

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: Erick J. Coolidge and Roger C. Bunn. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Kera Hackett, Tim Cleveland, Marc Rice, Sara Rice, Becky Briggs, Betsy Craig, Chis Perry, and press representative Josh Magnotta.

Pledge of Allegiance

Public Comments (agenda items) – None

Minutes A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve the minutes of December 17, 2019.

Hire H. Baker, B. O'Connor For information, the following individuals have been hired:  
 Hannah Baker, Executive Assistant, Sheriff's Office, \$12.00/hr. with benefits  
 Brittany O'Connor, Deputy Sheriff, Sheriff's Office, \$15.00/hr. with benefits

Resignations B.Isaacson, D. Reilly For information, the following individuals have resigned:  
 Brian Isaacson, Correction Officer, Tioga County Prison, effective 12/30/19  
 Dan Reilly, 911 Dispatcher, effective 1/4/20

Decline job B. Rice For information, Brittany Rice, who was hired at the December 17, 2019 meeting, declined the job offer of Executive Assistant in the Sheriff's Office.

Hire K. Fritz A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve the hire of Katie Fritz, full-time LPN, Tioga County Prison, \$19.50/hr. with benefits.

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to adopt the following Resolution:

Adopt Resolution R-1-20

**FAIR HOUSING RESOLUTION**

**R-1-20**

**LET IT BE KNOWN TO ALL PERSONS** of Tioga County that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status(families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry. It is the policy of Tioga County to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry. Therefore, Tioga County does hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources Tioga County will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filling the complaint.

**BE IT FURTHER RESOLVED that** Tioga County shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

Approved at the regularly scheduled meeting of the Tioga County Commissioners held on January 14, 2020.

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

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 adopt the following Resolution:

Adopt  
Resolution  
R-2-20

**Tioga County  
R-2-20  
Section 504 Resolution**

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 14<sup>th</sup> day of January, 2020 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 January 14, 2020.

/s/ Erick Coolidge, Chairman Tioga County Commissioners  
/s/ Roger Bunn, Tioga County Commissioner  
/s/ Mark Hamilton, Tioga County Commissioner

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 adopt the following Resolution:

Adopt  
Resolution  
R-3-20

**Resolution R-3-20  
Tioga County, Pennsylvania  
Support of U. S. Constitution Second Amendment  
and  
Pennsylvania State Constitution, Article 1, Section 21**

WHEREAS, the Constitution of the United States is the Supreme Law of our Nation, and

WHEREAS, the Second Amendment to the Constitution of the United States of America states: "A well regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed"; and

WHEREAS, the Pennsylvania Constitution, Article 1, Section 21 states: the right of the citizens to bear arms in defense of themselves and the State shall not be questioned.

WHEREAS, the criminal **misuse** of firearms is not a reason to infringe the rights of law abiding citizens of Tioga County; and

WHEREAS, the Tioga County Board of Commissioners wishes to express its deep commitment to the rights of all citizens of Tioga County to keep and bear arms: and

WHEREAS, the Tioga County Board of Commissioners wishes to express opposition to any law that would unconstitutionally restrict the rights, under the Second Amendment of the U.S. Constitution, of the citizens of Tioga County to keep and bear arms;; and

WHEREAS, the Tioga County Board of Commissioners wishes to express it support of Second Amendment rights and to oppose, within the limits of the Constitution of the United States and the Commonwealth of Pennsylvania, any efforts to unconstitutionally restrict such rights, and to use such legal means at its disposal to protect the rights of the citizens to keep and bear arms.

NOW, therefore, be it resolved by the Board of Commissioners of Tioga County:

That the Board of Commissioners hereby declares Tioga County, Pennsylvania in support of the U.S. Constitution Second Amendment and the Pennsylvania State Constitution, Article 1, Section 21.

Adopted this 14<sup>th</sup> day of January 2020.

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

Farmland Pres. Funding

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve funding of \$75,000, from the Landfill Escrow Account, for the 2020 County Farmland Preservation program.

Contractor agreement w/ Mary Morris

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve an Independent Contractor Agreement with Mary Morris, to provide legal services on behalf of the Tioga County Public Defender office. Ms. Morris will work approximately 30 hours per week, until such a time that a Public Defender is appointed; then her hours will be reduced to 20 hours per week; \$75.00/hour. Term of agreement is 1/1/2020 – 12/31/2022, and shall renew automatically on a yearly basis.

Cleveland Dream Ctr agreement

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve a Grantee Sub-Agreement between Tioga County and Cleveland Dream Center. Cleveland Dream Center has been tentatively approved for a PA Housing Affordability and Rehabilitation Enhancement fund grant of \$200,000.

Thyssen Krupp work order

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve a work order from Thyssen Krupp to repair the elevator in the courthouse lobby - \$6,331.

Brubacher work orders

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve two work orders from Brubacher for a drainage project at the Tioga County Prison – trench rock removal, \$2,340; bulk rock removal, \$1,620.50.

Cleveland Bros generator at Prison

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve a proposal from Cleveland Brothers for a new generator at the Tioga County Prison, \$47,471. Act 13.

GR Noto emergency power circuits

A motion was made by Roger C. Bunn, seconded by Erick J. Coolidge and unanimously carried upon vote of two ayes and no nays to approve a proposal from G. R. Noto Electrical to provide normal/emergency power circuits, from existing electrical panels on generator stand-by system to the following areas of the courthouse: basement and 1<sup>st</sup> floor restrooms, 1<sup>st</sup> floor lobby, 1<sup>st</sup> floor drop ceiling, 2<sup>nd</sup> floor small courtroom and main courtroom; 2<sup>nd</sup> floor office behind small courtroom - \$6,995. Act 13.

DHS agreement

A motion was made by Roger C. Bunn, seconded by Mark L. Hamilton and unanimously carried upon vote of two ayes and no nays to approve the following agreement for the Department of Human Services: Resource Family/Kinship – 2019/2020 Chris and Jodi Rolls.

Public Comment –  
None

The next meeting of the Tioga County Board of Commissioners is scheduled for February 11, 2020.

The meeting adjourned at 10:29 a.m.

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

Attest: \_\_\_\_\_  
Derek Williams

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

The regular meeting of the Tioga County Salary Board was called to order today at 10:30 a.m. with the following members present: Erick J. Coolidge, Roger C. Bunn, and Kera Hackett. Also present was Derek Williams, Janice Chamberlain, Casey Zuchowski, Tim Cleveland, Marc Rice, Sara Rice, Becky Briggs, Betsy Craig, Chis Perry, and press representative Josh Magnotta.

Minutes

A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve the minutes of December 17, 2019.

Wage increase  
J. Stevens

A motion was made by Kera Hackett, seconded by Roger C. Bunn and unanimously carried upon vote of three ayes and no nays to approve an increase of \$0.75/hour for Jodi Stevens, Veteran Service Officer / Administrative Assistant, Veteran's Affairs office. Jodi has achieved the Veteran Service Officer accreditation.

The meeting adjourned at 10:35 a.m.

Attest: \_\_\_\_\_  
Derek Williams

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

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

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