

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: Roger C. Bunn, Erick J. Coolidge, and Mark L. Hamilton. Also present was Janice Chamberlain, Casey Zuchowski, Christa Hilfiger, Betsy Craig, Chris Perry, Kera Hackett, Sara Rice, Deb Bigley, Anthony Urbano, Jr., Angelina Barton, Joy Childs, Anna Hotelling, and press representative Nat Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

Minutes	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 approve the minutes of September 13, 2022.
Resignations K.Golightly S.Boyce C.Pratt T.Tanner	For information, the following retirement/resignations were received: Kelly Golightly, part-time Corrections Officer, Tioga County Prison, effective 9/14/22 Sierra Boyce, Dispatcher, Dept. of Emergency Services, effective 9/25/22 Christopher Pratt, Deputy Sheriff, effective 9/29/22 Trish Tanner, Children & Youth, effective 10/21/22
Appoint K.Mosher	For information, appointed Keriane Mosher as Chief Deputy, Register and Recorder Office.
Appoint R.Fish	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 approve the appointment of Ryan Fish to Warden, Tioga County Prison, \$67,000/yr., retroactive to 8/31/22.
Hire E.Gould	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 approve the hire of Erika Gould, Resource Conservationist, Soil Conservation District \$15.00/hr. with benefits, effective 9/22/22.
Hire K.Logan	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 approve the hire of Kelsey Logan, Custodian \$12.50/hr. with benefits.
Hire D.Hoyles	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 approve the hire of Denise Hoyles, Deputy, Recorder of Deeds, \$11.75/hr. with benefits.
Hire P.Grant	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 approve the hire of Paige Grant, part-time on-call Corrections Officer, Tioga County Prison, \$13.81/hr., no benefits.
Promote J.Frost	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 approve the promotion of Jordan Frost, to full-time Corrections Officer, Tioga County Prison, \$19.58/hr. with benefits, effective 9/25/22.
Promote M.Witucki	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 approve the promotion of Madeline Witucki, to full-time Corrections Officer, Tioga County Prison, \$19.58/hr. with benefits, effective 10/9/22.
Holiday calendar	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 approve the 2023 holiday calendar for county employees and for the 911 dispatchers.
Poll worker rate increase	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 approve an increase to the current rates paid to the following poll workers: Judge of Elections, \$175; Inspector of Elections/Clerks/Constables, \$150; training of poll workers, \$35 plus mileage, effective immediately.
County real estate tax refund	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 approve a county real estate tax refund for Dianne L. Tanner, Elkland Borough, \$72.73.
Govt Software Svcs agreement	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 approve a three-year agreement (2023-2025) with Government Software Services for data processing services for Tax Claim, Assessment, and Treasurer offices - \$3,600 per month.
PenTeleData agreement	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 approve a three-year agreement with PenTeleData for backup internet connection at the 911 center, \$609 per month.
FirstLight agreement	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 approve an agreement with FirstLight to run dark fiber between the 911 center and the Tioga County Prison, \$25,000.
M.R.Dirt emergency hire agreement	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 approve an emergency hire agreement with M.R. Dirt, for rip rap placement on Knox Road upstream from the Knox Bridge, due to a flooding event - \$65,000. Paid with Liquid Fuels funds.
Ehrlich agreement	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 approve an agreement with Ehrlich for extra pest control at the Dept. of Human Services main building, where Highland Chocolates is currently located.

Jesse L. Fiske  
agreement

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 approve an agreement with Jesse L. Fiske, Sr., LLC to purchase and install copper half round gutters and downspouts at 126 Main Street, Wellsboro - \$18,780. Act 13.

EADS proposal

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 approve a proposal from EADS Architects, Inc. for design of Tioga County Veterans Affairs office renovations and the U.S. Dept. of Veterans Administration Wellsboro VA clinic expansion - \$27,800. Act 13.

PA Wilds lease  
agreement

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 approve a one-year lease agreement with PA Wilds Center for Entrepreneurship, Inc. for office space at 1873 Shumway Hill Rd., Wellsboro, inside the Administration building - \$1,500/year.

Wellsboro  
Chamber of  
Commerce  
lease  
agreement

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 approve a 10-year lease agreement with the Wellsboro Area Chamber of Commerce, for space at 114 Main Street, Wellsboro. There will be no annual or monthly rent due.

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 adopt the following Resolution:

Adopt  
Resolution  
R-16-22

Tioga County  
Section 504 Officer  
Resolution R-16-22

All Entitlement Grantees for Community Development Block Grant (CDBG) or HOME funds, with more than Fifteen Employees are required to have a Section 504 Officer. Be it resolved on this 11th day, of October 2022 that Tioga County appoints Sean Sember to be such officer with the following responsibilities:

- a. Compile and maintain a Self – Evaluation of the grantee’s facilities, hiring practices, and citizen participation, as well as each activity funded with the aforementioned grants, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age, or ancestry.
- b. Tioga County will develop and maintain a grievance procedure that must also be adopted publically, incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability. Existing grievance procedures can often be adapted to satisfy this requirement. Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The officer must act on the complaint and maintain the records of the process for monitoring.

Approved at the regularly scheduled meeting of the Tioga County Commissioners held on October 11, 2022.

/s/ Roger C. Bunn  
/s/ Erick J. Coolidge  
/s/ Mark L. Hamilton

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 adopt the following Resolution:

Adopt  
Resolution  
R-17-22

2022 Community Development Block Grant Application  
Resolution R-17-22

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 the regular meeting on October 11, 2022.

/s/ Roger C. Bunn      /s/ Erick J. Coolidge      /s/ Mark L. Hamilton

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 adopt the following Resolution:

Adopt  
Resolution  
R-18-22

Resolution R-18-22

WHEREAS, Tioga County Commissioners (“Applicant”) desires to undertake the project, “Pine Creek Rail Trail Extension – Site Acquisition” (“Project Title”); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources (“Department”) a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled “Terms and Conditions of Grant” and;

WHEREAS, the applicant understands that the contents of the document entitled “Terms and Conditions of Grant”, including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

Now therefore it is resolved that:

1. The grant application may be electronically signed on behalf of the applicant by “Erick J. Coolidge” who, at the time of signing, has a Title of “Chairman, Board of Commissioners” and the email address of [ecoolidge@tiogacountypa.us](mailto:ecoolidge@tiogacountypa.us)
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee’s executed signature page for the Grant Agreement, and the application/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official, who, at the time of signing of the amendment, has the “Title” specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the Tioga County Commissioners of this applicant, this 11<sup>th</sup> day of October, 2022.

/s/ Erick J. Coolidge

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 adopt the following Resolution:

Adopt  
Resolution  
R-19-22

County of Tioga, PA  
Resolution R-19-22

RESOLUTION OF THE TIOGA COUNTY BOARD OF COMMISSIONERS (“BOARD”) AUTHORIZING THE SUBMISSION OF THE APPLICATION FOR FUNDING FROM THE COMMONWEALTH OF PENNSYLVANIA REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (“RACP”) GRANT OF \$1,000,000 FOR THE TIOGA COUNTY MARSH CREEK PATTERSON TRAILHEAD FACILITY PROJECT

WHEREAS, the Office of the Budget notified the County of Tioga (County) that the Governor of the Commonwealth of Pennsylvania has authorized the release of One Million Dollars (\$1,000,000) in RACP funds (the “Grant”) for the Tioga County Marsh Creek Patterson Trailhead Facility Project (Project) located in the County of Tioga; and has requested the County to prepare and submit a formal and complete RACP application to the Office of the Budget; and

WHEREAS, the RACP funds will be used to complete components of this Project.

WHEREAS, the Project will benefit the County and the region, and, therefore, the County supports the Project.

NOW, THEREFORE BE IT RESOLVED, by the County as follows:



The regular meeting of the Tioga County Salary Board was called to order today at 10:25 a.m. with the following members present: Roger C. Bunn, Erick J. Coolidge, Mark L. Hamilton, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Christa Hilfiger, Betsy Craig, Chris Perry, Sara Rice, Deb Bigley, Anthony Urbano, Jr., Angelina Barton, Joy Childs, Anna Hotelling, and press representative Nat 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 September 13, 2022.

K. Mosher  
increase

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 increase of the hourly rate for Keriane Mosher, Chief Deputy, Register and Recorder's Office, to \$13.00/hr., effective 10/10/22. The annual stipend of \$1,000 will continue.

The meeting adjourned at 10:26 a.m.

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

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

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

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

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