

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Reta Wallikas	Probation	25
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Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the December 18, 2024 Commissioners Meeting, with the change of date to motion 16 to December 26, 2024.
Second by Commissioner Hall. Ayes: Darrow and Hall. Abstain: McNamara. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 12/18/2024 for \$1,750,000.00 for 2024 ARC payment
- Cash Disbursement Journal dated 12/19/2024 for \$345,220.12 for General Expenses
- Cash Disbursement Journal dated 12/19/2024 for \$63,830.73 for Children & Youth
- Cash Disbursement Journal dated 12/24/2024 for \$466,120.41 for General Expenses
- Cash Disbursement Journal dated 12/23/2024 for \$16,750.38 for FNB Credit Cards
- Cash Disbursement Journal dated 12/31/2024 for \$80,498.16 for General Expenses
- Cash Disbursement Journal dated 12/27//2024 for \$263,652.04 for Net Wages
- EFTPS dated 12/27/2024 for \$84,186.96 for Federal Payroll Taxes
- Electronic Payment dated 12/27/2024 for \$26,276.52 for Employee Retirement
- Electronic Payment dated 12/27/2024 for \$11,103.66 for State Withholding
- Electronic Payment dated 12/27/2024 for \$806.54 for PA SCDU

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

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

- Lance Benedict, Sheriff, Mid Winter Training Conference, State College, PA, 2/13/2024-2/15/2024, Total Cost \$333.00. Cost to County \$333.00.
- Jason Teets, SCCF,DOC Basic Training, Elizabethtown, PA, 1/6/2025-1/29/2025, Total Cost: \$920.00. Cost to County: \$920.00.
- Patti Peltz, Planning, EMHR Grants Workshop, Tunkhannock, PA, 1/31/2025, Total Cost: \$30.76. Cost to County: \$30.76.
- Scott Aylesworth and Nate Wallace, Emergency Management, NE Task Force Meetings, Various NEPA Locations, 3/20/25, 6/18/25, 9/24/25, 12/17/25, Total Cost \$0. Cost to County \$0.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the Bargaining Agreements for the following units, all with a salary adjustments as stated in the contracts, effective January 3, 2025, through December 31, 2028.

- Court Appointed
- Professional Residual
- Probation
- Residual

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

Motion by Commissioner Darrow to appoint Commissioner McNamara to the following boards and committees for the remainder of the term:

- Susquehanna County Economic Development Advisory Board
- Lackawanna/Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program

- Northern Tier Regional Planning and Development
- Trehab Board of Directors
- Susquehanna County Suicide Awareness
- Susquehanna County Recovery Alliance
- NBHCC
- Long Term Recovery Committee
- Board of Assessment Appeals

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

Motion by Commissioner Darrow to enter into a Memorandum of Understanding with the following Solicitors for the stated elected official's office, effective January 1, 2025 through December 31, 2025, at a flat fee of \$1,500.00.

- Attorney Ronald M. Bugat - Auditors
- Michael J. Gathany, Esquire – Coroner's Office
- Marissa McAndrew, Esquire – Register of Wills, Recorder of Deeds, Clerk of Orphan's Court
- Michael J. Gathany, Esquire - Prothonotary/Clerk of Courts
- Michale J. Gathany, Esquire – Sheriff's Office

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

Motion by Commissioner McNamara to enter into a maintenance agreement with Advanced Communication Services, Tunkhannock, PA, for the Vicon Camera System for the Courthouse and all related locations at a total cost of \$85.00 per hour for on-site service, \$55.00 per hour for remote service, \$100.00 per hour for emergency response services, plus travel costs at \$55.00 per hour, effective January 1, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to enter into a maintenance agreement with Guyette Communication Industries, Plymouth, PA, for maintenance and repair of the telephone system and voicemail at a total cost of \$678.00, effective January 1, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to approve the attached list of Room Tax Grants for the tax year 2024.

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

Motion by Commissioner McNamara to enter into a contract between Susquehanna County Children and Youth Services and Sign Language Interpreting Professionals, Glenshaw, PA, for on-site and video interpreting services at a cost of \$62/hour weekdays, 8am-5pm, \$65/hour weekdays, 5pm-8am, \$65/hour weekends, and \$75/hour for emergency dispatch of interpreter services, effective July 1, 2024, through June 30, 2025.

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

Motion by Commissioner Darrow to appropriate \$44,520.00 from the clean and green rollback to the agricultural easement fund for the 2025 program year beginning January 1, 2025.

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

Motion by Commissioner McNamara to enter into a software support agreement with Optical Storage Solutions, Inc., Lebanon, PA, for Landex Support and Maintenance for the Recorder of Deeds, effective January 1, 2025, through December 31, 2025, at a total cost of \$24,780.00, per the recommendation of Wendy Zapolski, Recorder of Deeds/Register of Wills/Clerk of Orphans Court.

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

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

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

Returned the Commissioners Meeting at 9:08 a.m.

Motion by Commissioner Darrow to change the position of the full-time, non-union Fiscal Office Manager from hourly to salary, no change in pay, effective January 9, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Warden Gordon Traveny.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to add the additional responsibilities of part-time IT Application Support/Trainer to the GIS Technician job description, with an additional \$1.00 per hour for the additional responsibilities, effective January 9, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-01, proclaiming January 9, 2025, as Law Enforcement Appreciation Day in Susquehanna County.
Second by Commissioner

Motion by Commissioner Darrow to advertise a request for price for the Susquehanna County Emergency Management Agency and the Local Emergency Planning Commission for the development, design, facilitation and control of a full-scale exercise with a train derailment and hazmat format. Bid specifications are available at susqco.com or by contacting the Chief Clerk. Bids will be accepted until 12:00 noon on Friday, February 7, 2025, and opened at the regular scheduled Commissioners Meeting on February 12, 2025.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- One (1) green roll-off container, 35 cubic yard capacity, 8 openings, enclosed, 1 baffle, 2 compartments
- One (1) red roll-off container, 35 cubic yard capacity, enclosed, 6 openings, 1 baffle with divider, 3 compartments

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

Motion by Commissioner Darrow to place for bid on Municibid one 4-wheel drive 2004 John Deere X595 tractor with heated cab, mower deck, snow blower, grass catcher trailer, utility trailer, 1505 hours.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:


Rebekah Hubbard, Chief Clerk






Susquehanna County Commissioners

CB 25-02
01/22/2025

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:
Clarification was sought on item #9, the agreement between the Commonwealth, Pennsylvania State Police (PSP), and our 911 center. Commissioner Hall informed that it was our 911 dispatchers would be able to talk to over the radio now instead of through phone calls.

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

Motion by Commissioner Darrow to approve the minutes of the January 8, 2025 Commissioners Meeting.

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

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

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

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

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 1/16/2025 for \$497,881.41 for General Expenses
- Cash Disbursement Journal dated 1/15/2025 for \$1,369.42 for Jury Pay
- Cash Disbursement Journal dated 1/10/2025 for \$49,059.77 for Children & Youth
- Cash Disbursement Journal dated 1/10/2025 for \$79,808.03 for Children & Youth
- Cash Disbursement Journal dated 1/9/2025 for \$352,291.43 for General Expenses
- Cash Disbursement Journal dated 1/10/2025 for \$265,420.47 for Net Wages
- EFTPS dated 1/10/2025 for \$87,410.37 for Federal Payroll Taxes
- Electronic Payment dated 1/10/2025 for \$28,283.02 for Employee Retirement
- Electronic Payment dated 1/10/2025 for \$11,430.37 for State Withholding
- Electronic Payment dated 1/10/2025 for \$806.54 for PA SCDU

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

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

- Wendy Zapolski, Register & Recorder, RWOCAP Spring Meeting, State College, PA, 4/9/2025-4/10/2025, Total Cost: \$509.00. Cost to County: \$509.00.
- Patti Peltz, Planning, Pennsylvania Land Conservation Conference, State College, PA, 4/2/2025-4/4/2025, Total Cost: \$1199.20. Cost to County \$1199.20.
- Jeremy Shiptoski & Ronald Gregory, Maintenance, Mitsubishi 4 Hour M&P Webinar, 1/9/2025, Total Cost: \$150.00. Cost to County: \$150.00.
- Scott Aylesworth, EMA, PEMA Eastern Area EMC Meeting, Hamburg, PA, 1/30/2025, Total Cost: \$0.00. Cost to County: \$0.00
- Athena Welch, Assessment, AAP Pre-Certification Class, Harrisburg, PA, 3/10/2025-4/11/2025, Total Cost: \$6230.00. Cost to County: \$6230.00.
- John Lester, Juvenile Probation, PA Council of Chiefs Juvenile Probation Officers General Meeting, State College, PA, Quarterly. Total Cost: \$655.00. Cost to County: \$0.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of a mini-split heating and cooling unit for the IT server room from Meier Supply, Inc., Binghamton, NY, at a total cost of \$3,780.07.

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

Motion by Commissioner McNamara to enter into a contract with Urban Electrical Contractors, Inc., Dunmore, PA, for the storage building at the Public Safety Center to be connected to the generator system and fire system, including engineering and inspections, at a total cost of \$12,860.00.

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

Motion by Commissioner Darrow to enter into an agreement with True View Security Solutions, Binghamton, NY, for the fire alarm system upgrade at the Susquehanna County Recycling Center at a total cost of \$92,443.75, including installation, setup, and 3-year warranty, paid with Act 13 funding.

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

Motion by Commissioner McNamara to enter into an agreement with the Commonwealth of Pennsylvania and the Pennsylvania State Police to establish and monitor designated talk groups into county radio dispatch consoles at the 911 center, at no additional cost to the County, effective January 22, 2025, through December 31, 2045.

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

Motion by Commissioner Darrow to appoint the following to the Susquehanna County Promotion and Tourism Committee:

- Rebekah Hubbard, Montrose, through December 31, 2025
- Kimberly Tuttle, Susquehanna, through December 31, 2025
- April Beeman, Kingsley, through December 31, 2025
- Donna Conklin, New Milford, through December 31, 2026

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

Motion by Commissioner McNamara to purchase three (3) OVCS DRX10C scanners and two (2) OVCS G2140 scanners for election tabulation from Unisyn Voting Solutions at a total cost of \$67,189.00, paid with Act 88 funding.

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

Motion by Commissioner Darrow to enter into a contract with accessiBe for website ADA compliance at a total cost of \$1,192.00, effective January 22, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a Memorandum of Understanding with Marissa McAndrew, Esquire, for legal services for the Treasurer’s office, effective January 22, 2025, through December 31, 2025, at a total flat fee of \$1,500.00.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint the following to the Susquehanna County Agricultural Land Preservation Committee:

- Samantha Ellsworth, Farmer Member through December 31, 2027
- Allen Scott, Farmer Member through December 31, 2027
- William Shay, Farmer Member through December 31, 2027
- Leonard Wheatley, Supervisor Member through December 31, 2026
- Matt Holbrook, Contractor Member through December 31, 2025
- Jim Barbour, At large Member through December 31, 2025
- Doug Sivers, At large Member through December 31, 2025
- Gene Hubbard, At large Member through December 31, 2025
- David Darrow, Commissioner/At Large Member through December 31, 2025

Second by Commissioner Hall. Ayes: Hall and McNamara. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Integrative Counseling, P.C., Scranton, PA, for services provided under the attached schedule, effective July 1, 2024 through June 30, 2025.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the transfer of Patti Peltz from the position of Director of Planning to the open, full-time, non-union position of Director of Planning/Agricultural Easement Program Director, salary of \$54,982.40, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Ryan Brooks	Montrose	P/T Recycling Technician	2	\$15.06	1/8/2025	Residual	Jennifer Hibbard
Catherine Rauch	Montrose	2 nd Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/16/2025	County Policy Manual	Jan Krupinski
Allison Magee	Montrose	2 nd Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/23/2025	County Policy Manual	Jan Krupinski

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

Motion by Commissioner McNamara to approve the transfer of Devin Crandall from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective January 9, 2025, per the recommendation of Warden Gordon Traveny.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to rescind Motion 15 from the January 8, 2025 meeting and approve the transfer of Mackenzie Bennett from the position of full-time Corrections Officer to the open, part-time, union-eligible position of part-time Corrections Officer, no change in pay, effective January 23, 2025, per the recommendations of Warden Gordon Traveny.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to follow Section 25 regarding the reports filed by Tax Collectors, that all delinquent reports from tax collectors shall be subject to late fees of \$20.00 per day, excluding Saturdays, Sundays, and holidays, for the first six days that a report is overdue, and \$10.00 per day, excluding Saturdays, Sundays, and holidays, for each day after the sixth day that the report is late, not to exceed \$250.00.
Motion by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2025-01, to continue the Agricultural Easement Program in Susquehanna County.

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

Motion by Commissioner McNamara to approve Proclamation 2025-02, proclaiming February as American Heart Month in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-03, proclaiming February as Black History Month in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

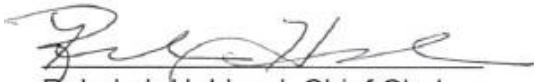
Motion by Commissioner McNamara to award the bids on the following:
- One (1) green roll-off container, 35 cubic yard capacity, 8 openings, enclosed, 1 baffle, 2 compartments
WINNER: Todd McKenney, Media, PA \$2,450.00
- One (1) red roll-off container, 36 cubic yard capacity, enclosed, 6 openings, 1 baffle with divider, 3 compartments
WINNER: Todd McKenney, Media, PA \$2,450.00
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for one 4-wheel drive 2004 John Deere X595 tractor with heated cab, mower deck, snow blower, grass catcher trailer, utility trailer, 1505 hours.
WINNER: Charles Hall, Wallingford, PA, \$8,000.00
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.



Motion by Commissioner McNamara to close the Commissioners’ Meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:11 a.m.

ATTEST:



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-03
2/12/2025

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, and Darrow.

Employee Years of Service Recognition:

Anthony Bartok	Probation	5
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Public Comment on agenda and non-agenda items:
Tammy Miller and Sarah Welch from Penn State Extension came to provide program and workshop updates from Master Gardeners, Watershed Steward, and 4-H.

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

Motion by Commissioner Darrow to approve the minutes of the January 22, 2025 Commissioners Meeting.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 1/23/2025 for \$403,421.92 for General Expenses
 Cash Disbursement Journal dated 1/23/2025 for \$96,808.61 for General Expenses
 Cash Disbursement Journal dated 1/22/2025 for \$42,829.03 for Children & Youth
 Cash Disbursement Journal dated 1/21/2025 for \$12,475.34 for FNB Credit Cards
 Cash Disbursement Journal dated 1/30/2025 for \$355,157.12 for General Expenses
 Cash Disbursement Journal dated 1/23/2025 for \$286,703.46 for Net Wages
 EFTPS dated 1/23/2025 for \$93,185.73 for Federal Payroll Taxes
 Electronic Payment dated 1/23/2025 for \$30,022.35 for Employee Retirement
 Electronic Payment dated 1/23/2025 for \$12,157.76 for State Withholding
 Electronic Payment dated 1/23/2025 for \$806.54 for PA SCDU
 Cash Disbursement Journal dated 2/6/2025 for \$293,521.44 for General Expenses
 Cash Disbursement Journal dated 2/6/2025 for \$287,123.72 for Net Wages
 EFTPS dated 2/6/2025 for \$93,587.60 for Federal Payroll Taxes
 Electronic Payment dated 2/6/2025 for \$29,673.26 for Employee Retirement
 Electronic Payment dated 2/6/2025 for \$12,283.06 for State Withholding
 Electronic Payment dated 2/6/2025 for \$806.54 for PA SCDU
 Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

- Patti Peltz, Planning/Ag Easement, Penn State Extension Ag Days, 3/21/2025, Total Cost: \$127.80. Cost to County: \$127.80.
- Michele Jerauld, Linda Daly, Trish Kuiper, DRAP Training Conference, Gettysburg, PA, 10/19/2025-10/23/2025, Total Cost: \$4,457.00. Cost to County \$0.
- Nathaniel Wallace, EMA, Homeland Security Conference, Washington, D.C, 8/24/2025-8/28/2025, Total Cost: \$0. Cost to County: \$0.
- Suzanne Swart, CYS, PCYA Quarterly Conference, Gettysburg, PA, 3/12/2025-3/14/2025. Total Cost: \$1,113.06 Cost to County: \$325.61.
- Alan Hall, David Darrow, Robert McNamara, Rebekah Hubbard, CCAP Legislative Conference, Harrisburg, PA, 3/16/2025-3/18/2025, Total Cost: \$3,205.76. Cost to County: \$3,205.76.
- Nicholas Conigliaro, Probation, Firearms Instructor Course, Bethlehem, PA, 9/22/2025-9/26/2025. Total Cost: \$1,759.00. Cost to County: \$1,759.00.
- Nicholas Conigliaro, Probation, Firearms Instructor Course, Dingmans Ferry, PA, 6/23/2025-6/27/2025. Total Cost: \$1,931.65. Cost to County \$1,931.65.
- Stephen Janoski, IT/GIS, CCAP Quarterly IT meeting, Harrisburg, PA, 3/11/2025-3/12/2025, Total Cost: \$787.00. Cost to County: \$787.00.
- Samantha Roszel, Ashely Hendel, Kevin Munley, 911, PA APCO 2025 Conference, Lancaster, PA, 3/30/2025-4/2/2025. Total Cost: \$1,409.00. Cost to County \$1,409.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Bree Riley, Psy.D., S. Abington, PA, for client services and assessment at \$480.00 per hour and court fees of \$2,400.00 half day/\$4,800.00 full day, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Outside In School of Experiential Education, Inc., Bolivar, PA, for services at a per diem rate of \$359.00/day plus mileage and residential services at a per diem rate of \$348.00 per day, effective July 1, 2024 through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner Darrow to enter into an agreement with Tu-Way Mobile Communications, Inc., Bethlehem, PA, for CPE and ESI Net maintenance at a total cost of \$84,549.04, effective February 12, 2025, through February 12, 2026, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

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

Motion by Commissioner Darrow to approve a change order from Motorola Solutions on the 911 dispatch console support, to add the consoles at the backup center and change the end date of the contract to December 31, 2028, at a total cost of \$107,501.72, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

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

Motion by Commissioner Darrow to appoint the attached list of volunteers to the Susquehanna County Local Emergency Planning Committee, effective through February 28, 2026.

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

Motion by Commissioner Darrow to appoint Fred Cicilioni, Susquehanna, to the Susquehanna County Economic Development Committee, effective February 12, 2025, through December 31, 2025.

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

Motion by Commissioner Darrow to enter into an Intergovernmental Agreement with the County of Wayne/Wayne County Correctional Facility for the housing of Susquehanna County inmates at a cost of \$118 per day, effective January 1, 2025, through December 31, 2025.

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

Motion by Commissioner Darrow to enter into an agreement with Thomas Reuters and West Publishing Corporation for the law library at the Correctional Facility, at a total cost of \$379.00 per month, effective March 1, 2025, through March 1, 2028.

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

Motion by Commissioner Darrow to enter into a contract with Tower Services Unlimited for the Webber communications site, at a total cost of \$471,798.00 for the tower build, paid with PEMA and Act 13 funding.

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

Motion by Commissioner Darrow to enter into a contract with Viapath Technologies, Falls Church, VA, for inmate telephone service, IP enabled tablets, and OMS management and support, paid with inmate call fees and a commission of 20% of all video visitation fees paid, effective February 12, 2025 through February 12, 2030.

Second by Commissioner

Motion by Commissioner Darrow to purchase one 2024 Chevrolet Tahoe command/drone response vehicle from Utilitac, Ridgeway, PA, with upfitting to include the radio and command center with installation, emergency lighting and technology upgrades at a total cost of \$77,696.37 plus P25 digital radio station for a total cost of \$10,457.86, paid with LEPC funding.

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

Motion by Commissioner Darrow to enter into a hazardous materials emergency response agreement with Eagle Response Services, Bellefonte, PA, for services including spills, discharges, or other hazardous materials/chemicals emergencies, at a total cost not to exceed \$10,000 per incident, with the responsible party to be billed for all costs incurred before the County, effective February 12, 2025, per the recommendation of Scott Aylesworth, EMA Coordinator.

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

Motion by Commissioner Darrow to enter into a lease agreement with Weber Living Trust, Lansdale, PA, to construct a 911 tower on a portion of the property located at 1965 Liberty Park Road, Hallstead, PA, for the total cost of \$120,000.00, effective February 12, 2025, through February 22, 2075.

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

Motion by Commissioner Darrow to enter into a contract with MCM Consulting Group, Inc., State College, PA, for a county-wide commodity flow study at a total cost of \$13,158.00, paid in part with HMEP grant funding, per the recommendation of Scott Aylesworth, EMA Coordinator.

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

Motion by Commissioner Darrow to approve change order #1 for the Susquehanna County P25 Upgrade project, approving the changes in language to the termination clauses, with no change in price.

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

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Kimberly Gazzillo	Montrose	Case Aide I	2	\$15.06	2/3/2025	Residual	Suzanne Swart, Director of CYS
Faith Wisinski	New Milford	F/T Telecommunicator	4	\$17.97	1/30/2025	Residual	John Collins, 911 Coordinator
Katelynn Killie	Laceyville	F/T Telecommunicator	4	\$17.97	1/30/2025	Residual	John Collins, 911 Coordinator
Kevin Munley	Clifford	Shift Supervisor/CAD Manager	8	\$24.75	1/30/2025	County Policy Manual	John Collins, 911 Coordinator
Amy Stankiewicz	Kingsley	F/T CO/Cook	4	\$16.47	1/30/2025	Jail	Deputy Warden John Karakash
Jarrett Tyler	Springville	P/T Corrections Officer	4	\$16.47	2/6/2025	Jail	Warden Gordon Traveny
Jocelyn Maskaly	New Milford	P/T Corrections Officer	4	\$16.47	2/10/2025	Jail	Deputy Warden John Karakash

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

Motion by Commissioner Darrow to approve the transfer of Carol Strohl from the position of full-time Corrections Officer to the full-time, union-eligible position of Corrections Officer/Cook, grade 4, \$16.47 per hour, effective February 2, 2025, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Gordon Traveny.

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

Motion by Commissioner Darrow to reinstate Elizabeth Karpov to the full-time, non-union position of Fiscal Office Manager, effective February 12, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner Darrow to approve the following list of terminations:

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Gregory White	F/T Corrections Officer	1/22/2025	Warden Gordon Traveny
Casmer Bielby	F/T Corrections Officer	1/27/2025	Warden Gordon Traveny
Jason Slater	F/T Corrections Officer/Cook	1/30/2025	Warden Gordon Traveny
Catherine Rauch	2 nd Deputy Prothonotary/Clerk Of Courts	2/3/2025	Jan Krupinski, Prothonotary/Clerk of Courts
Kimberly Gazillo	CYS Case Aide	2/4/2025	Suzanne Swart, Director of Children and Youth Services

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of the following employees:

Update to Motion on 3/12/2025

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
John Colton	Deputy Sheriff	2/11/2025	Sheriff Lance Benedict
Wesley Campbell	Judicial Paralegal	2/3/2025	President Judge Jason Legg
Kathy Ragard	DA Office Manager	2/19/2025	District Attorney Marion O'Malley

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

NOTE: Commissioner Hall noted that Kathy Ragard was retiring and thanked her for 28 years of service to the County.

Motion by Commissioner Darrow to approve Resolution 2025-2, to name Commissioner Hall and Commissioner Darrow as authorized signers for all documents and agreements for the Commonwealth Financing Authority for the bridge painting grant application.

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

Motion by Commissioner Darrow to request proposals for the Susquehanna County Courthouse front gardens and County Green/Triangle landscape project. All proposals are due by 12 noon on February 25, 2025, to the Chief Clerk's Office. Bid specs are available at www.susqco.com or by contacting the Chief Clerk.

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

Motion by Commissioner Darrow to advertise for bid on Municibid for the following vehicle:
2018 Dodge Van VIN: 2C7WDGBG2JR258905 MILEAGE 86,754
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to open and award, following the review by the LEPC and the Solicitor, the proposals for the development, design, facilitation, and control of the full-scale train derailment/hazmat exercise.

Bids were opened from the following:

- Wiland Associates - Shelah, Washington
- Katmai Solutions- Soldotha, Alaska
- High Street Consulting – Reason, Virginia
- MCM Consulting Group – New Milford, Pennsylvania
- Ascenttra – Vienna, Virginia

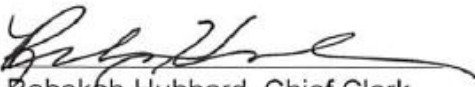
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

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

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

ATTEST:


Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-04
2/26/2025

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner McNamara to close public comment.

Second by Commissioner

Motion #2, to approve the minutes of the February 12, 2025 Commissioners Meeting, with amendment to item #24, changing John Colton's resignation date from 1/22/2025 to 2/11/2025 was tabled due to lack of quorum.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 2/20/2025 for \$487,313.96 for General Expenses
- Cash Disbursement Journal dated 2/13/2025 for \$238,907.10 for General Expenses
- Cash Disbursement Journal dated 2/20/2025 for \$49,305.50 for Children & Youth
- Cash Disbursement Journal dated 2/10/2025 for \$141,758.25 for Children & Youth
- Cash Disbursement Journal dated 2/21/2025 for \$290,423.88 for Net Wages
- EFTPS dated 2/21/2025 for \$95,466.73 for Federal Payroll Taxes
- Electronic Payment dated 2/21/2025 for \$30,319.86 for Employee Retirement
- Electronic Payment dated 2/21/2025 for \$12,356.56 for State Withholding
- Electronic Payment dated 2/21/2025 for \$1,121.31 for PA SCDU

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

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

Stephen Janoski & Thomas Zegar, IT/GIS, PA GIS Conference, State College, PA, 4/16/2025-4/18/2025. Total Cost: \$1,216.00. Cost to County: \$1,216.00.
Rebecca Wescott & Elizabeth Hinkley, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/11/2025. Total Cost: \$334.00. Cost to County: \$334.00.
Michele Jerauld, Domestic Relations, Annual Director's Meeting, Boalsburg, PA, 5/14/2025-5/16/2025, Total Cost: \$625.00. Cost to County: \$0
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract between Susquehanna County Children and Youth Services and Gillum Psychological & Counseling Services, Williamsport, PA, to perform evaluations at a cost of \$1,800.00 per individual, testing at an additional cost of \$100.00 per individual, and testimony or consultation at a cost of \$150.00 per hour, effective July 1, 2024 through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract with Harrington Onsite Drug Testing, Clarks Summit, PA, for random quarterly drug screening at a cost of \$100.00 for travel and \$65.00 per test, effective March 1, 2025 through March 1, 2026, per the recommendation of Jason Miller, Director of Human Resources. Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

**Update to
Motion on
3/12/2025**

Motion by Commissioner McNamara to reappoint Barry Searle, Clifford, to the Susquehanna County Promotion and Tourism Board of Directors, effective February 26, 2025, through December 31, 2029.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and acknowledge the transfer of Lorraine Depew from the position of Administrative Assistant/Grant Coordinator to the open, full-time, non-union position of Office Manager for the District Attorney's office, grade 5, transfer at same rate, effective February 19, 2025, per the recommendation of District Attorney Marion O'Malley.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the transfer of Deanna Wasko from the position of Caseworker II to the open, full-time, non-union position of Casework Supervisor, grade S11, transfer at same rate, effective February 20, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Melanie Jones from the position of 911 Telecommunicator, effective February 14, 2025, per John Collins, 911 Coordinator.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-04, proclaiming March as Colon Cancer Awareness Month in Susquehanna County.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-05, proclaiming March as Social Work Month in Susquehanna County.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-06, proclaiming March 7, 2025, as Employee Appreciation Day in Susquehanna County.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-03, enacting a burn ban in Susquehanna County effective March 15, 2025, through April 13, 2025.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

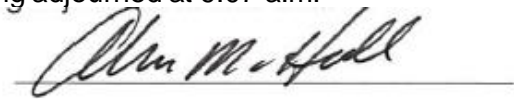
Motion by Commissioner McNamara to award the bid for the following vehicle:
2018 Dodge Van VIN: 2C7WDGBG2JR258905 MILEAGE 86,754
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.
WINNER: Arshaq Meraj (Reading Metro), Reading, PA, \$13,827.00

Motion by Commissioner McNamara to open and award, following the review by the Solicitor, the proposals for the front gardens and County Green/Triangle landscape project.
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

NOTE: The bid for the development, design, facilitation, and control of the full-scale train derailment/hazmat exercise was awarded to MCM Consulting Services at a cost of \$29,763.00.

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

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



ATTEST:


Sarah Rae Luce, Deputy Chief Clerk

CD 23-00
3/12/2025


Susquehanna County Commissioners

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Linda Blaisure	Jail	20 Years
Kelly Bartkus	Jail	20 Years
Kimberly Harshaw	CYS	15 Years
Marysa Edwards-Ball	CYS	15 Years
Ryan Tator	Public Safety	5 Years
Samantha Roszel	911	5 Years

Public Comment on agenda and non-agenda items:
Lorraine Chidester from the Susquehanna County Library and Historical Society attended to share upcoming events with the organization. She also thanked the Commissioners for their support.

Motion by Commissioner Darrow to close public comment.
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve the minutes of the February 12, 2025 Commissioners' Meeting, with amendment to item #24, changing John Colton's resignation date from 1/22/2025 to 2/11/2025.
Second by Commissioner Hall. Ayes: Hall and Darrow. Abstain: McNamara. Motion carried.

Motion by Commissioner McNamara to approve the minutes of the February 26, 2025 Commissioners' Meeting with amendment to item #7, updating Barry Searle's appointment date from February 26, 2024 to February 26, 2025.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

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

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

Motion by Commissioner McNamara to ratify or approve the following:
Cash Disbursement Journal dated 2/27/2025 for \$471,669.41 for General Expenses
Cash Disbursement Journal dated 3/6/2025 for \$538,872.35 for General Expenses

Cash Disbursement Journal dated 3/6/2025 for \$128,711.86 for Children & Youth
Cash Disbursement Journal dated 2/26/2025 for \$27,982.22 for FNB Credit Cards
Cash Disbursement Journal dated 3/6/2025 for \$276,059.30 for Net Wages
EFTPS dated 3/6/2025 for \$90,904.28 for Federal Payroll Taxes
Electronic Payment dated 3/6/2025 for \$29,039.88 for Employee Retirement
Electronic Payment dated 3/6/2025 for \$11,686.44 for State Withholding
Electronic Payment dated 3/6/2025 for \$1,258.16 for PA SCDU
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

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

- Wendy Zapolski, Register and Recorder, PRODA Annual Conference, Farmington, PA, 6/9/2025-6/12/2025. Total Cost: \$1384.00. Cost to County: \$1384.00.
- Stephen Janoski, IT, NACo AI Northeast Regional Forum, Harrisburg, PA, 4/28/2025-4/29/2025. Total Cost: \$457.00. Cost to County: \$457.00.
- Alyssa Sanguinito and Christopher Fleetwood, Assessment, AAP 75th Annual Conference, Pocono Mountain, PA, 5/7/2025-5/9/2025. Total Cost: \$1,329.36. Cost to County: \$1,329.36.
- Treatment Court Team Members (14 Members), Courts, PATCP Treatment Court Conference, State College, PA, 10/8/2025-10/10/202. Total Cost: \$4,732.00. Cost to County: \$2,212.00.

Second Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to modify the number of allowed members on the Susquehanna County Agricultural Land Preservation Board from seven (7) to nine (9).
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to adopt the updated by-laws of the Agricultural Land Preservation Board.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Hoffman Homes, Littlestown, PA, for child welfare services per the attached fee schedule, effective July 1, 2024 through June 30, 2025 per the recommendation of Suzanne Swart, Director of Children and Youth Services.
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the painting of Bridge #5, 18, 21, 25, and 27, for costs listed below:

Bridge Evals and Painting Scope Assessments: \$13,980.00
Construction Plans and Specs: \$14,810.00
Waterway Permitting: \$12,100.00
Final Bid Docs & Bidding Administration: \$11,920.00
Construction Administration and Oversight: \$22,845.00

For a total cost of \$75,655.00.

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

Motion by Commissioner Darrow to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the preliminary engineering for the replacement of Bridge #10, for costs listed below:

Surveying: \$29,520.00
Preliminary Roadway Design: \$35,920.00
Preliminary Bridge Design, Preliminary Geotech: \$91,670.00
Preliminary Traffic Control Design: \$11,720.00
Preliminary Public Involvement, Environmental Coordination: \$2,560.00

For a total cost of \$171,390.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the preliminary engineering for the replacement of Bridge #11, for costs listed below:

Surveying: \$32,160.00
Preliminary Roadway Design: \$47,060.00
Preliminary Bridge Design, Preliminary Geotech: \$96,900.00
Preliminary Traffic Control Design: \$20,180.00
Preliminary Public Involvement, Environmental Coordination: \$10,300.00

For a total cost of \$206,600.00.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve the purchase of one Spirit drone aircraft system, with GPS, batteries, and night vision from Ascent Aerosystems, Wilmington, MA, at a total cost of \$50,966.00, paid with Act 13 funding, per the recommendation of Todd Greenwood, 911/EMA Systems Administrator.
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Christopher Boyle	Brackney	F/T Recycling Technician	2	\$15.06	2/27/2025	Residual	Jennifer Hibbard, Recycling Center Coordinator
Jeanette Craig	Montrose	Temporary Clerk/Voter Registration	2	\$15.06	3/3/2025	County Policy Manual	LeighAnna Overfield, Director of Elections & Voter Registration
Qiana M. Lehman, Esquire	Dupont	Assistant District Attorney	S9	\$50,000/year	3/13/2025	County Policy Manual	District Attorney Marion O'Malley

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

Motion by Commissioner Darrow to accept, with regret, the resignation of the following employees:

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Michael Potter	F/T Corrections Officer	3/8/2025	Warden Gordon Traveny
Becky Tierney (retired)	P/T Temp Victim Witness Coordinator	7/19/2024	District Attorney Marion O'Malley
Lexi Thackery	F/T Telecommunicator	3/12/2025	John Collins, 911 Coordinator

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve the termination of Kiera Short, from the position of Full-time Telecommunicator, effective March 3, 2025, per John Collins, 911 Coordinator.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to advertise for bid on Municibid four (4) American Racing aluminum 16 inch wheels/rims.
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve Proclamation 2025-07, proclaiming March 16-22, 2025, as Pennsylvania 4-H Week in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve advertising for public bid for County Excavating Services in regards to bridge repair, restoration, maintenance, dam repair, dam restoration and maintenance, and other County projects for the period of March 26, 2025 through December 31, 2026.
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

NOTE: The bid for the front gardens and County Green/Triangle landscape project was awarded to VanCott's Nursery and Landscaping, LLC, New Milford, PA at a cost of \$5,265.00.

Motion by Commissioner McNamara to close the Commissioners' Meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

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

ATTEST:


Rebekah Hubbard, Chief Clerk






Susquehanna County Commissioners

CB 25-07
3/26/2025

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Note: An executive session was held on March 13, 2025. The Board met and took action regarding the Susquehanna County Correctional Facility, and the decisions will be ratified in today's meeting.

Public Comment on agenda and non-agenda items:

A question was asked about where to find the current budget to see what was allocated to the Montrose Library this year.

Motion by Commissioner McNamara to close public comment.
Second by Commissioner

Motion by Commissioner Darrow to approve the minutes of the March 12, 2025, Commissioners' Meeting.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner McNamara to ratify or approve the following:

Cash Disbursement Journal dated 3/13/2025 for \$213,293.56 for General Expenses
Cash Disbursement Journal dated 3/20/2025 for \$339,932.04 for General Expenses
Cash Disbursement Journal dated 3/20/2025 for \$37,005.58 for Children & Youth
Cash Disbursement Journal dated 3/20/2025 for \$278,725.37 for Net Wages
EFTPS dated 3/20/2025 for \$90,759.19 for Federal Payroll Taxes
Electronic Payment dated 3/20/2025 for \$29,585.72 for Employee Retirement
Electronic Payment dated 3/20/2025 for \$11,855.79 for State Withholding
Electronic Payment dated 3/20/2025 for \$1,380.22 for PA SCDU

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

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

Anthony Bartok, Juvenile Probation, DUI Instructor 1, Allentown, PA, 3/27/2025-3/28/2025. Total Cost: 370.80. Cost to County: \$370.80.
Cheverly Chichura and Donovan Oliver, Adult Probation, FETC Course 7, Nanticoke, PA, 4/8/2025. Total Cost: \$80. Cost to County: \$80.
Alyssa Sanguinito and Christopher Fleetwood, Assessment, National USPAP Update Course, Virtual, 5/21/2025. Total Cost \$455.00. Cost to County \$455.00.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Families United

Network, Muncy, PA, to provide child welfare placement services, per the attached fee scheduled, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Valley Youth House Committee, Inc., Bethlehem, PA, to provide shelter care services, at a cost of \$569.45 per day, effective February 3, 2025, through June 30, 2025.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the closure of the Susquehanna County Correctional Facility, effective March 28, 2025.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Kinsley Power Systems, East Granby, CT, for remote monitoring of the Generac generator at the County Office Building, effective March 26, 2025, through March 25, 2026, at a total cost of \$5,480.29, including installation, per the recommendation of James Hawley, Director of Public Facilities.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the purchase of the NET APP Storage array for the backup DR site at a total cost of \$48,970.48 including shipping and support, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to join the Prison Inmate Medical Cost Containment program through CCAP for the review, repricing, and management of inmate medical costs, at a cost of \$18.00 per bill for outpatient bill auditing and \$500.00 for hospitalization case management, effective March 28, 2025.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of Joshua E. Heckman, Pine Grove, to the open, full-time, non-union position of Deputy Sheriff, Grade 5, \$18.94 per hour, effective April 17, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Darcia Mason from the position of full-time Corrections Officer, effective March 12, 2025, per Warden Gordon Traveny.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Madison Kenny from the position of part-time Corrections Officer, effective March 18, 2025, per Warden Gordon Traveny.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following list of transfers:

NAME	From Position	To Position	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Jocelyn Maskaly	PT Corrections Officer	FT Corrections Officer	4	\$16.47	3/6/2025	Jail	Warden Traveny
Sherri St. Clair	FT Corrections Officer	FT Sergeant	6	\$23.37	3/6/2025	County Policy Manual	Warden Traveny
John Karakash	FT Deputy Warden	FT Inmate Management Coordinator	S9	\$69,827.03	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Christine Harder	FT Secretary	FT Jail Accounts Manager	4	\$25.11	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Levi Schmidt	FT Training Lieutenant	FT Deputy Inmate Management Coordinator	7	\$27.38	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Lorraine Depew	FT Office Manager	FT Office Manager/ Paralegal	7	\$25.94	3/27/2025	County Policy Manual	District Attorney Marion O'Malley

Second by Commissioner Hall. Ayes: Hall & Darrow. Nay: McNamara. Motion Carried.

Motion by Commissioner McNamara to lay-off all part-time and full-time Corrections Officers, Sergeants, Cooks, and administrative positions within the Susquehanna County Correctional Facility, with approved severance pay, effective April 23, 2025, per the Commissioners.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-08, proclaiming April as Safe Digging Month in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-09, proclaiming April as Child Abuse Prevention Month in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-10, proclaiming April as Sexual Assault Awareness Month in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-11, proclaiming April as Fair Housing Awareness Month in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-12, proclaiming April 6-12, 2025, as Crime Victims' Rights Week in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-4, approving the intergovernmental agreements for the housing of Susquehanna County inmates.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid the following:
48 count 2"x 6"x 20' Pressure Treated Decking Boards
75 count 2"x 6"x 24' Pressure Treated Decking Boards
6 Pella arched top windows 39.5"x 85.5"
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to advertise for bid on Municibid one (1) 2016 New Holland T4 110 diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConnel PA4745 side arm flail mower with new flail heads.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for four (4) American Racing aluminum 16-inch wheels/rims.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.
WINNER: Evangelos Katrakazos, Greene, NY, \$400.00

Motion by Commissioner McNamara to open and award, following the review by the Solicitor, the bids for county excavating services in regard to bridge repair, restoration, maintenance, dam restoration and maintenance, and other County projects for the period of March 26, 2025, through December 31, 2026.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

ATTEST:


Rebekah Hubbard, Chief Clerk






Susquehanna County Commissioners

4/9/2025

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner McNamara to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the March 26, 2025, Commissioners' Meeting.

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

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

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

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

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 4/1/2025 for \$14,522.62 for Credit Cards

Cash Disbursement Journal dated 3/27/2025 for \$305,070.20 for General Expenses

Cash Disbursement Journal dated 4/3/2025 for \$249,973.91 for General Expenses

Cash Disbursement Journal dated 4/3/2025 for \$273,553.06 for Net Wages

EFTPS dated 4/3/2025 for \$90,335.88 for Federal Payroll Taxes

Electronic Payment dated 4/3/2025 for \$29,083.30 for Employee Retirement

Electronic Payment dated 4/3/2025 for \$11,766.47 for State Withholding

Electronic Payment dated 4/3/2025 for \$1,380.22 for PA SCDU

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

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

LeighAnna Overfield, Voter Registration and Elections, AECEP June Meeting, Fogelsville, PA, 6/19/2025-6/20/2025. Total Cost: \$504.20. Cost to County: \$504.20.

Suzanne Swart and Deanna Wasko, Children and Youth, PCYA Quarterly Meeting, Boalsburg, PA, 6/4/2025-6/6/2025. Total Cost: \$1603.50. Cost to County: \$320.70.

Anthony Bartok, Juvenile Probation, 2025 James E. Anderson Pennsylvania Conference on Juvenile Probation, Harrisburg, PA, 11/5/2025-11/7/2025. Total Cost: \$567.00. Cost to County: \$567.00.

Todd Greenwood, 911, FAA Airman Knowledge Test, Clark Summit, PA, Date TBD. Total Cost: \$99.95. Cost to County: \$99.95.

Jeffery Mead, Veterans Affairs, PA State Association for County Directors of Veterans Affairs Conference, Erie, PA, 6/9/2025-6/13/2025. Total Cost: \$1071.44. Cost to County: \$1071.44.

Nathaniel Wallace, Sean Elliot, and Todd Greenwood, FAA Part 107 Exam Prep, Virtual. Total Cost: \$299.85. Cost to County: \$299.85.

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

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Community Specialists Corporation d/b/a The Academy, Pittsburgh, PA, to provide child welfare services, per the attached fee schedule, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner McNamara to approve entering into a professional services agreement between the Court of Common Pleas of Susquehanna County Domestic Relations Section (DRS) and John R. Williams, Jr. for Solicitor services at a rate of \$100 per hour and \$50 per hour for travel and training pertaining to DRS effective April 1, 2025 through September 30, 2025, per the recommendation of President Judge Jason Legg.

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

Motion by Commissioner Darrow to approve the termination of Faith Wisinski from the position of Full-time Telecommunicator, effective 3/28/2025 per John Collins, 911 Coordinator.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of Robert Hollister, Esq., to the open, part-time, non-union position of Domestic Relations Hearing Officer, \$34,351.06 per year, effective May 1, 2025, per the recommendation of President Judge Jason Legg.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the transfer of Jeffrey Norris from the position of Hearing Officer to the open, part-time, non-union position of Juvenile Dependency Hearing Officer, \$15,346.65 per year, effective May 1, 2025, with benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the changes to the Miscellaneous Compensation Schedule, (Mental Health Hearing Officer, \$350/case), effective April 9, 2025.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-13, proclaiming April 13-19, 2025, as Telecommunicators Week in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-14 proclaiming April 6-12, 2025 as National Library Week and April 9, 2025, as National Library Outreach Day in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for the following items listed on Municibid:

48 count 2"x 6"x 20' Pressure Treated Decking Boards

WINNER: Eagle Auto Service & Collision Center, Albion, PA, \$1,400.00

75 count 2"x 6"x 24' Pressure Treated Decking Boards

WINNER: Eagle Auto Service & Collision Center, Albion, PA, \$2,400.00

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

Motion by Commissioner Darrow to re-advertise for bid due to lack of bids, one (1) 2016 New Holland T4 110 diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConnel PA4745 side arm flail mower with new flail heads.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to re-advertise for bid due to lack of bids six (6) Pella arched-top windows 39.5"x 85.5"
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NOTE: The bid for county excavating services in regard to bridge repair, restoration, maintenance, dam restoration and maintenance, and other County projects for the period of March 26, 2025 through December 31, 2026 was awarded to Ken Rauch Excavating, Inc of Montrose, PA.

Motion by Commissioner Darrow to close the Commissioners' Meeting.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

ATTEST:


Rebekah Hubbard, Chief Clerk






Susquehanna County Commissioners