

The Organizational 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 were Janice Chamberlain, Jen Cochran, Judge George Wheeler, Kera Hackett, Heather Lundgren, Frank Levindoski, Keriane Chaborek, Joy Childs, Chris Perry, Betsy Craig, Josh Zeyn, Kaye Aumick, Rachel Courtney, and press representative Nat Kennedy.

Pledge of Allegiance

Minutes

A motion was made by Sam VanLoon, seconded by Shane Nickerson and unanimously carried upon vote of three ayes and no nays to reaffirm the minutes of the January 6, 2025 Organizational meeting.

Chairman
Board of
Commissioners

A motion was made by Sam VanLoon, seconded by Marc Rice and carried upon vote of two ayes and no nays (Commissioner Nickerson abstained) to appoint Shane Nickerson as Chairman of the Board.

Vice-Chair
Board of
Commissioners

A motion was made by Marc Rice, seconded by Shane Nickerson and carried upon vote of two ayes and no nays (Commissioner VanLoon abstained) to appoint Sam VanLoon as Vice-Chairman of the Board.

Chief Clerk

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Janice Chamberlain as Chief Clerk.

Asst. Chief
Clerk

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Jennifer Cochran as Assistant Chief Clerk.

County
Solicitor

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Gabriel Fera, P.C. as Tioga County Solicitor.

2026 Meeting
Schedule

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to set the day, time and place for the following Board meetings:

2026 Meeting Schedule

The Tioga County of Board of Commissioners meetings will be held according to the schedule below in the Commissioner's Meeting Room, at 10:00 a.m. Public work sessions will be held the Thursday prior to the meeting date, at 2:00 p.m. in the Commissioner's meeting room.

The Salary Board meeting, if needed, will be held immediately after the Board of Commissioners meeting.

The Retirement Board meeting will be held immediately after the Salary Board meeting.

The Election Board meeting will be held immediately after the Retirement Board meeting.

The Prison Board meeting will be held on the dates listed below. Meetings will be held at 11:00 a.m. in the Commissioner's Meeting Room.

The Board of Assessment Revision meeting will be held on the dates listed below. Meetings will be held at 1:30 p.m. in the Armory Conference Room.

January 5 - Organizational Meeting

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

Courthouse
days/hours

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the courthouse days and hours as Monday through Friday, 9:00 a.m. – 4:30 p.m.

Mileage
reimbursement

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to set the 2026 mileage reimbursement rate at \$0.70 per mile.

Set 2025
Depositories

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to set the 2026 depositories for county funds as: C&N Bank, Wellsboro, PA, and First Citizens Community Bank, Wellsboro, PA.

Public
Defender

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Eric Gurney as Tioga County Public Defender.

County
Engineer

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Larson Design Group as the County Engineer.

PCOMP/
PCoRP claims
coordinator

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to appoint Tim O'Neill as PCOMP and PCoRP Claims Coordinator.

Open Records
Officer

A motion was made by Marc Rice, seconded by Sam VanLoon and unanimously carried upon vote of three ayes and no nays to appoint Jennifer Cochran as the Open Records Officer.

The meeting adjourned at 10:05 a.m.

Shane Nickerson

Sam VanLoon

Attest: _____
Janice Chamberlain, Chief Clerk

Marc Rice

SALARY BOARD ORGANIZATIONAL MEETING

The Organizational meeting of the Tioga County Salary Board was called to order this day at 10:11 a.m. with the following members present: Marc Rice, Shane Nickerson, Sam VanLoon, and Kera Hackett. Also present were Janice Chamberlain, Jen Cochran, Judge George Wheeler, Heather Lundgren, Frank Levindoski, Keriane Chaborek, Joy Childs, Chris Perry, Betsy Craig, Josh Zeyn, Kaye Aumick, Rachel Courtney, and press representative Nat Kennedy.

Minutes A motion was made by Kera Hackett, seconded by Shane Nickerson and unanimously carried upon vote of four ayes and no nays to reaffirm the minutes of the January 6, 2025 Organizational meeting.

Appoint Chair A motion was made by Sam VanLoon, seconded by Kera Hackett and carried upon vote of three ayes (Commissioner Nickerson abstained) to appoint Shane Nickerson as Chairman of Salary Board.

Appoint Vice-Chair A motion was made by Marc Rice, seconded by Kera Hackett and carried upon vote of three ayes and no nays (Commissioner VanLoon abstained) to appoint Sam VanLoon as Vice Chairman of Salary Board.

Reinstate position A motion was made by Kera Hackett, seconded by Marc Rice and unanimously carried upon vote of three ayes and no nays to reinstate the second Clerk position in the Prothonotary and Clerk of Courts Office, \$16.00/hr. with benefits, effective 1/5/2026.

The salaries for elected officials, for reference only, are as indicated on the attached list.

2026 Wages A motion was made by Judge George Wheeler, seconded by Kera Hackett and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in Probation, Domestic Relations, Court staff, and the District Justice court staff.

A motion was made by Frank Levindoski, seconded by Marc Rice and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in the Sheriff's Office, as indicated on the attached list.

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the District Attorney's office, as indicated on the attached list.

A motion was made by Heather Lundgren, seconded by Kera Hackett and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in the Prothonotary/Clerk of Courts Office, as indicated on the attached list.

A motion was made by Keriane Chaborek, seconded by Sam VanLoon and unanimously carried upon vote of five ayes and no nays to set the salaries for the staff in the Register and Recorder and Clerk of Orphan's Court Office, as indicated on the attached list.

A motion was made by Kera Hackett, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the Treasurer's office, as indicated on the attached list.

A motion was made by Sam VanLoon, seconded by Marc Rice and unanimously carried upon vote of four ayes and no nays to set the salaries for the staff in the following departments, as indicated on the attached list: Public Defender, Assessment, Tax Claim, Planning, GIS, Soil Conservation, Emergency Services, Prison, Support Services, Miscellaneous, and Human Services.

The meeting adjourned at 10:17 a.m.

Attest: Janice Chamberlain, Chief Clerk

Shane Nickerson

Sam VanLoon

Marc Rice

President Judge George Wheeler

Kera Hackett, Treasurer

Keriane Chaborek, Register Recorder, Clerk of Orphans Court

Frank Levindoski, Sheriff

Heather Lundgren, Prothonotary & Clerk of Courts