

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, Frank A. Higgins, Jr., Thomas A. Young, II, Mary Kay Clark, Jane Wetherbee, Janice Chamberlain, Becky Briggs, Lynda Painter, Amy Perry, George Coxe, Deb Crawford; Cheryl Clarke, press representative.

Pledge of Allegiance

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 reaffirm the minutes of the January 2, 2012 Organizational meeting.

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

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

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 appoint Janice Chamberlain as Secretary of the Board.

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 appoint Derek Williams as Chief Clerk.

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge 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 Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to appoint the current Board of Commissioners, Mark L. Hamilton, Roger C. Bunn and Erick J. Coolidge, to serve as Tioga County's Board of Elections for the 2013 Municipal Primary and Municipal Elections.

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge 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 2nd and 4th Tuesday of the month except for January (3rd and 5th Tuesday), November (2nd Tuesday only) and December (2nd Tuesday only). The 1st meeting of each month will be held at 10:00 a.m. in the Commissioners' conference room. The 2nd 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 2nd Tuesday of the month.

The Prison Board meeting will be held on the 2nd Tuesday of the month. 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 4th Tuesday of the month at 9:30 a.m., except for January (5th Tuesday) and November (2nd Tuesday, 2:30) in the Armory Conference Room. There will be no December meeting.

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of

- Title IV-D Attorney 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 appoint Richard McCoy as the Title IV-D Attorney.
- Guardian ad Litem A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge 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 coordinators 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 appoint Marc Rice as PCOMP and PCoRP Claims Coordinator.
- County Engineer A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge 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 Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to appoint Penny Jeffers as the Open Records Officer.

The meeting adjourned at 10:10 a.m.

Mark L. Hamilton

Roger C. Bunn

Attest: _____
Derek Williams, Chief Clerk

Erick J. Coolidge

SALARY BOARD ORGANIZATIONAL MEETING

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:16 a.m. with the following members present: Erick J. Coolidge, Mark L. Hamilton, Roger C. Bunn and Frank A. Higgins, Jr. Also present were: Derek Williams, Thomas A. Young, II, George Wheeler, Mary Kay Clark, Jane Wetherbee, Judge Robert E. Dalton, Jr., Janice Chamberlain, Becky Briggs, Lynda Painter, Amy Perry, George Coxe, Deb Crawford; Cheryl Clarke, press representative.

A motion was made by Frank A. Higgins, Jr., seconded by Roger C. Bunn and unanimously carried upon vote of nine ayes and no nays to reaffirm the minutes of the January 2, 2012 Organizational meeting.

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

A motion was made by Judge Robert E. Dalton, Jr., seconded by Erick J. Coolidge and unanimously carried upon vote of five ayes and no nays to set the salaries for the exempt positions in the Probation Office, as indicated on the attached list.

A motion was made by Judge Robert E. Dalton, Jr., seconded by Roger C. Bunn and unanimously carried upon vote of five ayes and no nays set the salaries for the hourly positions in the Probation Office, which are set by the union, as indicated on the attached list.

A motion was made by Judge Robert E. Dalton, Jr., seconded by Erick J. Coolidge and unanimously carried upon vote of five ayes and no nays to set the salary for the exempt position of Director of Domestic Relations, as indicated on the attached list.

A motion was made by Judge Robert E. Dalton, Jr., seconded by Erick J. Coolidge and unanimously carried upon vote of five ayes and no nays to set the salaries for the Domestic Relations staff, which are set by the union, as indicated on the attached list.

A motion was made by Judge Robert E. Dalton, Jr., seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of five ayes and no nays to set the salaries for the Court Staff, which are set by the union, as indicated on the attached list.

A motion was made by Judge Robert E. Dalton, Jr., seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of five ayes and no nays to set the salaries for the District Justice staffs, which are set by the union, as indicated on the attached list.

A motion was made by George Wheeler, seconded by Erick J. Coolidge and unanimously carried upon vote of five ayes and no nays to set the salary for the exempt positions of the Assistant District Attorneys and Detective, as indicated on the attached list.

A motion was made by George Wheeler, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of five ayes and no nays to set the salaries for the office staff of the District Attorney, which are set by the union, as indicated on the attached list.

A motion was made by Thomas A. Young, II, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of five ayes and no nays to set the salaries for Chief Deputy Sheriff, as indicated on the attached list.

A motion was made by Thomas A. Young, II, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of five ayes and no nays to keep the salaries for the Deputy Sheriff's and office staff at the 2012 rate until contract negotiations are completed.

A motion was made by Frank A. Higgins, Jr., seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for elected officials.

A motion was made by Erick J. Coolidge seconded by Roger C. Bunn 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 Erick J. Coolidge, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of four ayes and no nays to set the salary for the exempt position of Planning Director, as indicated on the attached list.

A motion was made by Roger C. Bunn, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of four ayes and no nays to set the salary for the exempt and non-exempt positions of the GIS Department as indicated on the attached list.

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries of exempt and non-exempt positions of the Tioga County Conservation staff, as indicated on the attached list.

A motion was made by Frank A. Higgins, Jr., seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries of exempt and non-exempt positions in the Emergency Services Department, as indicated on the attached list.

A motion was made by Erick J. Coolidge, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of four ayes and no nays to set the salaries of the Prison kitchen staff, as indicated on the attached list.

A motion was made by Frank A. Higgins, Jr., seconded by Roger C. Bunn and unanimously carried upon vote of four ayes and no nays to set the salaries for the Prison Warden's staff (exempt and non-exempt) as indicated on the attached list.

A motion was made by Erick J. Coolidge, seconded by Frank A. Higgins, Jr. and unanimously carried upon vote of four ayes and no nays to keep the salaries of the part-time and full-time Prison Corrections Officers at the 2012 rates until contract negotiations are complete.

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

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries of the exempt and non-exempt Miscellaneous positions, as indicated on the attached list.

A motion was made by Erick J. Coolidge, 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, including those employees whose salaries are set by the union, as indicated on the attached list.

All non-union new hires will receive their 2012 rate increase at the completion of their six month probationary period.

The meeting adjourned at 10:35 a.m.

Mark L. Hamilton