

CS 22-00
01/12/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Mandy Houghton	SCCF	5 Years
Michelle Graziano	Children & Youth	15 Years

Public Comment on agenda and non-agenda items:
No public comment.

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

Motion by Commissioner Hall to approve the minutes of the December 22, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 12/21/2021 for \$136,734.72 for General Expenses
 - Cash Disbursement Journal dated 12/21/2021 for \$1645.48 for General Expenses
 - Cash Disbursement Journal dated 1/5/2022 for \$528,981.87 for General Expenses
 - Cash Disbursement Journal dated 12/29/2021 for \$115,975.06 for General Expenses
 - Cash Disbursement Journal dated 12/30/2021 for \$242,578.51 for Net Wages
 - EFTPS dated 12/30/2021 for \$82,772.19 for Federal Payroll Taxes
 - Electronic Payment dated 12/30/2021 for \$663.57 for PA SCU
 - Electronic Payment dated 12/30/2021 for \$22,886.38 for Employee Retirement
 - Electronic Payment dated 12/30/2021 for \$10,509.30 for State Withholding
 - Cash Disbursement Journal dated 1/10/2022 for \$91,721.71 for Children & Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar or travel requests:

- Elizabeth Arnold, Alan Hall, Judith Herschel, CCAP Elections Conference, Harrisburg, PA, 1/24/2022, Total Cost \$304.26 Cost to County \$304.26.

- Macy Rudock and Aubrey Daniels, CCAP Elections Conference, Harrisburg, PA, 1/24/2022, Total Cost \$311.26, Cost to County \$311.26.
- Elizabeth Arnold, CCAP Fall Conference, Hershey, 11/21/2021 – 11/23/2021, Total Cost \$651.78, Cost to County \$651.78.
- Scott Aylesworth and Ralph Swartz, Task Force Business, Various locations, 3/16/2022, 6/15/2022, 9/21/2022 and 12/21/2022, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration requests:

- Bridgewater Township, parcel 161.08-1,042.00,026, in the name of Shane Wetzel. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from the property. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve change orders for W.H. Lane, Inc., in the total amount of \$114,076.17 for the new public safety building.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the renewal of the lease with the Zoran Cupic Life Insurance Trust for the lease of land for the 911 Tower, total annual cost of \$30,000.00 effective January 1, 2022 through December 31, 2022, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into a Memorandum of Understanding with the Juvenile Probation Department, the Susquehanna Community School District, and Susquehanna County for the school-based probation program for the 2021-2022 school year, effective August 1, 2021 through August 1, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a communications site lease agreement with Bluestone Pipeline Company of Pennsylvania, LLC, for land for the 911 tower, effective January 12, 2022 through December 31, 2042, for \$1.00 per year.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of two 20-yard roll-off containers for the Recycling Center from Valley Enterprise Container, LLC, at a total cost of \$18,540.00, paid with Act 101, Section 902 Grant Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one color wide-format scanner for the Planning Department from Topp Business Solutions, at a total cost of \$7,530.00, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a maintenance agreement between the Pennsylvania District Attorney's Institute and Susquehanna County for the Savin Software used in the District Attorney's office and the Susquehanna County Correctional Facility, effective January 1, 2022, through December 31, 2022, at no cost to the County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appropriate \$40,000 in county matching funds for the agricultural easement purchases for the 2022 program year beginning January 12, 2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase a new dual-sided badge printer, with ribbons and cleaning kit, on-site setup and programming from Johnson Controls fire Protection LP, Allentown, PA, at a total cost of \$2,472.65.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the renewal and amendment to the agreement with Optical Storage Solutions, Inc., Lebanon, PA, for software, maintenance and support of LANDEX software, amended to also include Record Alert Module and support, effective January 1, 2022 through December 31, 2022 at a total cost of \$30,780.00, paid from Record Improvement Funds, per the recommendation of Michelle Estabrook, Recorder of Deeds/Register of Wills.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as Solicitor for the Coroner's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Coroner Anthony Conarton.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire as the Solicitor for the Prothonotary/Clerk of Courts offices at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Sheriff's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Sheriff Lance Benedict.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael Briechle as the Solicitor for the Auditor's office at flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Richard Ainey, County Auditor.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Treasurer's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Treasurer Jason Miller.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Joel M. Wolff, Esquire, as the Solicitor for the Recorder of Deeds and the Register of Wills office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Register and Recorder, Michelle Estabrook.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Jordan Holtzman from the position of part-time Corrections Officer, effective December 13, 2021, per Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Casmer Bielby from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective December 30, 2021, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Marshall Hild from the position of full-time Administrative Assistant/Grant Coordinator for 911 to the open, non-union position of full-time Human Resources/Systems & Budget Coordinator, \$18.25 per hour, effective January 10, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Brenna Anderson, Human Resources Generalist.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Wesley Campbell, Friendsville, to the open, full-time, union-eligible position of Domestic Relations Establishment Specialist/Court Liaison, \$14.46 per hour, 40 hours per week, effective January 10, 2022, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit and the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Taylor McKeeby, Montrose, to the open, full-time, non-union position of Assistant Director of Domestic Relations, \$40,100.00 per year, 40 hours per week, effective January 18, 2022, with a six-month probationary period and benefits per the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of John Nagy from the position of part-time 911 Telecommunicator, effective January 21, 2022, per Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid for one 2015 Ford E450 Cutaway Bus, VIN#1FD4E4FS4FDA10555.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-01, January as National Slavery and Human Trafficking Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-02, January 9, 2022, as Law Enforcement Appreciation Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:18 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-02
01/26/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:
Question and comment regarding the proposed state infrastructure monies collected from interstate toll.

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

Motion by Commissioner Hall to approve the minutes of the January 12, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 1/12/2022 for \$100,418.84 for General Expenses
- Cash Disbursement Journal dated 1/20/2022 for \$471,971.44 for General Expenses
- Cash Disbursement Journal dated 1/13/2022 for \$255,458.30 for Net Wages
- EFTPS dated 1/13/2022 for \$85,466.81 for Federal Payroll Taxes
- Electronic Payment dated 1/13/2022 for \$663.57 for PA SCU
- Electronic Payment dated 1/13/2022 for \$23,831.32 for Employee Retirement
- Electronic Payment dated 1/13/2022 for \$10,857.79 for State Withholding
- Cash Disbursement Journal dated 1/19/2022 for \$46,215.40 for Children & Youth
- Cash Disbursement Journal dated 1/21/2022 for \$14,534.74 for FNB Credit Cards

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:

- Jair Novajowsky, Public Defender's Office, DUI/Motor Vehicle Law, Virtual, 2/11/2022, Total Cost \$375.00, Cost to County \$375.00.
- Linda Laberbera, Public Defender, DUI/Motor Vehicle Law, Virtual, 2/11/2022, Total Cost \$275.00, Cost to County \$275.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the 2021 Susquehanna County Room Tax Grants as attached.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into an agreement with Kofile, Essex, VT, for preservation of maps in the Register and Recorders office, at a total project cost of \$83,550.00, paid from Records Improvement Funds, effective January 26, 2022, through project completion.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-appoint the following to the Agricultural Preservation Board effective January 26, 2022, for the term specified:

- Jo Ellen Green – Thompson Twp. - At-large Member – through December 31, 2022
- Elliott Ross – Herrick Twp. - At-large Member – through December 31, 2022
- Zeb Raub – Liberty Twp. - Contractor Member – through December 31, 2022
- Len Wheatley – Lenox Twp. - Township Supervisor Member – through December 31, 2023

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-appoint Thomas Chamberlain, Montrose, to the Susquehanna County Housing and Redevelopment Board, for a five-year term expiring December 31, 2027.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the spending of \$600,000 of ARPA funding on the new public safety facility.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order for PAMSCO for \$26,374.18, for the new public safety center, paid for with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept the resignation of Rick Soden from the Northern Tier Local Loan Review committee, effective January 26, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the appointment of Michelle Kowalewski to the Northern Tier Local Loan Review committee, to finish out the vacant term through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into contracts with Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program, Compass Health Systems and Elizabeth A. Kippycash, for fiscal year 2021-2022, per the fee schedules as attached.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with NEC Software Assurance for software upgrades and support to the telephone system at a total annual cost of \$1,010.00, effective February 14, 2022 through February 13, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Matthew Timm, Montrose, to the open, full-time, non-union position of Courtroom Technician/Recorder, \$14.46 per hour, effective January 24, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation/retirement of David Fredendall from the position of full-time Maintenance/Electrical & HVAC Technician, effective March 9, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Kevin Kruger, New Milford, to the open, full-time, union-eligible position of Recycling Technician, \$12.05 per hour, effective January 27, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Justin Seamans, Montrose, to the open, full-time, union-eligible position of Maintenance & Utility Technician Crew Chief, \$17.35 per hour, effective January 31, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicles:

- 2016 Ford Econoline, VIN# 1FD4E4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FD4E4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bid for the 2015 Ford E450 Cutaway Bus, VIN#1FD4E4FS4FDA10555.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-03, February as American Heart Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-03
02/09/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Samantha Roszel	911	5 Years
Britney Darrow	Assessment	5 Years
Phillip Crisp	Probation	20 Years
Edward Lucas	Jail	25 Years

Public Comment on agenda and non-agenda items:
No public comment.

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

Motion by Commissioner Hall to approve the minutes of the January 26, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:
• Cash Disbursement Journal dated 1/27/2022 for \$561,425.01 for General Expenses
• Cash Disbursement Journal dated 2/2/2022 for \$373,982.32 for General Expenses

- Cash Disbursement Journal dated 2/2/2022 for \$99,081.48 for Children & Youth
 - Cash Disbursement Journal dated 1/27/2022 for \$253,608.60 for Net Wages
 - EFTPS dated 1/27/2022 for \$86,721.54 for Federal Payroll Taxes
 - Electronic Payment dated 1/27/2022 for \$663.57 for PA SCU
 - Electronic Payment dated 1/27/2022 for \$23,411.92 for Employee Retirement
 - Electronic Payment dated 1/27/2022 for \$10,935.21 for State Withholding
 - Cash Disbursement Journal dated 1/24/2022 for \$675.14 for Jury Pay
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to exonerate the Susquehanna County Tax Collectors from collecting the County 2021 delinquent county returns in the amount of \$387,357.24
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration requests:

- Lathrop Township, parcel 203.00-4,007.00,001, in the name of John Spickerman Jr. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from the property. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jennifer Hall, Brackney, to the open, full-time, non-union position of Administrative Assistant & Grant Coordinator for 911, \$16.39 per hour, effective February 1, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Amy Coy, Montrose, to the open, full-time, union-eligible position of Real Estate Tax Clerk Trainee, \$14.46 per hour, effective February 17, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Peter Pitcher, Hallstead, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective March 10, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Matthew Timm from the position of Court Technician/Recorder, effective January 26, 2022, per President Judge Legg

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Travis Tucker from the position of Maintenance Manager, effective January 14, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Andrew Genneken from the position of part-time Telecommunicator, effective January 30, 2022, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Kevin Kruger from the position of full-time Recycling Technician, effective February 7, 2022, per Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bids for the following vehicles:

- 2016 Ford Econoline, VIN# 1FDFE4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FDFE4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-advertise for public bid on Municibid the following vehicles:

- 2016 Ford Econoline, VIN# 1FDFE4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FDFE4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-04, February as Black History Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:05 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-04
02/23/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:
Question and comment regarding article published in newspaper.

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

Motion by Commissioner Hall to approve the minutes of the February 9, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/9/2022 for \$139,711.77 for General Expenses
 - Cash Disbursement Journal dated 2/16/2022 for \$239,656.17 for General Expenses
 - Cash Disbursement Journal dated 2/11/2022 for \$254,318.82 for Net Wages
 - EFTPS dated 2/11/2022 for \$84,706.00 for Federal Payroll Taxes
 - Electronic Payment dated 2/11/2022 for \$1,097.42 for PA SCDU
 - Electronic Payment dated 2/11/2022 for \$23,376.24 for Employee Retirement
 - Electronic Payment dated 2/11/2022 for \$10,808.66 for State Withholding
 - Cash Disbursement Journal dated 2/10/2022 for \$10,891.70 for FNB Credit Cards
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:

- Elizabeth Smith, SCCF, DOC Basic Training, Elizabethtown, PA, 2/21/2022 – 3/17/2022, Total Cost \$920.00, Cost to County \$920.00.
- Amy Adams, SCCF, DOC Basic Training, Elizabethtown, PA, 2/21/2022 – 3/17/2022, Total Cost \$1,659.20, Cost to County \$1,659.20.
- Michelle Graziano, Children & Youth, PCYA March Quarterly Meeting, 3/29/2022 - 4/1/2022, State College, PA, Total Cost \$839.57, Cost to County \$839.57.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of a Synology Network Storage device for the Courthouse, Jail, and Public Safety Center from Shadow Technologies, Forty Fort, for a total

cost of \$7,129.07 which includes the storage system, engineering services, and five years of support, paid with Act 13 funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Professional Services Agreement with MCM Consulting Group, State College, PA, for a commodity flow study, effective February 23, 2022, through September 30, 2022, at a total cost of \$13,403.25, per the recommendation of Scott Aylesworth, Director of EMA.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the Susquehanna County Local Emergency Planning Committee Members for the 2022 term:

Don Kessler	Facility Owner/Operator
Phil Price	Firefighter Personnel
Alan Hall	Elected Official
Thomas Jimmie Jr.	Law-Health-Med-Environ-Trans
Michael Stalnecker	Civil Defense and EMA
Scott Aylesworth	Civil Defense and EMA
Kate Kamp	Facility Owner/Operator
Ralph Schwartz	Civil Defense and EMA
Blain Dibble	Law-Health-Med-Environ-Trans
Cody Butler	Broadcast and Print Media
Joe Adornato	Law-Health-Med-Environ-Trans
Timothy Fox	Law-Health-Med-Environ-Trans
John Corbin	Facility Owner/Operator
Brody Webster	Facility Owner/Operator
Kenneth Bondurant	Community Groups

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for Urban Electrical Contractors in the amount of \$4,306.00 for additional work orders at the new public safety facility.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Loren Salsman from the Susquehanna County Planning Commission effective February 10, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an MOU with Susquehanna Community School District for tax collection software for use by all tax collectors, effective February 23, 2022, until the parties agree to terminate.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicle:

- 2014 Interceptor – VIN 1FM5K8AROEGB02257 – 92,717 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Penny Alden from the position of full-time Corrections Officer, effective February 10, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Michelle Collett from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$17.87 per hour, effective February 10, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Melissa McCloskey from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$17.87 per hour, effective February 11, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Nickie Shimer, Thompson, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective February 24, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jordan Seamans, New Milford, to the open, full-time, non-union temporary position of Processing Manager/Shipping Manager, \$13.49 per hour, effective February 17, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Britney Darrow from the position of full-time Assistant Director of Assessment, effective February 25, 2022, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Dean Mitchell, Montrose, to the open, full-time, non-union position of Assistant Recycling Coordinator, \$16.39 per hour, effective March 1, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve termination of Mark Tierney from the position of full-time Maintenance Specialist, effective February 16, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jordan Seamans from the position of temporary, full-time Processing/Shipping Manager to the open, union-eligible position of full-time Maintenance Specialist, \$14.46 per hour, effective end of day February 18, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Michael Christopher, Tunkhannock, to the open, full-time, union - eligible position of HVAC Technician/Maintenance Team Leader, \$28.85 per hour, effective March 10, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to end the appointment of Francis X. O'Connor as County Solicitor, with employment ending effective February 23, 2022.

Second Commissioner Herschel. Ayes: Commissioner Hall and Herschel. Nays: Commissioner Arnold. Motion carried.

Motion by Commissioner Hall to approve Resolution 2022-01, enacting a County-Wide Burn Ban effective 12:01 a.m. March 15, 2022 through 11:59 p.m. April 13, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2022-02, designating Scott Aylesworth to execute the Susquehanna County Hazard Mitigation Grant Program (HMGP).

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-05, March as Colon Cancer Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-06, March as Social Work Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-07, March 4, 2022, as Employee Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bids for the following vehicles:

- 2016 Ford Econoline, VIN# 1FD4E4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FD4E4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:15 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-05
03/09/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Rhonda Goldsmith	Assessment	5 Years
Jon Record	Sheriff	15 Years
Joshua Weller	Jail	20 Years
Theresa LoSapio	GIS/Mapping	20 Years

Public Comment on agenda and non-agenda items:

Question and comment regarding update on the new public safety building.

Comment in regards to the high level of professionalism Susquehanna County Employees hold.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the minutes of the February 23, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/24/2022 for \$510,581.98 for General Expenses
 - Cash Disbursement Journal dated 3/2/2022 for \$211,393.33 for General Expenses
 - Cash Disbursement Journal dated 2/22/2022 for \$45,321.91 for Children & Youth
 - Cash Disbursement Journal dated 2/24/2022 for \$244,718.53 for Net Wages
 - EFTPS dated 2/24/2022 for \$83,842.69 for Federal Payroll Taxes
 - Electronic Payment dated 2/24/2022 for \$24,226.76 for Employee Retirement
 - Electronic Payment dated 2/24/2022 for \$10,648.91 for State Withholding
 - Cash Disbursement Journal dated 3/2/2022 for \$81,134.55 for Children & Youth
 - Electronic Payment dated 3/4/2022 for \$13,435.20 for iLand Internet Solutions
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:

- Aiyana Brown, SCCF, PCCA Spring Conference, Pocono Manor, PA, 4/3/2022 – 4/6/2022, Total Cost \$0, Cost to County \$0.

- Jeffery Hindman, SCCF, PCCA Spring Conference, Pocono Manor, PA, 4/3/2022 – 4/6/2022, Total Cost \$0, Cost to County \$0.
- Macy Rudock, Voter Registration/Elections, Susquehanna County Farm and Home Day, Springville, PA, 4/18/2022, Total Cost \$10, Total Cost to County \$10.
- Aubrey Daniels, Voter Registration/Elections, Susquehanna County Farm and Home Day, Springville, PA, 4/18/2022, Total Cost \$10, Total Cost to County \$10.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appoint Christopher Gabriel as County Solicitor, effective March 9, 2022, with total cost not to exceed \$45,000 for 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appoint Brandon Cleveland, South Auburn, to fill the vacant position on the Susquehanna County Planning Commission, effective March 9, 2022, through December 21, 2023, per the recommendation of Patti Peltz, Director of Planning.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase one sequel server from CDW-G, Vernon Hills, IL, for the Teleosoft software in the Prothonotary/Clerk of Courts office, at a total cost of \$6,521.86, paid with ACT 13 Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an agreement with Farnham & Associates, Inc, Clarks Summit, PA, for water operations and testing at the new public safety building, at a cost of \$600/month plus expenses.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Jonathan Oropallo from the position of full-time Corrections Officer, effective February 23, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Alivia Hughes from the position of part-time Corrections Officer, effective February 27, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring Timothy Landucci, Brackney, to the open, full-time, non-union position of Assistant Director of Assessment, \$40,100 annually, effective March 10, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Jan Rosenkrans from the position of Deputy Chief Clerk, effective March 18, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Jennifer L. Bonavita, Springville, to the open, full-time, non-union position of Courtroom Technician/Recorder, \$14.46 per hour, effective March 21, 2022, with a six-month probationary period and benefits according to the

County Policy Manual and government mandates, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bid for the following vehicle:

2014 Interceptor – VIN 1FM5K8AROEGB02257 – 92,717 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:08 a.m.

ATTEST:

Jan Rosenkrans, Deputy Chief Clerk

Susquehanna County Commissioners

CS 22-06

3/23/2022

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 Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:

Treasurer Jason Miller states that he will be resigning from the position of Treasurer effective May 2, 2022.

Question is asked regarding tolling project on I-81.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the March 9, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 3/9/2022 for \$402,094.26 for General Expenses

- Cash Disbursement Journal dated 3/16/2022 for \$169,903.07 for General Expenses
 - Cash Disbursement Journal dated 3/10/2022 for \$249,037.41 for Net Wages
 - EFTPS dated 3/10/2022 for \$83,923.73 for Federal Payroll Taxes
 - Electronic Payment dated 3/10/2022 for \$24,030.38 for Employee Retirement
 - Electronic Payment dated 3/10/2022 for \$10,646.54 for State Withholding
 - Electronic Payment dated 3/10/2022 for \$1,097.42 for PA SCDU
 - Wire Transfer dated 3/10/2022 for \$100,00.00 for Trehab for ERAP2 funding
 - Wire Transfer dated 3/1/2022 for \$300,000 for Trehab for ERAP1 funding
 - Wire Transfer dated 3/10/2022 for \$200,000.00 for Susquehanna County Housing Authority for ERAP funding
 - Cash Disbursement Journal dated 3/14/2022 for \$9,132.54 for FNB Credit Cards
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:

- Patricia Leach, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Emily McHale, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Sarah Seamans, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Jason Miller, Treasurer, Treasurer's Spring Conference, State College, PA, 4/6/2022, Total Cost \$0, Cost to County \$0.
- Jason Miller, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/22/2022, Total Cost \$0, Cost to County \$0.
- Rebecca Wescott, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/22/2022, Total Cost \$0, Cost to County \$0.
- Alan Hall, Commissioner, Correctional Facilities Planning Seminar, Orlando, FL, 3/24/2022 – 3/25/2022, Total Cost \$2,422.12, Cost to County \$2,422.12.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement with Quadient Leasing, Inc./Postage Pros Plus Milford, CT, for one digital mailing system, scale, and activation kit for the new Public Safety Building, effective March 14, 2022 through March 14, 2027, at a monthly cost of \$334.25.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a renewal agreement with CCAP for annual web hosting fees, effective March 10, 2022 through March 10, 2023, at a total cost of \$6,450.00 per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one Virtual Matrix Controller – Vicon M00B07 for the camera system at the Correctional Facility at a total cost of \$3,859.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to reappoint Roger Doolittle, Choconut, to the Susquehanna County Economic Advisory Committee, effective March 23, 2022, through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one 20 Qt. hand tilt kettle at a total cost of \$6,831.00, per the recommendation of James Hawley, Director of Public Facilities.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one Huebsch 60lb. washer/extractor with 3-year parts warranty, 5-year basket/frame/bearings warranty, 6-month labor warranty at a total cost of \$11,900.00, with installation and freight included.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint the following to the Susquehanna County Tick Borne Diseases Task Force, effective March 30, 2022 through March 30, 2023.

Commissioner Elizabeth Arnold	County Government
Jane Osborne	Health Practitioner
Jacqueline Hart	Public Advocate
Phyllis Konstas	Public Advocate
Peter Baumann	President, Southern Tier Lyme Support Group

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for bid on Municibid 14 Black Hawk holsters and 10 Safari Land holsters.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for bid on Municibid the following containers:

- One roll-off container, green, approximately 35 cubic yard capacity, enclosed. Sold as is.
- One roll-off container, red, approximately 35 cubic yard capacity, enclosed. Sold as is.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Jason Miller from the elected position of Susquehanna County Treasurer and the appointed position of Susquehanna County Tax Claim, effective May 2, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the appointment of Rebecca Preston Wescott to the position of Acting Treasurer and Acting Tax Claim, with retaining the title of 1st Deputy Treasurer/Tax Claim, new salary \$59,080.62, effective May 2, 2022 until a qualified Treasurer is elected or appointed, with benefits according to the County Policy Manual, per the recommendation of Jason Miller, Treasurer/Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Megan Gregory from the position of full-time Establishment Specialist/Court Liaison, effective March 14, 2022, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the hiring of Peter Pitcher, Hallstead, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective March 17, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Lee Rowan, Honesdale, to the open, part-time, non-union position of County Detective/Substitute School Resource Officer (SRO), effective March 23, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Andrew Reynolds from the position of full-time Corrections Officer, effective March 26, 2022, per Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Jennifer Hall from the position of full-time Administrative Assistant/Grant Coordinator for 911, effective March 21, 2022, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2022-03, requesting a Statewide Local Share Assessment Grant in the amount of \$47,615.00 for the D&H Rail Trail Safety Enhancement Project.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-08, April as Safe Digging Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-09, April as Child Abuse Prevention Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-10, April as Sexual Assault Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-11, April 10-16, 2022, as Public Safety Telecommunicators Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-12, Support for Mental Health Services in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:11a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-07
4/13/2022

Commissioner Arnold called the Meeting to order at 8:58 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Sara Snee	Children & Youth Services	15 Years
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Public Comment on agenda and non-agenda items:
Commissioner Herschel makes a statement regarding the Area Agency of Aging.

Comment is made regarding the low levels of unemployment in the County.
Motion by Commissioner Hall to close public comment.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the March 23, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 3/22/2022 for \$285,810.36 for General Expenses
- Cash Disbursement Journal dated 3/30/2022 for \$100,236.34 for General Expenses
- Cash Disbursement Journal dated 3/24/2022 for \$261,645.82 for Net Wages
- EFTPS dated 3/24/2022 for \$87,613.73 for Federal Payroll Taxes
- Electronic Payment dated 3/24/2022 for \$24,095.83 for Employee Retirement
- Electronic Payment dated 3/24/2022 for \$11,119.72 for State Withholding

- Electronic Payment dated 3/24/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 3/22/2022 for \$47,204.87 for Children and Youth
- Cash Disbursement Journal dated 4/6/2022 for \$112,136.23 for Children and Youth
- Cash Disbursement Journal dated 4/6/2022 for \$89,699.92 for General Expenses
- Cash Disbursement Journal dated 4/8/2022 for \$258,978.92 for Net Wages
- EFTPS dated 4/8/2022 for \$87,769.30 for Federal Payroll Taxes
- Electronic Payment dated 4/8/2022 for \$11,188.74 for State Withholding
- Electronic Payment dated 4/8/2022 for \$24,260.09 for Employee Retirement
- Electronic Payment dated 4/8/2022 for \$1,120.49 for PA SCDU

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:

- Brittany Hartman, Probation, Basic Firearms Training Academy, Hershey, PA, 4/26/2022-4/29/2022, 5/2/2022-5/6/2022. Total Cost \$1,950.00. Cost to County \$1,950.00.
- Brandy Schneider, 911, TAC Officer Training, Kingston, PA, Total Cost \$0. Cost to County \$0.
- Tara Wilbur, Veterans Affairs, 2022 PSACDVA Conference, Gettysburg, PA, 6/20/2022 – 6/24/2022, Total Cost \$802.60, Cost to County \$802.60.
- Jeffery Mead, Veterans Affairs, 2022 PSACDVA Conference, Gettysburg, PA, 6/20/2022 – 6/24/2022, Total Cost \$1,052.60, Cost to County \$1,052.60.
- Samantha Roszel, 911, TAC Officer Training, Kingston, PA, 6/2/2022. Total Cost \$0. Cost to County \$0.
- Brandy Schneider, 911, Task Force Cyber Security Training, Luzerne, PA, 4/12/2022, Total Cost \$0. Cost to County \$0.
- Samantha Roszel, 911, Task Force Cyber Security Training, Luzerne, PA, 4/12/2022, Total Cost \$0. Cost to County \$0.
- Bradley Ellsworth, 911, NECORE Meeting, Monroe County 911, 4/7/2022, Total Cost \$0. Cost to County \$0.
- Rebecca Wescott, Treasurer's Office, County Treasurers Convention, 6/7/2022 – 6/10/2022, Scranton, PA, Total Cost \$850.00. Cost to County \$850.00.
- Richard Suraci, Robert DeLuca & Richard Ainey, Auditors, Northeast Regional Auditor's Conference, 5/9/2022, Gibson, PA, Total Cost \$220.00. Cost to County \$220.00.
- Jan Krupinski, Prothonotary/Clerk of Courts, PA State Association Conference, 6/21/2022-6/24/2022, Washington County PA, Total Cost \$1182.16, Cost to County \$1182.16.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement with Shadow Technologies, Forty Fort, PA, for the Cisco Umbrella renewal, effective March 24, 2022 through March 25, 2023, at a total cost of \$6,949.25, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Lexipol, LLC, Fresno, Texas, for Corrections One Academy training solutions, effective April 13, 2022, through December 31, 2022, at a total cost of \$3,379.03, and the following subscription year, January 1, 2023 through December 31, 2023 at a total cost of \$5,792.55, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a renewal agreement with esri, Redlands, CA, for ArcGIS desktop use and maintenance, effective April 28, 2022 through April 27, 2023, at a total cost of \$10,400.00, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Barbara McNamara to the Susquehanna County Tick Borne Diseases Task Force, effective April 13, 2022, through March 30, 2023. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one 12x21 enclosed steel shed for use as the Susquehanna County SCAR Facility, Rush township, from American Steel Carports, Inc. at a total cost of \$6,625.00, paid with LEPC funding. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Shawn O'Neill from the position of full-time Recycling Technician, effective April 1, 2022, per Recycling Coordinator Jennifer Hibbard. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Anthony Cantazaro from the position of full-time Processing/Shipping Manager, effective April 6, 2022, per Recycling Coordinator Jennifer Hibbard. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Shane Kelder from the position of full-time IT Technician, effective April 15, 2022, per Stephen Janoski, IT Director/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Brenna Anderson from the position of full-time Human Resources Generalist, effective April 20, 2022, per Rebekah Hubbard, Chief Clerk. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Michael Keogh from the position of full-time IT Systems Administrator, effective April 20, 2022, per Stephen Janoski, IT Director/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Walter Meany from the position of full-time Security Guard to the open, union-eligible position of full-time Deputy Sheriff, \$17.35 per hour, effective May 3, 2022, 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 Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Paige Huscha, Meshoppen, to the open, full-time position of Deputy Chief Clerk, \$43,107.50 per year, effective April 25, 2022, with a six-

month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-13, April as Fair Housing Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-14, April 24-30, 2022, as National Crime Victims' Rights Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bid for the 14 Black Hawk holsters and 10 Safari Land holsters.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Note: Winning bid \$700.00 from Liberator Performance.

Motion by Commissioner Hall to award the winning bids on the following containers:

- One roll-off container, green, approximately 35 cubic yard capacity, enclosed. Sold as is.
- One roll-off container, red, approximately 35 cubic yard capacity, enclosed. Sold as is.

Second Commissioner Herschel. Ayes Unanimous.

Note: Winning bid on the green container \$5000.00 from Lenny Fitzgerald. Winning bid on red Container \$2300.00 from Ernest Barkman.

No motion made to approve sending both above noted roll-off containers to scrap, should no bids be received.

No action taken.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:12 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-08
04/27/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Question is asked regarding the fitness hall in the new Public Safety Center.

Motion by Commissioner Arnold to close public comment.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the minutes of the April 13, 2022 Commissioners' Meeting.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to recess the Commissioners Meeting and open the Salary Board Meeting.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Arnold to ratify or approve the following:

- Cash Disbursement Journal dated 4/13/2022 for \$495,063.60 for General Expenses
- Cash Disbursement Journal dated 4/14/2022 for \$22,673.02 for FNB Credit Cards
- Cash Disbursement Journal dated 4/21/2022 for \$276,501.05 for General Expenses
- Wire Transfer dated 4/20/2022 for \$3,413.77 for WEX Gas Cards
- Cash Disbursement Journal dated 4/22/2022 for \$253,177.54 for Net Wages
- EFTPS dated 4/22/2022 for \$85,000.40 for Federal Payroll Taxes
- Electronic Payment dated 4/22/2022 for \$24,077.39 for Employee Retirement
- Electronic Payment dated 4/22/2022 for \$10,803.79 for State Withholding
- Electronic Payment dated 4/22/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 4/20/2022 for \$72,590.26 for Children & Youth
- Cash Disbursement Journal dated 4/22/2022 for \$3,455.26 for Election Training Pay

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the following seminar and travel requests:

- Jeff Hindman, SCCF, CCAP Forensic Conference, State College, PA, 5/24/2022, Total Cost \$271.00. Cost to County \$271.00.
- Julie McGuigan, SCCF, PA DOC Basic Training Academy, Elizabethtown, PA, 5/2/2022 – 5/26/2022, Total Cost \$1,659.00. Cost to County \$1,659.20.
- Sean MacDonald, SCCF, PA DOC Basic Training Academy, Elizabethtown, PA, 5/2/2022 – 5/26/2022, Total Cost \$920.00, Cost to County \$920.00.

- Ralph Schwartz, EMA, National Homeland Security Conference, Cleveland, OH, 7/11/2022 – 7/15/2022, Total Cost \$1,635.00, Cost to County \$0.
- Ryan Tator, 911/GIS, State GIS Conference, State College, PA, 6/14/2022 -6/15/2022, Total Cost \$622.00, Cost to County \$622.00

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the purchase of various fitness equipment from Advantage Sports & Fitness Inc., Ithaca, NY, at a total cost of \$14,599.65, paid with PComp Grant and Benecon Wellness Dollars.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to enter into agreement with Tower Services Unlimited, Harrisburg, for products and installation of one Valmont 180' tower and one Thermobond Shelter, at a total cost of \$364,221.00, effective April 27, 2022, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the transfer of Kenneth Shoemaker from the position of full-time Recycling Technician to the open, non-union position of full-time Processing/Shipping Manager, \$13.49 per hour, effective April 18, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge, with regret, the resignation of Jennie Grisafi from the position of full-time New Milford District Justice Assistant Office Manager, effective May 6, 2022, per New Milford District Justice Jodi Cordner.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge the hiring of Jason Miller, Harford, to the open, temporary, part-time position of Administrative Assistant, \$16.35 per hour, hours to not exceed 29 per week, effective May 2, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Rebecca Wescott, 1st Deputy Treasurer/Tax Claim.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-15, May as Mental Health Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-16, May as Older Americans' Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-17, May as VHL Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-18, May as Lyme Disease

Awareness Month in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-19, May 1-7, 2022, as National Correctional Officers and Employees Week in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-20, May 6-12, 2022, as Nurse's Week Barnes Kasson in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-21, May 6-12, 2022, as Nurse's Week Endless Mountains Health Systems in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-22, May 6-12, 2022, as Nurse's Week NEPA Community Healthcare in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

