

**Susquehanna County Commissioners  
May 8, 2024  
Agenda**

**Commissioner                    called the Meeting to order at                    a.m. in the Commissioners' Meeting Room.**

**Pledge of Allegiance to the Flag.**

**Moment of Silence**

**Present: Commissioners Hall, Darrow, and Herschel**

**Public Comment on agenda and non-agenda items:**

- 1. Motion by Commissioner                    to close public comment.  
Second Commissioner**
  
- 2. Motion by Commissioner                    to approve the minutes of the April 24, 2024,  
Commissioners' Meeting with amendment to item #8 from \$31,767.50 to \$33,345.75.  
Second Commissioner**
  
- 3. Motion by Commissioner                    to recess the Commissioners' Meeting and open  
the Salary Board Meeting.  
Second Commissioner**

**Returned to Commissioners Meeting at                    a.m.**

- 4. Motion by Commissioner                    to ratify or approve the following:  
• Cash Disbursement Journal dated 4/25/2024 for \$538,733.49 for General Expenses  
• Cash Disbursement Journal dated 4/30/2024 for \$27,783.10 for Election Pay  
• Cash Disbursement Journal dated 4/23/2024 for \$823.78 for Jury Pay  
• Cash Disbursement Journal dated 4/22/2024 for \$3,240.00 for Election Pay  
• Cash Disbursement Journal dated 5/2/2024 for \$81,718.77 for General Expenses.  
• Cash Disbursement Journal dated 5/2/2024 for \$264,915.50 for Net Wages  
• EFTPS dated 5/2/2024 for \$86,524.71 for Federal Payroll Taxes  
• Electronic Payment dated 5/2/2024 for \$27,271.21 for Employee Retirement  
• Electronic Payment dated 5/2/2024 for \$11,382.53 for State Withholding  
• Electronic Payment dated 5/2/2024 for \$1,045.77 for PA SCDU  
Second Commissioner**
  
- 5. Motion by Commissioner                    to approve the following seminar and travel requests:  
• Wendy Zapolski, Register and Recorder, RWOCAP Annual Summer Conference,**

York, PA, 7/15/2024-7/19/2024. Total Cost \$1118.00. Cost to County \$1118.00.

- Scott Aylesworth and Nathaniel Wallace, EMA, PEMA Eastern Area IST, Wilkes Barre, PA 05/29/2024-5/30/2024. Total Cost \$0. Cost to County \$0.
- Cheverly Chichura, Adult Probation, STOP Violence Against Women Grant Program Regional Training Services, 5/15/2024, Total Cost \$0. Cost to County \$0.

Second Commissioner

6. Motion by Commissioner to approve entering into a Purchase of Service Agreement between Susquehanna County Services for Children & Youth and Chester County, West Chester, PA for services as follows:

Detention Center Per Diem \$465.00

Shelter Per Diem \$310.00

Per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner.

7. Motion by Commissioner to enter into a Memorandum of Understanding with Susquehanna/Lackawanna County of Drug/Alcohol Treatment Services and The Trehab Center, and Susquehanna County DUI Coordinator – DUI Program to administer services as outlined in PCCD grant number 44012.

Second Commissioner.

8. Motion by Commissioner to enter into a maintenance agreement with Whitmore Fence Company, Dryden, NY, for bi-annual maintenance on the gates and operating systems at the Jail and the Public Safety Center at a total annual cost of \$1,958.00.

Second Commissioner

9. Motion by Commissioner to approve entering into an agreement for the sale and purchase of an agricultural easement between Philip S. and Michelle K. DePue, the Commonwealth of Pennsylvania, the Agricultural Land Board, and Susquehanna County Conservation Board for an agricultural easement on property on DePue Road, Montrose for \$126,826.38, effective May 8, 2024, pending approval by the Solicitor.

Second Commissioner

10. Motion by Commissioner to award the bid for the 2012 Ford Escape, VIN# MCU9D72CKC58229, 88,078 miles.

Second Commissioner

11. Motion by Commissioner to award the bids on the IT Surplus Items.

Second Commissioner

12. Motion by Commissioner to acknowledge, with regret, the resignation of Mindy Powell from the position of District Justice Assistant Office Manager, effective May 10, 2024, per Magisterial District Judge Gregory Scheer.

Second Commissioner

13. Motion by Commissioner to rescind the previously approved motion to hire Madison Severcool, to the open part-time, union eligible position of Corrections Officer, per the recommendation of Warden Vincent Chiamonte.

**Second Commissioner**

**14. Motion by Commissioner to accept, with regret, the resignation of Peter Pitcher from the position of Full-Time Telecommunicator, effective May 8, 2024, per John Collins, 911 Coordinator.  
Second Commissioner**

**15. Motion by Commissioner to accept, with regret, the resignation of Vincent Chiaramonte from the position of Warden/Outreach Support, effective May 8, 2024, per Sheriff Lance Benedict.  
Second Commissioner**

**16. Motion by Commissioner to accept, with regret, the resignation of Emily Freeman from the position of Field Appraiser, effective April 30, 2024, per Sarah Seamans, Director of Assessment/Chief Assessor.  
Second Commissioner**

**17. Motion by Commissioner to approve the termination of Shawn Isby from the position of Roads & Bridges/Maintenance Crew Chief/Safety Coordinator, effective May 3, 2024, per James Hawley, Director of Public Facilities.  
Second Commissioner**

**18. Motion by Commissioner to approve the transfer of the below list of employees, all with a six-month probationary period:  
Second Commissioner**

<b>NAME</b>	<b>POSITION</b>	<b>GRADE</b>	<b>EFFECTIVE DATE</b>	<b>BENEFIT DETAILS</b>	<b>PER THE RECOMMENDATION OF</b>
<b>Brittany Hartman</b>	<b>From F/T Adult Probation/Drug Court Grant to Temporary Adult Probation Officer/Drug Court</b>	<b>5</b>	<b>5/16/2024</b>	<b>Probation Bargaining Agreement &amp; County Policy Manual</b>	<b>President Judge Jason Legg</b>
<b>Ashley Waldron</b>	<b>From P/T Corrections Officer to F/T Adult Probation Officer/Drug Court Grant</b>	<b>5</b>	<b>5/16/2024</b>	<b>Probation Bargaining Agreement &amp; County Policy Manual</b>	<b>President Judge Jason Legg</b>
<b>Aimee Wademan</b>	<b>From Human Resources Coordinator/Budget Admin to Deputy Director of Human Resources/Budget Coordinator</b>	<b>9 Rate: \$26.90</b>	<b>5/8/2024</b>	<b>County Policy Manual</b>	<b>Chief Clerk Rebekah Hubbard</b>
<b>Samantha Barnhart</b>	<b>From Accounting Clerk/HR Support to Human Resources Coordinator/Payroll and Accounting Clerk</b>	<b>8 Rate: \$24.39</b>	<b>5/8/2024</b>	<b>County Policy Manual</b>	<b>Chief Clerk Rebekah Hubbard</b>
<b>Samantha Warner</b>	<b>From P/T Corrections Officer to F/T Corrections Officer</b>	<b>4</b>	<b>5/2/2024</b>	<b>Jail Bargaining Agreement and the County Policy Manual</b>	<b>Warden Vincent Chiaramonte</b>
<b>Tyler Stone</b>	<b>From P/T Corrections Officer to F/T Corrections</b>	<b>4</b>	<b>5/16/2024</b>	<b>Jail Bargaining Agreement and the</b>	<b>Warden Vincent Chiaramonte</b>

	Officer			County Policy Manual	
Keith Kunkle	From P/T Corrections Officer to F/T Corrections Officer	4	4/18/2024	Jail Bargaining Agreement and the County Policy Manual	Warden Vincent Chiaramonte

19. Motion by Commissioner \_\_\_\_\_ to increase the salary of the Chief Clerk by \$10,000, due to additional responsibilities and administration of human resources, effective May 8, 2024, per the recommendation of the Commissioners.  
Second Commissioner
20. Motion by Commissioner \_\_\_\_\_ to approve Proclamation 2024-22, proclaiming May 15, 2024, as Peace Officers Memorial Day and May 12-18, 2024 as Police Week in Susquehanna County.  
Second Commissioner
21. Motion by Commissioner \_\_\_\_\_ to approve Proclamation 2024-23, proclaiming May 19-25, 2024, as Emergency Medical Services Week in Susquehanna County.  
Second Commissioner
22. Motion by Commissioner \_\_\_\_\_ to approve Proclamation 2024-24, proclaiming May 19-25, 2024, as Travel and Tourism Week in Susquehanna County.  
Second Commissioner
23. Motion by Commissioner \_\_\_\_\_ to close the Commissioners' Meeting.  
Second Commissioner
- Commissioner \_\_\_\_\_ declared the Commissioners' Meeting adjourned at \_\_\_\_\_ a.m.