

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold and Warren.

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

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:04 am.

Motion by Commissioner Warren to approve the minutes of the December 28, 2016 Commissioners' Meeting and add the correction that Commissioner Arnold seconded the seminar requests and/or payments, ayes were unanimous and the motion carried.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 12/28/2016 for \$262,513.73 for General Expenses
- Cash Disbursement Journal dated 1/4/2017 for \$59,403.31 for General Expenses
- Cash Disbursement Journal dated 1/4/2017 for \$97,715.15 for Children & Youth
- Electronic payment dated 12/28/2016 for \$8,783.22 for State Withholding Taxes
- EFTPS payment dated 12/29/2016 for \$74,853.17 for Federal Payroll Taxes
- Electronic payment dated 12/28/2016 for \$19,104.63 for Employee Retirement
- Electronic payment dated 12/28/2016 for \$869.46 for PASCDU
- Cash Disbursement Journal dated 12/28/2016 for \$196,312.39 for Net Wages
- Electronic payment dated 1/11/2017 for \$9,427.28 for State Withholding Taxes
- EFTPS payment dated 1/12/2017 for \$82,542.542.10 for Federal Payroll Taxes
- Electronic payment dated 1/11/2017 for \$20,169.87 for Employee Retirement
- Electronic payment dated 1/11/2017 for \$851.05 for PA SCDU
- Cash Disbursement Journal dated 1/11/2017 for \$205,375.89 for Net Wages

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the following seminar requests and/or payment for seminar requests:

- Paul Johnson, Emergency Management, State College, January 24, 2017, Statewide Regional Counter Terrorism Task Force Leadership Meeting, Cost to County \$0.
- Paul Johnson, Emergency Management, Jessup, Lords Valley and Snydersville, March 15, 2017, September 20, 2017 and December 20, 2017, respectively, North East Pennsylvania Regional Counter Terrorism Task Force – General & Executive Board Meetings, Cost to County, \$0.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the hiring of Mandy Houghton, New Milford, to the open, part-time position of Corrections Officer, \$13.95 per hour, varied hours effective January 3, 2017; and approve transfer to the open, full-time position of Corrections Officer/Cook, \$13.95 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to government mandated requirements effective January 19, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Detective George Geisler, Office of the District Attorney, effective January 5, 2017, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Robert Thatcher, Jr. to the non-union, full-time position of Emergency Management Coordinator at \$35,000 annual salary, minimum 40 hours per week, 24/7 on-call status, with benefits according to the government-mandated requirements, effective January 11, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Paul Johnson to the Emergency Management Operations and Training Officer at \$32,000 annual salary based on years of service and certifications held, minimum 40 hours per week, 24/7 on-call status, with benefits according to the government-mandated requirements, effective January 11, 2017 per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to authorize the Tax Claim Bureau to accept any price negotiated by Jason Miller, Tax Claim Bureau Director on each of the following properties on the repository list:

Auburn Township Map number 197.00-2,017.00,000. Robert Murray & Alma E. Blaisure.

Bridgewater Township Map number 143.06-2,007.00,002. Charles Jones. Trailer only

Dimock Township Map number 200.00-1,014.01,002 John A Henry III. Trailer only

Forest City Borough Map number 268.07-5,083.00,000 Christine Evans.

Forest City Borough Map number 268.07-6,037.00,000 Mark Scone.

Forest City Borough Map number 249.19-3,049.00,000 Joshua L. Smith.

Great Bend Township Map number 070.00-2,025.00,001 Kenneth L. Ayers. Trailer only

Montrose Borough W2 Map number 124.17-4,012.00,000 Michael Bodie

Susquehanna Borough Map number 054.11-5,030.00,000 Emmerick J Bares, Jr. c/o Ehrlich. Land only

Susquehanna Borough Map number 054.14-3,095.00,000 R H & Velona Day. Land only

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and HOFFMAN HOMES FOR YOUTH of Littlestown for the term July 1, 2016 through June 30, 2017, inclusive, for the following programs only: Certificate #309520, Unit ID-EMMANUEL - \$243.76 per diem pending CCBH appeal. If appeal is granted this will be a fully MA Placement at \$0.00 per diem.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the contract with Reeds Generator Service, LLC, Jackson for annual generator maintenance and related repairs necessary for the proper operation of the standby power system. Annual generator maintenance is \$1,610.00 plus synthetic oil at \$10.00 per quart; any related repairs will be billed separately, as they are not covered by the annual maintenance agreement. The annual maintenance inspection and hourly repair rates are in effect until December 31, 2017.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to appropriate \$56,555.00 in county matching funds for the agricultural conservation easement purchases for the 2017 program year, beginning January 1, 2017. These funds have been appropriated by Susquehanna County in a restricted account, reserved exclusively by the county for the purchase of easements. If any of these funds that are not expended by the end of December 31, 2018, will be available for use in subsequent fiscal periods for the same purpose. It is further certified that none of these funds will be used to pay administrative costs incurred by the county to purchase agricultural conservation easements, except as permitted under Act 46 of 2006.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to recognize the Susquehanna County Criminal Justice Advisory Board (CJAB), as supported by the Pennsylvania Commission on Crime and Delinquency (PCCD). The CJAB's mission is to improve the quality of life within Susquehanna County by supporting the local criminal justice system through an ongoing forum for collaboration among key decision-makers. CJAB will be comprised of diverse membership, with representation from law enforcement, health and human services agencies, corrections, victims' services agencies, and probation/parole.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to reappoint Stephen Tourje, Herrick Township, and William Owens, Clifford Township, each to the Economic Development Board for a three-year term January 1, 2017 through December 31, 2019.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to appoint Richard Ainey, New Milford Borough, to the Economic Development Board for a three-year term January 1, 2017 through December 31, 2019.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to appoint Brad Sebring, Bridgewater Township, to the Susquehanna County Penn State Extension Advisory Council, for a 3-year term (January 1, 2017 to December 31, 2019).  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to appoint Brad Sebring, Bridgewater Township, to the Susquehanna County Ag Land Preservation Board for a three-year term beginning January 1, 2017 and expiring on December 31, 2019.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to award the bid for Refuse Service to Joe's Disposal Service, Inc. of Hallstead, PA for the period of December 1, 2016 through November 30, 2018, based upon the Refuse Dumpster Quote received December 22, 2016:

One 8-yd dumpster at Courthouse	\$130.00 per month
One 6-yd dumpster at County Office Building	\$120.00 per month
Two 8-yd dumpsters at Recycling Center	\$280.00 per month
Additional load same time & day	\$35.00 per additional load
One 8-yd dumpster at County Jail	\$155.00 per month
Additional Pick-ups	\$35.00 per pick up
Pick up will be once a week.	

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Retirement Board Meeting.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:13 am.

Motion by Commissioner Warren to open for review the sealed bids for Excavating Service, which were due to the Chief Clerk by noon, January 10, 2017.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Bids were received from:  
Stoney Mountain  
CV Excavating  
GL Parrish  
Ken Rauch Excavating, Inc.

Motion by Commissioner Warren to advance the opened Excavating Service bid responses to the County Solicitor for review and to determine the lowest cost complete bid.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Public Comment

1. Local township to assess \$15 recording/filing fee to support removal of blighted properties.
2. Courthouse construction update
3. Johnson Controls, Inc. representatives describe performance contracting and Guaranteed Energy Savings Act projects
4. District Magistrate (Judge Hollister) move-in date (January 2017)
5. County Assessment Office move-in date (April 2017)
6. Discussion of options/recommendations for the Old Jail

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:40 am.

ATTEST:

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Lana R. Adams, Chief Clerk

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Susquehanna County Commissioners

CS-17-02  
01-25-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall and Arnold

Recognizing the following County Employee Years of Service, 5 Year Incremental Anniversaries:

William Strong, County Detective, District Attorney's Office, 10 years  
Michelle Graziano, Director, Children and Youth Services, 10 years  
Michelle Summers, Sergeant, County Correctional Facility, 10 years

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

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:03am.

Motion by Commissioner Arnold to approve the minutes of the January 11, 2017 Commissioners' Meeting.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to ratify or approve the following:

- Cash Disbursement Journal dated 01/09/2017 for \$118,229.74 for General Expenses
- Cash Disbursement Journal dated 01/10/2017 for \$348,271.52 for General Expenses
- Cash Disbursement Journal dated 01/18/2017 for \$73,395.49 for General Expenses
- Cash Disbursement Journal dated 01/19/2017 for \$25,257.25 for General Expenses
- Cash Disbursement Journal dated 01/16/2017 for \$64,065.53 for Children & Youth
- Electronic payment dated 01/25/2017 for \$8,767.81 for State Withholding Taxes
- EFTPS payment dated 01/25/2017 for \$74,832.52 for Federal Payroll Taxes
- Electronic payment dated 01/25/2017 for \$18,708.75 for Employee Retirement
- Electronic payment dated 01/25/2017 for \$851.05 for PA SCU
- Cash Disbursement Journal dated 01/25/2017 for \$196,685.43 for Net Wages

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to approve the following seminar requests and/or payment for seminar requests:

- Robert Thatcher, Jr., Emergency Management, Eaglesville, January 25-26, 2017, Mass Fatalities Incident Response, Total Cost \$377.80, Cost to County, \$377.80.
- Jason Miller and Wanda Travis, Tax Claim Bureau, State College, April 21, 2017, Tax Claim Bureau Association Spring Conference, Total Cost \$192.27, Cost to County \$192.27.
- Brian James, Commissioners' Office, Elmira, NY, February 13, 2017, The All-New Administrative Assistants Conference, Total Cost \$244.00, Cost to County \$244.00.
- Jon Record, Sheriff's Office, Troy, April 10-11, 2017, ALICE (Alert Lockdown Inform Counter Evacuate) Instructor Certification, Total Cost \$615.00, Cost to County \$615.00.
- Robert Thatcher, Jr., Emergency Management, Troy, April 10-11, 2017, ALICE Instructor Certification, Total Cost \$615.00, Cost to County \$615.00.
- Keisha Carman, Clerk of Courts office, Mechanicsburg, January 23-27, 2017, Juvenile Delinquency Training for New User, Cost to County \$0.
- Keisha Carman, Clerk of Courts office, Mechanicsburg, February 1-3, 2017, Dependency Training for New User, Cost to County \$0.
- Amanda Lannon, Clerk of Courts office, Mechanicsburg, February 28-March 2, 2017, Cost to County \$0.
- Art Donato and Bruce Butler, 911, Jessup, Lords Valley, and Bartonsville on March 15, September 20 and December 20, 2017 respectively, Northeast Counter-Terrorism Task Force Meetings, Cost to County \$0.
- Nancy Tator and Mary Rosengrant, 911, Jessup, April 6, 2017, Mandatory 2017 TAC Training, Total Cost \$58.32, Cost to County \$58.32.
- William Urbanski, District Attorney's Office, King of Prussia, March 7-8, 2017, Spring Prosecutors Conference, Total Cost \$869.00, Cost to County \$869.00.
- Raebelle Taylor, Michele Jerauld and Diana Snow, Domestic Relations, Philadelphia, September 24, 2017, Annual Domestic Relations Association of Pennsylvania (DRAP) Conference, Total Cost \$4,350.00, Cost to County \$0.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Samantha Roszel, Montrose, to the open, full-time position of 911 Dispatcher Trainee, \$12.50/hr, 40 hours per week, six-month probationary period per the Bargaining Unit Contract and benefits according to the government-mandated requirements, effective February 2, 2017, per the recommendation of Art Donato, 911 Coordinator.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to ratify and approve the hiring of Amanda Carney, New Milford, to the open, full-time position of 911 Dispatcher Trainee, \$12.50/hr, 40 hours per week, six-month probationary period per the Bargaining Unit Contract and benefits according to the government-mandated requirements, effective February 2, 2017, per the recommendation of Art Donato, 911 Coordinator.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to ratify the termination of Paul Johnson, Emergency Management Operations and Training Officer, effective January 18, 2017, per the recommendation of R.S. Stoud, Public Safety Director/Deputy Chief Clerk.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to adopt the new Tax Claim Bureau fee schedule for delinquent property taxes, attached, as recommended by Jason Miller, Tax Claim Bureau Director

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and CHILDREN'S SERVICE CENTER OF WYOMING VALLEY of Wilkes-Barre for the term July 1, 2016 through June 30, 2017, inclusive, for the following programs only: Certificate #210430, Unit FC - \$49.28 per diem.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and EI HAB HUMAN SERVICES of Tunkhannock for the term July 1, 2016 through June 30, 2017, inclusive, for the following programs only: Certificate #222640, Unit ID HH - \$200.00 per diem and Certificate #222710, Unit ID HH - \$200.00 per diem.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to approve the contract with Palmetto Posting, Inc. of Spartanburg, South Carolina to design Susquehanna County-specific system and service for posting of delinquent tax notices on the property on which delinquent ad valorem property taxes are owed. Palmetto Posting, Inc. will be paid \$30 per post for Posting of Notice of Return and Claim; Posting of Notice of Public Tax Sale; and Subsequent Visit for Personal Service. This contract is for the period of January 25, 2017 through January 25, 2018 and may be renewed annually upon mutual written agreement of the parties – under the same terms and conditions – for up to three years (ending January 25, 2020).

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to award the bid for General Excavating and Contracting to Ken Rauch Excavating, Inc. of Montrose, for the period of January 1, 2017 through December 31, 2018, based upon the Excavating Bid received on January 7, 2017. The successful bid is attached.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Public Comment

- Number of children with Children's Service Center of Wyoming Valley and Eihab Human Services
- Need for the contract with Palmetto Posting, Inc.
- Types of projects the General Excavating and Contracting bidder will do
- Previous General Excavating and Contracting bidder
- Air Ordinance proposed by New Milford Township
- Compressed Natural Gas facility in Forest Lake Township

Motion by Commissioner Arnold to close the Commissioners' Meeting.

Second Commissioner Hall. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:13 am.

ATTEST:

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Lana R. Adams, Chief Clerk

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Susquehanna County Commissioners

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold and Warren

Recognizing the following County Employee Years of Service, 5 Year Incremental Anniversaries:

Phillip Crisp, Probation Officer, Adult Probation Office, 15 years  
Edward Lucas, Corrections Officer, County Correctional Facility, 20 years  
Raebelle Taylor, Director, Domestic Relations Office, 35 years

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

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:07 am.

Motion by Commissioner Arnold to approve the minutes of the January 25, 2017 Commissioners' Meeting.

Second Commissioner Hall. Ayes: Hall and Arnold. Warren abstained. Motion carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal dated 01/25/2017 for \$1,170,795.50 for General Expenses
- Cash Disbursement Journal dated 01/26/2017 for \$245,518.68 for General Expenses
- Cash Disbursement Journal dated 02/01/2017 for \$17,757.74 for General Expenses
- Cash Disbursement Journal dated 02/02/2017 for \$78,615.52 for General Expenses
- Cash Disbursement Journal dated 02/03/2017 for \$133,022.11 for Children & Youth
- Electronic payment dated 02/08/2017 for \$8,756.29 for State Withholding Taxes
- EFTPS payment dated 02/09/2017 for \$74,491.18 Federal Payroll Taxes
- Electronic payment dated 02/08/2017 for \$18,580.20 for Employee Retirement
- Electronic payment dated 02/08/2017 for \$851.05 for PA SCU
- Cash Disbursement Journal dated 02/08/2017 for \$191,744.88 for Net Wages

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to approve the following seminar requests and/or payment for seminar requests:

- Michelle Graziano and Mark Phillips, Children and Youth, State College, March 14-17, PCYA Quarterly Meeting, Total Cost \$1,404.00, Cost to County \$280.80.
- Sarah Proof, Assessment Office, Harrisburg, March 6-10, March 13-17, March 20-24 and April 3-7, 2017, Assessor's Association of Pennsylvania Certified Pennsylvania Evaluator, Total Cost \$5,204.40, Cost to County \$5,204.40.
- Robert Thatcher, Jr. and Rachel Carrico, Emergency Management, Hamburg, February 13, 2017, Hazard Mitigation Plan – Fiscal Briefing, Cost to County \$0.
- MaryAnn Warren, Commissioner, Harrisburg, February 7, 2017, Governor's Office FY17-18 Budget Briefing Regarding Human Services, Cost to County \$155.15 mileage.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge and ratify the hiring of Jesse Pruitt, Hallstead, to the open, full-time position of Deputy Sheriff, \$13.50/hr, 40 hours per week, six-month probationary period per the Bargaining Unit Contract and benefits according to the government-mandated requirements/County Personnel Manual, effective February 7, 2017, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge and ratify, the resignation of William Strong, District Attorney's Office, from the position of Drug Taskforce Coordinator/DUI Coordinator and transfer to the position of County Detective, Part-time at \$15.00/hr., hours as needed, effective February 1, 2017, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Justin Sprout, Montrose, from County Detective/K9 Handler to the open position of County Detective – Narcotics/K9 Handler, minimum 40 hours per week, salary \$40,000 per year, six month probation, benefits according to the government mandated requirements/County Personnel Manual, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to ratify the termination of Patricia McCrae, Assistant Head Real Estate Clerk, effective February 3, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge and ratify the termination of Matthew Timm, Clerical Assistant – temporary, due to the end of the temporary position, effective December 21, 2016, per the recommendation Court Administrator Cathy Hawley and President Judge Jason Legg.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Resolution 2017-01 Amending Susquehanna County Home Ownership Program Guidelines Administered by Trehab.

Second Commissioner Arnold. Ayes: Arnold and Warren. Hall abstained. Motion carried.

Motion by Commissioner Warren to ratify the application for the 2017 Redevelopment Assistance Capital Program (RACP) Grant and funding commitment to the Department of Public Safety building project, in conjunction with the Central Bradford Progress Authority.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify Change Orders:

Number CO#009A – Security and Cameras - \$56,811.46

Number CO#009B – Phase 1 Treasurer, Tax Claim and Assessment Offices - \$32,409.17

Number CO#009C – Phase 2 Magistrate's area - \$26,362.00

Number CO#009D – Phase 3 New Entrance with elevator - \$40,042.52

Number CO#009E – Fire Escape Stairwell - \$135,000.00

each amending the July 23, 2014 Performance Contract between Johnson Controls, Inc. and Susquehanna County Government.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-01 Suicide Awareness Initiative.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and SUSQUEHANNA COUNTY BIG BROTHER/BIG SISTER PROGRAM OF THE VOLUNTARY ACTION CENTER OF NORTHEASTERN PENNSYLVANIA of Scranton for the term July 1, 2014 through June 30, 2015, inclusive, for \$22,776.00 for the Susquehanna County portion of the Big Brother/Big Sister Program.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and SUSQUEHANNA COUNTY BIG BROTHER/BIG SISTER PROGRAM OF THE VOLUNTARY ACTION CENTER OF NORTHEASTERN PENNSYLVANIA of Scranton for the term July 1, 2015 through June 30, 2016, inclusive, for \$22,776.00 for the Susquehanna County portion of the Big Brother/Big Sister Program.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and SUSQUEHANNA COUNTY BIG BROTHER/BIG SISTER PROGRAM OF THE VOLUNTARY ACTION CENTER OF NORTHEASTERN PENNSYLVANIA of Scranton for the term July 1, 2016 through June 30, 2017, inclusive, for \$22,776.00 for the Susquehanna County portion of the Big Brother/Big Sister Program.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to appoint Craig Benson, Ararat Township, to the Economic Development Board for a three-year term January 1, 2017 through December 31, 2019.

Second Commissioner Hall. Ayes: Hall and Warren. Nay: Arnold. Motion carried.

Motion by Commissioner Warren to appoint Margaret Biegert, Susquehanna Depot Borough, to the Economic Development Board for a three-year term January 1, 2017 through December 31, 2019.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to exonerate the Susquehanna County Tax Collectors from collecting the County 2016 Delinquent County Returns in the amount of \$456,211.89, per the recommendation of Jason Miller, Director of the Tax Claim Bureau.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Public Comment

- 1. New Milford Air Ordinance Review
- 2. Construction Project Goals, Completion Dates and Funding
- 3. Old Jail Use
- 4. Magisterial District Justice Office moving date
- 5. March 25 Human Service Forum at Blue Ridge School 10:00am - 3:30pm
- 6. March 25 Tick Borne Disease Task Force Event at Elk Lake School 9:00am – 1:00pm
- 7. Susquehanna County Pension Fund nearly 115% funded
- 8. Rumored use of Diaz property in South Montrose

Motion by Commissioner Warren to close the Commissioners’ Meeting.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:37 am.

ATTEST:

R.S. Stoud, Deputy Chief Clerk

Susquehanna County Commissioners



CS-17-04  
02-22-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

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

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:07 am.

Motion by Commissioner Arnold to approve the minutes of the February 8, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify or approve the following:

- Cash Disbursement Journal for bank drafts for the month of January 2017 for \$57,384.60 for General Expenses

- Cash Disbursement Journal dated 01/26/2017 for \$245,518.68 for General Expenses

- Cash Disbursement Journal dated 02/08/2017 for \$37,493.90 for General Expenses

- Cash Disbursement Journal dated 02/09/2017 for \$63,053.57 for General Expenses

- Cash Disbursement Journal dated 02/15/2017 for \$30,167.24 for General Expenses

- Cash Disbursement Journal dated 02/16/2017 for \$74,275.58 for General Expenses

- Cash Disbursement Journal dated 02/17/2017 for \$66,893.19 for Children & Youth

- Electronic payment dated 02/22/2017 for \$8,883.03 for State Withholding Taxes

- EFTPS payment dated 02/22/2017 for \$75,777.99 Federal Payroll Taxes

- Electronic payment dated 02/22/2017 for \$18,514.33 for Employee Retirement

- Electronic payment dated 02/22/2017 for \$851.05 for PA SCDU

- Cash Disbursement Journal dated 02/22/2017 for \$199,744.88 for Net Wages

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve and ratify the following seminar requests and/or payment for seminar requests:

- Art Donato and Bruce Butler, 911, Stroudsburg, February 14, 2017, NE Region Shared Services Meeting, Total Cost \$178.00, Cost to County \$178.00.

- Art Donato and Bruce Butler, 911, Towanda, March 8, 2017, PEMA Funding Workshops, Total Cost \$44.28, Cost to County \$44.28.

- Samantha Roszel and Amanda Carney, 911, Binghamton, NY, March 27-29, 2017, Priority Dispatch EMD Training, Total Cost \$912.00, Cost to County \$912.00.

- Samantha Roszel and Amanda Carney, 911, Hershey, March 30-31, 2017, CLEAN Training, Total Cost \$881.00, Cost to County \$881.00.

- Christopher Zawiski, Pamela Larrabee and Eric Donovan, County Correctional Facility, Elizabethtown, April 2 – May 5, 2017, Basic Training 739, Total Cost \$4,110.00, Cost to County \$4,110.00.

- Justin Sprout and Gene Michinski, Office of the District Attorney, Harrisburg, March 29-31, 2017, Pennsylvania Narcotic Officers' Association seminar, Total Cost \$816.00, Cost to County \$816.00.

- Mike Koscelnak, Adult Probation, Factoryville, May 24-25, 2017, FETC Instructor Development – Train the Trainer, Total Cost \$110.00, Cost to County \$110.00

- John Lester, Juvenile Probation, State College, March 17, May 19, September 22 and December 1, 2017, PA Chief Juvenile Probation Officers Meetings, Total Cost \$567.00, Cost to County \$567.00.

- Richard Ely, Veterans Affairs Office, Lancaster, June 19-23, 2017, State Association of County Directors of Veterans Affairs 2017 Conference, Total Cost \$1,207.03, Cost to County \$1207.03.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to approve the hiring of Britney Darrow, New Milford, to the open, full-time position of Assistant Head Real Estate Tax Clerk, \$10.35 per hour, 40 hours per week, six-month probationary period per the Bargaining Unit Contract and benefits according to the government-mandated requirements/County Personnel Manual, effective February 23, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to acknowledge the hiring of Laura Mitchell, Meshoppen, to the open, full-time position of Assistant Office Manager of Magisterial District Court 34-2-01, \$10.85 per hour, 32.5 hours per week, six-month probationary period per the Bargaining Unit Contract and benefits according to the government-mandated requirements/County Personnel Manual, effective February 27, 2017, per the recommendation of Magisterial District Judge Jeffrey Hollister.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Sarah Proof, Montrose, from Field Appraiser Trainee to the open position of Assistant Director of Assessment, minimum 40 hours per week, salary \$35,000 per year, six month probation, benefits according to the government mandated requirements/County Personnel Manual, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge the transfer of Jeff Norris from the Children and Youth Hearing Officer to the Dependency Master for Permanency Review Proceedings at an annual salary of \$12,794.00, effective March 2, 2017.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Jacquelyn Fancher, Domestic Relations, from the position of Conference Officer/Court Liaison, effective February 24, 2017, per the recommendation of Domestic Relations Director Raebelle Taylor and President Judge Jason Legg.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify the termination of Lisa Kowalewski, IT Director, effective February 10, 2017, per the recommendation of Lana Adams, Chief Clerk.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign and accept the 9-1-1- Statewide Interconnectivity Funding grant agreement between the Pennsylvania Emergency Management Agency and Susquehanna County, in the amount of \$48,000.00, for the NECORE ESINet & CPE Project.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Agreement between Susquehanna County and Korn Ferry Hay Group, Inc. of Philadelphia for the term of January, 2017 through December, 2017 for \$24,888 annual fee, billed monthly at \$2,074, for annual actuarial work.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of the Software License and Professional Service Agreement between Susquehanna County and KNOWiNK of Saint Louis, Missouri for the term of March 1, 2017 thru February 29, 2020, inclusive, for digital Poll Pads, annual support and maintenance throughout the term for Year 1 - \$74,405.00, Year 2 - \$5,625.00, Year 3 - \$5,625.00.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and ADELPHOI VILLAGE, INC. of Latrobe for the term July 1, 2015 through June 30, 2016, inclusive, for Certificate #329120 – Unit LQ – La Sa Quick - \$272.51 per diem, Certificate multiple #226190 – Unit PP – Foster Care - \$87.02 per diem, and CIL Services - \$31.00 per unit.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and ADELPHOI VILLAGE, INC. of Latrobe for the term July 1, 2016 through June 30, 2017, inclusive, for Certificate #329120 – Unit LQ – La Sa Quick - \$272.51 per diem, Certificate multiple #226190 – Unit PP – Foster Care - \$87.02 per diem, and CIL Services - \$31.00 per unit.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children & Youth and THE SUMMIT ACADEMY of Herman for the term of July 1, 2016 through June 30, 2017, inclusive, for Certificate #472040 – Unit ID – DA \$209.00 per diem, Certificate #472040 – Unit ID – SR - \$134.98 per diem.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to amend the signed Medical Assistance Transportation Program (MATP) Agreement between Susquehanna County and Trehab of Montrose, to reflect a change in the terms of reimbursement to Trehab effective October 1, 2016 thru the end of the agreement to a unit cost reimbursement rate of \$35.24 per MATP trip.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to sign the Memorandum of Understanding between Susquehanna County and Penn State Extension, for the period of January 1, 2017 thru December 31, 2017, with the County portion at \$30,000 per calendar quarter while the full-time agricultural enterprise educator position is vacant, to increase to \$30,750 per calendar quarter when the position is filled.  
Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to advertise for Public Bid the attached list of County Surplus items, which will be available for public examination 10:00am to 3:00pm on Monday, March 6, 2017 in and about the Maintenance Office at the Courthouse. Sealed bids must be submitted in the Maintenance Office by 4:00pm on March 6, 2017. Sealed bids will be opened during the Commissioners' Meeting on Wednesday, March 8, 2017. Successful bidders will be notified via telephone on March 9, 2017 and must remit payment and physically claim their items by 4:00pm on Monday, March 13, 2017. County employees are not eligible bidders for County Surplus items.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to move forward with the change order for the third floor of the Courthouse to expand the size of Courtroom Two and add three rooms to the third floor at the cost of \$280,000.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Public Comment

1. New location of Montrose District Justice office
2. Tyler Corners property
3. Air ordinances

Motion by Commissioner Arnold to close the Commissioners' Meeting.  
Second Commissioner Hall. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:29 am.

ATTEST:

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R.S. Stoud, Deputy Chief Clerk

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Susquehanna County Commissioners

CS-17-05  
03-08-2017

Commissioner Hall called the Meeting to order at 8:59 am in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5-Year Increment Anniversaries:

- Jon Record, Chief Deputy Sheriff, Sheriff's Office, 10 years
- Theresa Losapio, Assistant Mapping Clerk, Assessment Office, 15 years
- Joshua Weller, Deputy Warden, County Correctional Facility, 15 years

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

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:04 am.

Motion by Commissioner Arnold to approve the minutes of the February 22, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to approve the amended minutes of the February 08, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following:

- Cash Disbursement Journal dated 02/22/2017 for \$145,669.70 for General Expenses
- Cash Disbursement Journal dated 02/22/2017 for \$34,206.53 for General Expenses
- Cash Disbursement Journal dated 03/02/2017 for \$356,094.86 for General Expenses
- Cash Disbursement Journal dated 03/02/2017 for \$62,890.70 for General Expenses
- Cash Disbursement Journal dated 03/02/2017 for \$94,624.34 for Children & Youth
- EFTPS payment dated 03/09/2017 for \$75,335.33 Federal Payroll Taxes
- Electronic payment dated 03/08/2017 for \$8,773.50 for State Withholding Taxes
- Electronic payment dated 03/08/2017 for \$18,926.23 for Employee Retirement
- Electronic payment dated 03/08/2017 for \$851.05 for PA SCDU
- Cash Disbursement Journal dated 03/08/2017 for \$191,194.11 for Net Wages

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following seminar requests and/or payment for seminar requests:

- Elizabeth Arnold, Commissioner, Harrisburg, March 26-28, 2017, CCAP Spring Conference, Total Cost \$1,055.00, Cost to County \$1,055.00.
- Sharon James, Domestic Relations, Wilkes-Barre, April 12, 2017, Training for Basic Analysis of Tax Returns, Total Cost \$98.46, Cost to County \$0.
- Maggie McNamara, Office of the District Attorney, Huntsville, AL, March 26-31, 2017, 33rd International Symposium on Child Abuse, Total Cost \$2,078.61, Cost to County \$0.
- Maggie McNamara, Office of the District Attorney, Hershey, May 8-10, 2017, Pathways of Victim Services Conference, Total Cost \$699.20, Cost to County \$699.20.
- Debra Strong, Office of the District Attorney, Jessup, April 6, 2017, TAC Officer Training, Total Cost \$8.00, Cost to County \$8.00.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Rhonda Goldsmith, Montrose, to the open, full-time, union position of Assessment Clerk, 40 hours per week, at the rate of \$10.35 per hour, effective March 9, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Richard Stevens, Mehoopany, to the open, full-time, union position of Deputy Sheriff, 40 hours per week, at the rate of \$13.50 per hour, effective March 9, 2017, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of R.S. Stoud, Montrose, with no interruption in service, to the open, full-time, non-union position of Chief County Detective, minimum 40 hours per week, at a salary of \$55,000 per year, effective date to be determined, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Joshua Diddick, Nicholson, from the position of Deputy Sheriff, effective March 15, 2017, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge, with regret, the resignation of Jerri Miller, Meshoppen, from the position of Domestic Relations Intake Officer, effective February 24, 2017, per the recommendation of Domestic Relations Director Raebelle Taylor and President Judge Jason Legg.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify the termination of Lana Adams, Dimock, from the position of Chief Clerk, effective March 1, 2017, per the recommendation of the County Commissioners.

Second Commissioner Hall. Ayes: Hall and Warren. Nays: Arnold. Motion carried.

Motion by Commissioner Warren to ratify the termination of Edward Fish, from the position of part-time Corrections Officer, effective March 7, 2017, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to enter into a Professional Services Agreement, from March 2017 to March 2018, whereas Susquehanna County will utilize MCM Consulting Group for project management services of regional Next Gen 911 telephone systems and ESInet (Emergency Services Internet). The cost of the services rendered will amount to \$48,000. This agreement is paid for through a grant from Pennsylvania Emergency Management Agency (PEMA) at no cost to the County.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-02, proclaiming March 25, 2017 as "Human Services Resource Day" in Susquehanna County.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-03, proclaiming March 2017 as "Colon Cancer Awareness Month" and March 30, 2017 as C.A.S.U.A.L (Colon Cancer Awareness Saves Unlimited Adult Lives) Day in Susquehanna County.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-04, proclaiming April 2017 as "Pennsylvania 811 Safe Digging Month" in Susquehanna County.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-05, proclaiming April 2017 as "Child Abuse Prevention Month" in Susquehanna County.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to open sealed bids for the previously advertised County surplus items.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to have the Deputy Chief Clerk notify the winners of County surplus items and to scrap the remainder.

Second Commission Warren. Ayes: unanimous. Motion carried.

Public Comment

- Transfer of Deputy Chief Clerk upon hiring of Chief Clerk
- Rumored turnover and morale issues within the County

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Hall. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:22 am.

ATTEST:

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R.S. Stoud, Deputy Chief Clerk

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Susquehanna County Commissioners

CS-17-06  
03-22-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

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

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:05 am.

Motion by Commissioner Arnold to approve the minutes of the March 8, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following:

- Cash Disbursement Journal dated 03/09/2017 for \$59,340.04 for General Expenses
- Cash Disbursement Journal dated 03/13/2017 for \$17,227.81 for General Expenses
- Cash Disbursement Journal dated 03/16/2017 for \$177,362.30 for General Expenses
- Cash Disbursement Journal dated 03/16/2017 for \$38,448.27 for Children & Youth
- EFTPS payment dated 03/22/2017 for \$74,174.87 Federal Payroll Taxes
- Electronic payment dated 03/22/2017 for \$8,660.10 for State Withholding Taxes
- Electronic payment dated 03/22/2017 for \$18,610.28 for Employee Retirement
- Electronic payment dated 03/22/2017 for \$851.05 for PA SCU
- Cash Disbursement Journal dated 03/22/2017 for \$193,333.22 for Net Wages

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following seminar requests and/or payment for seminar requests:

- Tim Burgh, District Attorney, Montrose, April 10-11, 2017, Act 120 Updates, Total Cost \$0.00, Cost to County \$0.00.
- Tom Jagel, 911, Binghamton, NY, March 27-29, 2017, Emergency Medical Dispatch, Total Cost \$401.00, Cost to County \$401.00
- Patricia Leach, Assessment, online, Marcellus Shale: Effects of Energy Resource Operations on Residential Property Value, Total Cost \$49.95, Cost to County \$49.95.
- John Lester, Juvenile Probation, State College, September 26, 2017, YLS Master Trainer Recertification, Total Cost \$189.00, Cost to County \$0.00.
- Jason Miller and Sandy Henry, Treasurer, State College, April 5, 2017, County Treasurer's Association Spring Seminar, Total Cost \$174.40, Cost to County \$174.40.
- Mary Noldy, Assessment, Lancaster, May 3-5, 2017, 69th Annual Conference on Assessment Administration, Total Cost \$1032.56, Cost to County \$1032.56
- Ryan Tator, Public Safety, Lancaster, April 2-4, 2017, PA Association of Public Safety Communication Officials, Total Cost \$685.00, Cost to County \$685.00.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to ratify the hiring of Kiana Lavery, Scott Township, to the open, temporary, part-time, position of Emergency Management Operations & Training Officer, salary of \$18,720 per year, with a six month probation period and benefits according to government mandated requirements and the County Policy Manual, effective March 20, 2017, per the recommendation of Robert Thatcher, Emergency Management Coordinator.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Stephen Janoski, Montrose, from the full-time, non-union position of Assistant Director of IT to the open full-time, non-union position of IT Director, salary of \$50,000, with a six month probation period and benefits according to government mandated requirements and the County Policy Manual, effective March 23, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Rachel Carrico, Montrose, from the full-time, non-union position of Public Safety Office Manager to the open, full-time, non-union position of Deputy Chief Clerk, salary of \$39,500 per year, with a six month probation period and benefits according to government mandated requirements and the County Policy Manual, effective March 27, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Stephen Kaneski, Spring Brook Township, to the open, full-time, non-union position of Chief Clerk/Director of Public Safety, salary of \$62,500 per year, to increase to \$67,500 following completion of a six month probation period, and benefits according to government mandated requirements and the County Policy Manual, effective March 27, 2017, per the recommendation of the County Commissioners.  
Second Commissioner Hall. Ayes Hall and Warren. Nays Arnold. Motion carried.

Motion by Commissioner Warren to approve the hiring of April Price, Clifford, to the open, full-time, union position of Conference Officer/Court Liaison, \$11.48 per hour, six month probation period and benefits according to government mandated requirements and the Court Related Bargaining Unit Contracts, effective April 4, 2017, per the recommendation of President Judge Jason Legg and Domestic Relations Director Raebelle Taylor.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the appointment of Stephen Kaneski and Rachel Carrico as Susquehanna County Open Records Officers, effective March 27, 2017.  
Second Commissioner Hall. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to sign the following Purchase of Service Agreements:  
-Between Susquehanna County Services for Children & Youth and Northampton County Juvenile Justice Center, Easton, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Certificate of Compliance #206680, \$250.00 per diem.  
-Between Susquehanna County Services for Children & Youth and Keystone Community Resources, Clarks Summit, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: January 27, 2017–January 31, 2017, \$88.00 Room & Board, Beginning February 1, 2017, \$545.00 monthly Room & Board.  
-Between Susquehanna County Services for Children & Youth and Affinity Forensic Services, Reading, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Forensic Treatment Program.  
-Between Susquehanna County Services for Children & Youth and Adelphoi Village, Inc., Latrobe, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Certificate of Compliance #421880, \$277.43 per diem.  
-Between Susquehanna County Services for Children & Youth and the Institute for Human Resources and Services, Inc., Kingston, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Certificate of Compliance #223190, \$40.00 per diem.  
Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to approve the appointment of Thomas Chamberlain, New Milford, as Housing Authority Director for a five-year term, January 1, 2017 through December 31, 2021.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Arnold to appoint the following to the Susquehanna County Tick Borne Diseases Task Force, with no more than 12 to 15 members, immediately through March 9, 2018.

Committee Member	Sector
Commissioner Elizabeth Arnold	County Government
Dr. Daniel Cameron	Lyme Disease Specialist
Dr. Jennifer Button-Weller	Chiropractor
David Teachout	Public Relations
Jane Osborne	Health Practitioner
Phyllis Konstas	Advocate
Robin Arnold	Advocate
Colleen Schake	Advocate
Karen Mitchell	Advocate
Jessica Warner	Advocate
Sandra Raub	Media/Advocate
Robert Thatcher	Emergency Management
Shawn Isby	County Safety
Jim Garner	Conservation District
Diane Siefert	Veterinarian

Second Commissioner Warren. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-06, proclaiming the week of April 2-8, 2017 as National Crime Victims' Rights Week in Susquehanna County.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.



Motion by Commissioner Warren to adopt Proclamation 2017-07, proclaiming the week of April 9-15, 2017 as National Public Safety Telecommunicators Week in Susquehanna County.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Motion by Commissioner Warren to adopt Resolution 2017-02, designating Robert Thatcher, Emergency Management Agency Coordinator, as the Authorized Agent to execute for and in behalf of the Susquehanna County Plan Update for the purpose of obtaining financial assistance for the HMGP (Hazard Mitigation Grant Program).  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Public Comment

- Emergency Proclamation
- Courthouse closure on March 14, 2017
- Flooding in Hallstead area
- Non-local tax County revenue sources; i.e. grants, Act 13, etc.
- Distribution of duties amongst Commissioners
- County Pension fund management
- State Police tax/funding
- PennDOT work within the County

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 10:03 am.

ATTEST:

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R. S. Stoud, Deputy Chief Clerk

Susquehanna County Commissioners

CS-17-07  
04-12-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

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

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Commissioners' Meeting reconvened at 9:04 am.

Motion by Commissioner Warren to approve the minutes of the March 22, 2017 Commissioners' Meeting.

Second Commissioner Arnold Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following:

- Cash Disbursement Journal dated 03/22/2017 for \$136,031.86 for General Expenses
- Cash Disbursement Journal dated 03/29/2017 for \$396,161.57 for General Expenses
- Cash Disbursement Journal dated 04/04/2017 for \$68,556.32 for General Expenses
- Cash Disbursement Journal dated 04/04/2017 for \$156,246.48 for General Expenses
- Cash Disbursement Journal dated 04/11/2017 for \$42,076.36 for General Expenses
- Cash Disbursement Journal dated 04/05/2017 for \$105,623.25 for Children & Youth
- EFTPS payment dated 04/06/2017 for \$74,957.93 for Federal Payroll Taxes
- Electronic payment dated 04/05/2017 for \$8,807.36 for State Withholding Taxes
- Electronic payment dated 04/05/2017 for \$18,758.69 for Employee Retirement
- Electronic payment dated 04/05/2017 for \$851.05 for PA SCDU
- Cash Disbursement Journal dated 04/05/2017 for \$193,093.09 for Net Wages

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following seminar requests and/or payment for seminar requests:

- William Strong, District Attorney Task Force, Montrose, April 10-11, 2017, Act 120 Updates, Total Cost \$0.00, Cost to County \$0.00.
- Mark Shelp and Michelle Summers, Jail, Conshohocken, April 13, 2017, TAC Officer Training, Total Cost \$173.00, Cost to County \$173.00.
- Mark Shelp, Jail, Harrisburg, April 27, 2017, Prison Rape Elimination Act, Total Cost \$198.00, Cost to County \$198.00.
- April Price, Domestic Relations, Wilkes Barre, April 12, 2017, Basic Analysis of Tax Returns, Total Cost \$45.00, Cost to County \$45.00.
- John Lester, Juvenile Probation, Harrisburg, June 14, 2017, YLS Master Trainer Recertification, Total Cost \$201.37, Cost to County \$0.00.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to accept the transfer of Tami Tewksbury, Laceyville, from the position of part-time Corrections Officer to the open position of full-time Corrections Officer, effective on March 31, 2017, per the recommendation of Warden Shelp.

Second Commissioner Hall. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify the resignation, with regret, of Stephen Kaneski, Spring Brook, full time, non-union position of Chief Clerk/Director of Public Safety, effective March 28, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to accept the resignation, of Pamela Larrabee, Montrose, from the position of Corrections Officer, effective on March 31, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to accept the resignation, with regret, of Grant Shelp, Montrose, from the position of Corrections Officer, effective on April 10, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren ratify and approve the hiring of Penny Alden, Kingsley, to the open position of part-time Corrections Officer, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective April 10, 2017 per the recommendation of Warden Shelp. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the hiring of Brad Allen, Susquehanna, to the open position of part-time Corrections Officer, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective April 10, 2017 per the recommendation of Warden Shelp. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the hiring of Brandon Swift, Montrose, to the open position of part-time Corrections Officer, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective April 10, 2017 per the recommendation of Warden Shelp. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Arnold to approve the hiring of Samantha Malandri, Springville, to the open full-time, union position of Intake Officer, \$9.70 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective on April 24, 2017, per the recommendation of Raebelle Taylor, Director of Domestic Relations. Second Commissioner Warren. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to approve the transfer of Jeanne Conklin, New Milford, from the full-time, non-union position of Director of Human Resources/Deputy Chief Clerk to the open full-time, non-union position of Director of Human Resources and System Database/Deputy Chief Clerk, salary of \$46,000.00 per year, minimum of 40 hours per week, benefits according to government mandated requirements and the County Policy Manual, effective April 12, 2017, per the recommendation of the County Commissioners. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Hall to approve the transfer of Richard Ely, Montrose, from the non-union, full-time position of Director of Veterans' Affairs/Human Resources Support to the non-union, full-time position of Director of Veterans' Affairs at a salary of \$42,000.00 per year, minimum of 40 hours per week, benefits according to the government mandated requirements and the County Policy Manual, effective April 12, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk. Second Commissioner Warren. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the transfer of R.S. Stoud, Montrose, from the full-time, non-union position of Director of Public Safety / Deputy Chief Clerk to the open full-time, non-union position of Chief County Detective / Director of Public Safety, salary of \$68,500.00, minimum of 40 hours per week, benefits according to government mandated requirements and the County Policy Manual, effective April 06, 2017, per the recommendation of the County Commissioners. Second Commissioner Hall. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Stephanie DiFronzo, Union Dale, to the open full-time, non-union position of Administrative Assistant/Grant Coordinator, at a salary of \$28,000.00, minimum of 40 hours per week, six month probationary period and benefits according to the government mandated requirements and the County Policy Manual, effective April 17, 2017, per the recommendation of R.S. Stoud, Chief County Detective/Director of Public Safety. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to sign the following Purchase of Service Agreements:  
-Between Susquehanna County Services for Children & Youth and Family Services Association of NEPA / CAC, Wilkes Barre, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Trauma Therapy, Sexual / Physical Abuse Exams, and Interviews not to exceed \$60,000.00.  
-Between Susquehanna County Services for Children & Youth and Youth Services Agency of PA., Jim Thorpe, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Certificate Multiple 221090, \$152.00 per diem and Certificate 134830, \$152.00 per diem. Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to sign the ACT 101, Section 901 Municipal Waste Planning Grant Agreement with the Department of Environmental Protection to reimburse the County 80% of funds spent for Municipal Waste Planning.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to appoint Carol Carpenter, Jackson, as a Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective April 12, 2017, for the remainder of the term beginning January 1, 2016 through December 31, 2017, per the recommendation of the County Commissioners.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to adopt Resolution 2017-03 for the Susquehanna County Burn Ban scheduled from 12:01am Saturday, April 22, 2017 through 12:01am Monday, May 21, 2017.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-08, proclaiming the “Recognition of Susquehanna County Children and Youth Services Workers” in Susquehanna County.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Arnold to adopt Proclamation 2017-09, proclaiming May 2017 as “Lyme Disease Awareness Month” in Susquehanna County.  
Second Commissioner Warren. Ayes. Unanimous. Motion carried.

Public Comment

- Historical / Library Operating Locations and Governing Body
- SouthWestern Energy’s interest in Shager Property
- Compressor Station in New Milford Township
- County Wide Air Ordinance
- CCAP Spring Conference
- Independent Women’s Democratic Group
- PENNDOT Construction Schedule

Motion by Commissioner Warren to close the Commissioners’ Meeting.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:43 am.

ATTEST:

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R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-17-08  
04-26-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.  
Sarah Snee – CYS – 10 Years

Motion by Commissioner Warren to approve the minutes of the April 21, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following:

- Cash Disbursement Journal dated 04/18/2017 for \$3,623.00 for Elections
- Cash Disbursement Journal dated 04/19/2017 for \$144,647.54 for General Expenses
- Cash Disbursement Journal dated 04/20/2017 for \$66,332.56 for Children & Youth
- EFTPS payment dated 04/19/2017 for \$77,614.87 for Federal Payroll Taxes
- Electronic payment dated 04/19/2017 for \$9161.56 for State Withholding Taxes
- Electronic payment dated 04/19/2017 for \$18,866.93 for Employee Retirement
- Electronic payment dated 04/19/2017 for \$851.05 for PA SCU
- Cash Disbursement Journal dated 04/05/2017 for \$20,653.24 for Net Wages

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the following seminar requests and/or payment for seminar requests:

- Alan Hall, Commissioners' Office, Harrisburg, April 19, 2017, Election Policy Summit, Total Cost \$0.00, Cost to County \$0.00.
- Alan Hall, Commissioners' Office, Harrisburg, April 21, 2017, County Functions and Responsibilities, Total Cost \$60.00, Cost to County \$60.00.
- Jason Miller and Sandy Henry, Treasurer's Office, Pocono Manor, June 13,14,15 and 16, County Treasurers' Association Annual Convention, Total Cost \$1,700.00, Cost to County \$1,700.00.
- SarahRae Sisson, Voter Registration and Elections Office, Pocono Manor, June 15-16, 2017, Association of Eastern Pennsylvania County Election Personnel Spring Meeting, Total Cost \$388.00, Cost to County \$388.00

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and accept, with regret, the resignation of Charles Bennett, Friendsville, from the position of Corrections Officer, effective on April 21, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to ratify and approve the transfer of Michael Rapisardi, Brackney, from the position of part-time Corrections Officer to the open position of full-time Corrections Officer, effective on April 22, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Matthew Walters, Auburn, to the open full-time, union position Field Appraiser Trainee, \$10.35 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective on May 11, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to approve the hiring of Sara Conklin, Susquehanna, to the open full-time, union position of Caseworker I, \$17.50 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to the government mandated requirements, effective on May 4, 2017, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to acknowledge the hiring of Marion O'Malley, Montrose, to the open part-time, non-union position of Guardian ad Litem, at a salary of \$32,000.00, varying hours per week, effective April 20, 2017, per the recommendation of President Judge Jason Legg.

Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to reappoint Carol Carpenter, Jackson, as a Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective January 1, 2018, for the two year term beginning January 1, 2018 through December 31, 2019, per the recommendation of the County Commissioners.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to authorize the Commissioners' to sign the renewal contract with Grey Wall Software, LLC, New Haven, CT, whereby the Susquehanna county will utilize Grey Wall's Virtual Emergency Operations Center (VEOCI) Software Program for Critical Incident Management, Team Communication, Collaboration, Documents Storage and other uses by additional County Departments. This contract is for maintenance of software, training and support for the period July 1, 2017 through June 30, 2021. The cost is \$76,000.00 and is an ACT 13 qualified expense.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-10, proclaiming the May 2017 "Mental Health Awareness" in Susquehanna County.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to adopt Proclamation 2017-11, proclaiming the recognition of the Lyme Disease Coalition, Inc.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to amend the expiration date of contract relative to, NBIS Bridge Inspection, from October 09, 2018 to October 09, 2019.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Motion by Commissioner Warren to approve for purchase of a 2017 Explorer from New Holland Ford, New Holland, price \$30,155.00, Costars pricing, paid as follows: 50% funded by Federal, 40% funded by State, 10% funded by County for Children and Youth.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Public Comment  
Questions regarding tax assessment on a property.

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes. Unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:10 am.

ATTEST:

R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-17-09  
05-10-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

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

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Commissioners' Meeting reconvened at 9:03 am.

Motion by Commissioner Warren to approve the minutes of the April 26, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 04/26/2017 for \$152,478.33 for General Expenses
- Cash Disbursement Journal dated 04/26/2017 for \$459,571.65 for General Expenses
- Cash Disbursement Journal dated 05/05/2017 for \$67,743.02 for General Expenses
- Cash Disbursement Journal dated 05/03/2017 for \$83,865.19 for Children & Youth
- EFTPS payment dated 04/26/2017 for \$81,990.16 for Federal Payroll Taxes
- Electronic payment dated 04/26/2017 for \$9,573.15 for State Withholding Taxes
- Electronic payment dated 04/26/2017 for \$19,475.05 for Employee Retirement
- Electronic payment dated 04/26/2017 for \$892.47 for PA SCU
- Cash Disbursement Journal dated 04/28/2017 for \$211,209.35 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to ratify and/or approve the first two seminar requests and table the third request:

- Sarah Conklin, Children and Youth Services Office, Pittston, May 4-25, June 5-26 and August 7, 2017, Charting the Course – Modules 1-10, Total Cost \$1,380.00, Cost to County \$276.00
- Sarah Welch, Voter Registration and Elections Office, Pocono Manor, June 15-16, 2017, Association of Eastern Pennsylvania County Election Personnel Spring Meeting, Total Cost \$388.00, Cost to County \$388.00
- Michelle Estabrook, Register and Recorder's Office, Gettysburg, July 17 – 21, 2017, Register of Wills/Clerk of Orphans' Court Conference, Total \$1,554.00, Cost to County \$1,179.00

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to ratify and approve, the resignation of Michelle Summers, Montrose, from the position of Sergeant, effective on May 5, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to approve and modify the retirement date for, Thomas Button, Chief Assessor, from June 7, 2017 to July 19, 2017 per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to accept, with regret, the resignation of Mary Noldy, Director of Assessment, effective May 24, 2017, per the recommendation of R. Carrico, Deputy Chief Clerk.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Arnold to approve the hiring of Paul Paff, Endicott, New York, to the open position of Assistant Director of IT, salary of \$40,000.00 per year, minimum of 40 hours per week, with a 6 month probation period and benefits according to Government Mandated Requirements and the County Policy Manual, effective May 30, 2017, per the recommendation of Stephen Janoski, IT Director.

Second Commissioner Warren. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to reappoint the following to the Susquehanna County Tourism Committee for the term May 1, 2017 through April 30, 2018.

Kim Ross- Stonebridge Inn, Union Dale  
Michele Suchnick- Colonial Brick, Great Bend  
Andy Aulakh – Holiday Inn & Express, New Milford  
Gregg Confer – Elk Mountain Ski Resort, Union Dale  
Alan Aronowitz – Endless Mountain Lodge, New Milford

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to appoint the following to the Susquehanna County Tourism Committee for the term May 1, 2017 through April 30, 2018.

Kerry Foose – Cottage at the Fun Farm, Lenox  
Sandra Conklin – Conklin’s Unique Country, Susquehanna

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Motion by Commissioner Warren to award the Citation for the Susquehanna County Soil Conservation recognition for 70 years of Service.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Public Comment:

- Commissioner Lehman, Lancaster County, reinforced his position regarding his value of other Counties and his concerns of Natural Gas and Natural Gas Royalties Reception.
- Discussion pertaining to the Comprehensive Plan Update.
- Shager Property has been removed from the market and is no longer apart of the possible Incinerator location.
- Penelec Outage Response Issues
- The 05/09/2017 Lyme Rally in Harrisburg, PA

Motion by Commissioner Warren to close the Commissioners’ Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:25 am.

ATTEST:

R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners



CS-17-10  
05-24-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

Katelyn Briggs – 5 years  
Robert Demmer – 30 years

Motion by Commissioner Warren to recess the Commissioner's Meeting and open the Salary Board Meeting

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the minutes of the May 10, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 05/10/2017 for \$101,568.06 for General Expenses
- Cash Disbursement Journal dated 05/18/2017 for \$55,659.45 for General Expenses
- Cash Disbursement Journal dated 05/19/2017 for \$223,737.33 for General Expenses
- EFTPS payment dated 5/19/2017 for \$85,215.62 for Federal Payroll Taxes
- Electronic payment dated 04/26/2017 for \$9,980.72 for State Withholding Taxes
- Electronic payment dated 04/26/2017 for \$19,111.50 for Employee Retirement
- Electronic payment dated 04/26/2017 for \$792.59 for PA SCDU
- Cash Disbursement Journal dated 04/28/2017 for \$226,662.39 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Mark Phillips, Children and Youth Services Office, Wilkes Barre, PA, May 25, 2017, Understanding Different Retirement Strategies, Total Cost \$115.50, Cost to County \$23.10.
  - Jessica Zaweski, Sheriff Office, Jessup, PA, June 12-16, 2017, Northeastern Pennsylvania Crisis Intervention Team, Total Cost \$0.00, Cost to County \$0.00.
  - Sarah Proof, Samantha Wickizer, and Patricia Leach, Assessment Office, Tunkhannock, PA, June 16, 2017, Clean and Green Law Update, Total Cost \$90.00, Cost to County \$90.00.
  - Michelle Graziano and Mark Phillips, Children and Youth Services Office, Harrisburg, PA, June 27-30, 2017, Pennsylvania Children and Youth Administrators, Total Cost \$1,390.00, Cost to County \$278.00.
  - Sharon James and April Price, Domestic Relations Office, Wilkes Barre, PA, July 12, 2017, Workshop for Advanced Analysis of Tax Returns 301, Total \$163.83, Cost to County \$163.83.
  - Michelle Estabrook and Francis J. O'Connor, Register and Records Office, Gettysburg, PA, July 17-21, 2017, Register of Wills/Clerk of Orphans' Court Conference, Total Cost \$1,554.00, Cost to County \$1,554.00.
  - Lisa Vail, Juvenile Probation Office, State College, PA, September 26, 2017, YLS Mater Training Recertification, Total Cost \$189.00, Cost to County \$189.00.
  - Kiana Lavery, Emergency Management Office, Wilkes Barre, PA, October 16-17, 2017, Hazardous Weather and Flooding Preparedness, Total Cost \$0.00, Cost to County \$0.00.
- Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to ratify and approve the transfer of Kiana Lavery, Scott Township, from the temporary, part-time position of Emergency Management Operations & Training Officer, to the open, full time, Emergency Management Operations & Training Officer, minimum 40 hours per week, six month probationary period, with benefits according to the Government-Mandated requirements and County Policy Manual, effective May 22, 2017, per the recommendation of Robert Thatcher Jr., Emergency Management Coordinator.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to ratify the resignation, with regret, of Matthew Walters, Meshoppen, from the position of Field Appraiser Trainee, effective on May 1, 2017, per the recommendation of Mary Noldy, Director of Assessment.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Arnold to sign the following Purchase of Service Agreements:

-Between Susquehanna County Services for Children & Youth and Vision Quest National, Ltd., Tucson, AZ, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only: Certificate #222830 – Unit ID BR, \$330.86 per diem.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve for purchase of a 2017 Utility Police Interceptor from New Holland Ford, New Holland, PA, price of \$29,711.00, CoStar Pricing.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Proclamation 2017-12 Penelec Montrose District Employees Safety Milestone.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the Lackawanna-Susquehanna Drug and Alcohol Program Agreements/Contracts for the Fiscal Year 2017-2018. Agreements and Contracts are as listed in attached Table.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Public Comment:

Discussion was held concerning the 53 contracts with the shared services between the Lackawanna Susquehanna Drug and Alcohol Program.

Notification was received from XNG, Forest Lake Township that it failed the noise ordinance. The Planning Commission will be holding their meeting next Tuesday and it will be discussed.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

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

ATTEST:

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_____	_____
_____	_____

R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-17-11  
06-14-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries.

Michael Welch – Correctional Facility –	5 years
Nicholas Conigliaro – Probation Office –	15 years
Michael Kosecelnak – Probation –	20 years
James Gulbin – Probation Office –	25 years
Stacey Phillips – Sheriff's Office -	25 years

Motion by Commissioner Warren to recess the Commissioner's Meeting and open the Salary Board Meeting

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Commissioners' Meeting reconvened at 9:04 am.

Motion by Commissioner Warren to approve the minutes of the May 24, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 05/24/2017 for \$29,090.00 for General Expenses
- Cash Disbursement Journal dated 05/25/2017 for \$310,273.91 for General Expenses
- Cash Disbursement Journal dated 05/26/2017 for \$66,380.43 for General Expenses
- Cash Disbursement Journal dated 05/31/2017 for \$203,218.95 for General Expenses
- Cash Disbursement Journal dated 06/02/2017 for \$29,711.00 for General Expenses
- Cash Disbursement Journal dated 06/07/2017 for \$55,251.44 for General Expenses
- Cash Disbursement Journal dated 06/5/2017 for \$89,773.21 for CYS General Expenses
- EFTPS payment dated 5/31/2017 for \$80,797.02 for Federal Payroll Taxes
- Electronic payment dated 05/31/2017 for \$9,436.32 for State Withholding Taxes
- Electronic payment dated 05/31/2017 for \$18,975.53 for Employee Retirement
- Electronic payment dated 05/31/2017 for \$792.59 for PA SCU
- Cash Disbursement Journal dated 05/31/2017 for \$213,159.56 for Net Wages
- EFTPS payment dated 6/14/2017 for \$80,369.18 for Federal Payroll Taxes
- Electronic payment dated 06/14/2017 for \$9,317.14 for State Withholding Taxes
- Electronic payment dated 06/14/2017 for \$19,547.45 for Employee Retirement
- Electronic payment dated 06/14/2017 for \$792.59 for PA SCU
- Cash Disbursement Journal dated 06/14/2017 for \$204,241.09 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- MaryAnn Warren, Commissioner, Camp Hill, PA, June 5, 2017, PA Phase III Watershed Plan Kickoff and Listening Session, Total Cost \$310.64, Cost to County \$310.64.
- Jen Hibbard, Recycling Center, Blakeslee, PA, June 21, 2017, Recycling Coordinator/DEP Region Round Table, Total Cost \$75.00, Cost to County \$75.00.
- Stacy Thatcher, Clerk of Courts Office, Mechanicsburg, PA, June 20-23, 2017, Fiscal Training - CPCMS, Total Cost \$0.00, Cost to County \$0.00.
- Richard Ely and Tara Wilbur, Veterans' Affairs Office, Erie, PA, October 3-6, 2017, Pennsylvania Office of the Deputy Adjutant General for Veteran's Affairs Annual Training Conference, Total Cost \$0.00, Cost to County \$0.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to acknowledge the appointment of the following individuals to the Susquehanna County Task Force effective June 14, 2017, per the recommendation of Robert Klein, District Attorney.

Briana Hollenbeck - Elk Lake  
Matthew Granick – Union Dale  
Joshua Didick – Nicholson

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to acknowledge and ratify the hiring of Daulton Cavanaugh, Tunkhannock, to the open, full-time, union position of Deputy Sheriff, \$13.50 per hour, 40 hours per week, six month probation period per the Bargaining Unit Contract and benefits according to Government Mandated Requirements and County Policy Manual, effective June 1, 2017, per the recommendation of Sheriff Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Arthur Donato, Montrose, from the full-time, non-union position of Assistant Director of Public Safety/911 Coordinator, to the open, part-time, union position of Telecommunicator Trainee, \$12.50 per hour, six month probation period per the Residual Bargaining Unit Contract and benefits according to Government Mandated Requirements and the County Policy Manual, effective June 10, 2017, per the recommendation of R.S. Stoud, Director of Public Safety.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to approve the transfer of Bruce Butler, Dickson City, from the full-time, non-union position of 911 Operations and Training Administrator, to the open, full-time, non-union position of Assistant Director of Public Safety/911 Coordinator, salary of \$49,500.00 per year, minimum of 40 hours per week, with benefits according to Government Mandated Requirements and the County Policy Manual, effective on June 15, 2017, per the recommendation of R.S. Stoud, Director of Public Safety.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Arnold to approve the transfer of Ryan Tator, Montrose, from the full-time, union position of Public Safety Systems Manager/Database Analyst, to the full-time, non-union, position of 911 Operations/DPS Systems Manager, salary of \$39,900.00 per year, minimum 40 hours per week, with benefits according to Government Mandated Requirements and the County Policy Manual, effective June 15, 2017, per the recommendation of R.S. Stoud, Director of Public Safety.

Second Commissioner Warren. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Lisa Holley, Forest Lake, to the open, full-time, non-union position of Deputy Warden Operations/Training, salary of \$37,500.00 per year, with an increase to \$39,500.00 at the end of the six month probation period, minimum of 40 hours per week, with a six month probation period and benefits according to Government Mandated Requirements and the County Policy Manual effective on June 8, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Andrew Gordon, Great Bend, to the open, full-time, non-union position of Corrections Sergeant, \$16.00 per hour with a \$1.00 an hour increase after 90 days of employment, with a six month probation period and benefits according to Government Mandated Requirements and the County Policy Manual, effective on June 12, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to approve the hiring of Martin Kane, Montrose, to the open, full-time, non-union position of Chief Clerk, salary of \$60,000.00 per year, minimum of 40 hours per week with six month probation period and benefits according to Government Mandated Requirements and the County Policy Manual, effective June 19, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to acknowledge the resignation with regret of Laura Mitchell, Meshoppen, from the full-time, union position of Montrose District Justice Assistant Office Manager, effective Wednesday, June 21, 2017, per the recommendation of District Judge Hollister.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Commissioner Hall recessed the Commissioner's Meeting at 9:10am for an executive session.

Commissioners' Meeting reconvened at 9:12 am.

Motion by Commissioner Warren to approve the hiring of Robert Hyde Jr., Vestal N.Y., to the open, full-time, non-union position of Director of Assessment, salary of \$45,000.00 per year, increase to \$49,900.00 per year, upon transfer to the open, full-time, non-union position of Director of Assessment/Chief Assessor, with completion of certification within 1 year, minimum of 40 hours per week, with six month probation period and benefits according to Government Mandated Requirements and the County Policy Manual, effective June 19, 2017, per the recommendation of the County Commissioners.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to sign the following Purchase of Service Agreements:

- Between Susquehanna County Probation and Susquehanna County Children & Youth and Lackawanna County Probation and Office of Youth and Family Services for the term of July 1, 2017 through June 30, 2018, contract for House of Detention Bed Sales.
- Between Susquehanna County Services for Children and Youth and Children's Service of Wyoming Valley for the term of July 1, 2016 through June 30, 2017 inclusive for the following programs only: Certificate Number 227360 – Unit GH - \$65.52 per Diem.
- Between Susquehanna County Services for children and Youth and George Junior Republic Preventative Aftercare for the term of July 1, 2017 through June 30, 2018, inclusive for the following programs only: Family Preservation - \$47.54 per diem.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to approve the purchase of a 2016 New Holland T4.110 Tractor from Rovendale Ag & Barn, Inc., Wysox, PA, COSTARS price of \$42,450.00 including a trade in value of old machine, to be paid with Liquid Fuels funds.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to sign the Act 101, Section 901 Municipal Waste Planning Grant Application for Pennsylvania DEP to reimburse the County 80% of the costs associated with the required 10-year update to the County's Municipal Waste Plan.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to open the sealed Bids on the following:

Bus #1101 - 2010 Ford E350-Vin. 1FDFE4FS2BDA63040-Mileage 113575 \*

Bus #1001 - 2010 Ford "Turtle Top"-Vin.1FTDS3ES2ADA25418- Mileage 191801 \*

Bus #1002 - 2010 Ford "Turtle Top"-Vin.1FTDS3ES4ADA25419- Mileage 163551 \*

Bus # 1003 - 2010 Ford "Turtle Top" - Vin. 1FTDS3ES0ADA25420- Mileage- 163240 \*

Van #1004 - 2010 Dodge Caravan - Vin.2D4RN4DE4AR498557- Mileage-152913 \*

Van #1005 - 2010 Dodge Caravan - Vin. 2D4RN4DE6AR498558-Mileage-144185 \*

Van #1201- 2012 Wheelchair Accessible Dodge Caravan- Vin. 2C4RDGCG3CR193252- Mileage-93444 \*

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Motion by Commissioner Warren to award bids.

Cosmello's Auto - Vehicle Bid Bus # 1001 - \$301.00

Roger Kosky – Vehicle Bid Turtle Top Van #1101 - \$783.00

Roger Kosky – Vehicle Bid Turtle Top Van #1002 - \$683.00

Roger Kosky – Vehicle Bid Turtle Top Van #1003 - \$683.00

Roger Kosky – Vehicle Bid Van #1104 - \$813.00

Roger Kosky – Vehicle Bid Van #1005 - \$833.00

Roger Kosky – Vehicle Bid Van #1201 - \$2,253.00

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried

Public Comment:

Discussion held in regards to the Special meeting held by the Susquehanna County Planning Commission on Tuesday, June 13, 2017 concerning XNG, Forest Lake Township facility.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion: Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:37 am.

ATTEST:

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\_\_\_\_\_

R. Carrico, Deputy Chief Clerk

Susquehanna County Commissioners

CS-17-12  
06-28-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the June 14, 2017 Commissioners' Meeting.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:00 am.

Second Commissioner Arnold

Commissioners' Meeting reconvened at 9:06 am.

Motion by Commissioner Arnold to ratify and/or approve the following:

- Cash Disbursement Journal dated 06/14/2017 for \$36,947.45.00 for General Expenses
- Cash Disbursement Journal dated 06/21/2017 for \$257,121.55 for General Expenses
- Cash Disbursement Journal dated 06/19/2017 for \$46,022.74 for CYS General Expenses
- EFTPS payment dated 06/28/2017 for \$75,721.95 for Federal Payroll Taxes
- Electronic payment dated 06/28/2017 for \$8,903.56 for State Withholding Taxes
- Electronic payment dated 06/28/2017 for \$18,971.51 for Employee Retirement
- Electronic payment dated 06/28/2017 for \$792.59 for PA SCU
- Cash Disbursement Journal dated 06/28/2017 for \$199,670.22 for Net Wages

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment for seminar requests:

- Ryan Tator and Art Donato, 911 Dept., Nazareth, PA, July 24-26, 2017, Emergency Medical Dispatch Course, Total Cost \$1198.00, Cost to County \$1198.00.
- Sarah Welch and SarahRae Sisson, Voter Registration, Harrisburg, PA, August 21-24, 2017, Pennsylvania County Election Officials Conference, Total Cost \$1,394.00, Cost to County \$1,394.00.
- Brian James, Human Resources, Binghamton, NY, September 8, 2017, Payroll Law 2017, Total Cost \$219.00, Cost to County \$219.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the appointment of Martin Kane as a Susquehanna County Open Records Officer, effective June 28, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Eric Hiltwine, from the non-union, full-time position of Corrections Sergeant, effective on June 14, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Gregory Rosar, Kingsley, from full-time Corrections Officer, to the open non-union, full-time position of Corrections Sergeant, \$15.00 per hour with a \$1.00 an hour increase after 90 days of employment, six month probation period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on June 15, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Brad Allen, Great Bend, from the union, part-time position of Corrections Officer, to the open union, full-time position of Corrections Officer, varied hours, six month probation period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on June 15, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge, the resignation, of Christy Moreck, Meshoppen, from the non-union, full-time position of 1<sup>st</sup> Deputy Prothonotary, effective on June 19, 2017, per the recommendation of Chris Jones, Prothonotary/Clerk of Courts.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Alayna Doolittle, Montrose, to the open union, full-time position of Corrections Officer, varied hours, at the current start rate, six month probation period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on June 19, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Hunter Williams, Hallstead, to the open union, full-time position of Corrections Officer, varied hours, at the current start rate, six month probation period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on June 19, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Paul Paff, from the position of Assistant Director of IT, effective on June 22, 2017, per the recommendation of Stephen Janoski, Director of IT.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept, with regret, the resignation of Katie Kenyon, from the full-time position of Corrections Officer, effective July 8, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Amanda Lannon, Kingsley, from the non-union, full-time position of 1<sup>st</sup> Deputy Clerk of Courts to the open non-union, full-time position of 1<sup>st</sup> Deputy Prothonotary/Clerk of Courts, salary of \$34,900.00, with a six month probation period and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on June 29, 2017, per the recommendation of Chris Jones, Prothonotary/Clerk of Courts.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren due to clerical error, to amend the motion from June 14, 2017, the transfer of Ryan Tator, DPS Department, from the position title of Operations/Systems Manager to 911 Operations/DPS Systems Manager.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren due to clerical error, to amend the motion from the June 14, 2017 meeting, the transfer of Bruce Butler, 911 Department, from the position title of Assistant Public Safety Director/911 Director to Assistant Public Safety Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the following Purchase of Service Agreement:

- Between Susquehanna County Children & Youth and Northampton County Juvenile Justice Treatment Center for the term of July 1, 2016 through June 30, 2017, Certificate # 206690 – Unit ID AA - \$250.00 per diem, #214590 - \$250.00 per diem.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the revisions of the 2017 Administrative Entity Operating Agreement with the Pennsylvania Department of Human Services, Office of Developmental Programs, effective July 1, 2017, which replaces the July 1, 2013 agreement.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the appointment by Treasurer Miller, the hiring of Theresa McNamara, Friendsville, for the temporary, part-time, non-union, clerical position, for doe permits, \$8.25 per hour, effective July 10, 2017 until doe permits are finished.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the appointment by Treasurer Miller, the hiring of Sharon Stockholm, Montrose, for the temporary, part-time, non-union, clerical position, for doe permits, \$8.25 per hour, effective July 10, 2017 until doe permits are finished.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the appointment by Treasurer Miller, the hiring of Sarah Smith, Montrose, for the temporary, part-time, non-union, clerical position, for doe permits, \$8.25 per hour, effective July 10, 2017 until doe permits are finished.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the termination of Amanda Carney, from the position of Telecommunicator Dispatch Trainee, effective on June 27, 2017, per the recommendation of R.S. Stoud, Director of Public Safety.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint/reappoint the following to the Northern Tier Regional Planning and Development Advisory Committee for the term July 1, 2017 through June 30, 2018.

Economic Development -	Robert Neira William Dovin Bobbi Jo Turner
Local Loan Review-	Joe Ferretti Rick Soden Keith Yurgosky
Rural Area Transportation-	Alan M. Hall Alex Komar Jack Conroy
Local Elected Officials-	Alan M. Hall Elizabeth M. Arnold MaryAnn Warren
Member at Large-	Jody Place

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

Discussion held concerning:

- XNG, Forest Lake Township.
- Access to the Assessment, Auditors and Historical Records Offices accessible through the building starting July 5, 2017.
- Upcoming County projects.
- Timing of Commissioners' Meetings.
- Susquehanna County Library.
- ACT 13 \$4.8 million.
- Commissioner Hall brought up a Public Safety Notice regarding the recent power outages causing telephone outages in parts of County. Until Frontier is able to replace their backup batteries at their facilities, it is strongly urged that residents find alternate ways to communicate during these instances.

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:37 am.

ATTEST:

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Martin J. Kane, Chief Clerk

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Susquehanna County Commissioners



CS-17-13  
07-12-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold.

Motion by Commissioner Arnold to approve the minutes of the June 28, 2017 Commissioners' Meeting.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following:

- Cash Disbursement Journal dated 06/29/2017 for \$431,139.80 for General Expenses
- Cash Disbursement Journal dated 06/19/2017 for \$126,391.40 for CYS General Expenses
- EFTPS payment dated 06/28/2017 for \$119.76 for Federal Payroll Taxes
- Electronic payment dated 06/28/2017 for \$1,442.31 for State Withholding Taxes
- Electronic payment dated 06/28/2017 for \$72.12 for Employee Retirement
- Cash Disbursement Journal dated 06/28/2017 for \$1,000.39 for Net Wages
- EFTPS payment dated 07/13/2017 for \$84,563.38 for Federal Payroll Taxes
- Electronic payment dated 07/13/2017 for \$9,656.00 for State Withholding Taxes
- Electronic payment dated 07/13/2017 for \$19,715.39 for Employee Retirement
- Electronic payment dated 07/13/2017 for \$761.29 for PA SCDU
- Cash Disbursement Journal dated 07/13/2017 for \$211,244.65 for Net Wages

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold, due to clerical error, to amend the motion from June 28, 2017, of Alayna Doolittle, Montrose, from the open union, full-time position of Corrections Officer, to the open union, part-time position of Corrections Officer.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold, due to clerical error, to amend the motion from June 28, 2017, of Hunter Williams, Hallstead, from the open union, full-time position of Corrections Officer, to the open union, part-time position of Corrections Officer.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the hiring of Austin Vantassel, Montrose, to the open, union, part-time position of Corrections Officer, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and benefits according to the Government Mandated requirements and County Policy Manual, effective July 13, 2017 per the recommendation of Warden Shelp.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the hiring of Taylor Sherman, Springville, to the open, union, part-time position of Corrections Officer, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and benefits according to the Government Mandated requirements and County Policy Manual, effective July 10, 2017 per the recommendation of Warden Shelp.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge the hiring of Kym Ord, Kingsley, to the open, union, full-time position of Assistant Office Manager, \$10.85 per hour, six month probationary period per the Bargaining Unit Contract and benefits according to the Government Mandated requirements and County Policy Manual, effective July 17, 2017 per the recommendation of District Judge Hollister.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to sign the following Purchase of Service Agreements:

- Between Susquehanna County Children & Youth and the Christian Home of Johnstown, Inc., Johnstown, PA for the term of July 1, 2017 through June 30, 2018, inclusive for the following programs only: Fend Home, Certificate #326820 – Unit ID - \$142.85 per diem, and Houston House, Certificate # 348690 – Unit ID - \$ 142.85 per diem.
- Between Susquehanna County Children & Youth and Youth Services Agency Administration, Jim Thorpe, PA for the term of July 1, 2017 through June 30, 2018, inclusive for the following programs only: OU, Certificate #221090 – \$158.00 per diem, Mobile Program, Certificate # 221520 - \$158.00 per diem, RE, Certificate #135830 - \$158.00 per diem.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to authorize the Commissioners to sign the renewal contract with Maximus Consulting Services, Inc., Richmond, VA, for the development and delivery of central services cost allocation plans incurred by Susquehanna County to support and administer federal programs, for the period July 1, 2017 through March 31, 2020. Total cost to the County \$14,900.00.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Public Comment:

- XNG Update
- Comprehensive Plan Update
- Construction Update

Motion by Commissioner Arnold to close the Commissioners’ Meeting.

Second Commissioner Hall Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:17 am.

ATTEST:

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R. Carrico, Deputy Chief Clerk

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Susquehanna County Commissioners

CS-17-14  
07-26-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition:	5 year Incremental Anniversaries:
Cierra Greenwood – 911 Office -	5 Years
Sharon Depew – Treasurer's Office –	20 years

Motion by Commissioner Arnold to approve the minutes of the July 12, 2017 Commissioners' Meeting.

Second Commissioner Hall. Ayes: Commissioner Hall and Arnold. Abstained: Commissioner Warren

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 07/12/2017 for \$179,463.37 for General Expenses
- Cash Disbursement Journal dated 07/14/2017 for \$68,179.42 for General Expenses
- Cash Disbursement Journal dated 07/19/2017 \$221,245.61 for General Expenses
- Cash Disbursement Journal dated 07/18/2017 for \$75,738.94 for CYS General Expenses
- EFTPS payment dated 07/26/2017 for \$77,774.51 for Federal Payroll Taxes
- Electronic payment dated 07/26/2017 for \$9,160.08 for State Withholding Taxes
- Electronic payment dated 07/26/2017 for \$19,070.39 for Employee Retirement
- Electronic payment dated 07/26/2017 for \$761.29 for PA SCDU
- Cash Disbursement Journal dated 07/26/2017 for \$206,426.41 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment requests:

- Mark Phillips, Children and Youth, Wilkes Barre, PA, July 27, 2017, Non Profit Organizations, Total Cost \$50.00, Cost to County \$46.20.
- Mark Phillips, Children and Youth, Wilkes Barre, PA, August 3, 2017, Business Statistics with Excel, Total Cost \$50.00, Cost to County \$46.20.
- Alan Hall, Commissioner, Erie, PA, August 5-9, 2017, CCAP Conference, Total Cost \$829.59, Cost to County \$829.59.
- Alan Hall, Commissioner, Harrisburg, PA, September 6-7, 2017, Pennsylvania Procurement Expo and Forum, Total Cost \$100.00, Cost to County \$100.00.
- Robert Hyde, Assessment, State College, PA, September 11-15, September 18-22, September 25-29, October 2-6, 2017, CPE Designation Classes, Total Cost \$5,395.40, Cost to County \$5,395.40.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold, due to clerical error, to amend the date listed on previous agenda from June 28, 2017 to July 12, 2017.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Matthew Higgins, Windsor, NY, from the position of 911 Telecommunicator, 911, to the open, full-time, union position of Field Appraiser Trainee, Range 11, with a contract seniority increase resulting in a rate of \$10.66 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and County Policy Manual, effective on August 3, 2017, per the recommendation of Robert Hyde, Director of Assessment.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Timothy Smith, Endicott, NY, to the open, full-time, non-union position of Information Technology Technician, \$15.23 per hour, 40 hours per week, six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, effective on August 7, 2017, per the recommendation of Stephen Janoski, Director of Information Technology.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Jeff Oleniacz, Montrose, from the position of 911 Telecommunicator, 911, to the open, full-time, union position of 911/IT Technician, at a rate of \$15.50 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and County Policy Manual, effective July 24, 2017, per the recommendation of Bruce Butler, Assistant DPS Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge, with regret, the retirement of Debra Strong, County Detective, District Attorney's Office, effective close of business on August 30, 2017, per the recommendation of District Attorney Robert Klein.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Water Damage Assessment on County Administrative Building.
- County Flood Assessment
- XNG Update

Motion by Commissioner Arnold to close the Commissioners' Meeting.  
Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:25 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-15  
08-09-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Services Recognition: 5 Year Incremental Anniversaries.  
Isaac Hobbs – CYS – 5 Years

Motion by Commissioner Warren to approve the minutes of the July 26, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:00 am.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 07/26/2017 for 127,331.45 for General Expenses
- Cash Disbursement Journal dated 08/01/2017 for \$109,360.57 for General Expenses
- Cash Disbursement Journal dated 08/02/2017 \$295,675.75 for General Expenses
- Cash Disbursement Journal dated 08/09/2017 \$98,053.21 for General Expenses
- EFTPS payment dated 08/09/2017 for \$82,528.13 for Federal Payroll Taxes
- Electronic payment dated 08/09/2017 for \$9,469.93 for State Withholding Taxes
- Electronic payment dated 08/09/2017 for \$19,733.24 for Employee Retirement
- Electronic payment dated 08/09/2017 for \$761.29 for PA SCDU
- Cash Disbursement Journal dated 08/09/2017 for \$207,415.49 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following seminar requests and/or payment requests:

- Matthew Higgins, Assessment, State College, PA, September 11-15, September 18-22, September 25-29, October 2-6, 2017, CPE Designation Classes, Total Cost \$5,615.40, Cost to County \$5,615.40.
- Katelyn Briggs, Children & Youth Services, Pittston, PA, September 20, 2017, Building a Trauma-Informed Culture in Child Welfare, Total Cost \$65.50, Cost to County \$13.10.
- Katelyn Briggs, Children & Youth Services, Pittston, PA, November 28, 2017, Using Ethics to Guide Casework and Decision Making, Total Cost \$65.50, Cost to County \$13.10.
- Jason Miller & Susan Blaisure, Treasurer's Office, Johnstown, PA, October 18-20, 2017, Annual Tax Claim Bureau Association Fall Conference, Total Cost \$829.06, Cost to County \$829.06.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and accept the termination of Robert Demmer, from the position of Custodian, effective on July 25, 2017, per the recommendation of Dennis Landis, Director of Maintenance.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Mark Phillips, Children and Youth Services Fiscal Officer, effective August 21, 2017 per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of John Oliver, Montrose, to the temporary, non-union, full-time position of County Detective, effective August 10, 2017 at a salary of \$45,000/year, minimum 40 hours per week, with the position being eliminated on August 30, 2017. Mr. Oliver will transfer to the open position of County Detective, effective August 31, 2017 non-union, full-time with a salary of \$45,000/year, minimum 40 hours per week, with six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, per recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the appointment of Gregory Deck, Great Bend, to the Susquehanna County Task Force, effective on August 10, 2017, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge with regret the resignation of Stacy Thatcher from the position of 2<sup>nd</sup> Deputy of Clerk of Courts, effective close of business on August 11, 2017, per the recommendation of Chris Jones, Prothonotary/Clerk of Courts.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the following Purchase of Service Agreements:  
– Between Susquehanna County Service for Children & Youth and the County of Tioga, Wellsboro, PA, for the term of July 1, 2016 through June 30, 2017, inclusive for the following programs only; Certificate #226060 – Unit ID RT, \$229.19 per diem, Psychological Evaluation Only - \$525.00, Psychiatric Evaluation - \$300.00 and D & A Evaluation - \$200.00.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Tax Income – Compressor Stations

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

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:08 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-16  
08-23-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the August 9, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:01 am.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 08/11/2017 for \$50,129.78 for General Expenses
- Cash Disbursement Journal dated 08/11/2017 for \$244,437.25 for General Expenses
- Cash Disbursement Journal dated 08/15/2017 \$280,135.49 for General Expenses
- Cash Disbursement Journal dated 08/17/2017 \$78,422.36 for Children and Youth
- Cash Disbursement Journal dated 08/22/2017 \$336,668.09 for General Expenses
- EFTPS payment dated 08/23/2017 for \$79,045.94 for Federal Payroll Taxes
- Electronic payment dated 08/23/2017 for \$9,165.57 for State Withholding Taxes
- Electronic payment dated 08/23/2017 for \$19,102.97 for Employee Retirement
- Electronic payment dated 08/23/2017 for \$761.29 for PA SCDU
- Cash Disbursement Journal dated 08/23/2017 for \$205,358.17 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment requests:

- Sarah Proof, Samantha Wickizer and Patricia Leach, Assessment Office, Freeland, PA, September 15, 2017, Developing a Winning Team, Total Cost \$90.00, Total Cost to County \$90.00.
- Stephen Janoski, Information Technology, Dauphin County, PA, October 2, 2017, CCAP Cyber Security Forum, Total cost \$247, Total Cost to County \$247.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept the resignation of Samantha Malandri, Domestic Relations Intake Officer, effective August 15, 2017 per the recommendation of Raebelle Taylor, Director of Domestic Relations.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into Memorandum of Understanding between The District Attorney's Office of Susquehanna County, The Blue Ridge School District and The County of Susquehanna effective August 23, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Gregory Deck, Great Bend, to the non-union position of County Detective / School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$95 per day, not to exceed \$17,670.00 per year, six month probationary period, with benefits according to the government-mandated requirement, effective August 23, 2017, per the current Memorandum of Understanding between The District Attorney's Office of Susquehanna County, The Blue Ridge School District, and The County of Susquehanna, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to exonerate the Tax Claim Bureau from collecting delinquent taxes on the following:

1. Apolacon Township parcel 021.04-1,027.00,014, in the name of Zachary Russell & Audrey Walter, consisting of a mobile home, assessed at \$13,300. Assessment sent notification on 8/3/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted on 7/19/2017.
2. Bridgewater Township parcel 143.06-2,001.02,412, in the name of Jason Cook c/o Shawn Connelly, consisting of a mobile home, assessed at \$4600. Assessment sent notification on 8/15/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted 7/7/2017.
3. Brooklyn Township parcel 183.00-1,093.00,001, in the name of James Welch, consisting of a mobile home, assessed at \$2400. Assessment sent notification on

8/3/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted on 7/27/2017.

4. Hallstead Borough parcel 031.19-1,083.00,001, in the name of Johna Marvin, consisting of a mobile home, assessed at \$13,800. Assessment sent notification on 8/11/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted on 7/28/2017.
5. Hop Bottom Borough parcel 222.10-2,019.00,003, in the name of Shawna M Norton, consisting of a mobile home, assessed at \$12,000. Assessment sent notification on 8/3/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted on 7/27/2017.
6. Liberty Township parcel 047.00-1,044.00,007, in the name of Matthew R Brand, consisting of a mobile home, assessed at \$3800. Assessment sent notification on 8/9/2017 to Tax Claim Bureau that the trailer was removed from the property and the parcel was deleted on 7/28/2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the following Purchase of Service Agreements:

-Between Susquehanna County Service for Children & Youth and Family Services Association of NEPA/CAC, Wilkes-Barre, PA, for the term of July 1, 2017 through June 30, 2018, inclusive for the following programs only; Sexual/Physical Abuse Exams, \$17,500.00, Interviews - \$25,000.00.

-Between Susquehanna County for Children & Youth Service and Kidspeace National Centers, Schnecksville, PA, for the term of July 1, 2017 through June 30, 2018, inclusive for the following program(s) only; Residential Services - (Residential Care - \$333.08 per diem, Diagnostic - \$333.08 per diem, Clinical Shelter- \$333.08, One-on-One Care \$25.00 per hour), Foster Care Services - (Regular Family Care - \$56.29 per diem, Intake Services (60 day max) - \$90.50 per diem, Specialized - \$95.08 per diem, Intensive - \$106.03 per diem, Mom and Baby Care - \$115.80 per diem, Aftercare - \$50.78 per hour, Psychological Evaluation - \$78.37 per hour, Transportation to home school district for education - \$0.53 per mile), Private Education - (Elementary & Secondary Levels - \$176.52 per diem), Personal Care Cost (PCC) - (MA Funded Children Only - \$0.00 per diem), Sexual Issues Treatment & Education (SITE) – (“County Rates for NON-MA Eligible Clients” Assessment - \$33.31 per ¼ hour, Individual Therapy - \$33.31 per ¼ hour, Family Therapy - \$33.31 per ¼ hour, Group Therapy - \$33.31 per ¼ hour, “County Rates for MA Eligible Clients” Assessment - \$0.00 per ¼ hour, Individual Therapy - \$0.00 per ¼ hour, Family Therapy - \$0.00 per ¼ hour, Group Therapy - \$0.00 per ¼ hour), Assessment Services – (Assessment Services - \$498.30 per assessment, Extended Assessment - \$78.36 per hour, Psychological Evaluation - \$79.13 per hour), Community Residential Rehabilitation Host Home (CRR HH) – ( Medical Assistance – Clinical - \$88.95 per diem, Room and Board - \$14.98 per diem – Total \$103.93 per diem), Kingship Care – (Kinship Care Family Study - \$764.90 total), Supervised Visitation - \$63.04 per hour).

-Between Susquehanna County Services for Children and Youth and Justice Works Youth Care, Pittsburg, PA, for the term of July 1, 2017 through June 30, 2018, inclusive for the following program(s) only; Family Group Decision Making – Conference - \$3,000.00, Unsuccessful referral - \$250.00, Successful referral but no conference - \$1,000.00, Facilitation Only (Including food prep = site rental) - \$650.00, Nurturing Parenting - \$ 75.00 per hour.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to sign the Maintenance and Service Agreement ID#17-0901A between Susquehanna County 911 and KOVA Corp, for the term September 1, 2017 through August 31, 2017, for the amount of \$ 7,430.36.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Proclamation 2017-13, proclaiming the week of September 10-16, 2017 as Suicide Prevention Week.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- Damage to County Office Building.
- New 911 Center
- Economic Development Breakfast – CBPA
- Water Tanker Accident
- Kinder Morgan Grant for the Sheriff Office.
- Comprehensive Plan Update.



Motion by Commissioner Warren to close the Commissioners’ Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:21 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-17  
09-13-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Services Recognition: 5 Year Incremental Anniversaries.

R.S. Stoud – District Attorney's Office/Department of Public Safety – 5 Years  
John Karakash – SCCF – 10 years

Motion by Commissioner Arnold to approve the minutes of the August 23, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 08/30/2017 for \$364,292.72 for General Expenses
- Cash Disbursement Journal dated 09/01/2017 for \$72,579.11 for General Expenses
- Cash Disbursement Journal dated 09/06/2017 for \$34,611.72 for General Expenses
- Cash Disbursement Journal dated 09/05/2017 \$95,888.82 for Children and Youth
- EFTPS payment dated 09/07/2017 for \$75,219.82 for Federal Payroll Taxes
- Electronic payment dated 09/07/2017 for \$8,795.88 for State Withholding Taxes
- Electronic payment dated 09/07/2017 for \$18,975.07 for Employee Retirement
- Electronic payment dated 09/07/2017 for \$761.29 for PA SCDU
- Cash Disbursement Journal dated 09/07/2017 for \$192,364.89 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar requests and/or payment requests:

- Bruce Butler, Ryan Tator, and Nancy Tator, 911, Harrisburg, PA, September 9, 2017, PEMA 911 Advisory Board Presentation, Total Cost \$242.00, Cost to County \$242.00.
- Spenser Stoud, Children & Youth Services, Pittston, PA, September 13, 2017, Family Group Decision Making – Part 1, Total Cost \$65.00, Cost to County \$13.10.
- Kiana Lavery, Emergency Management, Hershey, PA, October 2-4, 2017, Governor's Preparedness Summit, Total Cost \$634.25, Cost to County \$634.25.
- Marysa Edwards-Ball, Katelyn Briggs, and Spenser Stoud, Children & Youth Services, Pittston, PA, November 20-21, 2017, #309 Sex and Drugs; Dual Companions, Total Cost \$72.00, Cost to County \$14.40.
- Lisa Vail, Juvenile Probation, Binghamton, NY, November 13, 2017, Oppositional, Defiant & Disruptive Children and Adolescents, Total Cost \$111.99, Cost to County \$111.99.
- Robert Hyde, Sarah Proof, Assessment, Lancaster, PA, November 2-3, 2017, Assessors Association of Pennsylvania Annual Conference, Total cost: \$1,333.16, Cost to County \$1,333.16.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge with regret the retirement of Raebelle Taylor, Director of Domestic Relations, Domestic Relations Office, effective close of business on December 29, 2017, per the recommendation of Judge Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren ratify and approve the termination of Brad Allen from the position of full-time Corrections Officer, effective September 7, 2017, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Purchase of Service Agreements:

- Between Susquehanna County Service for Children and Youth and VisionQuest National Ltd., Tuscan, AZ, for the term of July 1, 2017 and June 30, 2018 inclusive for the following programs only:

Certificate of Compliance - 2210040; 221050; 224000 – Unit ID – ST \$235.56 per diem,  
Certificate of Compliance 222830 – Unit ID – BR - \$330.86 per diem,  
Certificate of Compliance – 411450; 439740; 439780; 440330; 440370; 441840 –  
Unit ID LP -\$220.00 per diem.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the Product Lease Agreement between Susquehanna County and Westmoreland Business Center, Shavertown, PA for the term of 63 months for Digital Mailing Machine w/ Certified Mailing Application - \$334.25 per month.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify an amendment to the Purchase of Service Agreement between Susquehanna County and Evaluator Services Technology (EST), Greensburg, PA, entered May 18, 2017 to provide on-site support for the term of September 11, 2017 to March 31, 2018 for Assessment Administration and Support - \$14,625.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Harry Phillips from the Susquehanna County Planning Commission effective September 13, 2017.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to appoint Robert Housel, Kingsley to the Susquehanna County Planning Commission effective September 14, 2017 with term expiring on December 31, 2019.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

- County Smoking Policy

Motion by Commissioner Hall to delegate all County-Owned property where there is a building as smoke-free.  
Second Commissioner Warren. Ayes: Commissioners' Hall and Warren. Nay: Commissioner Arnold. Motion Carried.

- Re-Assessment of properties with polluted water supplies due to fracking.
- XNG Trucks

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

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

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-18  
09-27-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the September 13, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:01 am.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 09/13/2017 for \$23,450.44 for General Expenses
- Cash Disbursement Journal dated 09/22/2017 for \$6,255.64 for General Expenses
- Cash Disbursement Journal dated 09/22/2017 for \$337,604.38 for General Expenses
- Cash Disbursement Journal dated 09/14/2017 \$51,151.65 for Children and Youth
- EFTPS payment dated 09/13/2017 for \$81,013.74 for Federal Payroll Taxes
- Electronic payment dated 09/13/2017 for \$9,285.30 for State Withholding Taxes
- Electronic payment dated 09/13/2017 for \$19,168.52 for Employee Retirement
- Electronic payment dated 09/13/2017 for \$792.59 for PA SCU
- Cash Disbursement Journal dated 09/13/2017 for \$207,275.43 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

- Bruce Butler, Ryan Tator, Nancy Tator, Robert Thatcher Jr., and Kiana Lavery, 911 Office and Emergency Management Office, Kingsley, PA, September 21, 2017, Mountain View School District Fire Prevention Event, Total Cost \$0.00, Cost to County \$0.00.
- Jason Miller and Ruth Evans, Treasurer's Office, State College, PA, October 25, 2017, County Treasurer's Association Fall Seminar, Total Cost \$85.60, Cost to County \$85.60.
- Elizabeth Arnold, Commissioner, Hershey, PA, November 19-21, 2017, CCAP 2017 Fall Conference, Total Cost \$821.20, Cost to County \$821.20.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept the resignation of William Strong from the Susquehanna County District Attorney's Task Force Detective position effective September 14, 2017, per the recommendation of District Attorney Robert Klein.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Austin Vantassel, Montrose, from part-time Corrections Officer to the position of full-time Corrections Officer, effective on September 7, 2017, 40 hours per week, with six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the transfer of Elizabeth Karpov, Montrose, from the Fiscal Assistant position to the full-time, non-union, position of Fiscal Officer II, at a starting salary rate of \$41,000/year, with an increase to \$46,000/year upon completion of a successful 6-month probationary period, effective September 21, 2017, minimum 40 hours per week, benefits according to the Government Mandated Requirements and County Policy Manual, per the recommendation of Michelle Graziano, Director of Services for Children and Youth.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and accept the resignation of Jordan Smith from the position of full-time Corrections Officer, effective on September 25, 2017, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the transfer of Hunter Williams, Hallstead, from the union, part-time position of Corrections Officer, to the open union, full-time position of Corrections Officer, 40 hours per week, six month probation period per the Bargaining Unit Contract and benefits according to the Government Mandated Requirements and the County Policy Manual, effective on September 26, 2017, per the recommendation of Warden Shelp.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution authorizing Trehab to submit and modify Pennsylvania Department of transportation DOT Grants electronically.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2017-14 designating September as Hunger Action Month in Susquehanna County.  
Second commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Purchase of Service Agreements:

- Between Susquehanna County Service for Children and Youth and Northampton County Juvenile Justice Treatment Center, Easton, PA, for the term of July 1, 2017 and June 30, 2018 inclusive for the following programs only:

  - Certificate of Compliance - 206690 – Unit ID AA – \$250.00 per-diem,

  - Certificate of Compliance – 214590 – \$250.00 per-diem,

  - Certificate of Compliance – 206680 - Detention – \$250.00 per-diem.

- Between Susquehanna County Service for Children and Youth and Concern, Fleetwood, PA, for the term of July 1, 2017 and June 30, 2018 inclusive for the following programs only:

  - Unit ID AA – Intensive Foster Care Ages 0-11 - \$85.98 per-diem.

  - Unit ID BB – Intensive Foster Care Ages 12+ - \$94.68 per-diem.

  - Unit ID CC – Intermediate Foster Care Ages 0-11 - \$66.22 per-diem.

  - Unit ID DD – Intermediate Foster Care Ages 12+ - \$76.96 per-diem.

  - Unit ID EE – Traditional Foster Care - \$40.08 per-diem.

  - Unit ID FF – Medical Level I Foster Care - \$85.97 per-diem.

  - Unit ID GG – Medical Level II Foster Care - \$74.97 per-diem.

  - Unit ID HH – Medical Level III Foster Care - \$54.02 per-diem.

  - Unit ID II – Medical Level IV Foster Care - \$36.02 per-diem.

  - Unit ID JJ – Mother/Baby Foster Care - \$129.39 per-diem.

  - Unit ID OO – Community Residential Rehabilitation Board Rate - \$24.44 per-diem.

  - Unit ID PP – Treatment Unit for Boys - \$205.29 per-diem.

  - Casework Service Rate - \$51.00 per hour.

  - Case Aid Service Rate - \$32.00 per hour

  - Driver Service Rate - \$30.00 per hour

  - Supervised Visitation- \$37.00 per hour

  - Visiting Coach - \$41.00 per hour

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter an agreement with Industrial Electronics, Inc, Scranton, to provide use of two-way communications network for Children and Youth Services at a monthly rate of \$247 effective September 27, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to open, and award following the review of the Solicitor and Engineering firm, sealed bids for Susquehanna County Pavement Improvements, SCR-2017261.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

- New Enterprise Stone and Lime, Clifford, PA \$457,250.00

- Ken Rauch Excavating - \$534,430.00

Public Comment:

- Discussion held on County Paving Project.

- Commissioner Meeting times.

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:12 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-19  
10-11-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the September 27, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 10/04/2017 for \$283,413.67 for General Expenses
- Cash Disbursement Journal dated 10/05/2017 \$95,620.13 for Children and Youth
- Cash Disbursement Journal dated 10/06/2017 for \$142,790.00 for General Expenses
- EFTPS payment dated 10/04/2017 for \$73,348.49 for Federal Payroll Taxes
- Electronic payment dated 10/04/2017 for \$8,666.25 for State Withholding Taxes
- Electronic payment dated 10/04/2017 for \$18,764.26 for Employee Retirement
- Electronic payment dated 10/04/2017 for \$751.17 for PA SCDU
- Cash Disbursement Journal dated 10/04/2017 for \$189,788.73 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

- Bruce Butler, 911 Office, Choconut Valley Elementary, Choconut, PA, October 12, 2017, Fire Prevention, Total Cost \$0.00, Cost to County \$0.00.

-Bruce Butler

-John Lester, Juvenile Probation, State College, PA, October 19, 2017, A Model for Leadership Using Essentials of Supervision, Total Cost \$171.00, Cost to County \$171.00.

-Michelle Graziano and Elizabeth Karpov, Children and Youth Services, State College, PA, October 17-20, 2017, PYCA Quarterly Meeting, Total Cost \$1,494.00, Cost to County \$298.80.

-Robert Hyde Jr. and Matthew Higgins V., Assessment Office, Harrisburg, PA, November 29-December 1, 2017, CPE Exam Preparation Course, Total Cost \$1,420.72, Cost to County \$1,420.72.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify the hiring of Levi Schmidt, Hallstead, to the open, part-time position of Corrections Officer, effective October 6, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify the hiring of Paul Sieben, Susquehanna, to the open, part-time position of Corrections Officer, effective October 6, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the hiring of John Gazzillo, Springville, to the open full-time, union position of Custodian, effective October 12, 2017, \$9.80 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Dennis Landis, Head of Maintenance.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the purchase of a 2017 Utility Police Interceptor from New Holland Ford, New Holland, price \$39,965.00, CoStars Pricing, paid for with Act 13 funding, for the Sheriff's Department.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the following Purchase of Service Agreements:

-Between Susquehanna County Service for Children and Youth and Families United Network, Inc., Muncy, PA, for the term of July 1, 2016 and June 30, 2017 inclusive for the following programs only:

Certificate - 312450 – Unit MF – \$26.74 per-diem; Unit CK - \$59.43 per-diem; Unit TF \$70.28 per-diem; Unit MT \$46.94 per diem.

Certificate – 306960 – Unit LO - \$185.97 per-diem,

Certificate – 331940- Unit TL – \$130.00 per-diem.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to sign the Memorandum of Understanding and Agreement between Susquehanna County Commissioners, Susquehanna County Juvenile Probation and the Susquehanna Community School District effective from August 1, 2017 through July 31, 2018 for the P/T placement of a School Juvenile Probation Officer for the total sum of \$ 8,388.06 per year.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to renew the lease between Susquehanna County and Susquehanna County Conservation District, beginning January 1, 2018 through December 31, 2018 for the total sum of \$15,000.00 per year.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter an agreement with the Central Bradford Progress Authority (CBPA) to provide management of the County's Economic Development activities from January 1, 2018 to December 31, 2018 for the sum of \$119,000 per year.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the revised Fee Schedule for Services for the Susquehanna County Coroner's Office effective December 1, 2017 per the recommendation of Coroner Anthony Conarton.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution 2017-05, authorizing the Susquehanna County Housing/Redevelopment Authority to file a proposal for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Funds for Housing Rehabilitation effective October 11, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution 2017-06, entering into a cooperative agreement with TREHAB for administration of the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program effective October 11, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution 2017-07, entering into a cooperative agreement with the Susquehanna County Housing/Redevelopment Authority for administration of the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program effective October 11, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution 2017-08, authorizing TREHAB to file a proposal for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Funds for Rental and Utility Assistance effective October 11, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt Resolution 2017-09, authorizing TREHAB to file a proposal for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Funds for Down Payment and Closing Cost Assistance effective October 11, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve Proclamation 2017-15 designating October as Domestic Violence Awareness Month in Susquehanna County.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Public Comment:

- Chesapeake Pond – located on the E. Rush Rd and Elk Lake Rd mosquito issues.
- Commissioners to check and see if Fire Companies can have access to the Gas company water containment ponds.
- Lyme Disease Coalition – Applied for 501 (C3) and would like to combine their efforts with other groups/organizations.



Motion by Commissioner Warren to close the Commissioners’ Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:19 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

SUSQUEHANNA COUNTY CORONER'S OFFICE  
FEE SCHEDULE FOR SERVICES  
Effective December 1, 2017

Item Description	Price	Effective Date
Administrative Fee for Search & Retrieval of Records	\$20.00	12/1/2017
Body Bags	At Approximate Cost	12/1/2017
PPE - Respirator Filters	At Approximate Cost	12/1/2017
PPE - Tyvek Suits	At Approximate Cost	12/1/2017
Bio Seal Systems	\$200.00	12/1/2017
Removal (Coroner's Case)	\$110.00	12/1/2017
Transportation (Coroner's Case)	\$35.00	12/1/2017
Transportation (Non-Coroner's Case)	\$150.00	12/1/2017
Cooler/Storage Fee	\$2.00 per hour	12/1/2017
Long Term Storage Freezer Fee	\$4.00 per Hour	12/1/2017
Cremation Authorization Permit	\$35.00	12/1/2017
Photographs - On Disk	\$5.00 Per Image	12/1/2017
Report, Autopsy	\$100.00 per copy	12/1/2017
Report, Coroner's	\$50.00 per copy	12/1/2017
Report, Forensic (Other)	\$50.00 per copy	12/1/2017
Report, Forensic Dental	\$50.00 per copy	12/1/2017
Report, Toxicology	\$50.00 per copy	12/1/2017
Securing Devices (Hasp,Padlocks,Lock out knob)	All at cost	12/1/2017
Proof of Death Letter	\$10.00	12/1/2017
Non-Contagious Disease Letter	\$10.00	12/1/2017
Certification of Documents	\$10.00	12/1/2017
Misc Documents Not Covered Above	\$1.00 per page	12/1/2017

All fees will be charged for all persons except for homicide victims and children under age 14.  
If ruled a homicide all expenses will be billed through the courts on a Bill of Cost.

Report fees are all per County Code.

All fees are to be made payable to Susquehanna County

Administrative fee is charged per each request for any report or service.

Body Bags and Personal Protective Equipment are at cost and may change without notice

Removal is from the scene to the funeral home. Transportation is when the decedent is transported from the autopsy facility back to the Coroner's office. (Coroner's Case)

Transportation (Non-Coroner case) would be from coroner's office to hospital for organ donation, etc.  
(We do not make removals for funeral homes unless it is a coroner's case first)

Report's - Family Reports marked "Not a Certified Copy/Family Use Only". All other requests will be certified.  
Law Enforcement & Governmental Agencies - No Fees Charged.

Certification of Documents - All requests for reports, other than family, are certified and sealed.

Cooler/Storage fee (Coroner's Case) - This fee is only imposed 72 hours after notification to Next of Kin that remains are released for disposition. (Charged even if a funeral home has not been chosen at the time of release.)

Cooler/Storage fee (Without Coroner's Case)Storage of a body for a funeral home or hospital. This is not a

duty or responsibility of the coroner or the office of the coroner. It is merely a convenience offered by the office.

**Long Term Storage Freezer Fee** to be implemented within 15 days of the body being received by the Coroner. The temperature required to maintain the condition of the body makes the cooler unusable for a standard Coroner case.

**Securing devices** used to lock houses or apartments until next of kin are located. Charged only if not returned.

CS-17-20  
10-25-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Arnold to approve the minutes of the October 11, 2017 Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 10/16/2017 for \$238,308.51 for General Expenses
- Cash Disbursement Journal dated 10/17/2017 for \$1,536.00 for Election Training
- Cash Disbursement Journal dated 10/17/2017 for \$1,751.00 for Election Training
- Cash Disbursement Journal dated 10/18/2017 \$39,135.70 for Children and Youth
- Cash Disbursement Journal dated 10/19/2017 for \$47,524.83 for General Expenses
- Cash Disbursement Journal dated 10/24/2017 for \$67,896.76 for General Expenses
- EFTPS payment dated 10/18/2017 for \$78,727.31 for Federal Payroll Taxes
- Electronic payment dated 10/18/2017 for \$9,207.82 for State Withholding Taxes
- Electronic payment dated 10/18/2017 for \$19,755.48 for Employee Retirement
- Electronic payment dated 10/18/2017 for \$751.17 for PA SCDU
- Cash Disbursement Journal dated 10/18/2017 for \$206,124.03 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

- Katie Stanziale, Sheriff's Office, Waymart, PA, November 13-17, 2017, Crisis Intervention, Total Cost \$0.00, Cost to County \$0.00.
- John Lester, Juvenile Probation, Harrisburg, PA, November 15-17 2017, Juvenile Court Judge's Commission Conference, Total Cost \$542.46, Cost to County \$0.00.
- Maggie McNamara, District Attorney's Office, State College, PA, November 29, 2017, Restitution Issues in the Criminal and Juvenile System, Total Cost \$160.00, Cost to County \$0.00.
- Sarah Snee and Chad Weaver, Children and Youth Services, Scranton, PA, November 30, 2017, Refresher Certification Child Safety Car Seats, Total Cost \$248.00, Cost to County \$49.60.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Angel Connelly, Thompson, PA, to the open, full-time, union position of 2nd Deputy Clerk of Courts, \$10.85 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and benefits according to Government Mandated Requirements and County Policy Manual, effective October 26, 2017, per the recommendation of Clerk of Courts/Prothonotary Chris Jones.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve payment in the amount of \$14,700.00, payable in quarterly installments, to the Northern Tier Regional Planning and Development Commission for Workforce/Community/ Economic Development activities for 2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept County Commissioners Association of Pennsylvania (CCAP) 2018-2022 Tax Collector Bonds Proposal effective January 1, 2018 for a term of 4 years at an annual premium of \$8,224.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of a 2017 Utility Police Interceptor from New Holland Auto Group, New Holland, PA, price of \$34,993.79, CoStars Pricing, paid for with LEPC Hazmat Funding, for the Public Safety Department, per the recommendation of R.S. Stoud, Director of Public Safety.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the following Purchase of Service Agreements:

- Between Susquehanna County Children and Youth Services and Adelphoi Village, Inc., Latrobe, PA, for the term of July 1, 2017 through June 30, 2018 inclusive for programs per the attached Schedule of Requested Per Diem Rates 7/1/2017 to 6/30/2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to re-appoint Chris Caterson, Richard Franks, and Nancy Hurley to a 4 year term on the Susquehanna County Planning Commission beginning January 1, 2018 and ending December 31, 2021.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve sales contract for the purchase of 15 acres of land from Singh Realty for the price of \$1 to be used for the construction of a new Public Safety Building, Coroner's office, and District Magistrate's office, pursuant to Solicitor's review and approval.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: The Susquehanna County Proposed Budget for 2018 will be available for public review effective October 25, 2017. The Proposed Budget will be considered for adoption at the Commissioners' meeting on December 13, 2017.

Discussion item: Lyme Disease Coalition/Tickborne Disease Task Force.

A meeting will be coordinated with the Lyme Disease Coalition, Tickborne Disease Task Force, and the Montrose Lyme Support Group.

Public Comment:

- Penn State Cooperative Extension employment vacancies.
- Forest City Library Anniversary
- Lack of State Budget

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:56 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-21  
11-08-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition, 5 Year Incremental Anniversaries:

Connie Rubio – Corrections Officer - 10 years  
Linda Posaski – Corrections Officer - 5 years  
Brandy Caswell – Telecommunicator - 5 years

Motion by Commissioner Warren to approve the minutes of the October 25, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:01 am.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 10/25/2017 for \$251,163.05 for General Expenses
- Cash Disbursement Journal dated 11/02/2017 for \$90,231.17 for General Expenses
- Cash Disbursement Journal dated 11/03/2017 for \$102,346.63 for Children and Youth
- Cash Disbursement Journal dated 11/08/2017 for \$87,813.39 for General Expenses
- EFTPS payment dated 11/02/2017 for \$77,862.00 for Federal Payroll Taxes
- Electronic payment dated 11/02/2017 for \$9,099.44 for State Withholding Taxes
- Electronic payment dated 11/02/2017 for \$19,771.51 for Employee Retirement
- Electronic payment dated 11/02/2017 for \$751.17 for PA SCU
- Cash Disbursement Journal dated 11/02/2017 for \$198,505.83 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

- John Lester, Juvenile Probation, Montrose, PA, November 02, 2017, Jack's Brain, Jill's Brain and Becoming a Mental Sleuth, Total Cost \$42.00, Cost to County \$0.00.
- Bruce Butler and Ryan Tator, 911 Center, Stroudsburg, PA, November 9, 2017, NECORE Meeting for Regional Shared Services, Total Cost \$250.00, Cost to County \$250.00.
- Robert Klein, District Attorney, Philadelphia, PA, February 13-15, 2018, 2018 Mid-Winter Meeting, Total Cost \$1,152.00, Cost to County \$1,152.00.
- R.S. Stoud and John Oliver, District Attorney Office, November 7-9, 2017, Violent Crime Behavioral Analysis Seminar, Total Cost \$682.92, Cost to County \$682.92.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Jessica Chiaramonte, Susquehanna, from the full-time, union position of Sheriff Deputy, to the open, full-time, non-union position of Forensic Case Coordinator/Deputy Coroner, starting salary of \$30,000.00, minimum 40 hours per week, with a six month probation period and benefits according to Government Mandated Requirements and the County Policy Manual, effective November 20, 2017. After a six month review and attaining goals and milestones as set forth by the Coroner, the salary will increase to \$31,500.00. Upon determination by the Coroner that the person has the ability to handle most case investigations on their own, the salary will increase to \$34,000.00 per year, per the recommendation of Anthony Conarton, County Coroner.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the resignation of Angel Connelly from the full-time position of 2<sup>nd</sup> Deputy Clerk of Courts effective October 27, 2017 per the recommendation of Chris Jones, Prothonotary / Clerk of Courts.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the termination of Jordan Harvey, from the full-time position of Civil / Criminal Clerk, effective November 6, 2017, per the recommendation of Lance Benedict, Sheriff.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and acknowledge the termination of Amanda Lannon, from the full-time position of 1<sup>st</sup> Deputy Prothonotary / Clerk of Courts, effective November 6, 2017, per the recommendation of Chris Jones, Prothonotary / Clerk of Courts.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the transfer of Keisha Carman, Montrose, to the temporary, non-union, full-time position of Acting 1<sup>st</sup> Deputy Prothonotary / Clerk of Courts effective November 7, 2017 through January 2, 2018, at a salary of \$34,900/year, minimum 40 hours per week, benefits according to the Government Mandated Requirements and County Policy Manual. At the end of this period will transfer back to open 2<sup>nd</sup> Deputy position, per recommendation of Chris Jones, Prothonotary/Clerk of Courts.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the termination of Shawn Brothwell, from the full-time, non-union position of Judicial Law Clerk, effective November 22, 2017, per the recommendation of Judge Jason Legg.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Mary Jo Geist-Owens, Springville, to the open, full-time, non-union position of Judicial Law Clerk / Assistant, effective November 27, 2017, at a salary of \$55, 000/year, minimum 40 hours per week, with six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, without the annual pay increase in January 2018, per recommendation of Judge Jason J. Legg.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter a service agreement with Otis Elevator Co., Allentown, PA, for service on Otis Elevator 636558, effective July 1, 2018 for \$350 per month, payable annually, for the period of 5 years.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve Proclamation 2017-16 Designating November 15th as America Recycles Day in Susquehanna County.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to reappoint the following to the Susquehanna County Conservation Board of Directors:

Brian Severcool, Springville – Farmer Director – for a term of January 1, 2018 - December 31, 2021

Curtis Hepler, Hallstead – Public Director – for a term of January 1, 2018 - December 31, 2021

Commissioner Warren - Commissioner Director – for a term of January 1, 2018 - December 31, 2018

Second Commissioner Hall. Ayes: Commissioners' Hall and Arnold. Abstain: Commissioner Warren. Motion Carried.

Public Comment:

Constitutional Amendment on Ballot  
Lyme Coalition

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:28 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-22  
11-22-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the November 8, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to recess the Commissioners' Meeting and open the Salary Board Meeting at 9:00 am.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Note: The Commissioners' Meeting was reconvened at 9:03 am.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 11/08/2017 for \$66,472.56 for General Expenses
- Cash Disbursement Journal dated 11/09/2017 for \$19,325.95 for General Expenses
- Cash Disbursement Journal dated 11/16/2017 for \$29,715.25 for General Expenses
- Cash Disbursement Journal dated 11/17/2017 for \$56,883.63 for Children and Youth
- Cash Disbursement Journal dated 11/22/2017 for \$271,456.33 for General Expenses
- EFTPS payment dated 11/22/2017 for \$75,432.60 for Federal Payroll Taxes
- Electronic payment dated 11/22/2017 for \$8,917.99 for State Withholding Taxes
- Electronic payment dated 11/22/2017 for \$18,870.94 for Employee Retirement
- Electronic payment dated 11/22/2017 for \$751.17 for PA SCDU
- Cash Disbursement Journal dated 11/22/2017 for \$200,263.07 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and/or approve the following seminar/travel requests and/or payment requests:

- Jen Hibbard, Recycling Center, Blakeslee, PA, November 30, 2017, PA DEP Northeast Regional Recycling Coordinator's Roundtable, Total Cost \$75.00, Cost to County \$37.50.
- Samantha Wickizer, Assessment Office, Online training, 2018-2019 7-Hour National USAPAP Update Course, Total Cost \$199.99, Cost to County \$199.99.
- Sarah Proof and Patricia Leach, Assessment Office, December 15, 2017, Understanding TIF, LERTA and KOZ, Jessup, PA, Total Cost \$60.00, Cost to County \$60.00.

Second Commissioner Warren. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the purchase of a 2018 Utility Police Interceptor from New Holland Ford, New Holland, PA, price of \$30,318.00, CoStar Pricing for the County Probation Department.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to sign the Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Families United Network. Inc. of Muncy, PA, for the term July 1, 2017 through June 30, 2018, inclusive for the following programs per the Schedule of the Requested Per Diem Rates for Foster Care Services, Non-Placement Services and Residential Services.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Full Planned Maintenance Agreement with Thompson & Johnson, Syracuse, NY for maintenance on 2 Recycling Center Toyota forklifts for \$484 per 3 months for the period January 1 to December 31, 2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to enter into a Maintenance Agreement with Guyette Communications Industries, Plymouth, PA for maintenance on SV9100 Telephone System for \$412 per month for the period December 1, 2017 to November 30, 2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2017-10, authorizing Susquehanna County Housing Redevelopment Authority to file an application for FFY 2017 Pennsylvania Community Development Block Grant Entitlement Programs, effective November 22, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.



Motion by Commissioner Warren to adopt Resolution 2017-11, Fair Housing Resolution, effective November 22, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to adopt Resolution 2017-12, County of Susquehanna Minority Business Enterprise Plan and Statement of Goals, effective November 22, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Matthew Osmulski, Shickshinny, to the open union position of Geographic Information Systems Technician at a rate of pay of \$16.34 per hour, minimum 40 hours per week, with benefits according to the Residual Union Contract and County Policy Manual, effective November 27, 2017 per the recommendation of James Kane, GIS Specialist / Department Head.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge the hiring of Cambria Ely, Springville, to the temporary, non-union, full-time training position of Director of Domestic Relations, effective November 27, 2017, at a salary of \$45,000/year, minimum 40 hours per week, with the position being eliminated on December 31, 2017. Effective January 1, 2018, Ely will transfer to the open position of Director of Domestic Relations, non-union, full-time with a salary of \$45,000/year, with no annual pay increase in January, 2018, minimum 40 hours per week, with six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual, per recommendation of Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the transfer of Brandon Swift from Part-time Corrections Officer to Full-time Corrections Officer, effective November 27, 2017, \$13.95 per hour minimum 40 hours per week, with benefits according to the Residual Union Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Jonathon Zielewicz, Corrections Officer, effective November 30, 2017, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Damianne Bishop, Corrections Officer, effective December 1, 2017, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the hiring of Matthew Snow, Hallstead, to the open, part-time position of Corrections Officer, effective November 20, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify the hiring of Dakotah Sherman, Hallstead, to the open, part-time position of Corrections Officer, effective November 20, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Aiyana Brown, Friendsville, to the open, part-time position of Corrections Officer, effective November 30, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to approve the hiring of Kathleen Wadge, Nicholson, to the open, part-time position of Corrections Officer, effective November 30, 2017, \$13.95 per hour, varied hours, six month probationary period per the Bargaining Unit Contract and Benefits according to Government Mandated Requirements and County Policy Manual, per the recommendation of Warden Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

Motion by Commissioner Warren to close the Commissioners’ Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:13 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-23  
12-13-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Employee Years of Service Recognition, 5 Year Incremental Anniversaries:

Dennis Landis – Maintenance – 5 Years

Allen Smith – Probation Office – 25 Years

Motion by Commissioner Warren to approve the minutes of the November 22, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 11/22/2017 for \$429,268.40 for General Expenses
- Cash Disbursement Journal dated 11/29/2017 for \$914.51 for General Expenses
- Cash Disbursement Journal dated 12/04/2017 for \$2,030.15 for Jury Expenses
- Cash Disbursement Journal dated 12/07/2017 for \$756.66 for Jury Expenses
- Cash Disbursement Journal dated 12/05/2017 for \$88,298.29 for Children and Youth
- Cash Disbursement Journal dated 12/04/2017 for \$25,458.72 for General Expenses
- Cash Disbursement Journal dated 12/06/2017 for \$40,804.81 for General Expenses
- Cash Disbursement Journal dated 12/13/2017 for \$258,809.12 for General Expenses
- EFTPS payment dated 11/29/2017 for \$82,175.67 for Federal Payroll Taxes
- Electronic payment dated 11/29/2017 for \$9,551.71 for State Withholding Taxes
- Electronic payment dated 11/29/2017 for \$19,670.82 for Employee Retirement
- Electronic payment dated 11/29/2017 for \$728.15 for PA SCDU
- Cash Disbursement Journal dated 11/29/2017 for \$214,558.09 for Net Wages
- EFTPS payment dated 12/13/2017 for \$80,919.63 for Federal Payroll Taxes
- Electronic payment dated 12/13/2017 for \$9,444.69 for State Withholding Taxes
- Electronic payment dated 12/13/2017 for \$19,912.02 for Employee Retirement
- Electronic payment dated 12/13/2017 for \$728.15 for PA SCDU
- Cash Disbursement Journal dated 12/13/2017 for \$211,521.55 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

-Samantha Wickizer, Assessment Office, Jessup, PA, NECAAP Chapter Meeting, December 15, 2017, Total Cost \$30.00, Cost to County \$30.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and accept with regret the resignation of Ashley Wilson, Corrections Officer, effective December 7, 2017 per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the transfer of Levi Schmidt from Part-time Corrections Officer to Full-time Corrections Officer, effective December 13, 2017, \$13.95 per hour, 40 hours per week, with benefits according to the Residual Union Contract and County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and acknowledge the hiring of Alison Montone, of Brackney, to the open, full-time, union position, Civil/Criminal Clerk, 40 hours per week, at the rate of \$12.14 per hour, effective December 11, 2017, six month probationary period, benefits according to Government Mandated Requirements and the Court Related Bargaining Unit Contract per the recommendation of Sheriff Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to ratify and acknowledge the hiring of Janniel De Jesus, of Peckville, to the open, full-time, union position of Deputy Sheriff, 40 hours per week, at the rate of \$13.50 per hour, effective December 11, 2017, six month probationary period, benefits according to Government Mandated Requirements and the Court Related Bargaining Unit Contract per the recommendation of Sheriff Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to acknowledge the transfer of Cambria Ely, Springville, to the non-union, full-time position of Director of Domestic Relations, effective December 13, 2017, at a salary of \$45,000/year, minimum 40 hours per week, with no annual pay increase in January,

2018, with six month probationary period, benefits according to the Government Mandated Requirements and County Policy Manual. Also effective December 13, 2017, Raebelle Taylor will transfer to the position of Temporary Director of Domestic Relations through December 31, 2017. Per recommendation of Judge Jason Legg.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to transfer \$29,913.09 From the Marcellus Legacy Fund to the General Fund for Agricultural Land Preservation.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to adopt the 2018 Susquehanna County Budget in the amount of \$32,413,675.78.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Maintenance Agreement with Guyette Communications Industries, Plymouth, PA for maintenance on 124i Telephone System for the County Recycling Center, at a cost of \$144.00 for the year for the period December 1, 2017 to November 30, 2018.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Services Agreement between Frontier Communications, Rochester, NY and the Susquehanna County Correctional Facility, dated November 27, 2017, for the period of 1 year for telephone service at a rate of \$209.02 per month.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Maintenance and Support Agreement between Creative Info Systems, Manchester, NH, and the Susquehanna County Recycling Center, for the period of January 1, 2018 – December 31, 2018 for maintenance and support on the SMSTurbo system at a rate of \$995.00 per year.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into a Maintenance Agreement with Reeds Generator Service, LLC. Jackson, PA for Annual Maintenance on 7 County generators, at a rate of \$1,610.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to enter into an agreement with Tyler New World, Yarmouth, ME, for Computer Aided Dispatch software, hardware, and maintenance at a rate of \$324,937 per year effective December 13, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to re-appoint George Connor, Bill Kelley, and Debra Dissinger to the Susquehanna County Economic Development Advisory Board effective January 1, 2018 through December 31, 2020 per recommendation of the Board.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to set the millage for the year 2018 for Susquehanna County as follows: 10.50 mills for General Real Estate for the General Fund and 0.33 mills for the Library Fund. The total millage for Real Estate is 10.83 mills.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Motion by Commissioner Warren to approve the attached 2018 Miscellaneous Compensation Schedule effective January 1, 2018:

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Public Comment:

Discussion held pertaining to Frontier backup systems.  
Cabot Hearing

Motion by Commissioner Warren to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried

Commissioner Hall declared the Commissioners’ Meeting adjourned at 9:30 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

CS-17-24  
12-27-2017

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

Pledge of Allegiance to the Flag.

Present: Commissioners Hall, Arnold, and Warren.

Motion by Commissioner Warren to approve the minutes of the December 13, 2017 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following:

- Cash Disbursement Journal dated 12/06/2017 for \$28,477.56 for General Expenses
- Cash Disbursement Journal dated 12/18/2017 for \$50,636.50 for Children and Youth
- Cash Disbursement Journal dated 12/20/2017 for \$258,518.04 for General Expenses
- EFTPS payment dated 12/27/2017 for \$77,429.36 for Federal Payroll Taxes
- Electronic payment dated 12/27/2017 for \$9,133.38 for State Withholding Taxes
- Electronic payment dated 12/27/2017 for \$19,447.82 for Employee Retirement
- Electronic payment dated 12/27/2017 for \$728.15 for PA SCU
- Cash Disbursement Journal dated 12/27/2017 for \$200,459.06 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren due to clerical error in the November 22, 2017 minutes, to amend the date of the following items from 11/22/2017 to 11/15/2017:

- Cash Disbursement Journal dated 11/22/2017 for \$271,456.33 for General Expenses
- EFTPS payment dated 11/15/2017 for \$75,432.60 for Federal Payroll Taxes
- Electronic payment dated 11/15/2017 for \$8,917.99 for State Withholding Taxes
- Electronic payment dated 11/15/2017 for \$18,870.94 for Employee Retirement
- Electronic payment dated 11/15/2017 for \$751.17 for PA SCU
- Cash Disbursement Journal dated 11/15/2017 for \$200,263.07 for Net Wages

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and/or approve the following seminar/travel requests and/or payment requests:

- Sara Conklin, Children and Youth, Pittston, PA, Sexual Abuse Series, January 3-4 2018, February 1, 2018, March 1-2, 2018, April 5-7, 2018 and May 2, 2018, Total Cost \$616.00, Cost to County \$123.20.
- Brian James, Human Resources, Binghamton, NY, FMLA Compliance Update, January 31, 2018, Total Cost \$169.25, Cost to County \$169.25.
- Michelle Graziano and Elizabeth Karpov, Children and Youth Services, State College, PA, Children and Youth's Quarterly Meeting, January 23-27, 2018, Total Cost \$1,344.00, Cost to County \$268.80.
- April Price, DRO, Nanticoke, PA, Guidelines for DRS, February 7 & 8, 2018, Total Cost \$238.59, Cost to County \$238.59.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to acknowledge with regret, the resignation of Margaret Krupinski, from the position of Administrative Assistant / Deputy Coroner, effective January 2, 2017, per the recommendation of Coroner Anthony Conarton.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to accept with regret the resignation of Amanda Adams, 911 Telecommunicator/Dispatcher, effective January 1, 2018, per the recommendation of Bruce Butler, Assistant DPS Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to ratify and approve the hiring of Ariana Hagopian, Susquehanna, to the open full-time position of 911 Telecommunicator, 911, at a rate of \$12.50 per hour, 40 hours per week, six month probationary period per the Bargaining Unit Contract and Benefits according to the Government Mandated Requirements and County Policy Manual, effective December 21, 2017, per the recommendation of Bruce Butler, Assistant DPS Director/911 Coordinator.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren, due to clerical error in the December 13, 2017 agenda, to amend entering into an agreement with Tyler New World, Yarmouth, ME, for Computer Aided Dispatch software, hardware, and maintenance at a rate of \$324,937 one-time fee and an Annual Maintenance Fee of \$31,057 per year, effective December 27, 2017.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to re-appoint Jerry Cronk as Housing Authority Director for the term January 1, 2018 to December 30, 2022.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Warren to establish that the 2018 Susquehanna County Commissioners' Meetings will be held on the second and fourth Wednesdays of each month at 9:00 am in the Commissioners' Meeting Room.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Public Comment:

Motion by Commissioner Warren to close the Commissioners' Meeting.  
Second Commissioner Arnold. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:03 am.

ATTEST:

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Martin Kane, Chief Clerk

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Susquehanna County Commissioners

Provider		Contracted Service	Rate/Projected Cap	
A Better Today		Outpatient	\$40,000.00	
Cedar Residence		Halfway House	\$105.00	Day
Choices of Northeastern PA		Non-Hospital Inpatient Detoxification	\$262.00	Day
Choices of Northeastern PA		Non-Hospital Short-Term Residential Treatment	\$243.00	Day
Choices Recovery Program		Outpatient	\$112.00	Week
Clear Brook Manor		Non-Hospital Inpatient Detoxification	\$270.00	Day
Clear Brook Manor		Non-Hospital Short-Term Residential Treatment	\$250.00	Day
Clem-Mar House, Inc.		Halfway House	\$114.00	Day
Clem-Mar House, Inc. - Dallas		Halfway House	\$114.00	Day
Colonial House, Inc.		Non-Hospital Long-Term Residential Treatment	\$109.00	Day
Conewago Place		Non-Hospital Short-Term Residential Treatment	\$149.00	Day
Conewago Place		Non-Hospital Long-Term Residential Treatment	\$149.00	Day
Conewago Snyder		Non-Hospital Short-Term Residential Treatment	\$180.00	Day
Conewago Snyder		Non-Hospital Short-Term Residential Treatment	\$230.00	Day
Conewago Snyder		Non-Hospital Long-Term Residential Treatment	\$180.00	Day
Conewago-Pottsville		Non-Hospital Inpatient Detoxification	\$250.00	Day
Conewago-Pottsville		Non-Hospital Short-Term Residential Treatment	\$189.00	Day
Conewago-Pottsville		Non-Hospital Long-Term Residential Treatment	\$189.00	Day
Drug and Alcohol Rehabilitation Services		Non-Hospital Long-Term Residential Treatment	\$151.00	Day
Drug and Alcohol Treatment Service		Outpatient	\$312,000.00	
Eagleville Hospital		Hospital-Based Inpatient Detoxification	\$525.81	Day
Eagleville Hospital		Hospital-Based Inpatient Residential	\$525.81	Day
Gatehouse for Men		Halfway House	\$123.00	Day
Gatehouse for Women		Halfway House	\$123.00	Day
Gateway Rehabilitation Center - Aliquippa		Non-Hospital Inpatient Detoxification	\$252.00	Day
Gateway Rehabilitation Center - Aliquippa		Non-Hospital Short-Term Residential Treatment	\$223.00	Day
Gateway Rehabilitation Center, Inc. Moffett		Halfway House	\$90.00	Day
Gaudenzia Chambers Hill Adolescent Program		Non-Hospital Short-Term Residential Treatment	\$265.00	Day
Gaudenzia Common Ground		Non-Hospital Inpatient Detoxification	\$230.00	Day
Gaudenzia Common Ground		Non-Hospital Short-Term Residential Treatment	\$190.00	Day
Gaudenzia Common Ground		Non-Hospital Short-Term Residential Treatment	\$227.00	Day
Gaudenzia Fountain Springs		Non-Hospital Long-Term Residential Treatment	\$195.00	Day
Gaudenzia New Destiny		Halfway House	\$165.00	Day
Habit OPCO		Outpatient MAT	\$90,000.00	
Habit OPCO		Outpatient	\$10,000.00	
Just Believe Recovery Center		Outpatient	\$10,000.00	