

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 Janice Chamberlain, Casey Zuchowski, Marc Rice, Kera Hackett, Sara Rice, Christa Hilfiger, Josh Zeyn, Scott Zubek, Eric Redell, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

For information:

- The Board recognized Sarah Brubaker, who has served as Westfield Township's Judge of Elections for 48 years. Sarah has retired from her position.
- The Board recognized Marc Rice, Assistant Chief Clerk / Risk Manager, for his attention to detail and effectively managing employee injury claims. His diligence resulted in Tioga County winning the PComp Terry Barham Claims Experience Award for 2021. This is awarded to the member with the lowest workers' compensation experience for 2021. Tioga County's mod of .696 is a reflection of the work done by the County to provide a safe workplace and work to effectively manage claims when employee injuries occur.
- The Tioga County proposed 2022 budget is on display in the Commissioner's hall.

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 October 12, 2021.

Resign/Retire  
M.Kilburn  
J.Ebert  
A.Herman  
J.Palmer

For information, the following individuals have resigned / retired:  
Melinda Kilburn, Tax Claim Clerk, effective 10/28/21  
Jason Ebert, Laborer, effective 11/19/21  
Alison Herman, part-time Planning Specialist, effective 11/16/21  
Jane Palmer, Drug & Alcohol Assistant Administrator, effective 12/30/21

Hire R.Mendez 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 Roberta Mendez, Tax Claim Clerk, \$11.00/hr. with benefits.

Promote  
D.Scheerer 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 Daisy Scheerer, from part-time to full-time Corrections Officer, Tioga County Prison, \$19.02/hr. with benefits, effective 11/1/21.

Promote C.Kerr 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 Camaren Kerr, from part-time to full-time Corrections Officer, Tioga County Prison, \$19.02/hr. with benefits, effective 11/1/21.

Certified 2022  
tax base A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays, that in accordance with the Pennsylvania Consolidated Assessment Law, the Tioga County Chief Assessor certifies the county/municipal tax base for tax year 2022 is valued at a total taxable value of \$1,888,870,076.

Use of Green 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 use the Green for a start point / meeting area for the Mammoth Endurance Gravel bicycle event on May 7, 2022.

Adopt  
Resolution  
R-19-21 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 adopt the following Resolution:

**Resolution R-19-21  
2021 Community Development Block Grant Application**

A Resolution of the **Board of Commissioners of Tioga County**, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the **Board of Commissioners of Tioga County**, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the **Board of Commissioners of Tioga County**, has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, the **Board of Commissioners of Tioga County**, have undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the **Board of Commissioners of Tioga County**, are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, **Board of Commissioners of Tioga County**, wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the **Board of Commissioners of Tioga County**, that its **Chair** is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the **Board of Commissioners of Tioga County**, agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the **Chair** of the **Board of Commissioners of Tioga County**, is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the **Board of Commissioners of Tioga County**.

Adopted by the **Board of Commissioners of Tioga County**, at their regular meeting on November 16, 2021.

/s/ Mark L. Hamilton

/s/ Roger C. Bunn

/s/ Erick J. Coolidge

PM agreement  
Cleveland Bros

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 one-year preventative maintenance agreement with Cleveland Brothers Equipment for the fire pump and generator at the Tioga County Prison - \$4,366.

HVAC PM  
agreement  
McClure Co

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 one-year HVAC preventative maintenance agreement with McClure Company for Highland Chocolates.

NTSWA –  
Prison

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 agreement with Northern Tier Solid Waste Authority for a container at the Tioga County Prison, \$224/month for trash pickup; \$30/month for container rental.

NTSWA –  
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 two-year agreement with Northern Tier Solid Waste Authority for three containers at the Dept. of Human Services: 2 yard container, \$93/month; 3 yard cardboard, \$30/month; 6 yard container, \$274/month.

Dauphin  
DataCom –  
new phone  
system in CH

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 proposal from Dauphin DataCom, for a new phone system for the courthouse, \$92,219.29. This has been budgeted for in the 2022 budget, by department.

FirstLight –  
fiber from CH  
to 911

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 proposal from FirstLight, to run fiber from the courthouse to 911 and back to the courthouse, \$29,120. Tioga County will own the fiber. FirstLight, for a service term of 5 years, will maintain the fiber at a rate of \$30/month.

Delta Develop.  
MCG / RR  
abandonment  
documents

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 consultant agreement with Delta Development Group, to prepare documentation needed to move forward with the G&W Railroad abandonment, for the Marsh Creek Greenway Trail project, \$20,000. Act 13.

Pictometry Intl.  
update county  
aerial photos

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 amendment to an agreement with Pictometry International Corp., to update aerial county photos from 9” to 6” resolution. Amended totals: second project, \$201,385.30; third project, \$207,185.40. Act 13.

Wilson  
Consulting –  
southern section  
of MCG trail

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 Wilson Consulting Group, for preliminary engineering services from Fellows Avenue to Hilboldt Road, for the Marsh Creek Greenway. Services included are: field survey and base plans; bridge inspections; bridge redecking / rehabilitation plans; DEP permits for 3 existing bridges; E&SC Plans (included with bridge permits) - \$95,760. Act 13.

Susquehanna  
Valley Constr.-  
removal of  
County bridge  
#3

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 emergency agreement with Susquehanna Valley Construction Corp., for the demolition and removal of Tioga County Bridge #3 over Troups Creek in Deerfield Township, which failed during the August flood event - \$220,000. Liquid Fuels funds.

MCM Consult.  
NextGen911  
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 an agreement with MCM Consulting Group, to provide professional NG911 (NextGen911) GIS consulting services, complete a data assessment of all Tioga County GIS data and identify required updates needed to meet current NG911 GIS data standards -0 \$85.00/hr. up to 1,000 hours.

Chris Gabriel  
agreement –  
Solicitor, Labor  
Law

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 agreement with Christopher Gabriel, of the Cafardi Ferguson Wyrick Weis + Gabriel Firm, to serve as the labor and employment counsel and County Solicitor for 2022 - \$125,000.

M.Hamilton  
appoint to  
TCCD board

A motion was made by Erick J. Coolidge, seconded by Roger C. Bunn and carried upon vote of two ayes and no nays (Mark L. Hamilton abstained) to appoint Mark Hamilton as County Commissioner Director on the Tioga County Soil Conservation District board for a one-year term, 1/1/2022 – 12/31/2022.

M.Bishop  
reappoint to  
TCCD board

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 reappoint Marianne Bishop as Farmer Director on the Tioga County Soil Conservation District board for a 4-year term, 1/1/2022 – 12/31/2025.

Reappoint  
Planning  
Commission  
members

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and carried upon vote of two ayes and no nays (Roger C. Bunn abstained) to approve the reappointment of the following Planning Commission board members, with new terms ending 2024: Karl Kroeck, Roger Bunn, and Kevin Connelly.

DHS -28  
agreements

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 28 agreements for the Dept. of Human Services. A listing is attached.

Public comment –  
None

The next meeting of the Tioga County Board of Commissioners is scheduled for December 14, 2021.

The meeting adjourned at 10:39 a.m.

Attest: \_\_\_\_\_  
Janice Chamberlain, Chief Clerk

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

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

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:40 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, Erick J. Coolidge, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Marc Rice, Sara Rice, Christa Hilfiger, Josh Zeyn, Scott Zubek, Eric Redell, and press representative Natalie Kennedy.

Minutes

A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to approve the minutes of October 12, 2021.

The meeting adjourned at 10:41 a.m.

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

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

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

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

\_\_\_\_\_  
Kera Hackett