

**Susquehanna County Commissioners  
January 12, 2022  
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 Arnold, Hall and Herschel.**

**Employee Years of Service Recognition: 5 Year Incremental Anniversaries:**

<b>Mandy Houghton</b>	<b>SCCF</b>	<b>5 Years</b>
<b>Michelle Graziano</b>	<b>Children &amp; Youth</b>	<b>15 Years</b>

**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 December 22, 2021  
Commissioners' Meeting.  
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 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 SCDU**
  - 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**

5. **Motion by Commissioner** 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**

6. **Motion by Commissioner** 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**

7. **Motion by Commissioner** 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**

8. **Motion by Commissioner** 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**

9. **Motion by Commissioner** 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**

10. **Motion by Commissioner** 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**

11. **Motion by Commissioner** 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**

12. **Motion by Commissioner** 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**

13. Motion by Commissioner 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
14. Motion by Commissioner to appropriate \$40,000 in county matching funds for the agricultural easement purchases for the 2022 program year beginning January 12, 2022.  
Second Commissioner.
15. Motion by Commissioner 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
16. Motion by Commissioner 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
17. Motion by Commissioner to acknowledge the appointment of Michael J. Gathany, Esquire, as Solicitor for the Coroner's office, pending the signing of the MOU, per the recommendation of Coroner Anthony Conarton.  
Second Commissioner
18. Motion by Commissioner to acknowledge the appointment of Michael J. Gathany, Esquire as the Solicitor for the Prothonotary/Clerk of Courts offices, pending the signing of the MOU, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.  
Second Commissioner
19. Motion by Commissioner to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Sheriff's office, pending the signing of the MOU, per the recommendation of Sheriff Lance Benedict.  
Second Commissioner
20. Motion by Commissioner to acknowledge the appointment of Michael Briechle as the Solicitor for the Auditor's office, pending the signing of the MOU, per the recommendation of Richard Ainey, County Auditor.  
Second Commissioner
21. Motion by Commissioner to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Treasurer's office, pending the signing of the MOU, per the recommendation of Treasurer Jason Miller.  
Second Commissioner
22. Motion by Commissioner to acknowledge the appointment of Joel M. Wolff, Esquire, as the Solicitor for the Recorder of Deeds and the Register of Wills office, pending

the signing of the MOU, per the recommendation of Register and Recorder, Michelle Estabrook.

Second Commissioner

23. Motion by Commissioner 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
24. Motion by Commissioner 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
25. Motion by Commissioner 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
26. Motion by Commissioner 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
27. Motion by Commissioner 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
28. Motion by Commissioner 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
29. Motion by Commissioner to advertise for public bid on Municibid for one 2015 Ford E450 Cutaway Bus, VIN#1FD4E4FS4FDA10555.  
Second Commissioner

30. Motion by Commissioner                    to approve Proclamation 2022-01, January as National Slavery and Human Trafficking Month in Susquehanna County.  
Second Commissioner
31. Motion by Commissioner                    to approve Proclamation 2022-02, January 9, 2022, as Law Enforcement Appreciation Day in Susquehanna County.  
Second Commissioner
32. Motion by Commissioner                    to close the Commissioners' Meeting  
Second Commissioner

Commissioner                    declared the Commissioners' Meeting adjourned at                    a.m.