

The regular meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Marc Rice, Shane Nickerson, and Sam VanLoon. Also present was Janice Chamberlain, Jen Cochran, Casey Zuchowski, Kera Hackett, Josh Zeyn, Lisa Rice, Howard Rutledge, Kaye Aumick, Rachel Courtney, Saira Olson, Bob Penzone, Michael Spencer, Joy Childs, Betsy Craig, Chris Perry, Sandra Olson, Sara Rice, Ken VanSant, Myra Kreger, Terry Kreger, and Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – None

Minutes

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the minutes of July 8, 2025.

For information, the following retirement / resignations have been received:

Retirement D. Kemp	David Kemp – Probation Officer, effective 8/8/25 Jessica Field – full-time Clerk, Prothonotary & Clerk of Courts Office, effective 7/22/25
Resignations J.Field A. Long J.Blizzard S. Losinger	Alyxandra Long – Court Monitor, effective 7/25/25 Jennifer Blizzard, part-time Clerk, Prothonotary Office, effective 8/6/25 Saiyan Losinger – Family Services, effective 8/7/25

Hire J. Field

For information, hire Jessica Field, part-time Clerk, Prothonotary & Clerk of Courts Office, \$14.50hr.,no benefits, effective 7/30/25.

Transfer M. Boyce

For information, transfer Marena Boyce from Family Services to Judicial Line Staff, Probation department, \$14.33/hr. with benefits, effective 7/14/25.

Hire S. Rush

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the hire of Shelby Rush, Specialized Services Youth Program Manager, Family Services, \$50,624/yr with benefits.

Hire S. Hansen

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the hire of Stephanie Hansen, Staff Relations Coordinator, \$48,464/yr. with benefits.

Hire P. Wattles

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the hire of Patricia Wattles, Ongoing Caseworker 2, Family Services, \$21.11/hr. with benefits.

Promotion
S. Brion

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the promotion of Samantha Brion to Drug & Alcohol Case Management Supervisor \$41,600/yr. with benefits.

Transfer
C. Connell

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the transfer of Christine Connell from Foster Care Caseworker 2 to Screener Caseworker, \$20.84/hr.

Withdraw employment offer D. Sherman

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to withdraw an offer of employment to Dustin Sherman, Ongoing Caseworker 1, Family Services.

Accept bid from G.O. Hawbaker

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to accept a bid from Glenn O. Hawbaker, Inc., of \$212,140, (bids opened at 7/8/25 meeting), for the Tioga County bridge approach project. Liquid Fuels funds will be used.

Funding to Blossburg Ambulance

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve funding of \$25,000 to Blossburg Volunteer Ambulance Association, to assist in the cost of replacing two stretchers. Act 13.

Use of Green and parking lot

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve use of the courthouse parking lot and the Green for Dickens of a Christmas, Saturday, December 6, 2025.

Funding to Tioga County Fair

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the 2025 budget allocation of \$2,500 to the Tioga County Fair.

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Adopt Resolution R-13-25	TIOGA COUNTY BOARD OF COMMISSIONERS TIOGA COUNTY, PENNSYLVANIA RESOLUTION NO. R-13-25
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A RESOLUTION OF THE TIOGA COUNTY BOARD OF COMMISSIONERS, TIOGA COUNTY COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF A REQUEST FOR FUNDING THROUGH THE COMMONWEALTH FINANCING AUTHORITY MULTIMODAL TRANSPORTATION FUND.

Be it RESOLVED, that the Tioga County Board of Commissioners hereby requests a Multimodal Transportation Fund grant of \$1,813,012 from the Commonwealth Financing Authority to be used for the Wellsboro Bridges Replacement Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marc Rice, Commissioner, and Jennifer Cochran, Assistant Chief Clerk, as the officials to execute all documents and agreements between Tioga County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Janice Chamberlain, duly qualified Chief Clerk of Tioga County, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Tioga County Board of Commissioners at a regular meeting held August 12, 2025 and said Resolution has been recorded in the Minutes of Tioga County and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Tioga County this 12th day of August, 2025.

Attest: /s/ Janice Chamberlain
Chief Clerk

/s/ Marc Rice, Commissioner
/s/ Jennifer Cochran, Assistant Chief Clerk

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to adopt the following Resolution:

Resolution R-14-25
Tioga County, Pennsylvania

Adopt
Resolution
R-14-25

AN RESOLUTION AUTHORIZING TIOGA COUNTY, PENNSYLVANIA, TO JOIN WITH OTHER COUNTIES AS A MEMBER OF THE PENNSYLVANIA COUNTIES HEALTH INSURANCE PURCHASING COOPERATIVE (PCHIPC), TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE PURPOSE OF JOINING THE PCHIPC AND TO PARTICIPATE AS A MEMBER OF THE PCHIPC.

PREAMBLE

Whereas, a number of Counties, have investigated whether it would be mutually beneficial to cooperate with each other in obtaining employee benefit insurance, and

Whereas, a plan has been presented to establish the Pennsylvania Counties Health Insurance Purchasing Cooperative (the "PCHIPC") for the purpose of collectively purchasing employee benefits insurance, and

Whereas, the PCHIPC will be established pursuant to an intergovernmental cooperation agreement entitled the Pennsylvania Counties Health Insurance Purchasing Cooperative Agreement ("the Agreement").

NOW, THEREFORE, BE IT RESOLVED by Tioga County, Pennsylvania as follows:

The caption and Preamble of this Resolution set forth above are incorporated herein by reference.

The County hereby approves entering into the Intergovernmental Cooperation Agreement, a copy of which is attached hereto and incorporated herein by reference (and which shall be filed with the minutes of the meeting at which this Resolution was enacted), with the intent and effect that this County shall be bound by the Agreement

The Chairman or Vice-Chairman of the County, acting alone or together with the Secretary or Assistant Secretary, are hereby authorized and directed on behalf of the County, (i) to execute and deliver the Agreement, and (ii) to execute and deliver such additional instruments, and to take such further actions, as may be necessary or appropriate to carry forth the Agreement and the transactions to be effected under the Agreement, including payment to the PCHIPC of such amounts as are due by the County pursuant to the Agreement.

All actions of any officer, agent or other representative of this County heretofore taken in the pursuit of the establishment of the PCHIPC and/or the County's participation therein, are hereby ratified and approved in all respects.

The Board of Commissioners of the County is hereby authorized to take such other action as may be necessary or appropriate to carry out the purposes of this Resolution and of the Agreement.

As required by the Pennsylvania Intergovernmental Cooperation Act, the following matters are specifically found and determined:

(a) The conditions of the Agreement are set forth in the Agreement.

(b) This County shall participate in the PCHIPC for an initial term of three (3) years after agreeing to purchase one or more employee benefits through PCHIPC. All renewal terms, shall be as further set forth in the Agreement.

(c) The purpose and objectives of the Agreement are as set forth in the Preamble of this Resolution and in the Agreement.

(d) The manner and extent of financing the Agreement are that (i) no borrowing will be required by the County, (ii) funds to implement the County's obligations under the Agreement same shall come from normal and usual budgeted amounts for such matters, and (iii) other provisions governing the manner and extent of the financing of the PCHIPC shall be as set forth in the Agreement;

(e) The PCHIPC shall be governed by its Board of Directors pursuant to the terms of the Agreement.

(f) All property, real or personal, of the PCHIPC, shall be acquired, managed, licensed or disposed of by the PCHIPC in accordance with the terms of the Agreement.

Nothing contained in this Resolution shall be construed to affect any suit or proceeding in any court, or any rights acquired or liability incurred, or any cause of action existing prior to the enactment of this Resolution.

This Resolution shall become effective immediately upon enactment hereof.

DULY ORDAINED AND ENACTED this 12th day of August, 2025, by the Tioga County Board of Commissioners, Tioga County, Pennsylvania.

Attest: /s/ Janice Chamberlain, Chief Clerk /s/ Marc Rice, Chairman

Dean Appraisal for St. James bldgs.	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a proposal from Dean Appraisal Service, for exterior commercial appraisal for 275 Saint James Street and 291 S. Academy Street, Mansfield - \$2,000.
Richard McCoy contract	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a contract renewal with Richard McCoy, for provision of Title IV-D legal services for Domestic Relations. Term of contract: 10/1/25 – 9/30/30 - \$110/hr.
Change orders for Trailhead	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve two change orders from Glenn O. Hawbaker, Inc. for the Patterson Trailhead Facility: 1) ADA access at the Trailhead playground: \$43,647 (includes concrete sidewalk and stable surface rubber walkway); 2) a decrease of \$50,400 to the contract, due to deleting subgrade stabilization.
Ratify AFSCME agreement	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to ratify the tentative collective bargaining agreement between Tioga County and AFSCME Council 13, covering the Tioga County Prison Corrections Officers bargaining unit.
EOP	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the updated Emergency Operation Plan.
Lease agreement w/ T.Owlett for radio tower	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a lease agreement between Tioga County Emergency Services and Thomas M. & Mary C. Owlett, for use of their property for a public safety radio system, including a tower and related structures, as well as a right of way and access to the tower site. Initial term is fifty (50) years and the right to renew for an additional twenty (20) year term. Payment to owner of \$4,000/year, with a 1% increase annually. If lease is renewed for the additional twenty-year term, a one-time payment of \$6,500 will be due to owner.
MOU for NRAT COG	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a Memorandum of Understanding between Clinton County, Potter County and Tioga County for the formation of the Northcentral Regional ATV Trail (NRAT) Council of Governments. Each county will contribute \$5,000 for start-up activities. Act 13.
GabrielFera for NRAT Solicitor	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve an agreement with Gabriel Fera, P.C. to provide Solicitor services for the Northcentral Regional ATV Trail (NRAT) Council of Governments.
Larson Design Flood estimates	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a proposal from Larson Design Group for professional services for flood debris estimates in Deerfield Township - \$1,536.39. Act 13.
Larson Design Dam inspections	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a proposal from Larson Design Group for the annual inspection of the County’s three dams - \$12,000. Landfill Escrow Account.
Chips Carpet IT flooring	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a proposal from Chips Carpet and More for new LVT flooring in the IT Director and staff offices - \$6,422. Act 13.
Aspire Tech. – DUO	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve an agreement with Aspire Technology Partners, LLC for DUO multi-factor ID for county employees – term 8/22/25 – 3/14/26, \$3,022.60. Act 13.
County tax refunds	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the following County real estate tax refunds: Darlene Bacon, Westfield Borough, \$70.40; Jackie Megnin, Westfield Borough, \$87.42; UPMC, Wellsboro Borough, multiple parcels: \$75.58; \$546.19; \$116.97; \$8,544.97; \$135.41; \$10,101.25; \$197.80; \$27,504.94; \$293.85; \$1,491.94 (total: \$49,008.90).
DHS – 46 agreements	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve 46 agreements for the Department of Human Services. A listing is attached.
	For information of the Board: July 2025 payroll/benefits - \$1,426,183.14 July 2025 accounts payable - \$2,488,538.13
	Public Comment – Joy Childs – will the solicitor for the NRAT COG represent all 3 counties – Yes.

The next meeting of the Tioga County Board of Commissioners is scheduled for September 9, 2025.

The meeting adjourned at 10:31 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

Shane Nickerson

Sam VanLoon

The regular meeting of the Tioga County Salary Board was called to order today at 10:31 a.m. with the following members present: Marc Rice, Shane Nickerson, Sam VanLoon, and Kera Hackett. Also present was Janice Chamberlain, Jen Cochran, Casey Zuchowski, Josh Zeyn, Lisa Rice, Howard Rutledge, Kaye Aumick, Rachel Courtney, Saira Olson, Bob Penzone, Michael Spencer, Joy Childs, Betsy Craig, Chris Perry, Sandra Olson, Sara Rice, Ken VanSant, Myra Kreger, Terry Kreger, and Natalie Kennedy.

- Minutes

A motion was made by Kera Hackett, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to approve the minutes of July 8, 2025.
- Wage increase
H. Rutledge

A motion was made by Kera Hackett, seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to approve an increase of \$1.00/hr. for Howard Rutledge EMA Planner/Deputy Emergency Management Coordinator, Emergency Services, for receiving his County Staff Associate Certification from PEMA.
- Reclassify
position

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to reclassify the full-time Voter Registration Clerk position to a part-time position, \$16.00/hr., no benefits.
- Create position

A motion was made by Shane Nickerson, seconded by Kera Hackett and unanimously carried upon vote of three ayes and no nays to create the position of Intake Caseworker 1, First Responder in Family Services, \$18.30/hr. with benefits.

The meeting adjourned at 10:36 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

Shane Nickerson

Sam VanLoon

Kera Hackett