

**Susquehanna County Commissioners
July 27, 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.

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 July 13, 2022
Commissioners' Meeting, with the change that only one cash disbursement journal of
\$153,956.76 was made (duplicate entry on agenda).
Second Commissioner**

- 3. Motion by Commissioner to recess the Commissioners Meeting and open
the Salary Board Meeting.
Second Commissioner**

Return to Commissioners Meeting at a.m.

- 4. Motion by Commissioner to ratify or approve the following:**
 - Cash Disbursement Journal dated 7/20/2022 for \$388,293.31 for General Expenses**
 - Cash Disbursement Journal dated 7/19/2022 for \$67,669.75 for Children & Youth**
 - Wire Transfer dated 7/15/2022 for \$50,000.00 for Susquehanna County Housing Authority for ERAP**
 - Cash Disbursement Journal dated 7/15/2022 for \$365,000 for Fire/EMS Act 13 Donation**
 - Cash Disbursement Journal dated 7/13/2022 for \$97,100.22 for General Expenses**
 - Cash Disbursement Journal dated 7/15/2022 for \$244,237.52 for Net Wages**
 - EFTPS dated 7/15/2022 for \$82,435.06 for Federal Payroll Taxes**
 - Electronic Payment dated 7/15/2022 for \$24,005.70 for Employee Retirement**
 - Electronic Payment dated 7/15/2022 for \$10,431.53 for State Withholding**

- **Electronic Payment dated 7/15/2022 for \$1,120.49 for PA SCU**
 - **Cash Disbursement Journal dated 7/14/2022 for \$12,156.72 for FNB credit cards**
Second Commissioner
5. **Motion by Commissioner** to approve the following seminar and travel requests:
 - **Nathanial Wallace, EMA, PEMA Orientation for Emergency Management, Hamburg, PA, 8/10/2022, Total Cost \$0, Cost to County \$0.**
 - **Julie Johnson, Human Resources, 2022 SCHRPP Conference, Erie, PA, 9/14/2022 -9/16/2022, Total Cost \$361.60, Cost to County \$361.60.****Second Commissioner**
 6. **Motion by Commissioner** to accept the resignation of Chris Ginton from the position of Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective July 27 2022.
Second Commissioner
 7. **Motion by Commissioner** to amend motion 7 from the July 13, 2022 meeting to the use of \$365,000.00 of Act 13 funding to assist County Fire Departments, EMS, EMT's, and First Responders, per the updated attached list.
Second Commissioner
 8. **Motion by Commissioner** to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth and Cornell Abraxas Group, LLC, Pittsburgh, PA, for services per Schedule F (attached), per the recommendation of Michelle Graziano, Director of Children and Youth.
Second Commissioner
 9. **Motion by Commissioner** to approve the Progress Authority applying for the NTIA middle-mile broadband grant, with technical assistance provided by Hunt Engineers, effective July 13, 2022, at a total cost of \$9,000.00, paid with American Rescue Plan funding.
Second Commissioner
 10. **Motion by Commissioner** to approve the 2022-2023 Human Services Plan, per Lackawanna Susquehanna BH/ED/EI joinder.
Second Commissioner
 11. **Motion by Commissioner** to ratify and approve entering into an agreement with Quadiant Leasing dba Postage Pros Plus for the mailing room equipment lease, installation, training, and maintenance at a cost of \$334.25 per month, effective July 25, 2022 through July 30, 2027.
Second Commissioner
 12. **Motion by Commissioner** to enter into a Memorandum of Understanding with Montrose Area School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.
Second Commissioner

13. Motion by Commissioner _____ to enter into a Memorandum of Understanding with Elk Lake School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.
Second Commissioner
14. Motion by Commissioner _____ to enter into a Memorandum of Understanding with Forest City School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.
Second Commissioner
15. Motion by Commissioner _____ to ratify and approve entering into a planned service agreement with Johnson Controls Fire Protection LP, Allentown, PA, for the software on the access control system at the Public Safety Center, effective July 26, 2022, at an annual cost of \$3,280.00.
Second Commissioner
16. Motion by Commissioner _____ to ratify and approve the termination of Ryan Kirgan from the position of Corrections Sergeant, effective July 13, 2022, per the recommendation of Warden Jeffrey Hindman.
Second Commissioner
17. Motion by Commissioner _____ to ratify and approve the termination of Jeffrey Hindman from the position of Warden/Outreach Support, effective July 18, 2022, per Rebekah Hubbard, Chief Clerk.
Second Commissioner
18. Motion by Commissioner _____ to ratify and approve the hiring of Mark Shelp, Montrose, to the open, part-time, temporary position of Warden – Temporary, \$34.66 per hour, effective July 21, 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
19. Motion by Commissioner _____ to ratify and approve the transfer of Patricia Leach from the position of full-time Field Appraiser to the open, full-time, union-eligible position of Senior Field Appraiser/Deputy Director of Assessment, \$19.28 per hour, effective July 20, 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
20. Motion by Commissioner _____ to approve the hiring of Marie Travis, Hallstead, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective July 28, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.
Second Commissioner
21. Motion by Commissioner _____ to approve the transfer of Jacob Peck from the position of full-time Corrections Officer to the open, union-eligible position of part-time

Corrections Officer, no change in pay, effective August 19, 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 Mark Shelp.
Second Commissioner

22. Motion by Commissioner to approve the transfer of Steven Ingman from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective August 19, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.
Second Commissioner

23. Motion by Commissioner to approve the hiring of David Carle, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective July 28, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.
Second Commissioner

24. Motion by Commissioner to award the bids on the following vehicles:
• 2016 Ford E-450 bus, VIN 1FDFE4FSXGDC23336, mileage 177,982
• 2016 Ford E-450 bus, VIN 1FDFE4FS2GDC46297, mileage 153,471
Second Commissioner

25. Motion by Commissioner to award the bids on the two (2) roll off containers, both 35-yard capacity, in as-is condition.
Second Commissioner

26. Motion by Commissioner to advertise for public bid on Municibid the following vehicle:
• 2015 Chevrolet Equinox, VIN 2GNFLFEK8F6123745, 113,735 miles
Second Commissioner

27. Motion by Commissioner to close the Commissioners' Meeting
Second Commissioner

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