exempt and hourly position in the Domestic Relations Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the Court Staff, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the District Justice staffs, as indicated on the attached list.

A motion was made by Thomas A. Young, II, seconded by Mark L. Hamilton and unanimously carried upon vote of five ayes and no nays to set the salaries for the Sheriff's Office staff, as indicated on the attached list.

A motion was made by George W. Wheeler, seconded by Mark L. Hamilton and unanimously carried upon vote of five ayes and no nays to set the salaries for the exempt and hourly positions in the District Attorney's office, as indicated on the attached list.

A motion was made by Marie Seymour, seconded by Roger C. Bunn and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in the Prothonotary/Clerk of Courts office, as indicated on the attached list.

A motion was made by Jane Wetherbee, seconded by Roger C. Bunn and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in the Register and Recorder and Clerk of Orphan's Court Office, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Treasurer's office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salary for the exempt position of Public Defender and office staff, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salary for the exempt position of Chief Assessor, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the exempt positions of Assistant Chief Assessors in the Assessment Office and Tax Claim Office as well as the salaries for the office staff of the Assessment Office and the staff of the Tax Claim Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the exempt and hourly positions of the Support Services staff, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries of the exempt and hourly Miscellaneous positions, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for full-time and part-time employees of the Tioga County Department of Human Services, as indicated on the attached list.

All new hires will receive their 2014 rate increase at the completion of their six month probationary period.

The meeting adjourned at 10:35 a.m.

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Erick J. Coolidge

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Mark L. Hamilton

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Roger C. Bunn

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Kera Hackett

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Marie Seymour, Prothonotary/Clerk of Courts

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Jane Wetherbee, Register/Recorder, Clerk of Orphan's Court

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George W. Wheeler, District Attorney

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Thomas A. Young, II, Sheriff