

Chief Clerk Rebekah Hubbard Calls the meeting to order at 9:00 a.m. in the Commissioners Meeting Room.

Pledge of Allegiance.

Present: Commissioners Hall, Darrow, and Herschel.

Motion by Commissioner Herschel to appoint Commissioner Alan M. Hall as Chairman.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Commissioner David Darrow as Vice-Chairman.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to reappoint Rebekah Hubbard as Chief Clerk.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint Linda LaBarbera as Public Defender.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint Rebecca Wescott as Director of Tax Claim.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Gabriel Fera, PC, as County Solicitor for County and personnel issues.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to schedule the Board of Commissioners meetings the second and fourth Wednesday of each month at 9:00am with the Salary Board, Retirement Board, and Election Board to meet before, during, or after the regularly scheduled Commissioners meetings as necessary and/or required. If the date of the regularly scheduled Commissioners meeting is a legal holiday, the Board may or may not convene on the following day with proper public notice.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to schedule the Board of Assessment Revision meetings for Assessment reviews the first Thursday of every month at 9:00am in the Commissioners Meeting Room in the Courthouse. If the date of the regularly scheduled meeting is a legal holiday, the Board may or may not convene the following day, with proper public notice.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to schedule the Jail Board Meetings the first Tuesday of every month beginning at 8:30am in Courtroom 2 in the Courthouse. If the date of the regularly scheduled meeting is a legal holiday, the Board may or may not convene on the following day with proper public notice.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to assign the Chief Clerk and the Deputy Chief Clerk the authority to use facsimile signatures for any or all of the three Commissioners by ink stamp in lieu of personally made signatures on county checks, provided such authority is given and exercised under the direction of each Commissioner.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to name Commissioner appointments to the following committees as noted:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Committee Appointments

January 2,2024

County Commissioners Board	3	Chair - A. Hall	V. Chair – D. Darrow	J. Herschel
County Election Board	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Retirement Board + Chief Clerk + Treasurer	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Salary Board + Treasurer + Elected Official	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Board of Assessment Revision	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel

Jail Board + Sheriff + District Attorney+Judge	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Economic Development	3	A. Hall	D. Darrow	J. Herschel
Conservation District	1	A. Hall		
Communications	1	A. Hall		
Hazmat - L.E.P.C.	3		D. Darrow	
Housing & Redevelopment Authority	1		D. Darrow	
Penn State Extension	1	A. Hall		
Lackawanna/Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program	1			J. Herschel
Northeast Behavioral Health Care Consortium	1	A. Hall		
Northern Tier Reg. Planning & Development	2+1	A. Hall	D. Darrow	J. Herschel
Recycling & Solid Waste	1+1		D. Darrow	
SWAC	1		D. Darrow	
Tick Borne Disease Taskforce	1		D. Darrow	
Trehab	1			J. Herschel
Recovery Alliance	1			J. Herschel
Suicide Awareness	1			J. Herschel
Northern Tier Transportation Committee	1		D. Darrow	

Motion by Commissioner Hall to close the Commissioners Organizational Meeting.  
Second Commissioner Herschel

Chief Clerk Hubbard declared the Commissioners Organizational Meeting adjourned at 9:02 a.m.

ATTEST:

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\_\_\_\_\_  
Rebekah Hubbard, Chief Clerk

\_\_\_\_\_  
Susquehanna County Commissioners

CB 24-02  
1/10/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

William Zalewski                      Maintenance                      5

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the December 27, 2023, Commissioners’ Meeting and the January 2, 2024, Organizational 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 Darrow. Ayes: Unanimous. Motion Caried.

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

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 12/28/2023 for \$687,537.81 for General Expenses

Cash Disbursement Journal dated 12/28/2023 for \$24,428.62 for FNB Credit Cards

Cash Disbursement Journal dated 1/4/2024 for \$391,771.95 for General Expenses

Cash Disbursement Journal dated 12/28/2023 for \$257,016.61 for Net Wages

EFTPS dated 12/28/2023 for \$86,273.01 for Federal Payroll Taxes

Electronic Payment dated 12/28/2023 for \$25,534.49 for Employee Retirement

Electronic Payment dated 12/28/2023 for \$11,116.95 for State Withholding

Electronic Payment dated 12/28/2023 for \$1,011.69 for PA SCDU

Cash Disbursement Journal dated 01/04/2024 for \$101,527.81 for Children  
& Youth

Wire Transfer dated 1/5/2024 for \$12,800.00 for AirDNA

Wire Transfer dated 1/8/2024 for \$30.80 for Dog License

Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

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

Scott Aylesworth, EMA, PEMA Eastern Area Meeting, Harrisburg, PA, 1/18/2024.

Total Cost \$0. Cost to County \$0.

Jason Smith, SCCF, PA DOC Basic Training, Elizabethtown, PA, 3/18/2024-  
4/10/2024, Total Cost \$2,558.00. Cost to County \$2,558.00.

Alan Hall, David Darrow, Judith Herschel and Rebekah Hubbard, Commissioners  
Office, CCAP Spring Conference, Harrisburg, PA, 3/3/2024-3/5/2024. Total Cost  
\$3,028.00. Cost to County \$3,028.00.

Sheriff Lance Benedict, PA Sheriff's Association Conference, Grantville, PA. Total  
Cost \$345.00. Cost to County \$345.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to approve entering into an equipment maintenance contract with TuWay Mobile Communications, Inc., Bethlehem, PA, for maintenance on the 911 CPE, the ESInet, and Vesta 911 systems, effective January 1, 2024, through December 31, 2024, at a total cost of \$172,789.65, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Herschel to enter into a contract with Capital Area Communications, Harrisburg, PA, for the combiner for the Rush and Elk tower sites, effective January 7, 2024, at a total cost of \$46,396.20, Costars pricing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to enter into a contract with Capital Area Communications, Harrisburg, PA, for the combiner, antenna, and lines at the Silver Lake tower site, effective January 2, 2024, at a total cost of \$56,781.07, Costars pricing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Herschel to acknowledge the appointment of Michael Gathany, Esquire., as the Solicitor for the Prothonotary and Clerk of Courts offices, at a flat fee of \$1,500.00 per office, effective January 1, 2024, through December 31, 2024 per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to acknowledge the appointment of Michael Gathany, Esquire, as the Solicitor for the Coroner's office, at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Anthony Conarton, Coroner.

Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Herschel to acknowledge the appointment of Giangrieco Law, P.C., as the Solicitor for the Register and Records Office, at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Wendy Zapolski, Register of Wills, Recorder of Deeds, Clerk of Orphans Court.

Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to purchase 10 Zoom Business Meeting license agreements for use by the Courts, effective January 7, 2024, through December 31, 2024, at a total cost of \$2,962.20, per the recommendation of President Judge Jason Legg.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the spending of \$564.37 of Register and Recorder Records Improvement funds to purchase one annual subscription of QuickBooks online, per the recommendation of Wendy Zapolski, Register of Wills, Recorder of Deeds, Clerk of Orphans Court.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation/retirement of Jeffrey Shoemaker from the position of Chief Probation Officer, effective March 20, 2024, per President Judge Jason Legg.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the transfer of Sean Hennessey from the position of 1<sup>st</sup> Deputy Coroner to the open, part-time, hourly position of 1<sup>st</sup> Deputy Coroner, part-time, grade 4, effective January 1, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, County Coroner.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Marie Travis from the position of Corrections Officer, effective January 2, 2024, 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 Elizabeth Smith from the position of Corrections Sergeant/Shift Commander, effective January 15, 2024, per Warden Vincent Chiaramonte.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Ethan Hitchcock from the position of Corrections Sergeant/Shift Commander, effective February 14, 2024, per Warden Vincent Chiaramonte.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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

CB 24-03  
1/24/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Herschel to approve the minutes of the January 10, 2024, Commissioners' Meeting.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:  
Cash Disbursement Journal dated 1/11/2024 for \$479,370.10 for General Expenses  
Cash Disbursement Journal dated 1/10/2024 for \$1,112.07 for FNB Credit Cards  
Cash Disbursement Journal dated 1/18/2024 for \$89,832.66 for General Expenses  
Cash Disbursement Journal dated 1/12/2024 for \$265,734.01 for Net Wages  
EFTPS dated 1/12/2024 for \$86,055.81 for Federal Payroll Taxes  
Electronic Payment dated 1/12/2024 for \$26,546.33 for Employee Retirement  
Electronic Payment dated 1/12/2024 for \$11,273.26 for State Withholding  
Electronic Payment dated 1/12/2024 for \$1,011.69 for PA SCDU  
Cash Disbursement Journal dated 01/18/2024 for \$66,674.81 for Children & Youth  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Todd Greenwood, 911/EMA, Cyber Readiness Summitt, San Marcos, TX, 2/13/2024-2/15/2024. Total Cost \$0. Cost to County \$0.
- Christopher Fleetwood and Alyssa Sanguinito, Assessment, AAP Precertification Classes, Harrisburg, PA, 3/11/2024 – 4/19/2024, Total Cost \$6,090.00. Cost to County \$12,180.00.
- Nail Palevic, SCCF, DOC Basic Training, Elizabethtown, PA, 4/22/2024-5/15/2024, Total Cost \$2,558.00. Cost to County \$2,558.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the Susquehanna County Emergency Operations Plan, effective January 1, 2024, through December 31, 2024, per the recommendation of Scott Aylesworth, EMA Coordinator.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a maintenance agreement between the Pennsylvania District Attorney's Institute and Susquehanna County for the SAVIN Software used in the District Attorney's Office and the Susquehanna County Correctional Facility, effective January 1, 2024 through December 31, 2024, at no cost to the County.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into Professional Services Agreement between Susquehanna County Children and Youth Services and Children's Advocacy Center of NEPA for services as outlined on the attached schedule, effective July 1, 2023, through June 30, 2024.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Family Care for Children & Youth, Inc., Milton, PA, for services as outlines on Schedule F (attached), effective July 1, 2023, through June 30, 2024.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Thompson Hose Company Training Institute for the use of the Public Safety Training Center to facilitate an EMT Certification Class. Susquehanna County will pay Thompson Hose Company Training Institute \$1,000.00 per student for the course materials and instruction.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to change the Commissioner representative for the Susquehanna County Conservation District Board of Directors to Commissioner David Darrow, effective January 24, 2024, through December 31, 2024.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appropriate \$26,720.00 in county matching funds for the agricultural easement purchases for the 2024 program year beginning January 1, 2024.  
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 Little Creek Outpatient Services, LLC., for the fiscal year 2023-2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint/reappoint the following individuals to the Northern Tier Regional Planning and Development Commission Advisory Committee:

Economic Development

Bobbi Jo Turner

Chris Desrochers

John Kameen

Local Loan Review

Joe Ferretti

Michelle Kowalewski

Keith Yurgosky

Rural Area Transportation

Jack Conroy

Alex Komar

David Darrow

Duane Naugle

NTRPDC Membership Executive Committee

Alan M. Hall

David Darrow

Judith Herschel

Local Elected Officials

Alan M. Hall

David Darrow

Judith Herschel

Second Commissioner

Motion by Commissioner Herschel to approve the 2023 Susquehanna County Room Tax Grants totaling \$77,630.18, per the attached list.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional service agreement with Real Estate Appraisal & Marketing Associates, Sunbury, PA, for appraisal services at a total cost of \$6,500.00, effective January 24, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Marcus Shaver from the position of part-time Corrections Officer, effective January 12, 2024, per Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Ian Smith from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective January 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to to ratify and approve the transfer of Karl Hummel from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective January 22, 2024, with a six-month probationary period and benefits according to 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 Tamara Beaudette, Deposit, NY, to the open, full-time, union-eligible position of 911 Telecommunicator, Grade 4,

effective January 25, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-01, proclaiming February 2024 as American Heart Month in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-02, proclaiming February 2024 as Black History Month in Susquehanna County.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-01, adopting the 2023 Susquehanna County Hazard Mitigation Plan.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.  
NOTE: Commissioner Hall made note that 6 municipalities do not qualify to utilize the County Hazard Mitigation Plan due to lack of participation and must develop their own hazard mitigation plans. Those municipalities include: Great Bend Borough, Great Bend Township, Union Dale Borough, Silver Lake Township, and Friendsville Borough.

Motion by Commissioner Herschel to close the Commissioners’ Meeting.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.  
Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-04  
2/14/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the January 24, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at 9:01 a.m.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 2/1/2024 for \$96,163.99 for General Expenses  
Cash Disbursement Journal dated 2/7/2024 for \$795.58 for Jury Pay  
Cash Disbursement Journal dated 1/25/2024 for \$359,523.98 for General Expenses

Cash Disbursement Journal dated 1/25/2024 for \$274,522.98 for Net Wages  
EFTPS dated 1/25/2024 for \$89,629.91 for Federal Payroll Taxes  
Electronic Payment dated 1/25/2024 for \$26,716.91 for Employee Retirement  
Electronic Payment dated 1/25/2024 for \$11,634.46 for State Withholding  
Electronic Payment dated 1/25/2024 for \$1,011.69 for PA SCDU  
Cash Disbursement Journal dated 02/08/2024 for \$115,181.97 for Children  
& Youth  
Cash Disbursement Journal dated 2/8/2024 for \$128,443.30 for General  
Expenses  
Cash Disbursement Journal dated 2/8/2024 for \$257,748.86 for Net Wages  
EFTPS dated 2/8/2024 for \$84,619.80 for Federal Payroll Taxes  
Electronic Payment dated 2/8/2024 for \$26,293.85 for Employee Retirement  
Electronic Payment dated 2/8/2024 for \$11,095.16 for State Withholding  
Electronic Payment dated 2/8/2024 for \$1,011.69 for PA SCDU  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

David Darrow, Commissioners, CCAP Academy for Excellence, Various CCAP Conferences, Term Year 2023-2026, Total Cost \$900, Cost to County \$900.  
Wendy Zapolski, Register and Recorder, RWOCAP Annual Spring Conference, State College, PA, 4/17/2024-4/18/2024. Total Cost \$541.00. Cost to County \$541.00.  
Nathaniel Wallace and Scott Aylesworth, EMA, Critical Infrastructure Security and Resilience Awareness, Jessup, PA, 2/21/2024, Total Cost \$0, Cost to County \$0.  
George Morin, Probation, Probation Officer Basic Training, State College, PA, 3/11/2024-3/15/2024. Total Cost \$348.00, Cost to County \$348.00  
Scott Aylesworth, EMA, National Homeland Security Conference, Miami Beach, FL, 07/22/2024-07/25/2024. Total Cost \$0. Cost to County \$0.  
John Lester, Juvenile Probation, Council of Chief Juvenile Probation Officers General Membership Meetings, 3/14/2024-3/15/2024, 5/9/2024-5/10/2024, 9/12/2024-9/13/2024, 11/21/2024-11/22/2024. Total Cost \$899.00. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional services contract with Greenman-Pedersen, Inc., Scranton, PA, for the following services, effective February 14, 2024, through the completion of projects:

Courthouse Exterior Study	\$26,500.00
Survey, Basemapping, Deed Research	\$7,700.00
UST Civil & Permitting	\$9,100.00
UST Bidding/Const. Admin.	\$3,600.00
Generator Civil/Structural/Plumbing/ Electrical	\$24,600.00
UPS Electrical	\$9,500.00
Generator/UST Bidding/Const Admin.	\$10,700.00

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following appointments to the Susquehanna County Local Emergency Planning Commission:

Elected Official – Commissioner Alan Hall  
Elected Official – Commissioner David Darrow  
Law/Health/Med/Environ/Trans – Christopher Joseph  
Fire Fighting Personnel – Phil Price  
Law/Health/Med/Environ/Trans – Thomas Jimmie Jr.  
Emergency Management – Scott Aylesworth  
Broadcast Management – Courtney Howell  
Community Groups – Ken Bondurant  
Family Owner/Operators – Don Kessler, Jr.  
Family Owner/Operators – Brody Webster  
Family Owner/Operators – Michael Graves  
Emergency Management – Nathan Wallace  
Law/Health/Med/Environ/Trans – Joe Adornato  
Family Owner/Operator – Connor McCloskey  
Family Owner/Operator – John Corbin  
Community Groups – Donna Davis

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into maintenance agreements with Lawton



Power Systems, LLC, for the following 911 tower sites: Bluestone, Rush, Silver Lake, Elk, Gibson, Hickory, and Montrose, for a total annual cost of \$2,850.00, with additional hourly fees for emergency services, effective February 14, 2024, through February 14, 2025, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into maintenance agreements with Reed's Generator Service, LLC, Nicholson, PA, for generator service and repair for the 911 trailer and the County Office Building, at a total annual cost of \$550.00, plus additional hourly fees for emergency services, effective February 14, 2024, through February 14, 2025, 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 Carried.

Motion by Commissioner Herschel to enter into a lease agreement with Bowtie, LLC, Bokeelia, FL for use of a portion of land located at 781 Four Star Pass, Susquehanna, PA for construction, maintenance, and operation of a 911 tower, effective upon signature of landowner, for a period of 50 years, at a cost \$2,000.00 per year.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Rapid Financial Solutions, LLC, North Logan, UT, for debit card services for jury payments, at a cost of \$.67 per load, effective February 14, 2024, through February 14, 2025, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to reappoint the following members to the Susquehanna County Economic Development Board, effective February 14, 2024, through December 31, 2028:

Richard Ainey, New Milford

Kenneth Bondurant, New Milford

George Conner, Kingsley

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Melissa McCloskey from the position of Corrections Sergeant/Shift Commander effective January 17, 2024, per the recommendation of Warden Vicent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commission Herschel to ratify and approve the transfer of Rolly Miller from the position of part-time Corrections Office to the open, union-eligible position of full-time Corrections Office, no change in pay, effective January 25, 2024, with 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Raelyn Jennings from the position of Corrections Officer, effective February 7, 2024, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Jacob Lucas from the position of Corrections Officer, effective January 30, 2024, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Jason Smith from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective February 14, 2024, 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 approve the transfer of Jeremy Shiptoski from the position of full-time HVAC/Technician/Maintenance Team Leader to the open full-time, non-union eligible position of Assistant Director of County Satellite Public Facilities/County HVAC Technician, no change in pay, effective February 22, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Charles Olsommer from the position of Corrections Officer, effective February 25, 2024, per Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Nickie Shimer from the position of 911 Telecommunicator, effective January 31, 2024, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Bryce Norman from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of 911 Telecommunicator, no change in pay, effective February 17, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Krystal Tigie from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of 911 Telecommunicator, no change in pay, effective February 19, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Mara Davis from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of Telecommunicator, no change in pay, effective February 21, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner

Motion by Commissioner Herschel to ratify and approve the hiring of Alan Grick, Montrose, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 5, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Joshua Cole, Montrose, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 12, 2024, 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 Darrow to approve the hiring of Charles Scitney, Jr., Hop Bottom, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 20, 2024, 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 acknowledge the termination of Pamela Magnotti from the position of 1<sup>st</sup> Deputy Treasurer/Tax Claim, effective February 9, 2024, per Rebecca Wescott, Treasurer.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Nathan White from the position of Maintenance Specialist, effective February 23, 2024, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:09 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-05  
2/28/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the February 14, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at                      a.m.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 2/15/2024 for \$316,747.98 for General Expenses  
Cash Disbursement Journal dated 2/22/2024 for \$148,783.14 for General Expenses  
Cash Disbursement Journal dated 2/22/2024 for \$245,070.04 for Net Wages  
EFTPS dated 2/22/2024 for \$86,880.65 for Federal Payroll Taxes  
Electronic Payment dated 2/22/2024 for \$25,569.11 for Employee Retirement  
Electronic Payment dated 2/22/2024 for \$11,358.58 for State Withholding  
Electronic Payment dated 2/22/2024 for \$1,011.69 for PA SCDU  
Cash Disbursement Journal dated 02/22/2024 for \$91,771.74 for Children  
& Youth  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Stephen Janoski, Information Technology, IT Quarterly Meeting, Harrisburg, PA 3/18/2024-3/19/2024. Total Cost \$527.02. Cost to County \$527.02.  
Scott Aylesworth and Nathaniel Wallace, EMA, Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review, Jessup, PA, 03/19/2024-03/20/2024. Total Cost \$0. Cost to County \$0.  
Nathaniel Wallace, EMA, Compressed Modular Emergency Response Radiological Transportation Training, Tunkhannock, PA, 3/13/2024. Total Cost \$0. Cost to County \$0.  
Stephen Janoski, Information Technology, 2024 GIS Conference, State College, PA, 04/10/2024-04/12/2024. Total Cost \$795.68. Cost to County \$795.68.  
Joseph Barry, Probation, CJAB Conference, State College, PA, 4/9/2024-4/10/2024. Total Cost \$519.00. Cost to County \$519.00.  
Vincent Chiamonte, SCCF, CCAP Management Training, Harrisburg, PA, 4/2/2024. Total Cost \$210.00. Cost to County \$210.00.  
Karl Hummel, SCCF, DOC Basic Training, Elizabethtown, PA, 4/22/2024-5/15/2024. Total Cost \$2,622.00. Cost to County \$2,622.00.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a Memorandum of

Understanding with Teamsters Local 229 for temporary scheduling of 12-hour shifts, with a \$2.50 increase to all 911 employees for the term of the temporary schedule, effective February 14, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase the iLand Secure Cloud backup systems with protection and retention from 11:11 Systems, Houston, TX, effective February 12, 2024, through December 31, 2026, 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 Alan Grick from the position of Recycling Technician, effective February 9, 2024, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Carol Strohl, Montrose, PA, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 4, 2024, 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 transfer of Joseph Barry from the full-time, union-eligible position of Adult Probation Officer to the open, full-time, non-union position of Chief Probation Officer, Grade 11, salary at \$74,000 based on experience, effective March 21, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the hiring of Jeffrey Shoemaker to the open, part-time, non-union eligible position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting, Grade 12, \$41.30 per hour based on experience, effective April 4, 2024, 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 acknowledge the addition of responsibilities of First Deputy Treasurer/Tax Claim to Wesley Campbell, no change in pay, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim Director.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to add the additional duties of Firearms Instructor to Michael Koscelnak, additional \$1.00 per hour, effective February 28, 2024, per the recommendation of The Commissioners.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the resignation, with regret, of George Morin from the position of Adult Probation Officer – Treatment Court, effective March 8, 2024, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the resignation of Michael Fiocca from the position of Deputy Sheriff effective March 4, 2024, per Sheriff Lance Benedict.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-03, proclaiming March as Colon Cancer Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-04, proclaiming March as Social Work Month in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-05, proclaiming March 1, 2024, as Employee Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-02, establishing a Burn Ban in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:06 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-06  
3/13/2023

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the February 28, 2024, Commissioners’ Meeting with amendment to item 15, to amend the resignation date from March 4, 2024, to February 29, 2024.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 3/1/2024 for \$3,975.71 for General Expenses  
Cash Disbursement Journal dated 2/28/2024 for \$214,722.40 for General Expenses  
Cash Disbursement Journal dated 3/7/2024 for \$419,996.84 for General Expenses  
Cash Disbursement Journal dated 2/28/2024 for \$19,209.13 for FNB Credit Cards  
Cash Disbursement Journal dated 3/7/2024 for \$258,105.77 for Net Wages  
EFTPS dated 3/7/2024 for \$85,173.24 for Federal Payroll Taxes  
Electronic Payment dated 3/7/2024 for \$25,804.54 for Employee Retirement  
Electronic Payment dated 3/7/2024 for \$11,102.67 for State Withholding  
Electronic Payment dated 3/7/2024 for \$614.71 for PA SCDU  
Cash Disbursement Journal dated 3/7/2024 for \$97,428.76 for Children & Youth  
Cash Disbursement Journal dated 3/8/2024 for \$7,700.00 for Election Training Pay

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- Michele Jerauld, Domestic Relations, 38<sup>th</sup> Annual Domestic Relations Section Directors’ Meeting, Altoona, PA, 05/13/2024-05/15/2024. Total Cost \$467.00. Cost to County \$0.
- Jeffery Mead, Veterans Affairs, 31<sup>st</sup> Annual CHALENG Summit, Wilkes-Barre, 03/28/2024, Total Cost \$118.59. Cost to County \$118.59.
- Wendy Zapolski, Register & Recorder, Annual PA Recorder of Deeds Association, Lancaster, 6/10/2024-6/14/2024, Total Cost \$1,365.00. Cost to County \$1,365.00.
- Anthony Bartok, Juvenile Probation, Officer Safety and Well Being, 3/26/24-3/27/24, Total Cost \$589.58. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve Amendment #1 to the Memorandum of Understanding between Diakon-Swan, LLC and Susquehanna County Services for Children & Youth, with the only change to the contract of effective dates: January 1, 2024 to June 30, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to purchase one conveyor for the Harmoney Baler at the Recycling Center from Cranston Material Handling in the amount of \$21,696.56, with 90% reimbursement from the Act 101, Section 902 Recycling Program Development and Implementation Grant, 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 Kristi Tedesco, Montrose, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 11, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Darcia Mason, Hop Bottom, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 11, 2024, 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 Ethan Hitchcock, Montrose, to the open, full-time, union-eligible position of Corrections Officer, Grade 4, effective February 27, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Nathan White, Factoryville, to the open, full-time, union-eligible position of Maintenance Specialist, grade 3, effective March 4, 2024, 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 ratify and approve the hiring of Avery Wiese, Conklin, NY to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 6, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Samuel Cosmello, III, New Milford, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 6, 2024, 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 2024-06, proclaiming March 17-23, 2024, as Pennsylvania 4-H Week in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

ATTEST:

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CB 24-07  
3/27/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the March 13, 2024, 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 Darrow. 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 3/14/2024 for \$483,074.90 for General Expenses  
Cash Disbursement Journal dated 3/21/2024 for \$383,010.57 for General Expenses  
Cash Disbursement Journal dated 3/15/2024 for \$12,666.08 for FNB Credit Cards  
Cash Disbursement Journal dated 3/21/2024 for \$261,260.44 for Net Wages  
EFTPS dated 3/21/2024 for \$84,961.85 for Federal Payroll Taxes  
Electronic Payment dated 3/21/2024 for \$26,422.38 for Employee Retirement  
Electronic Payment dated 3/21/2024 for \$11,086.26 for State Withholding  
Electronic Payment dated 3/21/2024 for \$392.31 for PA SCDU  
Electronic Payment dated 3/21/2024 for \$125.24 for Keystone Collection  
Cash Disbursement Journal dated 3/18/2024 for \$67,343.51 for Children & Youth  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Rebecca Wescott, Treasurer, PATCBA Spring Conference, State College, PA, 4/12/2024, Total Cost \$25.00. Cost to County \$25.00.  
Bob DeLuca, Rick Ainey, Stephanie Sojka-Reisch, Auditors, Regional Auditors Meeting, Bloomsburg, PA, 5/15/2024, Total Cost \$320.00. Cost to County \$320.00.  
Molly Allen & Jasmine Penny, DRS, Annual Training Conference, Philadelphia, PA, 9/22/2024-9/26/2024, Total Cost \$3,468.00. Cost to County \$0.  
Rebecca Wescott, Treasurer, CTAPA Convention, Cranberry Township, PA, 6/11/2024-6/14/2024, Total Cost \$1,100.00. Cost to County \$1,100.00.  
Lisa Vail, Juvenile Probation, Pain and Addiction Summit, Wilkes-Barre, PA, 4/26/2024, Total Cost \$130.00. Cost to County \$0.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a Memorandum of Understanding with the Susquehanna County Promotion and Tourism Agency for office space, phone, and internet service at the Courthouse at a total cost of \$100.00 per month, effective April 26, 2024 through April 26, 2025.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to purchase one MCC7500E ORNI Console from Motorola Solutions, Chicago. IL, including all set up and configuration and three (3) year

maintenance and service agreement, at a total cost of \$65,677.00, 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 purchase one additional camera and one audio phone device for the Public Safety Center/911 Center from Johnson Controls Fire Protection LP, Allentown, PA, at a total cost of \$3,382.79, including one (1) year warranty, programming, and testing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Tower Services Unlimited, Harrisburg, PA, for the installation of one 911 tower at the Great Bend communications site, including a Thermobond equipment shelter, site clearing, permitting, utility coordination, and all other services as defined at a total cost of \$458,811.00, paid with PEMA funding, 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 enter into an agreement with Tyler Technologies for the Mobile CAD software, including the project management and implementation of all law enforcement and fire modules, at a total one-time cost of \$83,215.00, and total recurring fees for upgrades and service annually of \$16,800.00, paid with PEMA funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement between Susquehanna County Children and Youth Services and Gillum Psychological and Counseling Services for evaluations as ordered by the Children and Youth Services per the fee schedule attached, effective March 27, 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 enter into a Memorandum of Understanding with Lackawanna County for the Susquehanna County DUI Program Coordinator position, with a monthly stipend of \$500.00 paid upon each class completion, effective March 27, 2024, through April 1, 2027.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a Memorandum of Understanding with Marissa McAndrew, Esquire, to provide Solicitor services to the Register of Wills, Recorder of Deeds and Clerk of the Orphans Court offices, effective March 27, 2024 through December 31, 2024, at a total annual fee of \$1,500.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract between the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program and Ellen Magnotta, Old Forge, PA, for services provided under the fee schedule attached, effective July 1, 2023, through June 30, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation of Jessica Chiamonte from the position of County Detective, effective March 4, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve, with regret, the resignation of Victoria Jordan from the position of part-time Corrections Officer, effective March 5, 2024, per Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the resignation of Julie Johnson from the position of Director of Human Resources, effective March 12, 2024, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the resignation of Jennifer Gallagher from the position of Corrections Officer, effective March 13, 2024, per Warden



Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	START DATE	BENEFIT DETAILS
Keith Kunkle	Great Bend	P/T Corrections Officer	4	3/21/2024	Jail Bargaining Agreement
Tyler Stone	Dalton	P/T Corrections Officer	4	4/2/2024	Jail Bargaining Agreement
Madison Severcool	Montrose	P/T Corrections Officer	4	4/2/2024	Jail Bargaining Agreement
Sarah Wood	Great Bend	F/T Telecommunicator	4	4/2/2024	Residual Bargaining Agreement
Javier Valentin	Montrose	F/T Telecommunicator	4	4/2/2024	Residual Bargaining Agreement

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

ATTEST:

Susquehanna County Commissioners

## Moment of Silence

Present: Commissioners Hall, Darrow, and Herschel

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Herschel to close public comment.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the March 27, 2024, Commissioners' Meeting with amendment to Item # 20 that new-hires Sarah Wood and Javier Valentin receive benefits according to the Residual Bargaining Agreement, not the Jail Bargaining Agreement.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Darrow. 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 4/4/2024 for \$155,830.86 for General Expenses
- Cash Disbursement Journal dated 3/28/2024 for \$390,756.11 for General Expenses
- Cash Disbursement Journal dated 4/4/2024 for \$280,149.97 for Net Wages
- EFTPS dated 4/4/2024 for \$93,941.57 for Federal Payroll Taxes
- Electronic Payment dated 4/4/2024 for \$26,507.92 for Employee Retirement
- Electronic Payment dated 4/4/2024 for \$12,018.68 for State Withholding
- Electronic Payment dated 4/4/2024 for \$392.31 for PA SCDU
- Cash Disbursement Journal dated 4/4/2024 for \$109,701.70 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Thomas Zegar, GIS, PA GIS promos group, State College, PA, 4/10/2024 – 4/12/2024, Total Cost \$800.00. Cost to County \$800.00.
- Levi Schmidt, SCCF, Cell Extraction Procedures, Lewistown, PA, 4/15/2024-4/19/2024. Total Cost \$1,536. 00. Cost to County \$1,536.00.
- Tyler House, SCCF, PA DOC Basic Training, Elizabethtown, PA, 4/22/2024 – 5/15/2024, Total Cost \$920.00. Cost to County \$920.00.
- Margaret Krupinski, Prothonotary, Spring Conference, Harrisburg, PA, 6/24/2024-6/28/2024, Total Cost \$1,382.00. Cost to County \$1,382.00.
- Jeffery Mead and Tara Wilbur, Veterans Affairs, PSACDVA Conference, Scranton, PA, 6/17/2024 - 6/21/2024, Total Cost \$1,508.92. Cost to County \$1,508.92.
- Duane Naugle, Planning, NTRPDC Meeting, Eagles Mere, PA, 4/19/2024, Total Cost \$0. Cost to County \$0.
- Scott Aylesworth, EMA, Command Trailer Training, Mt. Pleasant, PA, 4/15/2024-4/16/2024, Total Cost \$200.59. Cost to County \$200.59.
- John Collins and Todd Greenwood, 911, Command Trailer Training, Mt. Pleasant, PA, 4/15/2024-4/16/2024, Total Cost \$401.18. Cost to County \$401.18.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a Memorandum of Understanding between Susquehanna County Children & Youth Services and Wayne County Children & Youth Services for services provided under Attachment F (attached), effective from March 1, 2023, through June 30, 2023, and July 1, 2023 through December 15, 2023, per the recommendation of Michelle Graziano, Director of Children & Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to purchase 5 weather stations to be placed at the Rush, Silver Lake, Susquehanna, Elk Mountain and Montrose tower sites from Earth Networks at a total cost of \$26,475.00 including installation, software and monitoring for 5 years, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with TimeClock Plus, LLC, to add on the training environment, effective April 10, 2024, through April 10, 2025, at a total cost of \$3,500.00, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into the EMT Training Agreements with the approved and registered students (list attached) for the Susquehanna County/Thompson Hose Company EMT Training Course, at a cost of \$1000.00 per student to be reimbursed to the County if the student does not successfully complete the course or work/volunteer as an EMT in Susquehanna County for at least 3 years following completion of the course, effective April 10, 2024.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to rescind the motion made on August 24, 2022, in which \$3.6 million in ARPA and Act 13 funds were pledged towards the NTIA middle-mile broadband grant match.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Capital Area Communications, Harrisburg, to upgrade the power rectifiers at the 911 tower sites, at a total one-time cost of \$209,734.08, paid partially with PEMA funding and ARPA funds, effective April 10, 2024, through project completion.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Strollo Architects, Inc., Orlando, FL, for comprehensive Master Plan services, Phase I pre-design & budget assessment services, at a total cost of \$150,000.00, effective April 10, 2024, pending the review of the Solicitor.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge, with regret, the resignation of Annalie Barnhart from the position of 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts, effective May 1, 2024, per Jan Krupinski, Prothonotary/Clerk of Courts.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation/ retirement of Allen Smith from the position of Adult Probation Officer, effective May 15, 2024, per President Judge Jason Legg.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation/retirement of Trudy Perez from the position of Office Manager, effective May 31, 2024, per the recommendation of Linda LaBarbera, Public Defender.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the below list of candidates, all with 6-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	START DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Samantha Warner	Montrose	P/T Corrections Officer	4	4/3/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiaramonte
Thomas Zegar	New Milford	GIS Technician	7	4/9/2024	County Policy Manual	Stephen Janoski, Director of IT/GIS Coordinator
Mackenzie Wilbur	Nicholson	P/T Adult Probation Officer	5	4/18/2024	Probation Bargaining Agreement & County Policy Manual	President Judge Jason Legg
Cheverly Chichura	Clifford	Adult Probation/Parole Officer – Treatment Court	5	4/15/2024	Probation Bargaining Agreement & County Policy Manual	President Judge Jason Legg
Kiera Short	Brackney	911 Telecommunicator	4	4/15/2024	Residual Bargaining Agreement & County Policy Manual	John Collins, 911 Coordinator

Motion by Commissioner Herschel to approve the transfer of the below list of employees, all with a 6-month probationary period:

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Carol Strohl	From P/T Corrections Officer to F/T Corrections Officer	4	3/28/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiamonte
Avery Wiese	From P/T Corrections Officer to F/T Corrections Officer	4	3/28/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiamonte
Samuel Cosmello	From P/T Corrections Officer to F/T Corrections Officer	4	3/28/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiamonte
Darcia Mason	From P/T Corrections Officer to F/T Corrections Officer	4	4/4/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiamonte
Kristi Tedesco	From P/T Corrections Officer to F/T Corrections Officer	4	4/4/2024	Jail Bargaining Agreement & County Policy Manual	Warden Vincent Chiamonte

Motion by Commissioner Darrow to approve Proclamation 2024-11, proclaiming April 14-20, 2024, as Public Safety Telecommunicators Week in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-12, proclaiming April 21-27, 2024, as Crime Victims’ Rights Week in Susquehanna County.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners’ Meeting.  
Second Commissioner

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:10 a.m.  
ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-09  
4/24/2024

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 Herschel

Public Comment on agenda and non-agenda items:  
Peg Miller introduced herself as a new member of the Susquehanna County Library Board and thanked the Commissioners for all that they do.

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

Motion by Commissioner Darrow to approve the minutes of the April 10, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Darrow to ratify or approve the following:  
Cash Disbursement Journal dated 4/11/2024 for \$713,331.82 for General Expenses  
Cash Disbursement Journal dated 4/18/2024 for \$386,143.35 for General Expenses  
Cash Disbursement Journal dated 4/18/2024 for \$274,510.32 for Net Wages  
EFTPS dated 4/18/2024 for \$87,207.52 for Federal Payroll Taxes  
Electronic Payment dated 4/18/2024 for \$26,288.62 for Employee Retirement  
Electronic Payment dated 4/18/2024 for \$11,520.73 for State Withholding  
Electronic Payment dated 4/18/2024 for \$392.31 for PA SCU  
Cash Disbursement Journal dated 4/17/2024 for \$102,275.01 for Children & Youth  
Cash Disbursement Journal dated 4/19/2024 for \$20,238.85 for FNB Credit Cards  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Capital Area Communications, Harrisburg, PA, for the Great Bend microwave relocation for the new 911 tower at a total cost of \$42,868.30, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for public bid on Municibid for the following vehicle:  
2012 Ford Escape VIN# MCU9D72CKC58229 88,078 miles  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to advertise for public bid on Municibid the attached list of equipment.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to purchase one 2024 Chevrolet Trailblazer from Blaise Alexander Chevrolet, Muncy, PA, for the COSTARS price of \$31,767.50.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge, with regret, the resignation of Brittany Hartman from the position of Adult Probation Officer, effective May 22, 2024, per President Judge Jason Legg.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Brandy Schnieder from the position of part-time Telecommunicator, effective April 18, 2024, per John Collins, 911 Coordinator.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Bryce Norman from the position of part-time Telecommunicator, effective April 18, 2024, per John Collins, 911 Coordinator.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Samuel Cosmello from the position of Corrections Officer, effective May 5, 2024, per Warden Vincent Chiaramonte.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Joanie Davenport from the position of Case Aide, effective May 3, 2024, per Michele Graziano.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of the below list of candidates, all with 6-month probationary period:  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	START DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Jeffrey Tedesco	Montrose	P/T Corrections Officer	4	4/22/2024	Jail Bargaining Agreement &	Warden Vincent Chiaramonte

					County Policy Manual	
Jaycen Aten	Montrose	Caseworker I	5	4/29/2024	Residual Professional & County Policy Manual	Michelle Graziano, Director of CYS

Motion by Commissioner Darrow to approve the transfer of the below list of employees, all with a 6-month probationary period:  
 Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Joseph Rossi	From Deputy Sheriff Recruit to Security Guard/Permit Processing	2	4/15/2024	Court Related & County Policy Manual	Sheriff Lance Benedict

Motion by Commissioner Herschel to approve Proclamation 2024-13, proclaiming May as Mental Health Awareness Month in Susquehanna County.  
 Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-14, proclaiming May as Older Americans Awareness Month in Susquehanna County.  
 Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-15, proclaiming May as VHL (Von Hippa Lendau) Awareness Month in Susquehanna County.  
 Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-16, proclaiming May as Lyme Disease Awareness Month in Susquehanna County.  
 Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-17, proclaiming May as ALS Awareness Month in Susquehanna County.  
 Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-18, proclaiming May 5-11, 2024, as National Correctional Offices and Employees’ Week Month in Susquehanna County.  
 Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-19, proclaiming May 5-12, 2024, Barnes Kasson Nurses’ Week Month in Susquehanna County.  
 Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-20, proclaiming May 5-12, 2024, as Endless Mountains Health Systems Nurses’ Week in Susquehanna County.  
 Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-21, proclaiming May 5-12, 2024, as NEPA Community Health Care Nurses’ Week in Susquehanna County.  
 Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:13 a.m.  
 ATTEST:

Rebekah Hubbard, Chief Clerk

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 Herschel

Public Comment on agenda and non-agenda items:

Lorraine Chidester introduced herself from the Library Board and wanted to thank Commissioner Hall for assisting them with a camera that had been vandalized. She also announced that there will be a 5K race this year at the Blueberry Festival and asked that people get the word out about it.

Motion by Commissioner Herschel to close public comment.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the April 24, 2024, Commissioners' Meeting with amendment to item #8 from \$31,767.50 to \$33,345.75.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 4/25/2024 for \$538,733.49 for General Expenses

Cash Disbursement Journal dated 4/30/2024 for \$27,783.10 for Election Pay

Cash Disbursement Journal dated 4/23/2024 for \$823.78 for Jury Pay

Cash Disbursement Journal dated 4/22/2024 for \$3,240.00 for Election Pay

Cash Disbursement Journal dated 5/2/2024 for \$81,718.77 for General Expenses.

Cash Disbursement Journal dated 5/2/2024 for \$264,915.50 for Net Wages

EFTPS dated 5/2/2024 for \$86,524.71 for Federal Payroll Taxes

Electronic Payment dated 5/2/2024 for \$27,271.21 for Employee Retirement

Electronic Payment dated 5/2/2024 for \$11,382.53 for State Withholding

Electronic Payment dated 5/2/2024 for \$1,045.77 for PA SCDU

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

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

Wendy Zapolski, Register and Recorder, RWOCAP Annual Summer Conference, York, PA, 7/15/2024-7/19/2024. Total Cost \$1118.00. Cost to County \$1118.00.

Scott Aylesworth and Nathaniel Wallace, EMA, PEMA Eastern Area IST, Wilkes Barre, PA 05/29/2024-5/30/2024. Total Cost \$0. Cost to County \$0.

Cheverly Chichura, Adult Probation, STOP Violence Against Women Grant

Program Regional Training Services, 5/15/2024, Total Cost \$0. Cost to County \$0.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a Purchase of Service Agreement between Susquehanna County Services for Children & Youth and Chester County, West Chester, PA for services as follows:

Detention Center	Per Diem	\$465.00
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Shelter	Per Diem	\$310.00
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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 Memorandum of Understanding with Susquehanna/Lackawanna County of Drug/Alcohol Treatment Services and The Trehab Center, and Susquehanna County DUI Coordinator – DUI Program to administer services as outlined in PCCD grant number 44012.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a maintenance agreement with Whitmore Fence Company, Dryden, NY, for bi-annual maintenance on the gates and operating systems at the Jail and the Public Safety Center at a total annual cost of \$1,958.00.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to approve entering into an agreement for the sale and purchase of an agricultural easement between Philip S. and Michelle K. DePue, the Commonwealth of Pennsylvania, the Agricultural Land Board, and Susquehanna County Conservation Board for an agricultural easement on property on DePue Road, Montrose for \$126,826.38, effective May 8, 2024, pending approval by the Solicitor.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for the 2012 Ford Escape, VIN# MCU9D72CKC58229, 88,078 miles.  
WINNER: Michael Atchie, Binghamton, NY \$5,600.00  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to award the bids on the IT Surplus Items. (List attached with Winners).  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow acknowledge, with regret, the resignation of Mindy Powell from the position of District Justice Assistant Office Manager, effective May 10, 2024, per Magisterial District Judge Gregory Scheer.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to rescind the previously approved motion to hire Madison Severcool, to the open part-time, union eligible position of Corrections Officer, per the recommendation of Warden Vincent Chiaramonte.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Peter Pitcher from the position of Full-Time Telecommunicator, effective May 8, 2024, per John Collins, 911 Coordinator.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to accept, with regret, the resignation of Vincent Chiaramonte from the position of Warden/Outreach Support, effective May 8, 2024, per Sheriff Lance Benedict.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Emily Freeman from the position of Field Appraiser, effective April 30, 2024, per Sarah Seamans, Director of Assessment/Chief Assessor.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to approve the termination of Shawn Isby from the position of Roads & Bridges/Maintenance Crew Chief/Safety Coordinator, effective May 3, 2024, per James Hawley, Director of Public Facilities.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of the below list of employees, all with a six-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

NAME	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Brittany Hartman	From F/T Adult Probation/Drug Court Grant to Temporary Adult Probation Officer/Drug Court	5	5/16/2024	Probation Bargaining Agreement & County Policy Manual	President Judge Jason Legg
Ashley Waldron	From P/T Corrections Officer to F/T Adult Probation Officer/Drug Court Grant	5	5/16/2024	Probation Bargaining Agreement & County Policy Manual	President Judge Jason Legg
Aimee Wademan	From Human Resources Coordinator/Budget	9 Rate: \$26.90	5/8/2024	County Policy Manual	Chief Clerk Rebekah Hubbard



	Admin to Deputy Director of Human Resources/Budget Coordinator				
Samantha Barnhart	From Accounting Clerk/HR Support to Human Resources Coordinator/Payroll and Accounting Clerk	8 Rate: \$24.39	5/8/2024	County Policy Manual	Chief Clerk Rebekah Hubbard
Samantha Warner	From P/T Corrections Officer to F/T Corrections Officer	4	5/2/2024	Jail Bargaining Agreement and the County Policy Manual	Warden Vincent Chiaramonte
Tyler Stone	From P/T Corrections Officer to F/T Corrections Officer	4	5/16/2024	Jail Bargaining Agreement and the County Policy Manual	Warden Vincent Chiaramonte
Keith Kunkle	From P/T Corrections Officer to F/T Corrections Officer	4	4/18/2024	Jail Bargaining Agreement and the County Policy Manual	Warden Vincent Chiaramonte

Motion by Commissioner Herschel to increase the salary of the Chief Clerk by \$10,000, due to additional responsibilities and administration of human resources, effective May 8, 2024, per the recommendation of the Commissioners.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-22, proclaiming May 15, 2024, as Peace Officers Memorial Day and May 12-18, 2024 as Police Week in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to approve Proclamation 2024-23, proclaiming May 19-25, 2024, as Emergency Medical Services Week in Susquehanna County.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-24, proclaiming May 19-25, 2024, as Travel and Tourism Week in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Herschel to close the Commissioners’ Meeting.  
Second 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 24-11  
5/22/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the May 8, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

NOTE: Salary Board Meeting was not open at this time due to Salary Board Agendas not being attached in the Meeting Packet. The Commissioners Meeting continued until Salary Board agendas were brought in.

Returned to Commissioners Meeting at 9:01 a.m.

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 5/14/2024 for \$74,289.77 for General Expenses  
Cash Disbursement Journal dated 5/14/2024 for \$34,590.55 for General Expenses.  
Cash Disbursement Journal dated 5/7/2024 for \$115,416.39 for CYS  
Cash Disbursement Journal dated 5/16/2024 for \$65,804.61 for CYS  
Cash Disbursement Journal dated 5/16/2024 for \$293,876.55 for Net Wages  
EFTPS dated 5/16/2024 for \$93,659.92 for Federal Payroll Taxes  
Electronic Payment dated 5/16/2024 for \$26,371.72 for Employee Retirement  
Electronic Payment dated 5/16/2024 for \$12,308.38 for State Withholding  
Electronic Payment dated 5/16/2024 for \$1,045.77 for PA SCDU  
Electronic Payment dated 5/20/2024 for \$67,215.29 for Susquehanna County Library and Pratt Memorial Library

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Sarah Seamans and Patricia Leach, Assessment, NECAAP Chapter Meeting, Tunkhannock, PA, 6/14/2024. Total Cost \$60.00. Cost to County \$60.00.
- Nathaniel Wallace, EMA, Cybersecurity Management Workshop, Scranton, PA 5/22/2024 & 5/23/2024. Total Cost \$0. Cost to County \$0.
- Cheverly Chichura, and Mackenzie Wilbur, Adult Probation, Firearms Training, Harrisburg, PA, 5/28/2024-5/31/2024. Total Cost \$794.00. Cost to County \$794.00.
- Cheverly Chichura, and Mackenzie Wilbur, Adult Probation, Firearms Training, Palmyra, PA, 6/3/2024-6/7/2024. Total Cost \$1,384.00. Cost to County \$1,384.00.
- Leighanna Overfield and Tina Curley, Voter Registration & Elections, 2024 Annual Meeting, State College, PA, 8/12/2024-8/15/2024. Total Cost \$1,944.08. Cost to County \$1,944.08.
- Michelle Graziano, Children & Youth Services, PCYA Quarterly Meeting, Harrisburg, PA 6/4/2024-6/7/2024. Total Cost \$1,106.83. Cost to County \$221.37
- LeighAnna Overfield, Voter Registration & Elections, Association of Eastern Pennsylvania County Election Personnel, Macungie, PA, 6/13/2024-6/14/2024. Total Cost \$495.00. Total Cost to County \$495.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of the Kenwood mobile radio with microphone, tuning, and programming from Industrial Electronics, Inc., Scranton, PA, for use in the PCOMM trailer at a total cost of \$908.00 with a monthly subscription of \$19.00, paid with 50% PEMA funding, 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 a high-loading mortuary stretcher and standard stretcher bed and ramp from Vischer Funeral Supplies, Lykens, PA for a total cost of \$2,344.00, per the recommendation of Anthony Conarton, Coroner.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into agreements with the list of attached polling locations, for the use of the location for all elections, at a total cost of \$50.00 per location, effective the date of full execution through November 6, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the purchase of one 2024

Chevrolet Tahoe from Utilitac, Ridgeway, PA, for the District Attorney's office at a total COSTARS price of \$64,900.53, including outfitting of sirens, lights, etc., effective May 20, 2024, and paid with ARPA funding.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall recessed the Commissioners' Meeting to open Salary Board Meeting

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

Motion by Commissioner Darrow to reaffirm the following titles in the Coroner's Office:  
Sean Hennessey – Deputy Coroner, Part-time  
Richard Hennessey – Deputy Coroner, Part-time  
Angelica Thompson – Death Investigator, Part-time  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge, with regret, the resignation of Keris Rafferty from the position of 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts, effective May 24, 2024, per Prothonotary/Clerk of Courts Jan Krupinski.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of the below list of employees, all with six-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Abigail Neri	Carbondale	FT Sheriff Deputy Recruit	4	5/16/2024	Court Related/County Policy Manual	Sheriff Lance Benedict
Amber Glover	Kingsley	FT Establishment Specialist	3	5/30/2024	Court Appointed/County Policy Manual	Michele Jerauld, Director of DRS
Ronald Gregory	Montrose	FT Prison/Satellite Facilities/HVAC Tech	10	5/28/2024	County Policy Manual	James Hawley, Director of Public Facilities
Gordon Traveny	Falls	Warden/Outreach Supervisor	12	6/3/2024	County Policy Manual	Jail Board

Motion by Commissioner Herschel to approve the transfer of the below list of employees, all with a six-month probationary period:  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Karl Hummel	From F/T Corrections Sergeant to F/T Sheriff Deputy Recruit	4	5/20/2024	Court Related/County Policy Manual	Sheriff Lance Benedict
Mackenzie Wilbur	From P/T Adult Probation Officer to F/T Adult Probation Officer	5	5/16/2024	Probation Bargaining Agreement & County Policy Manual	President Judge Jason Legg
Kennidy Chidester	From 2 <sup>nd</sup> Deputy Register/Recorder to FT Public Defender Office Manager	4	5/16/2024	Court Related/County Policy Manual	Linda LaBarbera, Public Defender
Jessica Chiaramonte	From Forensic Case Coordinator to Chief Deputy Coroner	5	5/22/2024	County Policy Manual	Anthony Conarton, Coroner
Trudy Perez	From F/T Public Defender Office Manager to Temporary, F/T Public Defender Office Manager	8	5/16/2024	Court Related Bargaining Agreement & County Policy Manual	Linda LaBarbera, Public Defender
Kaelin Shiptoski	From P/T 2 <sup>nd</sup> Deputy Prothonotary/Clerk of Courts to F/T Victim Witness Coordinator	4	5/30/2024	Court Related Bargaining Agreement & County Policy Manual	Marion O'Malley, District Attorney
Becky Tierney	From F/T Victim-Witness Coordinator to	Per Bargaining Unit	5/30/2024	Court Related Bargaining Agreement &	Marion O'Malley, District Attorney

	P/T, Temporary Victim- Witness Coordinator			County Policy Manual	
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Motion by Commissioner Darrow to approve Proclamation 2024-25, proclaiming June 10-16, 2024 as Veterans Appreciation Week in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners’ Meeting.  
Second 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 24-12  
6/12/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Jennifer Hibbard	Recycling	20
Sean Hennessey	Coroner	10
Samantha Barnhart	Commissioners	5
Sean Elliott	911	5

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the May 22, 2024, Commissioners’ Meeting, with the change to motion 12, with Ronald Gregory’s start date of 5/22/2024.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 5/30/2024 for \$256,261.63 for General Expenses  
Cash Disbursement Journal dated 5/23/2024 for \$675,246.35 for General Expenses  
Cash Disbursement Journal dated 5/21/2024 for \$611.42 for Jury Pay  
Cash Disbursement Journal dated 5/28/2024 for \$26,673.64 for FNB Credit Cards  
Cash Disbursement Journal dated 5/30/2024 for \$267,604.78 for Net Wages  
EFTPS dated 5/30/2024 for \$88,413.54 for Federal Payroll Taxes  
Electronic Payment dated 5/30/2024 for \$26,710.23 for Employee Retirement  
Electronic Payment dated 5/30/2024 for \$11,488.76 for State Withholding  
Electronic Payment dated 5/30/2024 for \$1,045.77 for PA SCU  
Cash Disbursement Journal dated 6/6/2024 for \$340,067.12 for General Expenses  
Cash Disbursement Journal dated 6/7/2024 for \$145,827.32 for Children and Youth  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

John Collins, 911, PEMA Quarterly Advisory Board Meetings, Harrisburg, PA, March, June, September, December 2024. Total Cost: \$0. Cost to County: \$0  
Samantha Roszel and Jessica Madas, 2024 TAC Training, Scranton, PA, 6/12/2024. Total Cost: \$30.00. Cost to County: \$30.00.  
Mackenzie Wilbur, Adult Probation, Ohio Risk Assessment System, Lebanon, PA, 6/13/2024-6/14/2024. Total Cost: \$370.00. Cost to County: \$370.00.  
Ashley Waldron, Adult Probation, Ohio Risk Assessment System, Lebanon, PA, 6/13/2024-6/14/2024. Total Cost \$370.00. Cost to County \$370.00.  
Cheverly Chichura, Adult Probation, Ohio Risk Assessment System, Lebanon, PA, 6/13/2024-6/14/2024. Total Cost: \$370.00. Cost to County: \$370.00.  
Lance Benedict, Sheriff, PA Sheriff's Association Training Conference, York, PA, 7/9/2024-7/13/2024. Total Cost: \$1000.00. Cost to County: \$1000.00.  
Rolly Miller, Jail, PA DOC Basic Training, Elizabethtown, PA, 11/11/2024-12/11/2024. Total Cost: \$920.00. Cost to County: \$920.00.  
Nail Palevic, Jail, PA DOC Basic Training, Elizabethtown, PA, 10/21/2024-11/13/2024. Total Cost: \$920.00. Cost to County: \$920.00.  
Seamus Fish, Jail, PA DOC Basic Training, Elizabethtown, PA, 10/21/2024-11/13/2024. Total Cost: \$920.00. Cost to County: \$920.00.  
Nicholas Phillips, Jail, PA DOC Basic Training, Elizabethtown, PA, 11/11/2024-12/11/2024. Total Cost: \$920.00. Cost to County: \$920.00.  
Nathaniel Wallace, EMA, KEMA Conference, Altoona, PA, 10/19/2024-10/22/2024. Total Cost: \$539.57. Cost to County: \$539.57  
Nathaniel Wallace, EMA, Domestic Terrorism and Violent Extremism, Wilkes Barre, PA 6/5/2024. Total Cost: \$0. Cost to County: \$0.  
Alan Hall, David Darrow, Judith Herschel and Rebekah Hubbard, CCAP Annual Conference, Gettysburg, PA, 8/4/2024-8/7/2024. Total Cost: \$ 4,722.26. Cost to County: \$4,722.26.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a Professional Services Contract with GPI, Scranton, PA, for services related to the exterior repairs of the Susquehanna County Courthouse, for costs listed below, effective May 24, 2024.

Final design, plans, and documents: \$45,840.00

Bidding Administration, Award of Contract: \$5,560.00

Construction Administration and Contract close-out: \$24,830.00

Reimbursement of expenses, travel, mileage, etc: \$1,750.00

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a renewal agreement with Timeclock Plus, LLC, San Angelo, TX, for hardware support, maintenance, and license renewal, effective August 16, 2024, through August 17, 2027, with a total cost each year as follows, per the recommendation of Chief Clerk Rebekah Hubbard.

2024: \$11,864.71

2025: \$12,577.67

2026: \$13,330.62

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into an agreement with Kinsley Power Systems, East Granby, CT, to remove and replace the jacket water heater at a total cost of \$4,376.07.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Kinsley Power Systems, East Granby, CT, for remote monitoring systems for the generator, effective June 12, 2024, through June 12, 2025, at a total cost of \$5,255.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Kinsley Power Systems, East Granby, CT, for annual service and sampling for the generator at the Courthouse, effective June 12, 2024, through June 12, 2024, at a total cost of \$2,190.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Capital Area Communications, Harrisburg, PA, for the combiner for Montrose, Hickory, and Susqco 5 Towers, effective June 12, 2024, at a total cost of \$68,046.09, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the payment of the following grants under the Opioid Settlement Funds grant program for remediation programs, per the

recommendation of the Opioid Settlement Funds Task Force.  
NEPA Community Health Care - \$30,000  
Endless Mountains Health Systems - \$35,000  
Interfaith - \$10,000  
Trehab - \$5,000  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Amy Adams from the position of Corrections Officer/Cook, effective May 24, 2024, per Deputy Warden John Karakash.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Samantha Warner from the position of Full-Time Corrections Officer, effective May 31, 2024, per Deputy Warden John Karakash.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and acknowledge, with regret, the resignation/retirement of Anthony Conarton from the elected position of Susquehanna County Coroner, effective May 29, 2024.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the appointment of Jessica Chiaramonte to the position of Acting Coroner, while retaining the title of Chief Deputy Coroner, salary \$55,154.39, effective May 30, 2024, until a qualified Coroner is elected or appointed, with benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, Coroner.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the below list of employees, all with six-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESSES	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Stephanie Clark	Montrose	2 <sup>nd</sup> Deputy Prothonotary/Clerk of Courts	4	5/30/2024	Court Related/County Policy Manual	Prothonotary/Clerk of Courts Jan Krupinski
Stacey Groncki	Brackney	911 Telecommunicator	4	6/10/2024	Residual/County Policy Manual	John Collins, 911 Coordinator
Amanda MacDonald	Jackson	2 <sup>nd</sup> Deputy Prothonotary/Clerk of Courts	4	5/30/2024	Court Related/County Policy Manual	Prothonotary/Clerk of Courts Jan Krupinski
Donovan Oliver	Hallstead	Adult Probation Officer	5	6/13/2024	Probation/County Policy Manual	President Judge Jason Legg
Anthony Conarton	Great Bend	P/T Deputy Coroner	4	5/30/2024	County Policy Manual	Jessica Chiaramonte, Acting Coroner/Chief Deputy Coroner

Motion by Commissioner Herschel approve the transfer of the below list of employees, all with a six-month probationary period:  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Angelica Thompson	From P/T Death Investigator to F/T Forensic Case Coordinator/Deputy Coroner	5	5/30/2024	County Policy Manual	Acting Coroner/Chief Deputy Coroner Jessica Chiaramonte

Motion by Commissioner Darrow to list for bid on Municibid the following vehicles:  
2018 Ford E450                      VIN #: 1FDFE4FS5JDC21109                      Mileage: 175,068  
2018 Ford E450                      VIN#: 1FDFE4FS1JDC21110                      Mileage: 167,651  
2018 Ford E450                      VIN#: 1FDFE4FS3JDC21111                      Mileage: 156,539  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-03, supporting the Endless Mountains Heritage Region’s pursuit of a National Heritage Area designation.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-04, reaffirming Ordinance 2022-01 and collection of the Hotel Room Tax in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-26, proclaiming June 20, 2024 as Get Outside and Read Day in Susquehanna County.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-27, proclaiming June 10-16, 2024 as Child Welfare Appreciation Week in Susquehanna County.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to open and award, following review of the engineer, bids for the generator replacement, UPS update, and associated site work at the Courthouse and County Office Building.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Bids were as follows:  
Spectrum Electric - \$414,790.00  
Urban Electric - \$538,000.00  
Mark Whitehead -\$447,250.00  
Rich Mellon Corp - \$433,700.00

Motion by Commissioner Darrow to open and award, following review of the engineer, bids for the Susquehanna County underground storage tank removal project.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Bids were as follows:  
Ken Rauch Excavating- \$81,000.00  
Latona Trucking, Inc. - \$88,180.00

Before closing the meeting, Commissioner Herschel gave information for the upcoming annual Suicide Awareness Walk. Commissioner Darrow provided information for the upcoming career fair. Commissioner Hall informed the public about the conclusion of an audit of the county library and asked for the results of the audit. County Auditors stated there were no findings, but they provided a list of items they needed clarification on to the Commissioners.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:27 a.m.  
ATTEST:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 24-13  
6/26/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the June 12, 2024, Commissioners’ Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 6/20/2024 for \$115,310.71 for General Expenses

Cash Disbursement Journal dated 6/13/2024 for \$500.00 for Conference Registration.

Cash Disbursement Journal dated 6/13/2024 for \$260,119.62 for Net Wages

EFTPS dated 6/13/2024 for \$84,551.62 for Federal Payroll Taxes

Electronic Payment dated 6/13/2024 for \$26,648.89 for Employee Retirement

Electronic Payment dated 6/13/2024 for \$11,046.59 for State Withholding

Electronic Payment dated 6/13/2024 for \$1,045.77 for PA SCDU

Cash Disbursement Journal dated 6/13/2024 for \$107,144.44 for General Expenses

Cash Disbursement Journal dated 6/18/2024 for \$85,284.75 for Children and Youth

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Nathanial Wallace, International Association of Emergency Managers

Conference, Colorado Springs, CO, 11/17/2024-11/21/2024. Total Cost: \$0.00.

Cost to County: \$0.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the 2024-2025 Human Services Plan, per Lackawanna Susquehanna BH/ED/EI Joinder.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of 75 security cameras for the Courthouse Complex from Guyette Communication Industries, Plymouth, for a total cost of \$93,099.50 which includes installation, programming and three-year warranty, 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 approve the purchase of firewall and malware software for the Jail from Shadow Technologies, Dallas, PA, for a total cost of \$13,639.18 which includes configuration, installation and three-year licensing, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a professional services contract with Vision Government Solutions, Inc., Hudson, MA, for CAMA software and related services for the Assessment office, at an implementation cost of \$295,000 and an annual subscription cost of \$52,000 per year, effective June 26, 2024, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase of a police-rated 2023 Dodge Charger for the District Attorney's Office at a total cost of \$47,399.99, COSTARS pricing, paid with ARPA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the settlement stipulation between Susquehanna County and BAHS Holdings, LLC, for the assessment appeal of property located at 355 Camp Road, Parcel #171.00-1,024.00,000, and agree upon the stipulated assessed value of \$754,600, such value being effective January 1, 2024, with any refunds of tax paid due to the landowner within 60 days, effective June 26, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a contract with Ken Rauch Excavating, Inc. for the installation of rip rap and removal of gravel bar at Bridge #15, at a total cost of \$19,000.00, paid with Liquid Fuels funding, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a contract with Ken Rauch Excavating, Inc. for the installation of millings at the Old Jail, at a total cost of \$5,400.00, 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 professional service agreements between Susquehanna County/Susquehanna County Children and Youth Services and Children’s Advocacy Center of Northeastern Pennsylvania, Scranton, PA for forensic interview services per the attached fee schedules, effective July 1, 2023 through June 30, 2024 and July 1, 2024 through June 30, 2025, per the recommendation of Michelle Graziano, Director of Children and Youth Services.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into agreements with the Lackawanna-Susquehanna Drug and Alcohol Program for Fiscal Year 2024-2025, per the attached schedule.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Avery Wiese from the position of full-time Corrections Officer, effective June 12, 2024, per Warden Gordon Traveny.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Sean MacDonald from the position of full-time Corrections Officer, effective June 20, 2024, per Warden Gordon Traveny.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the termination of Tyler House from the position of full-time Corrections Officer, effective June 25, 2024, per Warden Gordon Traveny.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Mara Davis from the position of part-time Telecommunicator, effective June 23, 2024, per John Collins, 911 Coordinator.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the resignation of Mark Darmofal from the position of Assistant District Attorney, effective June 19, 2024, per District Attorney Marion O’Malley.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the below list of employees, all with six-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Gerardo Reyes	Towanda	F/T Sergeant/Shift Commander	6	19.38/hr	6/27/2024	County Policy Manual/Jail Bargaining Agreement	Warden Gordon Traveny
Nicole Murray	Tunkhannock	F/T Assistant Office Manager	3	\$14.54/hr	7/1/2024	County Policy Manual/Court Appointed Bargaining Agreement	District Judge Gregory Scheer

Motion by Commissioner Herschel to award the bid for the following vehicles:  
2018 Ford E450                      VIN#: 1FDFE4FS5JDC21109                      Mileage: 175,068  
    WINNER: Deal Wright - \$5,700.00  
2018 Ford E450                      VIN#: 1FDFE4FS1JDC21110                      Mileage: 167,651  
    WINNER: Moath Abous - \$5,800.00  
2018 Ford E450                      VIN#: 1FDFE4FS3JDC21111                      Mileage: 156,539  
    WINNER: John Gaimari - \$6000.00  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid the following vehicles:  
2016 Ford Explorer                      VIN#: 1FM5K8B80GGB83561                      Mileage: 96,685  
2010 Toyota RAV 4                      VIN#: JTMRF4DV7A5023590                      Mileage: 108,730  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to open and award, following review by the engineer, bids for the Courthouse exterior repairs and improvements project and related work.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NOTE: The contract for the underground storage tank removal project was awarded to Ken Rauch Excavating, Inc. Montrose, PA. The total bid submitted was \$81,000.00.

NOTE: The contract for the generator and UPS replacement project was awarded to Spectrum Electric, Montrose, PA. The total bid submitted was \$414,790.00.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:09 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-14  
7/10/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Nicole Calby	District Magistrate	5
Elizabeth Karpov	Children and Youth	10

Public Comment on agenda and non-agenda items:  
Bonnie, Curator of the Susquehanna County Historical Society, thanked the Commissioners for their past support and current assistance (by writing a letter of support) in helping the Historical Society secure a \$100,000 grant to restore the windows on the Historical Society building.

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

Motion by Commissioner Darrow to approve the minutes of the June 26, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 6/27/2024 for \$706,795.37 for General Expenses  
Cash Disbursement Journal dated 6/28/2024 for \$17,337.22 for FNB Credit Cards  
Cash Disbursement Journal dated 6/27/2024 for \$253,755.85 for Net Wages  
EFTPS dated 6/28/2024 for \$84,133.70 for Federal Payroll Taxes  
Electronic Payment dated 6/27/2024 for \$26,034.01 for Employee Retirement  
Electronic Payment dated 6/28/2024 for \$10,934.32 for State Withholding  
Electronic Payment dated 6/28/2024 for \$1,045.77 for PA SCDU  
Cash Disbursement Journal dated 7/2/2024 for \$347,123.33 for General Expenses  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Scott Aylesworth, EMA, KEMA Conference, Altoona, PA, 10/19/2024-10/22/2024, Total Cost:

\$0. Cost to County: \$0  
Scott Aylesworth, EMA, PEMA Grants Workshop, Harrisburg, PA, 08/6/2024-08/7/2024.  
Total Cost: \$325.00. Cost to County: \$325.00  
Rebecca Wescott, Treasurer, PATCBA Fall Conference, York, PA, 10/23/2024-10/25/2024.  
Total Cost: \$1,023.26. Cost to County: \$1,023.26.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional services contract with Data Cloud Solutions, Springfield, OH, for CAMA Cloud services, licensing, and implementation at a total cost of \$35,100.00 and annual maintenance, audit history, and remote support at a cost of \$8,850.00, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into purchase of service agreement between Susquehanna County Children and Youth Services and Unites Charities Inc. of Hazleton, for services under certificate #227350 at a per diem rate of \$165.00, 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 enter into a service agreement with P&J, Rochester, NY, for preventative maintenance on the HVAC systems at the Public Safety Center, including 4 visits per year with updates and system backups at a total cost of 4,380.00 per year, effective July 10, 2024, through July 10, 2027.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of materials to make repairs to bridges 37 and 22, including CCA certified lumber and bridge clips from American Timber and Steel, Norwalk, OH, at a total cost of \$14,771.45 for bridge 37 and \$31,377.00 for bridge 22, paid with Act 13 Bridge funds, per the recommendation of Jeremy Shiptoski, Deputy Director of Satellite Public Facilities/County HVAC Technician.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept the termination of Jeffrey Tedesco from the position of full-time Corrections Officer, effective July 8, 2024, per Warden Gordon Traveny.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of the below list of employees, all with a six-month probationary period:  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Wesley Campbell	From F/T First Deputy/Grant Coordinator to F/T Judicial Paralegal	6	\$20.45/hr	8/8/2024	County Policy Manual	President Judge Jason Legg
Reuben Sherman	From F/T Corrections Officer to F/T Roads and Bridges Crew Chief	5	\$20.54/hr	7/11/2024	Residual Bargaining Agreement & County Policy Manual	James Hawley, Director of Public Facilities

Motion by Commissioner Herschel to award the bids on the following vehicles:  
2016 Ford Explorer VIN#: 1FM5K8B80GGB83561 Mileage: 96,685  
WINNER: Jeremy Canestri, Clinton, CT \$5,900.00  
2010 Toyota RAV 4 VIN#: JTMRF4DV7A5023590 Mileage: 108,730  
WINNER: Jack Dias, Ellington, CT, \$8,150.00  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NOTE: The contract for the Susquehanna County Exterior Repairs and Improvements project was awarded to Hudak WPC, Inc., Taylor, PA. The total bid submitted was \$787,863.00. The Alternate bids were also submitted by Hudak WPC, Inc., for the following services:  
Demo EIFS/Stucco, provide new EIFS at window - \$48,000  
Demo Concrete topping, provide new bluestone pavers - \$15,000

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

Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:09 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-15

7/24/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the July 10, 2024, Commissioners’ Meeting.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 7/10/2024 for \$180,259.68 for General Expenses  
Cash Disbursement Journal dated 7/15/2024 for \$612.42 for Jury Pay  
Cash Disbursement Journal dated 7/18/2024 for \$330,626.42 for General Expenses  
Cash Disbursement Journal dated 7/11/2024 for \$266,273.42 for Net Wages  
EFTPS dated 7/11/2024 for \$88,447.11 for Federal Payroll Taxes  
Electronic Payment dated 7/11/2024 for \$27,812.49 for Employee Retirement  
Electronic Payment dated 7/11/2024 for \$11,371.71 for State Withholding  
Electronic Payment dated 7/11/2024 for \$579.66 for PA SCDU  
Cash Disbursement Journal dated 7/11/2024 for \$92,207.06 for General Expenses  
Cash Disbursement Journal dated 7/18/2024 for \$737.44 for General Expenses  
Cash Disbursement Journal dated 7/19/2024 for \$26,114.30 for FNB Credit Cards  
Cash Disbursement Journal dated 7/17/2024 for \$53,434.12 for Children and Youth  
Second Commissioner David Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Kaelin Shiptoski, District Attorney’s Office, Victims Rights Foundational Academy, State College, PA, 7/23/2024-7/26/2024, Total Cost \$304.40. Cost to County \$304.40.  
John Collins, 911, PA NENA Conference, State College, PA, 9/18/2024-9/20/2024, Total Cost: \$583.00. Cost to County: \$583.00.  
Ryan Tator, Public Safety, PA NENA Conference, State College, PA, 9/18/2024-9/20/2024, Total Cost: \$583.00. Cost to County: \$583.00.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter a professional services contract with Eaton Corporation, Boothwyn, PA, for upgrades to the UPS units at the Public Safety Center, including preventative maintenance for one year and emergency response, at a total cost of \$14,351.00, effective July 21, 2024, through July 20, 2025, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Database Analyst.  
Second Commissioner David Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into purchase of service agreement between Susquehanna County Children and Youth Services and JusticeWorks Youthcare, Pittsburgh, PA, for services per the attached schedule, 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 upgrade the Montrose tower site, including the following services:

Generator replacement – 30kw Kohler, including switch, wiring, delivery, setup, and testing by Lawton Power Systems, Lawton, PA - \$21,077.56

New 11\*16 concrete communications shelter, including foundation, electrical, propane, crane placement service, etc by Tower Services Unlimited, Inc., Harrisburg, PA - \$193,410.00

Paid for with ARPA funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Database Analyst.

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

Motion by Commissioner Darrow to enter into a professional service contract with Gila, LLC, dba Municipal Services Bureau, Horseheads, NY, for online payment processing services for the Prothonotary/Clerk of Courts offices, costs as outlined on the attached schedule, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Unites Charities Inc. of Hazleton, for services under certificate #227350 at a per diem rate of \$185.00, effective July 1, 2024 through June 30, 2025, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

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

Motion by Commissioner Darrow to approve the purchase of one DJI Matrice 350 RTK drone with thermal camera, carrying case, batteries, and additional accessories from Flymotion, LLC, Tampa, FL, at a total cost of \$41,196.00, paid for with ARPA funds, per the recommendation of Todd Greenwood, 911/EMA Systems Administrator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of one 2024 Ford F-350 with snow maintenance upfitting from New Holland Auto Group, New Holland, PA, for the Maintenance department at a total COSTARS price of \$70,817.00, paid for with ARPA funding.

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

Motion by Commissioner Darrow to ratify and accept, with regret, the resignation of Stacy Groncki from the position of full-time 911 Telecommunicator, effective July 9, 2024, per Ryan Tator, Director of Public Facilities/GIS and Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Patricia Lewis from the position of full-time Corrections Officer, effective August 1, 2024, per Warden Gordon Traveny

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

Motion by Commissioner Darrow to approve, pending pre-employment screening, the hiring of Stacy Atkinson, Greenfield Township, to the open, full-time, non-union position of Shift Supervisor/CAD Manager, Grade 8, \$23.97/hr., effective August 15, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Athena Welch, Montrose, to the open, full-time, union-eligible position of Field Appraiser Trainee, Grade 4, \$14.54/hr., effective July 9, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and County Policy Manual, per the recommendation of Sarah Seamans, Director of Assessment, Chief Assessor.

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

Motion by Commissioner Darrow to approve the following seminar and travel

requests:

Jason Smith, Correctional Facility, ASHI CPR, AED, and BFA Instructor Course, Elizabethtown, PA, 9/9/2024-9/13/2024. Total Cost: 226.75. Cost to County: \$226.75.

Donovan Oliver and Ashley Waldron, Adult Probation, PCCD Basic Firearms Training Academy - Classroom Portion, Harrisburg, PA, 9/3/2024-9/6/2024. Total Cost: \$794.00. Cost to County: \$794.00.

Donovan Oliver and Ashley Waldron Adult Probation, PCCD Basic Firearms Training Academy - Range Portion, Harrisburg, PA, 9/16/2024-9/20/2024. Total Cost: \$1384.00 Cost to County: \$ 1384.00.

Joseph Barry, Adult Probation, County Chief Adult Probation and Parole Officer's Association Conference, State College, PA, 9/16/2024-9/17/2024. Total Cost: \$812.00. Cost to County: \$812.00

Patricia Leach, Sarah Seamans, Alyssa Sanguinito, Christopher Fleetwood, Assessment, NECAAP Chapter Meeting, New Milford, PA, 9/13/2024, Total Cost: 140.00. Cost to County: \$140.00

Gordon Traveny and John Karakash, Correctional Facility, PCCA Fall Conference, Harrisburg, PA, 9/29/2024-10/2/2024. Total Cost: \$0.00. Cost to County: \$0.00

Rebekah Hubbard, Commissioners, Excellent Supervisor- Work Place Ethics, Virtual, 10/30/2024. Total Cost: \$0.00. Cost to County: \$0.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into agreements with the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention program for fiscal year 2024-2025, effective July 1, 2024 through June 30, 2025, per the attached schedule.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Cornell Abraxas Group, LLC, Pittsburgh, PA, effective July 1, 2024, through June 30, 2025, for services per the attached schedule, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow 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 July 1, 2024, through June 30, 2025.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to participate in the Pennsylvania Opioid Misuse and Addiction Abatement Trust Order, with settlements funded by Teva, Allergan, Walmart, CVS Pharmacy, and Walgreens. Allocated amounts to be determined by the Court.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase on one Ricoh MC251FW printer/scanner/fax for the Voter Registration/Elections office at a total cost of \$633.69, including one year warranty.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the application for the Act 88 Election Integrity Grant Program, applying for the 2024 allocation of \$138,711.34.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve change order #1 to the Underground Storage Tank Removal project, with the total change order decrease of \$49,740.00, bringing the contract total to \$31,260.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a technical services contract with Zito Business, Coudersport, PA, for the ESInet fiber connection in the 911 backup center at a recurring cost of \$725.00 per month, effective August 14, 2024, through August 30, 2027, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Database Analyst.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the trade-in of one 2017 Kubota RTV-X1100 to Timberline Lawn & RV, Montrose, PA and purchase one 2024 Kubota RTV-X1100CWL-

A with snow-maintenance upfitting for a total cost of \$27,071.94, which includes \$9000.00 trade-in discount and COSTARS pricing, per the recommendation of James Hawley, Director of Public Facilities.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of two (2) 20-yard roll-off containers for the Recycling Center, at a total cost of \$16,010.00, paid with 90% Act 101 Section 902 grant funding, per the recommendation of Jennifer Hibbard, Recycling Center Coordinator.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following Tax Claim Bureau exoneration requests due to Tax Claim receiving notice from the Assessment Office that the trailers have been removed and requests all delinquent taxes associated be exonerated:  
New Milford Township, Parcel 108.00-2,009.00,001, in the name of Jack McKeeby  
Clifford Township, Parcel 266.00-1,087.00,016. in the name of Gina M. Pace.  
Clifford Township, Parcel 245.00-2,026.00,004. in the name of Richard & Karen Hiemenz  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the below list of employees, all with six-month probationary period:  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Matthew Benjamin	Edicott, NY	P/T Corrections Officer	4	\$16.47	8/1/2024	County Policy Manual/Jail Bargaining Agreement	Warden Gordon Traveny
Pedro Lara	Susquehanna	P/T Corrections Officer	4	\$16.47	8/12/2024	County Policy Manual/Jail Bargaining Agreement	Warden Gordon Traveny
Jason Teets	Montrose	P/T Corrections Officer	4	\$16.47	8/6/2024	County Policy Manual/Jail Bargaining Agreement	Warden Gordon Traveny
Jordan Seamans	New Milford	Maintenance Technician – Gibson	3	\$14.54	8/12/2024	County Policy Manual/Residual Bargaining Agreement	James Hawley
Lisa Mihalina	Hop Bottom	P/T Clerk Treasurer's Office	2	\$13.56	8/15/2024	County Policy Manual/Residual Bargaining Agreement	Treasurer Rebecca Wescott
Hailee Lothamer	Endicott	P/T Corrections Officer	4	16.47	8/15/2024	County Policy Manual/Jail Bargaining Agreement	Warden Gordon Traveny

Motion by Commissioner Darrow to ratify and accept, with regret, the resignation of Charles Scitney, Jr. from the position of full-time Recycling Technician, effective August 12, 2024, per Jennifer Hibbard, Recycling Coordinator.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation/retirement of Joanne Wiser, from the position of full-time Corrections Officer, effective August 15, 2024, per Warden Gordon Traveny.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Evan Miller from the position of Full-Time Corrections Officer, effective July 31, 2024, per Warden Gordon Traveny.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Nathan White from the position of Maintenance Specialist, effective July 31, 2024, per James Hawley, Director of Public Facilities.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Matthew Benjamin from the position of Part-Time Corrections Officer, effective August 5, 2024, per



Warden Gordon Traveny.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Nicole Murray from the position of District Justice Assistant Office Manager – Montrose, effective August 16, 2024, per the recommendation of District Justice Gregory Scheer.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Kristi Tedesco from the position of full-time Corrections Officer, effective August 8, 2024, per Warden Gordon Traveny.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for the following vehicle:  
2017 Ford Explorer                      VIN#: 1FM5K8B81HGC17380                      Mileage: 153,427  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.  
WINNER: Elvin Gutierrez, Reading PA, \$7,700.00

Motion by Commissioner Darrow to advertise for requests for proposals to purchase one Toyota 508FGU25 forklift with revolving bale clamp attachment for the Recycling Center, paid with 902 grant funding, per the recommendation of Jennifer Hibbard, Recycling Coordinator.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-28, proclaiming August, 2024, as Child Support Enforcement Month in Susquehanna County.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-29, proclaiming August 26, 2024, as Women’s Equality Day in Susquehanna County.  
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:09 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

CB 24-17  
8/28/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

No action taken to approve the minutes of the August 14, 2024, Commissioners’ Meeting.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 8/15/2024 for \$375,878.44 for General Expenses
- Cash Disbursement Journal dated 8/22/2024 for \$128,303.36 for General Expenses
- Cash Disbursement Journal dated 8/22/2024 for \$242,429.87 for Net Wages
- EFTPS dated 8/22/2024 for \$78,870.25for Federal Payroll Taxes

- Electronic Payment dated 8/22/2024 for \$25,264.97 for Employee Retirement
- Electronic Payment dated 8/22/2024 for \$10,291.31 for State Withholding
- Electronic Payment dated 8/22/2024 for \$741.20 for PA SCDU
- Cash Disbursement Journal dated 8/19/2024 for \$20,685.83 for FNB Credit Cards
- Cash Disbursement Journal dated 8/21/2024 for \$74,354.84 for Children and Youth

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

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

Michele Jerauld, Molly Allen, and Linda Daly, Domestic Relations, IFSA Collaboration Workshop, Scranton, PA, 9/6/2024. Total Cost: \$120.00. Cost to County: \$120.00.

- Stephen Janoski and Christopher Zabrowski, Information Technology, National Election Cyber Exercise, PEMA Headquarters – Harrisburg, PA, 8/22/2024. Total Cost: \$260.00. Cost to County: \$260.00.
- Cheverly Chichura and Mackenzie Wilbur, Adult Probation, Probation Basic Training Academy, State College, PA, 9/23/2024-9/27/2024. Total Cost: \$490.00. Cost to County: \$490.00.
- Donovan Oliver and Ashley Waldron, Adult Probation, Probation Basic Training Academy, State College, PA, 11/18/2024-11/22/2024. Total Cost: \$490.00. Cost to County: \$490.00.
- Jeffery Mead and Tara Wilbur, Veterans Affairs, PA VetCon Annual Conference, Pittsburg, PA, 9/4/2024-9/6/2024. Total Cost: \$0.00. Cost to County: \$0.00.
- Stephen Janoski, Information Technology, CCAP IT Quarterly Meeting, Harrisburg, PA, 9/9/2024-9/11/2024. Total Cost: \$230.00. Cost to County: \$230.00

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

Motion by Commissioner Herschel to approve renewing and entering into a planned maintenance agreement with BE Equipment, Inc. for the baler and conveyor at the recycling center, effective January 1, 2025 through December 31, 2025, at a bi-annual cost of \$1,450.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator. Second by Commissioner Hall. 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 \$49,532.15 for the 2024-2025 school year.

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

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Forest City School District to provide the School Resource Office at an annual rate of \$49,532.15 for the 2024-2025 school year.

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

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Mountain View School District to provide the School Resource Officer at an annual rate of \$49,532.15 for the 2024-2025 school year.

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

Motion by Commissioner Herschel to approve the following Tax Claim Bureau exoneration requests due to Tax Claim receiving notice from the Assessment Office that the trailers have been removed and requests all delinquent taxes associated with the below listed parcels be exonerated:

Springville Township, Parcel 218.00-2,047.00,001, in the name of Cody Keefe.

Liberty Township, Parcel 047.00-1,047.00,018. in the name of Merry C. Riley.

Thompson Township, Parcel 114.00-1,050.00,001. in the name of Glen Stone.

Auburn Township, Parcel 232.00-1,033.02,001. In the name of Kurt Wallace.

Lenox Township, Parcel 224.00-1,004.00,001. In the name of Adelia Winters.

Harford Township, Parcel 186.00-1,045.00,001. In the name of William Resseguie.

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

Motion by Commissioner Herschel to approve the hiring of Elizabeth Hinkley, Montrose, to the open, full-time, non-union position of First Deputy Treasurer/Tax Claim, grade 7, rate of \$20.83/hour, effective September 3, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim.

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

Motion by Commissioner Herschel to approve the hiring of Michael Farr, Montrose, to the open, full-time, union-eligible position of Recycling Technician, grade 2, rate of 13.56/hour,

effective August 28, 2024, 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 by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Sean Elliot from the position of 911 Telecommunicator to the open, full-time, non-union position of DPS Systems Technician, grade 5, \$22.72 per hour, effective 9/12/2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety and GIS Systems Database Analyst.

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

Motion by Commissioner Herschel to accept, with regret, the resignation/retirement of Mandy Houghton, from the position of full-time Corrections Officer/Cook, effective October 15, 2024, per Warden Gordon Traveny.

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

Motion by Commissioner Herschel to accept, with regret, the resignation of Daniel Osborn from the position of IT Technician II, effective September 3, 2024, per Stephen Janoski, IT Director/GIS Coordinator.

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

Motion by Commissioner Herschel to accept, with regret, the resignation of Duane Naugle from the position of Director of Planning and Special Projects, effective September 6, 2024, per Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Herschel to ratify and approve the termination of Sarah Wood from the position of 911 Telecommunicator, effective 8/22/2024, per John Collins, 911 Coordinator.

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

Motion by Commissioner Herschel to approve Proclamation 2024-30, proclaiming August 31, 2024, as International Overdose Awareness Day in Susquehanna County.

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

Motion by Commissioner Herschel to approve Proclamation 2024-31, proclaiming September 2024, as Hunger Action Month in Susquehanna County.

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

Motion by Commissioner Herschel to approve Proclamation 2024-32, proclaiming September 2024, as Recovery Month in Susquehanna County.

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

Motion by Commissioner Herschel to approve Proclamation 2024-33, proclaiming September 2024, as Emergency Preparedness Month in Susquehanna County.

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

Motion by Commissioner Herschel to approve Proclamation 2024-34, proclaiming September 2024, as Suicide Prevention Month in Susquehanna County.

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

Motion by Commissioner Herschel to approve Proclamation 2024-35, proclaiming September 9, 2024, as Fetal Alcohol Spectrum Disorder Awareness Day in Susquehanna County.

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

Motion by Commissioner Herschel to advertise for bids on Municibid for the following vehicle: 2012 Chevrolet Silverado 3500HD 1GC3KZCG5CF192795 34,390 miles

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

Motion by Commissioner Herschel to close the Commissioners' Meeting.

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

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

ATTEST:

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CB 24-18  
9/11/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Arleta Smith	CYS	5
Jennifer McCambridge	CYS	5
Teri Gulick	GIS	25
Brittany Smith	CYS	5
LeighAnna Overfield	Voter Reg/Elections	5

Public Comment on agenda and non-agenda items:  
Members of Silver Lake Township's local election board came to discuss concerns that they had regarding events from the primary location and the concerns they would carry over in the upcoming election.  
Auditor Ainey praised the evolution of the County's election process and how it has become more efficient.

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

Motion by Commissioner Darrow to approve the minutes of the August 14, 2024, Commissioners' Meeting.  
Second by Commissioner Hall. Ayes: Commissioner Darrow and Hall. Abstain: Commissioner Herschel. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the August 28, 2024 Commissioners' Meeting with the changes to add "grade 7, rate of \$20.83/hour" to item #10; and amend the effective date in item #14 from September 4, 2024 to September 3, 2024.  
Second by Commissioner Hall. Ayes: Commissioner Hall and Herschel. Abstain: Commissioner Darrow. Motion Carried.

Motion by Commissioner Darrow 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: 38 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 8/29/2024 for \$569,058.13 for General Expenses
- Cash Disbursement Journal dated 9/5/2024 for \$342,706.29 for General Expenses
- Cash Disbursement Journal dated 9/9/2024 for \$255,138.30 for Net Wages
- EFTPS dated 9/9/2024 for \$84,188.28 for Federal Payroll Taxes
- Electronic Payment dated 9/9/2024 for \$25,716.90 for Employee Retirement
- Electronic Payment dated 9/9/2024 for \$10,940.79 for State Withholding
- Electronic Payment dated 9/9/2024 for \$741.20 for PA SCDU
- Cash Disbursement Journal dated 9/4/2024 for \$110,412.64 for Children and Youth

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

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Ryan Tator and John Collins, 911, PA Command Rally, Bethlehem, PA, 9/18/2024, Total Cost \$18.00. Cost to County \$18.00

- John Collins, 911, 911 Advisory Board Meeting, PEMA Harrisburg, PA, 9/5/2024,

Total Cost \$0. Cost to County \$0.

- Jason Smith, SCCF, Adult CPR Instructor Course, Elizabethtown, PA, 9/9/2024-9/13/2024, Total Cost \$400.00. Cost to County \$400.00.
- Rebekah Hubbard, Commissioners, Keys: Listen, Communicate, Thrive, Harrisburg, PA, 10/1/2024, Total Cost \$197.00. Cost to County \$197.00.
- Jeffrey Mead, Veteran's Affairs, Recovery In Rural Community, Montrose, PA, 9/13/2024, Total Cost \$0.00. Cost to County \$0.00.

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

Motion by Commissioner Herschel to ratify and approve entering into an agreement with B&G, Endicott, NY, for sealcoating, crack filling, and striping of the Courthouse, Recycling, Jail, and Chenango Street facilities at a total cost of \$23,250.00.

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

Motion by Commissioner Darrow to enter into a SAAS Agreement with ePlus Technology, Hemdon, VA, for antivirus, CJIS compliance and start-up, effective October 1, 2024, through December 31, 2026, at a cost of \$15,805.75 for 2024, \$34,327.75 for 2025, and \$34,327.75 for 2026, paid with ARPA funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Herschel to approve the 2025 Holiday Schedule.

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

Motion by Commissioner Darrow to ratify or approve the hiring of the candidates listed below, all with a six-month probationary period and benefits according to the Contract Listed and/or the County Policy Manual.

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

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Ashleigh Griggs	Port Crane, NY	F/T 911 Telecommunicator	4	\$16.47	9/12/2024	Residual & County Policy Manual	John Collins, 911 Coordinator
Marissa Parker	Kingsley	F/T 911 Telecommunicator	4	\$16.47	9/16/2024	Residual & County Policy Manual	John Collins, 911 Coordinator
Samantha Gregory	Hop Bottom	F/T 911 Telecommunicator	4	\$16.47	9/12/2024	Residual & County Policy Manual	John Collins, 911 Coordinator
Hannah Kline	New Milford	Assistant Office Manager	3	\$14.54	9/9/2024	Court Appointed & County Policy Manual	Magisterial District Judge Greg Scheer
Michael Flanagan	Harding	Shift Supervisor/ TAC Officer	8	\$23.97	9/12/2024	County Policy Manual	John Collins, 911 Coordinator
Patti Peltz	New Milford	Director of Planning	7	\$20.83	9/4/2024	County Policy Manual	Rebekah Hubbard, Chief Clerk
Jason Miller	New Milford	Director of Human Resources	9	\$60,000	9/23/2024	County Policy Manual	Rebekah Hubbard, Chief Clerk
Christopher St. Clair	Montrose	P/T Corrections Officer	4	\$16.47	8/28/2024	Jail & County Policy Manual	Warden Gordon Traveny

Motion by Commissioner Herschel to ratify and approve the transfer of Jason Teets from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective September 5, 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 Gordon Traveny.

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

Motion by Commissioner Darrow to approve the additional title and duties of part-time County Detective be added to the following employees, with no change in pay:

- Karl Hummel, Deputy Sheriff Recruit
- Abigail Neri, Deputy Sheriff Recruit
- Joseph Rossi, Temporary Security Guard/Permit Processor

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

Motion by Commissioner Herschel to ratify and approve the termination of Michael Farr from the position of Recycling Technician, effective August 29, 2024, per Jennifer Hibbard, Recycling Coordinator.

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

Motion by Commissioner Darrow to accept, with regret, the resignation of Chad Weaver from the position of Caseworker II, effective October 3, 2024, per Michelle Graziano, Director of Children and Youth Services.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-36, proclaiming September 22, 2024, as National Hunting and Fishing Day in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bids for the following vehicle:  
2012 Chevrolet Silverado 3500HD    1GC3KZCG5CF192795    34,390 miles  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.  
    WINNER: David Petak – Dave’s Auto Sales, Simpson, PA, \$16,301.00

Motion by Commissioner Herschel to open and award, following review, the bids for the Lift Truck with Revolving Bale Clamp.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid one Kohler Power System Generator, Model 100RZ.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to advertise for bid on Municibid one 2016 Cat Skid Steer with bucket and one set of tracks, Model 262D HF, SN 0DTB00268.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9: 43 a.m.  
ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-20  
10/9/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Rachel Way	CYS	5
Julie McGuigan	Jail	5

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the September 25, 2024 Commissioners Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:  
    Cash Disbursement Journal dated 10/3/2024 for \$503,681.11 for General Expenses  
    Cash Disbursement Journal dated 10/1/2024 for \$13,557.95 for FNB Credit Cards

Cash Disbursement Journal dated 9/26/2024 for \$231,715.84 for General Expenses  
Cash Disbursement Journal dated 10/4/2024 for \$248,075.37 for Net Wages  
EFTPS dated 10/4/2024 for \$80,161.19 for Federal Payroll Taxes  
Electronic Payment dated 10/4/2024 for \$26,154.90 for Employee Retirement  
Electronic Payment dated 10/4/2024 for \$10,615.09 for State Withholding  
Electronic Payment dated 10/4/2024 for \$961.20 for PA SCDU  
Cash Disbursement Journal dated 10/3/2024 for \$112,775.24 for Children and Youth  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Patti Peltz, Planning, APA Annual Conference, Erie, PA, 10/13/2024-10/15/2024, Total Cost \$1,134.14. Cost to County \$1,134.14.  
Margaret Krupinski, Prothonotary/Clerk of Courts, County Suite Courts User Group, State College, PA, 11/19-11/20/2024, Total Cost \$364.00. Cost to County \$364.00.  
Jason Miller, Human Resources, HR Boot Camp, Harrisburg, PA, 10/22/2024, Total Cost \$205.00. Cost to County \$205.00.  
David Darrow, Commissioner, CCAP Fall Conference, Hershey, PA, 11/24-11/26/2024, Total Cost \$945.37. Cost to County \$945.37.  
Nathanial Wallace, EMA, Infrastructure Protection, Northampton, PA, 10/2-10/3-2024, Total Cost \$0. Cost to County \$0.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve and award the Marcellus Legacy Fund Mini Grants to the following organizations, funded in part by the Edward Warner Trust funds:

Susquehanna Area Little League	\$10,000.00
Endless Mountains Heritage Region	\$5000.00
Edward L. Rose Conservancy	\$10,000.00
Arrowhead Bible Camp	\$9,000.00
Susquehanna Blossoms	\$10,000.00

Second by Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a professional services agreement between Susquehanna County Children and Youth and Laurie Stahl, Union Dale, PA, for language translation/interpretation services at a cost of \$75.00 per hour, and travel expenses at \$75.00 per hour, effective July 1, 2023, through July 30, 2025, per the recommendation of Michelle Graziano, Director of Children and Youth Services.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a purchase of service contract between Susquehanna County Children and Youth and Preventative Aftercare, Grove City, PA, for intensive treatment services at a cost of \$60.12 per day, effective July 1, 2024, through June 30, 2025, per the rec recommendation of Michelle Graziano, Director of Children and Youth Services.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve change order #1 for the generator and UPS replacement project, reducing the total project cost by \$19,330.00, based on changes made to models of UPS systems.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the hiring of the candidates listed below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Michael Sodan	Endicott, NY	P/T Corrections Officer	4	\$16.47	9/30/2024	Jail	Warden Traveny
Jason Slater	Montrose, PA	Corrections Officer/Cook	4	\$16.47	9/30/2024	Jail	Warden Traveny
Andrew Genneken	Thompson, PA	P/T Security Guard	2	\$13.56	10/8/2024	Court Related	Sheriff Benedict

Motion by Commissioner Darrow to ratify and approve the termination of the following list of employees:  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Lara Pedro	P/T Corrections Officer	10/4/2024	Warden Gordon Traveny
Hailee Lothamer	P/T Corrections Officer	10/4/2024	Warden Gordon Traveny
Tyler Stone	F/T Corrections Officer	10/4/2024	Warden Gordon Traveny
Megan Gregory	Caseworker	9/30/2024	Michelle Graziano
Ashleigh Griggs	Telecommunicator	9/30/2024	John Collins

Motion by Commissioner Herschel to accept, with regret, the resignation of Michelle Graziano from the position of Director of Children and Youth Services, effective November 1, 2024. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-41, proclaiming October 20 through October 24, 2024 as National Business Women’s Week in Susquehanna County. Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the following Resolutions, in compliance with the Community Development Block Grant:  
2024-05: Excessive Force Policy  
2024-06: Fair Housing Resolution  
2024-07: Anti-Displacement and Relocation Assistance  
2024-08: Minority Business Enterprise Plan  
2024-09: Authorizing the Filing of Grant Application for CDBG Funding  
2024-10: Process for Grievance  
2024-11: Cooperative Agreement with Susquehanna County Housing/Redevelopment Authority  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following Resolutions, in compliance with the Multimodal Transportation Grant:  
2024-12: Authorize filing of application for the Forks Hill Road Bridge  
2024-13: Authorize filing of application for the Salt Springs Road Bridge  
2024-14: Cooperation Agreement with Susquehanna County Housing/Redevelopment Authority  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to readvertise for bid on Municibid one Reznor Propane ceiling mount gas heater, model UDAP150, SN BMJ796EN51704X due to no winning bid on previous listing. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to readvertise for bid on Municibid the bid for one Briggs & Stratton 100 Amp, Propane fueled generator, Model 040229 due to no winning bid on previous listing. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to advertise for bid on Municibid for one 2016 Ford Explorer, VIN:FM5K8B83GGB57973, Mileage: 53,710. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:06 a.m.

ATTEST:



CB 24-21  
10/23/24

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the October 9, 2024 Commissioners Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 10/15/2024 for \$731,580.71 for General Expenses  
Cash Disbursement Journal dated 10/17/2024 for \$60,728.81 for General Expenses  
Cash Disbursement Journal dated 10/18/2024 for \$258,340.47 for Net Wages  
EFTPS dated 10/18/2024 for \$82,935.96 for Federal Payroll Taxes  
Electronic Payment dated 10/18/2024 for \$26,98.53 for Employee Retirement  
Electronic Payment dated 10/18/2024 for \$10,941.71 for State Withholding  
Electronic Payment dated 10/18/2024 for \$741.20 for PA SCDU  
Cash Disbursement Journal dated 10/17/2024 for \$55,430.66 for Children and Youth  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Michael Koscelnak and Phillip Crisp, Adult Probation, FETC Course 7 – Weapons Retention Tactics, Luzerne County, 11/05/2024, Total Cost: \$24.00. Cost to County: \$24.00  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the purchase of FTR Gold Recording Suite and all associated equipment and professional services for installation and setup from Topp Business Solutions, Scranton, PA for all magisterial district courts at a total cost of \$33,441.00, effective October 23, 2024.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of 1 John Deere X758 Signature Series Tractor with mower and snow maintenance accessories from Lindsey Equipment, New Milford, PA at a total cost of \$27,143.06 with Costars Pricing and paid with ARPA funding.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve change order #2 for the generator and UPS replacement project, to furnish and install exhaust fan and masonry block at a cost of \$3,480.00, paid for with ARPA funding.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve change order #2 for the courthouse exterior repairs and improvements, to upgrade structural components and remove and replace landscape wall and concrete slab at a cost of \$28,920.00, paid with ARPA funding.  
Second by 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 School Resource Officer at an annual cost to the school district of \$49,532.15 per SRO for the 2024-2025 school year.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a contract with Resurrection House, LLC, for services provided under the Lackawanna-Susquehanna Office of Drug and Alcohol Programs, effective July 1, 2024, through June 30, 2025.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of the candidates below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Casmer Bielby	Kirkwood, NY	P/T Corrections Officer	4	\$16.47	10/17/2024	Jail	Warden Traveny
William Chance	Montrose, PA	P/T Recycling Technician	3	\$13.56	10/21/2024	Residual	Jennifer Hibbard
George Morin	Benton, PA	P/T Deputy Sheriff	5	\$17.48	10/28/2024	Court Related	Sheriff Benedict
Gregory White	Jessup, PA	P/T Corrections Officer	47	\$16.47	10/24/2022	Jail	Warden Traveny

Motion by Commissioner Darrow to ratify and approve the termination of the following list of employees:  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Nicholas Phillips	F/T Corrections Officer	10/10/2024	Warden Gordon Traveny
Michael Sodan	P/T Corrections Officer	10/15/2024	Warden Gordon Traveny

Motion by Commissioner Herschel to ratify and acknowledge, with regret, the resignation of Daniel Totino from the position of County Detective/School Resource Officer, effective October 7, 2024, per District Attorney Marion O’Malley.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Ian Smith from the position of Sergeant/Shift Commander, effective November 1, 2024, per Warden Gordon Traveny.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation/retirement of Elizabeth Karpov from the position of Fiscal Office Manager for CYS, effective 2/19/2025, per Michelle Graziano, Director of Children and Youth.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-42, proclaiming October 24, 2024 as World Polio Day in Susquehanna County.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-15, authorizing the filing of a PHARE fund application for \$335,000 by SCHRA to administer a County Wide Owner Occupied Housing Rehabilitation program.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-16, authorizing the filing of a PHARE fund application for \$450,000 by Trehab to administer a Home Buyer Down Payment/ Closing Cost Assistance and Home Renovation Assistance Program.  
Second by Commissioner Hall. Ayes: Hall, Darrow. Abstain: Herschel. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-17, authorizing the filing of a PHARE fund application for \$165,000 by Trehab to administer a Rental and Utility Assistance Program.  
Second by Commissioner Hall. Ayes: Hall, Darrow. Abstain: Herschel. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-18, entering into a Cooperation Agreement with Susquehanna County Housing/Redevelopment Authority for the administration of the Pennsylvania Housing Affordability and Rehabilitation Enhancement Program.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bid for one Reznor Propane ceiling mount gas heater, model UDAP150, SN BMJ796EN51704X.

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

Motion by Commissioner Darrow to award the bid for one Briggs & Stratton 100 Amp, Propane fueled generator, Model 040229.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bid on one 2016 Ford Explorer, VIN:FM5K8B83GGB57973, Mileage: 53,710.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid one Lincoln ARC Welder and portable generator, 1904 operating hours.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NOTE: The Susquehanna County proposed budget for 2025, totaling \$33,933,314.33, will be available for review as of October 23, 2024, in the lobby of the Susquehanna County Courthouse and our website, [susqco.com](http://susqco.com). The proposed budget will be considered for adoption on December 11, 2024, at the regularly scheduled Commissioners' Meeting.

Motion by Commissioner Hall 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:

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Rebekah Hubbard, Chief Clerk	Susquehanna County Commissioners

CB 24-22  
11/13/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries

Barbara Chidester	Sheriff's Department	5
Christine Harder	Correctional Facility	30

Public Comment on agenda and non-agenda items:  
Auditor Richard Ainey wanted to bring to the public's attention that the services and support provided by the Area Agency on Aging has gone down significantly as they have eliminated delivery of meals and plan to close several of the Active Living centers. He expressed the need for support to Susquehanna County seniors. Commissioner Hall explained that AAA no longer fell under the County and that attempts had been made to provide funding with refusal by the organization. Commissioner Herschel and Darrow explained further the attempts at communication with the agency without much success. Commissioners announced that there would be a public meeting on this matter and encouraged the community to attend.

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

Motion by Commissioner Darrow to approve the minutes of the October 23, 2024 Commissioners Meeting with amendment to Casmer Bielby's effective hire date from 10/18/2024 to 10/17/2024 and George Morin's effective hire date from 10/22/24 to 10/28/24.  
Second by Commissioner

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

Board Meeting.

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

Returned to Commissioners Meeting at 9:14 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 10/24/2024 for \$981,401.01 for General Expenses

Cash Disbursement Journal dated 10/25/2024 for \$7,700.00 for Election Training Pay

Cash Disbursement Journal dated 10/31/2024 for \$63,684.20 for General Expenses

Cash Disbursement Journal dated 10/24/2024 for \$30,639.48 for FNB Credit Cards

Cash Disbursement Journal dated 11/1/2024 for \$258,117.90 for Net Wages

EFTPS dated 11/1/2024 for \$84,261.21 for Federal Payroll Taxes

Electronic Payment dated 11/1/2024 for \$26,074.46 for Employee Retirement

Electronic Payment dated 11/1/2024 for \$11,050.47 for State Withholding

Electronic Payment dated 11/1/2024 for \$741.20 for PA SCU

Cash Disbursement Journal dated 11/6/2024 for \$129,140.92 for Children and Youth

Cash Disbursement Journal dated 11/7/2024 for \$434,106.07 for General Expenses

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

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

Sarah Seamans, Patricia Leach, Christopher Fleetwood, Alyssa Sanguinito, Assessment, NECAAP Chapter Meeting, Jessup, PA, 12/6/2024, Total Cost: \$140.00. Cost to County: \$140.00.

LeighAnna Overfield, Elections, AEPCEP Meeting, Hershey, PA, 12/5/2024-12/6/2024, Total Cost: \$390.58. Cost to County \$390.58.

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

Motion by Commissioner Herschel to approve the change in fees for the professional actuarial services provided by Korn Ferry for the Susquehanna County Pension Fund, adding 3% to the monthly fee, effective January 1, 2025 through December 31, 2025.

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

Motion by Commissioner Darrow to approve entering into a contract with the Progress Authority for administration and development of economic development in Susquehanna County, effective November 13, 2024, through November 13, 2025, at a total cost of \$143,692.00.

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

Motion by Commissioner Herschel to approve entering into a contract with Thomson Reuters for the public access terminal in the self-help room, effective January 1, 2025, through December 31, 2027, at a total cost of \$250.00 per month.

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

Motion by Commissioner Darrow to enter into a PILOT agreement with Kime Affordable, LLC, for the payment of \$13,500.00 annually, effective January 1, 2025, through December 31, 2042.

Second by 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 Family Care for Children & Youth, Inc., Milton, PA, for services provided under Schedule F (attached), effective December 1, 2023, through February 29, 2024, and March 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 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 July 1, 2024, through June 30, 2025.

Second by Commissioner Hall. Ayes: Hall, Darrow. Abstain: Herschel. Motion Carried.

Motion by Commissioner Darrow to enter into a lease agreement with Trehab for the lease of 25 buses/vans for the Shared Ride and Medical Assistance Transportation programs for \$1.00 per vehicle per year, effective July 1, 2024 through June 30, 2025, with all maintenance, repairs, inspections, and insurance provided by Trehab.

Second by Commissioner Hall. Ayes: Darrow, Hall. Abstain: Herschel. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Automated Lifestyles, Moscow, PA, for upgrades to the audio and video/teleconference equipment in the Public Safety Building, including installation, software, support and maintenance at a total cost of

\$267,413.21, paid with Act 13 funding.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint the following to the Susquehanna County Conservation District Board of Directors:  
Lillian Theophanis, Friendsville, as Public Director, effective January 1, 2025 through December 31, 2028.  
Michael Oakley, Montrose, as Public Director, effective January 1, 2025 through December 31, 2028.  
Commissioner David Darrow, effective January 1, 2025 through December 31, 2025.  
Second by Commissioner Hall. Ayes: Hall, Herschel. Abstain: Darrow. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of the candidates below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Mackenzie Bennett	Montrose	P/T Corrections Officer	4	\$16.47	10/28/2024	Jail	Warden Traveny
Michael Potter	Brackney	P/T Corrections Officer	4	\$16.47	11/4/2024	Jail	Warden Traveny
Travis St. Clair	Montrose	P/T Corrections Officer	4	\$16.47	11/4/2024	Jail	Warden Traveny
Marci Choplosky	Hop Bottom	Caseworker I	C1	\$17.50	10/31/2024	Prof. Residual	Michelle Graziano

Motion by Commissioner Darrow to approve the transfer of Suzanne Swart from the position of Casework Supervisor to the open, full-time, non-union position of Director of Children and Youth Services, \$74,556.39 per year, effective November 2, 2024, 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 the transfer of the following employees in positions at the Susquehanna County Correctional Facility:  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	From Position	To Position	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Madison Kenny	F/T Corrections Officer	P/T Corrections Officer	4	\$16.92	10/31/2024	Jail	Warden Traveny
Casmer Bielby	P/T Corrections Officer	F/T Corrections Officer	4	\$16.47	10/31/2024	Jail	Warden Traveny
Mandy Houghton	F/T Corrections Officer/Cook	P/T Corrections Officer/Cook	4	\$19.06	10/16/2024	Jail	Warden Traveny

Motion by Commissioner Darrow to ratify and acknowledge the termination of Hannah Kline from the position of Assistant Office Manager, effective October 28, 2024, per Magisterial District Judge Scheer.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve, with regret, the resignation of Samantha Gregory from the position of 911 Telecommunicator, effective November 4, 2024, per John Collins, 911 Coordinator.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 24-43, proclaiming November 15, 2024 as American Recycles Day in Susquehanna County.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-20, designating the Northern Tier Regional Planning and Development to file for the Statewide Local Share Assessment Grant.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-21, enacting a countywide Burn Ban, effective November 10, 2024, through December 9, 2024.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to award the bid on one Lincoln ARC Welder and portable generator, 1904 operating hours.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bids on Municibid for one 2018 Ford F150 K-9 Police Truck, VIN # 1FTEW1PG6JKE18484, mileage 86,225.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9: 22 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-23  
12/11/2024

Commissioner                      called the Meeting to order at                      a.m. in the Commissioners’ Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries

Gail Benio	Children & Youth Services	10
Kelly Feduchak	New Milford District Court	15
Sandra Henry	Treasurer	10

Public Comment on agenda and non-agenda items:  
Commissioner Herschel announced the official appointment of Robert MacNamara to the Commissioner position to replace her once her resignation takes effect in January. A member of the public expressed concern about the transparency of the Susquehanna County Library financials and the public tax money that is given to them. She stated that because tax money is given to them, she requested their financial information and was denied. Commissioner Hall explained that the Commissioners hoped that the Resolution that was on this agenda would allow for more transparency in regard to the taxpayer portion of the library budget. Auditor Ainey also verified the county tax increase percentage on item #6.

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

Motion by Commissioner Darrow to approve the minutes of the November 13, 2024 Commissioners Meeting, with changes to #17, start rates of Mandy Houghton (\$19.06) and Madison Kenny (\$16.92).  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:  
Cash Disbursement Journal dated 11/14/2024 for \$265,334.63 for General Expenses  
Cash Disbursement Journal dated 11/14/2024 for \$260,481.99 for Net Wages  
EFTPS dated 11/14/2024 for \$83,488.56 for Federal Payroll Taxes  
Electronic Payment dated 11/14/2024 for \$26,851.52 for Employee Retirement  
Electronic Payment dated 11/14/2024 for \$11,028.34 for State Withholding  
Electronic Payment dated 11/14/2024 for \$741.20 for PA SCU  
Cash Disbursement Journal dated 11/19/2024 for \$35,484.41 for Election Pay  
Cash Disbursement Journal dated 11/15/2024 for \$700.76 for Jury Pay

Cash Disbursement Journal dated 11/21/2024 for \$625,896.23 for General Expenses  
Cash Disbursement Journal dated 11/27/2024 for \$19,502.52 for FNB Credit Cards  
Cash Disbursement Journal dated 11/27/2024 for \$253,390.02 for Net Wages  
EFTPS dated 11/27/2024 for \$82,457.75 for Federal Payroll Taxes  
Electronic Payment dated 11/27/2024 for \$25,669.10 for Employee Retirement  
Electronic Payment dated 11/27/2024 for \$10,851.83 for State Withholding  
Electronic Payment dated 11/27/2024 for \$741.20 for PA SCU  
Cash Disbursement Journal dated 11/27/2024 for \$1,821,500.63 for General Expenses  
Cash Disbursement Journal dated 11/18/2024 for \$27,702.26 for Children & Youth  
Cash Disbursement Journal dated 12/5/2024 for \$153,546.21 for Children and Youth  
Cash Disbursement Journal dated 12/5/2024 for \$154,326.38 for General Expenses  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Nathaniel Wallace, EMA, Safety Planning, Meeting, Lackawanna County EOC, 1/6/2025-1/7/2025, Total Cost: \$0. Cost to County: \$0.

Sean Elliott, 911/EMA, COMT Certification, Wilkes Barre, PA, 12/2/2024-12/6/2024, Total Cost \$358.39. Cost to County \$358.39.

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

Motion by Commissioner Darrow to approve the 2025 Susquehanna County Proposed Budget in the amount of \$33,933,314.33.

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

Motion by Commissioner Herschel to set the millage for the year 2025 for Susquehanna County as follows: 14.5 mills for General Real Estate for the General Fund and .33 mills for the Library Fund. There will be a 1 mill reduction, which will be a credit, from the Act 13 Impact Fee from the General Fund for the 2024 tax year. Total millage for Real Estate is 14.83.

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

Motion by Commissioner Darrow to approve Resolution 2024-23, regarding the tax payments made to the Susquehanna County Historical Society and Free Library Association and Pratty Memorial, and designating a portion of each payment made.

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

Motion by Commissioner Herschel to appoint Gabriel Fera, PC, as the County Solicitor for 2025, with a total budget not to exceed \$125,000 for both labor and County legal issues.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Change Order #3 for the Susquehanna County Courthouse Exterior Repairs and Improvements project in the amount of \$11,279.75 for extended framework at step/porch interface and fixing of failed mortar.

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

Motion by Commissioner Herschel to enter into a contract with Automated Lifestyles, Moscow, PA, additional microphones in the large Courtroom, and replacement of the touch pad at the small courtroom, at a total cost of \$4,535.75, per President Judge Jason Legg.

Second by Commissioner Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to reappoint Joesph Matis to the Susquehanna County Housing Authority Board of Directors, effective January 1, 2025, through December 31, 2029, per the Commissioners.

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

Motion by Commissioner Herschel to enter into a maintenance agreement between the Pennsylvania District Attorney's Institute and Susquehanna County for the SAVIN software used in the District Attorney's office and the Susquehanna County Correctional Facility, effective January 1, 2025, through December 31, 2025.

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

Motion by Commissioner Darrow to approve entering into a contract with Katie's Place Clubhouse, for services provided under the Lackawanna-Susquehanna Office of Drug and Alcohol Programs, effective July 1, 2024, through June 30, 2025.

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

Motion by Commissioner Herschel to approve entering into a contract with Erie County Care Management, Inc., for services provided under the Lackawanna-Susquehanna Office of Drug and Alcohol Programs, effective July 1, 2024, through June 30, 2025.

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

Motion by Commissioner Darrow to ratify and approve the hiring of the candidates below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Kerry Benner	Montrose	Recycling Technician FT	2	\$13.56	12/2/2024	Residual	Jennifer Hibbard

Motion by Commissioner Herschel to approve the transfer of the employees below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	From Position	To Position	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Joseph Rossi	Temp Security Guard/Permit Processor	Security Guard/Recruit FT	4	\$16.47	10/31/2024	Court Related	Sheriff Benedict
Vicki Walsh	2 <sup>nd</sup> Prothonotary/Clerk of	Assistant Office Manager	3	\$14.98	11/28/2024	Court Appointed	MDJ Greg Scheer
Christopher St. Clair	Corrections Officer F/T	Corrections Sergeant/Shift Commander	6	\$19.38	12/12/2024	Jail	Warden Traveny
Mackenzie Bennett	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny
Travis St. Clair	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny
Gregory White	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny
Michael Potter	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny

Motion by Commissioner Darrow to accept, with regret, the resignation of Commissioner Judith Herschel, effective January 6, 2025.  
Second by Commissioner Hall. Ayes: Darrow and Hall. Abstain: Herschel. Motion Carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Keith Kunkle from the position of full-time Corrections Officer, effective December 15, 2024, per Warden Gordan Traveny.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for one 2018 Ford F150 K-9 Police Truck, VIN # 1FTEW1PG6JKE18484, mileage 86,225.  
WINNER: Syed Mateen, Glen Ellyn, IL, \$18,300.00  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

SPECIAL MEETING 01-24  
12/16/2024

Commissioner Hall called the Meeting to order at 6:00 p.m. in the Commissioners’ Meeting Room.



Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Herschel to set the salary increase for the Prothonotary, Clerk of Courts, and Sheriff for the years 2026 and 2027 at 5%.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to set the salary increase for the Prothonotary, Clerk of Courts, and Sheriff for the years 2028 and 2029 at \$5000 plus 5%.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow set the rate for Tax Collectors for the years 2026, 2027, 2028, and 2029 at \$4.00 per tax bill, collected or uncollected.  
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Special Commissioners Meeting.  
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners meeting adjourned at 6:02 p.m.

ATTEST:

\_\_\_\_\_  
Rebekah Hubbard, Chief Clerk

\_\_\_\_\_  
Susquehanna County Commissioners

CB 24-24  
12/18/24

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the December 11, 2024 Commissioners Meeting.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the December 16, 2024 Special Meeting.  
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 Herschel. 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 12/12/2024 for \$355,971.36 for General Expenses

Cash Disbursement Journal dated 12/12/2024 for \$258,372.06 for Net Wages

EFTPS dated 12/12/2024 for \$82,950.03 for Federal Payroll Taxes

Electronic Payment dated 12/12/2024 for \$27,095.57 for Employee Retirement

Electronic Payment dated 12/12/2024 for \$10,958.44 for State Withholding

Electronic Payment dated 12/12/2024 for \$806.54 for PA SCDU

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

Motion by Commissioner Herschel to enter into a contract with Capital Area

Communications, Harrisburg, PA, for maintenance for the regional ESI Net, at a total cost of \$12,360.00, paid with Act 12 funding, 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 enter into a Cooperation Agreement with Trehab for the administration and management of the Opioid Trust Abatement Funds, effective December 18, 2024, until funds are expended.

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

Motion by Commissioner Herschel to enter into a software and professional service agreement with Data Cloud Solutions, Springfield, OH, for Mobile Assessor and CAMACloud Software, effective December 18, 2024, through December 31, 2029, at a cost of \$31,331.00 for software license and service fees for installation, \$8,775.00 for CAMACloud synchronization, and annual SaaS fees of \$5,550.00.

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

Motion by Commissioner Darrow to approve, pending review and approval by County Solicitor, the lease-purchase with Motorola Solutions for the APCO Project 25 radio system upgrade with radio subscriber units Phase 2 and the Resolution 2024-24 to certify the Lease Agreement. This will upgrade the current systems, which have limited capability and are becoming outdated, putting the public and first responders at risk. This upgrade will take approximately 3 years to complete and will provide excellent radio service throughout the county before the current system becomes obsolete. The total cost of the project is \$15,989,103.18, paid with a mixture of grants, Act 13, and PEMA funding.

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

Motion by Commissioner Herschel to enter into a service agreement with Motorola Solutions for the service, support, onsite response and field implementation for the current 911 systems, effective December 1, 2024, through December 31, 2025, 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 approve the 2025 Miscellaneous Compensation Schedule, as attached.

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

Motion by Commissioner Herschel to reappoint William Squier and Dawn Augenti to the Susquehanna County Historical Society and Free Library Association Board of Directors, effective January 1, 2025 through December 31, 2026.

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

Motion by Commissioner Darrow to change the grade of the Deputy Chief Clerk/Interim Elections Director/Purchasing Administrator to 11 to match current duties and responsibilities, effective December 26, 2024, per the recommendation of Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Herschel to approve the following increases for non-union employees, all effective January 1, 2025:

Full-time: \$2.50 plus 3%

Full-time Director of Domestic Relations: \$5.00 plus 3%

Part-time: 3%

Part-time positions of Temporary Clerk and Security Guard: increase to grade 2 start rate of \$15.06

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

Motion by Commissioner Darrow to ratify and approve the hiring of the candidates below, all with a six-month probationary period and benefits according to the listed bargaining

agreement and/or the County Policy Manual.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Devin Crandall	Kirkwood, NY	P/T Corrections Officer	4	\$16.47	12/16/2024	Jail	Warden Traveny
Melanie Jones	Kingsley	F/T 911 Telecommunicator	4	\$16.47	12/19/2024	Residual	John Collins
Brandy Farmer	Hallstead	F/T 911 Telecommunicator	4	\$16.47	12/19/2024	Residual	John Collins
Michael Banning	Hallstead	F/T IT Technician II	5	\$17.48	12/19/2024	Policy Manual	Stephen Janoski

Motion by Commissioner Herschel to accept, with regret, the resignation of Jason Smith from the position of Full Time Corrections Sergeant/Shift Commander, effective December 26, 2024, per Warden Gordon Traveny.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-44, proclaiming January 2025 as National Slavery and Human Trafficking Prevention Month in Susquehanna County.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:09 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners