

SB 23-01
1/11/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the minutes of the December 28, 2022, Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to create the full-time, non-union position of Director of Public Safety/GIS and Systems Database Analyst, grade 12 with a salary of \$74,370.46, effective January 11, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to create the full-time, non-union position of 911 Coordinator, grade 10 with a salary of \$56,280.00, effective January 11, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to create the full-time, non-union position of 911 Operations Officer/Training and Quality Assurance Manager, \$24.73 per hour, effective January 11, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Ryan Tator, Acting Director of 911/GIS and Systems Database Analyst.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the unchanged Miscellaneous Compensation Schedule, effective January 11, 2023, until changes are necessary.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carries.

Commissioner _____ declared the Salary Board meeting adjourned at _____ a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk
Susquehanna County Commissioners

Susquehanna County Treasurer

SB 23-02
1/25/2023

Commissioner Arnold called the Salary Board meeting to order at 9:19 a.m.

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on Agenda Items: None

Motion by Hall to close public comment.

Second by Herschel. Ayes: Unanimous. Motion Carries.

Motion by Herschel to approve the minutes of the January 11, 2023 Salary Board Meeting, with the change to motion number 4, a salary of \$56,280.00 and a change to motion number 5, non-union position.

Second by Hall. Ayes: Unanimous. Motion Carries.

Motion by Hall to create two part-time, union-eligible positions of 2nd Deputy Prothonotary/Clerk of Courts, \$14.50 per hour, effective January 25, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second by Herschel. Ayes: Unanimous. Motion Carries.

Motion by Hall to eliminate the full-time, non-union position of Public Safety GIS and Systems Database Analyst, effective January 25, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Herschel. Ayes: Unanimous. Motion Carries.

Motion by Herschel to eliminate the temporary, non-union position of Acting Director of 911, effective January 26, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Hall. Ayes: Unanimous. Motion Carries.

Motion by Herschel to eliminate the full-time, non-union position of Deputy Director of Training and Quality Assurance, effective January 26, 2023, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second by Hall. Ayes: Unanimous. Motion Carries.

Motion by Herschel to close the Salary Board Meeting.

Second by Hall. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:22 a.m.

ATTEST:

_____	_____
Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-03
2/22/2023

Commissioner Arnold called the Salary Board meeting to order at 9:06 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the January 25, 2023 Salary Board Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Courtroom Technician/Recorder/Treatment Court Coordinator, \$16.43 per hour, effective February 22,

2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, non-union position of Courtroom Technician/Recorder, effective February 23, 2023, per the recommendation of President Judge Jason Legg.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create one full-time, non-union position of Senior IT Technician, \$19.33 per hour, effective February 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, non-union position of IT System Administrator, effective February 23, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create one part-time, non-union position of Senior IT Technician, \$19.33 per hour, effective February 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate two part-time, non-union positions of IT Technician, effective February 23, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of IT Technician/Application Support Specialist, effective February 23, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one full-time, non-union position of IT Technician II, \$17.40 per hour, effective February 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of Information Technology Technician, effective February 22, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one part-time, non-union position of IT Application Support/Trainer, \$16.43 per hour, effective February 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Assistant Director/System Administrator, \$24.15 per hour, effective February 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:11 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 2023-04
3/22/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the February 22, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create two (2) full-time, union-eligible position of Deputy Sheriff Recruit, \$16.43 per hour, effective March 22, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Agreement and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of Executive Director – Promotion & Tourism/Director of Planning, \$50,250.31 per year, effective March 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Human Resources Coordinator/Budget Administrator, \$23.20 per hour, effective March 22, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:03 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 2023-05
4/26/2023

Commissioner Arnold called the Salary Board meeting to order at 9:06 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the March 22, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the previously approved position of 911 Coordinator to a salary of \$63,280.35 per year, based on certification and education, base salary remains at \$56,280.00.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of Marketing & Communications Specialist, \$43,215.27 per year, effective April 26, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, union-eligible position of Adult Probation/Parole Officer – Treatment Court, \$18.00 per hour, 40 hours per week, effective April 26, 2023, with a six-month probationary period and benefits according to the Probation Bargaining Unit and the County Policy Manual, per the recommendation of Jeffrey Shoemaker, Chief Probation Officer.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:06 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-06
5/31/2023

Commissioner Arnold called the Salary Board meeting to order at 9:07 a.m.

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the April 26, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the previously approved position of Marketing & Communications Specialist, \$43,215.27 per year to a salary of \$48,240.30 per year.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to set the rate of pay for Election Board Members at a flat rate of \$500.00 per person, per election, plus mileage for the 2023 Election Year. In case of recount, rate will be reviewed at that time.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one part-time, union-eligible, temporary position of Prison Maintenance Specialist, \$20.00 per hour, less than 29 hours per week and less than 1000 hours per year, effective May 31, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:09 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-07
6/14/2023

Commissioner Arnold called the Salary Board meeting to order at 9:03 a.m.

Present: Commissioners Arnold, Hall, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.

Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the May 31, 2023 Salary Board Meeting.

Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and create one full-time, non-union position of Assistant Director of Public Facilities, \$23.20 per hour, at least 40 hours per week, effective June 1, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and create one full-time, union-eligible position of Prison and Recycling Maintenance Specialist, \$20.77 per hour, at least 40 hours per week, effective June 1, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create one full-time, non-union position of Floor Supervisor, \$21.11 per hour, at least 40 hours per week, effective June 14, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Technician.

Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the part-time, temporary, non-union position of Administrative Assistant – Juvenile Probation, \$15.93 per hour, 12 hours per week, with a six-month probationary period and benefits according to the County Policy Manual, effective June 14, 2023 per the recommendation of President Judge Jason Legg.
Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:06 a.m.

ATTEST:

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_____	_____
SarahRae Sisson, Deputy Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-08
7/12/2023

Commissioner Arnold called the Salary Board meeting to order at 9:15 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the June 14, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of Maintenance and Utility Tech Crew Chief, effective July 12, 2023, per the recommendation of James Hawley, Director of Public Facilities.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, union-eligible position of HVAC/Technician/Maintenance Team Leader, effective July 12, 2023, per the recommendation of James Hawley, Director of Public Facilities.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of Prison Maintenance/Electrical/HVAC Technician, effective July 12, 2023, per the recommendation of James Hawley, Director of Public Facilities.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, non-union position of Human Resources/Systems & Budget Coordinator, effective July 12, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of Senior Dispatcher, effective July 12, 2023, per the recommendation of Ryan Tator, Director of Public Safety.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:17 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-09
7/26/2023

Commissioner Arnold called the Salary Board meeting to order at 9:04 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the July 12, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge an increase in hours for the Administrative Assistant for Juvenile Probation – Part Time position from the previously approved 12 hours per week to 20 hours per week, effective July 17, 2023, per the recommendation of President Judge Legg.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of Director of Elections/Voter Registrar/Director of Passport Processing, \$40,200.25 per year, with a six-month probationary period and benefits according to the County Policy Manual, effective July 26, 2023 per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to create the full-time, union-eligible position of Assistant Director of Elections/Voter Registrar/Passport Specialist, \$14.49 per hour, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, effective July 26,2023, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel approve Resolution 2023-07, adopting Amendment 1 to the Retirement Plan Document to reflect the changes to the date benefit payments.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:06 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 2023-10
8/16/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the July 26, 2023, Salary Board Meeting, with the changes to motions 3&4, adding the effective date of July 26, 2023.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the temporary, full-time, non-union position of Deputy Chief Clerk/Acting Director of Elections/Voter Registrar, \$55,563.60/year, effective August 24, 2023, until the position is filled and trained, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, union-eligible position of Assistant Director of Elections/Voter Registrar, effective August 16, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the change in grade for the Accounting Clerk/HR Support to grade 7, \$20.77 per hour, due to additional duties of payroll and reporting, effective August 24, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, non-union position of Director of Elections/Voter Registrar, effective August 16, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:04 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 2023-11
9/13/2023

Commissioner Arnold called the Salary Board meeting to order at 9:21 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the August 16, 2023, Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Administrative Assistant/Grant Coordinator for the Treasurer's office, salary of \$36,180.23, effective September 13, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Acting Treasurer Rebecca Wescott.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, union-eligible position of 2nd Deputy/Administrative Assistant, effective September 13, 2023, per the recommendation of Acting Treasurer Rebecca Wescott.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:23 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 2023-12
9/27/2023

Commissioner Arnold called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the September 13, 2023, Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve amending the Miscellaneous Compensation Schedule for the Election Training Pay of \$50.00 flat fee per poll worker, effective September 27, 2023.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of First Deputy Prothonotary/Clerk of Courts/Office Manager, grade 6 with a salary of \$40,200.25, effective September 27, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of First Deputy Prothonotary/Clerk of Courts, effective September 28, 2023, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to change one existing full-time Deputy Sheriff position to a part-time, union-eligible position of Deputy Sheriff, \$17.40 per hour, no more than 29 hours per week, effective September 27, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Agreement and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:03 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 2023-13
10/11/2023

Commissioner Arnold called the Salary Board meeting to order at 9:11 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott, Anthony Conarton

Public Comment on Agenda Items:
None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the September 27, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the part-time, non-union position of Death Investigator, Grade 4, less than 29 hours per week, effective October 11, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, County Coroner.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of Geographic Information Systems (GIS) Analyst, \$45,727.79 per year, effective October 11, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to table Motion #5.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the part-time, union-eligible position of Administrative Assistant for Juvenile Probation, effective October 11, 2023, per the recommendation of President Judge Jason Legg.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:14 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 23-14
10/25/2023

Commissioner Arnold called the Salary Board meeting to order at 9:14 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the October 11, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, position can be considered for reinstatement if the part-time positions are not filled, effective October 25, 2024.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:16 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

	Susquehanna County Treasurer

SB 23-15
11/8/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items:
None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the October 25, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Director of Promotion & Tourism/Marketing Communications Specialist, grade S9, effective November 8, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:02 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 23-16
11/15/2023

Commissioner Arnold called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the November 8, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to change the grade of the Administrative Assistant/Grant Coordinator for the Treasurer's office to a S6, effective November 15, 2023, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim.
Second by Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:01 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 23-17
12/13/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the November 15, 2023 Salary Board Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create one full-time, non-union position of IT System Administrator, grade 7, effective December 13, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of 911/EMA Systems Administrator, grade 7, effective December 13, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:03 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 23-18
12/27/2023

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, Herschel, and Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items: None

Motion by Commissioner Hall to close public comment.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the December 13, 2023, Salary Board Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the 3% salary increase for 2024 for the non-union eligible employees in categories of confidential, supervisory, and management and reaffirm the insurance copays for all employees and elected officials as 10%.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:02 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer