

SB 24-01  
1/10/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

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

Motion by Commissioner Darrow to ratify and create the part-time, hourly, as-needed, non-union position of 1<sup>st</sup> Deputy Coroner, part-time, effective December 31, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Coroner Anthony Conarton.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the change to the County Policy Manual, Policy 8C – Overtime, that all overtime shall be paid for time worked beyond normal scheduled working hours and over 40 hours per week.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-02  
1/24/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott, District Attorney O'Malley.

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the January 10, 2024, Salary Board Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one part-time, union-eligible position of Victim-Witness Coordinator, Temporary, Grade 4, not to exceed 29 hours per week, effective January 24, 2024, with a six-month probationary period and benefits according to the Court-Related Bargaining Agreement and the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:08 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-03  
2/14/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the January 24, 2024, Salary Board Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the part-time, non-union eligible position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting, Grade 12, six hours per week, effective February 14, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Legg.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create the full-time, non-union position of Assistant Director of Satellite Public Facilities/County HVAC Technician, Grade 11, at least 40 hours per week, effective February 14, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-04  
2/28/2024

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

Present: Commissioners Hall, Darrow and Herschel.

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the February 14, 2024, Salary Board Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a Memorandum of Understanding with Teamsters Local 229 for temporary scheduling of 12-hour shifts, with a \$2.50 increase to all 911 employees for the term of the temporary schedule, effective February 14, 2024.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to amend the previously created position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting to be a maximum of 8 hours per week and effective April 4, 2024, per the recommendation of President Judge Legg.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the full-time, non-union position of Geographic Information Systems (GIS) Technician, \$20.83 per hour, effective February 28, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-05  
3/27/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Herschel to approve the minutes of the February 28, 2024, Salary Board Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the elimination of the attached list of positions which are no longer in use or have been updated and replaced.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the part-time, union-eligible position of Clerk – Treasurer/Tax Claim, Grade 2, not to exceed 20 hours per week, effective April 4, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Treasurer Rebecca Wescott.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate the full-time, non-union position of First Deputy Treasurer/Tax Claim, effective March 27, 2024, per the recommendation of Rebecca Wescott, Treasurer.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-06  
4/10/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items:

A question was asked in regard to item # 5 and the appropriateness of the change to that position. Commissioner Hall responded that the Commissioners deem the change necessary for the future of that position as well as for the current workload of that position.

Motion by Commissioner Darrow to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the March 27, 2024, Salary Board Meeting.

Second by Commissioner Herschel

Motion by Commissioner Herschel to ratify and create the full-time, non-union position of GIS Technician, Grade 7, effective April 8, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to create the part-time, non-union position of IT Application Support/Trainer, Grade 4, effective April 10, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Herschel to increase the hours of the Assistant Public Defender to 35 hours per week with an hourly rate of \$45.00 per hour, effective April 10, 2024, per the recommendation of Linda LaBarbara, Public Defender.

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

Motion by Commissioner Darrow to create one part-time, temporary position of Adult Probation Officer, \$18.00 per hour, not to exceed 29 hours per week, effective April 10, 2024, through May 16, 2024, when the candidate transfers to full-time, per the recommendation of President Judge Jason Legg.

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

Motion by Commissioner Herschel to close the Salary Board Meeting.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-07  
4/24/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items:

A question was asked about Item #4 and the reason for the elimination of the two positions. Commissioner Hall explained that the Union asked for the removal of these two positions and left 911 with four (4) part-time positions.

Motion by Commissioner Herschel to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the April 10, 2024, Salary Board Meeting, with the change to #5, minimum of 35 hours per week, salary of \$75,000.

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

Motion by Commissioner Herschel to ratify and create one full-time, temporary position of Temp Security Guard/Permit Processor, Grade 2, effective April 15, 2024, 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 by Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate two (2) part-time 911 Telecommunicator positions, effective April 24, 2024.

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

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Darrow. Ayes: Unanimous. Motion Carried.

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer