

The Organizational meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Mark L. Hamilton, Roger C. Bunn, and Erick J. Coolidge. Also present were Janice Chamberlain, Marc Rice, Kera Hackett, Judge Wheeler, Marie Seymour, Frank Levindoski, Krista Deats, Jane Wetherbee, Becky Briggs, Chris Perry, Betsy Craig, Penny Whipple, Eric Redell, and press representative Nat Kennedy.

Pledge of Allegiance

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 reaffirm the minutes of the January 4, 2021 Organizational meeting.

Chairman
Board of
Commissioners

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 appoint Roger C. Bunn as Chairman of the Board.

Vice-Chair
Board of
Commissioners

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

Chief Clerk

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 appoint Janice Chamberlain as Chief Clerk.

Asst. Chief
Clerk/Secretary

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 appoint Marc Rice as Assistant Chief Clerk.

County
Solicitor

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 appoint Christopher Gabriel as Tioga County Solicitor.

2022 Board of
Elections

The Board of Elections for the 2022 Primary and General Elections will consist of Tioga County Commissioners Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton.

2022 Meeting
Schedules

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

2022 Meeting Schedule

The Tioga County of Board of Commissioners meetings will be held according to the schedule below in the Commissioner's Meeting Room, at 10:00 a.m.

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

The Retirement Board meeting will be held immediately after the Salary Board meeting.

The Prison Board meeting will be held on the dates listed below. Meetings will be held at 11:00 p.m. in the Commissioners' Meeting Room, except for March, June September and December, when the meetings will be held at the Tioga County Prison.

The Board of Assessment Revision meeting will be held on the dates listed below. Meetings will be held at 1:30 p.m. in the Commissioner's Conference Room.

January 3 - Organizational Meeting

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| January 11 | July 12 |
| February 8 | August 16 |
| March 8 | September 13 |
| April 12 | October 11 |
| May 10 | November 15 |
| June 14 | December 13 |

Courthouse
days/hours

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 set the courthouse days and hours as Monday through Friday, 9:00 a.m. – 4:30 p.m.

Mileage
reimbursement

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 set the 2022 mileage reimbursement rate at \$0.55 per mile.

Set 2022
Depositories

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 set the 2022 depositories for county funds as: C&N Bank, Wellsboro, PA; Northwest Savings Bank, Wellsboro, PA; First Citizens Community Bank, Wellsboro, PA; Pennsylvania Local Government Investment Trust (PLGIT), Valley Forge, PA.

Public Defender 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 appoint Eric Gurney as Tioga County Public Defender.

Conflict Attorney 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 appoint Thomas Walrath, Jr. as Tioga County Juvenile Defender.

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

Guardian ad Litem 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 appoint Trisha Hoover Jasper as Guardian ad Litem.

Develop Tioga representative 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 appoint Roger C. Bunn as Commissioner representative to Develop Tioga.

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

County Engineer 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 appoint Larson Design Group as the County Engineer.

Open Records Officer 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 appoint Jennifer Cochran as the Open Records Officer.

The meeting adjourned at 10:12 a.m.

Roger C. Bunn

Erick J. Coolidge

Attest: _____
Janice Chamberlain, Chief Clerk

Mark L. Hamilton

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:18 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, Mark L. Hamilton and Kera Hackett. Also present were Janice Chamberlain, Marc Rice, Judge Wheeler, Marie Seymour, Frank Levindoski, Krista Deats, Jane Wetherbee, Becky Briggs, Chris Perry, Betsy Craig, Penny Whipple, Eric Redell, and press representative Nat Kennedy.

Minutes A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of nine ayes and no nays to reaffirm the minutes of the January 4, 2021 Organizational meeting.

Appoint Chair A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and carried upon vote of three ayes (Commissioner Bunn abstained) to appoint Roger C. Bunn as Chairman of Salary Board.

Appoint Vice-Chair A motion was made by Mark L. Hamilton, seconded by Kera Hackett and carried upon vote of three ayes and no nays (Commissioner Coolidge abstained) to appoint Erick J. Coolidge as Vice Chairman of Salary Board.

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

2022 Wages A motion was made by Judge Wheeler, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Probation Office, as indicated on the attached list.

A motion was made by Judge Wheeler, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Domestic Relations Office, as indicated on the attached list.

A motion was made by Judge Wheeler, seconded by Erick J. Coolidge 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 Judge Wheeler, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the District Justice Offices, as indicated on the attached list.

A motion was made by Krista Deats, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the District Attorney's office, as indicated on the attached list.

A motion was made by Frank Levindoski, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Sheriff's Office, as indicated on the attached list.

A motion was made by Marie Seymour, seconded by Erick J. Coolidge and unanimously carried upon vote of four 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 Mark L. Hamilton and unanimously carried upon vote of four 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 Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Public Defender's Office, as indicated on the attached list.

A motion was made by Mark L. Hamilton, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Assessment and Tax Claim Offices, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salary for the staff in the Planning office, as indicated on the attached list.

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

A motion was made by Erick J. Coolidge, 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 Tioga County Soil Conservation 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 Emergency Services Department, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff at the Tioga County Prison, as indicated on the attached list.

A motion was made by Erick J. Coolidge, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to set the salaries for the Support Services staff, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Erick J. Coolidge and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff under "Miscellaneous" courthouse positions, as indicated on the attached list.

A motion was made by Erick J. Coolidge, seconded by Mark L. Hamilton and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff of Tioga County Department of Human Services, as indicated on the attached list.

All new hires will receive their 2022 rate increase at the completion of their six-month probationary period.

The meeting adjourned at 10:33 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Roger C. Bunn

Erick J. Coolidge

Mark L. Hamilton

President Judge George W. Wheeler

Krista Deats, District Attorney

Kera Hackett, Treasurer

Frank Levindoski, Sheriff

Marie Seymour, Prothonotary, Clerk of Courts

Jane Wetherbee, Register Recorder, Clerk of Orphans Court