

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: Mark L. Hamilton, Roger C. Bunn, and Erick J. Coolidge. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Marc Rice, Sara Rice, Betsy Craig, Christine Perry, Josh Zeyn, Deb Crawford, Krista Hilfiger, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

Minutes

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 approve the minutes of May 11, 2021.

Hire –  
A. Williams  
D. Irwin  
T. Taylor

For information, hired:

Amy Williams, Clerk, Treasurer's Office, \$11.00/hr. with benefits, effective 5/24/21  
Danielle Irwin, Administrative Assistant, District Attorney's Office, \$14.00/hr. with benefits, effective 5/24/21. Upon successful completion of receiving her paralegal, rate will increase to \$17.00/hr.  
Tanya Taylor, Executive Assistant, Sheriff's Office, \$12.00/hr. with benefits, effective 6/1/21

Promotions –  
J. Chamberlain  
M. Rice

For information, promoted:

Janice Chamberlain, to Chief Clerk, \$80,000/yr., effective 6/25/21  
Marc Rice, to Assistant Chief Clerk, \$75,000/yr., effective 6/25/21

Resignation  
C. Hallisy

For information, resignation / retirement:

Carman Hallisy, 911 Dispatcher, resigning effective 6/1/21  
Derek Williams, Chief Clerk, retiring effective 6/25/21

Retirement  
D. Williams

Hire L. Staudt

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 approve the hire of Lindsey Staudt, Caseworker 1, Intake Unit of Family Services, \$15.25/hr. with benefits.

Hire  
B. Guariglia

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 approve the hire of Brooke Guariglia, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.

Hire A. Herman

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 approve the hire of Alison Herman, part-time Marsh Creek Greenway Planning Specialist, \$20.00/hr., no benefits.

Promotion  
K. Aumick

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 approve the promotion of Kaye Aumick to Planning Director, \$38,000/yr., effective 6/15/21. Upon successful completion of a probationary period, salary will be increased to \$40,000/yr. for 2022.

Promotion  
M. Parsons

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 approve the promotion of Mellissa Parsons to Administrative Assistant, Dept. of Human Services, \$15.00/hr., effective 6/15/21.

Termination  
T. Wetzel

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 approve the termination of Tyler Wetzel, part-time Corrections Officer, Tioga County Prison, effective 5/21/21.

Termination  
M. Miller

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 approve the termination of Melissa Miller, part-time Corrections Officer, Tioga County Prison, effective 6/7/21.

Green – Girl  
Scout meeting

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 approve a request for use of the Green for a Girl Scout meeting on June 15, 2021, 5:30 – 6:30 p.m.

Green – Men's  
Chorus

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 approve a request for use of the Green by the Wellsboro Men's Chorus to use the courthouse steps, June 17 2021, 6:00 p.m.

Green –  
Bowers/Delp  
wedding

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 approve use of the Green for the wedding of Michelle Bowers and Brian Delp, July 4, 2021, 4:00 p.m.

Issue  
Proclamation

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 issue the following Proclamation:

Tioga County Proclamation  
Recognizing The Staff of Tioga County Department of Human Services  
& Service Access Management, Inc.

WHEREAS, the week of June 7-11, 2021 has been proclaimed as Child Welfare Professionals Appreciation Week by Governor Wolf, recognizing the efforts of child welfare professionals serving the children of Pennsylvania; and

WHEREAS, every day in Tioga County, local children are at risk of child abuse and neglect or have been removed from their homes due to such abuse and neglect; and

WHEREAS, we, the Commissioners of Tioga County recognize the risks and the need to protect the children in the Commonwealth; and

WHEREAS, the challenging task of investigating child abuse, providing services to families, assessing safety, and providing services to ensure that the children of Tioga County are provided with nurturance, family connections, support as they transition into adulthood, and services that allow a child to remain safely in their home or return home as expeditiously as possible made more challenging by the global pandemic falls to the child welfare professionals of Tioga County's child welfare system; and

WHEREAS, the work of child welfare professionals may require them to enter into situations in which their personal safety may be put at risk; and

WHEREAS, the work of child welfare professionals of Tioga County require them to take on the role of frontline essential workers in the time of a global pandemic and provide services to the families of Tioga County despite the risk to the professional's health and safety; and

WHEREAS, child welfare professionals work in difficult and emotional situations with children who have been victimized by physical abuse, sexual abuse, neglect, and other forms of maltreatment; and

WHEREAS, the professionals of Tioga County Department of Human Services & Service Access Management, Inc. (SAM) must develop great skill in working with families who are in crisis situations, struggling with mental health challenges, suffering from drug and alcohol afflictions, poverty, and other difficult issues; and

WHEREAS, the professionals of Tioga County Department of Human Services & Service Access Management, Inc. (SAM) must develop substantial knowledge and skills surrounding the rights of families, the laws surrounding child welfare, and the legal processes governing the system; and

WHEREAS, the staff of Tioga County Department of Human Services & Service Access Management, Inc. (SAM) selflessly undertake the endeavor to protect Pennsylvania's children, often with long hours, tremendous demands, great criticism, and with dramatic impacts to their personal life; and

WHEREAS, every year, child welfare professionals are injured or killed in their pursuit to protect children across the United States; and

WHEREAS, the Coronavirus epidemic has created substantial challenges in providing child welfare services to which the staff of child welfare rose most proficiently; and

WHEREAS, innumerable injuries and deaths of children in Tioga County have been averted due to the efforts of Tioga County Department of Human Services & Service Access Management, Inc (SAM) ; therefore, in special recognition of the efforts of Tioga County Department of Human Services serving the children of Tioga County, We, the Commissioners of Tioga County, do hereby issue this Proclamation recognizing the staff of Tioga County Department of Human Services & Service Access Management, Inc. (SAM) for their dedicated efforts in protection the children of Tioga County.

Tioga County Board of Commissioners  
/s/ Mark L. Hamilton  
/s/ Roger C. Bunn  
/s/ Erick J. Coolidge

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 adopt the following Resolution:

Adopt  
Resolution  
R-9-21

**Resolution by Municipality Certifying Provision of Local  
Match for State Operating Financial Assistance  
R-9-21**

The Board of Commissioners of Tioga County, PA resolves and certifies that it will provide Endless Mountains Transportation Authority local funds in the amount of \$35,088.21 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2021-22.

Further, the Board of Commissioners resolves and certifies that the required amount of local matching funds will be provided no later than the end of the State Fiscal Year, June 30, 2022. The following schedule indicates date and payments of eligible local matching funds:

<u>Payment Date</u>	<u>Payment Amount</u>
January 30, 2022	\$17,544.10
March 30, 2022	\$17,544.11

I, Mark L. Hamilton, Chairperson of the Board of Commissioners of Tioga County do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 15<sup>th</sup> day of June, 2021.

/s/ Mark L. Hamilton      Date: June 15, 2021

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and on nays to adopt the following Resolution:

**Acquisition of Cooper Property  
Resolution  
R- 10 -21**

Adopt  
Resolution  
R-10-21

**WHEREAS**, an agreement has been made by and between the County of Tioga, a political and municipal subdivision, with a mailing address of 118 Main Street, Wellsboro, Pennsylvania and Gary E. Cooper II and Amy S. Cooper, husband and wife, and owners of property in Tioga County, Pennsylvania, Parcel ID 09-04.00-008B; and

**WHEREAS**, Tioga County is clothed with the power of eminent domain pursuant to Pennsylvania's Eminent Domain Code, 26 Pa.C.S.A. § 101, et seq. to acquire, by condemnation, lands for its public purposes, including, the development of the Marsh Creek Greenway; and

**WHEREAS**, the parties have agreed that in lieu of condemnation proceedings, the property owned by Gary E. Cooper and Amy S. Cooper, husband and wife, with the Tioga County Pennsylvania Parcel ID 09-04.00-008B, will be conveyed to the County of Tioga by special Warranty deed.

**NOW, THEREFORE, BE IT RESOLVED** that the County of Tioga will acquire the aforesaid property located at Parcel ID 09-04.00-008B in lieu of condemnation for the sum of \$46,000. Erick J. Coolidge is authorized to enter into an Agreement of Sale on behalf of the County to acquire the aforesaid property.

Dated this 15<sup>th</sup> day of June, 2021.  
/s/ Erick J. Coolidge, Tioga County Commissioner

Appraisals for  
tax sale

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 approve agreements with Twin Tiers Appraisal and Dean Appraisal Services, to provide an appraisal for property at 156 Broughton Hollow Rd., Wellsboro, for tax sale. Cost of each appraisal: \$450.

Snowburg's –  
roof  
replacement

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 approve the low phone bid from Snowburg's Contracting, Inc. to replace the roof on the Soil Conservation District building, which is leaking - \$18,775. Act 13.

VanHook – hot  
water tank  
replacement

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 approve the emergency replacement of the hot water tank at the Prison. Service will be provided by Van Hook Service Co., - \$54,245. Act 13.

Jesse Fiske –  
rebuild porch  
rail

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 approve a contract with Jesse L. Fiske, Sr., LLC, to rebuild the exterior upper porch rail of the Historical Society building - \$7,800. Act 13.

Larson Design  
eng. svcs for  
parking lot

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 approve an engineering services proposal with Larson Design Group, for the proposed parking lot at 126 Main Street, Wellsboro - \$66,700. Act 13.

Johnson  
Controls – fire  
alarm services

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 approve a five-year contract with Johnson Controls for fire alarm service at the following buildings: Nypum building, \$428.70/yr.; Veteran's Affairs building, \$363.81/yr.; Soil Conservation District building, \$345.28/yr.

Enterprise Fleet  
vehicle for  
Prison

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 approve a four-year vehicle lease with Enterprise Fleet Management for a 2020 Ford Police Interceptor Utility for use by the Prison, \$838.61/month.

Enterprise Fleet  
vehicles for  
Probation

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 approve two four-year vehicle leases with Enterprise Fleet Management for two 2021 Ford Police Interceptor Utility's for use by the Probation department; white vehicle: \$747.88/month; gray vehicle: \$736.70/month.

Enterprise Fleet  
truck for  
Probation

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 approve a two-year vehicle lease with Enterprise Fleet Management for a 2021 Ford F-150 to be used by the Probation department - \$482.67/month.

McNees  
Wallace for  
Prothonotary  
lawsuit

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 approve an agreement with McNees Wallace & Nurick LLC to provide legal services to Tioga County and the Prothonotary, as part of a statewide lawsuit. This firm has been retained by CCAP for the 53 Pennsylvania counties involved in the litigation. Tioga County and CCAP will split the cost for services to the county.

NTRPDC  
committee  
appointments

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 approve the following appointments to the Northern Tier Regional Planning and Development Commission advisory committees:

Economic Development: Kristin Hamilton, Nichole Lefelhoc, Rachel Hauser  
Local Loan Review: Jeff Wilson, Kevin Green, Ryan Satalin  
Rural Area Transportation: Mark Hamilton, Al Quimby, Kaye Aumick

DHS  
Agreements

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of two ayes and no nays to approve 14 agreements for Human Services. A listing is attached.

Public comment – None.

The next meeting of the Tioga County Board of Commissioners is scheduled for July 13, 2021.

The meeting adjourned at 10:35.

\_\_\_\_\_  
Mark L. Hamilton

Attest: \_\_\_\_\_  
Janice Chamberlain

\_\_\_\_\_  
Roger C. Bunn

\_\_\_\_\_  
Erick J. Coolidge

The regular meeting of the Tioga County Salary Board was called to order today at 10:35 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, and Erick J. Coolidge. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Marc Rice, Sara Rice, Betsy Craig, Christine Perry, Josh Zeyn, Deb Crawford, Krista Hilfiger, and press representative Natalie Kennedy.

Minutes            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 approve the minutes of May 11, 2021.

Reclassify position at DHS            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 approve a request to reclassify the Clerk Typist 2 position to an Administrative Assistant in Administration at the Dept. of Human Services, due to evaluation of position functions - \$15.00/hr. with benefits.

Reclassify MCG position            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 approve a request to reclassify the part-time Director of Community Development position to a part-time Marsh Creek Greenway Planning Specialist - \$20.00/hr., no benefits.

The meeting adjourned at 10:37 a.m.

\_\_\_\_\_  
Mark L. Hamilton

Attest: \_\_\_\_\_  
Janice Chamberlain

\_\_\_\_\_  
Roger C. Bunn

\_\_\_\_\_  
Erick J. Coolidge