

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, Casey Zuchowski, Eric Redell, Josh Zeyn, Kaye Aumick, Rachel Courtney, Marti Shabloski, Valerie Bechtel, Saira Olson, Joy Childs, Betsy Craig, Chris Perry, John Lundgren, Sandra Olson, Tiffany Cummings, Bob Goodrich, Dan Styborski, Chris Niemczyk, Jennifer Edwards, Latricia Druetto, and press representative Natalie Kennedy.

Pledge of Allegiance

For information –

Budget Mtgs

- Public budget meetings will be held on October 29, 2025, from 9:00 a.m. – 11:00 a.m.

Budget on Display

- The draft of the 2026 Tioga County budget will be on public display in the Commissioner’s hall, as well as on the county website, beginning November 6, 2025. The budget will be formally adopted at the December 9, 2025 meeting.

Public Comments (agenda items) – None

Minutes

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 minutes of September 9, 2025.

Resignations/
Retirement
S.Broussard
C.Connell
C.Johnson
L.Shilling
J.Weiss
S.Clemens

For information, the following retirement / resignations have been received:
Shana Broussard, Clerk, Prothonotary Office, effective 9/19/25
Christine Connell, Family Services, effective 9/26/25
Chester Johnson, Maintenance, effective 10/1/25
Leah Shilling, Caseworker, effective 10/3/25
Jenavieve Weiss, Caseworker, effective 10/13/25
Scott Clemens, Court Security Officer, effective 10/31/25

Hires
A.Perry
A.Lee
M.Wood

For information, the following individuals have been hired:
Angela Perry, Clerk, Prothonotary & Clerk of Courts Office, \$14.50/hr. with benefits, effective 10/20/25
Andrew Lee, Clerk, Prothonotary & Clerk of Courts Office, \$14.50/hr. with benefits, effective 10/22/25
Megan Wood, MDIT Coordinator, District Attorney’s Office, \$51,000/yr. with benefits, effective 10/20/25

Promotion
M.Baker

For information, promote Melissa Baker to Legal Assistant, District Attorney’s Office, \$21.00/hr.

Position
Declination
M.Rossetti

For information, position declination from Michelle Rossetti for Clerk position in Prothonotary Office.

Hire M.Dodge

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 Malachi Dodge, part-time/on-call Voter Registration Clerk, \$16.00/hr., no benefits, effective 9/15/25.

Hire
D.Losinger

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 Danielle Losinger, Head Nurse, Tioga County Prison, \$30.00/hr. with benefits.

Status Change
C.Alexander

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 status change for Cindy Alexander, from Interim Director to Director of Elections and Voter Registration, \$56,000/yr., effective 10/13/25.

Promotion
J.Patterson

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 Jason Patterson from Custodian to Buildings and Grounds Manager, \$20.00/hr.

2026 Holiday
calendars

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 2026 Holiday Calendars for county staff and 24-hour operations staff.

Use of Green

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve use of the Green by the Tioga County Republican Party, October 14, 2025, for a Charlie Kirk memorial service, 5:00-8:00 p.m.

Use of Green

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve use of the Green by the Tioga County Sheriff’s Office for a Trunk-or-Treat event, Saturday, October 25, 2025, 11:00 a.m. – 2:00 p.m.

Use of Green

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve use of the Green by the Wellsboro Art Club for the 2026 Plein Air Festival, September 11-13, 2026.

Farmland
Preservation
2026 funding

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 funding request from the Tioga County Agricultural Land Preservation Board for 2026, in the amount of \$100,000. This will be paid from the Landfill Escrow account.

NTSWA Board
reappointment

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 reappointment of George Lloyd to the Northern Tier Solid Waste Authority Board of Directors for a five-year term, beginning 1/1/2026.

Farmland Pres
Board
reappointments

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 reappointment of P. William Plummer and Sam Wilson to the Tioga County Farmland Preservation Board of Directors, for three-year terms each, expiring 10/21/28.

Cleveland Bros
agreement

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 one-year preventative maintenance agreement with Cleveland Brothers Equipment Company, for generators at the Tioga County Emergency Services office complex and communication tower sites, \$17,381.

Seneca
Resources –
O/G lease

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 five-year Oil and Gas Lease with Seneca Resources Company, for 1.26 acres in Mansfield Borough, \$1,750/acre.

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

PROCLAMATION
Domestic Violence Awareness Month - October 2025

Issue
Proclamation

WHEREAS, domestic violence is a serious public health and safety issue that affects individuals and families across all ages, economic statuses, races, religions, and abilities, often accompanied by emotional abuse and controlling behaviors; and

WHEREAS, domestic violence affects every part of our communities, including children, families, workplaces, and neighborhoods, and raising awareness is essential to preventing abuse and supporting survivors; and

WHEREAS, HAVEN of Tioga County is a nonprofit organization dedicated to supporting survivors of domestic violence and sexual assault, providing advocacy, safety, and resources, and is now celebrating its 40th year of service to the community; and

WHEREAS, in its most recent fiscal year (July 2024–June 2025), HAVEN served 198 survivors, including 34 survivors with disabilities, and 33 cases in which substance use played a significant role in the abuse; and

WHEREAS, this proclamation honors the courage of those HAVEN has served and recognizes the resilience of survivors across Tioga County; and

WHEREAS, Tioga County is committed to working with local organizations, law enforcement, schools, healthcare providers, faith leaders, and citizens to prevent domestic violence, support survivors, and foster safe, healthy relationships;

BE IT PROCLAIMED, the Commissioners of Tioga County, Pennsylvania, recognize October 2025 as Domestic Violence Awareness Month in Tioga County, and urge all citizens to stand together against domestic violence, support survivors, and promote a community where every relationship is safe and respectful.

Signed this 14th day of October, 2025.

/s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

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

Issue
Proclaamtion

Supporting Operation Green Light for Veterans

WHEREAS, the residents of Tioga County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Tioga County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm’s way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Tioga County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore, be it

RESOLVED, with designation as a Green Light for Veterans County, Tioga County hereby declares this time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Tioga County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2025.

Date: October 14, 2025 /s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

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-16-25

RESOLUTION NO. R-16-25

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 14, 2025.

/s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

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:

Adopted
Resolution
R-17-25

**GRANTEE’S STATE OF GOALS
NATIONAL PROGRAM FOR MINORITY BUSINESS ENTERPRISE
EXECUTIVE ORDER 11625**

Resolution Number: R-17-25

It is the public policy of Tioga County to promote the opportunity for full participation by minority and women’s business enterprises (“MBE’s and WBE’s) in all housing and community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

- 1. The County of Tioga hereby sets as its goals for utilization of minority Business through its contracts for public works, site clearance and demolition, supplies and services, a target of approximately 5% of the 2025 CDBG Grant budget for Minority Business Enterprise and 3% of the 2025 CDBG Grant budget for Women’s Business Enterprise. This percentage will be utilized by the grantee’s administering agency, Tioga County Housing Authority (if applicable).
- 2. As part of the preparation of the contract documents, the County of Tioga will analyze the specific construction, site clearance and demolition projects, and will determine for each specific contract a goal and percentage amount which represents in the judgment of the County of Tioga and/or the Tioga County Housing Authority as to the maximum feasible involvement of minority business. Thus, individual projects may vary from the stated percentage goal. It is expected during the course of the year, however, that the total volume awarded to minority business will approximate goals stated above.
- 3. If applicable, the Tioga County Housing Authority is familiar with the County of Tioga Affirmative Action Program for Minority Business Enterprise and will comply with it in all contracts for public works, supplies and services funded with Community Development Block Grant Program.

October 14, 2025 /s/ Marc Rice /s/ Shane Nickerson /s/ Sam VanLoon

Residential Anti-displace- ment Plan	A motion was made by Shane Nickersom., seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a Residential Anti-displacement and Relocation Assistance Plan.
2026 Small Communities Program	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 2026 Small Communities Program Administration Agreement between Tioga County Commissioners and Tioga County Housing Authority, who is applying to the PA DCED for a Small Communities Entitlement Grant for fiscal year 2025 in the amount of \$252,785.
Jesse L Fiske agreement	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 Jesse L. Fiske, Sr. LLC for an emergency courthouse gutter repair, \$9,300.00.
Johnson Controls agreement	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 Johnson Controls to supply and install new electronic access control security equipment at the emergency operations center, \$18,422.85. Act 13.
DHS – 12 agreements	A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve 12 agreements for the Department of Human Services. A listing is attached.
Payroll / AP	For information of the Board: September 2025 payroll/benefits - \$ 1,410,655.03 September 2025 accounts payable - \$ 1,945,988.77
	Public Comment – Chris Niemczyk – approval given by the Board of Commissioners to install the D.A.R. plaque on the Green, as well as a new tree planting behind the plaque and a flagpole. There will be a ceremony on November 15, 2025, 1:00 p.m. Marc Rice – the north section of the Pine Creek Rail Trail will remain closed to the public until further notice. The trail is not yet completed. The next meeting of the Tioga County Board of Commissioners is scheduled for November 18, 2025. The meeting adjourned at 10:43 a.m.

Marc Rice

Attest: _____
Janice Chamberlain, Chief Clerk

Shane Nickerson

Sam VanLoon

The regular meeting of the Tioga County Salary Board was called to order today at 10:43 a.m. with the following members present: Marc Rice, Shane Nickerson, and Sam VanLoon. Also present was Janice Chamberlain, Casey Zuchowski, Eric Redell, Josh Zeyn, Kaye Aumick, Rachel Courtney, Marti Shabloski, Valerie Bechtel, Saira Olson, Joy Childs, Betsy Craig, Chris Perry, John Lundgren, Sandra Olson, Tiffany Cummings, Bob Goodrich, Dan Styborski, Chris Niemczyk, Jennifer Edwards, Latricia Druetto, and press representative Natalie Kennedy.

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 September 9, 2025.

Create position
Support Svcs A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to create the position of Buildings and Grounds Manager within Support Services, \$20.00/hr. with benefits.

Create position
DA’s Office A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to add the following to the agenda. A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to create the position of Legal Assistant in the District Attorney’s Office, \$21.00/hr. with benefits.

Rate increase
B. Streich
S. Slucum 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 \$1.00/hr. increase, effective 9/21/25, for Brady Streich and Susan Slocum, 911 Dispatchers who have finished their training and are certified full-time telecommunicators.

Rate increase
V. Bechtel A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve a \$1.00/hr. increase for Valerie Bechtel, Administrative Assistant, Dept. of Emergency Services, for attaining her County Staff Associate Certification from PEMA, effective 10/20/25.

The meeting adjourned at 10:51 a.m.

Marc Rice

Attest: _____
Janice Chamberlain, Chief Clerk

Shane Nickerson

Sam VanLoon