

CS 23-01
1/11/2023

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:

Joseph Barry	Adult Probation	20 Years
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Public Comment on agenda and non-agenda items: None

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve the minutes of the December 28, 2022 Commissioners' Meeting, with the change to Motion number 12, funding is 25% LEPC/HAZMAT, 75% EMA.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 12/28/2022 for \$343,895.24 for General Expenses

Cash Disbursement Journal dated 12/29/2022 for \$237,404.62 for Net Wages

EFTPS dated 12/29/2022 for \$80,343.72 for Federal Payroll Taxes

Electronic Payment dated 12/29/2022 for \$24,481.70 for Employee Retirement

Electronic Payment dated 12/29/2022 for \$10,325.26 for State Withholding

Electronic Payment dated 12/29/2022 for \$985.26 for PA SCU

Cash Disbursement Journal dated 1/5/2023 for \$458,234.15 for General Expenses

Cash Disbursement Journal dated 1/5/2023 for \$98,249.46 for Children & Youth

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

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

Scott Aylesworth and Nathaniel Wallace, EMA, Task Force Meetings, Wyoming/Lehigh/Monroe County/, 3/15/2023, 6/21/2023, 12/20/2023, Total Cost \$0, Cost to County \$0.

Vincent Chiaramonte and Aiyana Brown, SCCF, Virtual OC Instructor Course, online, 4/13/2023 – 4/14/2023, Total Cost \$180.00, Cost to County \$180.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to amend the 2023 holiday schedule, per the union contract, to Friday, November 10, 2023, as the Veterans' Day (observed) holiday for Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve entering into an agreement with Greenman-Pedersen, Inc., for civil engineering services, bid services, and administration for the replacement of the concrete curbs on Maple Street and Lake Avenue, effective January 5, 2023, at a total cost of \$11,100.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve a change order for William H. Lane, Inc., for winter conditions and delays for the public safety center project, at a total change order cost of \$280,280.07, paid from Act 13.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the unchanged Miscellaneous Compensation Schedule, effective January 11, 2023, until changes are necessary and approved by the Salary Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to reappoint John Ramsay, Brackney, to the Susquehanna County Planning Commission, effective January 1, 2023 through December 31, 2027, per the recommendation of Duane Naugle, Director of Planning.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to appropriate \$30,000 in county matching funds for the agricultural easement purchases for the 2023 program year beginning January 1, 2023.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve entering into a service agreement with Johnson Controls, Inc., for Metasys system software and upgrades, effective January 1, 2023, through December 31, 2023, at a total cost of \$8,990.00. Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the transfer of Ryan Tator from the position of Acting Director of 911/ GIS Systems Database Analyst to the open, full-time, non-union position of Director of Public Safety/GIS and Systems Database Analyst, \$76,601.57 per year, including the 3% raise for 2023, effective January 11, 2023, 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 Carries.

Motion by Commissioner Herschel to ratify and acknowledge the resignation of Shannon Barnum from the position of Enforcement Specialist/Court Liaison, effective January 13, 2023, per President Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Heidi Sisson from the position of part-time File Clerk, effective December 31, 2022, per Jan Krupinski, Clerk of Courts/Prothonotary.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and accept the termination of Nancy Volve-Mandziaria from the position of Corrections Officer, effective January 4, 2023, per Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Amber Jacobson, Montrose, to the open, full-time, union-eligible position of Clean and Green Specialist, effective January 12, 2023, 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 Carries.

Motion by Commissioner Herschel to ratify and approve the transfer of Matthew Thomas, Montrose, from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective December 15, 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 Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2023-01, proclaiming January 2023 as National Slavery and Human Trafficking Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Proclamation 2023-02, proclaiming January 9, 2023, as National Law Enforcement Appreciation Day in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to open and award, pending review by the Solicitor, the bids for General Excavating in regards to bridge maintenance, repair, restoration, dam maintenance, and other projects.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:16 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

CB 23-02
1/25/2023

Susquehanna County Commissioners

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:

There was inquiry and discussion as to why the County has been looking at breaking away from the Endless Mountains Visitors Bureau to create their own tourism entity within the County.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the minutes of the January 11, 2023 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 1/12/2023 for \$298,605.83 for General Expenses

Cash Disbursement Journal dated 1/18/2023 for \$251,446.71 for Net Wages

EFTPS dated 1/18/2023 for \$84,191.09 for Federal Payroll Taxes

Electronic Payment dated 1/18/2023 for \$25,404.27 for Employee Retirement

Electronic Payment dated 1/18/2021 for \$10,773.28 for State Withholding

Electronic Payment dated 1/18/2023 for \$985.26 for PA SCDU

Cash Disbursement Journal dated 1/12/2023 for \$303,117.77 for General Expenses

Cash Disbursement Journal dated 1/19/2023/2022 for \$94,421.77 for General Expenses

Cash Disbursement Journal dated 1/17/2023 for \$44,052.37 for Children & Youth

Cash Disbursement Journal dated 1/20/2023 for \$26,815.76 for FNB Credit Cards

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

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

Rachel Carrico, Register and Recorder, Register of Wills/Clerk of Orphans' Court Association Spring Conference, State College, 4/19/2023-4/20/2023, Total Cost \$484.67, Cost to County \$484.67.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve entering into an agreement with Capital Area Communications, Harrisburg, PA for engineering services and installation of the Rush tower site

microwave at a total cost of \$296,359.68, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into an equipment service agreement with Lawton Power Systems, LLC for generator maintenance at the Blue Stone tower site at a total annual cost of \$550.00, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve entering into an equipment service agreement with Lawton Power Systems, LLC for generator maintenance at the Rush tower site at a total annual cost of \$550.00, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into an equipment maintenance agreement with Reeds Generator Service, LLC, Nicholson, PA, for annual generator maintenance for 6 911 tower sites, effective January 25, 2023 through December 31, 2023, at an annual cost of \$1,565.00, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve entering into agreement with Optical Storage Solutions, Inc. for maintenance and support of LANDEX software and Oracle Database Management software, effective January 1, 2023 through December 31, 2023, at a total cost of \$24,780.00, per the recommendation of Rachel Carrico, acting Register of Wills & Recorder of Deeds.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a professional services agreement with MCM Consulting Group, Inc., State College, PA, for planning services for 911, including the annual financial reporting, effective February 1, 2023, through December 31, 2026, at a total annual cost of \$16,975.00, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve entering into an agreement with Mobile Concepts Specialty Vehicles for the purchase of a new 911/EMA trailer, including installation of all the required specialized equipment, at a total cost of \$213,420.00, paid with \$35,000 from LEPC, \$35,000 EMA, and the balance from 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve entering into agreement with Johnson Controls for the replacement and installation of 9 FEC ET Controllers at the jail, at a total cost of \$22,143.87, per the recommendation of James Hawley, Director of Public Facilities.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve a change order for William H. Lane, Inc., for credits of \$108,270.00 for the new Public Safety Center.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the purchase of one Kyocera M6630cidn copier/printer/scanner for Juvenile Probation's office from Topp Business Solutions, at a total cost of \$1,503.88, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to increase the number of members on the Susquehanna County Economic Development Board from 11 members to 12 members, effective January 25, 2023.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to appoint Alice Davis, Springville, to the Susquehanna County Economic Development Board effective January 25, 2023, though December 31, 2026, per the recommendation of the Board.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to enter into a cooperation agreement with Susquehanna County Housing/Redevelopment Authority for the Whole Home Repairs Program Funds.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the transfer of Jennifer Gallagher from the position of part-time Corrections Officer to the open position of full-time Corrections Office, no change in pay, effective January 7, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and acknowledge the termination of Troy Anderson from the position of 2nd Deputy Recorder of Deeds/Register of Wills, effective January 13, 2023, per the recommendation of Rachel Carrico, Acting Register of Wills/Recorder of Deeds.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the appointment of Stephanie Sojka-Reisch to the open elected position of Auditor, effective January 17, 2023, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve the hiring of Ethan Hitchcock, Montrose, to the open, part-time, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective January 17, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Stephanie Clark from the position of 2nd Deputy Prothonotary/Clerk of Courts, effective February 8, 2023, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and acknowledge the termination of Amy Marcho from the position of 2nd Deputy Prothonotary/Clerk of Courts, effective January 20, 2023, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the termination of Andrew Beaudry from the position of Recycling/Jail/Other County Facilities Maintenance position effective January 23, 2023, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve the hiring of Laura Pert, Hallstead, to the open, full-time, union-eligible position of Real Estate Tax Clerk – Trainee, \$14.50 per hour, effective January 26, 2023, 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 Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the transfer of Samantha Roszel from the position of Deputy Director of Training and Quality Assurance to the open, full-time, non-union position of 911 Operations Officer/Training and Quality Assurance Manager, \$24.73 per hour, effective January 26, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Proclamation 2023-03, proclaiming February 2023 as American Hearth Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2023-04, proclaiming February 2023 as Black History Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Resolution 2023-01, approving the filing of a proposal for whole-home repair program funding by the Susquehanna County Housing/Redevelopment Authority.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Note: The bid for General Excavating in regard to Bridge Maintenance, Bridge Repair, Bridge Restoration, Dam Maintenance, Dam Repair, Dam Restoration, and other general County related projects is awarded to Ken Rauch Excavating.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CS 23-03

2/8/2023

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:

Matthew Granick	Sheriff's Office	10 Years
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Public Comment on agenda and non-agenda items:

Staci Wilson from the Susquehanna County Independent verified with the Commissioners that a public meeting would be held in regard to Tourism. It was verified that it would be held on February 15th. Staci also asked for a quick overview of the new guidelines for the Solar Energy Facilities. It was also asked if the County reimburses employees' travel expenses to come to work.

Motion by Commissioner Herschel to close public comment.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the minutes of the January 25, 2023 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 1/26/2023 for \$633,242.67 for General Expenses

Wire Transfer dated 1/25/2023 for \$1,683.00 for Payroll Taxes

Cash Disbursement Journal dated 1/26/2023 for \$244,720.90 for Net Wages

EFTPS dated 1/26/2023 for \$82,966.70 for Federal Payroll Taxes

Electronic Payment dated 1/26/2023 for \$25,267.19 for Employee Retirement

Electronic Payment dated 1/26/2021 for \$10,669.81 for State Withholding

Electronic Payment dated 1/26/2023 for \$985.26 for PA SCDU
Cash Disbursement Journal dated 2/1/2023 for \$215,333.97 for General Expenses
Cash Disbursement Journal dated 2/6/2023 for \$89,507.78 for Children & Youth
Cash Disbursement Journal dated 2/6/2023 for \$1,441.10 for Jury Pay
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the following seminar and travel requests:
Leighanna Overfield, Treasurer/Tax Claim, Tax Claim Spring Conference, 4/1/2023, State College, PA, Total Cost \$155.00, Cost to County \$155.00.
Jeffery Mead, Veterans Affairs, Veterans Suicide Prevention Skills, 5/1/2023-5/2/2023, Lehighton, PA, Total Cost \$24.00, Cost to County \$24.00.
Michele Jerauld, Domestic Relations, Annual Spring DRS Directors' Meeting, 5/8/2023-5/10/2023, State College, PA, Total Cost \$441.98, Cost to County \$441.98
Michelle Graziano, Children & Youth Services, PCYA Quarterly Meeting, 3/14/2023-3/17/2023, State College, PA, Total Cost \$138.00, Cost to County 138.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve the upgrade of the camera system at the Correctional Facility to Valerus system through Guyette Communications, Plymouth, PA, including cameras, software and application server, labor and installation, at a total cost of \$11,992.00, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a professional services agreement with Greenman Pederson, Inc., for engineering services for roof replacement on the Warner Building, at a total cost of \$32,500.00, effective February 8, 2023.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve the following appointments to the Local Emergency Planning Committee, effective February 8, 2023, through February 1, 2024.

Commissioner Alan Hall	Elected Official
Blaine Dibble	Health Organization
Phil Price	Fire Personnel
Thomas Jimmie Jr.	HazMat
Scott Aylesworth	EMA
Courtney Howell	Broadcast Management
Ken Bondurant	Community Groups
Don Kessler, Jr	Facility Owner/Op
Joe Adornato	Health Organization
Connor McCloskey	Facility Owner/Op
John Corbin	Facility Owner/OP
Timothy Fox	Health Organization
Donna Davis	Community Groups
Brody Webster	Facility Owner/Op
Nathan Wallace	EMA

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve entering into a professional services agreement with MCM Consulting Group, Inc., State College, PA, for advisory and reporting services for NG911 System Projects, effective January 1, 2023, through December 31, 2023, at a total annual cost of \$7,500.00, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to grant preliminary approval for an amendment to the Susquehanna County Land Ordinance for Solar Energy Facilities, pending review of the Solicitor, with final approval at the next public meeting.
Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall ratify and approve the resignation of Jacob Peck from the position of Corrections Officer, effective January 6, 2023, per Warden Vincent Chiamonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve the termination of Janessa Arsenault from the position of 911 Telecommunicator, effective January 26, 2023, per Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Daniel Police, Scranton, to the open, full-time, non-union position of 911 Coordinator, \$56,280.35 per year, effective February 21, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve the hiring of Bruce Stephens, Montrose, to the open, full-time, union-eligible position of Maintenance/Electrical & HVAC Technician, \$14.50 per hour, effective February 13, 2023, 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 Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the transfer of Jacqueline Andzulis from the position of part-time Telecommunicator to the open, full-time, union-eligible position of Senior Dispatcher, \$22.11 per hour, effective February 23, 2023, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to acknowledge, with regret, the resignation of Matthew Granick from the position of Deputy Sheriff, effective February 28, 2023, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-04
2/22/2023

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:
Statements and questions were made in regard to item #19, the Resolution to decertify Endless Mountains Visitor Bureau.
Comment made to express gratitude towards the Commissioners and the Planning Department for item #9, amendment to the County Land Ordinance for Solar Energy Facilities.

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

Motion by Commissioner Herschel to approve the minutes of the February 8, 2023 Commissioners' Meeting, with the change to motion # 3, amount of Jury Pay to \$1,441.10.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners' Meeting and open the Salary Board meeting at 9:06 a.m.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:11 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 2/8/2023 for \$363,497.85 for General Expenses

Cash Disbursement Journal dated 2/9/2023 for \$70,154.00 for Reagle Dodge

Cash Disbursement Journal dated 2/10/2023 for \$247,130.79 for Net Wages

EFTPS dated 2/10/2023 for \$82,627.62 for Federal Payroll Taxes

Electronic Payment dated 2/10/2023 for \$25,149.75 for Employee Retirement

Electronic Payment dated 2/10/2021 for \$10,554.09 for State Withholding

Electronic Payment dated 2/10/2023 for \$985.26 for PA SCDU

Cash Disbursement Journal dated 2/15/2023 for \$219,140.92 for General Expenses

Cash Disbursement Journal dated 2/16/2023 for \$52,403.87 for Children & Youth

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Samantha Roszel, 9-1-1, CPR Instructor Course, 4/23/2023, Sayre, PA, Total Cost \$279.93, Cost to County \$279.93.

Elizabeth Arnold, Commissioner, CCAP Spring Conference, 3/19/2023 – 3/21/2023, Harrisburg, PA, Total Cost \$684.12, Cost to County \$684.12.

Nathanial Wallace, EMA, National Homeland Security Conference, Chicago, IL, 7/23/2023 – 7/28/2023, Total Cost \$700.00, Cost to County \$700.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Purchase of Service Agreement between Susquehanna County Services for Children & Youth and George Junior Republic Preventative Aftercare, Grove City, PA, for services as follows, per the recommendation of Michelle Graziano, Director of Children and Youth:

Intensive	Per Diem	\$54.53
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Life Skills	Per Diem	\$32.64
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Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an MOU with Blue Ridge School District for use of the RBA Tax Collection software, effective February 22, 2023, until changes are needed.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Commissioner Herschel to serve on the Northeast Behavioral Health Care Consortium Board of Directors, effective February 22, 2023.

Second Commissioner Arnold. Ayes: Hall and Arnold. Abstain: Herschel. Motion Carried.

Motion by Commissioner Herschel to grant final approval on the amendment to the Susquehanna County Land Ordinance for Solar Energy Facilities.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Matthew Snow from the position of full-time Corrections Sergeant/Shift Commander to the open, full-time, union-eligible position of Recycling/Jail/Other County Facilities Utility Technician, \$18.48 per hour, effective February 27, 2023, 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 Herschel to approve the transfer of Christopher Zabrowski from the part-time, non-union position of part-time IT Technician to the open, non-union position of part-time Senior IT Technician, \$19.33 per hour, effective February 23, 2023, 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 Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve transfer of Eric Kirkpatrick from the full-time, non-union position of IT System Administrator to the open, full-time, non-union position of Senior IT Technician, no change in pay, effective February 23, 2023, 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 Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Christopher Rose from the position of Recycling Technician Temp part-time, effective February 17, 2023, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the transfer of Jasmine Penny from the full-time, union-eligible position of Establishment Specialist/Court Liaison to the open, full-time, union-eligible position of Domestic Relations Enforcement Specialist/Court Liaison, no change in pay, effective February 16, 2023, with a six-month probationary period and benefits according to the Court Appointed Bargaining Contact and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and accept the transfer of Jennifer Bonavita from the full-time, union-eligible position of Courtroom Technician/Recorder to the open, full-time, non-union position of Courtroom Technician/Recorder/Treatment Court Coordinator, \$16.43 per hour, effective February 23, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-05, proclaiming March 2023 as Colon Cancer Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-06, proclaiming March 2023 as Social Work Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-07, proclaiming March 3, 2023 as Employee Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-02, A Resolution to Plan and Develop a New Tourism and Promotion Agency in Susquehanna County. This Resolution serves to decertify Endless Mountains Visitors Bureau and certify the development of a new agency.

Second Commissioner Hall. Ayes: Herschel and Hall. Abstain: Arnold. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2023-03, establishing a Burning Ban in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:19 a.m.

ATTEST:

_____	_____
_____	_____
Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 23-05
3/8/2023

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:

Deanna Wasko	Children & Youth	25 Years
Linda Blaisure	SCCF	20 Years

Public Comment on agenda and non-agenda items:

Staci Wilson from the Susquehanna County Independent inquired about item #7, bylaws for the new tourism and promotion agency.

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 22, 2023, Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 2/23/2023 for \$104,654.92 for General Expenses

Cash Disbursement Journal dated 2/23/2023 for \$16,908.37 for FNB Credit Cards

Cash Disbursement Journal dated 2/23/2023 for \$248,822.51 for Net Wages

EFTPS dated 2/23/2023 for \$84,918.16 for Federal Payroll Taxes

Electronic Payment dated 2/23/2023 for \$25,380.92 for Employee Retirement

Electronic Payment dated 2/23/2021 for \$10,825.39 for State Withholding

Electronic Payment dated 2/23/2023 for \$985.26 for PA SCDU

Cash Disbursement Journal dated 3/2/2023 for \$442,383.13 for General Expenses

Cash Disbursement Journal dated 3/2/2023 for \$83,758.21 for Children & Youth

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

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

Rebecca Wescott & Sandra Henry, Treasurer's Office, State Treasurer's Convention, 6/13-6/16/2023, Harrisburg, PA, Total Cost \$1,700.00, Cost to County \$1,700.00.

Sarah Seamans, Assessment, Eagleview Convention, 4/23-4/26/2023, San Antonio, TX, Total Cost \$2,995.00. Cost to County \$110.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve entering into a contract with Blue Jeans Network, Inc., for videoconferencing for the Courts, effective March 11, 2023, through March 11, 2024, at a total cost of \$2,650.44.

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the payment of \$29,000 as the final lease payment on the prior New Milford District Court building.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to adopt the by-laws of the Susquehanna County Promotion and Tourism Agency, effective March 8, 2023.

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

Motion by Commissioner Hall to enter into a contract between Susquehanna County Commissioners, Susquehanna County Recovery Alliance, and the Lackawanna-Susquehanna Drug & Alcohol Program and the American Program Bureau, Inc., for student assemblies and community program of Chris Herren, effective March 8, 2023, through project completion, paid with \$34,000 in Opioid Settlement Funding and \$34,000 Lackawanna-Susquehanna Drug & Alcohol Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Steven Ingman from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective March 7, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Ethan Hitchcock from the position of part-time Corrections Officer to the open, full-time, union-eligible position of full-time Corrections Officer, no change in pay, effective February 13, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to rescind the previously approved motion to hire Daniel Police to the open, full-time, non-union position of 911 Coordinator, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Jazmin Paisi, Hallstead, to the open, part-time, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective March 13, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve Proclamation 2023-09, proclaiming March 12-18 as 4-H week in Susquehanna County.

Second Commissioner Hall. 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 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-06
3/22/2023

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: None

Motion by Commissioner Herschel to close public comment.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the March 8, 2023, Commissioners'

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

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

Returned to Commissioner’s Meeting at 9:03 a.m.

Motion by Commissioner Hall to ratify or approve the following:
Cash Disbursement Journal dated 3/8/2023 for \$179,173.42 for General Expenses
Cash Disbursement Journal dated 3/9/2023 for \$249,246.33 for Net Wages
EFTPS dated 3/9/2023 for \$82,496.28 for Federal Payroll Taxes
Electronic Payment dated 3/9/2023 for \$25,135.98 for Employee Retirement
Electronic Payment dated 3/9/2021 for \$10,614.77 for State Withholding
Electronic Payment dated 3/9/2023 for \$638.18 for PA SCDU
Cash Disbursement Journal dated 3/15/2023 for \$192,545.50 for General Expenses
Cash Disbursement Journal dated 3/7/2023 for \$3,058.72 for Children & Youth
Wire Transfer dated 3/13/2023 for \$29,000 for The Marketing Department
Cash Disbursement dated 3/20/2023 for \$22,449.68 for FNB Credit Cards
Cash Disbursement dated 3/20/2023 for \$44,388.55 for Children & Youth
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following seminar and travel requests:
Sarah Seamans, Assessment, AAP Annual Conference on Assessment Administration, 5/3-5/5/2023, Pocono Manor, PA, Total Cost \$1160.74. Cost to County \$1160.74.
Rachel Carrico, Register & Recorder, 2023 PRODA Conference, 5/22-5/26/2023, Gettysburg, PA, Total Cost \$1225.74. Cost to County \$1225.74
Mikyle Fabrizio, GIS, PA GIS Conference, 4/10-4/12/2023, State College, PA, Total Cost \$786.00. Cost to County \$786.00.
Sarah Seamans, Amber Jacobson, Emily Freeman, Patricia Leach, Assessment, Northeast Chapter Assessors Association of Pennsylvania, 4/14/2023, Tunkhannock, PA, Total Cost \$40, Cost to County \$40.
Rebekah Hubbard, Commissioners’ Office, PCoRP Risk Control Workshop, 4/13/2023, State College, PA, Total Cost \$60. Cost to County \$60.
Wesley Campbell and Linda Daly, Domestic Relations, Western DRAP, 6/7-6/9/2023, Towanda, PA, Total Cost \$963.84. Cost to County \$0.
Stephen Janoski, IT, Eagleview/Pictometry Convention, 4/23-4/26/2023, San Antonio, TX, Total Cost \$2995. Cost to County \$110.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following members to the Susquehanna County Promotion and Tourism Agency Board of Directors:

Member	Term End
Nancy Fowler	December 31, 2024
Kayla Record	December 31, 2026
Bill Burke	December 31, 2028
Mary Beth Zincone	December 31, 2024
Cory Sprout	December 31, 2026
Tara Kelly	December 31, 2028
Barry Searle	December 31, 2024
Jim Barbour	December 31, 2028
Liz Fike	December 31, 2026
Angelia Hall	December 31, 2026
Rebekah Hubbard	December 31, 2024
Lisa Devaney	December 31, 2028
Jason Miller	December 31, 2028

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a contract with Inspired Studio, LLC, Clarks Summit, for the following services, effective March 22, 2023, through March 31, 2024, paid with ARPA funding.

Logo Design/Guide	\$3,696.25
Website Development & Maintenance	\$12,971.50
Inspired on Demand	\$1,750.00 per month for 12 months

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve hiring of Sascha Ramage, Susquehanna, to the open, full-time, union-eligible position of Telecommunicator, \$16.43 per hour, effective March 13, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Michelle Collett from the position of Corrections Sergeant/Shift Commander, effective March 24, 2023, per Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Aiyana Brown from the position of Training/Operations Lieutenant, effective March 24, 2023, per Warden Vincent Chiamonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Austin VanTassel from the position of Corrections Sergeant/Shift Commander, effective March 24, 2023, per Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Marshall Hild from the position of Human Resources/Systems & Budget Coordinator, effective April 7, 2023, per Rebekah Hubbard, Chief Clerk.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Hunter Beach-Jones, Hop Bottom, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective March 23, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Duane Naugle from the position of Director of Planning to the open, full-time, non-union position of Executive Director, Promotion & Tourism/Director of Planning, \$50,250.31 per year, effective March 23, 2023, 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 Herschel to approve Proclamation 2023-09, proclaiming April as Safe Digging Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-10, proclaiming April as Child Abuse Prevention Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-11, proclaiming April as Sexual Assault Awareness Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-12, proclaiming April 9-15, 2023 as National Public Safety Telecommunicators Week in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-13, proclaiming April as Fair Housing Awareness Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to list for bid on Municibid the following vehicle:
2016 Ford 550 Dump Truck VIN 1FDUF5HT4GEA84215 Mileage 20,147
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:17 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-07
4/12/2023

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:

Becky Tierney	District Attorney's Office	5 Years
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Public Comment on agenda and non-agenda items:
Question on agenda item #11, regarding where the new proposed tower location was located.
Commissioner Arnold and Commissioner Hall asked that the public please still respect the burn ban that is in place as there have been several brush fires and a large amount of time and resources spent on putting said brush fires out.
Commissioner Arnold made comment that the 33rd Annual Farm and Home Day was a success.
Commissioner Hall made announcement that PennDOT would be posting their construction maps shortly.
Comment from Farm Bureau member, Bill Bayne that there was a meeting held in Harrisburg and none of the legislators were present.

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

Motion by Commissioner Herschel to approve the minutes of the March 22, 2023, Commissioners' Meeting.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:
Cash Disbursement Journal dated 3/29/2023 for \$219,483.98 for General Expenses
Cash Disbursement Journal dated 3/23/2023 for \$256,332.44 for Net Wages
EFTPS dated 3/23/2023 for \$85,652.37 for Federal Payroll Taxes
Electronic Payment dated 3/23/2023 for \$25,021.22 for Employee Retirement
Electronic Payment dated 3/23/2021 for \$10,907.86 for State Withholding
Electronic Payment dated 3/23/2023 for \$648.46 for PA SCDU
Cash Disbursement Journal dated 3/22/2023 for \$216,094.47 for General Expenses
Cash Disbursement Journal dated 4/5/2023 for \$93,954.76 for Children & Youth
Wire Transfer dated 4/5/2023 for \$573,386.67 for General Expenses
EFTPS dated 3/23/2023 for \$82,581.44 for Federal Payroll Taxes
Electronic Payment dated 4/6/2023 for \$26,649.50 for Employee Retirement
Electronic Payment dated 4/6/2021 for \$10,628.48 for State Withholding

Electronic Payment dated 4/6/2023 for \$648.46 for PA SCDU
Cash Disbursement Journal dated 4/6/2023 for \$245,551.43 for Net Wages
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following seminar and travel requests:
Robert DeLuca, Rick Ainey, Stephanie Reisch, Auditors, Regional Meeting of Auditors,
Milford, PA, 5/3/2023, Total Cost \$99.00. Cost to County \$99.00.
Nathanial Wallace, EMA, Hazmat Response Teams Conference, Baltimore, MD, 6/7/2023-
6/11/2023, Total Cost \$1430.00. Cost to County \$0.
Macy Rudock, Aubrey Daniels, Elections, Farm and Home Day, Elk Lake, PA, 4/10/2023,
Total Cost \$100.00. Cost to County \$100.00.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint the following to the Opioid Settlement Advisory
Committee, with the terms listed below:

Alan Wilmarth	April 12, 2023 through December 31, 2026
Blaine Dibble	April 12, 2023 through December 31, 2024
Matt Button	April 12, 2023 through December 31, 2024
Barbara Durkin	April 12, 2023 through December 31, 2026

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint the following to the Susquehanna County Tick
Borne Diseases Task Force, effective April 12, 2023 through December 31, 2023.

Commissioner Elizabeth Arnold	County Government
Peter Baumann	Public Advocate
Jacki Hart	Public Advocate
Phyllis Konstas	Public Advocate
Barbara McNamara	Nurse Practitioner

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau exoneration request:
Union Dale Borough, parcel 210.00-2,006.00,007, in the name of Jeffery Mead. Tax Claim
received notice from the Assessment office that the trailer has been removed. Tax Claim
requests that all delinquent taxes associated with this parcel be exonerated.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a professional services agreement
with MCM Consulting Group, Inc. State College, PA, to update the risk analysis report for the
transport of hazardous materials in Susquehanna County at a total cost of \$13,287.00, paid
with LEPC funding, effective April 12, 2023, through October 12, 2023.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement between Lackawanna
Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program and
Maxim Health for Chore, Companion Services, Homemaker Service, In-Home Support,
Respite Care, and Shift Nursing, effective July 1, 2022, through June 30, 2023.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into an agreement between
Lackawanna Susquehanna Behavioral Health/ Intellectual Disabilities/Early Intervention
Program and Interim Healthcare Services, Inc., for In-Home and Community
Support/Companion Services, Respite Care, and Hospitalization Services, effective July 1,
2023, through June 30, 2023.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with Tower
Services Unlimited, Inc., Harrisburg, PA, for the purchase of one Thermobond
Communications Shelter for use at the new proposed tower site, at a total cost of \$65,961.00,
with PA State contract pricing and discounts applied, paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to purchase the ADA accessible signage for the addressing
of public rooms in the Courthouse and County Office Building from FastSigns, Carbondale,
PA, for a total cost of \$15,217.95.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Levi Schmidt from the position of full-time Corrections Sergeant/Shift Commander to the open, full-time, non-union position of Training/Operations Lieutenant, \$23.38 per hour, effective March 28, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the hiring of Jennifer Henry, Montrose, to the open, part-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts – part-time, \$14.50 per hour, effective March 28, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Hayley Pompey, Montrose, to the open, part-time, union eligible position of 2nd Deputy Prothonotary/Clerk of Courts-part -time, \$14.50 per hour, effective March 29, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge, with regret, the resignation of George Morin from the position of Deputy Sheriff, effective April 4, 2023, per Sheriff Lance Benedict.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge, with regret, the resignation of Alexis Hartman from the position of 2nd Deputy Prothonotary/Clerk of Courts, effective April 4, 2023, per Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Michael Brennan from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective April 4, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Megan Gregory, Montrose, to the open, full-time, union-eligible position of Caseworker 1, \$17.50 per hour, effective April 13, 2023, with a six-month probationary period and benefits according to the Residual Professional Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Ashley Waldron, Little Meadows, to the open, part-time, union-eligible position of Corrections Officer, part-time, \$16.43 per hour, effective May 16, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Susan Kuntz from the position of Temporary Clerk, effective February 23, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-14, proclaiming April 23-29, 2023, as Crime Victim Rights Week in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-15, proclaiming April 16-22, 2023, as Rural Roads Safety Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bid on the following vehicle:
2016 Ford 550 Dump Truck VIN 1FDUF5HT4GEA84215 Mileage 20,147
WINNER: Nathan McBryan, Lewisburg, PA, \$39,000.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:21 a.m.
ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 23-08
4/26/2023

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:
Staci Wilson asked where the office space mentioned in item #7 would be for Promotion & Tourism. She also asked about item #9 and further explanation on what the position for Tom Follert entailed. Staci also had general inquiry about what the County is doing to rectify the staffing issues, specifically in the Sheriff's Department and the jail.
Commissioner Herschel made announcement for two events happening next month in recognition of Mental Health Awareness Month: a screening of "I Didn't Die, But..." followed by suicide discussion, and the 3rd annual Suicide Awareness Walk. She also mentioned that although the burn ban is lifted, to please be cautious while burning. Commissioner Hall wanted to remind everyone that construction season has begun for bridge and road work and to please be patient as the work happens.

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

Motion by Commissioner Herschel to approve the minutes of the April 12, 2023, Commissioners' Meeting.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board Meeting at 9:07 a.m.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at 9:09 a.m.

Motion by Commissioner Herschel to ratify or approve the following:
Cash Disbursement Journal dated 4/12/2023 for \$316,237.56 for General Expenses
Wire Transfer dated 4/20/2023 for \$315,656.00 for Susquehanna County Housing
Cash Disbursement Journal dated 4/21/2023 for \$257,770.09 for Net Wages
EFTPS dated 4/21/2023 for \$86,278.70 for Federal Payroll Taxes
Electronic Payment dated 4/21/2023 for \$25,223.58 for Employee Retirement
Electronic Payment dated 4/21/2021 for \$10,981.39 for State Withholding

Electronic Payment dated 4/21/2023 for \$648.46 for PA SCU
Cash Disbursement Journal dated 04/17/2023 for \$9,957.17 for FNB Credit Cards
Cash Disbursement Journal dated 4/19/2023 for \$57,633.52 for Children & Youth
Cash Disbursement Journal dated 4/18/2023 for \$32,024.64 for Correctional Care, Inc.
Cash Disbursement Journal dated 4/19/2023 for \$196,491.81 for General Expenses
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:
Jeffery Mead and Tara Wilbur, Veterans Affairs, Veterans Affairs Annual Training, Scranton, 6/19/2023-6/23/2023, Total Cost \$1212.00. Cost to County \$1212.00.
Mike Koscelnak, Probation, Armorer Certification, Randolph, NJ, 6/7/2023-6/8/2023, Total Cost \$545.00, Cost to County \$545.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve changing the Commissioners Meeting scheduled for August 9, 2023, to August 16, 2023, with proper advertising.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with the Susquehanna County Promotion and Tourism Agency for use of office space, telephone, internet and copy services as well as maintenance and support for the above, for \$100.00 per month, effective April 26, 2023, through April 26, 2024.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into an agreement with LexisNexis for Prison Solutions Media (Law Library) for the Susquehanna County Correctional Facility, effective June 1, 2023, through May 31, 2025, at a total cost of \$215.00 per month. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a professional services agreement with Tom Follert, Montrose, for relationship management and public outreach services, effective April 26, 2023, on a month-by-month basis, at a total cost of \$30.00/hour plus costs.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of one custom cargo area bed slide for a 9-foot service body from Powell's Sales and Rentals, Scott Twp., PA, at a total cost of \$84,959.76 with CoStars Pricing, paid with \$25,000 EMA funding, \$34,959.76 from Hazmat funding, and \$25,000 HMRF grant funding.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Chester County detention center and shelter services at a rate of \$400 per diem and \$265.00 per diem respectively, effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth Services.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Hunter Beach-Jones from the position of part-time Corrections Officer, effective April 12, 2023, per Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Elizabeth Smith from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective April 10, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Matthew Thomas from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective April 17, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Colby Starzec, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective April 17, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Haylee Sansky, Springville, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective April 24, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Jeffrey Crane, Whitney Point, to the open, full-time, non-union position of 911 Coordinator, \$63,280.35 per year, effective May 1, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Pam Ross from the position of Corrections Officer/Cook, effective May 3, 2023, per Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Robert Woolover Jr., Montrose, to the open, full-time, non-union position of Processing/Shipping Manager/Compact Operator, \$14.49 per hour, effective April 24, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Aimee Wademan, Thompson, to the open, full-time, non-union position of HR Coordinator/Budget Administrator, \$23.20 per hour, effective April 24, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-16, proclaiming May 2023, as Mental Health Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-17, proclaiming May 2023, as Older Americans Awareness Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-18, proclaiming May 2023, as VHL Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-19, proclaiming May 2023, as Lyme Disease Awareness Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-20, proclaiming May 7-13, 2023, as Corrections Officer Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-21, proclaiming May 6-12, 2023, as Barnes Kasson Nurses Week in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-22, proclaiming May 6-12, 2023, as EMHS Nurses Week in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-23, proclaiming May 6-12, 2023, as NEPA HealthCare Nurses Week in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-24, proclaiming May 2023, as ALS Awareness Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to list for bid on Municibid the following vehicle:
2014 Chevy K3500 VIN 1GC3KZCG5EF126217 Mileage 61,987
Second Commissioner Hall. 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 9:22 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk
CB 23-09
5/10/2023

Susquehanna County Commissioners

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:

Joe Parise	Children & Youth	20 Years
Carol Ainey	Planning	10 Years
Sally Hawley	Commissioners	10 Years
Macy Rudock	Elections	5 Years

Public Comment on agenda and non-agenda items:
Staci Wilson asked for clarification on item #7, whether or not the location listed was the new tower site. She also asked for further details on item #6, Auditors’ Offices solicitor.

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

Motion by Commissioner Hall to approve the minutes of the April 26, 2023, Commissioners’ Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 4/26/2023 for \$778,789.59 for General Expenses

Cash Disbursement Journal dated 5/4/2023 for \$251,427.42 for Net Wages

EFTPS dated 5/4/2023 for \$85,166.58 for Federal Payroll Taxes

Electronic Payment dated 5/4/2023 for \$24,781.01 for Employee Retirement

Electronic Payment dated 5/4/2021 for \$10,904.01 for State Withholding

Electronic Payment dated 5/4/2023 for \$648.46 for PA SCDU

Cash Disbursement Journal dated 5/3/2023 for \$101,451.55 for Children & Youth

Cash Disbursement Journal dated 5/2/2023 for \$3,776.06 for Election Training Pay

Cash Disbursement Journal dated 5/3/2023 for \$308,512.03 for General Expenses

Cash Disbursement Journal dated 5/4/2023 for \$645.00 for Health Insurance Reimbursement

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Scott Aylesworth and Nathaniel Wallace, EMA, Drone Response Tactics, Wilkes-Barre, PA, 6/15/2023-6/16/2023, Total Cost \$0. Cost to County \$0.

Sara Conklin, Arleta Smith, Megan Gregory, Suzanne Swart, CYSTrauma/Resilience, Montrose, 4/27/2023, Total Cost \$0, Cost to County \$0.

Michelle Graziano, CYS, PYCA Quarterly Meeting, Lancaster, PA, 6/27/2023-6/30/2023, Total Cost \$981.00. Cost to County \$981.00.

Alan Hall, Judith Herschel, Rebekah Hubbard, Commissioners Office, CCAP Fall Conference, Erie, PA, 8/6/2023-8/9/2023, Total Cost \$4,168.96. Cost to County \$4,168.96.

Rachel Carrico, Register of Wills/Clerk of Orphans Court, Annual Conference, Philadelphia, PA, 7/10/2023-7/15/2023, Total Cost \$1,264.00, Cost to County \$1,264.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following Tax Claim Bureau Exoneration

Request: Harford Township, Parcel 186.00-1,045.00,001, in the name of William Resseguie Jr. Tax Claim received notice from the assessment office that the trailer has been removed.

Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an MOU with Bugaj/Fischer, PC, Honesdale, as Solicitor for the Auditors office, effective January 1, 2023, through December 31, 2023, at a total cost of \$1,500.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a communications site lease with Silver Lake Fire Company for use of land for the new 911 tower, effective May 10, 2023, through May 31, 2073, for \$1.00 per year.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with PLD Associates, Inc., Wilkes-Barre, for the installation of two 30,000 BTU ductless units for the data/server room in the Public Safety Center, including one year warranty, for a total cost of \$21,900.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Melissa McCloskey from the position of full-time Corrections Officer to the open, union-eligible position of part-time Corrections Officer, no change in pay, effective April 4, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Amber Jacobson from the position of Clean and Green Specialist effective May 8, 2023, per Sarah Seamans, Chief Assessor/Director of Assessment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Brooke Sampson from the position of Corrections Officer, effective April 7, 2023, per Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Robert Woolaver, Jr. from the position of Processing/Shipping Manager/Compacter Operator, effective May 1, 2023, per Jennifer Hibbard, Recycling Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Ricky Eisenbarth from the position of Recycling Technician, effective May 3, 2023, per Jennifer Hibbard, Recycling Coordinator.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the retirement/resignation of Sally Hawley from the position of System Database Administrator/Budget Coordinator, effective May 31, 2023, per Rebekah Hubbard, Chief Clerk.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Daniel Osborn, Hallstead, to the open, full-time, non-union position of IT Technician, \$17.40 per hour, effective May 4, 2023, 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 Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Vicki Walsh, New Milford, to the open, full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, \$14.50 per hour, effective May 1, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Christopher Zabrowski from the part-time position of Senior IT Technician to the open, full-time, non-union position of Assistant Director/Systems Administrator, \$25.15 per hour, effective May 11, 2023, 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 Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-25, proclaiming May 15, 2023, as Peace Officers Memorial Day and May 14-20, 2023 as Police Week 2023 in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-26, proclaiming Susquehanna County's support for AMERICA250PA.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to list for bid on Municibid the following vehicles:
2017 Ford E450 VIN# 1FDE4FS0HDC19018 Mileage 179,115
2017 Ford E450 VIN# 1FDE4FS2HDC19019 Mileage 192,454
2018 Ford Transit VIN#1FDVU4XGXJKA16650 Mileage 110,364
2015 Ford Taurus VIN#1FAHP2MK6FG119425 Mileage 53,542
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bid on the following vehicle:
2014 Chevy K3500 VIN 1GC3KZCG5EF126217 Mileage 61,987
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

NOTE: The Commissioners meeting on May 24, 2023, is rescheduled to May 31, 2023, at 9:00 a.m.

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

CB 23-10
5/31/2023

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:

Kris Ely, Susquehanna County Historical Society & Free Library, commented that the library lottery is currently taking place, that the Forest City branch painting project is moving forward, and plans for the Blueberry Festival are going well too.

Staci Wilson, Susquehanna County Independent, asked for further explanation and understanding about the resolutions being passed in this meeting.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the May 10, 2023, Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board Meeting at 9:07 a.m.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Return to Commissioners Meeting at 9:09 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 5/11/2023 for \$328,026.74 for General Expenses

Cash Disbursement Journal dated 5/18/2023 for \$883,896.25 for General Expenses

Cash Disbursement Journal dated 5/19/2023 for \$269,340.30 for Net Wages

EFTPS dated 5/19/2023 for \$90,553.52 for Federal Payroll Taxes

Electronic Payment dated 5/19/2023 for \$25,395.22 for Employee Retirement

Electronic Payment dated 5/19/2023 for \$11,463.80 for State Withholding

Electronic Payment dated 5/19/2023 for \$648.46 for PA SCDU

Cash Disbursement Journal dated 5/18/2023 for \$56,432.67 for Children & Youth

Cash Disbursement Journal dated 05/17/2023 for \$31,751.66 for FNB Credit Cards

Cash Disbursement Journal dated 5/24/2023 for \$172,408.64 for General Expenses

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Mikyle Fabrizio, GIS, Drone Assessment and Response Tactics/Unmanned Aircraft Systems Program Development, Wilkes Barre, PA, 6/15/2023-6/16/2023, Total Cost \$0. Cost to County \$0.

Nathaniel Wallace and Scott Aylesworth, EMA, EMA PA Emergency Preparedness & Homeland Security Conference, Altoona, PA, 10/15/2023-10/17/2023, Total Cost \$1380. Cost to County \$1380.

Sarah Seamans, Assessment, NECAAP Chapter Meeting, Jessup, PA, 6/9/2023, Total Cost \$0. Cost to County \$0.

Patricia Leach, Assessment, NECAAP Chapter Meeting, Jessup, PA, 6/9/2023, Total Cost \$0. Cost to County \$0.

Emily Freeman, Assessment, NECAAP Chapter Meeting, Jessup, PA, 6/9/2023, Total Cost \$0. Cost to County \$0.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to set the rate for Election Board members at \$500.00 per person plus mileage for the 2023 election.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration Request: Lenox Township, parcel 224.00-1,004.00,001, in the name of Adelia Winters. Tax Claim received notice from the Assessment office that the trailer has been removed. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of 8 Salto door locks for the courthouse from Johnson Controls, Allentown, for a total cost of \$9,996.21.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Tower Services Unlimited, Harrisburg, for equipment and installation at the Silver Lake tower site, at a total cost of \$384,804.00, paid with PEMA and Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with MCM Consulting Group, Inc., State College, for public safety and commercial radio consulting services for the Silver Lake site, at a cost of \$3,120.00.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of a 2023 Chevy Tahoe PPV for Probation Department from UtiliTac Equipment and Upfitting, Ridgeway, at a total cost of \$51,944.05, COSTARS pricing, paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Staci Wilson, Hallstead, to the open, full-time, non-union position of Marketing and Communications Specialist, \$48,240.30 per year, effective June 12, 2023, pending pre-employment screening, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Rolly Brink, New Milford, to the open, part-time, union-eligible, temporary position of Prison Maintenance Specialist, \$20.00 per hour, less than 29 hours per week and less than 1000 hours per year, effective May 31, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement 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 Herschel to ratify and approve the transfer of Haylee Sansky from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective May 17, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Joseph Rossi, Union Dale, to the open, full-time, union-eligible, position of Deputy Sheriff Recruit, \$16.43 per hour, effective May 18, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the hiring of George Morin, Benton, to the open, full-time, union eligible position of Adult Probation/Parole Officer– Treatment Court, \$18.00 per hour, effective June 1, 2023, with a six-month probationary period and benefits according to the Probation Bargaining Unit Contract and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Annalie Barnhart, Conklin, NY, to the open, full-time, union-eligible position of Deputy Sheriff Recruit, \$16.43 per hour, effective June 5, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation/retirement of Darlene Sheridan from the position of Administrative Assistant for Juvenile Probation, effective June 7, 2023, per President Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Will Ralston, New Milford, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective June 8, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the hiring of Keris Rafferty, Montrose, to the open, full-time union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, \$14.50 per hour, effective June 19, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Lindsay Butler, Susquehanna, to the open, full-time, union-eligible position of Telecommunicator, \$16.43 per hour, effective June 12, 2023 with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Jeffrey Crane, 9-1-1 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-27, proclaiming May 21-27, 2023 as Emergency Medical Services Week 2023 in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2023-04, approving Susquehanna County's support for increased funding for community-based mental health services in the FY 2023-2023 state budget.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-05, approving Susquehanna County's support in urging the PA General Assembly to reauthorize Chapter 54 of Title 35 with a 911 surcharge increase to support NG911.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bid on the following vehicles:

2015 Ford Taurus VIN#1FAHP2MK6FG119425 Mileage 53,542
WINNER: Jerome Johnson – Immune Security Defense Agency, LLC, Woodbridge, VA, \$9,600.00

2017 Ford E450 VIN# 1FDE4FS0HDC19018 Mileage 179,115
WINNER: Joseph Vietri, Susquehanna, PA, \$6,500.00

2017 Ford E450 VIN# 1FDE4FS2HDC19019 Mileage 192,454
WINNER: James McDermott - JMac Import and Export LLC, Newfoundland, NJ, \$4,150.00

2018 Ford Transit VIN#1FDVU4XGXJKA16650 Mileage 110,364
WINNER: Queen Mary, Inc., East Brunswick, NJ \$16,600.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:20 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-11
6/14/2023

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, and Hall

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Shawn Isby	Roads and Bridges	10 Years
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Public Comment on agenda and non-agenda items: None

Motion by Commissioner Hall to close public comment.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the May 31, 2023, Commissioners' Meeting.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:02 a.m.
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Return to Commissioners' Meeting at 9:06 a.m.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/7/2023 for \$360,298.14 for General Expenses
- Cash Disbursement Journal dated 6/1/2023 for \$576,158.36 for General Expenses
- Cash Disbursement Journal dated 6/2/2023 for \$249,792.11 for Net Wages
- EFTPS dated 6/2/2023 for \$85,574.37 for Federal Payroll Taxes
- Electronic Payment dated 6/2/2023 for \$25,566.82 for Employee Retirement
- Electronic Payment dated 6/2/2023 for \$10,866.86 for State Withholding
- Electronic Payment dated 6/2/2023 for \$648.46 for PA SCDU
- Cash Disbursement Journal dated 5/30/2023 for \$34,431.20 for Election Pay
- Cash Disbursement Journal dated 6/2/2023 for \$104,208.06 for Children & Youth

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following seminar and travel requests:
Jennifer Gallagher, SCCF, DOC Basic Training Academy, Elizabethtown, PA, 8/14/2023-9/15/2023, Total Cost \$3459.53. Cost to County \$3459.53.
Levi Schmidt, SCCF, Training for Staff Trainers, Elizabethtown, PA, 7/25/2023- 7/27/2023 Total Cost \$530.74 Cost to County \$530.74.
Brandy Schneider and Samantha Roszel, 911, TAC Officer training and updates, Scranton, 6/6/2023, Total Cost \$0. Cost to County \$0.
Lance Benedict, Sheriff, PA Sheriff's Conference, State College, PA, 7/11/2023-7/15/2023,

Total Cost \$976. Cost to County \$976.

Michele Jerauld & Linda Daly, Domestic Relations, Annual DRAP Training Conference, Harrisburg, PA, 10/1/2023-10/5/2023, Total Cost \$2337.84. Cost to County \$2337.84.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Susquehanna County Housing Authority, Hallstead Borough, and Blue Ridge School District for a payment in lieu of taxes for the School Lane Duplexes.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement between the Susquehanna County Commissioners and Trehab as the Program Provider, to participate in the Pennsylvania Medical Assistance Transportation Program (MATP) effective June 1, 2023, through June 30, 2024.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a lease agreement with Trehab for the lease of 27 buses/vans for the Shared Ride and Medical Assistance Transportation programs for \$1.00 per vehicle per year, effective July 1, 2023, through June 30, 2024, with all maintenance, repairs, inspections, and insurance provided by Trehab.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one Warn 97730 vehicle mounted winch and one Warn 97730 bumper from Powell's Sales and Service, Scott Township, PA, at a total cost of \$7,026.51, including installation, Costars pricing, paid with EMA and HAZMAT funding.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Darlene Sheridan, Susquehanna, to the open part-time, temporary, non-union position of Administrative Assistant – Juvenile Probation, \$15.93 per hour, 12 hours per week, effective June 15, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Justin Seamans from the position of Maintenance and Utility Technician Crew Chief, effective May 25, 2023, per James Hawley, Director of Public Facilities.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve termination of Will Ralston from the position of part-time Corrections Officer effective June 8, 2023, per Warden Vincent Chiamonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Michael Bartkus from the position of Maintenance/Electrical and HVAC Technician to the open, full-time, non-union position of Assistant Director of Public Facilities, \$23.20 per hour, at least 40 hours per week, effective June 15, 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 Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jason Lee Smith, Susquehanna, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective June 8, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Jacqueline Andzulis from the position of Senior Dispatcher, effective June 18, 2023, per Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Evan Miller, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective June 19, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Isaac Hobbs from the position of Caseworker II, effective June 23, 2023, per Michelle Graziano, Director of Children and Youth.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Austin Sampson from the position of Corrections Sergeant/Shift Commander, effective July 4, 2023, per Warden Vincent Chiamonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

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

ATTEST:

_____	_____
_____	_____
SarahRae Sisson, Deputy Chief Clerk	Susquehanna County Commissioners

CB 23-12
6/28/2023

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: None

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 June 14, 2023, Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 6/16/2023 for \$126,420.44 for General Expenses

Cash Disbursement Journal dated 6/21/2023 for \$204,263.29 for General Expenses

Cash Disbursement Journal dated 6/16/2023 for \$254,545.67 for Net Wages

EFTPS dated 6/16/2023 for \$85,831.79 for Federal Payroll Taxes

Electronic Payment dated 6/16/2023 for \$24,829.73 for Employee Retirement

Electronic Payment dated 6/16/2023 for \$10,871.89 for State Withholding

Electronic Payment dated 6/16/2023 for \$648.46 for PA SCU

Cash Disbursement Journal dated 6/20/2023 for \$78,071.77 for Children & Youth

Cash Disbursement Journal dated 6/26/2023 for \$16,320.43 for FNB Credit Cards

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Samantha Roszel, 911, Quality Assurance Training, APCO Online Training, 7/5/2023-8/8/2023, Total Cost \$424.00. Cost to County \$424.00.

Jeffery Mead, Veterans Affairs, NE Recovery and Wellness Conference, Scranton, PA, 08/31/2023, Total Cost \$45.00. Cost to County \$45.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve a change order for Tower Services Unlimited, Harrisburg, PA, in the amount of \$19,665.00 for the new Silver Lake communicators tower to increase the height of the tower 15 feet, paid with PEMA funding and Act 13 funding.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a professional service agreement with Guyette Communications for the wiring and cables for the new location of Domestic Relations in the amount of \$14,172.00, labor and cables included.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a purchase of service agreement between Susquehanna County Children and Youth and Justice Works Youth Care, Pittsburgh, PA, for services provided per the attached rate sheet, effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to name PLGIT as a depository for County funds.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the retirement of Cheryl Wellman from the position of full-time 911 Telecommunicator and transfer to the open, union-eligible position of part-time Telecommunicator, no change in pay, less than 1000 hours per year, with benefits according to the County Policy Manual and the Residual Bargaining Unit, effective June 29, 2023, per the recommendation of Jeffrey Crane, 911 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and accept, with regret, the resignation of Laura Pert from the Real Estate Clerk – Trainee position, effective June 16, 2023, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Mikyle Fabrizio from the position of GIS (Geographic Information System) Technician, effective June 30, 2023, per Stephen Janoski, IT Director/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Aubrey Daniels from the position of full-time Assistant Director of Elections/Voter Registration to the open, full-time, union-eligible position of Clean and Green Specialist, \$16.43 per hour, effective July 6, 2023, 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 Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Amy Adams from the position of Corrections Officer to the open, full-time, union-eligible position of Corrections Officer/Cook, no change in pay, effective July 13, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to place for public bid on Municibid the following two items:
One red roll-off container, 35-yard capacity, with 6 openings, no baffles, sold As-Is

One red roll-off container, 35-yard capacity, with 6 openings, 2 baffles, 5 compartments, sold As-Is

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for public bid for the concrete curb installation along Lake Avenue and Maple Street in Montrose, including maintenance and protection of traffic and related work as shown on the construction plans, which are available from the engineer. Bids will be due on Tuesday, July 11, 2023, at noon, and opened on July 12, 2023, at the regularly scheduled Commissioners Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-13
7/12/2023

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:

James Hawley	Director of Public Facilities	5 Years
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Public Comment on agenda and non-agenda items:

A general comment was made to give the County recognition for replacing environmentally unfriendly fire foam with environmentally safe foam. Also comment on the road construction project on S.R. 29 and that there appears to be issues with the drainage. Commissioner Hall informed the individual that according to PennDOT, they are not finished with the road yet and that the issues would be remedied by the time the project was completed. Commissioner Arnold made public mention of the upcoming Go Joe appearance that would be happening on July 24th on the Green.

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

Motion by Commissioner Herschel to approve the minutes of the June 28, 2023, Commissioners' Meeting, with revision to #4 for cost of seminar to be changed from \$399.00 to \$424.00 total cost to the County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:
Cash Disbursement Journal dated 6/28/2023 for \$494,887.03 for General Expenses
Cash Disbursement Journal dated 7/5/2023 for \$674,230.59 for General Expenses
Cash Disbursement Journal dated 6/30/2023 for \$234,906.46 for Net Wages
EFTPS dated 6/30/2023 for \$79,873.46 for Federal Payroll Taxes
Electronic Payment dated 6/30/2023 for \$24,737.66 for Employee Retirement
Electronic Payment dated 6/30/2023 for \$10,227.85 for State Withholding
Electronic Payment dated 6/30/2023 for \$392.31 for PA SCDU
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the use of \$370,000.00 of Act 13 funds to assist County fire departments, EMS, EMT's, and First Responders.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the amendment to the Susquehanna County Land Development Ordinance for solar energy facilities.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the Program Management Agreement for the Emergency Food Assistance Program (TEFAP), designating Trehab as the lead agency for the Commodity Food Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into an agreement with JNR Equipment and Erosion Services, Meshoppen, PA, for mowing of the County owned dams at a total cost of \$11,000.00, effective July 12, 2023.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept, with regret, the resignation of Austin Sampson from the position of Corrections Sergeant/Shift Commander effective July 4, 2023, per Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the retirement/resignation of Joseph Parise from the position of Caseworker II effective July 28, 2023, per Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Edward Thomas from the position of Corrections Officer, effective July 28, 2023, per Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Brittany Smith from the position of Case Aide I to the open, full-time position of Caseworker I, \$17.50 per hour, effective June 29, 2023, with a six-month probationary period and benefits according to the Professional Residual Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Jason Lee Smith from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective June 30, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Ethan Hitchcock from the position of Corrections Officer to the open, non-union eligible position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective July 4, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Evan Miller from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective July 7, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the hiring of Pamela Magnotti, Montrose, to the open, full-time, non-union eligible position of 1st Deputy Treasurer/Tax Claim, \$40,200.25 per year, effective July 19, 2023, with a six-month probationary period and with health insurance benefits as of July 19, 2023, all other benefits according to the County Policy manual, per the recommendation of Rebecca Wescott, Acting Treasurer/Tax Claim.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bids on the following two items:

One red roll-off container, 35-yard capacity, with 6 openings, no baffles, sold As-Is

One red roll-off container, 35-yard capacity, with 6 openings, 2 baffles, 5 compartments, sold As-Is

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to readvertise for bid, the concrete curb installation project along Lake Avenue and Maple Street, due to no bids being received for the July 11th deadline. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2023-06, adopting the Susquehanna County Municipal Solid Waste Management Plan, effective July 12, 2023. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-14
7/26/2023

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:
A member of the Farm Bureau made comment that the time frame is open for people to reach out to the Bureau for suggested policies.
Commissioner Arnold announced the Legislative Tour happening August 4th.

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

Motion by Commissioner Herschel to approve the minutes of the July 12, 2023, Commissioners' Meeting, with revision to #4 that due to a CCAP administrative error, the conference registration for Commissioner Elect David Darrow could not be finalized and the registration was cancelled. Therefore, there will be \$0 Total Cost to the County. Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Retirement Board Meeting, followed by the Salary Board Meeting. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:06 a.m.

Motion by Commissioner Herschel to ratify or approve the following:
Cash Disbursement Journal dated 7/12/2023 for \$260,146.25 for General Expenses
Cash Disbursement Journal dated 7/19/2023 for \$305,652.88 for General Expenses
Cash Disbursement Journal dated 7/14/2023 for \$262,104.24 for Net Wages
EFTPS dated 7/14/2023 for \$92,217.76 for Federal Payroll Taxes
Electronic Payment dated 7/14/2023 for \$24,325.81 for Employee Retirement
Electronic Payment dated 7/14/2023 for \$11,258.91 for State Withholding

Electronic Payment dated 7/14/2023 for \$392.31 for PA SCDU
Cash Disbursement Journal dated 7/12/2023 for \$370,000 for Act 13 Fire Department, EMS, and EMT assistance
Cash Disbursement Journal dated 7/11/2023 for \$100,924.07 for Children & Youth
Cash Disbursement Journal dated 7/18/2023 for \$98,764.22 for Children & Youth
Cash Disbursement Journal dated 7/27/2023 for \$34,608.07 for FNB Credit Cards
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to approve the following seminar and travel requests:
Rebecca Wescott, Treasurer, State Tax Claim Conference, Seven Springs, PA, 10/8/2023-10/20/2023, Total Cost \$400.00. Cost to the County \$400.00
Ryan Tator, Public Safety, 2023 Keystone Chapter of National Emergency Number Association Annual Conference, State College, PA, 9/13/2023-9/15/2023, Total Cost \$434.00. Cost to County \$434.00
Jeffrey Crane, 911, 2023 Keystone Chapter of National Emergency Number Association Annual Conference, State College, PA, 9/13/2023-9/15/2023, Total Cost \$434.00. Cost to County \$434.00
Ryan Tator, NECORE Region Kick Off, Nazareth, PA, 8/3/2023, Total Cost \$0. Cost to County \$0.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the 2024 Holiday Schedule (attached).
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth and Families United Network, Inc, Muncy, PA for services per Schedule F (attached), effective July 1, 2023 through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Purchase of Service Agreement from between Susquehanna County Children and Youth and Cornell Abraxas Group, LLC, Pittsburgh, PA for services per Schedule F (attached), effective July 1, 2023 through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement with Maximus US Services, Inc., for preparation of the cost allocation plan and affiliated reports, effective August 1, 2023, through June 1, 2026, at a total cost of \$5,200 for Fiscal Year 2022, \$5,375 for Fiscal Year 2023, and \$5,375 for Fiscal Year 2024.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into agreements with the Lackawanna-Susquehanna Drug and Alcohol program for Fiscal Year 2023-2024, per the attached schedule.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to ratify and approve the purchase of 4 APX mobile radios along with necessary accessories and service for EMA Command Trailer from Motorola Solutions for a total cost of \$72,704.28, paid with Act 13 and 911 Funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS & Systems Database Analyst.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following Tax Claim Bureau exoneration request:
- Springville Township, parcel 218.03-1,004.00,001, in the name of James Lamphere. Tax Claim received notice from the Assessment office that the trailer has been removed. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Joshua Mulligan, Wilkes Barre, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective July 17, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden

Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Nathan White, Factoryville, to the open, full-time, non-union eligible position of Processing/Shipping Manager/Compact Operator, \$14.49 per hour, effective July 24, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Mara Davis, Conklin, NY, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.43 per hour, effective July 24, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jeffrey Crane, 911 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the hiring of John Colton, Brackney, to the open, full-time, union-eligible position of Deputy Sheriff, \$17.40 per hour, effective July 27, 2023, 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 Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Kelly Ryerson from the full-time position of 2nd Deputy Recorder of Deeds/Register of Wills to the open, full-time, union-eligible position of Administrative Assistant for Juvenile Probation, no change in pay, effective July 27, 2023, 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 Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Timothy O'Brien, Meshoppen, to the open, full-time, union-eligible position of Prison and Recycling Maintenance Specialist, \$20.77 per hour, effective July 31, 2023, 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 Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the retirement/resignation of Donald Bennet from the position of Deputy Sheriff, effective July 28, 2023, per Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the transfer of Macy Rudock from the full-time position of Director of Elections/Voter Registrar to the open, full-time, non-union position of 1st Deputy Register of Wills/Clerk of Orphans Court & Administrative Assistant, no change in pay, effective August 4, 2023, with a six-month probationary period and benefits according to the County Policy manual, per the recommendation of Rachel Carrico, Acting Register and Recorder.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall approve the hiring of Joanie Davenport, Montrose, to the open, full-time, union-eligible position of Case Aide, \$13.53 per hour, effective July 31, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Callie Wyatt, Great Bend, to the open, full-time, union-eligible position of Case Aide, \$13.53 per hour, effective August 7, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Aubrey Daniels from the full-time position of Clean and Green Specialist, effective August 2, 2023, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Alyssa Sanginito, Montrose, to the open, full-time, union-eligible position of Real Estate Tax Clerk - Trainee, \$14.50 per hour, effective August 3, 2023, 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 Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Danielle Hogan, Montrose, to the open, full-time, union-eligible position of 2nd Deputy Recorder of Deeds/Register of Wills, \$14.50 per hour, effective August 7, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Rachel Carrico, Acting Register of Wills & Recorder of Deeds. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the transfer of Kaelin Shiptoski from the full-time position of 1st Deputy Prothonotary/Clerk of Courts to the open, part-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts Part Time, \$17.88 per hour, effective August 14, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Melinda Carlton from the full-time position of 2nd Deputy Prothonotary/Clerk of Courts to the open, full-time, non-union eligible position of 1st Deputy Prothonotary/Clerk of Courts, \$36,180.23 per year, effective August 14, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the retirement/resignation of Connie Rubio from the position of Corrections Officer, effective September 27, 2023, per the recommendation of Warden Vincent Chiamonte. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to open and award, pending review by the Engineer, bids for the concrete curb installation along Lake Avenue and Maple Street in Montrose, including maintenance and protection of traffic and related work as shown on the construction plans, which are available from the engineer. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-07, adopting Amendment 1 to the Retirement Plan Document to reflect the changes to the date benefit payments. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:21 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-16
8/16/2023

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:

Ashley Corbin	County Jail	5 Years
Scott Aylesworth	EMA	5 Years

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Herschel to approve the minutes of the July 26, 2023, Commissioners' Meeting
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to recess the Commissioners' Meeting and open the salary board.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:
Cash Disbursement Journal dated 7/25/2023 for \$220,900.74 for General Expenses
Cash Disbursement Journal dated 7/26/2023 for \$25,466.65 for General Expenses
Cash Disbursement Journal dated 8/1/2023 for \$737,579.92 for General Expenses
Cash Disbursement Journal dated 7/27/2023 for \$230,133.78 for Net Wages
EFTPS dated 7/27/2023 for \$77,741.10 for Federal Payroll Taxes
Electronic Payment dated 7/27/2023 for \$23,706.77 for Employee Retirement
Electronic Payment dated 7/27/2023 for \$9,985.67 for State Withholding
Electronic Payment dated 7/27/2023 for \$392.31 for PA SCDU
Cash Disbursement Journal dated 8/3/2023 for \$23,880.55 for Children & Youth
Cash Disbursement Journal dated 8/11/2023 for \$237,028.02 for Net Wages
Electronic Payment dated 8/11/2023 for \$78,043.21 for Federal Payroll Taxes
Electronic Payment dated 8/11/2023 for \$24,006.69 for Employee Retirement
Electronic Payment dated 8/11/2023 for \$10,081.71 for State Withholding
Electronic Payment dated 8/11/2023 for \$392.31 for PA SCDU
Cash Disbursement Journal dated 8/9/2023 for \$200,745.71 for General Expenses
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following seminar and travel requests:
Patricia Leach, Emily Freeman, Sarah Seamans, Assessment, NECAAP Chapter Meeting, Barnesville, PA, 9/1/2023, Total Cost \$45.00, Cost to County \$45.00.
Samantha Roszel, 911, 2023 Keystone Chapter of National Emergency Number Association Annual Conference, State College, PA, 9/13/2023-9/15/2023, Total Cost \$434.00. Cost to County \$434.00
George Morin, Probation, FETC Basic Training, Elizabethtown, PA, 9/11/2023-9/15/2023, Total Cost \$1,143.87, Cost to County \$1,143.87.
George Morin, Probation, FETC Basic Training, Elizabethtown, PA, 9/5/2023-9/8/2023, Total Cost \$725.65. Cost to County \$725.65.
Todd Greenwood, 911/EMA, Unmanned Aircraft Systems Program Development, Jessup, PA, 8/23/2023, Total Cost \$0. Cost to County \$0.
Bob DeLuca, Rick Ainey, Stephanie Reisch, Auditors, PSACA Convention, Matamoras, PA, 10/1/2023-10/4/2023. Total Cost \$1588.00. Cost to County \$1588.00.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering a Memorandum of Understanding between Susquehanna County Public Safety and Broadcast Sciences, LLC, Malvern, PA, for shared use of communication equipment at the Elk Mountain South Knob tower site, effective August 1, 2023, through August 1, 2028.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into agreements with the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention program for fiscal year 2023-2024, per the attached schedule.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Memorandum of Understanding with Mountain View School District to provide the School Resource Officer at an annual rate of \$46,435.22 for the 2023-2024 school year.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into an agreement with RBA Professional Data Systems, State College, PA, for the jury management software, effective August 16, 2023, through August 31, 2024, with a total installation and setup cost of \$44,250.00 and annual maintenance with updates of \$8,125.00, per the recommendation of President Judge Jason Legg.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau exoneration request:
- Lenox Township, parcel 244.00-1,029.03,001., in the name of Eugene and Shirley Larkin. Tax Claim received notice from the Assessment office that the trailer had been removed in 2017. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into the EMT Training Agreements with the approved and registered students for the Susquehanna County EMT Training Course, at a total cost of \$925.00 per student, to be reimbursed to the County if the student does not work/volunteer as an EMT in the county for at least 3 years following completion of the course, effective August 16, 2023.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Kenneth Shoemaker, Montrose, to the open, full-time, union-eligible position of Recycling Technician, \$12.08 per hour, effective August 3, 2023, 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 Herschel to ratify and approve the termination of Colby Starzec from the position of Corrections Officer, effective August 9, 2023, per Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Joshua Mulligan from the position of part-time Corrections Officer to the open, full-time position of Corrections Officer, no change in pay, effective August 10, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Marcus Shaver, Windsor, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective August 15, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Nathan White from the position of Processing/Shipping Manager to the open, full-time, union-eligible position of Maintenance

Specialist for the Gibson facility, \$14.50 per hour, effective August 17, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement 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 Herschel to ratify and approve the hiring of Lee Smith, Jr, Forest City, to the open, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective August 15, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Tina Curley, Friendsville, to the open, full-time, union-eligible position of Assistant Director of Elections/Voter Registrar/Passport Specialist, \$14.49 per hour, effective August 14, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of SarahRae Sisson from the position of Deputy Chief Clerk to the open, temporary, full-time, non-union position of Deputy Chief Clerk/Acting Director of Elections/Voter Registrar, \$55,553.60 per year, effective August 24, 2023, with benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the change in grade for the Accounting Clerk/HR Support to grade 7, \$20.77 per hour, due to additional duties of payroll and reporting, effective August 24, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to advertise for bid the Susquehanna County Roof Retrofit project. Bids will be due to the Commissioner's Office by noon on September 12, 2023, and will be opened and read aloud at the regularly scheduled Commissioners Meeting on September 13, 2023. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-28, proclaiming August 2023, as Child Support Enforcement Month in Susquehanna County. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NOTE: The contract for the curb replacement project was awarded to Latona Trucking & Excavating, Inc., Pittston, PA. The total bid submitted was \$75,000.00.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 2023-17
8/23/2023

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: None

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the August 16, 2023, Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

Cash Disbursement Journal dated 8/17/2023 for \$189,194.81 for General Expenses

Cash Disbursement Journal dated 8/16/2023 for \$66,425.02 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Nathanial Wallace, EMA, Medical Preparedness and Response for bombing incidents,

Lackawanna County EOC, 9/26/2023-9/27/2023, Total Cost \$0. Cost to County \$0.

Elizabeth Arnold, Alan Hall, Judith Herschel, Rebekah Hubbard, Susquehanna County Township Officials Convention, Gibson, PA, 10/18/2023, Total Cost \$80.00. Cost to County \$80.00.

Stephen Janoski, IT, CCAP Quarterly IT Meeting, Landisburg, PA, 9/11/2023-9/12/2023, Total Cost \$330.00. Cost to County \$330.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to enter into a planned maintenance agreement with Thompson & Johnson Equipment Company, Inc., for planned maintenance on the forklifts at the recycling center, at a total cost of \$2,441.50 per year, effective January 1, 2024 through December 31, 2024, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Blue Ridge School District to provide the School Resource Officer at an annual rate of \$46,435.22 for the 2023-2024 school year.

Second Commissioner

Motion by Commissioner Herschel to enter into a planned maintenance agreement with BE Equipment, Inc., for the baler and conveyor at the recycling center, effective January 1, 2024 through December 31, 2024, at a bi-annual cost of \$1,400.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to ratify and approve the transfer of Kenneth Shoemaker from the position of Recycling Technician to the open, full-time, non-union position of Processing/Shipping Manager/Compactor Operator, 14.49 per hour, effective August 17, 2023, 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 Herschel to ratify and approve the hiring of Victoria Jordan, Laceyville, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective August 21, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to ratify and approve the transfer of Timothy O'Brien from the position of Maintenance Specialist at the Jail and Recycling Center to the open, full-time, union-eligible position of Maintenance Specialist at the Courthouse, \$14.50 per hour, effective

August 21, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement 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 Herschel to approve the hiring of Karl Hummel, Thompson, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective September 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to approve Proclamation 2023-29, proclaiming August 31, 2023, as International Overdose Awareness Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-30, proclaiming August 26, 2023, as Women's Equality Day in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to approve Proclamation 2023-31, proclaiming September 2023 as Hunger Action Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-32, proclaiming September 2023 as Recovery Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to approve Proclamation 2023-33, proclaiming September 2023 as Emergency Preparedness Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-34, proclaiming September 2023 as Suicide Prevention Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to approve Proclamation 2023-35, proclaiming September 9, 2023, as Fetal Alcohol Spectrum Disorder Awareness Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bids on surplus office supplies/furniture from Domestic Relations.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried

Note: Any items ending without a bid will be scrapped.

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

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:07 a.m.

ATTEST:

_____	_____
_____	_____
Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 2023-18
9/13/2023

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:

Patrick Castiglione	Maintenance	25
Kaelin Shiptoski	Prothonotary	5

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Herschel to approve the minutes of the August 23, 2023, Commissioners' Meeting
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

- Motion by Commissioner Hall to ratify or approve the following:
- Cash Disbursement Journal dated 8/30/2023 for \$133,228.64 for General Expenses
 - Cash Disbursement Journal dated 9/6/2023 for \$98,862.24 for Children & Youth
 - Cash Disbursement Journal dated 8/25/2023 for \$260,669.28 for Net Wages
 - EFTPS dated 8/25/2023 for \$89,474.20 for Federal Payroll Taxes
 - Electronic Payment dated 8/25/2023 for \$24,455.58 for Employee Retirement
 - Electronic Payment dated 8/25/2023 for \$11,148.81 for State Withholding
 - Electronic Payment dated 8/25/2023 for \$392.31 for PA SCDU
 - Cash Disbursement Journal dated 8/24/2023 for \$777,796.67 for General Expenses
 - Cash Disbursement Journal dated 8/23/2023 for \$20,891.86 for FNB Credit Cards
 - Cash Disbursement Journal dated 9/7/2023 for \$247.169.48 for General Expenses
 - Cash Disbursement Journal dated 9/8/2023 for \$245,088.99 for Net Wages
 - EFTPS dated 9/8/2023 for \$82,346.45 for Federal Payroll Taxes
 - Electronic Payment dated 9/8/2023 for \$24,904.13 for Employee Retirement
 - Electronic Payment dated 9/8/2023 for \$10,586.62 for State Withholding
 - Electronic Payment dated 9/8/2023 for \$623.08 for PA SCDU
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

- Motion by Commissioner Herschel to approve the following seminar and travel requests:
- Sarah Seamans, Assessment, Township Officials Convention, Montrose, 10/19/2023, Total Cost \$20. Cost to County \$20.
 - Ashley Hendel, Bryce Norman, Nickie Shimer, Krystal Tigue, Cheryl Wellman, Lindsay Butler, 911, Incident Dispatcher training, Gibson, 9/11/2023-9/12/2023, Total Cost \$1,200.00. Cost to County \$1,200.00.
 - John Colton, Sheriff's Office, Taser Instruction Certification, Lords Valley, PA, 9/15/2023, Total Cost \$495.00. Cost to County \$495.00.
 - Staci Wilson and Duane Naugle, Tourism and Promotion, Township Officials Convention, Montrose, 10/19/2023, Total Cost \$40.00. Cost to County \$40.00.
- Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Memorandum of Understanding with Forest City School District to provide the School Resource Officer at an annual rate of \$46,435.22 for the 2023-2024 school year.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Elk Lake School District to provide the School Resource Officer at an annual rate of \$46,435.22 for the 2023-2024 school year.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of 6 recycling bins for the recycling center from Pro – Trainer, Alexandria, MN, at a total cost of \$17,300.00 plus \$3,650.00 for shipping, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the repairs to the scale deck at the recycling center, including the removal and repouring of concrete by Phoenix Scale and Food Equipment, Dallas, PA, at a total cost of \$34,225.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Valley Youth House Committee, Bethlehem, PA, for services as outlined on Schedule F (attached), effective July 1, 2023, through June 30, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Jason Miller as trustee for the Susquehanna County Historical Society and Free Library Association, effective September 13, 2023.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint William Squier, Montrose, as trustee for the Susquehanna County Historical Society and Free Library Association, effective September 13, 2023 through December 31, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of one drop bottom box dumper for the forklift at the recycling center from Thompson & Johnson Equipment Co., Inc., Binghamton, NY, at a total cost of \$10,600.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the CWIS Data Sharing Agreement between Susquehanna County Services for Children and Youth and the Department of Human Services, for state level data sharing and program coordination for child welfare services, effective October 1, 2023, through September 30, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following Tax Claim Bureau exoneration requests:

Dimock Township, parcel 181.00-1,014.00,001 in the name of Terry and Leesha Steele. Tax Claim received notice from the Assessment Office that the trailer had been razed. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.

Lenox Township, parcel 244.00-1,039.00,001 in the name of Eugene and Shirley Larkin. Tax Claim received notice from Assessment that the trailer had been removed. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the resignation of Craig Benson from the Susquehanna County Economic Development Advisory Board, effective August 24, 2023.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Gina Yarrish from the Susquehanna County Economic Development Advisory Board, effective September 13, 2023.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Hailey Pompey from the position of 2nd Deputy Prothonotary/Clerk of Courts – part-time, effective August 11, 2023, per Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Lee Smith from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective August 25, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Nail Palevic, Endwell, NY, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective August 28, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the hiring of Jim Tuttle, New Milford, to the open, full-time, union-eligible position of Establishment Specialist/Court Liaison, \$14.50 per hour, effective August 28, 2023, with a six-month probationary period and benefits according to the Court Appointed Bargaining Agreement and the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of LeighAnna Overfield from the position of 2nd Deputy Treasurer/Tax Claim to the open, full-time, non-union position of Director of Elections/Voter Registrar/Director of Passport Processing, \$40,200.25 per year, effective September 5, 2023, 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 Herschel to ratify and approve the hiring of Thomas Beylo, Conklin, NY, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective September 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Jacob Lucas, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective September 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge, with regret, the resignation of Mark Keyes from the position of County Detective/SRO, effective September 6, 2023, per District Attorney Marion O'Malley.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Madison Kenny. Union Dale, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective September 11, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the spending of \$4,438.45 of Register and Recorder Records Improvement Funds for the purchase of a Ricoh IM600SRF Copier from Topp Copy, per the recommendation of Rachel Carrico, Acting Recorder of Deeds/Register of Wills/Clerk of Orphans Court.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the spending of \$3,220.00 of Register and Recorder Records Improvement Funds for the purchase of dual monitors for the staff workstations and research computers from Dell Technologies, per the recommendation of Rachel Carrico, Acting Recorder of Deeds/Register of Wills/Clerk of Orphans Court.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the spending of \$3,088.21 of Register and Recorder Records Improvement Funds for the purchase of 6 receipt printers and office supplies for the workstations, per the recommendation of Rachel Carrico, Acting Recorder of Deeds/Register of Wills/Clerk of Orphans Court.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Jacob Henry from the position of Corrections Officer to the open, full-time, union-eligible position of Maintenance Specialist at the Jail and Recycling Center, \$25.47 per hour, effective September 14, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement 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 Herschel to approve Proclamation 2023-36, proclaiming September 24, 2023, as Hunting and Fishing Day in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for bid on Municibid the following vehicles:
2015 Chevrolet Equinox VIN# 2GNFLEEK2F6157240 119,776 Miles
2016 Ford F250 Superduty VIN# 1FTBF2B64GEB62313 16,020 Miles
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to open and award, pending review of the engineer, bids for the Susquehanna County Roof Retrofit Project.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

All Commissioners addressed various topics to the public. Commissioner Hall provided an update on the 911 failure that happened during the storms last week (that the failure was due to one of Verizon's fiber lines catching on fire). He also addressed that 911 funding had not been approved by the State and that the community needs to reach out to our representatives to push this matter. Both Commissioner Herschel and Arnold made comment about Recovery Month and the various events going on within the County to support that.

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

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:21 a.m.

ATTEST:

_____	_____
_____	_____
Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 2023-19
9/27/2023

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: None

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

Motion by Commissioner Herschel to approve the minutes of the September 13, 2023, Commissioners' Meeting with the revision to item #31 to advertise for bid a 2015 Chevrolet Equinox, not a 2019.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

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

Returned to Commissioners' Meeting at 9:03 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 9/14/2023 for \$225,570.78 for General Expenses

Cash Disbursement Journal dated 9/19/2023 for \$48,032.91 for Children & Youth

Cash Disbursement Journal dated 9/21/2023 for \$250,962.49 for Net Wages

EFTPS dated 9/21/2023 for \$81,937.81 for Federal Payroll Taxes

Electronic Payment dated 9/21/2023 for \$24,606.88 for Employee Retirement

Electronic Payment dated 9/21/2023 for \$10,606.35 for State Withholding

Electronic Payment dated 9/21/2023 for \$623.08 for PA SCDU

Cash Disbursement Journal dated 9/21/2023 for \$269,791.52 for General Expenses

Cash Disbursement Journal dated 9/18/2023 for \$683.28 for Jury Pay

Cash Disbursement Journal dated 9/25/2023 for \$13,377.21 for FNB Credit Cards

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Patricia Leach and Emily Freeman, Assessment, AAP 2023 Fall Conference, State College, PA, 11/2/2023-11/3/2023, Total Cost \$1,398.00 Cost to County \$1,398.00.

Michelle Graziano, CYS, PYCA Quarterly Meeting, Lancaster, PA, 10/3/2023-10/6/2023, Total Cost \$1,385.00, Cost to County \$1,385.00.

Duane Naugle, Planning, 2023 Planning Association Conference, Scranton, PA, 10/15/2023-10/17/2023, Total Cost \$440.00. Cost to County \$440.00.

Duane Naugle, Promotion & Tourism, EMHR Annual Meeting, Tunkhannock, PA, 9/28/2023, Total Cost \$40.00. Cost to County \$40.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a purchase of service agreement with GPI, Scranton, PA, for operating and maintenance inspections in Harford, Brooklyn, and Springville townships, including revisions to Emergency Action Plans and reports to the state, at a total cost of \$9,500.00, effective September 27, 2023, until work is completed.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a maintenance agreement with Johnson Controls, Wilkes-Barre, PA, for service of the HVAC units, effective January 1, 2024, through December 31, 2024, at a total cost of \$12,885.00, including software subscription, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Montrose Area School District to provide the SRO for the 2023-2024 school year at a total cost of \$46,435.22 per SRO.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a renewal contract with Thomson Reuters, St. Paul, MN, for Law Library access, effective January 1, 2024, through December 31, 2028, at a total cost of \$1,104.61 per month, with a 4% increase annually for the term, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to pay back tax revenue to the Pratt Memorial Library Association in the amount of \$31,124.00. Taxes collected from 2012-2022 were sent to the Susquehanna County Historical Society and Free Library Association in error, and the Association did not pay Pratt Memorial as indicated in the agreement.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the Marcellus Legacy Fund Mini Grant Applications to the following organizations:

Rail Trail Council of NEPA, Inc.	\$10,000.00
Susquehanna Blossoms	\$2,445.00
Blue Ridge Recreation, Inc.	\$10,000.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve amending the Miscellaneous Compensation Schedule for the Election Training Pay of \$50.00 flat fee per poll worker, effective September 27, 2023.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one Ricoh IMC2510 color multi-function printer from Topp Business Solutions, Scranton, PA, at a total cost of \$4,756.75 and a maintenance agreement at \$.0095 (BW) and \$.055(color) per page.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Concern Professional Services for Children, Youth, and Families, Fleetwood, PA, for services as outlined in Schedule F (attached), effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Melinda Carlton from the position of First Deputy Prothonotary/Clerk of Courts to the open, full-time, non-union position of First Deputy Prothonotary/Clerk of Courts/Office Manager, \$40,200.25 per year, effective September 28, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Jeffrey Crane from the position of 911 Coordinator, effective September 8, 2023, per Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Jasmine Paisi from the position of part-time Corrections Officer, effective September 18, 2023, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Nail Palevic from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective September 18, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve termination of Ashley Corbin from the position of Corrections Officer, effective September 19, 2023, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Sasha Ramage from the position of 911 Telecommunicator, effective September 21, 2023, per Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Karl Hummel from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective September 23, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Jacob Lucas from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective September 23, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Madison Kenny from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective September 28, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Noah Smith, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective September 25, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Erik P. Lee, Clifford, to the open, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective September 25, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Lee Smith from the position of Corrections Officer, effective October 4, 2023, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the motion to accept, with regret, the retirement of Connie Rubio, previously approved on July 27, 2023, to be effective December 27, 2023, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-37, proclaiming October 2023, as Domestic Violence Awareness Month in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-38, proclaiming October 1-7, 2023, as Mental Illness Awareness Week in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bids on the following vehicles:
2015 Chevrolet Equinox VIN# 2GNFLEEK2F6157240 119,776 Miles
WINNER: Ernst Augustin, Lancaster, PA
2016 Ford F250 Superduty VIN# 1FTBF2B64GEB62313 16,020 Miles
WINNER: City of Greenburg, Greenburg, PA
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

NOTE: The bid for the Susquehanna County Roof Retrofit Project was awarded to Dunmore Roofing & Supply Co., Inc.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners’ Meeting adjourned at 9:20 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 2023-20
10/11/2023

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:

Amy Curley	Courts	25
Felipe Montano	SCCF	5

Public Comment on agenda and non-agenda items:

None

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

Motion by Commissioner Herschel to approve the minutes of the September 27, 2023, Commissioners’ Meeting.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

- Motion by Commissioner Hall to ratify or approve the following:
- Cash Disbursement Journal dated 9/28/2023 for \$439,650.84 for General Expenses
 - Cash Disbursement Journal dated 9/28/2023 for \$7,725.00 for Election Training Pay
 - Cash Disbursement Journal dated 10/5/2023 for \$243,494.62 for Net Wages
 - EFTPS dated 10/5/2023 for \$79,922.34 for Federal Payroll Taxes
 - Electronic Payment dated 10/5/2023 for \$24,568.74 for Employee Retirement
 - Electronic Payment dated 10/5/2023 for \$10,467.39 for State Withholding
 - Electronic Payment dated 10/5/2023 for \$623.08 for PA SCDU
 - Cash Disbursement Journal dated 10/5/2023 for \$295,997.39 for General Expenses
 - Cash Disbursement Journal dated 10/4/2023 for \$106,245.40 for Children and Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

- Motion by Commissioner Herschel to approve the following seminar and travel requests:
- Judith Herschel, Commissioner, CCAP Fall Conference, Hershey, PA, 11/19/2023-11/21/2023, Total Cost \$944.58 Cost to County \$944.58.
 - David Darrow, CCAP Newly Elected Officials Conference and Fall Conference, Hershey, PA, 11/18/2023-11/21/2023, Total Cost \$1609.67. Cost to County \$1,609.67.

- Steven Ingman, Vincent Chiaramonte, Levi Schmidt, Michael Brennan, SCCF, Prison Personnel Workshop, State College, PA, 11/2/2023, Total Cost \$160.00. Cost to County \$160.00.
 - Duane Naugle, Tourism and Promotion, PR&LA Annual Conference, Bedford, PA, 10/22/2023-10/25/2023, Total Cost \$1468.00. Cost to County \$1,468.00.
 - Jair Novajosky, Public Defender, Master of DUI Defense course, Virtual, 11/15/2023, Total Cost \$449.00. Cost to County \$449.00.
 - Nathaniel Wallace, EMA, Pipeline Security for Rural Communities, Nazareth, PA, 12/8/2023, Total Cost \$0. Cost to County \$0.
- Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of 2 Thermabond communications shelters for use at the Great Bend and Hop Bottom tower sites from Tower Services Unlimited, Harrisburg, PA, at a total cost of \$134,775.00, with Costars pricing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of 2 Kohler generators for use at the Great Bend and Hop Bottom tower sites, 30kW liquid cooled, with switch, batteries, and setup included from Lawton Power Systems, Montrose, at a total cost of \$40,180.26, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Memorandum of Understanding with Susquehanna Community School District for the school-based Juvenile Probation Program, effective August 1, 2023, through August 1, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional service agreement with True View Security Solutions, Binghamton, NY, for fire system replacement in the county office building, at a total cost of \$115,638.60, including installation, setup, and training and a 3-year full warranty.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with TuWay Communications, Bethlehem, PA, for hardware, service, and licensing for the VESTA 9-1-1 system command posts at a total cost of \$21,640.28, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a Provider Agreement between the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention program and Peerstar, LLC, Johnstown, PA, effective for fiscal year 2023-2024.

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

Motion by Commissioner Hall to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and George Junior Republic Preventative Aftercare, Grove City, PA, for services provided for Intensive at a per diem rate of \$57.26 and Life Skills at a per diem rate of \$34.27, effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with the Progress Authority for administration and development of economic development in Susquehanna County, effective October 11, 2023, through December 31, 2024, at a total cost of \$143,692.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Joshua Mulligan from the position of Corrections Officer, effective September 24, 2023, per Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Erik Lee from the position of part-time Corrections Officer, effective September 26, 2023, per Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Logan Dunbar from the position of full-time Corrections Officer to the open, union-eligible position of part-time Corrections Officer, no change in pay, effective October 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the resignation/retirement of Darlene Sheridan from the position of Administrative Assistant for Juvenile Probation, part-time, effective September 26, 2023, per Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Melissa McCloskey from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective October 19, 2023, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the transfer of Kaelin Shiptoski from the position of part-time 2nd Deputy Prothonotary/Clerk of Courts to the open, full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, no change in pay, effective October 19, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Agreement and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Raelyn Jennings, Laceyville, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective October 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Marie Travis, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective October 5, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Nicole Smith, Susquehanna, to the open, union-eligible position of part-time Corrections Officer, \$16.43 per hour, effective October 10, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Tyler House, Susquehanna, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective October 10, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-39, proclaiming October 4, 2023, as World Polio Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-40, proclaiming October 15-21, 2023, as National Business Women's Week in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-41, proclaiming Operation Green Light in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-42, proclaiming October 2023, as Sudden Cardiac Arrest Awareness Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Resolutions, in compliance with the Community Development Block Program:

- 2023-8, Fair Housing Resolution
- 2023-9, Anti-Displacement and Relocation Assistance
- 2023-10, Minority Business Enterprise Plan
- 2023-11, Excessive Force Policy
- 2023-12, Authorizing the filing of the grant application for CDBG Funding
- 2023-13, Process for Grievance
- 2023-14, Modification of the 2022 CDBG Funding

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to advertise for bids for Refuse Service. Bids will be due by 12:00 Noon on November 14, 2023, and opened at the Commissioners Meeting on November 15, 2023. Quote forms must be used and are available from the Chief Clerk.

Second Commissioner Hall. 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 9:11 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-20
10/25/2023

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:

Dave Palmer was present to accept the National Polio Day proclamation and he spoke on efforts to stop the spread of polio and the polio vaccination.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the October 11, 2023, Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

Cash Disbursement Journal dated 10/12/2023 for \$645,527.56 for General Expenses

Cash Disbursement Journal dated 10/12/2023 for \$525.00 for Election Training Pay

Cash Disbursement Journal dated 10/19/2023 for \$254,376.06 for Net Wages
EFTPS dated 10/19/2023 for \$82,369.14 for Federal Payroll Taxes
Electronic Payment dated 10/19/2023 for \$25,012.72 for Employee Retirement
Electronic Payment dated 10/19/2023 for \$10,764.55 for State Withholding
Electronic Payment dated 10/19/2023 for \$392.31 for PA SCDU
Cash Disbursement Journal dated 10/18/2023 for \$249,174.27 for General Expenses
Cash Disbursement Journal dated 10/18/2023 for \$42,604.06 for Children and Youth
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following seminar and travel requests:
Sarah Seamans, Patricia Leach, Emily Freeman, Assessment, NECAAP Chapter Meeting, Mt. Pocono, 12/8/2023, Total Cost \$90.00. Cost to County \$90.00.
Elizabeth Arnold, Commissioner, CCAP Fall Conference, Hershey, PA, 11/19/2023-11/21/2023. Total Cost \$944.58. Cost to County \$944.58.
Margaret Krupinski, Prothonotary/Clerk of Courts, County Suite User Group Conference, York, PA, 11/14/2023-11/15/2023, Total Cost \$477.56. Cost to County \$477.56.
Second Commissioner Hall. Ayes: Hall, Herschel. Abstain: Arnold. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with AirDNA, Denver, CO, for trend reports, market summary reports and performance data of hotel and room tax collections, effective October 25, 2023, through October 25, 2025, at a total cost of \$12,800.00 annually.
Second Commissioner Herschel. Ayes: Hall, Herschel. Nay: Arnold. Motion Carried.

Motion by Commissioner Herschel to approve the Susquehanna County Local Emergency Planning Committee By - Laws, effective October 25, 2023, through October 25, 2027, per the recommendation of Scotty Aylesworth, Emergency Management Coordinator.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to rescind the previously approved motion to transfer Kaelin Shiptoski from the part-time position of 2nd Deputy Prothonotary/Clerk of Courts to the open, union-eligible position of full-time 2nd Deputy Prothonotary/Clerk of Courts, per the recommendation of Margaret Krupinski, Prothonotary/Clerk of Courts.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the hiring of Kennidy Chidester, Springville, to the open, full-time, union-eligible position of 2nd Deputy Recorder of Deeds/Register of Wills, \$14.50 per hour, effective October 16, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Rachel Carrico, Acting Recorder of Deeds/Register of Wills/Clerk of Orphans Court.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Andrew Wood, Montrose, to the open, full-time, union-eligible position of 2nd Deputy Records of Deeds/Register of Wills, \$14.50 per hour, effective October 16, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Rachel Carrico, Acting Recorder of Deeds/Register of Wills/Clerk of Orphans Court.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Nicole Smith from the position of part-time Corrections Officer, effective October 17, 2023, per Warden Vincent Chiamonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of John Collins, Lake Ariel, to the open, full-time, non-union position of 911 Coordinator, \$56,280.35 per year, effective October 19, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Noah Smith from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections

Officer, no change in pay, effective October 19, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Melissa McCloskey from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.33 per hour, effective October 19, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Matthew Thomas from the position of Corrections Sergeant/Shift Commander, effective October 25, 2023, per Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Christopher Fleetwood, Susquehanna, to the open, full-time, union-eligible position of Clean and Green Specialist, \$16.43 per hour, effective October 30, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement 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 Herschel to approve the hiring of Vyolet Gorko, Kingsley, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.43 per hour, effective November 2, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Seamus Fish, Kingsley, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective November 2, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the transfer of Annalie Barnhart from the position of Deputy Sheriff Recruit to the open, full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, \$14.50 per hour, effective November 2, 2023, with a six-month probationary period and benefits according to the Court Related Bargaining Agreement and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Michael Fiocca, Jr., Hop Bottom, to the open, full-time, union-eligible position of Deputy Sheriff, \$17.40 per hour, effective November 6, 2023, 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 Herschel to re-advertised 2015 Chevrolet Equinox, VIN #2GNFLEEK2F6157240.

Second Commissioner Hall. 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

CB 23-21
11/8/2023

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:
Commissioner Arnold congratulated all the candidates.

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

Motion by Commissioner Herschel to approve the minutes of the October 25, 2023, Commissioners' Meeting.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board Meeting at 9:01 a.m.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at 9:02 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 10/25/2023 for \$334,049.30 for General Expenses
- Cash Disbursement Journal dated 10/31/2023 for \$27,479.68 for FNB Credit Cards
- Cash Disbursement Journal dated 11/3/2023 for \$32,230.00 for Election Day Pay
- Cash Disbursement Journal dated 11/3/2023 for \$244,876.57 for Net Wages
- EFTPS dated 11/3/2023 for \$80,548.41 for Federal Payroll Taxes
- Electronic Payment dated 11/3/2023 for \$24,796.29 for Employee Retirement
- Electronic Payment dated 11/3/2023 for \$10,545.38 for State Withholding
- Electronic Payment dated 11/3/2023 for \$392.31 for PA SCDU
- Cash Disbursement Journal dated 11/2/2023 for \$103,026.29 for General Expenses

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one Kyocera P3155dn printer from Topp Copy, Scranton, PA, for the Treasurer's Office, at a total cost of \$1,150.00 and actual monthly usage at \$.0075 per page, COSTARS pricing, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to approve the purchase of the following copiers/printers from Topp Copy, Scranton, PA, for the District Attorney's office:

- One Ricoh IMC3510 at a total cost of \$8,525.40
- One Kyocera M6635cidn at a total cost of \$1,984.23
- One Kyocera M5526cdw at a total cost of \$885.00

All billed at the monthly usage rate of \$.011 per B&W page and \$.06 per color page, COSTARS pricing, per the recommendation of Marion O'Malley, District Attorney.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one Ricoh IMC3510 MFP from Topp Copy, Scranton, PA, for the Adult Probation office at a total cost of \$6,942.14 and monthly usage

at \$.0085 per B&W page and \$.045 per color page, COSTARS pricing, per the recommendation of Jeffery Shoemaker, Chief Probation Officer.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of one Ricoh IM600SRF MFP from Topp Copy, Scranton, PA, for the Domestic Relations Office, at a total cost of \$3,873.97 and monthly usage at \$.0097 per page, COSTARS pricing, per the recommendation of Michele Jerauld, Director of Domestic Relations.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Adelphoi Village, Inc., Latrobe, PA, for services per Schedule F (attached), effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve entering into a contract with Thomson Reuters for Susquehanna County Law Library services and updates at a total cost of \$4,786.00 per month, effective November 8, 2023, through December 31, 2027, with a 5% increase annually through the contract term, per the recommendation of President Judge Jason Legg.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with Endless Mountains Health Systems for participation in the Section 304B drug discount program, effective November 8, 2023, and reviewed annually until changes or cancellation is required.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Nicholas Phillips, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.43 per hour, effective November 8, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Lexi Thackeray, Friendsville, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.43 per hour, effective November 13, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Timothy O'Brien from the position of Maintenance Specialist, effective November 14, 2023, per James Hawley, Director of Public Facilities.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the change in title for Duane Naugle from Executive Director – Promotion & Tourism/Director of Planning to Director of Planning and Special Projects, no change in pay, effective November 8, 2023, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Staci Wilson from the position of Marketing & Communications Specialist to the open, full-time, non-union position of Director of Promotion & Tourism/Marketing and Communications Specialist, grade S9, effective November 8, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Cooperation Agreement with Trehab, Inc., to make application for the Pennsylvania Housing Affordability and Rehabilitation Fund Grant.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-15, authorizing the filing of a PHARE fund application for \$350,000 by Trehab for Down Payment/Closing Cost Assistance/Home Renovation Assistance program.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2023-16, authorizing the filing of a PHARE fund application for \$125,000 by Trehab for Rental and Utility Assistance Program.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-17, authorizing the filing of a PHARE fund application for \$1,600,000 by Susquehanna County Housing and Redevelopment Authority for construction of affordable housing units in New Milford Borough.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2023-18, entering into a cooperation agreement with Susquehanna County Housing/Redevelopment Authority for the application and administration of the Pennsylvania Housing Affordability and Rehabilitation Fund Grant.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-43, proclaiming November 15, 2023, as America Recycles Day in Susquehanna County.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bid on the re-advertised 2015 Chevrolet Equinox, VIN #2GNFLEEK2F6157240.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.
Bid was for \$3,700 to Ross Edmiston of Lake City, PA.

NOTE: The Susquehanna County proposed budget for 2024, totaling \$43,429,216.08, will be available for review as of November 8, 2023, in the lobby of the Susquehanna County Courthouse and the four public library branches. The proposed budget will be considered for adoption on December 13, 2023, at the regularly scheduled Commissioners Meeting.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-22
11/15/2023

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: None

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners' Meeting and open the Salary Board meeting at 9:00 a.m.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the November 8, 2023, Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

Cash Disbursement Journal dated 11/8/2023 for \$1,132,245.60 for General Expenses

Cash Disbursement Journal dated 11/6/2023 for \$130,336.76 for Children & Youth

Cash Disbursement Journal dated 11/6/2023 for \$544.00 for Election Day Pay

Cash Disbursement Journal dated 11/13/2023 for \$2818.05 for Election Day Pay

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a contract with 11:11 Systems, Inc., Houston, TX, for cloud backup for O365 at a total cost of \$3,950.10 per year, effective November 8, 2023 through November 8, 2026, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Marie Travis from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective November 2, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Tyler House from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective November 2, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Raelyn Jennings from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective November 16, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Wesley Campbell from the position of Assistant Director of Domestic Relations to the open, full-time, non-union position of Administrative Assistant/Grant Coordinator for the Treasurer's office, grade S6, effective December 4, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the resignation of Michael Koscelnak from the position of Firearms Instructor, effective November 7, 2023, per the Commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to open and award the bid for refuse removal service.

Second Commissioner Hall. 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

CB 23-23
12/13/2023

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:

Diana Roszel	CYS	20
Sheri St. Clair	SCCF	10

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the November 15, 2023, Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

Cash Disbursement Journal dated 11/15/2023 for \$457,388.70 for General Expenses

Cash Disbursement Journal dated 11/20/2023 for \$50,280.33 for Children & Youth

Cash Disbursement Journal dated 11/21/2023 for \$321,154.28 for General Expenses

Cash Disbursement Journal dated 11/30/2023 for \$650,790.80 for General Expenses

Cash Disbursement Journal dated 11/30/2023 for \$27,487.55 for FNB Credit Cards

Cash Disbursement Journal dated 11/17/2023 for \$264,047.10 for Net Wages

EFTPS dated 11/17/2023 for \$85,887.11 for Federal Payroll Taxes

Electronic Payment dated 11/17/2023 for \$25,928.19 for Employee Retirement

Electronic Payment dated 11/17/2023 for \$11,188.01 for State Withholding

Electronic Payment dated 11/17/2023 for \$392.31 for PA SCDU

Cash Disbursement Journal dated 11/30/2023 for \$257,155.11 for Net Wages

EFTPS dated 11/30/2023 for \$85,083.63 for Federal Payroll Taxes

Electronic Payment dated 11/30/2023 for \$11,079.97 for Employee Retirement

Electronic Payment dated 11/30/2023 for \$26,094.06 for State Withholding

Electronic Payment dated 11/30/2023 for \$392.31 for PA SCDU

Cash Disbursement Journal dated 12/7/2023 for \$242,085.53 for General Expenses

Cash Disbursement Journal dated 12/7/2023 for \$161,879.98 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

David Darrow, Commissioner Elect, CCAP Board of Assessment Appeals Training, Virtual, 12/6, 12/7, 12/13/2023, Total Cost \$60.00. Cost to County \$60.00.

Leigh Anna Overfield, Voter Registration/Elections, AEPCEP December meeting, Williamsport, PA, 11/30/2023-12/1/2023, Total Cost \$249.00, Cost to County \$249.00.

Sarah Seamans, Patricia Leach, Emily Freeman, Assessment, NCCAAP training, Standards of Assessment practice, Virtual, 12/15/2023, Total Cost \$90.00. Cost to County \$90.00.

Samantha Roszel, 911, PCPA Winter Conference, State College, PA, 12/14/2023, Total Cost \$40.00. Cost to County \$40.00.

Jessica Chiaramonte and Angelica Thompson, Coroner, PA State Coroner's Education Course, Bethlehem, PA, 12/11-12/16/2023, Total Cost \$3,954.00. Cost to County \$0. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with T&M Associates, Philadelphia, PA, for upgrade of the GIS environment, including configuration, implementation, and 60 hours of support, effective December 13, 2023, at a total cost of \$38,000, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Unisyn Voting Solutions, Inc., Vista, CA, for voter tabulation hardware and support services including Election Day support, effective December 13, 2023, through December 13, 2024, at a total cost of \$88,600.00, paid with ARPA funding. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a service agreement with Motorola Solutions, Chicago, IL, for maintenance and updates to the 911 radio system, effective December 1, 2023 through November 30, 2024, at a total cost of \$80,924.79, paid with PEMA funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of a heavy-duty aluminum slide gate and operating system for the main entrance of the Correctional Facility from Whitmore Fence Company, Dryden, NY, at a total cost of \$26,703.00, paid with ARPA funding. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of the firewall replacement for the Courthouse firewall from Shadow Technologies, Dallas, PA, at a total cost of \$23,207.80, including engineering services, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a contract with Shadow Technologies, Dallas, PA, for Cisco IDF Switch Replacement, including engineering services at the Courthouse and Jail, effective November 20, 2023, at a total cost of \$72,785.56, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with Shadow Technologies, Dallas, PA, for network core switch replacement, effective November 14, 2023, at a total cost of \$98,056.51, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to purchase 10 monitors and 4 laptops for the IT department from Dell Technologies, at a total cost of \$8,183.21, COSTARS pricing, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of 38 Glock G45 MOS 9mm Rd Magazines with Aimpoint Acro P2 for the Susquehanna County Probation Department, Sheriff's office, and District Attorney's office from Witmer Public Safety Group, Inc., Coatsville, PA, at a total cost of \$36,487.36 including a discount \$6,440.00 for trade-in of current SIG Sauer P320's, paid with ARPA funding. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to purchase a Thermobond communications shelter for use at an upcoming tower site from Tower Services Unlimited, Harrisburg, PA, at a total cost of \$76,860.00, PA State Contract pricing, paid with ARPA funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS Systems and Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter a contract with MCM Consulting Group, State College, PA, for the Susquehanna County Hazard Mitigation Plan maintenance and evaluation over the 4-year term of the Plan, effective January 1, 2024, through December 31, 2027, at the cost for the years as follows, per the recommendation of Scott Aylesworth, EMA Coordinator.

2024: \$14,143.83

2025: \$14,568.15

2026: \$15,004.20

2027: \$15,454.38

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a Professional Services agreement between Susquehanna County Children and Youth Services and Forensic Counseling Services, Mt. Pocono, PA, for services as outlined in the fee schedule (attached), effective July 1, 2023, through June 30, 2024, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Constellation Energy, Baltimore, MD, for the purchase of all energy requirements at a rate of 0.07313/kwh, effective December 13, 2023, through December 31, 2025.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a SaaS contract with ScytI, Tampa, FL, for Election Night Reporting software and support, effective February 1, 2024, through February 1, 2027, at an annual cost of \$3,400.00, per the recommendation of Leigh Anna Overfield, Director of Elections/Voter Registrar.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase six (6) FreedomVote Tablets and one OVCS Laptop from Unisyn Voting Solutions, Vista, CA, at a total cost of \$25,280.00, and an annual cost of \$880.00 for firmware and updates, paid with ARPA funding, per the recommendation of Leigh Anna Overfield, Director of Elections/Voter Registrar.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint the following to the Susquehanna County Conservation District Board of Directors:

Jim Kessler, Hallstead, as Farmer Director, Effective January 1, 2024 through December 31, 2027.

Robert Fearnley, Montrose, as Farmer Director, Effective January 1, 2024, through December 31, 2027.

Commissioner Alan Hall, effective January 1, 2024, through December 31, 2024.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint Bernard J. Zembrzycki to the Susquehanna County Planning Commission, representing District 9 (Forest City Borough, Gibson, Herrick, Union Dale) effective January 1, 2024, through December 31, 2027.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to reappoint Robert Housel (District 6) and Brandon Cleveland (District 2) to the Susquehanna County Planning Commission, effective January 1, 2024, through December 31, 2027.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Eric Kirkpatrick from the position of Senior IT Technician to the open, full-time, union-eligible position of Recycling Technician, grade 1, effective November 21, 2023, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the transfer of Seamus Fish from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective November 30, 2023, with a six-month

probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and accept the transfer of Nicholas Philips from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective November 30, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Lindsay Butler from the position of 911 Telecommunicator, effective November 30, 2023, per the recommendation of John Collins, 911 Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Noah Smith from the position of Corrections Officer, effective November 30, 2023, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Molly Allen from the position of Enforcement Specialist/Court Liaison to the open, full-time, non-union position of Assistant Director of Domestic Relations, grade S6, effective December 4, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Vyolet Gorko from the position of 911 Telecommunicator, effective November 22, 2023, per the recommendation of John Collins, 911 Coordinator.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Angelica Thompson, Clifford, to the open, part-time, non-union position of Death Investigator, grade 4, effective December 11, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, Coroner.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the hiring of Trish Kuiper, Hallstead, to the open, full-time, union-eligible position of Enforcement Specialist/Court Liaison, grade 3, effective December 18, 2023, with a six-month probationary period and benefits according to the Court Appointed Bargaining Agreement and the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Michael Keogh, Montrose, to the open, full-time, non-union position of IT System Administrator, grade 7, with an hourly rate of \$21.46 based on education and experience, effective January 8, 2023, 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 Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Todd Greenwood from the position of 911/EMA Systems Technician to the open, full-time, non-union position of 911/EMA Systems Administrator, grade 7, effective December 13, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Charles Olsommer from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective December 14, 2023, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2023-19, transferring the sponsorship and administration of the Local Share Assessment Grant to the Rail-Trail Council of NEPA.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to set the millage for the year 2024 for Susquehanna County as follows: 12.5 mills for General Real Estate for the General Fund and .33 mills for the Library Fund. There will be an equivalent 2 mill reduction, which will be a credit, from the Act 13 Impact Fee from the General Fund for the 2024 tax year. The total millage for Real Estate is 12.83.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the Susquehanna County Budget for 2024 in the amount of \$43,429,216.08.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Hall announced that the 22 students that went through the HACC EMT training all passed the course. Additionally, that the county received the RCAP grant in the amount of \$1.5 million.

Motion by Commissioner Hall to close the Commissioners’ Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners’ Meeting adjourned at 9:20 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 23-24
12/27/2023

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: None

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the December 13, 2023, Commissioners’ Meeting, with the change to motions 21 and 22 to read December 31, 2027.

Second Commissioner Hall. 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 9:02 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 12/13/2023 for \$590,352.06 for General Expenses

Cash Disbursement Journal dated 12/21/2023 for \$23,690.62 for FNB Credit Cards

Cash Disbursement Journal dated 12/14/2023 for \$253,584.97 for Net Wages

EFTPS dated 12/14/2023 for \$82,497.29 for Federal Payroll Taxes

Electronic Payment dated 12/14/2023 for \$25,188.66 for Employee Retirement

Electronic Payment dated 12/14/2023 for \$10,776.33 for State Withholding

Electronic Payment dated 12/14/2023 for \$1,011.69 for PA SCU

Cash Disbursement Journal dated 12/20/2023 for \$228,081.74 for General Expenses

Cash Disbursement Journal dated 12/18/2023 for \$50,019.22 for Children & Youth Second Commissioner

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

Rebekah Hubbard, Commissioners office, CCAP Academy for Excellence, various dates and locations, Total Cost \$900.00. Cost to County \$900.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the contract between the

Lackawanna/Susquehanna Office of Drug and Alcohol Programs and Clearvision Health and Wellness, LLC, for the fiscal year 2023-2024.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Guyette Communications Industries Corporation, Plymouth, PA, for maintenance on the phone system at the Courthouse, effective January 1, 2024 through December 31, 2024, at a total cost of \$678.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with CDW Government, LLC, for renewal of Microsoft software subscription, effective January 1, 2024 through December 31, 2026 at a cost of \$50,911.43 per year, for a total cost of \$152,734.29, first year paid with ARPA Funding.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of SQL server license for GIS from CDW Government, LLC at a total cost of \$5,869.74, paid with ARPA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to reappoint Paul Lukas to the Susquehanna County Housing/Redevelopment Authority Board of Directors, effective January 1, 2024, through December 31, 2028.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the termination of Jim Tuttle from the position of Establishment Specialist/Court Liaison, effective December 13, 2023, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Rolly Miller, Hallstead, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective January 2, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as Solicitor for the Sheriff's Office at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the appointment of Bugaj/Fischer, PC, as Solicitor for the Auditor’s office at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Auditors Richard Ainey, Robert Deluca, and Stephanie Sojka-Reisch.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the 3% increase for 2024 for non-union employees in categories of confidential, supervisory, and managerial and reaffirm the insurance copay for all employees and elected officials as 10%.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2023-44, proclaiming January 2024 as National Slavery and Human Trafficking Prevention Month in Susquehanna County.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2023-45 proclaiming January 9, 2024 as Law Enforcement Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners’ Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Arnold stated that this was her last meeting as Commissioner and that she was privileged and honored to have served Susquehanna County.

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

ATTEST:

_____	_____
Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners