

The regular meeting of the Tioga County Commissioners was called to order this day at 10:00 a.m. with the following members present: Sam VanLoon, Marc Rice, and Shane Nickerson. Also present was Janice Chamberlain, Casey Zuchowski, Kera Hackett, Mary Wilson, Troy Freeman, Saira Olson, Tim Cleveland, Josh Zeyn, Fred Gorg, Jen Cochran, Erica Tomlinson, Kaye Aumick, Lisa Rice, Sandra Olson, Penny Whipple, Chris Perry, Betsy Craig, Joy Childs, Sean Sember, Dan Styborski, Carol Hoke, Sarah Welch, Delaina Jayne, Bob Goodrich, Vanessa Caswell, Mike Holley, Eric Weaver, and press representative Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) –
None

Minutes	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve the minutes of March 12, 2024.
Resignation M.Fenn	For information, Marcy Fenn, Judicial Line Staff at Mansfield District Court, has resigned effective 4/5/24.
Hired M.Baker	For information, hired Melissa Baker, Administrative Assistant, District Attorney's Office \$16.00/hr. with benefits (40 hr. work week) effective 3/25/24.
Hired C.Renninger	For information, hired Cortney Renninger, Deputy Register & Recorder, \$14.00/hr. with benefits, effective 4/15/24.
Transfer L.Lindquist	For information, transferred Laurel Lindquist from Probation department to Judicial Line Staff, Mansfield District Court, \$15.70/hr. with benefits, effective 3/22/24.
Promotion P.Grant	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 Paige Grant to full-time Corrections Officer, Tioga County Prison, \$20.78/hr. effective 4/7/24.
Termination M.Toothaker	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the termination of Marnie Toothaker, 911 Dispatcher, effective 3/26/24.
Reappoint C.Lantz TCHA Board	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 Christopher Lantz to both the Tioga County Housing and the Tioga County Redevelopment Authority Board of Directors for an additional five-year term, through April 2029.
Appoint C.Hoke TC Planning Com.	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve the appointment of Carol Hoke to the Tioga County Planning Commission, with term ending 12/2025. This appointment fills the unexpired term of Susan Asbury, who has resigned.
Annual appropriation to PSU Ext.	A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the annual appropriation of \$155,626 (quarterly payments of \$33,906.50) to Penn State Extension. This helps to support the Tioga County 4-H program staff, Master Gardner program, and deliver Penn State Extension programs across the county.
Funding to TCPCH	A motion was made by Shane Nickerson seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve payment of \$6,000 to the Tioga County Partnership for Community Health to support their transportation project, including those who now need to travel out of the area to receive dialysis treatment. Act 13.
Altech – VA building	A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve a proposal from Altech Systems for the installation of card reader access system at the Veterans Affairs building - \$22,907.22. Act 13.
Johnson Controls – panic system	A motion was made by Shane Nickerson, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to approve payment of \$11,995 to Johnson Controls for the panic system at all county offices; term of service is a five-year service period through 4/18/2029. Act 13.
VanHook Svc HVAC service	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 one-year preventative maintenance service agreement with Van Hook Service Co. for HVAC equipment at the courthouse, armory, document retention, Tokishi training center, Dept. of Human Services administration building, and the Tioga County Prison - \$6,330.
McClure Co HVAC service	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a one-year preventative maintenance service agreement with Mclure Co. for HVAC equipment at the 911 center - \$4,640.
McClure Co. HVAC service	A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a one-year preventative maintenance service agreement with Mclure Co. for HVAC equipment at the seven tower sites - \$3,750.
McClure Co HVAC service	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 service agreement with Mclure Co. for HVAC equipment at the Department of Human Services - \$1,318.

Award St. James project bid

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to award the St. James complex stair/porch replacement project to low bidder J. S. General Contracting, \$164,972.

Award Trailhead site develop bid

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to award the Patterson Trailhead Facility site development project to low bidder Glenn O. Hawbaker, Inc., \$1,798,271.25.

Award Trailhead site building general constr. Bid

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to award the Patterson Trailhead Facility building general construction contract, to CBF Contracting, Inc. - \$1,660,000. The low bidder was J.C. Orr & Son, Inc., however, upon thorough deliberation and counsel from the County solicitor as well as project partners, it has been determined that J.C. Orr & Son, Inc. is not a responsible bidder for this project. This is based on the County's prior engagements with J.C. Orr & Son, Inc., specifically the Tioga County courthouse expansion and refurbishment, the 911 center development, and the DHS Administration building project. These projects were plagued by substantial delays, repetitive work, and change orders which in turn caused considerable added expenses for the County.

Award Trailhead site building plumbing bid

A motion was made by Marc Rice, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to award the Patterson Trailhead Facility building plumbing construction contract to W. C. Eshenaur & Son, Inc. - \$202,000. Low bidder Bordeo Construction Group LLC withdrew their bid on 3/13/24. The bid from W. C. Eshenaur & Son, Inc. was next lowest bid.

Award Trailhead site building HVAC bid

A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to award the Patterson Trailhead Facility building HVAC contract to low bidder W.C. Eshenaur & Son, Inc. - \$311,366.

Award Trailhead site building electrical bid

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to award the Patterson Trailhead Facility building electrical construction contract to only bidder G. R. Noto - \$494,875.

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

Adopt Resolution R-5-24

RESOLUTION R-5-24

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF TIOGA COUNTY, PENNSYLVANIA, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE ACQUISITION OF AN EASEMENT IN LIEU OF CONDEMNATION OF PROPERTY OWNED BY THE TIOGA COUNTY HOUSING AUTHORITY

WHEREAS, the Board of Commissioners of Tioga County, Pennsylvania has determined the need for additional property for the development of the Charleston Street Connector for public trail access (the "Project"); and

WHEREAS, Tioga County, Pennsylvania, pursuant to the Sixth Class County Code, 16 P.S. §101 et. Seq., and as further permitted by the Eminent Domain Code, 26 Pa.C.S.A. §101 et seq., as amended, has the authority to acquire property by eminent domain for public purposes; and

WHEREAS, in lieu of condemnation, Tioga County Housing Authority agrees to convey to Tioga County an easement over its property, namely, Parcel ID Nos. 39-08A00-017, 39-08A00-018 and 39-08A00-019 (a true and correct copy of said easement is attached hereto as Exhibit A).

NOW, THEREFORE, be it RESOLVED that Tioga County into an Easement Agreement with the Tioga County Housing Authority for the aforesaid property located at Parcel Nos. 39-08A00-017, 39-08A00-018 and 39-08A00-019, in lieu of condemnation, for the sum of \$1.00.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

DULY ADOPTED this 9th day of April, 2024, by the Tioga County Board of Commissioners, in lawful session duly assembled.

Attest: /s/ Janice Chamberlain
Chief Clerk

Tioga County Board of Commissioners
/s/ Sam Van Loon /s/ Marc Rice /s/ Shane Nickerson

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

Adopt Resolution R-6-24

Fair Housing Resolution R-6-24

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 publicly 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 April 9, 2024

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

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

Adopt
Resolution
R-7-24

**Tioga County Section 504 Officer
Resolution R-7-24**

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 9th day, of April 2024, 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 publicly, 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 April 9, 2024.

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

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

Adopt
Resolution
R-8-24

Resolution R-8-24

Notice of Tioga County’s Section 504 Officer and Process for Grievance

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (“Section 504”), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Tioga County does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. Tioga County’s Section 504 Officer is Sean Sember. The Officer can be reached at:

Tioga/Bradford Housing and Redevelopment Authority
112 Dorsett Heights, Mansfield, Pa. 16933
Phone: (570) 638-2151
Email: ssemer@tbhra.org

Grievance Procedures for any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with Sean Sember or the following agency:

U.S. Department of Housing and Urban Development
FHEO/Regional III Office Mid-Atlantic Office
100 Penn Square East, 12th Floor
Philadelphia, PA 19107
(215) 861-7643
Fax: (215)656-3449
TTY: (800)927-9275

Grievance procedures and complaint forms may be requested from the office of Tioga/Bradford Housing and Redevelopment Authority as listed above.

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

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

Issue
Proclamation

**COMMONWEALTH OF PENNSYLVANIA
PROCLAMATION BY THE GOVERNOR**

WHEREAS, anyone can be affected by autism, regardless of race, religion, socioeconomic status, or geography; and children and adults with autism are our family members, friends, neighbors, coworkers, and students; and

WHEREAS, autism affects 1 in 36 children, with over 55,000 individuals in Pennsylvania and more than 5.4 million people in total in the United States; and

WHEREAS, each individual with autism carries a unique diagnosis across the spectrum and has distinctive skills, characteristics, and qualities; and

WHEREAS, research shows that early intervention can improve a child's development and individualized support provided by trained professionals can lead to better outcomes for individuals and caregivers; and

WHEREAS, individuals with autism may benefit from specialized services and community support to ensure their health and safety and successful participation in community life; and

WHEREAS, people with autism, families, professionals, and community members are supported through connecting with others in a variety of settings and the sharing of resources including through access to ASERT initiatives such as the Statewide Resource Center, and #ASDNext; and

WHEREAS, the aim for Autism Acceptance Month is to recognize the diverse nature and abilities of people with autism and to encourage support through family, friends, professionals, and community that will allow a broader understanding and appreciation of those individuals.

THEREFORE, I, Josh Shapiro, Governor of the Commonwealth of Pennsylvania, do hereby proclaim April 2024 to be

AUTISM ACCEPTANCE MONTH

I encourage all Pennsylvanians to provide their support in furthering autism awareness and acceptance.

Given under my hand and the Seal of the Governor, at the City of Harrisburg, this twenty-ninth day of February two thousand twenty-four, the year of the Commonwealth the two hundred forty-eighth.

/s/ Governor Josh Shapiro

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
Proclamation

**Proclamation
Conservation District Week 2024**

Whereas, conservation districts are local units of government established under state law to carry out natural resource management programs; and

Whereas, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and

Whereas, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation; and

Whereas, each county in PA has a conservation district except for Philadelphia; and

Whereas, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and

Whereas, districts also work with many partners, including government agencies, private organizations, businesses, and others, to accomplish their mission of helping landowners to conserve natural resources; and

Whereas, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.

Therefore, be it resolved that we, the Tioga County Commissioners, do hereby proclaim April 28 – May 4, 2024, as Conservation District Week to commemorate the great work accomplished by Pennsylvania’s 66 Conservation Districts.

Tioga County Commissioners /s/ Sam VanLoon /s/ Marc Rice /s/ Shane Nickerson

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

Issue
Proclamation

**PROCLAMATION
National Public Safety Telecommunicator’s Week
April 14-20, 2024**

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and emergency medical services personnel is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the Tioga County Communications Center; and

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Dispatchers are the single vital link for our police officers, firefighters and EMS personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, Public Safety Dispatchers of the Tioga County Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, be it resolved that the Commissioners of Tioga County declare the week of April 14 through April 20, 2024 to be National Telecommunicator’s Week in Tioga County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.
Signed this 9th day of April, 2024.

Tioga County Commissioners /s/ Sam VanLoon /s/ Marc Rice /s/ Shane Nickerson

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
Proclamation

**MOTORCYCLE SAFETY AND AWARENESS MONTH
MAY 2024**

WHEREAS, the safety of all Tioga County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Tioga; and

WHEREAS, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

WHEREAS, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques and promoting motorcycle safety; and

WHEREAS, during the month of May, the Grand Canyon Chapter of the Alliance of Bikers Aimed Toward Education (ABATE) of Pennsylvania will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

NOW, THEREFORE, in recognition of the importance of motorcycle safety on our county’s roads and highways, the Tioga County Commissioners do hereby proclaim May 2024 as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

Date: April 9, 2024 Tioga County Commissioners /s/ Sam VanLoon /s/ Marc Rice /s/ Shane Nickerson

DHS – 10
agreements

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve ten agreements for the Department of Human Services. A listing is attached.

March 2024
payroll, A/P

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to approve the following expenses for March, 2024:

- March 2024 payroll & benefits - \$1,719,376.58
- March 2024 accounts payable - \$3,473,754.37

Public
Comment

Public Comment –

- Joy Childs – confirm contractor for St. James project; trailhead funding
- Mike Holley – with ABATE; thanked the board for the Proclamation; awareness programs are available; a short ceremony on May 11, 2024 at 11:00 a.m. in front of the courthouse, followed by a ride.

The next meeting of the Tioga County Board of Commissioners is scheduled for May 14, 2024.

The meeting adjourned at 10:50 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Sam VanLoon

Marc Rice

Shane Nickerson

The regular meeting of the Tioga County Salary Board was called to order today at 10:50 a.m. with the following members present: Sam VanLoon, Marc Rice, Shane Nickerson, and Kera Hackett. Also present was Janice Chamberlain, Casey Zuchowski, Mary Wilson, Troy Freeman, Saira Olson, Tim Cleveland, Josh Zeyn, Fred Gorg, Jen Cochran, Erica Tomlinson, Kaye Aumick, Lisa Rice, Sandra Olson, Penny Whipple, Chris Perry, Betsy Craig, Joy Childs, Sean Sember, Dan Styborski, Carol Hoke, Sarah Welch, Delaina Jayne, Bob Goodrich, Vanessa Caswell, Mike Holley, Eric Weaver, and press representative Natalie Kennedy.

Minutes

A motion was made by Kera Hackett, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to approve the minutes of March 12, 2024.

Conserv
District wage
increases

A motion was made by Sam VanLoon, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to approve rate increases for the following Tioga County Soil Conservation District employees, effective April 7, 2024. Increases are covered under grant monies for these positions (100% for technicians; 50% for manager).

- Scott Moore - \$21.00/hr.
- Andrea Boyce - \$27.00/hr.
- Tyler Upham - \$21.00/hr.
- Erica Tomlinson - \$68,000/yr.

Increase work
hours/week for
DA staff

For information, the following staff in the District Attorney's Office will move to a 40-hour work week, as requested by the District Attorney: Reva Baldwin, Darby Thurstin and Melissa Baker.

Create 5
positions in
DHS

A motion was made by Marc Rice seconded by Sam VanLoon and unanimously carried upon vote of four ayes and no nays to approve the creation of five Ongoing Caseworker 1 positions at the Dept. of Human Services. These positions are being created due to the transfer of the positions back to the County from SAM, Inc. Positions will be full-time; starting rate to be determined by Salary Board.

The meeting adjourned at 10:54 am.

Attest: _____
Janice Chamberlain, Chief Clerk

Sam VanLoon

Marc Rice

Shane Nickerson

Kera Hackett