

CS-19-01
01-09-2019

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the December 26, 2018 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 12/26/2018 for \$25,416.05 for General Expenses
- Cash Disbursement Journal dated 12/27/2018 for \$63,035.07 for General Expenses
- Cash Disbursement Journal dated 01/03/2019 for \$451,997.28 for General Expenses
- Cash Disbursement Journal dated 01/04/2019 for \$67,175.95 for Children & Youth
- Cash Disbursement Journal dated 01/08/2019 for \$7,583.26 for General Expenses
- EFTPS payment dated 01/09/2019 for \$74,778.86 for Federal Payroll Taxes
- Electronic payment dated 01/09/2019 for \$9,385.18 for State Withholding Taxes
- Electronic payment dated 01/09/2019 for \$19,425.14 for Employee Retirement
- Electronic payment dated 01/09/2019 for \$1,481.42 for PA SCUDU
- Cash Disbursement Journal dated 01/09/2019 for \$212,316.60 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- ~Rachel Carrico, Chief Clerk Office, Management Conference, Binghamton NY, February 12, 2019, Total Cost \$199.00, Cost to County \$199.00.
- ~Michele Jerauld, Domestic Relations, Spring Domestic Relations Section Directors' Meeting, State College, PA, April 22-24, 2019, Total Cost \$436.64, Cost to County \$0.
- ~Scott Aylesworth and Ralph Schwartz, EMA, PEMA In-service Training, Varied locations, as scheduled, Total Cost \$0, Cost to County \$0.
- ~Scott Aylesworth and Ralph Schwartz, EMA, NEPRCTTF Meetings, Varied locations, March 20, June 19, September 18, and December 18, 2019, Total Cost \$0, Cost to County \$0.
- ~Bruce Butler, Nancy Tator, 911 Admin, PEMA Quarterly Advisory Meetings, PEMA HQ, Harrisburg, March, June, September, and December 2019, Total Cost \$75, Cost to County \$75.
- ~Bruce Butler, 911 Deputy Director Systems, NECORE Meetings, Monroe County, Dates: as needed, Total Cost \$25.00, Cost to County \$25.00.
- ~Scott Aylesworth and Ralph Schwartz, EMA, VEOCI Bootcamp, New Haven, CT, February 5-8, 2019, Total Cost \$1,560, Cost to County \$1,560.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to change the dates for Dominick Brady, Aiyana Brown, and Penny Alden, SCCF, DOC Basics, Elizabethtown, PA, from January 7 – February 8, 2019 to February 25 – March 29, 2019, Total Cost \$3,450, Cost to County \$3,450.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Thomas Jagel from the full-time union-eligible position of 911 Telecommunicator to the open part-time, union-eligible position of 911 Telecommunicator, variable hours per week, \$17.05 per hour, effective January 1, 2019, six-month probationary period and benefits per the Residual Bargaining Unit Contract and County Policy Manual, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren approve the hiring of William Zalewski, Montrose, to the open, union-eligible, temporary position of Part-Time Vehicle Detailer, effective January 2, 2019, \$9.70 per hour, less than 1000 hours per year, varied hours, with a six-month probationary period and benefits per the Residual Bargaining Unit Contract and County Policy Manual, per the recommendation of Dennis Landis, Maintenance Department Head.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the retirement of Wanda Travis, First Deputy Tax Claim Director / Office Manager, effective January 23, 2019, per the recommendation of Treasurer Jason Miller.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Anna Winters, Susquehanna, to the open, union-eligible position of Full-Time Telecommunicator/Dispatcher Trainee, effective January 25, 2019, \$12.50 per hour, 40 hours per week, with a six-month probationary period and benefits per the Residual Bargaining Unit Contract and County Policy Manual, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret, the resignation of Ryan Tator from the position of Deputy Director of Public Safety / 911 Operations / Systems Manager, effective February 1, 2019.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Brad Ellsworth, Forest City, to the open, full-time, non-union position of Deputy Director of Public Safety / 911 Operations / Systems Manager, effective February 4, 2019, salary of \$42,000 with an increase to \$45,000 upon successful completion of required certifications, minimum of 40 hours per week, with a six-month probationary period and benefits per the County Policy Manual and government mandated requirements, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Greenman-Pedersen, Inc., Scranton, PA for Design and Construction Services for County Bridge #19 in Lathrop Township for a fee of \$109,137.76. Funding will come from Act 13.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve MOU for payment in the amount of \$163,349.15 to Penn State Cooperative Extension for 4H and Master Gardener programming effective January 1 – December 31, 2019 with quarterly payments.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Act 101, Section 902 Recycling Development and Implementation Grant Agreement with DEP for the amount of \$105,076.00.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign FEMA Designation of Agent Resolution for submission of FEMA – 4408-DR-PA for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a maintenance agreement with Reed's Generator Service, Inc., Jackson, PA., for one annual maintenance inspection on County generators for the amount of \$1,060.00.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open a 3-month Certificate of Deposit with Peoples Security Bank and Trust, Hallstead, with \$4,000,000.00 from Act 13 Account at an interest rate of 2.39%.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to advertise for bids for sale of a 2007 Chevy Impala.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open, and award, following the review of the Solicitor, sealed bids for Website Design Services.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Website Bids as Follows:

Amy Stoddard	\$62,000.00
CCAP	\$19,000.00
Civic Plus	\$28,000.00
Granicus	\$35,000.00

Note: County Excavator Bid was awarded to Ken Rauch Excavating Inc., Montrose, PA (Bid is on file).

Public Comment:

High Speed Internet

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:23 am.

ATTEST:

Martin Kane, Chief Clerk

Susquehanna County Commissioners

CS-19-02
02-13-2019

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the January 9, 2019 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Election Board meeting at 9:03 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:09 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 01/09/2019 for \$129,541.57 for General Expenses
 - Cash Disbursement Journal dated 01/11/2019 for \$2,256.43 for General Expenses
 - Cash Disbursement Journal dated 01/16/2019 for \$977.02 for Jury Expenses
 - Cash Disbursement Journal dated 01/16/2019 for \$74,636.03 for General Expenses
 - Cash Disbursement Journal dated 01/17/2019 for \$70,519.47 for CYS Expenses
 - Cash Disbursement Journal dated 01/23/2019 for \$142,050.50 for General Expenses
 - Cash Disbursement Journal dated 01/25/2019 for \$22,018.92 for General Expenses
 - Cash Disbursement Journal dated 01/30/2019 for \$33,573.64 for General Expenses
 - Cash Disbursement Journal dated 01/31/2019 for \$329,117.29 for General Expenses
 - Cash Disbursement Journal dated 02/07/2019 for \$300,553.48 for General Expenses
 - EFTPS payment dated 01/23/2019 for \$72,591.63 for Federal Payroll Taxes
 - Electronic payment dated 01/23/2019 for \$9,220.77 for State Withholding Taxes
 - Electronic payment dated 01/23/2019 for \$18,300.50 for Employee Retirement
 - Electronic payment dated 01/23/2019 for \$1,481.42 for PA SCDU
 - Cash Disbursement Journal dated 01/23/2019 for \$213,278.44 for Net Wages
 - Cash Disbursement Journal dated 02/04/2019 for \$81,285.32 for General Expenses
 - EFTPS payment dated 02/06/2019 for \$70,431.85 for Federal Payroll Taxes
 - Electronic payment dated 02/06/2019 for \$8,974.71 for State Withholding Taxes
 - Electronic payment dated 02/06/2019 for \$18,815.17 for Employee Retirement
 - Electronic payment dated 02/06/2019 for \$1,481.42 for PA SCDU
 - Cash Disbursement Journal dated 02/06/2019 for \$203,675.40 for Net Wages
 - Cash Disbursement Journal dated 02/08/2019 for \$1,500.00 for Tower Lease
- Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

~Rachel Carrico and Brian James, Commissioners' Office, Managing Multiple Priorities and Projects, March 11, 2019, Scranton, PA, Total Cost \$390.00, Cost to County \$390.00.

~Elizabeth Arnold, Commissioner, CCAP Spring Conference, March 24-26, 2019, Harrisburg, PA, Total Cost \$468.00 plus mileage, Cost to County \$468.00 plus mileage.

~Richard Ely, Veterans Affairs, 2019 PSACDVA Conference, Greensburg, PA, June 17-21, 2019, Total Cost \$807.48, Cost to County \$807.48.

~Tara Wilbur, Veterans Affairs, 2019 PSACDVA Conference, Greensburg, PA, June 17-21, 2019, Total Cost \$901.78, Cost to County \$901.78.

~Stacy Thatcher, Commissioners' Office, 2019 PEMA Grants Workshop, March 5 & 6, 2019, Harrisburg, PA, Total Cost \$435.00, Cost to County \$435.00.

~Stephen Janoski, IT, CCAP PACyberSafe / IT Quarterly Meeting, March 11-12, 2019, Harrisburg, PA, Total Cost \$186.00, Cost to County \$186.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Kelsea Cobb from the part-time position of Corrections Officer, effective January 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of April Hansen from the part-time position of Corrections Officer, effective January 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Macy Rudock from the position of Assistant Director of Elections / Voter Registrar, to the full-time, non-union position of Director of Elections / Voter Registrar, salary of \$35,000, minimum 40 hours per week, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, effective January 27, 2019, per the recommendation of Chief Clerk Martin Kane.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Amanda Maffett, Thompson, to the open, union-eligible position of Part-Time Corrections Officer, effective January 28, 2019, \$14.23 per hour, varied hours, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Warren to ratify extending Karrissa Chamberlain in the Part-Time Temporary position of Real Estate/Civil/Criminal Clerk, through June 30, 2019, no change in pay, no more than three days per week, no benefits, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to appoint Loren Salsman, Dimock, to complete the unexpired term of Ted Place which will expire on January 1, 2020 on the Susquehanna County Planning Commission effective February 13, 2019 per the recommendation of the Planning Commission.

Second Commissioner Hall. Ayes: Hall, Arnold, Nay Warren. Motion Carried.

Motion by Commissioner Arnold to amend Motion 11 to state that term will expire on December 31, 2019.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint Lori Moore, Kingsley, to the Susquehanna County Industrial and Commercial Development Authority effective March 1, 2019 through February 28, 2025 per the recommendation of the Authority.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Katelyn Briggs from the position of Caseworker II, effective February 22, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Anthony Catanzaro from the position of Materials Sorter, effective February 22, 2019, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Marjorie Parry, Hallstead, to the open, full-time, union-eligible position of Assistant Director of Elections / Voter Registrar, effective February 28,

2019, \$11.48 per hour, minimum 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and government mandated requirements, per the recommendation of Macy Rudock, Director of Elections / Voter Registrar. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a Purchase of Service Agreement with United Charities, Inc. & United Children's Homes, Inc., West Hazleton, PA for Child Welfare Services at a per diem rate of \$145.00 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Children's Service Center of Wyoming Valley, Wilkes Barre, PA, for Child Welfare Services at a per diem rate of \$51.26 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with The Institute for Human Resources and Services, Inc., Kingston, PA, for Child Welfare Services at a per diem rate of \$20.00 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with George Junior Republic / Preventative Aftercare, Inc, Grove City, PA, for Child Welfare Services at a per diem rate of \$48.49 for Family Preservation Services and a per diem rate of \$29.61 for Life Skills Services effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Cove Prep of White Deer Run, Pittsburgh, PA., for Child Welfare Services at a per diem rate of \$300.00 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to enter an agreement with Adelphoi Village, Inc., Latrobe, PA., for Child Welfare Services at per diem rates per Attachment F effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Avanco International, Inc., Clifton, VA, for upgrade of the Adoption and Foster Care Analysis and Reporting System for an amount of \$472.05 per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign County of Lackawanna Resolution 18-0261, approving the Provider Agreement with Endless Mountains Extended Care for the Department of Human Services Lackawanna/Susquehanna's Office of Drug and Alcohol Programs effective July 1, 2018 through June 30, 2019. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve an agreement with MCM Consulting Group, Inc. to complete the Commodity Flow Study for a fee of \$10,850.00, per the recommendation of Director of Public Safety Bruce Butler. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve an agreement with MCM Consulting Group, Inc. for Consulting Services to maintain the 2018 Hazard Mitigation Plan for Susquehanna County for a fee of \$10,350.00 per year for 4 years for a total of \$41,400.00, per the recommendation of Director of Public Safety Bruce Butler. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an Administrative Entity Operating Agreement with Lackawanna Susquehanna BH/ID/EI program for conducting the administrative functions of the Consolidated (CMS # PA.0147), Person/Family Directed Support (P/FDS) (CMS #PA.0354), and Community Living (CMS # PA.1486) Waivers for Prospective Waiver participants and Waiver participants and for the purpose of conducting the initial Level of care (LOC) evaluation of Prospective Waiver participants for the Consolidate, P/FDS, Community Living, and Adult Autism Waivers (CMS # PA.0593) effective March 1, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Memorandum of Understanding and Agreement between Susquehanna County Commissioners, Susquehanna County Juvenile Probation and the Susquehanna Community School District effective from August 1, 2018 through July 31, 2019 for the School Based Probation Program for the total sum of \$ 10,912.97 for the allotted term.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a gas lease with Epsilon Energy USA, Inc., Houston, TX, for 10 acres located in Rush Township, for 5 years at \$3,000.00 per acre and 15% royalties.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify a Change Order with C&D Weatherproofing in the amount of \$1,813 for installation of wood blocking on County Office Building parapet.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the following Change Orders with William H. Lane for the Maintenance Building in the amount of \$14,454.00:

- Modify HVAC system
- Install wall penetrations to accommodate HVAC
- Add ADA Compliant parking spot
- Install additional electrical circuits
- Install utility sink
- Insurance and Bond
- OH&P

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept any price negotiated by the Tax Claim Bureau to sell free and clear from the 2019 Repository Properties, with the taxing district's written approval.
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Tax Claim Bureau Exoneration Request: New Milford Borough, parcel 109.06-1, 078.00,001, in the name of Renee L. Broad, consisting of a trailer only, assessed at \$1,000. Assessment sent notification to Tax Claim Bureau that the trailer had been demolished or removed.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the transfer of \$40,000.00 from the General Fund to the line item in the General Fund for 2019 Agricultural Land Preservation.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to support the Susquehanna County Farm Bureau and the Pennsylvania Farm Bureau by providing funding in the amount of \$2,100 per elementary school for Agriculture Promotion in the classroom. Funding will come from the Marcellus Legacy Fund and will go to the Pennsylvania Farm Bureau Foundation in support of Agriculture Promotion.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify signing the Federal Fiscal Year 2018 Certifications and Assurances for Federal Transit Administrative Assistance Programs.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-01 Opposing Changes to the Medical Assistance Transportation Program.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-01 proclaiming February 2019 as American Heart Month.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: Website Design Services bid was awarded to County Commissioners' Association of Pennsylvania (Bid is on file).

Public Comment:

- Comprehensive Plan
- Road Conditions
- Stream Maintenance
- NG Advantage

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 10:20am.

ATTEST:

Rachel Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-19-03
02-27-2019

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the February 13, 2018 Commissioners' Meeting with the amendment to motions 31 and 32 to note the motion was recommended by Jason Miller, Treasurer / Tax Claim Director.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 2/13/2019 for \$121,787.12 for General Expenses
- Cash Disbursement Journal dated 2/14/2019 for \$10,878.81 for General Expenses
- Cash Disbursement Journal dated 2/19/2019 for \$83,050.27 for Children & Youth
- Cash Disbursement Journal dated 2/20/2019 for \$270,926.49 for General Expenses
- Cash Disbursement Journal dated 2/25/2019 for \$41,074.17 for General Expenses
- Cash Disbursement Journal dated 2/25/2019 for \$850.42 for Jury Expenses
- EFTPS payment dated 02/20/2019 for \$73,987.46 for Federal Payroll Taxes
- Electronic payment dated 02/20/2019 for \$9,398.43 for State Withholding Taxes
- Electronic payment dated 02/20/2019 for \$18,569.99 for Employee Retirement
- Electronic payment dated 02/20/2019 for \$1,481.42 for PA SCDU
- Cash Disbursement Journal dated 02/20/2019 for \$217,419.01 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- ~Michelle Graziano and Elizabeth Karpov, Children and Youth Services, PCYA Quarterly Meeting, March 20-22, 2019, State College, PA, Total Cost \$1,073.20, Cost to County \$214.64.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept with regret the resignation of Jesse Pruitt from the position of Deputy Sheriff, effective February 22, 2019, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Martin Kane from the position of Chief Clerk, effective March 11, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of James Wetherill from the part-time position of Corrections Officer, effective February 19, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign an agreement with BlueJeans Network, Inc., Mountain View, CA, to provide hosted video conferencing services, at a cost of \$9,349.20 for a one-year period beginning March 11, 2019, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: The BlueJeans Network is 90% Grant Funded.

Motion by Commissioner Warren to sign an addendum to the Original Regional NG911 Telephony System & ESInet Professional Services Agreement Dated 3/08/2017 to provide continued services for assessment, acquisition, implementation, verification, training and project management services for Text to 911 Implementation, RapidSOS Implementation, CHE Maintenance, ESInet Maintenance, and 15% Regional Funding Applications for the period January 1, 2019 to December 31, 2019 for the amount of \$52,500.00 to be paid out of PEMA 15% funding grant per the recommendation of Public Safety Director Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Cornell Abraxas Group, Inc., Pittsburgh, PA, to provide child welfare services at per diem rates per Abraxas Rate Schedule effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Children's Service Center of Wyoming Valley, Inc. Wilkes-Barre, PA, to provide child welfare services at per diem rate of \$225.43, effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Commonwealth of Pennsylvania Department of Community and Economic Development Community Development Block Grant Program Contract in the amount of Two Hundred Fifty Four Thousand, Two Hundred Ninety Eight Dollars (\$254,298.00).

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to exonerate the Susquehanna County Tax collectors from collecting the County 2018 delinquent County returns in the amount of \$482,921.33 per the recommendation of Treasurer Jason D. Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2018-02, proclaiming March 2019 as "Colon Cancer Awareness Month" in Susquehanna County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment

- ~The passing of Ms. Eleanor Kurosky
- ~Progress Authority Update from Mr. Tony Ventello
- ~McKean County roads vs. Susquehanna County roads
- ~New District 4 Manager with PennDot

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:46 am.

ATTEST:

Rachel R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-19-02
02-13-2019

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the January 9, 2019 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Election Board meeting at 9:03 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:09 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 01/09/2019 for \$129,541.57 for General Expenses
- Cash Disbursement Journal dated 01/11/2019 for \$2,256.43 for General Expenses
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- Electronic payment dated 02/06/2019 for \$1,481.42 for PA SCU
- Cash Disbursement Journal dated 02/06/2019 for \$203,675.40 for Net Wages
- Cash Disbursement Journal dated 02/08/2019 for \$1,500.00 for Tower Lease

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- ~Rachel Carrico and Brian James, Commissioners' Office, Managing Multiple Priorities and Projects, March 11, 2019, Scranton, PA, Total Cost \$390.00, Cost to County \$390.00.
- ~Elizabeth Arnold, Commissioner, CCAP Spring Conference, March 24-26, 2019, Harrisburg, PA, Total Cost \$468.00 plus mileage, Cost to County \$468.00 plus mileage.
- ~Richard Ely, Veterans Affairs, 2019 PSACDVA Conference, Greensburg, PA, June 17-21, 2019, Total Cost \$807.48, Cost to County \$807.48.
- ~Tara Wilbur, Veterans Affairs, 2019 PSACDVA Conference, Greensburg, PA, June 17-21, 2019, Total Cost \$901.78, Cost to County \$901.78.
- ~Stacy Thatcher, Commissioners' Office, 2019 PEMA Grants Workshop, March 5 & 6, 2019, Harrisburg, PA, Total Cost \$435.00, Cost to County \$435.00.
- ~Stephen Janoski, IT, CCAP PACyberSafe / IT Quarterly Meeting, March 11-12, 2019, Harrisburg, PA, Total Cost \$186.00, Cost to County \$186.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Kelsea Cobb from the part-time position of Corrections Officer, effective January 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of April Hansen from the part-time position of Corrections Officer, effective January 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Macy Rudock from the position of Assistant Director of Elections / Voter Registrar, to the full-time, non-union position of Director of Elections / Voter Registrar, salary of \$35,000, minimum 40 hours per week, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, effective January 27, 2019, per the recommendation of Chief Clerk Martin Kane.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Amanda Maffett, Thompson, to the open, union-eligible position of Part-Time Corrections Officer, effective January 28, 2019, \$14.23 per hour, varied hours, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation Warden Mark Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Warren to ratify extending Karrissa Chamberlain in the Part-Time Temporary position of Real Estate/Civil/Criminal Clerk, through June 30, 2019, no change in pay, no more than three days per week, no benefits, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to appoint Loren Salsman, Dimock, to complete the unexpired term of Ted Place which will expire on January 1, 2020 on the Susquehanna County Planning Commission effective February 13, 2019 per the recommendation of the Planning Commission.

Second Commissioner Hall. Ayes Hall, Arnold, Nay Warren. Motion Carried.

Motion by Commissioner Arnold to amend Motion 11 to state that term will expire on December 31, 2019.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint Lori Moore, Kingsley, to the Susquehanna County Industrial and Commercial Development Authority effective March 1, 2019 through February 28, 2025 per the recommendation of the Authority.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Katelyn Briggs from the position of Caseworker II, effective February 22, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Anthony Catanzaro from the position of Materials Sorter, effective February 22, 2019, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Marjorie Parry, Hallstead, to the open, full-time, union-eligible position of Assistant Director of Elections / Voter Registrar, effective February 28, 2019, \$11.48 per hour, minimum 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and government mandated requirements, per the recommendation of Macy Rudock, Director of Elections / Voter Registrar.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a Purchase of Service Agreement with United Charities, Inc. & United Children's Homes, Inc., West Hazleton, PA for Child Welfare Services at a per diem rate of \$145.00 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Children's Service Center of Wyoming Valley, Wilkes Barre, PA, for Child Welfare Services at a per diem rate of \$51.26 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with The Institute for Human Resources and Services, Inc., Kingston, PA, for Child Welfare Services at a per diem rate of \$20.00 effective July 1,

2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with George Junior Republic / Preventative Aftercare, Inc, Grove City, PA, for Child Welfare Services at a per diem rate of \$48.49 for Family Preservation Services and a per diem rate of \$29.61 for Life Skills Services effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Cove Prep of White Deer Run, Pittsburgh, PA., for Child Welfare Services at a per diem rate of \$300.00 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to enter an agreement with Adelphoi Village, Inc., Latrobe, PA., for Child Welfare Services at per diem rates per Attachment F effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Avanco International, Inc., Clifton, VA, for upgrade of the Adoption and Foster Care Analysis and Reporting System for an amount of \$472.05 per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign County of Lackawanna Resolution 18-0261, approving the Provider Agreement with Endless Mountains Extended Care for the Department of Human Services Lackawanna/Susquehanna's Office of Drug and Alcohol Programs effective July 1, 2018 through June 30, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve an agreement with MCM Consulting Group, Inc. to complete the Commodity Flow Study for a fee of \$10,850.00, per the recommendation of Director of Public Safety Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve an agreement with MCM Consulting Group, Inc. for Consulting Services to maintain the 2018 Hazard Mitigation Plan for Susquehanna County for a fee of \$10,350.00 per year for 4 years for a total of \$41,400.00, per the recommendation of Director of Public Safety Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an Administrative Entity Operating Agreement with Lackawanna Susquehanna BH/ID/EI program for conducting the administrative functions of the Consolidated (CMS # PA.0147), Person/Family Directed Support (P/FDS) (CMS #PA.0354), and Community Living (CMS # PA.1486) Waivers for Prospective Waiver participants and Waiver participants and for the purpose of conducting the initial Level of care (LOC) evaluation of Prospective Waiver participants for the Consolidate, P/FDS, Community Living, and Adult Autism Waivers (CMS # PA.0593) effective March 1, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Memorandum of Understanding and Agreement between Susquehanna County Commissioners, Susquehanna County Juvenile Probation and the Susquehanna Community School District effective from August 1, 2018 through July 31, 2019 for the School Based Probation Program for the total sum of \$ 10,912.97 for the allotted term.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a gas lease with Epsilon Energy USA, Inc., Houston, TX, for 10 acres located in Rush Township, for 5 years at \$3,000.00 per acre and 15% royalties.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify a Change Order with C&D Weatherproofing in the amount of \$1,813 for installation of wood blocking on County Office Building parapet.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the following Change Orders with William H. Lane for the Maintenance Building in the amount of \$14,454.00:

- Modify HVAC system
- Install wall penetrations to accommodate HVAC
- Add ADA Compliant parking spot
- Install additional electrical circuits
- Install utility sink
- Insurance and Bond
- OH&P

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept any price negotiated by the Tax Claim Bureau to sell free and clear from the 2019 Repository Properties, with the taxing district's written approval, per the recommendation of Jason Miller, Treasurer / Tax Claim Director.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Tax Claim Bureau Exoneration Request: New Milford Borough, parcel 109.06-1, 078.00,001, in the name of Renee L. Broad, consisting of a trailer only, assessed at \$1,000. Assessment sent notification to Tax Claim Bureau that the trailer had been demolished or removed, per the recommendation of Jason Miller, Treasurer / Tax Claim Director.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the transfer of \$40,000.00 from the General Fund to the line item in the General Fund for 2019 Agricultural Land Preservation.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to support the Susquehanna County Farm Bureau and the Pennsylvania Farm Bureau by providing funding in the amount of \$2,100 per elementary school for Agriculture Promotion in the classroom. Funding will come from the Marcellus Legacy Fund and will go to the Pennsylvania Farm Bureau Foundation in support of Agriculture Promotion.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify signing the Federal Fiscal Year 2018 Certifications and Assurances for Federal Transit Administrative Assistance Programs.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-01 Opposing Changes to the Medical Assistance Transportation Program.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-01 proclaiming February 2019 as American Heart Month.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: Website Design Services bid was awarded to County Commissioners' Association of Pennsylvania (Bid is on file).

Public Comment:

- Comprehensive Plan
- Road Conditions
- Stream Maintenance
- NG Advantage

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 10:20am.

ATTEST:

Rachel Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-19-04
03-13-2019

Commissioner Hall called the Meeting to order at 9:00am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

Ruth Evans	Treasurer's Office	January 5 th	10 years
Vernon Bailey	Correctional Facility	January 27 th	5 Years
Jeffrey Hindman	Correctional Facility	February 24 th	5 Years
Samantha Wickizer	Assessment Office	February 24 th	5 Years
Ronald Gregory	Maintenance	March 6 th	5 Years
Diana Snow	Domestic Relations	March 22 nd	20 years

Motion by Commissioner Warren to approve the minutes of the February 27, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:02 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:04 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 02/27/2019 for \$377,543.60 for General Expenses
- Cash Disbursement Journal dated 03/04/2019 for \$67,848.25 for General Expenses
- Cash Disbursement Journal dated 03/06/2019 for \$16,447.07 for General Expenses
- Cash Disbursement Journal dated 03/06/2019 for \$13,484.73 for General Expenses
- EFTPS payment dated 03/06/2019 for \$74,473.97 for Federal Payroll Taxes
- Electronic payment dated 03/06/2019 for \$9,400.87 for State Withholding Taxes
- Electronic payment dated 03/06/2019 for \$19,052.06 for Employee Retirement
- Electronic payment dated 03/06/2019 for \$1,481.42 for PA SCDU
- Cash Disbursement Journal dated 03/06/2019 for \$213,282.40 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- ~Alan Hall, Commissioner, Spring CCAP Conference, Harrisburg, PA, March 23-26, 2019, Total Cost \$330.36, Cost to County \$330.36.
- ~Lisa M. Vail, Juvenile Probation Office, Antisocial, Borderline, Narcissistic and Histrionic, Scranton, PA, April 9, 2019, Total Cost \$111.99, Cost to County \$111.19.
- ~Jason Miller, Treasurer / Tax Claim Director, Spring Conference, April 12, 2019, State College, PA, Total Cost \$92.80, Cost to County \$92.80.
- ~Brad Ellsworth, 911 Center, EMD Certification, April 1-3, 2019, Allentown, PA, Total Cost \$1,264.86, Cost to County \$1,264.86.
- ~Bruce Butler and Nancy Tator, Department of Public Safety, 2019 Navigator Conference, April 23-25, 2019, National Harbor, MD, Total Cost \$2,909.72, Cost to County \$2,909.72.
- ~Matthew J. Higgings V, Assessment Office, Annual Conference on Assessment Administration, Pittsburgh, PA, May 1-3, 2019, Total Cost \$1,157.10, Cost to County \$1,157.10.
- ~Robert Hyde, Assessment Office, Annual Conference on Assessment Administration, Pittsburgh, PA, May 1-3, 2019, Total Cost \$1,157.10, Cost to County \$1,157.10.
- ~Sarah Proof, Assessment Office, Annual Conference on Assessment Administration, Pittsburgh, PA, May 1-3, 2019, Total Cost \$1,157.10, Cost to County \$1,157.10
- ~Matthew Granick, Sheriff's Department, Taser Instructor Recertification, May 14-15, 2019, Total Cost to County \$815.00, Cost to County \$815.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to amend the motion approving the hiring of Marjorie Parry, Hallstead, to the position of Assistant Director of Elections / Voter Registrar made on February 13, 2019, changing the effective date from February 28 to March 4, 2019, per the recommendation of Macy Rudock, Director of Elections / Voter Registrar.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Stacy Thatcher, from the position of Grant Coordinator/Payroll/Accounts Payable Clerk, effective end of business March 22, 2019, per the recommendation of Rachel Carrico, Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the professional services agreement between Susquehanna County and Kohanski Company to provide the Pennsylvania Department of Human Services Single Audit Supplement in the amount of \$39,900.00, for the fiscal years ended June 30, 2018 and December 31, 2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment

*Forest City Borough Mayor Chris Ginton and Paul Daugevelo (local business owner) spoke on behalf of the community for the County Commissioners' support over the years and how far the Community has grown recently.

"Forest City is not a Forgotten Town" – Mayor Chris Ginton

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:17 am.

ATTEST:

Rachel R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-19-05
03-27-2019

Commissioner Hall called the Meeting to order at 9am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the March 13, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 03/13/2019 for \$58,530.08 for General Expenses
- Cash Disbursement Journal dated 03/18/2019 for \$75,965.01 for CYS Expenses
- Cash Disbursement Journal dated 03/20/2019 for \$123,075.78 for General Expenses
- Cash Disbursement Journal dated 03/21/2019 for \$2,949.22 for General Expenses
- Cash Disbursement Journal dated 03/25/2019 for \$701.80 for Jury Expenses
- EFTPS payment dated 03/20/2019 for \$70,948.60 for Federal Payroll Taxes
- Electronic payment dated 03/20/2019 for \$9,068.55 for State Withholding Taxes
- Electronic payment dated 03/20/2019 for \$18,528.76 for Employee Retirement
- Electronic payment dated 03/20/2019 for \$1,481.42 for PA SCDU
- Cash Disbursement Journal dated 03/20/2019 for \$209,336.39 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

~Lisa M. Vail, Juvenile Probation Office, PA Pain & Addiction Summit, Wilkes Barre, PA, April 12, 2019, Total Cost \$130.00, Cost to County \$130.00.

~Patrick Moritzkat, Corrections Officer, DOC Training, May 20, 2019 – June 21, 2019, Harrisburg PA, Total Cost \$1,150.00, Cost to County \$1,150.00.

~Matthew Snow, Corrections Officer, DOC Training, May 20, 2019 – June 21, 2019, Harrisburg PA, Total Cost \$1,150.00, Cost to County \$1,150.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Timothy Burgh from the position of Task Force Detective, effective March 20, 2019, per the recommendation of District Attorney Marion O'Malley.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept, with regret, the resignation of Anna Winters from the full-time position of 911 Dispatcher/Telecommunicator Trainee, effective March 16, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of Ruth Evans from the position of First Deputy Treasurer, effective March 27, 2019, per the recommendation of Treasurer Jason Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Rebecca Wescott, Montrose, to the open, non-union position of First Deputy Treasurer / Tax Claim, \$35,000 per year, minimum 40 hours per week, with a six-month probationary period and benefits according to the County Policy Manual, effective March 28, 2019, per the recommendation of the Treasurer Jason Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Angela Holleran from the position of Establishment Specialist/Court Liaison to the open, non-union position of Assistant Director of Domestic Relations, \$32,000 per year, minimum 40 hours per week, with a six-month probationary period and benefits per the County Policy Manual, effective March 28, 2019, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the hiring of Andrew Genneken, Thompson, to the open, union-eligible position of Part-Time 911 Telecommunicator / Dispatcher Trainee, \$12.50 per hour, varied hours, with a six-month probationary period and benefits according to the Residual

Bargaining Unit Contract and County Policy Manual, effective April 1, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator. Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of John Colton, Brackney, to the open, union-eligible position of Deputy Sheriff, \$13.50 per hour, minimum 40 hours per week, with a six-month probationary period and benefits per the Court Related Bargaining Unit Contract and County Policy Manual, effective April 10th, 2019, per the recommendation of Sheriff Lance Benedict. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Nicole Colton, Brackney, to the open, union-eligible position of Part-Time Corrections Officer, \$14.23 per hour, varied hours, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, effective April 10, 2019, per the recommendation of Warden Mark Shelp. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Tax Claim Bureau Exoneration Requests:

Lathrop Township parcel 221.00-1,042.00,001, in the name of Susan E. Misa, consisting of a mobile home only. Assessment sent an email to Tax Claim Bureau on 2/12/19 that the trailer was discovered to have burned and the parcel was deleted October 2018.

Forest City Borough parcel 268.10-1,014.00,000 in the name of St. Johns Baptist Greek Catholic Church, consisting of land and building. Assessment sent notification to Pamela Green, Forest City Borough Tax Collector on 1/24/2019 that the property should not be taxed and school tax should be exonerated.

Forest City Borough parcel 268.10-1,004.00,000 in the name of St. Johns Baptist Greek Catholic Church, consisting of land only. Assessment sent notification to Pamela Green, Forest City Borough Tax Collector on 1/24/2019 that the property should not be taxed and school tax should be exonerated.

Clifford Township parcel 245.00-2,017.00,007, in the name of Kenneth P. Medric, consisting of a mobile home only. Assessment sent notification on to Tax Claim Bureau on 2/5/19 that the trailer was razed and the parcel is now reference only.

Clifford Township parcel 266.00-1,087.00,028 in the name of Robert Parks, consisting of a mobile home only. Assessment sent notification to Tax Claim Bureau on 2/6/19 that the trailer was removed from the property and the parcel deleted.

Great Bend Township parcel 070.00-2,008.00,001, in the name of Mark & Brenda Rudock, consisting of a mobile home only. Assessment sent notification to Tax Claim Bureau on 2/8/19 that the trailer was removed from the property and the parcel was deleted.

Harmony Township, parcel 077.00-1,018.00,000, in the name of Dennis & Esther Perry. Assessment sent notification to Tax Claim Bureau on 2/11/19 that the parcel was deleted per court order dated 3/2/18.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve and sign the 2012 Susquehanna County Local Emergency Planning Committee By-Laws as current. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the Susquehanna County Local Emergency Planning Committee members for the 2019 term:

Commissioner Alan Hall	Elected Official
Commissioner Elizabeth Arnold	Elected Official
Commissioner MaryAnn Warren	Elected Official
Blaine Dibble	Hospital
Jessica Chiaramonte	Health
Kiana Lavery	Health
Phil Price	Fire Fighting Personnel
TJ Jimmie	Hazard Materials Response
Bruce Butler	Emergency Management, 911 DPS
Scott Aylesworth	Emergency Management, EMA

Aaron Griggs
Beverly Griffiths
Don Kessler, Jr.
Kate Kamp
Michael Stalneckner

Broadcast Media
Community Groups
SARA Title Facilities, PA American Water
SARA Title Facilities, Oil and Gas
PEMA Eastern Region Office

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to advertise for public and municipal bid for the following vehicles: 2013 Black Ford Explorer and 2007 Silver Chevrolet Impala.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the proposal for sidewalk repair located on Lake Avenue to the corner of Maple Street, repairs will bring sidewalk to ADA accessible standards, project cost of \$42,000, \$18,000 funded by grant funds, \$24,000 from the general fund.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to appoint the following to the Susquehanna County Tick Borne Diseases Task Force, immediately through March 9, 2020.

Commissioner Elizabeth Arnold	County Government
Dr. Daniel Cameron	Lyme Disease Specialist
Dr. Clarence Mast, Jr. M.D.	Lyme Disease Specialist
David Teachout	Public Relations
Jane Osborne	Health Practitioner
Concetta Schirra	Physical Therapist Asst.
Phyllis Konstas	Public Sector
Jessica Warner	SCCT
Scott Aylesworth	Emergency Management
Shawn Isby	County Safety
Diane Siefert	Veterinarian
Marianne Rounds	Public Sector

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program Agreements/Contracts for the Fiscal Year 2018-2019 per attached Table.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2019-03, Proclaiming April as Child Abuse Prevention Month in Susquehanna County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2019-04, Proclaiming April 7 - 13, 2019 as National Crime Victims' Rights Week in Susquehanna County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2019-05, Proclaiming April 14 - 20, 2019 as Telecommunicator Week.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2019-06, Proclaiming April as Pennsylvania 811 Safe Digging Month.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

Jean Ruhf- Director of Endless Mountain Visitors Bureau
The Bureau represents Susquehanna, Sullivan and Wyoming Counties.
In the 2017 Report that was presented showed the county as a whole received \$157 Million from spending travelers.

Brinker Capital Representative
Spoke on behalf of the County Pension Plan. We currently are holding more assets than liabilities and the pension is fully funded.

Motion by Commissioner Arnold to close the Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:31 am.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-19-06
04-10-19

Commissioner Hall called the Meeting to order at 8:59 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.
Rolly Brink Maintenance 25 years

Motion by Commissioner Warren to approve the minutes of the March 27, 2019 Commissioners' Meeting, upon correcting the spelling of last name for Jean Ruhf in Public Comments.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 03/25/2019 for \$701.80 for Jury Expenses
- Cash Disbursement Journal dated 03/27/2019 for \$354,523.03 for General Expenses
- Cash Disbursement Journal dated 04/01/2019 for \$16,468.93 for General Expenses
- Cash Disbursement Journal dated 04/03/2019 for \$138,714.99 for General Expenses
- Cash Disbursement Journal dated 04/04/2019 for \$276,426.72 for CYS Expenses
- Cash Disbursement Journal dated 04/05/2019 for \$19,268.16 for General Expenses
- EFTPS payment dated 04/03/2019 for \$71,315.59 for Federal Payroll Taxes
- Electronic payment dated 04/03/2019 for \$9,115.76 for State Withholding Taxes
- Electronic payment dated 04/03/2019 for \$18,343.06 for Employee Retirement
- Electronic payment dated 04/03/2019 for \$1,481.42 for PA SCDU
- Cash Disbursement Journal dated 04/03/2019 for \$207,466.77 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- Joseph Parise, Chad Weaver, Spenser Stoud and Sarah Snee, Children and Youth, Visitation: The heart of Permanency Planning, Pittston, PA, April 8-9, 2019, Total Cost \$96.00, Cost to County \$19.20.
- Bruce Butler, Nancy Tator and Brad Ellsworth, Public Safety, Elk County 911, Ridgeway, PA, April 9, 2019, Total Cost \$135.00, Cost to County \$135.00.
- Scott Aylesworth and Ralph Schwartz, Emergency Management, Penelec Tabletop Exercise, Towanda, PA, April 11, 2019, Total Cost \$0.00, Cost to County \$0.00.
- MaryAnn Warren, Commissioner, 2019 Suicide Prevention Conference, Harrisburg, PA, May 1-2, 2019, Total Cost \$711.76, Cost to County \$711.76
- Rachel Carrico, Chief Clerk Office, CCAP County Administrator Conference, State College, PA, May 29-30, 2019, Total Cost \$563.00, Cost to County \$563.00.
- Jeanne Conklin, Human Resources, CCAP County Administrator Conference, State College, PA, May 29-30, 2019, Total Cost \$563.00, Cost to County \$563.00.
- Stephen Janoski, IT, CCAP County Administrator Conference, State College, PA, May 29-30, 2019, Total Cost \$588.00, Cost to County \$588.00.
- Robert Hyde, Chief Clerk Office, CCAP County Administrator Conference, State College, PA, May 29-30, 2019, Total Cost \$563.00, Cost to County \$563.00.
- Macy Rudock, Voter Registration/Elections, Election Reform, Jim Thorpe, PA, June 6-7, 2019, Total Cost \$199.00, Cost to County \$199.00.
- Marjorie Parry, Voter Registration/Elections, Election Reform, Jim Thorpe, PA, June 6-7, 2019, Total Cost \$199.00, Cost to County \$199.00.
- Jason Miller, County Treasurer, Annual CTAP Convention, Cranberry Twp., PA, June 11-14, 2019, Total Cost \$850.00, Cost to County \$850.00.
- Lisa M. Vail, Juvenile Probation Office, YLS Master Trainer Recertification, State College, PA, June 11, 2019, Total Cost \$186.00, Cost to County \$186.00
- Lisa M. Vail, Juvenile Probation Office, YLS Master Trainer Recertification, State College, PA, October 1, 2019, Total Cost \$156.00, Cost to County \$156.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept, with regret, the resignation of Marissa Thorne from the position of 911 Telecommunicator/Dispatcher, effective April 3, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Robert Hyde Jr. from the position of Director of Assessment / Chief Assessor to the open, full-time, non-union position of Chief Clerk, salary of \$55,000 with an increase to \$60,000 upon successful completion of six-month probationary period, minimum 40 hours per week, with benefits per the County Policy Manual and government mandated requirements, effective April 5, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Sarah Proof from the position of Assistant Director of Assessment to the open, full-time, non-union position of Director of Assessment / Chief Assessor, salary of \$47,000, with a six-month probationary period, minimum 40 hours per week, with benefits per the County Policy Manual and government mandated requirements, effective April 11, 2019, per the recommendation of Chief Clerk Robert Hyde.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Sue Blaisure from the position of 2nd Deputy Tax Claim to the open, full-time, union-eligible position of 2nd Deputy Treasurer / Tax Claim, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and County Policy Manual, effective April 11, 2019, per the recommendation of Treasurer Jason Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Sandra Henry from the position of 2nd Deputy Treasurer to the open, full-time, union-eligible position of 2nd Deputy Treasurer / Tax Claim, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and County Policy Manual, effective April 11, 2019, per the recommendation of Treasurer Jason Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Jillian Smith from the position of 2nd Deputy Clerk of Courts to the open, full-time, union-eligible position of 2nd Deputy Prothonotary / Clerk of Courts, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and County Policy Manual, effective April 11, 2019, per the recommendation of Margaret Krupinski, Prothonotary / Clerk of Courts.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Christine Tingley from the position of 2nd Deputy Prothonotary to the open, full-time, union-eligible position of 2nd Deputy Prothonotary / Clerk Of Courts, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and County Policy Manual, effective April 11, 2019, per the recommendation of Margaret Krupinski, Prothonotary / Clerk of Courts.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to return to the Salary Board meeting at 9:07 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:09 a.m.

Motion by Commissioner Warren to amend the motion approving the hiring of Nicole Colton, Brackney, to the position of Part-Time Corrections Officer, made on March 27, 2019, changing the effective date from April 10, 2019 to April 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of Brian James from the position of Human Resources Administrative Coordinator, effective April 22, 2019, per the recommendation of Jeanne Conklin, Human Resources Director.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the appointment of Robert Hyde as Susquehanna County Open Records Officer, effective April 10, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint the following to the Solid Waste Advisory Committee (SWAC) for a term to begin April 11, 2019 through December 31, 2021.

Bill Bayne, Citizen Organizations

Sam Cosmello, Private Scrap Metal Industry
Adam Diaz, Private Solid Waste Industry
Tom Follert, Municipal – Borough
Jen Hibbard, County Recycling Coordinator
Doug Sivers, Municipal – Township
MaryAnn Warren, County Government

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a Purchase of Service Agreement with Kidspace National Centers, Schnecksville, PA for Child Welfare Services per Attachment F, effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a Purchase of Service Agreement with The Summit School Inc., Herman, PA for Child Welfare Services per certificate # 448080, per diem of \$157.75, per certificate #448110, per diem of \$221.73, per certificate #448120, per diem of \$221.73, certificate #448130, per diem of \$221.73, certificate #448140, per diem of \$281.19 effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the following Tax Claim Bureau Exoneration Requests:
Lathrop Township, parcel 240.00-1,080.01,001, in the name of Tony Younica consisting of a trailer only. Assessment sent notification to Tax Claim, on February 13, 2019, that the trailer had been removed. Please exonerate all delinquent taxes associated with this parcel.

Liberty Township, parcel 047.00-1,044.00,017, in the name of Matt Brand, consisting of a trailer only. Assessment sent notification to Tax Claim on February 13, 2019 that the trailer had been removed. Please exonerate all delinquent taxes associated with this parcel.

New Milford Borough, parcel 109.10-1,015.00,002, in the name of Micheline Thatcher & Ashley Hatcher, consisting of a trailer only. Assessment sent notification to Tax Claim on February 13, 2019 that the trailer had been removed. Please exonerate all delinquent taxes associated with this parcel

Forest City Borough W1, parcel 268.10-1,004.00,000 & 268.10-1,014.00,000, in the name of St John Baptist Greek Catholic Church. Assessment sent notification to Tax Claim on March 4, 2019 that the property is to be tax exempt due to being a Church and parking lot. Please exonerate all delinquent taxes associated with this parcel.

Bridgewater Township, parcel 107.03-1,003.05,000, in the name of Natalie Beaton. Assessment sent notification to Tax Claim Bureau on March 14, 2019 that the parcel was combined with another taxable parcel in February 2018 and should not have been taxed. Please exonerate all delinquent taxes associated with this parcel.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2019-07-April as Sexual Assault Awareness Month.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to advertise for Public Bid the attached list of County Surplus items, which will be available for public examination 8:30am to 4:30pm on Monday, April 22, 2019 in and about the Maintenance Office at the Courthouse. Sealed bids must be submitted in the Chief Clerks Office by 12:00 pm on May 3, 2019. Sealed bids will be opened during the Commissioners' Meeting on Wednesday, May 8, 2019. Successful bidders will be notified via telephone on May 9, 2019 and must remit payment and physically claim their items by 4:00pm on Monday, May 13, 2019. County employees are not eligible bidders for County Surplus items.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

Question raised on how Act 13 funds are spent and reserved.

Question raised on Internet dropping out from Frontier services and available solutions.

Comment on Lyme Disease Awareness for month of May.

Notification that Secretary Richards from PennDOT will be visiting Susquehanna County May 3rd for a tour of roads and bridges.

Ashley Kilmer, representing the new Susquehanna County Recreation Center commented on how the new facility will be family centered and open to all.

Announcement that there will be a Tick Awareness Seminar at Mountain View High School on April 27, 2019.

Announcement that there will be a Progress Authority or Economic Development Specialist available at 88 Chenango Street, Montrose, when the Conservation District moves to new location.

Motion by Commissioner Warren to close the Commissioners' Meeting
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:43 a.m.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-19-07
04-24-2019

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the April 10, 2019 Commissioners' Meeting.

Second Commissioner Arnold

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 04/11/2019 for \$111,274.88 for General Expenses
- Cash Disbursement Journal dated 04/16/2019 for \$70,690.26 for CYS Expenses
- Cash Disbursement Journal dated 04/17/2019 for \$28,434.46 for General Expenses
- Cash Disbursement Journal dated 04/18/2019 for \$14,686.29 for General Expenses
- EFTPS payment dated 04/17/2019 for \$73,163.05 for Federal Payroll Taxes
- Electronic payment dated 04/17/2019 for \$9,408.04 for State Withholding Taxes
- Electronic payment dated 04/17/2019 for \$18,261.09 for Employee Retirement
- Electronic payment dated 04/17/2019 for \$1,481.42 for PA SCDU
- Cash Disbursement Journal dated 04/17/2019 for \$219,292.37 for Net Wages

Second Commissioner Arnold

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- MaryAnn Warren, Commissioner, OPIOID Abuse, Wilkes Barre, PA, April 11, 2019, Total Cost \$73.28, Cost to County \$73.28.
- Andrew Genneken, 911 Center, EMD Certification, Groveland, NY, May 6-8, 2019, Total Cost \$908.60, Cost to County \$908.60.
- Ralph Schwartz, Brad Ellsworth and Jeff Oleniacz, Department of Public Safety, Vehicular Career Day, New Milford, PA, May 8, 2019, Total Cost \$0.00, Cost to County \$0.00.
- Linda Daly, Kaelin Payne, and Amberly Warner, Domestic Relations, Western DRAP, Boalsburg, PA, June 5-7, 2019, Total Cost \$1,600.00, Cost to County \$1,600.00.
- Robert Hyde, Commissioners Office, CCAP Communicators Summit, State College, PA, June 14, 2019, Total Cost \$122.08, Cost to County \$122.08.

Second Commissioner Arnold

Motion by Commissioner Arnold to acknowledge the hiring of Michael T. Sniscak, Jim Thorpe, PA, to the open non-union, part-time position of County Detective/Substitute School Resource Officer (SRO), effective April 25, 2019. In the event that the appointed SRO is unavailable for any reason, a substitute SRO may be assigned by the District Attorney's Office, paid at the same per diem rate. The school district shall pay to Susquehanna County 100% of the substitute County Detective / SRO's salary, plus the cost of taxes and pension and other benefit costs, per the recommendation of District Attorney Marion O'Malley.

Second Commissioner Warren

Motion by Commissioner Warren to approve the transfer of Britney Darrow from the position of Assistant Head Real Estate Tax Clerk to the open, non-union position of Assistant Director of Assessment, \$35,000 per year, minimum 40 hours per week, with a six-month probationary period and benefits per the County Policy Manual, effective April 25, 2019, per the recommendation of Sarah Proof,

Director of Assessment / Chief Assessor.

Second Commissioner Arnold

Motion by Commissioner Warren to approve the hiring of Glen Evans, Hop Bottom, to the open, union-eligible position of Assistant Processing Manager, \$10.25 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and County Policy Manual, effective April 25, 2019, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold

Motion by Commissioner Warren to enter into an agreement with the Pennsylvania District Attorneys Institute with the purpose of defining and continuing a framework of cooperation to implement and maintain a statewide automated victim information and notification system referred to as SAVIN in Susquehanna County effective January 1, 2019 per the recommendation of District Attorney Marion O'Malley.
Second Commissioner Arnold

Motion by Commissioner Warren to enter a Purchase of Service Agreement with DARS, Inc. Manos House and Supervised Independent Living Program, Columbia, PA, for Child Welfare Services for Certificate #36119 Unit ID AA, per diem rate of \$126.57 and Certificate #367074 Unit ID AA, per diem rate of \$157.33, effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.
Second Commissioner Arnold

Motion by Commissioner Warren to approve Proclamation 2019-08 Lyme Disease Coalition, Inc. recognition.
Second Commissioner Arnold

Motion by Commissioner Warren to approve Proclamation 2019-09 May as Mental Health Awareness Month.
Second Commissioner Arnold

Motion by Commissioner Arnold to approve Proclamation 2019-10 May as Lyme Disease Awareness Month.
Second Commissioner Warren

Public Comment:

Alex Hazzouri, Advocacy Alliance and Friendship House and Mary Ann Colbert from Lackawanna/Susquehanna BH/ID/EI , discussed suicide awareness, The Ripple Effect May 7, 2019, and Friendship House programs offered in Susquehanna County.

Dr. Alice Davis, Susquehanna County Career and Technology Center discussed the participation of 7 school districts and the abundance of programs offered to both school age kids and adults.

Notification of Lyme Disease legislation HB629 – diagnosis and long term treatment along with SB 100, 181 regarding health care provider training.

State road conditions discussion

Announcement of WVIA, Battling Opioids at Mountain View School District May 14, 2019.

Motion by Commissioner Arnold to close the Commissioners' Meeting.
Second Commissioner Warren

Commissioner Hall declared the Commissioners' Meeting adjourned at 10:24 am.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-19-08
05-08-19

Commissioner Arnold called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

- Richard Ely Veterans Affairs 5 years

Motion by Commissioner Warren to approve the minutes of the April 24, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:02 a.m.

Returned to Commissioners' Meeting at 9:05 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 05/02/2019 for \$182,648.06 for General Expenses
- Cash Disbursement Journal dated 05/03/2019 for \$91,6771.06 for CYS Expenses
- Cash Disbursement Journal dated 04/25/2019 for \$143,264.29 for General Expenses
- Cash Disbursement Journal dated 04/25/2019 for \$12,834.66 for General Expenses
- EFTPS payment dated 05/02/2019 for \$74,187.89 for Federal Payroll Taxes
- Electronic payment dated 05/01/2019 for \$9,460.89 for State Withholding Taxes
- Electronic payment dated 05/01/2019 for \$18,974.30 for Employee Retirement
- Electronic payment dated 05/01/2019 for \$1,481.42 for PA SCU
- Cash Disbursement Journal dated 05/01/2019 for \$215,974.83 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- Stephen Janoski, IT Director, CCAP IT TOPICS, Tunkhannock, PA, May 23, 2019, Total Cost \$25, Cost to County \$25.
- Michele Jerauld and Diana Snow, Domestic Relations, DRAP 52nd Annual Training Conference, Harrisburg, PA, September 22 – 26, 2019, Total Cost \$2,250, Cost to County \$0.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and approve the termination of Marjorie Parry from the full time, union-eligible position of Assistant Director of Elections/Voter Registrar, effective on May 6, 2019, per the recommendation of Macy Rudock, Director of Elections/Voter Registrar.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the hiring of Melissa Brunges, Montrose, to the open, union-eligible position of Assistant Director of Elections/Voter Registrar, \$11.48 per hour, 40 hours per week, six-month probationary period, and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, effective May 13, 2019, per the recommendation of Macy Rudock, Director of Elections/Voter Registrar.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the hiring of Brenna Kirgan, Windsor NY, to the open, non-union position of Human Resources Administrative Coordinator, \$14.38 per hour, 40 hours per week, six-month probation period, and benefits per the County Policy Manual, effective May 23, 2019, per the recommendation of Jeanne Conklin, Director of Human Resources.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and approve the hiring of Madison Severcool, Montrose, to the open, union-eligible position of Part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective May 6, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and approve the transfer of Samantha Wickizer from union-eligible position of Head Real Estate Tax Clerk-Certified to the open union-eligible position of Senior Head Real Estate Tax Clerk-Certified, \$15.23 per hour, 40 hours per week, with benefits according to the Residual Bargaining Unit Contract, and the County Policy Manual, effective May 9, 2019, per the recommendation of Sarah Proof, Director of Assessment/Chief Assessor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to rescind the April 24, 2019 motion by the Commissioners for the agreement with the Pennsylvania District Attorneys Institute.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to authorize the Commissioners to sign the Maintenance and Service Agreement between the Pennsylvania District Attorneys' Institute and Susquehanna County for the period of January 1, 2019, through December 31, 2019, for the SAVIN software used in the District Attorney's Office and the Susquehanna County Correctional Facility. Susquehanna County is responsible for 0% of the maintenance fee.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into an agreement with HRCC, HR Compensation Consultants, LLC, Boynton Beach, Florida, for Compensation Consulting Services in the amount of \$27,500 for the period of June 2019 through October 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Purchase of Service Agreement with Supervised Independent Living Program, Columbia, PA to provide Child welfare services at a per diem rate of \$126.57 for Certificate #36119, Unit ID: AA and \$157.33 for Certificate #367074, Unit ID: AA effective July 1, 2018 through June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Purchase of Service Agreement with Northampton County Juvenile Justice Treatment Center, Easton, PA to provide Child Welfare Services at a per diem rate of \$260.00 for Certificate #206690, Unit ID: AA, \$260.00 for Certificate #214590, and \$260.00 for Certificate #206680 effective July 1, 2018 through June 30, 2019 per recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into an agreement to participate in the Pennsylvania Medical Assistance Transportation Program (MATP) effective July 1, 2019 through June 30, 2020.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2019-11 Nurses' Week Endless Mountain Health Systems May 6th – 12th recognition.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2019-12 Nurses' Week Barnes Kasson Hospital, May 6th – 12th recognition.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to approve Proclamation 2019-13 May as Von Hippel-Lindau (VHL) Awareness Month.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2019-14 May as Older Americans Awareness Month.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the following Tax Claim Bureau exoneration Requests:

- Lenox Township, parcel 223.00-1,010.00,001, in the name of Robert B Powers Jr. consisting of a trailer only. Assessment sent notification to Tax Claim that the trailer had been razed. Please exonerate all delinquent taxes associated with this parcel.
- Lathrop Township, parcel 220.00-2,035.00,000, in the name of Union Church & Cemetery. Assessment sent notification to Tax Claim on March 25, 2019 that the parcel should be exempt from taxes. Please exonerate all delinquent taxes associated with this parcel.
- Clifford Township, parcel 226.00-2,022.00,000 in the name of Welsh Hill Presbyterian Church. Assessment sent notification to Tax Claim on March 25, 2019 that the parcel should be exempt from taxes as they are holding regularly scheduled worship services. Please exonerate all delinquent taxes associated with this parcel.
- Silver Lake Township, parcel 026.00-1,009.00,001, in the name of David Frey. Assessment sent notification to Tax Claim on April 22, 2019 that the mobile home had been razed and removed from tax rolls. Please exonerate all delinquent taxes associated with this parcel.
- Harmony Township, parcel 076.00-1,051.00,001, in the name of Bernard June. Assessment sent notification to Tax Claim Bureau on April 22, 2019 that the trailer was found to be open to weather and in bad condition thus removed from tax rolls. Please exonerate all delinquent taxes associated with this parcel.
- Hop Bottom Borough, parcel 222.10-2,019.00,003, in the name of Shawna M Norton. Assessment sent notification to Tax Claim Bureau on April 25, 2019 that the trailer had been removed. Please exonerate all delinquent taxes associated with this parcel.
- New Milford Borough, parcel 090.18-1,067.00,001, in the names of Russell & Ruth Matthews. Assessment sent notification to Tax Claim Bureau on April 26, 2019 that the trailer had been razed and removed from tax rolls. Please exonerate all delinquent taxes associated with this parcel.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to open a 3-month Certificate of Deposit with Honesdale National Bank Forest City, PA with \$4,000,000.00 from Act 13 Account at an interest rate of 2.50%, per the recommendation of Jason Miller, Treasurer.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to open, and award, following the review of the Solicitor, sealed bids for 2007 Silver Chevy Impala and 2013 Black Ford Explorer.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to open, and award, following the review of the Solicitor, bid on Municibid.com for 2013 Ford SUV Interceptor listing #21606363.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to open, and award, following the review of the Solicitor, bids on surplus items supplied by the Maintenance Department.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Public Comment:

- Questions on old jail plans – Commissioner Hall stated an engineer will be submitting recommendations and it will be reviewed.
- Scranton Board of Realtors, introduced themselves and asked to form a relationship with our County Commissioners.

- Question on Transportation Secretary's visit, Commissioner Hall said that the officials were very surprised and concerned with the road conditions and they will be coming up with a plan to address the issues in the near future.
- Question on how money will be allocated to roads – Commissioner Hall stated that the State Legislators will be working how to release future funds for both summer and winter needs.
- Question on turnover rate and how it may affect voter's registration and the use of just one voting machine in each precinct.
- Question was asked regarding Library funding and Commissioner Hall said that a percentage does come out of all property taxes, and that the library is well funded, it is up to the library board on how the money is spent.
- Suicide awareness continues to be promoted
- Battling Opioids will be taking place at Mountain View School District on Tuesday, May 14th from 6pm to 8pm.
- Lyme disease, as well, continues to be promoted and looked at.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Commissioner Hall declared the Commissioners' Meeting adjourned at 10:11 a.m.

Attest:

Commissioner Alan M. Hall

Commissioner Elizabeth M. Arnold

Robert Hyde, Chief Clerk

Commissioner MaryAnn Warren

CS-19-09
05-22-19

Commissioner Hall called the Meeting to order at 9:00a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the May 8, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold

Returned to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 05/15/2019 for \$229,608.48 for Net Wages
- Cash Disbursement Journal dated 05/09/2019 for \$3,104.00 for Election Expenses
- Cash Disbursement Journal dated 05/08/2019 for \$64,148.47 for General Expenses
- Cash Disbursement Journal dated 05/08/2019 for \$34,042.21 for General Expenses
- Cash Disbursement Journal dated 05/14/2019 for \$17,379.88 for General Expenses
- Cash Disbursement Journal dated 05/16/2019 for \$182,907.53 for General Expenses
- Cash Disbursement Journal dated 05/17/2019 for \$84,040.78 for CYS Expenses
- Cash Disbursement Journal dated 05/20/2019 for \$602.08 for Jury Expenses
- EFTPS payment dated 05/16/2019 for \$77,252.64 for Federal Payroll Taxes
- Electronic payment dated 05/15/2019 for \$9,837.53 for State Withholding Taxes
- Electronic payment dated 05/15/2019 for \$18,439.15 for Employee Retirement
- Electronic payment dated 05/15/2019 for \$1,481.42 for PA SCU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- Marion O'Malley, District Attorney, Criminal Law Symposium 2019, Harrisburg, PA, June 6-7, 2019, Total Cost \$783.00, Cost to County \$783.00.
- Patricia Leach, Matthew Higgins, Britney Darrow, Samantha Wickizer and Sarah Proof, Assessment, NECAAP Chapter Meeting, Montrose, PA, June 7, 2019, Total Cost \$160.00, Cost to County \$160.00.
- Elizabeth Karpov and Michelle Graziano, Children & Youth, PCYA Quarterly Meeting, Macungie, PA, June 18-21, 2019, Total Cost \$1,538.40, Cost to County \$307.68.
- Sarah Proof and Britney Darrow, Assessment, EST 1st Annual User Conference, Harrisburg, PA, July 23, 2019, Total Cost \$176.54, Cost to County \$176.54.
- Scott Aylesworth and Ralph Schwartz, EMA, Emergency Preparedness Conference, Altoona, PA, October 27 – 29, 2019, Total Cost \$1,150, Cost to County \$1,150.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and appoint the following to the Susquehanna County Tourism Committee for the period May 1, 2019 – April 30, 2020:

- Kim Ross – Stonebridge Inn- Union Dale, PA
- Michele Suchnick – Colonial Brick Inn & Suites – Hallstead, PA
- Connie Reinhart – Holiday Inn Express & Suites – New Milford, PA
- Gregg Confer – Elk Mountain Ski Center – Union Dale, PA

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to amend the termination date of Marjorie Parry, from May 6, 2019 to April 29, 2019, due to clerical error.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to rescind original motion to approve May 8, 2019 minutes and to amend May 8, 2019 minutes to reflect original date of May 6, 2019 as the termination date for Marjorie

Parry.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and approve the hiring of Diane Quattrocchi, Montrose, to the position of Temporary Part-Time Assistant Director of Elections/Voter Registrar, \$11.48 per hour, not to exceed 32 hours per week, effective May 20, 2019, per the recommendation of Robert Hyde, Chief Clerk.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the transfer of Samantha Roszel from the Full-Time, Union-Eligible position of Telecommunicator to the, Union-Eligible position of Part-Time Telecommunicator, per Residual Bargaining Unit Contract and the County Policy Manual effective May 23, 2019, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the transfer of Matthew Snow from Full-Time Corrections Officer to Part-Time Corrections Officer, Jail Bargaining Unit Contract and County Policy Manual, effective May 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the transfer of James Churco, from the position of Part-Time Corrections Officer to the open, union-eligible position of Full-Time Corrections Officer, effective May 23, 2019, 40 hours per week, six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to accept, with regret, the resignation of Anthony Bartok, from the position of Corrections Sergeant, effective end of day on May 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to accept the hiring of Josh Goff, New Milford, to the open, Full-time, Union-eligible position of Telecommunicator Trainee, at a rate of \$12.50 per hour, 40 hours per week, six month probationary period per the Residual Bargaining Unit Contract, and benefits according to the Government mandated requirements and County Policy Manual, effective on June 4, 2019, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to accept, with regret, the resignation for retirement of Mildred Fetterman, from the position of District Justice Office Manager, effective end of day on June 5, 2019, per the recommendation of Magisterial Judge Jeffrey Hollister.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to accept, with regret, the resignation for retirement of Sharon Whitney, from the position of 1st Deputy Recorder of Deeds, effective end of day on June 5, 2019, per the recommendation of Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to acknowledge the transfer of Kym Ord, Montrose, from the Union Eligible, Full-Time position of District Justice Assistant Office Manager - Montrose, to the open, Union Eligible, Full-Time position of District Justice Office Manager – Montrose, at a rate of \$11.48 per hour, 32.5 hours per week, six month probationary period per the Court Appointed Bargaining Unit Contract and benefits according to County Policy Manual, effective on June 6, 2019, per the recommendation of Magisterial District Judge Jeffrey Hollister.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the following Tax Claim Bureau exoneration request:

- Susquehanna Borough, parcel 054.11-5,063.00,000, in the current name of American Legion Post 86, formerly Susquehanna Borough. Assessment sent notification to Tax Claim that the property was transferred to Susquehanna Borough in December of 2016 and should not have been taxed.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Resolution 2019-02, designating the Chief Clerk as the authorized signatory for execution of documents, notices and contracts and management of projects through PennDot's reimbursement agreement (RAS) system.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Resolution 2019-03, designating Bruce Butler, Department of Public Safety Director/911 Coordinator, as the Authorized Agent to execute for and on behalf of the Susquehanna County Hazard Mitigation Plan Update for the purpose of obtaining financial assistance for the PDM (Pre-Disaster Mitigation) Grant.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2019-15, Child Welfare Professionals Appreciation Week, June 6th - 12th recognition.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2019-16, Emergency Medical Services Week, May 19th - 25th recognition.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to open, and award, following the review of the Solicitor, sealed bids for Correctional Building Roof Renovation.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Public Comment:

- Question on Jail roof renovation, Commissioner Hall confirmed need to replace and costly.
- Comment on Diaz Transfer Station accepting waste from PA/NY, Commissioner Hall said Diaz's decision to accept waste was between him, local Township and DEP.
- Comment that Election night was long and thanked Chief Clerk Hyde for leadership and poise.
- Question asking time table for election process, Commissioner Hall stated that Resolution Board will meeting this Friday and sometime next week the election will be certified.
- Question asked to Commissioner Arnold about Lyme disease information on Website, She confirmed it will be on website.
- Question asked when the next follow up will be with Secretary of Transportation, Commissioner Hall stated June 10, 2019 in Harrisburg.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:21 a.m.

Attest:

Commissioner Alan M. Hall

Commissioner Elizabeth M. Arnold

Chief Clerk, Robert Hyde

Commissioner MaryAnn Warren

CS-19-10
06-12-19

Commissioner Hall called the Meeting to order at 9:00 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

- | | | |
|--------------------|-----------|----------|
| - Cheryl Wellman | 911 | 30 years |
| - Jennifer Hibbard | Recycling | 15 years |
| - Emily Gow | Jail | 5 years |

Motion by Commissioner Warren to approve the minutes of the May 22, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 05/28/2019 for \$466,198.00 for General Expenses
- Cash Disbursement Journal dated 05/23/2019 for \$80,007.27 for General Expenses
- Cash Disbursement Journal dated 05/22/2019 for \$24,656.54 for General Expenses
- Cash Disbursement Journal dated 06/06/2019 for \$245,266.83 for General Expenses
- Cash Disbursement Journal dated 06/11/2019 for \$12,035.97 for General Expenses
- Cash Disbursement Journal dated 05/23/2019 for \$231,892.09 for Net Wages
- Cash Disbursement Journal dated 06/12/2019 for \$215,066.56 for Net Wages
- Cash Disbursement Journal dated 06/06/2019 for \$75,953.87 for CYS Expenses
- Cash Disbursement Journal dated 06/05/2019 for \$29,682.00 for Election Expenses
- EFTPS payment dated 05/29/2019 for \$78,343.44 for Federal Payroll Taxes
- EFTPS payment dated 06/12/2019 for \$74,983.81 for Federal Payroll Taxes
- Electronic payment dated 05/01/2019 for \$9,924.43 for State Withholding Taxes
- Electronic payment dated 06/12/2019 for \$9,458.91 for State Withholding Taxes
- Electronic payment dated 05/01/2019 for \$18,445.72 for Employee Retirement
- Electronic payment dated 06/12/2019 for \$19,069.53 for Employee Retirement
- Electronic payment dated 05/01/2019 for \$1,481.42 for PA SCDU
- Electronic payment dated 06/12/2019 for \$1,409.88 for PA SCDU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Suzanne Swart and Deanna Wasko, Children & Youth, The Governor's Institute, Suspect Child Abuse or Neglect, Harrisburg, PA, June 4 & 5, 2019, Total Cost \$345.00, Cost to County \$69.00.
- Aiyana Brown and Levi Schmidt, Jail, Preatci, PREA, Elizabethtown, PA, June 13 & 14, 2019, Total Cost \$80.00, Cost to County \$80.00
- Kathryn Swingle, Prothonotary, How Managers Become Great Leaders, Binghamton, NY, July 22, 2019, Total Cost \$199.00, Cost to County \$199.
- Ralph Schwartz, EMA, Coordinator Exam, Hamburg, PA, June 18, 2019, Total Cost \$60.00, Cost to County \$60.00.
- Marysa Edwards-Ball and Raymond Totten, Child Protection Mandatory Visit, Pittsburgh, PA, June 20-21, 2019, Total Cost \$438.00, Cost to County \$87.60.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Nicole Colton from the position of part-time Corrections Officer, effective on May 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the resignation of Glen Evans from the position of Assistant Processing Manager, effective end of day on May 22, 2019, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the resignation of Matthew Higgins V, from the position of Field Appraiser-Certified, effective June 12, 2019, end of business day, per the recommendation of Sarah Proof, Director of Assessment.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Samantha Barnhart to the open non-union, position of Accounting Clerk/HR Support, \$15.23 per hour, 40 hours per week, with six-month probationary period, and benefits according to the County Policy Manual, effective on June 17, 2019, per the recommendation of Chief Clerk Rob Hyde.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring Sean P. Elliot, Susquehanna, to the open, union-eligible, position of Full-Time Telecommunicator/Dispatcher Trainee, \$12.50 per hour, 40 hours per week, effective June 20, 2019, with a six-month probationary period and benefits per the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Vince Chiamonte, Susquehanna, from the full-time position of Corrections Officer to the open full-time, non-union position of Corrections Sergeant, effective June 06, 2019, 40 hours per week, \$17.00 per hour with a \$1.00 increase after six-month probationary period and benefits per the County Policy Manual, per the recommendation Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Felipe Montano, Binghamton, NY, from the part-time position of Corrections Officer, to the open, full-time, union-eligible position of Corrections Officer, effective on June 06, 2019, six-month probationary period and benefits, per the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Jesse Stone, Hallstead, to the open, union-eligible position of Corrections Officer, \$14.51 per hour, effective June 13, 2019, minimum 40 hours per week, with a six-month probationary period and benefits per the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the resignation of Joshua Goff, from the hourly, union-eligible position of Telecommunicator/Dispatcher Trainee, effective on June 11, 2019, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to rescind the May 22, 2019 motion approving the Susquehanna County Tourism Committee.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and appoint the following to the Susquehanna County Tourism Committee for the period May 1, 2019 – April 30, 2020:

- Benny Diaz – Coldwell Banker Town & Country Properties
- Michele Suchnick – Colonial Brick Inn & Suites
- Connie Reinhart – Holiday Inn Express & Suites
- Gregg Confer – Elk Mountain Ski Center
- Doreen Durante – The SpeakEasy Saloon & Resort

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-04, amended designation with the update of the Chief Clerk and Chair Commissioner as the authorized signatory for execution of documents, notices and contract and management of projects through PennDot's Reimbursement Agreement System (RAS).

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the contract with GPI for Engineering and Design work for new public safety facility in the amount of \$63,272 following the review and approval of the solicitor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Question was asked if the Commissioners were aware of the agreement between Montrose Area School District and District Attorney's Office. Commissioner Hall stated that they have not been made aware of this agreement.

Motion by Commissioner Warren to close the Commissioners' Meeting and open Salary Board at 9:08 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:08 am.

Attest:

Commissioner Alan Hall

Commissioner Elizabeth Arnold

Chief Clerk, Robert Hyde

Commissioner MaryAnn Warren

CS-19-11
6/26/2019

Commissioner Hall called the Meeting to order at 8:59 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the June 12, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:04 a.m.

Motion by Commissioner Warren to ratify and/or approve the following: Cash Disbursement Journal dated 06/19/2019 for \$274,851.16 for General Expenses

- Cash Disbursement Journal dated 06/18/2019 for \$10,873.77 for General Expenses
- Cash Disbursement Journal dated 06/13/2019 for \$48,454.94 for General Expenses
- Cash Disbursement Journal dated 06/17/2019 for \$81,934.94 for CYS Expenses
- EFTPS payment dated 06/26/2019 for \$70,953.16 for Federal Payroll Taxes
- Electronic payment dated 06/26/2019 for \$9,001.33 for State Withholding Taxes
- Electronic payment dated 06/26/2019 for \$18,339.51 for Employee Retirement
- Electronic payment dated 06/26/2019 for \$1,409.88 for PA SCU
- Cash Disbursement Journal dated 06/26/2019 for \$207,745.96 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Britney Darrow, Assessment, CPE Certification Class, CCAP Office, Harrisburg, PA, Sept. 16th-20th, 23rd-27th, 30th-Oct 4th, 7th-11th, 2019, Total Cost \$5,868, Cost to County \$5,868.
- Elizabeth Arnold, Commissioner, Lackawanna County Disability Committee, American with Disabilities Act Training, Scranton Hilton, June 27, 2019, Total cost \$30.00, Cost to County \$30.00.
- Macy Rudock, Voters Registration, PA County Election Officials Conference – AEPCEP, Philadelphia, PA, August 19-22, 2019, Total Cost \$784.00, Cost to County \$784.00.
- Melissa Brunges, Voters Registration, PA County Election Officials Conference – AEPCEP, Philadelphia, PA, August 19-22, 2019, Total Cost \$784.00, Cost to County \$784.00.
- Elizabeth Karpov, CYS, Act 148 Invoicing, University of Pittsburgh, Mechanicsburg, PA, July 25-26, 2019, Total Cost \$499.00, Cost to County \$99.80.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Sean Elliot, Susquehanna, to the open full-time, union-eligible position of Telecommunicator 1, at a rate of \$14.78 per hour, 40 hours per week, six month probationary period per the Residual Bargaining Unit Contract, and benefits according to the Government Mandated Requirements, and County Policy Manual, effective June 20, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Andrew Genneken from part-time Telecommunicator trainee to part-time Telecommunicator 1 at the rate of \$14.78 per hour, effective on June 20, 2019, per Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Troy Anderson, Montrose, to the open full-time, union-eligible position of Telecommunicator 1, at a rate of \$14.78 per hour, 40 hours per week, six month probationary period per the Residual Bargaining Unit Contract, and benefits according to the Government Mandated Requirements, and County Policy Manual, effective June 24, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Jeffrey Oleniacz from the full-time, union-eligible position of 911 Systems / IT Technician, starting rate of \$15.50 per hour, 40 hours per week, to the full-time, union-eligible position of 911 Systems / IT Technician / Telecommunicator, \$18.00 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and County Policy Manual effective June 27, 2019, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Emily Gow, from the full-time, non-union position of Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, \$18.00 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Jeffrey Hindman, from the full-time, non-union position of Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, \$18.00 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Gregory Rosar from the full-time, non-union position of Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, \$18.00 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Vincent Chiamonte, from the full-time, non-union position of Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, \$18.00 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the change of job title for Vernon Bailey, from Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, no rate adjustment, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the change of job title for John Karakash, from Corrections Sergeant, to the full-time, non-union position of Correctional Sergeant / Shift Commander, no rate adjustment, 40 hours per week, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of LuAnn Myers from the position of 2nd Deputy Register and Recorder Office to the open, full-time, union-eligible position of 2nd Deputy Recorder of Deeds / Register of Wills, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and County Policy Manual effective

June 27, 2019, per the recommendation of Michelle Estabrook, Register of Wills / Recorder of Deeds & Clerk of Orphans Court.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of JoAnn Bentler-Alfano from the position of 2nd Deputy Register and Recorder Office to the open, full-time, union-eligible position of 2nd Deputy Recorder of Deeds / Register of Wills, \$12.45 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and County Policy Manual effective June 27, 2019, per the recommendation of Michelle Estabrook, Register of Wills / Recorder of Deeds & Clerk of Orphans Court.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Darlene Sheridan from the full-time, non-union position of 1st Deputy Register of Wills & Clerk of Orphans Court to the open, full-time, non-union position of 1st Deputy Recorder of Deeds, minimum 40 hours per week, no rate adjustment, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective June 27, 2019, per the recommendation of Michelle Estabrook, Register of Wills / Recorder of Deeds & Clerk of Orphans Court.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Devin Anderson, Montrose, to the open full-time, union-eligible position of Assistant Processing Manager, \$10.25 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and County Policy Manual, effective June 27, 2019, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Nicole Calby, Montrose, to the open, union-eligible, full-time position of Assistant Office Manager, \$10.85 per hour, 32.5 hours per week, with a six month probationary period per the Court Appointed Bargaining Unit Contract and benefits according to the Government Mandated requirements and County Policy Manual, effective July 8, 2019 per the recommendation of District Judge Jeffrey Hollister.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of Olivia Laudeman, from the full-time, position of Corrections Officer, effective on June 28, 2019, per Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Delliencia Roget, from the position of part-time Corrections Officer to the open full-time, union-eligible position of Corrections Officer, 40 hours per week, six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, effective June 28, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren acknowledge and approve the hiring of Kelcie Pratt, Lathrop Township, for the temporary, part-time, non-union, clerical position, for doe permits, \$8.75 per hour, effective July 8, 2019 until 2019 doe permits are finished per the recommendation of Jason Miller, Treasurer.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge and approve the hiring of Harlee Teel, Springville Township, for the temporary, part-time, non-union, clerical position, for doe permits, \$8.75 per hour, effective July 8, 2019 until 2019 doe permits are finished per the recommendation of Jason Miller, Treasurer.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Rachel Carrico from the full-time, position of Deputy Chief Clerk, to the open, full-time non-union position of 1st Deputy Register of Wills / Clerk of Orphans Court / Administrative Assistant, minimum 40 hours per week, adjusted rate of \$37,142.28 per year, with a six-month probationary period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective July 11, 2019, per the recommendation of Michelle Estabrook, Register of Wills / Recorder of Deeds & Clerk of Orphans Court.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge and accept with regret, the resignation of Virginia Smith, from the position of Administrative Assistant for Juvenile Probation, effective August 15, 2019, per the recommendation of John Lester, Juvenile Probation Supervisor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the Agreement between Susquehanna County Services for Children and Youth and Avanco International, Clifton, VA, effective June 1, 2019 at a fee of \$2,695.61 for the Child Accounting and Profile System (CAPS) Version 15 Upgrade, per the recommendation of Michelle Graziano, Director of Services for Children and Youth.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Tax Claim Bureau Exoneration Requests:

- Harford Township, parcel 204.00-1,006.00,005, in the current name of William Breslin and Joseph Mackahinis. Assessment sent notification to Tax Claim that the mobile home had been razed and removed from the property. Per the recommendation of Jason Miller, Treasurer.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-05, authorizing the execution of an Agreement with Palmetto Posting, Inc. to make personal service in accordance with the applicable provision of the Pennsylvania Real Estate Tax Sale Law and to engage in related serves as fully outlined in the Agreement between the County and Palmetto Posting Inc.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the Interim Addendum to the Program Management Agreement for The Emergency Food Assistance Program (TEFAP) through the Department of Agriculture (PDA). The Agreement took effect October 1, 2016 and remains in effect through September 30, 2021.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve entering into agreements with the Lackawanna-Susquehanna Drug and Alcohol Program per the attached schedule.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to advertise for bids for sale of a 2011 Chevrolet Tahoe, in local newspaper and municibid.com.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Question on Jail Sergeants job description change. Commissioner Hall stated that all of our sergeants either have college degrees in criminal justice or years of experience that allows for consistency and the correct pay scale.

- Question regarding status of County Web Page. Commissioner Hall stated that the company is in the design phase and collecting input and data from departments and is coming along.

Motion by Commissioner Arnold to close the Commissioners' Meeting.
Second Commissioner Warren

Attest:

Alan M. Hall

Elizabeth M. Arnold

Robert Hyde, Chief Clerk

MaryAnn Warren

CS-19-12
7/10/2019

Commissioner Hall called the Meeting to order at 8:59 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

- Joann Bentler-Alfano Registers & Recorders 5 years
- Salene Herman Sheriff 5 years
- Elizabeth Karpov CYS 5 years

Motion by Commissioner Warren to approve the minutes of the June 26, 2019 Commissioners' Meeting. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 07/03/2019 for \$200,478.47 for Net Wages
- Cash Disbursement Journal dated 07/03/2019 for \$300,920.70 for General Expenses
- Cash Disbursement Journal dated 06/28/2019 for \$28,745.07 for General Expenses
- Cash Disbursement Journal dated 06/26/2019 for \$163,421.27 for General Expenses
- Cash Disbursement Journal dated 07/09/2019 for \$13,773.86 for General Expenses
- Cash Disbursement Journal dated 07/03/2019 for \$74,571.65 for CYS Expenses
- EFTPS payment dated 07/10/2019 for \$69,589.77 for Federal Payroll Taxes
- Electronic payment dated 07/10/2019 for \$8,852.51 for State Withholding Taxes
- Electronic payment dated 07/10/2019 for \$18,670.72 for Employee Retirement
- Electronic payment dated 07/10/2019 for \$1,409.88 for PA SCU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- Macy Rudock, Voters Registration, CCAP COOP Workshop, CCAP Harrisburg, PA, 07/19/2019, Total Cost \$0, Cost to County \$0.
- Stephen Janoski, IT, CCAP COOP Workshop, CCAP Harrisburg, PA, 07/19/2019, Total Cost \$0, Cost to County \$0.
- Scott Aylesworth, EMA, CCAP COOP Workshop, CCAP Harrisburg, PA, 07/19/2019, Total Cost \$0, Cost to County \$0.
- Amberly Warner, DRS, Guidelines 201 & Support Order Establishment 201, Luzerne County Community College, Nanticoke, PA, 11/20/2019, 12/11/2019 and 12/12/2019, Total Cost \$90, Cost to County \$0.
- Linda Daly, DRS, Guidelines 201, Luzerne County Community College, Nanticoke, PA, 11/20/2019 and 11/21/2019, Total Cost \$45, Cost to County \$0.
- Scott Aylesworth, Bruce Butler, EMA/911, Knowledge Center Updates, Northampton County, NECTTF, 7/24/2019, Total Cost \$0, Cost to County \$0.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Jesse Stone from the part time, union-eligible position of Corrections Officer in the County Correctional Facility, effective on July 3, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Matthew Snow from the part time, union-eligible position of Corrections Officer in the County Correctional Facility, effective on July 5, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to advertise for bids for sale of a 2010 Dodge Caravan, in local newspaper and municibid.com.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to remove the name of Rachel Carrico as a Right to Know Officer, effective end of business day, July 10, 2019, per recommendation of Chief Clerk Robert Hyde.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the use of just under \$400,000 of ACT 13 funds for the 3rd year in a row to assist County fire departments, EMS, EMT's and First Responders.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- An EMS thanked the Commissioners for their support of all the emergency personnel in the County.
- July 22, 2019 from 11:30 am to 1:30 pm the Dairy Princess will be handing out ice cream at the courthouse.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:06 a.m.

Attest:

Alan M. Hall

Elizabeth M. Arnold

MaryAnn Warren

Robert Hyde, Chief Clerk

CS-19-13
7/24/2019

Commissioner Hall called the Meeting to order at 08:59 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the July 10, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 07/24/2019 for \$213,675.55 for Net Wages
- Cash Disbursement Journal dated 07/16/2019 for \$315,700.05 for General Expenses
- Cash Disbursement Journal dated 07/16/2019 for \$794.54 for General Expenses
- Cash Disbursement Journal dated 07/16/2019 for \$20,448.64 for General Expenses
- Cash Disbursement Journal dated 07/12/2019 for \$375,000.00 for General Expenses
- Cash Disbursement Journal dated 07/10/2019 for \$33,629.45 for General Expenses
- Cash Disbursement Journal dated 07/17/2019 for \$87,822.57 for CYS Expenses
- EFTPS payment dated 07/24/2019 for \$72,508.48 for Federal Payroll Taxes
- Electronic payment dated 07/24/2019 for \$9,248.62 for State Withholding Taxes
- Electronic payment dated 07/24/2019 for \$19,057.17 for Employee Retirement
- Electronic payment dated 07/24/2019 for \$1,409.88 for PA SCDU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following seminar requests and/or payment for seminar requests:

- Jason Miller, Tax Claim, Tax Claim Bureau Association Annual Conference, Shippensburg, PA, 10/16 – 18/2019, Total Cost \$575.04, Cost to County \$575.04.
- Rebecca Wescott, Tax Claim, Tax Claim Bureau Association Annual Conference, Shippensburg, PA, 10/16/2019 – 10/18/2019, Total Cost \$350.00, Cost to County \$350.00.
- Scott Aylesworth and Ralph Schwartz, EMA, PEMA in Service Training, Reading, PA, 08/20 - 21/2019, Total Cost \$420.00, Cost to County \$420.00.
- Scott Aylesworth, EMA, CCAP COOP Workshop, CCAP Harrisburg, PA, 07/19/2019, Total Cost \$0, Cost to County \$0.
- Troy Anderson and Sean Elliott, 911, EMD Certification Course, Broome County Office of Emergency Service, Endicott, NY, 08/21-23/2019, Total Cost \$802.00, Cost to County \$802.00.
- Jeanne Conklin, HR, CCAP - 2019 SCHRPP Annual Conference, Penn Stater and Conference Center, Penn State, PA, 09/05-06/2019, Total Cost \$348.00, Cost to County \$348.00.
- Brenna Kirgan, HR, CCAP - 2019 SCHRPP Annual Conference, Penn Stater and Conference Center, Penn State, PA, 09/05-06/2019, Total Cost \$348.00, Cost to County \$310.00.
- Marysa Edwards-Ball and Ray Totten, CYS, Child Protection Visit, Pittsburg, PA, 07/16-07/17/2019, Total Cost \$438.00, Cost to County \$87.60.
- Vincent Chiamonte, Jail, Conflict Management, Department of Corrections/Training Center, Elizabethtown, PA 07/17/2019, Total Cost \$20.00, Cost to County \$0.
- Gregory Rosar, Jail, Conflict Management, Department of Corrections/Training Center, Elizabethtown, PA 07/17/2019, Total Cost \$20.00, Cost to County \$0.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Fiscal Year 2019-2020 County Human Services Plan Assurance of Compliance.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Richard Thomas, Wilkes-Barre, to the open, union-eligible position of Part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective July 15, 2019, per the recommendation of Warden Mark Shelp, County Correctional Facility.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Abigail Woodruff, Tunkhannock, to the open, union-eligible position of Part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and

government mandated requirements, effective July 18, 2019, per the recommendation of Warden Mark Shelp, County Correctional Facility.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Joseph Igo, Hallstead, to the open, union-eligible position of Part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective July 16, 2019, per the recommendation of Warden Mark Shelp, County Correctional Facility.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept, with regret, the resignation of John Colton, from the position of Deputy Sheriff, effective end of day on July 31, 2019, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the retirement of Raymond Totten, from the position of Case Worker 1, effective end of day July 26, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Thomas Jagel, from the position of Part-time Telecommunicator, effective on July 17, 2019, per the recommendation of Bruce Butler, Director of Public Safety/ 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Richard Thomas, from the position of Part-time Corrections Officer, effective July 22, 2019, per the recommendation of Warden Mark Shelp, County Correctional Facility.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the resignation of Mary Rosengrant, from the position of Full-time Quality Assurance Officer in 911, effective on July 18, 2019, per the recommendation of Bruce Butler, Director of Public Safety/ 911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Mary Rosengrant to the open Part-time position of Telecommunicator and or Quality Assurance Officer, rate of \$18.19 per hour, varied hours, effective July 20, 2019, with a six-month probationary period, per the recommendation of Bruce Butler, Director of Public Safety / 911 Coordinator.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to allocate \$100,000 from ACT 13 funds for the First Responder Training Program.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to appoint Peter Baumann, Susquehanna, President of Southern Tier Lyme Support Group to the Susquehanna County Tick Borne Diseases Task Force, effective immediately through March 9, 2020.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open, and award the sealed bids for 2010 Dodge Caravan.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to award winning bid of \$1,950.00 for 2010 Dodge Caravan to Arthur Clark, Yonkers, NY.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open, and award the sealed bids for 2011 Chevrolet Tahoe.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to award winning bid of \$7,300 for 2011 Chevrolet Tahoe to Syed Ali, Chicago Autoplex Inc, Granby, IL.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Question on procedures for allocating funds for First Responders Program.
- Commissioners thanked for allowing Stop The Bleed and A.L.I.C.E Training and funds to First Responders.
- Question on road conditions, road and bridge closures.
- Commissioner Hall stated that the Public Library received \$5,000,000 from the State.

- Commissioner Warren commented on the questioning of \$100,000 allocated to First Responders.

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:29 a.m.

Attest:

Alan M. Hall

Elizabeth M. Arnold

Robert Hyde, Chief Clerk

MaryAnn Warren

CS-19-14
8/14/2019

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the July 24, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 08/02/2019 for \$204,950.64 for Net Wages
 - Cash Disbursement Journal dated 07/31/2019 for \$289,308.53 for General Expenses
 - Cash Disbursement Journal dated 08/07/2019 for \$339,851.95 for General Expenses
 - Cash Disbursement Journal dated 07/24/2019 for \$67,980.23 for General Expenses
 - Cash Disbursement Journal dated 07/12/2019 for \$14,356.18 for PLIGIT Expenses
 - Cash Disbursement Journal dated 08/05/2019 for \$15,961.105 for PLIGIT Expenses
 - Cash Disbursement Journal dated 08/09/2019 for \$5,044.23 for PLIGIT Expenses
 - Cash Disbursement Journal dated 08/02/2019 for \$88,125.39 for CYS Expenses
 - EFTPS payment dated 08/08/2019 for \$70,703.55 for Federal Payroll Taxes
 - EFTPS payment dated 08/08/2019 for \$16.74 for Federal Payroll Taxes
 - Electronic payment dated 08/07/2019 for \$3.36 for State Withholding Taxes
 - Electronic payment dated 08/07/2019 for \$8,960.99 for State Withholding Taxes
 - Electronic payment dated 08/07/2019 for \$18,728.34 for Employee Retirement
 - Electronic payment dated 08/07/2019 for \$1,409.88 for PA SCDU
- Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Alan Hall, Commissioner, CCAP Annual Conference, Reading, PA, Aug. 4 – 6, 2019, Total Cost \$844.58, Cost to County \$844.58.
- Stephen Janoski, IT, CCAP Cyber Security Summit, State College, PA, 10/07/2019 – 10/08/2019, Total Cost \$225.00, Cost to County \$225.00.
- Richard Suraci, Auditor, 57th Annual PA State Assoc. of County Auditors, St. Mary's, Pa, 09/29 – 10/03/2019, Total Cost \$1,277.56, Cost to County \$1,277.56.
- Jen Hibbard, Recycling, PA DEP NERO Roundtable, Wilkes-Barre, PA, 8/6/2019, Total cost \$55.00, Cost to County \$55.00.
- Marysa Edwards-Ball /Chad Weaver, CYS Child Protection Check, Pittsburgh, PA, 8/14/19 – 8/15/19, Total Cost \$397.98, Cost to County \$79.59.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Tax Claim Bureau Exoneration Requests:

- Harford Township, parcel 147.03-1,028.00,001, in the name of Linda Blake. Assessment sent notification to Tax Claim that the mobile home was removed from premise to an unknown location.
- Harford Township, parcel 187.00-1,002.01,001, in the name of Raymond & Jody Cooper. Assessment sent notification to Tax Claim that the mobile home was removed from premise to an unknown location.
- Franklin Township, parcel 088.00-1,064.00,001, in the name of Charles & Rita Schneider. Assessment sent notification to Tax Claim that the mobile home was removed from premise to an unknown location.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Walter Meany, Uniondale, to the open, union-eligible position of part-time Security Guard, \$13.00 per hour, varied hours, six-month probationary period, effective August 19, 2019, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the hiring of Frank Mulligan, Hallstead, to the open, union-eligible position of part-time Security Guard, \$13.00 per hour, varied hours, six-month probationary period, effective August 26, 2019, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Anthony McManus, Binghamton NY, to the open, union-eligible position of part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective August 6, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Christopher St. Clair, Hop Bottom, to the open, union-eligible position of part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective August 6, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Nicole Bocan, Throop, to the open, union-eligible position of part-time Corrections Officer, \$14.51 per hour, varied hours, six-month probationary period, and benefits per the Jail Bargaining Unit Contract and the County Policy Manual, and government mandated requirements, effective August 15, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the termination of Abigail Woodruff, Tunkhannock, from part-time position of Corrections Officer, effective on August 6, 2019, per Warden Mark Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Devin Anderson, Montrose, from the full-time position of Assistant Processing Manager, effective August 1, 2019, per the recommendation of Recycling Coordinator, Jen Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Cassandra Patterson, Meshoppen, to the open, union-eligible position of part-time Corrections Officer, effective August 12, 2019, \$14.51 per hour, varied hours, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Brian Tribble, Rush Township, to the open, full-time, union-eligible position of Field Appraiser Trainee, rate of \$10.25 per hour, 40 hours per week, six month probationary period per the Residual Bargaining Unit Contract, and benefits according to the Government Mandated Requirements and County Policy Manual, effective on September 3, 2019, per the recommendation of Sarah Proof, Director of Assessment.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Rebekah Hubbard, Dimock, to the open, full-time, non-union position of Deputy Chief Clerk, salary of \$35,000 with six-month probationary period, minimum 40 hours per week, with benefits per the County Policy Manual and government mandated requirements, effective August 1, 2019.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the appointment of Rebekah Hubbard as Susquehanna County Open Records Officer, effective August 1, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Felicity Grunewald, Susquehanna, to the union-eligible, full-time position of Establishment Specialist/Court Liaison, effective August 15, 2019, \$11.48 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit Contract and County Policy Manual, per President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and acknowledge the hiring of Terri Parisi, Pen Argyl, to the open, full-time, union-eligible position of Administrative Assistant for Juvenile Probation, \$10.85 per hour, 40 hours per week, effective August 5, 2019, with six month probation period per the Bargaining Unit Contract and benefits according to the government mandated requirements, per President Judge Jason Legg.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the termination of Terri Parisi, Pen Argyl, from the full-time position of Administrative Assistant for Juvenile Probation, effective on August 12, 2019, per President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the transfer of Virginia Smith from the full-time

position of Administrative Assistant for Juvenile Probation to the full-time temporary position of Administrative Assistant for Juvenile Probation, as of August 15, 2019, and will end as of October 16, 2019, per President Judge Jason Legg.

Second Commissioner Arnold. Motion to rescind by Commissioner Warren Second Commissioner Arnold.

Motion by Commissioner Warren to ratify and acknowledge the transfer of Virginia Smith from the full-time position of Administrative Assistant for Juvenile Probation to the full-time temporary position of Administrative Assistant for Juvenile Probation, as of August 5, 2019, per President Judge Jason Legg. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept and acknowledge, with regret, the resignation of Sue Blaisure, from the position of 2nd Deputy Tax Claim/Treasurer, effective on September 11, 2019, per Treasurer Jason Miller.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve a Lease agreement with Cabot Oil & Gas Corporation for 11.96 acres of County owned property for the term of 5 years, effective June 20, 2019 through June 20, 2024.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to reappoint or appoint the following individuals to Northern Tier Regional Planning and Development Commission Advisory committee:

Economic Development

- Robert Heed II
- Adam Diaz or Mark Caterson
- Bobbi Jo Turner

Local Loan Review

- Joe Ferretti
- Rick Soden
- Keith Yurgosky

Rural Area Transportation

- Jack Conroy
- Alex Komar
- Alan M. Hall

NTRPDC Membership Executive Committee

- Alan M. Hall
- Elizabeth Arnold
- Rick Soden
- MaryAnn Warren (Alt.)

Local Elected Officials

- Alan M. Hall
- Elizabeth Arnold
- MaryAnn Warren

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase of Service Agreement with VisionQuest National, LTD, Tuscon, AZ to provide Child Welfare Services at a per diem rate of \$235.56 for Certificate #224000, Unit ST, effective July 1, 2018 through June 30, 2019 per recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase of Service Agreement with Diversified Treatment Alternative Centers, LLC, Milton, PA, to provide Child Welfare Services at a per diem rate of \$205.55 for Certificate #334360/334350, Unit: RT; \$103.87 for Certificate #334340, Unit: FC; \$22.50 for Certificate #334370, Unit: HH; \$265 for Certificate #335090/335070, Unit: RT, effective July 1, 2019 through June 30, 2020, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve payment, in the amount of \$13,595.00 to EST (Evaluator Services and Technology, Inc.) for services and support to migrate existing EST software programs and data (Tax Administration/CAMA and Occupation/Per Capita to new Microsoft Server Platform, per recommendation of Stephen Janoski, IT Director and Sarah Proof, Director of Assessment.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into an agreement with Motorola Solutions, Inc. for the Phase 1 Simulcast Susquehanna Fire Repeater Contract for equipment and integration in the amount of \$185,000.00, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to change the name of the "Susquehanna County Substance Abuse and Recovery Initiative" (SARI), adopted on May 9, 2019 by Resolution 2018-02 to "Susquehanna County Substance Use and Recovery Initiative" (SURI). Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the 2020 Holiday Schedule. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

2020 Holiday Schedule

New Year's Day	Wednesday, January 1
Presidents' Day	Monday, February 17
Good Friday	Friday, April 10
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veterans' Day Observation	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Day	Friday, December 25
*County Floating Holiday	Thursday, December 24
*County Floating Holiday	Thursday, December 31

*Floating County Holidays are not applicable to the County Prison Bargaining Unit employees

Public Comment:

- Update from quarterly PennDot Meeting Monday August 12, 2019 by Commissioner Hall.
- B/S/S/T stopped delivering meals 5 days a week against Commissioners request and will only deliver 3 days a week.
- Governor vetoed bill to open winter roads for milk haulers.

Motion by Commissioner Warren to close the Commissioners' Meeting. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:36 a.m.

Attest:

Alan M. Hall

Elizabeth M. Arnold

Robert Hyde, Chief Clerk

MaryAnn Warren

CS-19-15
8/28/2019

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employees Years of Service Recognition: 5 Year Incremental Anniversaries.

Reuben Sherman	Jail	15 years
Janet Depue	Historical Records	10 years
Michele Jerauld	Domestic Relations	25 years

Motion by Commissioner Warren to approve the minutes of the August 14, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:01 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 08/16/2019 for \$213,795.43 for Net Wages
- Cash Disbursement Journal dated 08/15/2019 for \$344,140.76 for General Expenses
- Cash Disbursement Journal dated 08/21/2019 for \$306,327.50 for General Expenses
- Cash Disbursement Journal dated 08/14/2019 for \$18,440.42 for PLIGIT Expenses
- Cash Disbursement Journal dated 08/26/2019 for \$23,928.22 for PLIGIT Expenses
- Cash Disbursement Journal dated 08/16/2019 for \$83,864.17 for CYS Expenses
- EFTPS payment dated 08/21/2019 for \$72,472.69 for Federal Payroll Taxes
- Electronic payment dated 08/21/2019 for \$9177.49 for State Withholding Taxes
- Electronic payment dated 08/07/2019 for \$8,960.99 for State Withholding Taxes
- Electronic payment dated 08/21/2019 for \$18,554.62 for Employee Retirement
- Electronic payment dated 08/21/2019 for \$1,409.88 for PA SCU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Ralph Schwartz, EMA, Knowledge Center Orientation, Towanda, PA, 09/11/2019, Total Cost \$50.00 Cost to County \$50.00.
- Sarah Proof, Assessment, NECAAP Chapter Meeting, Hazel Township, PA, 09/13/2019, Total Cost \$30.00, Cost to County \$30.00.
- Patricia Leach, Assessment, NECAAP Chapter Meeting, Hazel Township, PA 09/13/2019, Total Cost \$30.00, Cost to County \$30.00

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Cassandra Patterson from the part-time position of Corrections Officer, effective on August 16, 2019, per Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Troy Anderson, from the position of full-time Telecommunicator 1, effective August 16, 2019, per the recommendation of Public Safety Director Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept with regret, the resignation of John Nagy, from the full-time position of Telecommunicator, effective on August 27, 2019, per 911/Public Safety Director Bruce Butler.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of John Nagy to the open, part-time, Union Eligible position of Telecommunicator, \$15.91 per hour, varied hours, effective August 28, 2109, with a six month probationary period per Residual Bargaining Contract and the County Policy Manual, per the recommendation of 911/Public Safety Director Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Michael Skasko, Forest City, to the open, union-eligible, full-time position of Telecommunicator 1, \$14.78 per hour, 40 hours per week, effective August 26, 2019, with a six month probationary period and benefits per the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of 911/Public Safety Director Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve entering into the fiscal year 2019-2020 agreements with the Behavioral Health/Intellectual Disabilities/Early Intervention Program.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Presentation of the Susquehanna County Substance Use and Recovery Initiative by Barbara Durkin, Director of Lackawanna/Susquehanna Drug and Alcohol Program.

- Trehab 24/7 number for any resident in need of services (570) 278-3338
- Presentation in Forest City on 9/3/2019

Public Comment:

- Discussion on road conditions – Contact Secretary Leslie Richards (717)787-5574
- Meals on Wheels Discussion
- Question regarding Susquehanna County Technology Center offering CDL Classes.
- Stop the Stigma presentation on the Green 8/31/19 at 4pm.
- September 18, 2019 PA Tick Education at Historical Society in Forest City.

Motion by Commissioner Arnold to close the Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:36 a.m.

Attest:

Alan M. Hall

Elizabeth M. Arnold

Robert Hyde, Chief Clerk

MaryAnn Warren

CS-19-16
9/11/2019

Commissioner Hall called the Meeting to order at 8:59 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag. Moment of Silence

Present: Commissioners Hall, Arnold, and Warren.

Employees Years of Service Recognition: 5 Year Incremental Anniversaries

- | | | |
|---------------|------------|----------|
| • Teri Gulick | Assessment | 20 years |
| • Mark Shelp | Jail | 5 years |

Motion by Commissioner Warren to approve the minutes of the August 28, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:07 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 09/04/2019 for \$202,602.66 for Net Wages
- Cash Disbursement Journal dated 08/28/2019 for \$197,163.64 for General Expenses
- Cash Disbursement Journal dated 09/05/2019 for \$278,028.33 for General Expenses
- Cash Disbursement Journal dated 09/04/2019 for \$15,418.39 for PLIGIT Expenses
- Cash Disbursement Journal dated 09/05/2019 for \$88,896.72 for CYS Expenses
- EFTPS payment dated 09/04/2019 for \$68,894.91 for Federal Payroll Taxes
- Electronic payment dated 09/04/2019 for \$8,833.77 for State Withholding Taxes
- Electronic payment dated 09/04/2019 for \$18,468.04 for Employee Retirement
- Electronic payment dated 09/04/2019 for \$1,409.88 for PA SCU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Samantha Wickizer, Assessment, NECAAP Chapter Meeting, Hazel Township, 09/13/2019, Total cost: \$30.00. Cost to County: \$30.00
- Marysa Edwards-Ball/Chad Weaver, CYS, Child Protection Check, Pittsburgh, PA, 09/18/2019-09/19/2019, Total Cost: \$397.98, Cost to County \$79.59.
- Michelle Graziano/Beth Karpov, CYS, PCYA Quarterly Meeting, Mars, PA, 10/8 – 10/11, Total Cost: \$2,194.32, Cost to County: \$436.86.
- Marysa Edwards-Ball, Kimberly Harshaw, Sara Conklin, CYS, Visitation, The Heart of Permanency Planning, 12/19-12/20, Total Cost: \$72.00, Cost to County: \$14.40.
- Sara Conklin, CYS, Working with Youth who Offend, Pittston, PA, 10/30-10/31, Total Cost: \$140.00, Cost to County: \$28.00.
- Joseph Parise, Spenser Stoud, Sarah Snee, CYS, The Complexities of Relationships, Scranton, PA, 10/04, Total Cost: \$373.50, Cost to County: \$74.70.
- Sara Conklin, CYS, Valuing Diversity, Pittston, PA, 10/4, Total Cost: \$70.00, Cost to County: \$14.00.
- Isaac Hobbs, Chad Weaver, Spenser Stoud, Sarah Snee, CYS, Domestic Violence in Digital Age, Scranton, PA, 09/20, Total Cost:\$ 498.00, Cost to County: \$99.60.
- Isaac Hobbs, Marysa Edwards-Ball, Kim Harshaw, Joseph Parise, CYS, Adverse Childhood Experiences, 9/9, Scranton, PA, Total Cost: \$498.00, Cost to County: \$99.60.
- Sara Conklin, CYS, Engaging Older Youth, 9/27, Pittston, PA, Total Cost: \$70.00, Cost to County \$14.00.
- Isaac Hobbs, Chad Weaver, CYS, 9/4, Pittston, PA, Total Cost: \$24.00, Cost to County: \$4.80

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a memorandum of understanding between District Attorney's Office, Montrose Area School District and Susquehanna County, to establish procedures for County Detective/School Resource Officer (SRO), at least 187 days per year, not to exceed \$33,291.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Michael Sniscak, from the non-union, part-time position of County Detective/Substitute School Resource Officer (SRO), to the open full-time position of County Detective/School Resource Officer (SRO), Office of the District Attorney, six-month probationary period, benefits according to the government mandated requirement, effective date to be determined by District Attorney.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Maverick Harding, Factoryville, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 5, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Manual Policy, per the recommendation of Warden Mark Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Maverick Harding from the position of part-time Corrections Officer, effective September 6, 2019, per Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Amanda Maffett, from the position of part-time Corrections Officer, effective August 28, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Tricia Franks, Hallstead, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 3, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Manual Policy, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Lawrence Rudock, Hallstead, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 3, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Manual Policy, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the transfer of Darlene Sheridan from the position of First Deputy Register and Recorder, and transfer to the open, full-time, union-eligible position of Administrative Assistant to Juvenile Probation, \$11.74 per hour, 40 hours per week, effective September 4, 2019, with a six month probationary period and benefits per the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve, with regret, the resignation of Eric Donovan, from the position of full-time Corrections Officer, effective September 5, 2019, per Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve, with regret, the resignation of Vincent Chiamonte, from the position of Corrections Sergeant, effective September 25, 2019, per Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Joseph Igo, from the position of part-time Corrections Officer to the position of full-time Corrections Officer, effective September 5, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Arleta Smith, Montrose, to the open, full-time, union-eligible position of Caseworker I, \$17.50 per hour, effective September 5, 2019, with a six-month probationary period and benefits according to the Residual Professional Bargaining Unit Contract and the County Policy Manual, per Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Emily Gow, from the full-time position of Correction Sergeant/Shift Commander, to the open, full-time, union-eligible position of Caseworker I, \$17.50 per hour, effective September 16, 2019, with a six-month probationary period and benefits according to the Residual Professional Bargaining Unit Contract and the County Policy Manual, per Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and acknowledge the transfer of LuAnn Myers from the position of Second Deputy Recorder of Deeds/Register of Wills, to the open, full-time position of First Deputy Recorder of Deeds, \$28,000 per year, effective September 4, 2019, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Michele Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of William Darrow from job title Assistant Processing Manager to Recycling Technician, at current rate, benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, effective September 11, 2019, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren ratify and approve, with regret, the resignation of Mark Darmofal,

from the position of Solicitor for Children and Youth Services, effective on September 6, 2019, per the recommendation of Michele Graziano, Director of Children and Youth Services.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Jennifer McCambridge, Scranton, PA, to the open part-time, non-union, position of Solicitor, for Children and Youth Services, at a salary of \$36,000 per year, varied hours, effective September 11, 2019, with six-month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, per the recommendation of Michele Graziano, Director of Children and Youth Services.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Sabrina Brooks, Binghamton, NY, to the open, union-eligible position of part-time Corrections Officer, effective September 12, 2019, \$14.51 per hour, varied hours, with six-month probationary period and benefits according to the Jail Bargaining Unit Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the resignation of Felicity Grunewald from the position of Establishment Specialist/Court Liaison effective September 5, 2019, per the recommendation of President Judge Legg.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the termination of Brian Tribble from the full-time position of Field Appraiser Trainee, effective September 5, 2019, per the recommendation of Sarah Proof, Director of Assessment.
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Danielle Michalski, Montrose, PA, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 19, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of two 2020 Ford Explorers by Children and Youth Services at the COSTARS purchase price of \$31,144.00 each for a total of \$62,288.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of a 2020 Ford Transit Van, using Act 13 funds, for the Coroner's office, at the COSTARS purchase price of \$41,997.00.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase of Service Agreement with Concern Professional Services for Children, Youth, and Families, Fleetwood, PA, to provide child welfare services for children and youth at a per diem rate of \$211.60 for Certificate #173360, Unit ID: PP and \$85.98 for Certificate #214070, Unit ID: AA and \$42.00 per Client for SAAY Group Clinical Services, effective July 1, 2018 – June 30, 2019, per the recommendation of Michelle Graziano, Director of Children and Youth Services.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Frank Mulligan from part-time Security Guard to full-time Security Guard, union-eligible, 40 hours per week, current rate of pay, benefits according to Court Related Bargaining Unit and County Policy Manual, per recommendation of Sheriff Lance Benedict.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Walter Meany from part-time Security Guard to full-time Security Guard, union-eligible, 40 hours per week, current rate of pay, benefits according to Court Related Bargaining Unit and County Policy Manual, per recommendation of Sheriff Lance Benedict.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-18, September as Recovery Month in Susquehanna County.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-19, September as Suicide Prevention Month in Susquehanna County.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-20, September as Emergency Preparedness Month in Susquehanna County.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-21, September as Hunger Action Month in Susquehanna County.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to open and award, upon review of solicitor, the sealed bids for the restoration project for the large Courtroom.
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to amend Miscellaneous Compensation Schedule to include Election Day Assistant, at a rate of \$100 a day and \$25 travel allowance, effective September 11, 2019.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Ag Easement Board
- Public meeting with PennDot, State Officials and Commissioners set for October 24, 2019, from 6-8pm and tentatively to be held at MASD Auditorium.
- Saturday September 28, 2019, 6pm - Hope and Remembrance put on by Commissioners and Advocacy Alliance.
- Sign up for Code Red
- TREHAB 24/7 hotline Drug/Alcohol Crisis In Home Suicide Prevention Awareness Month number changed to (570) 767-9411
- No overdose deaths reported this year in Susquehanna County.

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:33 a.m.

Attest:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

SB-19-13
9/11/2019

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

Present: Commissioners Hall, Arnold, and Warren, Treasurer Jason Miller, Sheriff Lance Benedict and D.A. Detective John Oliver.

Motion by Commissioner Warren to approve the minutes of the August 28, 2019 Salary Board Meeting.
Second by Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Detective Oliver to create three full-time, non-union positions of County Detective/School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$160 per day, per year, six-month probationary period, with benefits according to the government-mandated requirement, effective September 11, 2019, per the recommendation of District Attorney Marion O'Malley.

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

Motion by Detective Oliver to ratify and create one full-time, non-union positions of County Detective/School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$160 per day, per year, six-month probationary period, with benefits according to the government-mandated requirement, effective August 15, 2018, per the recommendation of District Attorney Marion O'Malley.

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

Motion by Commissioner Warren to create two full-time, union-eligible positions of Recycling Technician, salary of \$10.25 per hour, 40 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Contract and County Policy Manual, effective September 11, 2019, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

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

Motion by Commissioner Arnold to eliminate the position of Assistant Processing Manager per the recommendation of Recycling Coordinator Jennifer Hibbard.

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

Motion by Sheriff Benedict to create two full-time, union-eligible positions of Security Guard, \$13.00 per hour, 40 hours per week, with a six-month probationary period, per Court Related Bargaining Unit and County Policy Manual, effective September 11, 2019, per the recommendation of Sheriff Lance Benedict.

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

Motion by Sheriff Benedict to eliminate four part-time, union-eligible positions of Security Guard, per the recommendation of Sheriff Lance Benedict.

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

Motion by Sheriff Benedict to eliminate one Deputy Sheriff position using Act 13 funds, per the recommendation of Sheriff Lance Benedict.

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

Motion by Commissioner Warren to set salary for Children and Youth Solicitor to \$36,000 per year, part-time, hours varied, six-month probationary period, non-union, benefits according to Government Mandated Requirements and County Policy Manual, effective September 11, 2019.

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

Public Comments: None

Motion by Commissioner Warren to close the Salary Board meeting and return to Commissioners' meeting at 9:06 a.m.

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

Attest:

Susquehanna County Commissioners

Robert Hyde, Chief Clerk

Susquehanna County Treasurer

CS-19-17
9/25/19

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the September 11, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 09/18/2019 for \$214,730.54 for Net Wages
- Cash Disbursement Journal dated 09/11/2019 for \$157,647.12 for General Expenses
- Cash Disbursement Journal dated 09/18/2019 for \$76,865.15 for General Expenses
- Cash Disbursement Journal dated 09/18/2019 for \$14,287.90 for PLIGIT Expenses
- Cash Disbursement Journal dated 09/17/2019 for \$86,377.28 for CYS Expenses
- Cash Disbursement Journal dated 09/24/2019 for \$862.84 for Jury Pay
- EFTPS payment dated 09/18/2019 for \$72,300.41 for Federal Payroll Taxes
- Electronic payment dated 09/18/2019 for \$9213.77 for State Withholding Taxes
- Electronic payment dated 09/18/2019 for \$19,099.55 for Employee Retirement
- Electronic payment dated 09/18/2019 for \$1,409.88 for PA SCU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Mark Shelp, Joshua Weller, SCCF, TAC Officer Training, Hershey, PA, 9/17/2019, Total Cost: \$226.76, Cost to County: \$226.76.
- Sarah Proof, Patricia Leach, Assessment, Assessor's Association of Pennsylvania Fall Conference, Hershey, PA, 11/7-11/8/2019, Total Cost: \$1375.56, Cost to County: \$1375.76.
- Arleta Smith, Emily Gow, CYS, Foundations Seminar, Pittston, PA, 10/24, 11/6, 11/12, 11/13, 11/21, 12/3, 12/4, 12/16, 12/17, 1/8/2020, 1/9/2020, Total Cost: \$288.00, Cost to County: \$57.60.
- John Lester, Probation, JCJC Annual Conference, Harrisburg, PA, 11/7/2019, Total Cost, \$548.56, Cost to the County \$0.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Ashley Corbin from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$14.51 per hour, effective September 12, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Richard Schulze from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Sergeant/Shift Commander, \$18.00 per hour, effective September 12, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Aiyana Brown from the position of full-time Corrections Officer to the open, union-eligible position of full-time Corrections Sergeant/Shift Commander, \$18.00 per hour, effective September 12, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Brittany Smith, Montrose, to the open, full-time, union eligible position of Case Aide, \$10.25 per hour, effective September 26, 2019, with

a six-month probationary period and benefits according to the Residual Professional Bargaining Unit Contract and the County Policy Manual, per the recommendation of Children and Youth Services Director Michelle Graziano.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Izaak Cook, Hop Bottom, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 26, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Nancy Volch, Meshoppen, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective September 26, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of LeighAnna Overfield, Montrose, to the open, full-time, union-eligible position of 2nd Deputy Treasurer/Tax Claim, \$12.45 per hour, 40 hours per week, effective September 26, 2019, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Treasurer Jason Miller.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the effective date for Walter Meany and Frank Mulligan, security guards, from part-time to full-time, as September 11, 2019, from previous acknowledge motion on September 11, 2019 agenda, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Danielle Michalski from the part-time position of Corrections Officer, effective September 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Planned Maintenance Program with BE Equipment, Inc., Quakertown, PA, for bi-annual maintenance on the Baler and Conveyor at Susquehanna County Recycling Center, at a cost of \$1,225.00 biannually, effective January 1, 2020, per the recommendation of Jen Hibbard, Recycling Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to amend Motion above (motion #13) to include for a term of 1 year from effective date.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Planned Maintenance Agreement with Thompson & Johnson Equipment Company, Inc., Syracuse, NY, for regular maintenance on Toyotas at Susquehanna County Recycling Center, at a cost of \$2,296.50 annually, for the term of 1 year mentioned in contract, per the recommendation of Jen Hibbard, Recycling Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve and advertise the change of the regular Commissioners' meeting scheduled for December 25, 2019 at 9:00 a.m. to December 20, 2019, at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve change order #1 for Susquehanna County Correctional Facility roof renovation in the amount of \$3,061.92.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-17, September 28th as National Hunting and Fishing Day in Susquehanna County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open and award, upon review of solicitor, sealed bid for County Correctional Building Gate Control.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the Engineering/Architectural Fee Proposal by GPI in the amount of \$965,822 for the new Public Safety Complex, upon the review of the Solicitor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Comments regarding Primary Election Day happenings at polling station.
- Comment on lack of constables available.

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:28 a.m.

Attest:

Robert Hyde, Chief Clerk
CS-19-18
10/09/2019

Susquehanna County Commissioners

Commissioner Hall called the Meeting to order at 9:00 a.m. a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the September 25, 2019 Commissioners' Meeting.
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:06 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 10/02/2019 for \$212,167.64 for Net Wages
- Cash Disbursement Journal dated 09/25/2019 for \$212,054.06 for General Expenses
- Cash Disbursement Journal dated 10/02/2019 for \$188,135.46 for General Expenses
- Cash Disbursement Journal dated 09/25/2019 for \$17,526.12 for PLIGIT Expenses
- Cash Disbursement Journal dated 10/02/2019 for \$72,828.17 for CYS Expenses
- EFTPS payment dated 10/02/2019 for \$71,922.94 for Federal Payroll Taxes
- Electronic payment dated 10/02/2019 for \$9221.41 for State Withholding Taxes
- Electronic payment dated 10/02/2019 for \$18,894.68 for Employee Retirement
- Electronic payment dated 10/02/2019 for \$1,409.88 for PA SCDU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Marysa Edwards-Ball, Jolene Kelly, Kimberly Harshaw, CYS, Engaging Older Youth, Pittston, PA, 10/21/2019, Total Cost \$36.00, Cost to County \$7.20.
- Diana Roszel, Suzanne Swart, CYS, Northeast Foundations Support Session, Pittston, PA, 10/23/2019, Total Cost \$24.00, Cost to County \$4.80.
- Brad Ellsworth, Public Safety, Cyber Security, State College, PA, 10/06 to 10/07, Total Cost \$220.00, Cost to County \$220.00.
- Mike Skasko, 911, EMD Course/Certification, Nazareth, PA, 10/7-10/09, Total Cost \$530.00, Cost to County \$530.00.
- Elizabeth Karpov, CYS, Act 148 – Invoicing, Mechanicsburg, PA, 11/20 – 11/21, Total Cost; \$493.00, Cost to County \$98.60.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Jason Beardsley from the position of part-time Assistant Public Defender to the position of full-time Assistant Public Defender, salary of \$62,000 per year, effective November 4, 2019, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Linda LaBarbera, Public Defender.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Sabrina Brooks, from the part-time position of Corrections Officer, effective September 30, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Jaedon MacNelley, Laceyville, to the open, union-eligible position of part-time Corrections Officer, \$14.51 per hour, varied hours, effective October 3, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Julie McGuigan, Nicholson, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective October 10, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Matthew Torres, Binghamton, NY, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective October 17, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the hiring of Rachel Way, Montrose, to the open, full-time, union-eligible position of Case Aide, \$10.25 per hour, effective October 10, 2019, with a six-month probationary period and benefits according to the Residual Professional Bargaining Unit Contract and the County Policy Manual, per the recommendation of Children and Youth Services Director Michelle Graziano.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Richard Keogh, Kingsley, to the open, union-eligible position of Second Deputy Recorder of Deeds/Register of Wills, \$12.45 per hour, 40 hours per week, with a six-month probationary period, benefits according to Court Related Bargaining Unit Contract and the County Policy Manual, per the recommendation of Michelle Estabrook, Register of Wills & Recorder of Deeds.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of LuAnn Myers, from the salary, non-union position of 1st Deputy Register and Recorder to the hourly, non-union position of 1st Deputy Register and Recorder, \$13.46 per hour, 40 hours per week, effective October 10, 2019, per the recommendation of Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of James Churco, from the full-time position of Corrections Officer, effective October 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of Dominick Brady, from the full-time position of Corrections Officer, effective October 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the contract with MCM Consulting for professional consulting services for January 1, 2020 thru December 31, 2023, for a fixed fee of \$16,480.00 per year, per the recommendation of Director of Public Safety/911 Coordinator Bruce Butler.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to enter into an agreement with Motorola Solutions, Inc. for the Phase 2 Simulcast Susquehanna Police Repeater Contract for equipment and integration in the

amount of \$115,000.00, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-20, Susquehanna County a Purple Heart County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-23, October as Domestic Violence Awareness Month.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

A presentation was made about The Women’s Resource Center, domestic violence awareness and the purple ribbons being hung on Public Avenue.

Public Comment:

- Announcement made E-Waste event being held October 25 and 26. No cost to residents.
- Announcement made that a public meeting will be held October 24, 6-8pm, at Montrose High School, regarding road conditions with PennDot, State and Local Representatives.

Motion by Commissioner Warren to close the Commissioners’ Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:36 a.m.

Attest:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-19-18
10/23/2019

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners’ Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the October 9, 2019 Commissioners’ Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners’ meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners’ Meeting at 9:06 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 10/16/2019 for \$212,066.36 for Net Wages
- Cash Disbursement Journal dated 10/10/2019 for \$71,907.89 for General Expenses
- Cash Disbursement Journal dated 10/17/2019 for \$90,359.35 for General Expenses
- Cash Disbursement Journal dated 10/08/2019 for \$15,611.68 for PLIGIT Expenses

- Cash Disbursement Journal dated 10/17/2019 for \$27,003.06 for PLIGIT Expenses
- Cash Disbursement Journal dated 10/17/2019 for \$65,554.85 for CYS Expenses
- EFTPS payment dated 10/16/2019 for \$69,639.94 for Federal Payroll Taxes
- Electronic payment dated 10/16/2019 for \$9071.16 for State Withholding Taxes
- Electronic payment dated 10/16/2019 for \$19,068.93 for Employee Retirement
- Electronic payment dated 10/16/2019 for \$1,520.42 for PA SCDU

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Jerry Fassett, Richard Schulze, Brandon Casey, SCCF, Basic Training, Department of Corrections, 11/11/2019 – 12/13/2019, Total Cost \$3,450.00. Cost to County \$3,450.00
- Gail Benio, Elizabeth Karpov, CYS, Title IV-E Eligibility, Scranton, PA, 10/24/2019, Total Cost \$24.00, Cost to County \$4.80.
- Jon Record, Sheriff Office, Regional Training regarding Human Trafficking, Scranton, PA, 11/20/2019, Total Cost \$0.00, Cost to County \$0.00
- Marysa Edwards-Ball, Chad Weaver, CYS, Monthly Visits, Pittsburgh, PA, 10/29-10/30/2019, Total Cost \$343.98, Cost to County \$137.59.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Salene Herman from the position of Sheriff's Real Estate Clerk, effective November 1, 2019, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the extension of the temporary position of Virginia Smith as part-time Juvenile Probation Administrative Assistant, through October 30, 2019, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to accept, with regret, the resignation of Dennis Landis from the position of Maintenance Supervisor, effective end of day January 1, 2020, per the recommendation of Chief Clerk Rob Hyde.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Dennis Landis to the open, temporary, part-time, non-union position of Manager of Special Projects, \$22.00 per hour, not more than 1000 hours per year and not to exceed 29 hours per week, effective January 2, 2020, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Chief Clerk Rob Hyde.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of James Hawley to the open, full time, non-union position of Director of Public Facilities, \$45,000 per year, effective November 7, 2019, with a six-month probationary period and benefits according to the Government Mandate and the County Policy Manual, per the recommendation of Chief Clerk Rob Hyde.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Carrie Guzy, Montrose, to the open, hourly, non-union position of DPS Operations Manager, \$14.42 per hour, effective October 21, 2019, with a six-month probationary period and benefits according to the Government Mandate and the County Policy Manual, per the recommendation of Bruce Butler, Director of Public Safety/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to amend from 10/09/2019 Commissioners' Meeting, the title of LuAnn Myers from 1st Deputy Register and Recorder to 1st Deputy Recorder of Wills.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-06 entering into a Cooperation Agreement with Trehab for administration of the Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds Program for year 2020.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-07, authorizing Trehab to File a Proposal for Pennsylvania Affordability and Rehabilitation Enhancement Funds in the amount of \$1,000,000 to develop and sustain Senior Housing Units in Bridgewater Township.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-08 authorizing Trehab to File a

Proposal for Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds in the amount of \$125,000 to administer a Rental and Utility Assistance Program.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-09 entering into a Cooperation Agreement with the Susquehanna County Housing/Redevelopment Authority for Administration of the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program for year 2020.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-10, authorizing the filing of a proposal for Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds in the amount of \$995,000 for Susquehanna County Housing/Redevelopment Authority.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2019-11, reauthorizing the collections of fees to the Abandoned Mine Land Reclamation Fund.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2019-24, Montrose Business and Professional Women's Club, National Business Women's Week, October 21-25, 2019.
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-25, Nellie Jane DeWitt Business and Professional Women's Club, National Business Women's Week, October 21-25, 2019.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into an agreement with Kohanski Company, PC, Moosic, PA to audit the financials for Susquehanna County for years ending December 31, 2019, 2020 and 2021 with fees per year to be \$39,900, \$41,000 and \$42,500 respectively.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to set the millage for the year 2020 for Susquehanna County as follows: 10.5 mills for General Real Estate for the General Fund and 0.33 mills for the Library Fund. The total millage rate for Real Estate is 10.83 mills.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: The Susquehanna County Proposed Budget for 2020, totaling \$46,140,863.37, will be available November 4, 2019 for review in the lobby of the Susquehanna County Courthouse as well as the four public library branches. The Proposed Budget will be considered for adoption on December 11, 2019, at the regular Commissioners' Meeting.

Public Comment:

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:19 a.m.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employees Years of Service Recognition: 5 Year Incremental Anniversaries

- | | | |
|--------------------|------|----------|
| • Jeffrey Oleniacz | 911 | 5 Years |
| • Matthew Laubach | Jail | 5 Years |
| • Karen Vanetten | CYS | 10 Years |
| • Christine Harder | Jail | 25 Years |

Motion by Commissioner Warren to approve the minutes of the October 23, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:01 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:04 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 10/30/2019 for \$228,514.71 for Net Wages
- Cash Disbursement Journal dated 10/23/2019 for \$1,055,993.06 for General Expenses
- Cash Disbursement Journal dated 10/31/2019 for \$288,662.96 for General Expenses
- Cash Disbursement Journal dated 10/24/2019 for \$19,535.74 for PLIGIT Expenses
- Cash Disbursement Journal dated 11/4/2019 for \$20,119.72 for PLIGIT Expenses
- Cash Disbursement Journal dated 11/05/2019 for \$100,721.70 for CYS Expenses
- EFTPS payment dated 10/30/2019 for \$75,842.87 for Federal Payroll Taxes
- Electronic payment dated 10/30/2019 for \$9,745.13 for State Withholding Taxes
- Electronic payment dated 10/30/2019 for \$19,702.53 for Employee Retirement
- Electronic payment dated 10/30/2019 for \$1,520.42 for PA SCDU
- Cash Disbursement Journal dated 10/24/2019 for \$3,666.00 for Election Training Pay
- Cash Disbursement Journal dated 11/7/2019 for \$155,975.28 for General Expenses
- EFTPS payment dated 11/13/2019 for \$71,052.15 for Federal Payroll Taxes
- Electronic payment dated 11/13/2019 for \$1,236.80 for PA SCDU
- Electronic payment dated 11/13/2019 for \$19,451.02 for Employee Retirement
- Electronic Payment dated 11/13/2019 for \$9,246.56 for State Withholding Taxes
- Cash Disbursement Journal dated 11/13/2019 for \$213,370.28 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Elizabeth Arnold, CCAP Fall Conference, Hershey, PA, 11/24/2019-11/26/2019, Total Cost \$825.40, Cost to County \$825.40.
- Alan Hall, CCAP Fall Conference, Hershey, PA 11/24/2019-11/26/2019, Total Cost \$820.68, Cost to County \$820.68.
- Judy Herschel, CCAP Fall Conference, Hershey, PA, 11/23/2019-11/26/2019, Total Cost \$1485.57, Cost to County \$1485.57.
- Robert Hyde, Chief Clerk, Act 28 of 1992, Jessup, PA, 12/13/2019, Total Cost \$30.00, Cost to County \$30.00.
- Samantha Wickizer, Assessment, Act 28 of 1992, Jessup, PA, 12/13/2019, Total Cost \$30.00, Cost to County \$30.00.
- Patricia Leach, Assessment, Act 12 of 1992, Jessup, PA, 12/13/2019, Total Cost \$30.00, Cost to County \$30.00.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve, with regret, the resignation of Brandon Casey from the position of Corrections Officer, effective November 3, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Anthony McManus to the open, full-time, union-eligible position of Corrections Officer, \$14.51 per hour, 40 hours per week, effective October 24, 2019, with a six month probation period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Christopher St. Clair to the open, full-time, union-eligible position of Corrections Officer, \$14.51 per hour, 40 hours per week, effective October 24, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Lawrence Rudock from the position of part-time Corrections Officer, effective October 23, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Austin Sampson, Susquehanna, to the open, part-time, union eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective October 28, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Eli Youmans, Montrose, to the open, full-time, union-eligible position of Maintenance/Electrical & HVAC Technician, \$14.38 per hour, 40 hours per week, effective November 7, 2019, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Director of Maintenance Dennis Landis.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve, with regret, the resignation of Madison Severcool from the part-time position of Corrections Officer Intern, effective November 5, 2019, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Izaak Cook to the open, full-time, union-eligible position of Corrections Officer, \$14.51 per hour, 40 hours per week, effective November 3, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Anthony Catanzaro, Montrose, to the open, full-time, union-eligible position of Recycling Technician, \$10.25 per hour, 40 hours per week, effective November 21, 2019, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Cody Whitman, Windsor, NY, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective November 12, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Emily McHale, New Milford, to the open, full-time, union-eligible position of Field Appraiser-Trainee, \$10.25 per hour, 40 hours per week, effective December 2, 2019, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Director of Assessment Sarah Proof.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Karissa Chamberlain, Susquehanna, to the open, temporary, part-time position of Real Estate Clerk, \$12.38 per hour, no more than 24 hours per week, effective November 14, 2019, with a six-month probationary period and no benefits, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Barbara Chidester, Harford, to the open, full-time, union-eligible position of Real Estate Clerk, \$12.84 per hour, 40 hours per week, effective November 21, 2019, with a six-month probationary period, and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the

recommendation of Sheriff Lance Benedict.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to amend the title of LuAnn Myers from 1st Deputy Recorder of Wills to 1st Deputy Recorder of Deeds.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase Service Agreement with Northampton County Juvenile Justice Center, Easton, PA, for accepting juvenile detainees, at a per diem rate of \$265.00 per day, effective July 1, 2019 through June 30, 2020, per the recommendation of John Lester, Director of Juvenile Probation.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase Service Agreement with PA Child Corp, York, PA, for child welfare services for Children and Youth, per diem rate of \$82.17 per day, for Certificate Number 329520, Unit ID: AA, effective July 1, 2019 through June 30, 2020, per the recommendation of Michelle Graziano, director of Children and Youth Services.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase Service Agreement with Adelphoi Village, Inc., Latrobe, PA, for child welfare services for Children and Youth, per diem rate of \$310.34 per day, for Certificate # 421880, Unit ID: MH, effective July 1, 2019, through June 30, 2020, per the recommendation of Michelle Graziano, director of Children and Youth.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase Service Agreement with George Junior Republic, Grove City, PA, for child welfare services for Children and Youth, per diem, rates per day as follows: Regular Residential \$173.91, Special Needs \$271.03, Drug and Alcohol \$174.78, Diagnostic \$237.06, Shelter Care \$170.47, Crisis Intervention \$207.99, Intensive Supervision \$326.36, Special Needs MA \$122.51, Drug and Alcohol MA \$78.99.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-12, authorizing Susquehanna County Housing Redevelopment Authority to file an Application on behalf of the County to use the County's FFY 2019 Entitlement Program allocation of \$256,030 for Sidewalks, Demolition of blighted structure, and Housing Rehabilitation.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-13, implementing the Residential Anti-displacement and Relocation Assistance Plan assuring that if the County is demolishing vacant or occupiable housing units with CDBG funds, that the County will replace them to provide affordable units.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-14, Fair Housing.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Resolution 2019-15, authorizing the Minority Business Enterprise Plan and Statement of Goals to promote the opportunity for full participation by socially and economically disadvantaged persons in all housing and community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2019-26, as November 15, 2019, America Recycles Day in Susquehanna County.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to reappoint Carol Carpenter, Jackson and Rick Ainey, New Milford, as Trustees to the Susquehanna County Historical Society & Library Board of Directors, effective January 1, 2020 – December 31, 2020, per the recommendation of the County Commissioners.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint the following to the Susquehanna County Conservation Board of Directors:

- Commissioner Arnold – Commissioner Director – for a term of January 1, 2020 – December 31, 2021

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of office furniture through Stone Office for Domestic Relations Section with COSTAR Pricing in the amount of \$29,132.90 and \$2,975.92, paid for using incentive funds from the Bureau of Child Support Enforcement, per the recommendation of Michele Jerauld, DRS Director.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Commissioner Warren, contact Courthouse for anyone homeless

Motion by Commissioner Warren to close the Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:21 a.m.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-20-19
11/27/2019

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the November 13, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 11/22/2019 for \$225,873.79 for Net Wages
- Cash Disbursement Journal dated 11/14/2019 for \$261,595.79 for General Expenses
- Cash Disbursement Journal dated 11/21/2019 for \$157,796.77 for General Expenses
- Cash Disbursement Journal dated 11/26/2019 for \$300,739.23 for General Expenses
- Cash Disbursement Journal dated 11/20/2019 for \$13,881.25 for PLIGIT Expenses
- Cash Disbursement Journal dated 11/19/2019 for \$962.12 for Jury Pay
- Cash Disbursement Journal dated 11/18/2019 for \$65,944.68 for CYS Expenses
- EFTPS payment dated 11/22/2019 for \$72,689.1 for Federal Payroll Taxes
- Electronic payment dated 11/22/2019 for \$9648.10 for State Withholding Taxes
- Electronic payment dated 11/22/2019 for \$19,972.72 for Employee Retirement
- Electronic payment dated 11/22/2019 for \$1,520.42 for PA SCDU
- Cash Disbursement Journal dated 11/18/2019 for \$31,145.52 for Election Pay

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Scott Aylesworth and Bruce Butler, Public Safety, Grants Management, Harrisburg, PA, 02/11/2020-02/13/2020, Total Cost \$1,445.00, Cost to County \$1445.00.
- Marysa Edwards-Ball and Chad Weaver, CYS, Child Protection Check, Pittsburgh, PA, 11/21/2019-11/22/2019, Total Cost: \$407.98, Cost to County \$81.60.
- Jeanne Conklin, Human Resources, 2019 Workforce Conference, Boalsburg, PA, 12/3/2019 Total Cost \$264.00, Cost to County \$264.00.
- Elizabeth Arnold, Commissioner, 2019 Workforce Conference, Boalsburg, PA, 12/3/2019, Total Cost \$273.79, Cost to County \$273.79.
- Sarah Proof, Assessment, Act 28 of 1992, Jessup, PA, 12/13/2019, Total Cost \$30.00, Cost to County \$30.00.
- Britney Darrow, Assessment, CPE Exam Site Prep Course, Harrisburg, PA 12/2/2019-12/4/2019, Total Cost \$768.95, Cost to County \$768.95.
- Marion O'Malley, District Attorney, District Attorney Seminar, Philadelphia, PA, 2/10/2020-2/11/2020, Total Cost \$168.00, Cost to County \$168.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of David Lindquist, Gibson, to the open, full-time, union-eligible position of Telecommunicator 1, \$14.78 per hour, 40 hours per week, effective November 21, 2019, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bruce Butler, Department of Public Services Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Purchase Service Agreement with Preventative Aftercare, Inc., Grove City, PA, for child welfare services for Children and Youth, per diem rate of \$50.91 per day for Family Preservation and per diem rate of \$30.48 per day for Life Skills, July 1, 2019 through June 30, 2020, per the recommendation of Michelle Graziano, director of Children and Youth Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve The Susquehanna Housing and Redevelopment Authority Resolution # 2019-16 authorizing Section 504 Officer and Process for Grievance stating that 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.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve entering into contract # 4400016314 with Capital Area Communications, Harrisburg, PA, for 911 Nokia Microwave Radio Links in the amount of \$187,781.04 and planned maintenance in the amount of \$12,144.12, for 911 communications, per the recommendation of Bruce Butler, Department of Public Services Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint the following to the Susquehanna County Conservation Board of Directors:

- Robert Fearnley, Montrose, Farmer Director – January 1, 2020 through December 31, 2023
- Jim Kessler, Hallstead, Farmer Director – January 1, 2020 through December 31, 2023

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of William Burke, Susquehanna County Conservation District Board, effective November 22, 2019.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the appointment of Douglas Wood Jr., Susquehanna, as Public Director to the Susquehanna County Conservation District, effective November 27, 2019, to fill the open position through the expiration of that term, December 31, 2020.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to re-appoint Nancy Harvatine, Robert Housel, and Loren Salsman to the Susquehanna County Planning Commission effective January 1, 2020 through December 21, 2023 per the recommendation of the Robert Templeton, Planning Director.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept the entering into agreement 19098 R1 with Automated Lifestyles LLC, Moscow, PA, for lighting, audio, and video control in the large courtroom in the amount of \$77,822.84, paid by Act 13 Funds, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a maintenance agreement with Guyette Communications Industries, Plymouth, PA, for maintenance on SV9100 Telephone System for \$412.00 for December 2019, and \$678.00 per month beginning in January, effective December 1, 2019 through November 30, 2020. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Barbara Durkin, Director of the Lackawanna/Susquehanna Drug & Alcohol Programs presented Commissioner Warren with a plaque, thanking her for her years of service and support to Trehab, the Suicide Initiative and Substance Abuse Recovery Initiative.
- Commissioner Hall just returned from the CCAP Conference, where he was awarded the Brady Koch award for Risk Management. He thanks the entire staff, including the Safety Committee, Maintenance, Human Resources for compliance with safety regulations.
- Commissioner Warren congratulates Warden Mark Shelp and the SCCF Staff for receiving a 100% on their recent inspection.
- Commissioner Hall touched on the changes to the Election Code and Act 77.

Motion by Commissioner Arnold to close the Commissioners' Meeting
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:28 a.m.

Attest:

Rebekah Hubbard, Deputy Chief Clerk

Susquehanna County Commissioners

CS-21-19
12/11/19

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

- | | | |
|------------------|------------------------|----|
| • Gail Benio | Children & Youth | 5 |
| • Sandra Henry | Treasurer | 5 |
| • Kelly Feduchak | New Milford Magistrate | 10 |

Motion by Commissioner Warren to approve the minutes of the November 27, 2019 Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:01 a.m.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 12/11/2019 for \$227,077.19 for Net Wages
- Cash Disbursement Journal dated 12/05/2019 for \$78,367.20 for General Expenses

- Cash Disbursement Journal dated 12/2/2019 for \$30,769.74 for PLIGIT Expenses
 - Cash Disbursement Journal dated 12/05/2019 for \$80,759.58 for CYS Expenses
 - EFTPS payment dated 12/11/2019 for \$76,635.10 for Federal Payroll Taxes
 - Electronic payment dated 11/22/2019 for \$9858.19 for State Withholding Taxes
 - Electronic payment dated 12/11/2019 for \$20,847.254 for Employee Retirement
 - Electronic payment dated 12/11/2019 for \$1236.80 for PA SCU
 - Cash Disbursement Journal dated 12/2/2019 for \$1,898.60 for Election Pay
 - Cash Disbursement Journal Dated 12/6/2019 for \$20,768.64 for PLIGIT Expenses
- Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Janniel De Jesus, Sheriff Office, Crisis Intervention Team, Mayfield, PA, 12/09/2019-12/13/2019, Total Cost \$0, Cost to County \$0.
- Scott Aylesworth and Ralph Schwartz, EMA, FEMA Workshop, Lackawanna County EMA, 03/04/2020 – 03/05/2020, Total Cost \$24, Cost to County \$24.
- Marysa Edwards-Ball and Chad Weaver, CYS, Welfare Check, Pittsburgh, PA, 12/11-12/12/2019, Total Cost \$407.98, Cost to County \$81.60.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Donald Cronk, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$14.51 per hour, varied hours, effective December 5, 2019, with a six-month probationary period and benefits according to the Jail Bargaining Union and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Jair Novajosky, Esquire, Peckville, to the open, part-time, non-union position of Conflict Counsel/Parent's Attorney, annual salary of \$40,000, effective January 2, 2020, with benefits according to government mandated requirements and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the elimination of Conflict Counsel position and the services of Patrick Daly, effective December 31, 2019, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the 2020 Miscellaneous Compensation Schedule effective January 1, 2020.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt the 2020 Susquehanna County Budget in the amount of \$46,140,863.37.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a service agreement with Johnson Control, Wilkes-Barre, PA in the amount of \$8,706.74, for quarterly visits and a block of service time on the County's HVAC equipment for a period of 1 year, starting January 1, 2020 – December 31, 2020.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of a 2020 Ford Transit 150 Cargo AWD Van for the Maintenance Department at the COSTARS purchase price of \$39,406.00, 50% funded by Liquid Fuels, per the recommendation of Director of Public Facilities, Jim Hawley.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to purchase (73) Ballot Marking Devices from Election IQ, Stow, Ohio, in the amount of \$208,050.00, using ACT 13 Funds, which 60% will be reimbursed by the State of Pennsylvania, per the recommendation of Director of Elections, Macy Rudock.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to purchase (43) Poll Pad Units with printers, integration and setup up fees from KNOWINK, St. Louis, MO, in the amount of \$64,285.00, using ACT 13 Funds, which 60% will be reimbursed by the State of Pennsylvania, per the recommendation of the Director of Elections, Macy Rudock.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to purchase (2) Laptops with OCS2.0A for the voting systems in the amount of \$7,030.00 from Election IQ, Stow, Ohio, using ACT 13 Funds, which 60% will be reimbursed by the State of Pennsylvania, per the recommendation of the Director of Elections, Macy Rudock.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to purchase (43) X4 Voting Booths from Printelect, New Bern, NC, at a cost of \$670 per unit, plus shipping for a total of \$31,020.00, using ACT 13 Funds, which 60% will be reimbursed by the State of Pennsylvania, per the recommendation of the Director of Elections, Macy Rudock.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the reappoint of Joseph Matis as Susquehanna County Housing/Redevelopment Authority Director for a term of 5 years, January 1, 2020 – December 31, 2024, per the recommendation of Executive Director, Karen Allen.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Commissioner Warren spoke about the last SURI Meeting of the year and asked for the support of all the township supervisors in allowing the SURI team to come in, supply free samples and demonstrate the use of Narcan for all Susquehanna County residents.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:14 a.m.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners

CS-22-19

12/18/19

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the December 11, 2019 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' meeting and open the Salary Board meeting at 9:00 a.m.

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

Return to the Commissioners' Meeting at 9:01 a.m.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 12/11/2019 for \$509,177.91 for General Expenses

- Cash Disbursement Journal dated 12/16/2019 for \$58,059.48 for CYS Expenses
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Scott Aylesworth and Ralph Schwartz, EMA, Basic Public Information Officer, Monroe County DPS, 3/21-3/22/2020, Total Cost \$48.00, Cost to County \$48.00.
- Scott Aylesworth and Ralph Schwartz, EMA, Public Information Awareness, Monroe County DPS, 2/15/2020, Total Cost \$24.00, Cost to County \$24.00.
- Michelle Graziano and Elizabeth Karpov, CYS, PCYA Quarterly Meeting, State College, PA, 1/14/2020-1/16/2020, Total Cost \$1,380.00, Cost to County \$276.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept the hiring of Mark Keyes, Factoryville, to the open, full-time, non-union position of County Detective/School Resource Officer (SRO) for the Montrose Area School District, effective January 2, 2020, per the recommendation of District Attorney Marion O'Malley.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept the hiring of Daniel Totino, Kingsley, to the open, full-time, non-union position of County Detective/School Resource Officer (SRO) for the Montrose Area School District, effective January 2, 2020, per the recommendation of District Attorney Marion O'Malley.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Jason Stec, Susquehanna, to the open, full-time, union eligible position of Establishment Specialist/Court Liaison, effective January 2, 2020, six-month probationary period, benefits according to Court Appointed Contract and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the termination of Jillian Smith from the full-time, union eligible position of 2nd Deputy Prothonotary/Clerk of Courts, effective December 11, 2019, per the recommendation of Jan Krupinski, Prothonotary and Clerk of Courts.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into an agreement with Avanco International, Clifton, VA, for CWIS upgrades during the period of July 1, 2019 through June 30, 2020, for a fixed price of \$1,888.18, per the recommendation of CYS Director Michelle Graziano.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to rescind the motion made December 11, 2019, to purchase (43) X4 Voting Booths from Printelect, New Bern, NC, at a cost of \$670 per unit, plus shipping, for a total of \$31,020.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to purchase, (43) Franklin 4 Station Voting Booths with Shelves and privacy curtains from Election IQ in the amount of \$49,364.00, using ACT 13 Funds, which 60% will be reimbursed by the State of Pennsylvania, per the recommendation of Director of Elections, Macy Rudock.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into an agreement with Teleosoft, Inc, York PA, for a court calendar program and upgrades/maintenance of the program, for the initial fee of \$70,298.00 and annual maintenance fee not to exceed \$10,610, using ACT 13 funds, effective date of contract dependent upon customization, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the proposal from Scranton Electric Heating & Cooling Service, Inc., Scranton, to complete Phase I of the Ventilation System for the Susquehanna County Correctional Facility in the amount of

\$45,193.00, using ACT 13 funds, per the recommendation of Maintenance Supervisor, Dennis Landis.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the proposal from Scranton Electric Heating & Cooling Service, Inc., Scranton, to complete Phase II of the ventilation system for the Susquehanna County Correctional Facility in the amount of \$187,814, using ACT 13 funds, per the recommendation of Director of Facilities, Jim Hawley. Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to grant the following Tax Claim Bureau exoneration request:

- Silver Lake Township, parcel 046.05-1,008.00,001, in the name of Tara Shattuck. Assessment sent notification November 13, 2019, to Tax Claim that the mobile home had been moved to an unknown location.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve payment of \$63,000 to Kleinbard, LLC for the legal fees associated with the challenge of the appointment of Marion O'Malley as District Attorney.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Commissioner Warren introduced new web app SUSQ Mobile for the County through Apple and Google Play.
- Commissioner Hall and Commissioner Arnold presented Commissioner Warren with an appreciation plaque for 16 years of service as County Commissioner.

Motion by Commissioner Arnold to close the Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:20 a.m.

ATTEST:

Robert Hyde, Chief Clerk

Susquehanna County Commissioners