

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, Tanner Swan, Lisa Rice, Kaye Aumick, Joy Childs, Betsy Craig, Chris Perry, Sandra Olson, Sara Rice, John Lundgren, Fred Gorg, Kristin Hamilton, Bob Goodrich, Ken VanSant, Dan Styborski, Donna Baker, Joseph Wilson, Mike Bergstrom, and Natalie Kennedy.

Pledge of Allegiance

Public Comments (agenda items) – Joseph Wilson, Roseville Borough: funding assistance in the form of a loan requested for their Benson Avenue bridge project, along with additional funding assistance to cover shortfall

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 June 10, 2025.

Add agenda item A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to add the next item to the agenda.

Open sealed bids A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to table sealed bids received for a bridge approach project for three County bridges (# 9, #16, #38): H&P Construction, Inc.: \$378,179.34; Glenn O. Hawbaker, \$212,140.00.

Tanner Swan recognition Recognition was given to Tanner Swan, Field Assessor, Assessment Office, for achieving CPE Certification.

Resignations: For information, the following resignations have been received:
B.Brutsman Britney Brutsman, Family Services, effective 6/23/25
J.Severa James Severa, Detective, District Attorney’s Office, effective 6/25/25
M.Swan Mariah Swan, 911 Dispatcher, effective 6/28/25
P.Wattles Patricia Wattles, Ongoing Caseworker, Family Services, effective 7/9/25
J.Miller Jennifer Miller, Judicial Line Staff, Probation department, effective 7/10/25
L.Adams Lexi Adams, Corrections Officer, Tioga County Prison, effective 7/19/25

Hire C.Beard For information, hired Corryne Beard, Judicial Line Staff, Magisterial District Judge Repard’s Office, \$14.33/hr. with benefits, effective 6/30/25.

Hire R.Courtney 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 Rachel Courtney, Planning Director, \$56,000/yr., effective 8/4/25.

Hire B.Eastwood 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 Brady Eastwood, Ongoing Caseworker 1, Family Services, \$18.30/hr. with benefits.

Hire 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 approve the hire of Dustin Sherman, Ongoing Caseworker 1, Family Services, \$18.30/hr. with benefits.

Hire S.Abel 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 Scout Abel, Ongoing Caseworker 1, Family Services, \$18.30/hr. with benefits.

Promotion K.Wetzel 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 promotion of Kaitlyn Wetzel to Caseworker 2, Intake Unit of Family Services, \$20.23/hr. effective 7/13/25.

Promotion B.Matteson 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 Brenda Matteson to Caseworker 2, Intake Unit of Family Services, \$20.75/hr. effective 7/13/25.

Termination C.Smith 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 termination of Christopher Smith, Emergency Services, effective 6/25/25.

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 for the Walk for Recovery event, September 27, 2025, 9-2:30 p.m.

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
Pretrial, Probation and Parole Supervision Week
July 20-26, 2025

WHEREAS, pretrial, probation and parole officers/agents uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

WHEREAS, pretrial, probation and parole officers/agents are an essential part of the justice system and critical in protecting the victims of crime; and

WHEREAS, pretrial, probation and parole officers/agents work toward changing lives by working together with offenders to help them to transition into law-abiding, productive citizens; and

WHEREAS, pretrial, probation and parole officers/agents work collaboratively with local law enforcement, treatment providers, social service agencies and various other providers and programs involved with offenders; and

WHEREAS, pretrial, probation and parole officers/agents promote prevention, intervention and advocacy; and

WHEREAS, “Pretrial, Probation and Parole Supervision Week” is a time to recognize and celebrate the dedicated individuals in the community who work tirelessly to make neighborhoods safer and work together to give offenders a second chance to be productive members of society.

NOW, THEREFORE, we, the Tioga County Commissioners, do hereby proclaim the week of July 20-26, 2025 as “Pretrial, Probation and Parole Supervision Week” in Tioga County. As County Commissioners, we also call upon all Tioga County citizens to honor the pretrial, probation and parole officer/agents and community corrections professionals to recognize their critical roles in the criminal justice system.

/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-10-25

RESOLUTION NO. R-10-25

**OF THE BOARD OF COMMISSIONERS OF TIOGA COUNTY, PENNSYLVANIA,
RESTATING/CONFIRMING THE TERM OF THE DIRECTORS OF THE TIOGA COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY.**

WHEREAS, the BOARD OF COMMISSIONERS, Tioga County, Pennsylvania (the “County”), created the Tioga County Industrial Development Authority (hereinafter referred to as “TCIDA”) by executing Articles of Incorporation October 15, 1969; and

WHEREAS, the Commissioners amended the Articles of Incorporation for TCIDA on numerous occasions including extending the life of the Authority and received a Certificate of Amendment dated February 21, 2003; and

WHEREAS, the Commissioners created the Authority to have five (5) directors each serving a five (5) year term; and

WHEREAS, the Tioga County Board of Commissioners desire to confirm the terms of the current Board of Directors as follows.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Tioga County, as follows:

- 1. The foregoing recitals are incorporated herein by reference.
- 2. The current directors and the expiration of their term are as follows:
James Baker – term expires on December 31, 2029
Beth Weiskopff – term expires on December 31, 2028
Mike Sedor – term expires on December 31, 2027
Wendy Swartz – term expires on December 31, 2026
Thad Compton – term expires on December 31, 2025

DULY RESOLVED AND ADOPTED this 8th day of July, 2025, by the Board of Commissioners of TIOGA COUNTY, Tioga County, Pennsylvania, in lawful session duly assembled.

Tioga County Commissioners

Attest: /s/ Janice Chamberlain, Chief Clerk /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:

Adopt
Resolution
R-11-25

RESOLUTION NO. R-11-2025

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF TIOGA, PENNSYLVANIA, EXPRESSING
INTENT TO PURSUE THE FORMATION OF A COUNCIL OF GOVERNMENTS TO SUPPORT THE
NORTHCENTRAL REGIONAL ATV TRAIL (NRAT) NETWORK.**

WHEREAS, the NRAT network represents a significant regional asset providing recreational opportunities, supporting local economies, and requiring coordinated management across municipal and county boundaries; and

WHEREAS, the Board of Commissioners recognizes that the successful development, governance, and stewardship of the NRAT network requires collaboration among multiple jurisdictions, stakeholders, and agencies; and

WHEREAS, a Council of Governments (COG) is a recognized legal mechanism in the Commonwealth of Pennsylvania enabling local governments to work jointly on matters of mutual interest under the Intergovernmental Cooperation Act (53 Pa. C.S. §2301 et seq.); and

WHEREAS, initial planning efforts, including input from municipal officials, land managers, user groups, and residents, have identified the formation of a COG as a preferred structure to provide governance, coordinate trail development and maintenance, promote safety, and pursue sustainable funding for the NRAT network;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Tioga, Pennsylvania:

- Intent to Proceed:** The County expresses its intent to move forward in the process of forming a Council of Governments for the NRAT network, in collaboration with participating counties, municipalities, and other stakeholders.
- Authorization for Next Steps:** The County staff and representatives are authorized to continue engaging with regional partners, draft necessary agreements, and participate in discussions to formalize the structure, purpose, and operational framework of the proposed Council of Governments.
- Initial Financial Support:** The County commits to providing initial financial support to assist with the formation and early operations of the Council of Governments, with such costs to be shared equally among the participating counties.
- Commitment to Collaboration:** The County commits to working in good faith with other local governments and stakeholders to establish a Council of Governments that will promote the coordinated development, management, and stewardship of the NRAT network in a manner that benefits the region’s residents and visitors.
- Effective Date:** This Resolution shall take effect immediately upon its adoption.

ADOPTED AND ENACTED this 8th day of July, 2025, by the Board of Commissioners of Tioga, Pennsylvania.

Tioga County Commissioners

Attest: /s/ Janice Chamberlain, Chief Clerk /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 add the following Resolution to the agenda. 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:

Add item to
agenda

Adopt
Resolution
R-12-25

2025 Community Development Block Grant Modification

RESOLUTION NO. R-12-25

A Resolution of the **Board of Commissioners of Tioga County**, Commonwealth of Pennsylvania, authorizing modifications to the Pennsylvania Department of Community and Economic Development funding for FY 2022 and FY 2023 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 posting a notice for an additional public hearing on June 27, 2025 for a public meeting on July 8, 2025 for this modification.

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 modify the funds allocated in FY 2022 and FY 2023 to meet the immediate needs of the Westfield community.

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 modifications 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 July 8, 2025.

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

Delta Develop. Group proposal	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 Delta Development Group for a Tioga County Housing Study, \$50,580. Act 13.
Appoint B.Vickery to TCIDA	A motion was made by Shane Nickerson, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Bruce Vickery to replace Beth Weiskopff, who has resigned, on the Tioga County Industrial Development Authority board, and fulfilling her term which is set to expire 12/31/2028.
Roseville Borough loan request	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 request from Roseville Borough for a \$250,000 no-interest loan for the Benson Avenue box culvert project. Terms: eight-month loan with repayment to County within 30 days of Roseville Borough’s receipt of grant funds. Act 13.
Roseville Borough funding request	A motion was made by San VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to approve a request from Roseville Borough for funding of \$22,000 to help cover a shortfall for the Benson Avenue box culvert project. Act 13.
Davis-Ulmer 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 Davis-Ulmer for fire protection inspection of the diesel fire pump and the backflow prevention device at the Tioga County Prison - \$750.
US Army Corp coop 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 the continuation of a Cooperative Agreement between Tioga-Hammond Lakes Project and Tioga County Sheriff’s Office for provision of law enforcement services for 2025. The U.S. Army Corps will pay the county an amount, not to exceed \$4,877.80, for each area. Term of service is approximately 14 weeks.
Enterprise vehicle lease	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 Enterprise Fleet Management for a five-year lease of a 2026 Chevrolet Traverse, \$898.44/month. This vehicle replaces a vehicle that was totaled in an accident.
AT&T Mobility 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 lease agreement between County of Tioga and New Cingular Wireless PCS, LLC (AT&T Mobility) for equipment space on the County’s Morris Tower. Terms: \$2500/month; five-year initial term with automatic renewal for up for four additional five-year terms.
County real estate 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: Jeffrey Allen & Patricia Ann Barber, Westfield Borough, \$85.88; Mary Behm, Westfield Borough \$79.81; Neal & Melinda Brown, Westfield Borough, \$145.50; David M. Cady, Sr., Westfield Borough, \$81.07; Thomas Cheesman, Westfield Borough, \$97.48; Stephen Dickinson, Westfield Borough, \$86.94; David E & Mary L Earle, Westfield Borough, \$29.81; David E & Mary L Earle, Westfield Borough, \$118.50; Pamela English, Westfield Borough, \$119.41; Gerald & Nancy Helfrich, Westfield Borough, \$77.37; Robert & Lynne Lewis, Westfield Borough, \$142.73; Valden & Kara Longhurst, Westfield Borough, \$120.28; Christine M Moore & David James & Adam James, Westfield Borough, \$81.82; William Paulmier & Sharon Sutton, Westfield Borough, \$154.66; Victoria Stalter, Westfield Borough, \$116.14; Deborah & Robert Rall, Westfield Borough, \$78.08; Revocable Living Trust of Rebecca Lea Mcleod, Westfield Borough, \$101.36; Michael D Root, Westfield Borough, \$86.98; Ryan & Melinda Stephens, Westfield Borough, \$73.83; Nancy L Mann, Westfield Borough, \$104.21; Michael & Heidi Vargeson, Westfield Borough, \$128.30; Robert & Roy Weidman, Westfield Borough, \$128.19; James W Weiskel, Westfield Borough, \$51.31; Stephanie Young, Westfield Borough, \$104.93.
DHS – 29 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 29 agreements for the Dept. of Human Services. A listing is attached.
June A/P, payroll	For information of the Board: June 2025 payroll/benefits - \$1,428,642.03 June 2025 accounts payable - \$2,876,415.69

Public Comment – None

The next meeting of the Tioga County Board of Commissioners is scheduled for August 12, 2025.

Commissioner News – the county has received funding of \$330,034.53 for damages from Flood Debby last year. These funds will reimburse Act 13, for expenses paid, and will be earmarked for stream cleanup costs.

The meeting adjourned at 10:52 a.m.

Marc Rice

Shane Nickerson

Sam VanLoon

Attest: Janice Chamberlain, Chief Clerk

The regular meeting of the Tioga County Salary Board was called to order today at 10:52 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, Tanner Swan, Lisa Rice, Kaye Aumick, Joy Childs, Betsy Craig, Chris Perry, Sandra Olson, Sara Rice, John Lundgren, Fred Gorg, Kristin Hamilton, Bob Goodrich, Ken VanSant, Dan Styborski, Donna Baker, Joseph Wilson, Mike Bergstrom, 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 June 10, 2025.
- T. Swan salary increase

A motion was made by Kera Hackett, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to approve a \$1.00/hr. increase for Tanner Swan, Field Assessor, Assessment office, for receiving his CPE certification, effective 7/14/25.
- Create position

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to approve a request to create the position of Multi-Disciplinary Investigative Team (MDIT) Coordinator, District Attorney’s Office, \$48,464/yr. with benefits.
- Create position

A motion was made by Shane Nickerson, seconded by Kera Hackett and unanimously carried upon vote of four ayes and no nays to approve a request to create the position of Staff Relations Coordinator, Dept. of Human Services, \$48,464/yr. with benefits.
- Create position

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to approve a request to create the position of Specialized Services Youth Program Manager, Dept. of Human Services, \$50,624/yr. with benefits.

The meeting adjourned at 10:58 a.m.

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

Shane Nickerson

Sam VanLoon

Kera Hackett